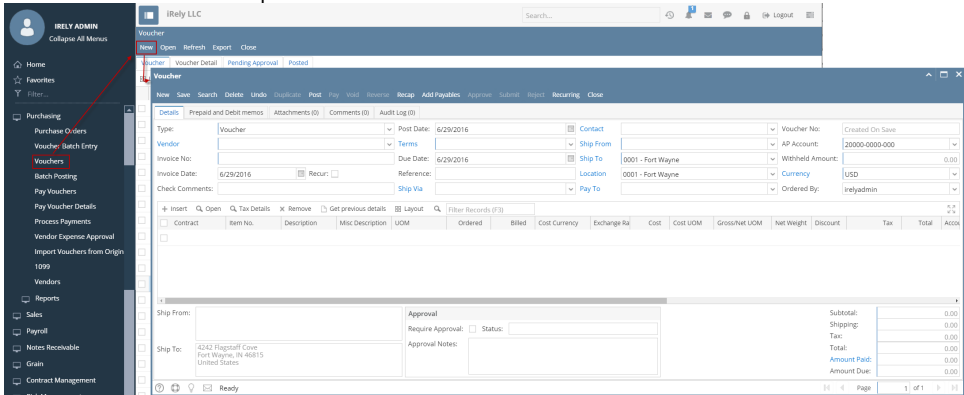


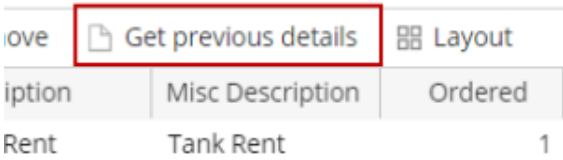
How To Get Previous Details on Vouchers

During Voucher creation, you can automatically get the items you previously used and add it on your current voucher. Here are the steps on how to do this:

1. From the **Main Menu**, expand **Purchasing** and click **Vouchers** to open **Search Voucher** screen.
2. Click **New** toolbar button to open blank Voucher screen.



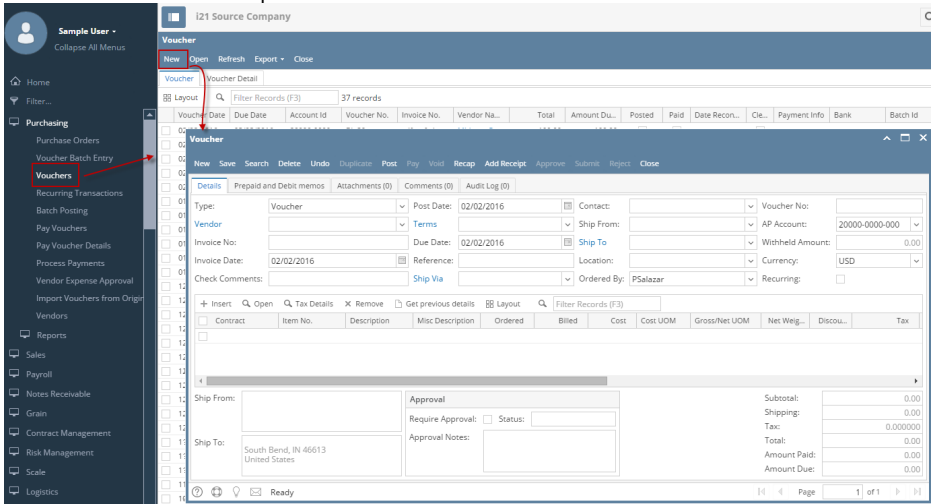
3. Click **Vendor** combo box button and select Vendor.
 - a. If selected vendor has an existing Inventory Receipt, **Add Inventory Receipt** screen will open.
 - b. Click **Close** button.
4. Click **Get previous details** action button.



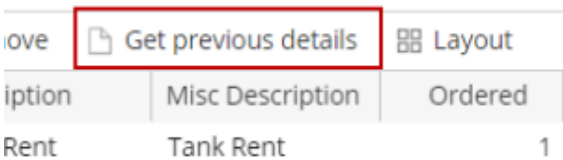
5. All items added on the previous detail will be added and displayed on the grid.

During Voucher creation, you can automatically get the items you previously used and add it on your current voucher. Here are the steps on how to do this:

1. From the **Main Menu**, expand **Purchasing** and click **Vouchers** to open **Search Voucher** screen.
2. Click **New** toolbar button to open blank Voucher screen.



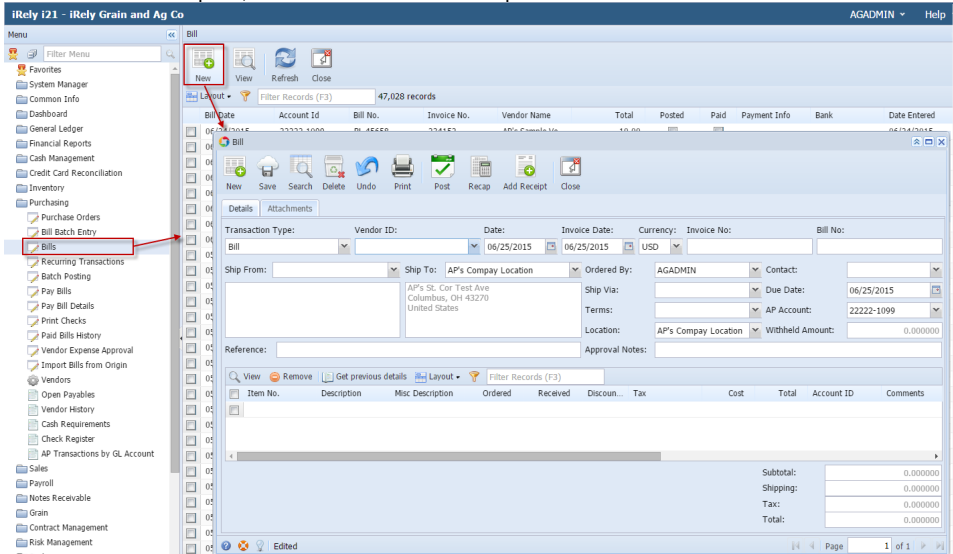
3. Click **Vendor** combo box button and select Vendor.
 - a. If selected vendor has an existing Inventory Receipt, **Add Inventory Receipt** screen will open.
 - b. Click **Close** button.
4. Click **Get previous details** action button.



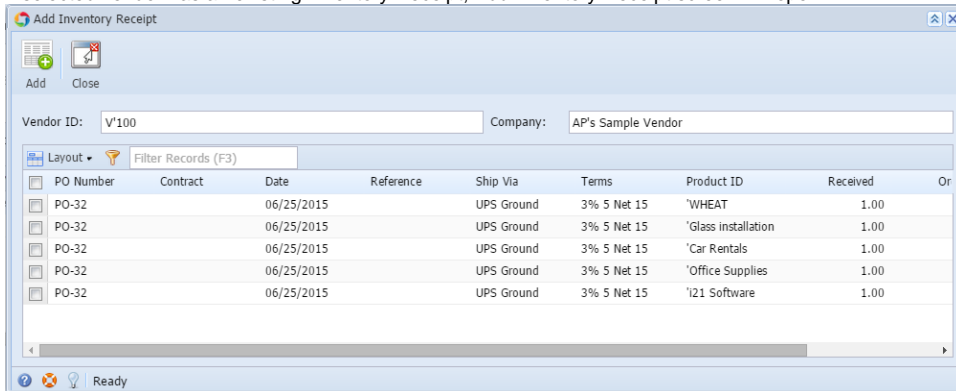
5. All items added on the previous detail will be added and displayed on the grid.

During Bill creation, you can automatically get the items you previously used and add it on your current bill. Here are the steps on how to do this:

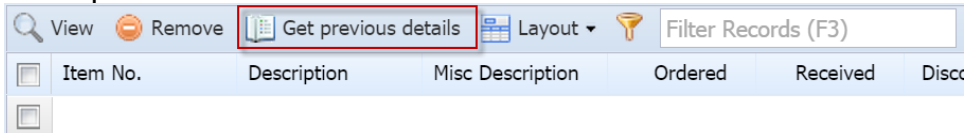
1. From the **Main Menu**, click **Purchasing > Bills** . If there's an existing record, docked **Search Bill** screen will open. Otherwise, blank **Bills** screen will open automatically.
2. If **Search Bill** screen opens, click **New** toolbar button to open blank **Bill** screen.



3. Click **Vendor ID** combo box button and select existing **Vendor** from the combo box list. Name of the selected vendor will be displayed on the **Vendor Name** field.
 - a. If selected vendor has an existing **Inventory Receipt**, **Add Inventory Receipt** screen will open.



- b. Click **Close** button.
4. Click **Get previous details** action button.



5. All items added on the previous detail will be added and displayed on the grid.

Bill

New Save Search Delete Undo Print Post Recap Add Receipt Close

Details Attachments

Transaction Type: Bill Vendor ID: V001 Date: 07/07/2015 Invoice Date: 07/07/2015 Currency: USD Invoice No: Bill No:

Ship From: AP's Sample Location Ship To: AP's Company Location Ordered By: AGADMIN Contact: AP's Sample Contact

AP's Sample Address
Albany, NY 12214
United States

AP's Sample Address
Bellefontaine, OH 43311
United States

Ship Via: UPS Ground Due Date: 07/22/2015

Terms: 3% 5 Net 15 AP Account: 26003-0000

Location: AP's Company Location Withheld Amount: 0.000000

Reference: Approval Notes:

View Remove Get previous details Layout Filter Records (F3)

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments
Wheat			50	50	0%	None	200.00	10,000.00	27020-0000	
Item1	Item1 - Non-In...		20	20	0%	None	15.00	300.00	93000-0000	
Item2	Item2 - Other C...		1	1	0%	None	12.00	12.00	93000-0000	
Item3	Item3 - Services		1	1	0%	None	15.00	15.00	93000-0000	
Item4	Item4 - Software		1	1	0%	None	49.00	49.00	93000-0000	

Subtotal: 10,376.000000

Shipping: 0.000000

Tax: 0.000000

Total: 10,376.000000

Edited Page 1 of 1