

# 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	8370967	5981	2017-01-24	14:24:30
TIME KING TRUCK	010327	8219950		2017-01-24	14:24:30
MANROULE TRANSPORT LTD	011030	3613939	103946	2017-01-24	14:22:30
PRINCE RUPERT TRUCKS	010152	8370966	8177967	2017-01-24	14:21:30
DEARBORN WATSON LTD	000916	8302963	1523486	2017-01-24	14:21:30
RIG MASTER GROUP OF COMPANIES	014084	3613938	82275	2017-01-24	14:20:30
LARRY S HEAVY HAULING TRUCK LTD	010470	8370964	481188	2017-01-24	14:19:30
LAWLEY TRUCK STOP LTD	010867	2019487	TRP4801 0124	2017-01-24	14:19:30
SURREY CASH SALES	010410	2019486		2017-01-24	14:19:30
A LOGGING LTD	000249	8370965	963360	2017-01-24	14:19:30
WITRIX SERVICES LTD	011021	8219949	CREDIT	2017-01-24	14:18:30
ISA AUTOMOTIVE TRUCK	011088	8370963		2017-01-24	14:18:30
DELTA CASH SALES	000666	3613937		2017-01-24	14:18:30
CANADIAN TRUCK	001788	2019486	4745	2017-01-24	14:18:30
CANADIAN NATIONAL RAILWAY	001788	8302962	86LOW	2017-01-24	14:18:30
SURREY CASH SALES	010410	2019485		2017-01-24	14:14:30
CANADIAN TRUCK	001788	2019484	8700K	2017-01-24	14:13:30
THE AUTO CLING (CASH)	005469	2019483		2017-01-24	14:12:30
OCEAN CONCRETE & DIVISION OF	012280	3613936	A10010037	2017-01-24	14:11:30
WITRIX SERVICES LTD	011021	8219948	80	2017-01-24	14:11:30

Showing 1 to 20 of 1,634,892 entries

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- 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:

Customer	Invoice	P.O.	Date	Time	Category	Part Number	Application	Description	Net	Core	Qty	Stocked	Branch	Vehicle
DELETED CUSTOMER	99999	123	2016-03-24	12:40:00	CBS	1239		6185	\$4.25		50	1	Stocked	SPV
DELETED CUSTOMER	99999	123	2016-03-24	12:37:00	CBS	1239		6185	\$0.05		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2017-01-19	10:31:00	CHE	20222089		DEL.D	\$0.04		50	3	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2017-01-17	16:57:00	MIS	15215		WHC94HBLD	\$2.93		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2017-01-17	16:57:00	CHE	227609437		DEL.D	\$0.02		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2017-01-17	16:57:00	CHE	20222089		DEL.D	\$0.01		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2017-01-14	11:22:00	HLE	735		ACE	\$8.58		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2017-01-14	11:22:00	GRT	67690		PGFAL	\$0.5		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-12-28	12:22:00	MIS	508		TRAP	\$0.05		50	8	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-12-22	07:40:00	PEI	9220104		UNBY	\$0.05		50	3	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-12-16	07:59:00	GRT	53702		TAL	\$0.03		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-12-16	07:59:00	CHE	227619437		DEL.D	\$0.04		50	6	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-12-13	11:01:00	BEV	985104		R12	\$0.1		50	1	Stocked	DEL
JAGHME TRANSPORT LTD	9371		2016-11-25	07:40:00	STE	3332119		GASKET	\$4.17		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-11-25	07:40:00	HLE	824		ENGINE	\$8.86		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-11-25	07:40:00	CHE	224051408		SHARD	\$0.01		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-11-21	17:46:00	HLE	735		ACE	\$7		50	2	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-11-21	17:46:00	CHE	20222089		DEL.D	\$0.04		50	3	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-11-07	15:35:00	HLE	735		ACE	\$0.01		50	4	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-10-31	15:24:00	HLE	735		ACE	\$7		50	2	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-10-31	15:24:00	ALT	5652103		B18-12	\$0.07		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-10-31	15:24:00	ADD	103061		HOSES	\$0.01		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-10-26	15:40:00	MIS	507		DAILY	\$0.03		50	6	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-09-23	08:49:00	LCV	20115		Rup	\$0.04		50	1	Stocked	SPV
JAGHME TRANSPORT LTD	9371		2016-09-20	17:04:00	GRT	90101		LICENSE	\$6		50	1	Stocked	SPV

- 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.

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