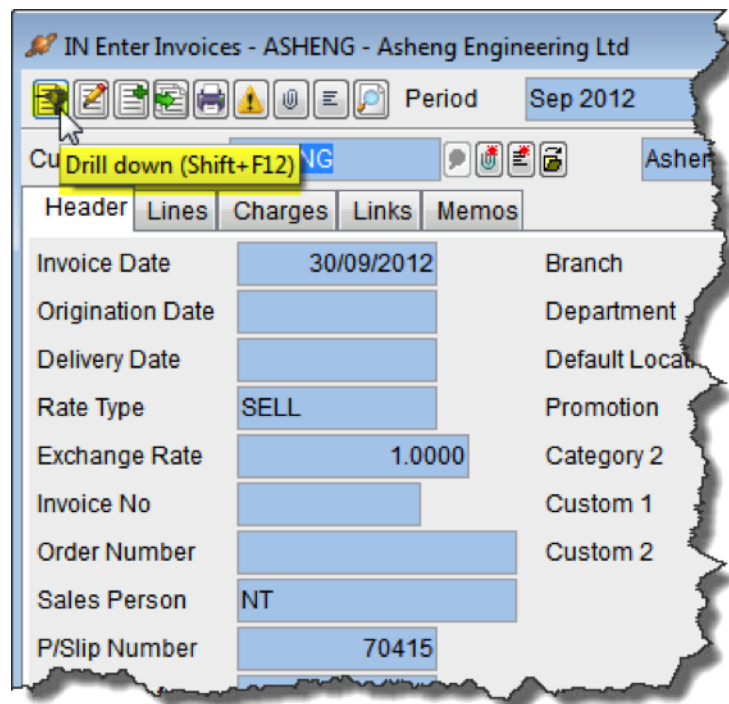


Tips & Tricks

Viewing Orders from Invoices

Did you know you can view the Order (or Orders) an invoice was generated from?

Open the invoice then click the Drill down Button. (If the drill down button is greyed out, then this means the invoice was not generated from an order)



If the Invoice was generated from one order the order will open. →

OE Enter Sales Orders - ASHENG - Asheng Engineering Ltd

Period: Sep 2012

Customer Code: ASHENG Asheng Engineering Ltd

Header | Lines | Charges | Links | Memos

Order Date: 30/09/2012 Branch: HO
 Origination Date: Department: SAL
 Delivery Date: Default Location: AKL
 Valuation Date: Promotion:
 Rate Type: SELL Category 2:
 Exchange Rate: 1.0000 Custom 1:
 Order Number: Custom 2:
 Sales Person: NT
 P/Slip Number: 70415
 Internal Ref: Delivery Inst:
 Quotation Ref: Delivery Code:
 Price Code: TRADE 234 Rosedale
 Comment: Birkenhead
 Auckland
 Post Status: Processed Print Status: Printed
 Contact: Donna
 Email Contact: New Zealand

Net: \$1,413.48 Charges: \$0.00 GST: \$212.02

Order List | View Invoice
 View Invoice generated from Order

(You click 'View Invoice' to view to go back to Invoice)

If the invoice was generated from more than one order a list of these orders will display

OE Order Matches

Document ID	Order No	Date	Post Status	Period ID	Exclusive Amount	Exclusive Amount Bs
407		21/09/2012	Processed	206	\$1,042.57	\$1,042.57
411		28/09/2012	Processed	206	\$402.57	\$402.57

OK Cancel

And you can double click any order you wish to view. ■