

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:

Current Invoices - Click Invoice number to view electronic invoice copy

Customer	Invoice	P.O.	Date	Time	Branch
PRINCE RUPERT TRUCK	010395	8370967	5/8/1	2017-01-24	14:24:30
TRIE KING TRUCK	018527	5219950		2017-01-24	14:24:30
MANROPE TRANSPORT LTD	011100	3613939	1/29/16	2017-01-24	14:22:00
PRINCE RUP TRUCKS INC	010192	8370966	4/17/16	2017-01-24	14:21:30
DEARBORN MOTOR LTD	008016	8382963	1/12/16	2017-01-24	14:21:30
PRO MASTER GROUP OF COMPANIES	014084	3613938	5/27/15	2017-01-24	14:20:30
LARRY S HEBBY HAULING TRUCK LTD	010470	8370964	4/11/16	2017-01-24	14:19:30
LAWLEY TRUCK STOP LTD	010867	2019487	TRUCKS 0124	2017-01-24	14:19:30
SURREY CASH SALES	010418	2019486		2017-01-24	14:19:30
J LOGGINS LTD	008249	8370965	9/23/15	2017-01-24	14:19:30
WTRUX SERVICES LTD	011521	5219949	CREDIT	2017-01-24	14:18:30
SAK AUTOMOTIVE TRUCK	011088	8370963		2017-01-24	14:18:30
DELTA CASH SALES	008682	3613937		2017-01-24	14:18:30
CANADIAN TRUCK	001758	2019484	4745	2017-01-24	14:18:30
CANADIAN NATIONAL RAILWAY	001758	8382962	BELLOW	2017-01-24	14:18:30
SURREY CASH SALES	010410	2019485		2017-01-24	14:14:30
CANADIAN TRUCK	001758	2019484	8700K	2017-01-24	14:13:30
THE AUTO CLANG (CASH)	005459	2019483		2017-01-24	14:12:30
OCEAN CONCRETE A DIVISION OF	012280	3613936	A10010037	2017-01-24	14:11:30
WTRUX SERVICES LTD	011521	5219949	80	2017-01-24	14:11:30

Showing 1 to 20 of 1,634,892 entries

Previous 1 2 3 4 5 ... 81745 Next

- 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 screenshot displays a web application interface for viewing invoice details. At the top, there's a navigation bar with a 'View Invoice Summary' button. Below it is a table with the following columns: Customer, Invoice, P.O., Date, Time, Category, Part Number, Application, Description, Net, Core, Qty, Stocked, Branch, and Vehicle. The table contains multiple rows of invoice items, each with corresponding data for these fields. At the bottom of the table, there is a pagination control showing 'Showing 1 to 25 of 1,634,903 entries' and page numbers 1 through 5, along with 'Previous' and 'Next' buttons.

- 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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