

Detailed Invoice Search

Basic Usage Notes

- The updated Detailed Invoice Search is a web based search routines that allows users to quickly access invoices and invoice history via a wide range of channels.
- Updated Detailed Invoice Search is available via the Invoicing screen and the main menu system, and now will launch in a separate browser, providing a larger window in which to view information.

Launching the D.I.S. via Invoicing

- When in the invoicing screen, the top right hand button along the bottom button panel will now show a D.I.S. icon



- A left click on this icon at **any** time during the invoicing process will pop up a browser window with the summary invoice detail for **all**
- A right click on this icon at any point **after** entering the line body of the invoice screen will pop up a browser window with the summary invoice detail for the **selected**

Launching the D.I.S. via the Menu system.

- In the COUNTERPOINT menu system, clicking the



or



icons (depending on your version of COUNTERPOINT) will pop up a new browser window

with the summary invoice detail for all customers

Using the D.I.S.

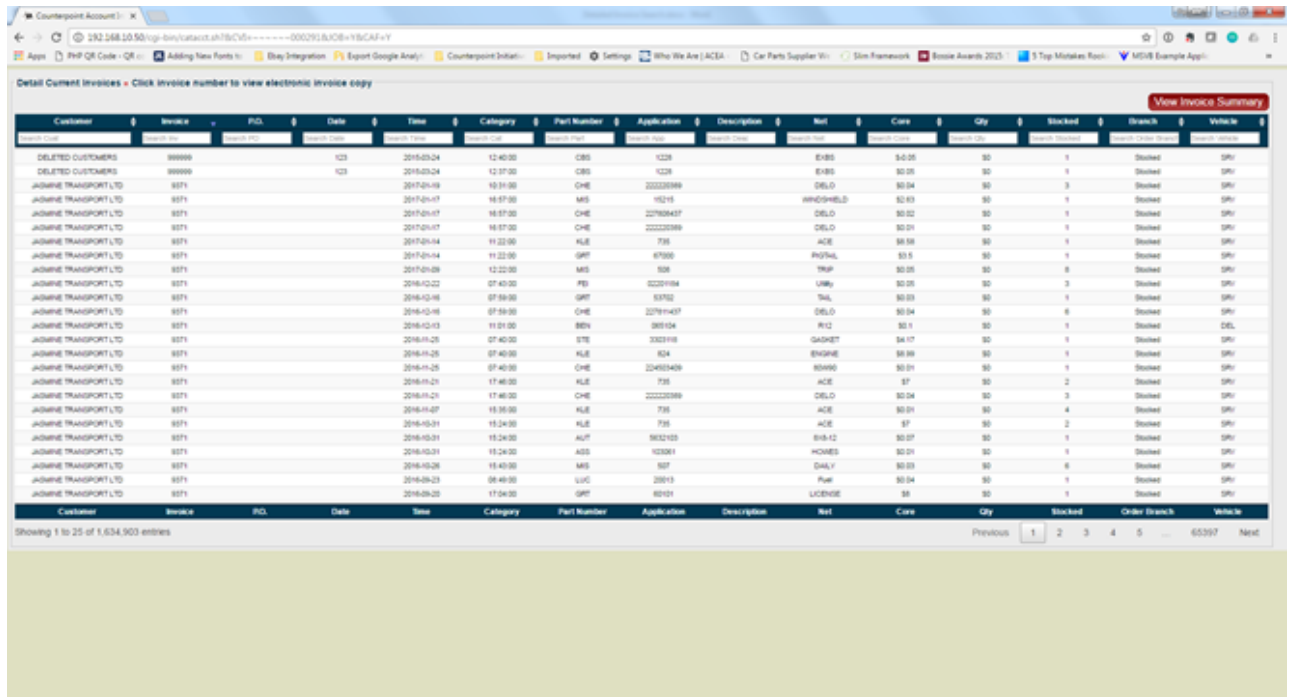
- The summary invoice detail view looks like this:

Customer	Invoice	P.O.	Date	Time	Branch
PRINCE RUPERT TRUCK	010395	6370967	5561	2017-01-24	14:24:00
THE KING TRUCK	010527	5216950		2017-01-24	14:24:00
MARBLE TRANSPORT LTD	010102	3613036	1099AL	2017-01-24	14:22:00
RHE-HEA TRUCKING	010102	6370966	P-1707607	2017-01-24	14:21:00
DEARBORN MOTORS LTD	000916	6362963	1523486	2017-01-24	14:21:00
PG MASTER GROUP OF COMPANIES	014084	3613036	52275	2017-01-24	14:20:00
LARRY S HEAVY HAULING 1996 LTD	010470	6370964	451186	2017-01-24	14:19:00
LAWLEY TRUCK STOP LTD	010867	2019487	TFFR601 0124	2017-01-24	14:19:00
SURREY CASH SALES	010410	2019486		2017-01-24	14:19:00
A-1 LOGGING CO	000249	6370965	96090	2017-01-24	14:19:00
MTRUX SERVICES LTD	010521	5216946	CR82Y7	2017-01-24	14:18:00
UK AUTOMOTIVE TRUCK	010886	6370963		2017-01-24	14:18:00
DELTA CASH SALES	000660	3613037		2017-01-24	14:18:00
CANADA TRUCK	001756	2019486	4745	2017-01-24	14:18:00
CANADIAN NATIONAL RAILWAY	001756	6362962	86LOW	2017-01-24	14:18:00
SURREY CASH SALES	010410	2019485		2017-01-24	14:18:00
CANADA TRUCK	001756	2019484	5700K	2017-01-24	14:18:00
THE AUTO CLASH CASH	000499	2019483		2017-01-24	14:17:00
OCEAN CONCRETE & DIVISION OF	010286	3613036	A10012007	2017-01-24	14:17:00
MTRUX SERVICES LTD	010521	5216946	60	2017-01-24	14:16:00

- Once in the summary invoice detail screen, clicking on any of the top row headings will sort the respective columns, while typing into the text boxes in the second row of the heading will filter the respective column based on what you type.
- Each page is limited to 25 listings, clicking on the page links in the bottom right will navigate you through the pages.
- Clicking on the

[View Invoice Detail](#)

button in the top right of the screen will switch you into the Detailed Invoice view, which looks like this:



- The screen is identifiable by the increased number of columns by which you can filter.
- Within the detail screen, you are able to sort and filter much the same as the summary screen. You will also note the page navigation in the bottom right.
- All highlighted invoices are active links that will take you to a .pdf version of the selected invoice.

Revision #1

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