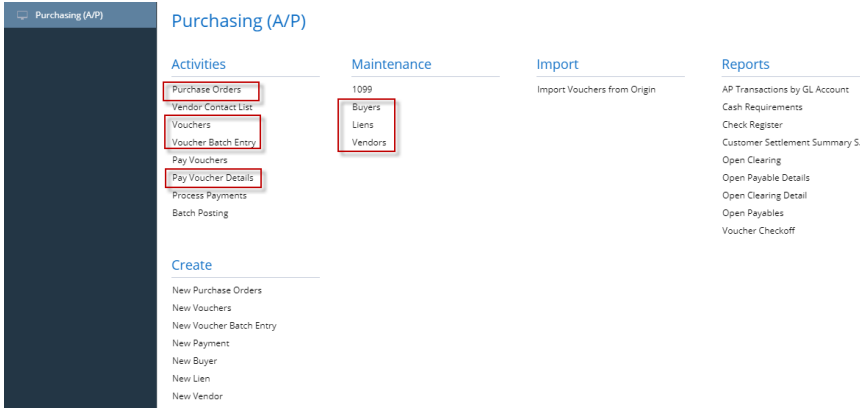


How To Create New Purchasing Record via the Search Screen

Here are the steps on how to create new record via the Search screen

1. Select AP screen with **Search** toolbar button.



2. Click on the menu you want to open to display the Search screen. The example below is the Search Voucher screen.

The screenshot shows the 'Search Voucher' screen for 'iRelly LLC'. It displays a table with 12 columns: Voucher Date, Due Date, Post Date, Date Created, Voucher No., Invoice No., Reference, Check Comment, Vendor Name, Location, Total, Amount Due, Amount Paid, and Tax. The table contains 10 rows of data, all with a 'Total' of 100.00 and 'Amount Due' of 100.00. The 'Vendor Name' is 'AP Sample Ven...' and the 'Location' is '0001 - Fort Way...'. The 'Voucher No.' ranges from BL-20801 to BL-20792, and the 'Invoice No.' ranges from 10 to 1.

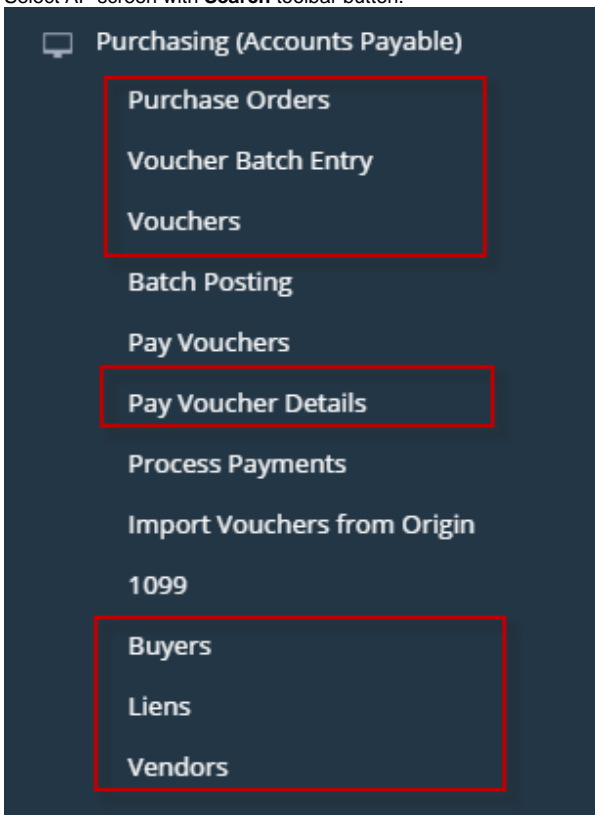
Voucher Date	Due Date	Post Date	Date Created	Voucher No.	Invoice No.	Reference	Check Comment	Vendor Name	Location	Total	Amount Due	Amount Paid	Tax
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20801	10			AP Sample Ven...	0001 - Fort Way...	100.00	100.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20800	9			AP Sample Ven...	0001 - Fort Way...	90.00	90.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20799	8			AP Sample Ven...	0001 - Fort Way...	80.00	80.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20798	7			AP Sample Ven...	0001 - Fort Way...	70.00	70.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20797	6			AP Sample Ven...	0001 - Fort Way...	60.00	60.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20796	5			AP Sample Ven...	0001 - Fort Way...	50.00	50.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20795	4			AP Sample Ven...	0001 - Fort Way...	40.00	40.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20794	3			AP Sample Ven...	0001 - Fort Way...	30.00	30.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20793	2			AP Sample Ven...	0001 - Fort Way...	20.00	20.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20792	1			AP Sample Ven...	0001 - Fort Way...	10.00	10.00	0.00	0.00

3. Click **New** toolbar button to open a blank screen to enter new records. For example, using the search screen above, a blank Voucher screen will open.

The screenshot shows the 'Voucher' screen. At the top, there is a toolbar with buttons: 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Duplicate', 'Post', 'Pay', 'Void', 'Reverse', 'Debit Memo', 'Post Preview', 'Add Payables', 'Email', 'Recurring', and 'Close'. The 'New' button is highlighted. Below the toolbar, there is a form with various fields: 'Type' (Voucher), 'Post Date' (7/20/2017), 'Contact', 'Vendor' (AP Account), 'Invoice No.' (20000-0000-000), 'Due Date' (7/20/2017), 'Ship From' (0001 - Fort Wayne), 'Ship To' (0001 - Fort Wayne), 'Currency' (USD), 'Ordered By' (irelyadmin), 'Ship Via', 'Pay To', and 'Ordered By'. The 'Ship From' field is highlighted. Below the form, there is a table with columns: 'Contract', 'PO #', 'Item No.', 'Description', 'Misc Description', 'UOM', 'Ordered', 'Billed', 'Currency Unit', 'Rate Type', and 'Exchange Ra'. The 'Contract' column is highlighted. At the bottom, there is a 'Ship From' field, a 'Remarks' field, and a 'Subtotal' field. The 'Ship From' field is highlighted.

Here are the steps on how to create new record via the Search screen:

1. Select AP screen with **Search** toolbar button.



2. Click on the menu you want to open to display the Search screen. The example below is the Search Voucher screen.

Voucher Date	Due Date	Post Date	Date Created	Voucher No.	Invoice No.	Reference	Check Comment	Vendor Name	Location	Total	Amount Due	Amount Paid	Tax
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20801	10			AP Sample Ven...	0001 - Fort Way...	100.00	100.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20800	9			AP Sample Ven...	0001 - Fort Way...	90.00	90.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20799	8			AP Sample Ven...	0001 - Fort Way...	80.00	80.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20798	7			AP Sample Ven...	0001 - Fort Way...	70.00	70.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20797	6			AP Sample Ven...	0001 - Fort Way...	60.00	60.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20796	5			AP Sample Ven...	0001 - Fort Way...	50.00	50.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20795	4			AP Sample Ven...	0001 - Fort Way...	40.00	40.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20794	3			AP Sample Ven...	0001 - Fort Way...	30.00	30.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20793	2			AP Sample Ven...	0001 - Fort Way...	20.00	20.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20792	1			AP Sample Ven...	0001 - Fort Way...	10.00	10.00	0.00	0.00

3. Click **New** button to open a blank screen to enter new records. For example, using the search screen above, a blank Voucher screen will open.

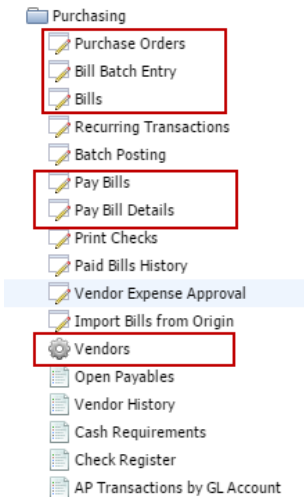
Here are the steps on how to create new record via the Search screen:

1. Select AP screen with **Search** toolbar button.

- Click on the menu you want to open. Search screen of the selected menu will open. The example below is the Search Voucher screen.
- Click **New** button to open a blank screen to enter new records. For example, using the search screen above, a blank Pay Bills Detail screen will open.

Here are the steps on how to create new record via the Search screen:

- Select AP screen with **Search** toolbar button.



- Click on the menu you want to open. **Search** screen will open. The example below is the Search Bills screen.

Bill Date	Due Date	Account ID	Bill No.	Invoice No.	Vendor Name	Total	Amount Due	Prepaid	Paid	Date Recd.	Cle.	Payment Info	Bank	Approver	Approval Sta.	Approval Date	Date Entered	User ID
12/31/2015	01/26/2016	2101-00-000	BL-1330	1	Vendor 1	20.00	20.00										01/08/2016	Phrac
01/07/2016	01/22/2016	2101-00-000	BL-1333	2	Vendor 2	247.50	247.50										01/08/2016	Phrac
12/29/2015	01/06/2016	2101-00-000	BL-1332	3	Vendor 3	553.08	553.08										01/08/2016	Phrac

- Click **New** button to open a blank screen to enter new records. For example, using the search screen above, a blank Bill screen will open.

The image shows a 'Bill' screen with the following fields and sections:

- Details:** Type (Bill), Vendor, Invoice Date (01/26/2016), Location, Ship From, Ship To, Contact (irelyadmin), Bill No., Invoice No., AP Account (2101-00-000), Withheld Amount (0.00).
- Table:** A table with columns: Contract, Item No., Description, Misc Description, Ordered, Billed, Discoun..., Tax, Tax Group, Cost, Total, Account ID, Cor.
- Approval:** Require Approval (checkbox), Status (dropdown), Approval Notes (text area).
- Summary:** Subtotal (0.00), Shipping (0.00), Tax (0.000000), Total (0.00), Amount Paid (0.00), Amount Due (0.00).