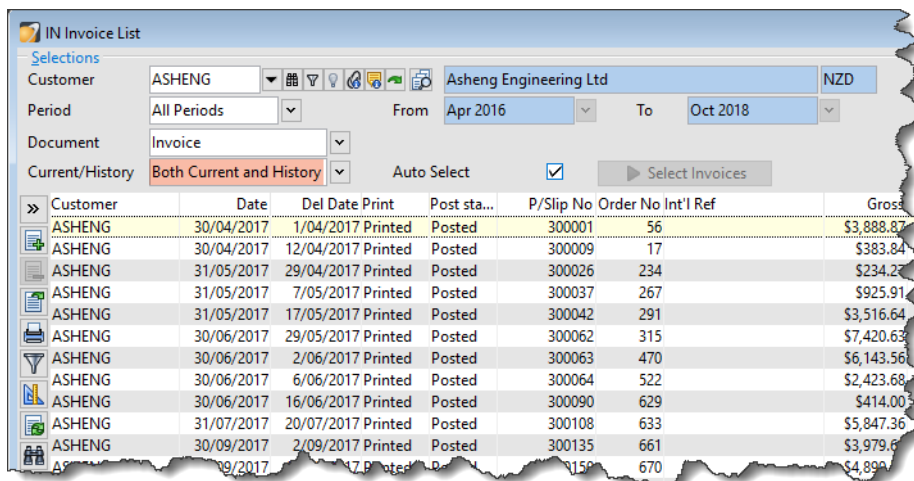


Tips & Tricks

See Current and Historical Documents Together

You can now see both Current and Historical Documents together on all Document Lists. For example, to see both Current and Historical Invoices on the Invoice List, go to Navigator > Maintain > Invoicing System > Invoice List.

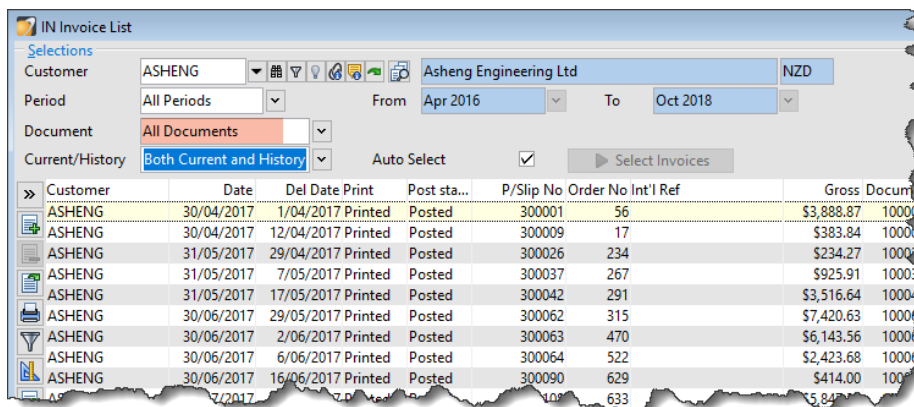
In the **Current / History** drop down, select **Both Current and History**.



The screenshot shows the 'IN Invoice List' window. The 'Current/History' dropdown is set to 'Both Current and History'. The table below displays a list of invoices for customer ASHENG from April 2016 to October 2018.

Customer	Date	Del Date	Print	Post sta...	P/Slip No	Order No	Int'l Ref	Gross
ASHENG	30/04/2017	1/04/2017	Printed	Posted	300001	56		\$3,888.87
ASHENG	30/04/2017	12/04/2017	Printed	Posted	300009	17		\$383.84
ASHENG	31/05/2017	29/04/2017	Printed	Posted	300026	234		\$234.27
ASHENG	31/05/2017	7/05/2017	Printed	Posted	300037	267		\$925.91
ASHENG	31/05/2017	17/05/2017	Printed	Posted	300042	291		\$3,516.64
ASHENG	30/06/2017	29/05/2017	Printed	Posted	300062	315		\$7,420.63
ASHENG	30/06/2017	2/06/2017	Printed	Posted	300063	470		\$6,143.56
ASHENG	30/06/2017	6/06/2017	Printed	Posted	300064	522		\$2,423.68
ASHENG	30/06/2017	16/06/2017	Printed	Posted	300090	629		\$414.00
ASHENG	31/07/2017	20/07/2017	Printed	Posted	300108	633		\$5,847.36
ASHENG	30/09/2017	2/09/2017	Printed	Posted	300135	661		\$3,979.6
ASHENG	30/09/2017	17/09/2017	Printed	Posted	300150	670		\$4,890.00

To show All Documents for Both Current and History, in the **Document** drop down, select **All Documents**.



The screenshot shows the 'IN Invoice List' window. The 'Document' dropdown is set to 'All Documents'. The table below displays a list of invoices for customer ASHENG from April 2016 to October 2018, including a 'Gross Docum' column.

Customer	Date	Del Date	Print	Post sta...	P/Slip No	Order No	Int'l Ref	Gross Docum
ASHENG	30/04/2017	1/04/2017	Printed	Posted	300001	56		\$3,888.87 10000
ASHENG	30/04/2017	12/04/2017	Printed	Posted	300009	17		\$383.84 10000
ASHENG	31/05/2017	29/04/2017	Printed	Posted	300026	234		\$234.27 10000
ASHENG	31/05/2017	7/05/2017	Printed	Posted	300037	267		\$925.91 10000
ASHENG	31/05/2017	17/05/2017	Printed	Posted	300042	291		\$3,516.64 10000
ASHENG	30/06/2017	29/05/2017	Printed	Posted	300062	315		\$7,420.63 10000
ASHENG	30/06/2017	2/06/2017	Printed	Posted	300063	470		\$6,143.56 10000
ASHENG	30/06/2017	6/06/2017	Printed	Posted	300064	522		\$2,423.68 10000
ASHENG	30/06/2017	16/06/2017	Printed	Posted	300090	629		\$414.00 10000
ASHENG	31/07/2017	20/07/2017	Printed	Posted	300108	633		\$5,847.36 10000