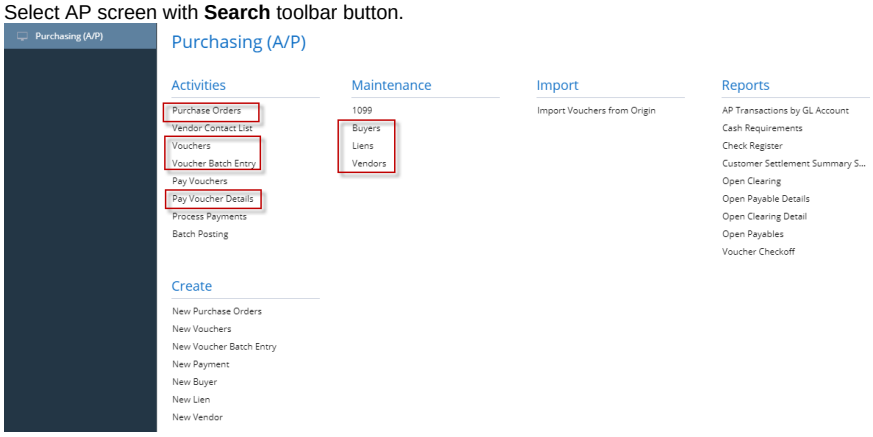
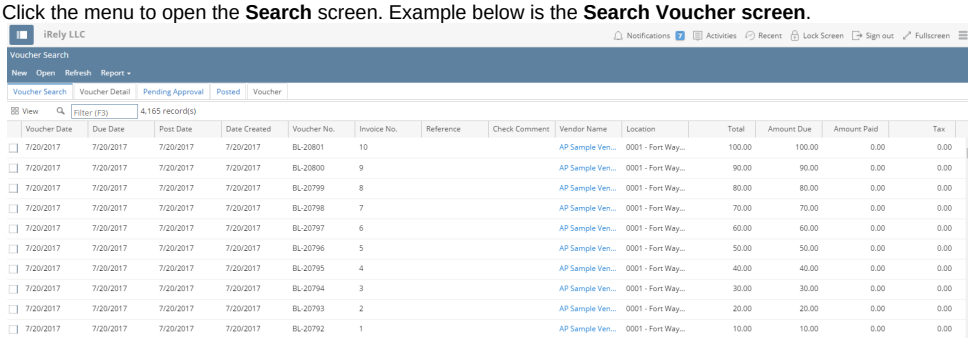
How To Open Existing Purchasing Record via Search Screen

Here are the steps on how to open existing record via Search screen:

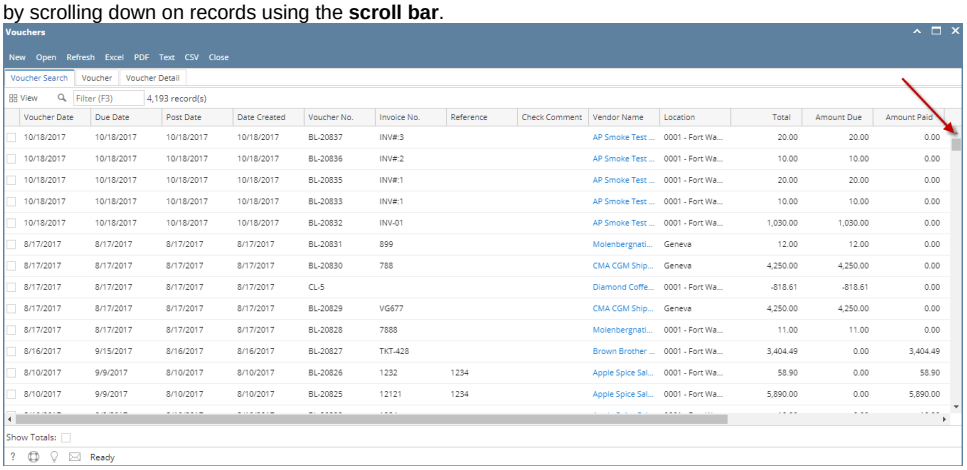
1. Select AP screen with **Search** toolbar button.



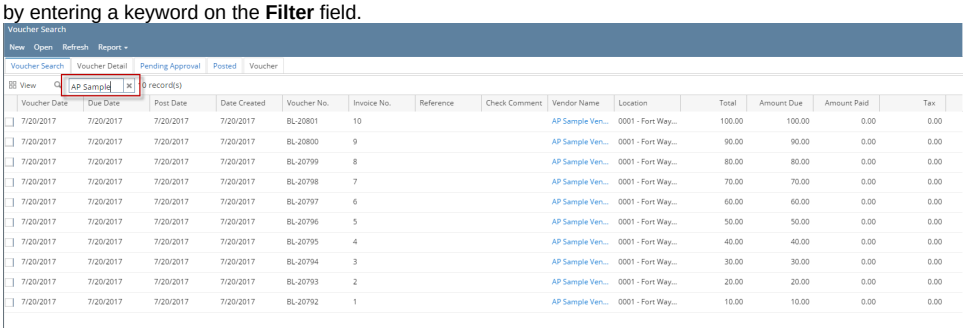
2. Click the menu to open the **Search** screen. Example below is the **Search Voucher screen**.



3. Search for the existing record you want to open manually,
   a. by scrolling down on records using the **scroll bar**.



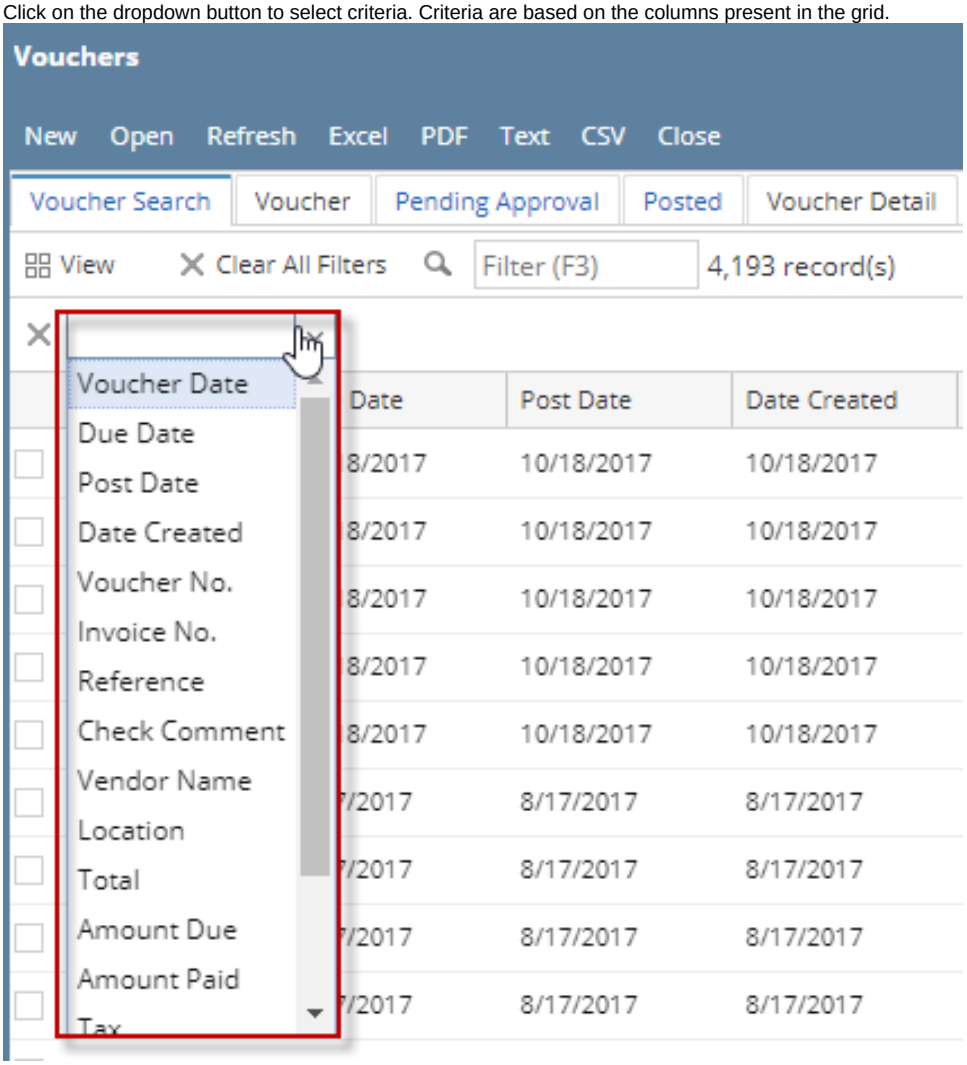
   b. by entering a keyword on the **Filter** field.



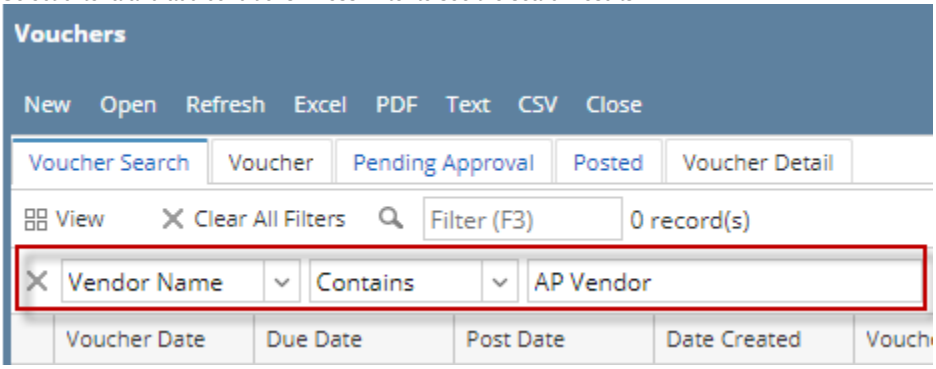
4. Search for the existing record using the **Advance Filter**.

a. Click on the **Filter** button to show filter field.

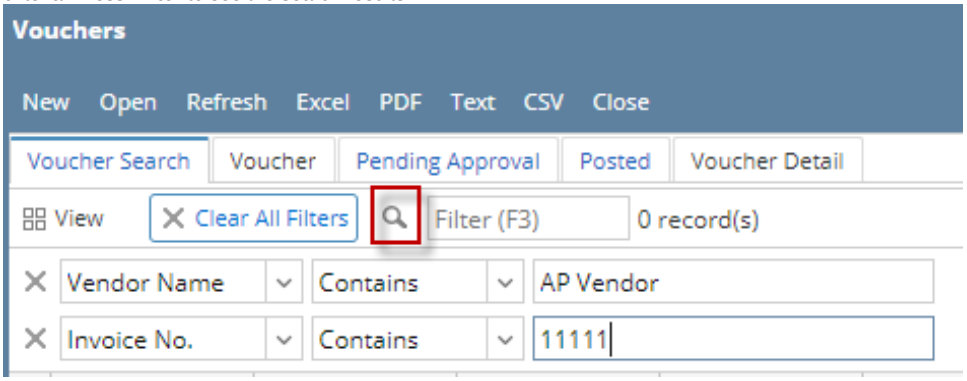
b. Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.



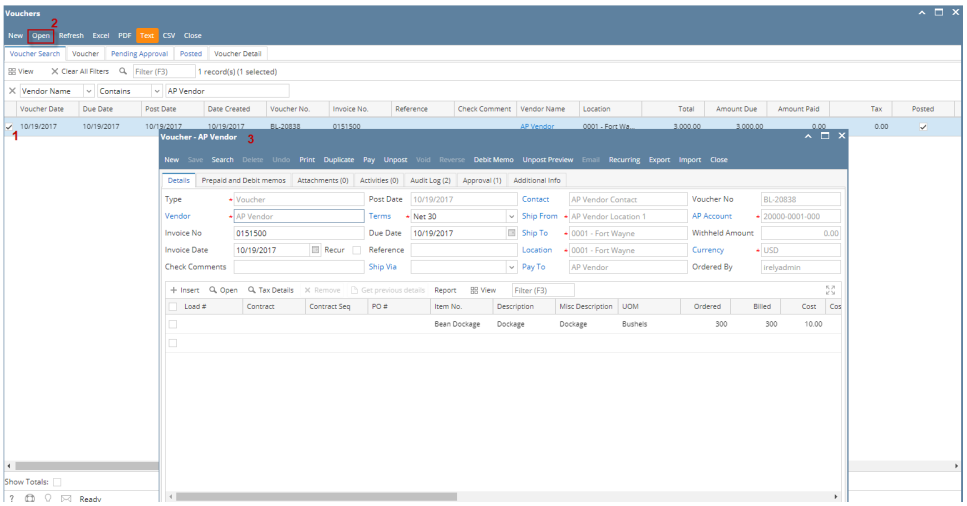
c. Select criteria and add conditions. Press Enter to see the search results.



d. You can use multiple criteria simultaneously for futher searching. Just click again button and it will show another dropdown next to 1st criteria. Press **Enter** to see the search results.

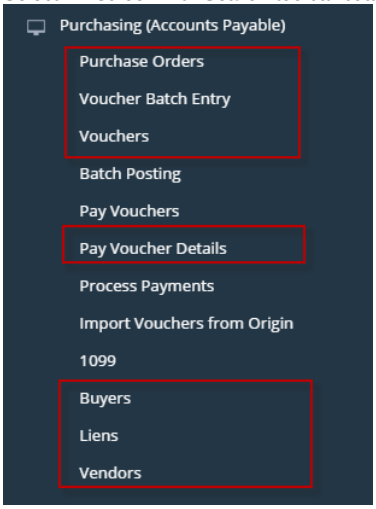


5. Select from the existing records and click **Open** toolbar button. The screen for the selected record will open. User can also double click using mouse to open the existing record.

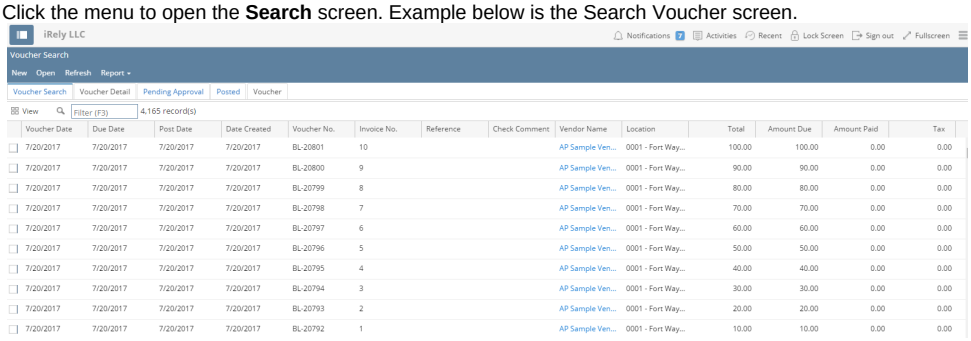


Here are the steps on how to open existing record via Search screen:

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

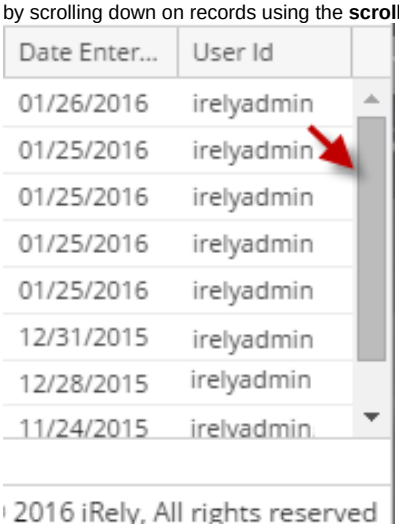


2. Click the menu to open the **Search** screen. Example below is the Search Voucher screen.

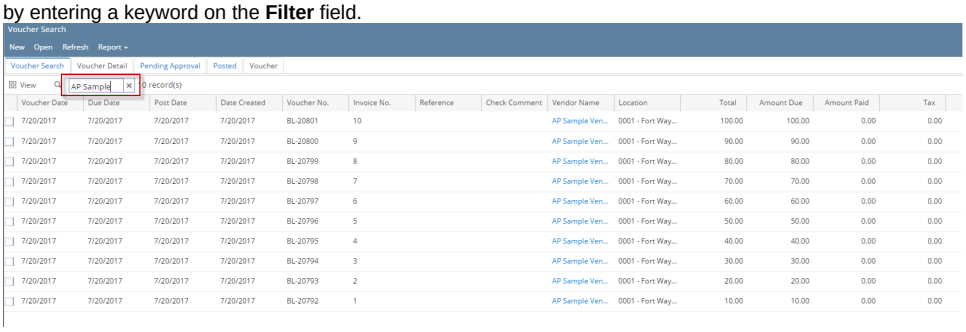


Voucher Date	Due Date	Post Date	Date Created	Voucher No.	Invoice No.	Reference	Check Comment	Vendor Name	Location	Total	Amount Due	Amount Paid	Tax
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20801	10			AP Sample Ven...	0001 - Fort Way...	100.00	100.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	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. Search for the existing record you want to open manually,
   a. by scrolling down on records using the **scroll bar**.

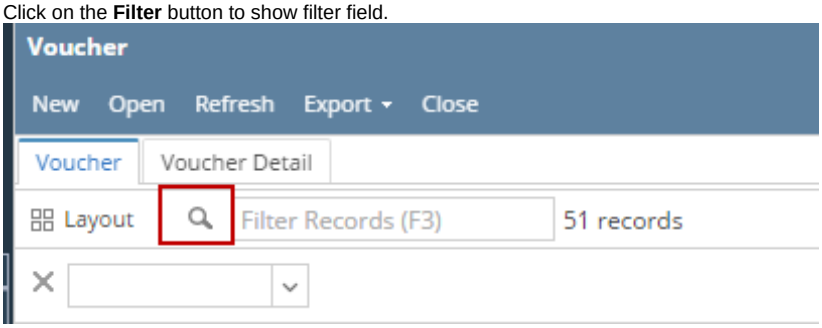


   b. by entering a keyword on the **Filter** field.

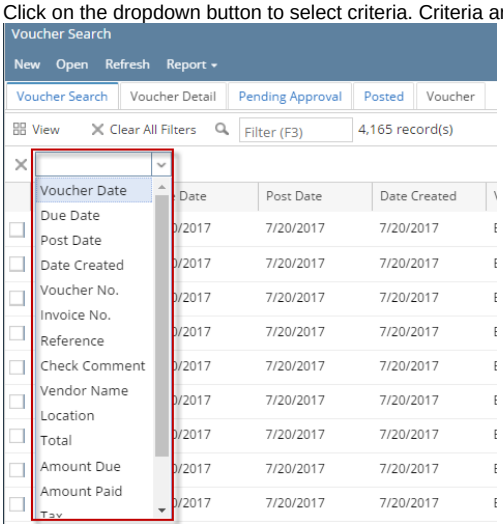


Voucher Date	Due Date	Post Date	Date Created	Voucher No.	Invoice No.	Reference	Check Comment	Vendor Name	Location	Total	Amount Due	Amount Paid	Tax
7/20/2017	7/20/2017	7/20/2017	7/20/2017	BL-20801	10			AP Sample Ven...	0001 - Fort Way...	100.00	100.00	0.00	0.00
7/20/2017	7/20/2017	7/20/2017	7/20/2017	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

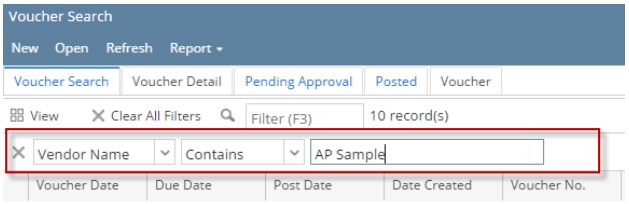
4. Or you can also use the **Advance Filter**.
   a. Click on the **Filter** button to show filter field.



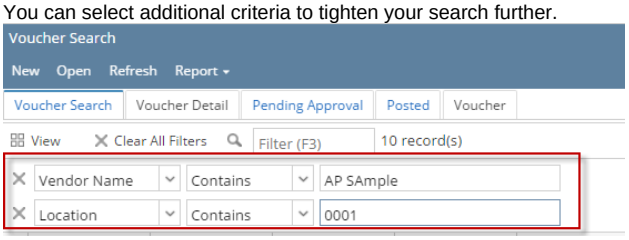
b. Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.



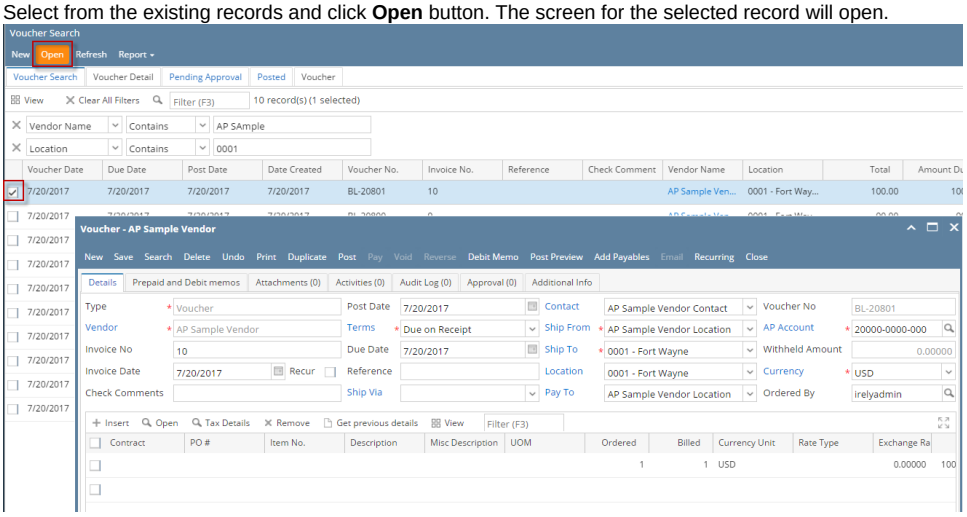
c. Select criteria and add conditions.



d. You can select additional criteria to tighten your search further.

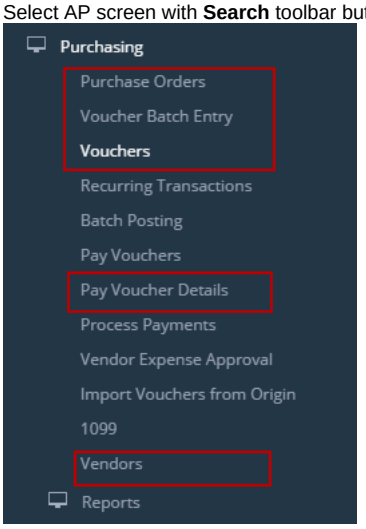


5. Select from the existing records and click **Open** button. The screen for the selected record will open.

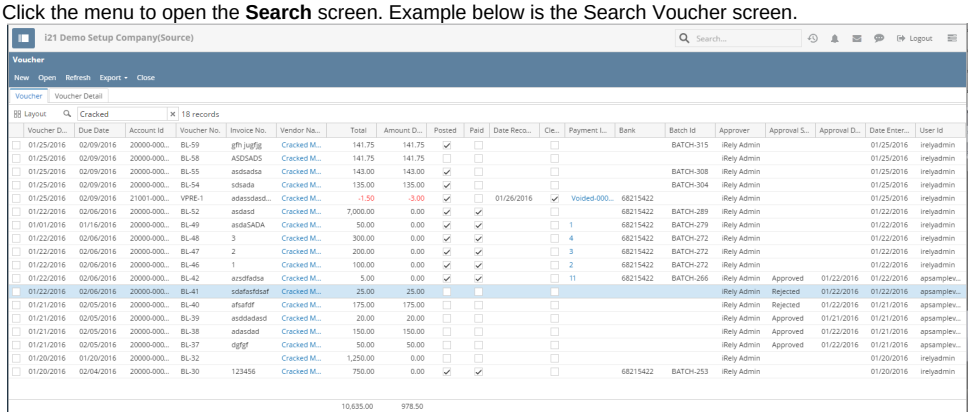


Here are the steps on how to open existing record via Search screen:

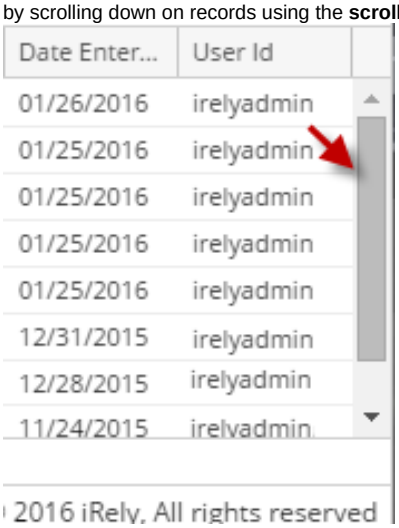
1. Select AP screen with **Search** toolbar button.



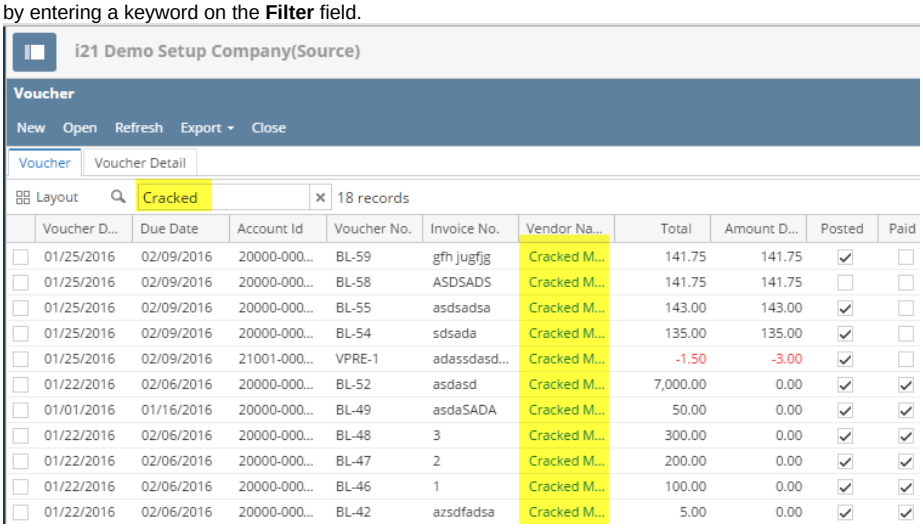
2. Click the menu to open the **Search** screen. Example below is the Search Voucher screen.



3. Search for the existing record you want to open manually,
   a. by scrolling down on records using the **scroll bar**.



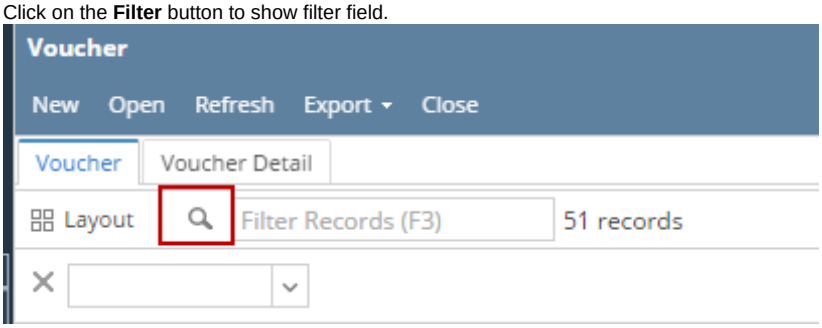
b. by entering a keyword on the **Filter** field.



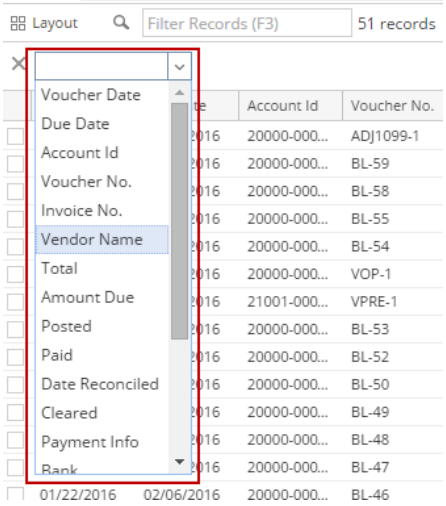
Voucher D...	Due Date	Account Id	Voucher No.	Invoice No.	Vendor Na...	Total	Amount D...	Posted	Paid
01/25/2016	02/09/2016	20000-000...	BL-59	gfh jugfjg	Cracked M...	141.75	141.75	✓	
01/25/2016	02/09/2016	20000-000...	BL-58	ASDSADS	Cracked M...	141.75	141.75		
01/25/2016	02/09/2016	20000-000...	BL-55	asdsadsa	Cracked M...	143.00	143.00	✓	
01/25/2016	02/09/2016	20000-000...	BL-54	sdsada	Cracked M...	135.00	135.00	✓	
01/25/2016	02/09/2016	21001-000...	VPRE-1	adassdasd...	Cracked M...	-1.50	-3.00	✓	
01/22/2016	02/06/2016	20000-000...	BL-52	asdasd	Cracked M...	7,000.00	0.00	✓	✓
01/01/2016	01/16/2016	20000-000...	BL-49	asdaSADA	Cracked M...	50.00	0.00	✓	✓
01/22/2016	02/06/2016	20000-000...	BL-48	3	Cracked M...	300.00	0.00	✓	✓
01/22/2016	02/06/2016	20000-000...	BL-47	2	Cracked M...	200.00	0.00	✓	✓
01/22/2016	02/06/2016	20000-000...	BL-46	1	Cracked M...	100.00	0.00	✓	✓
01/22/2016	02/06/2016	20000-000...	BL-42	azsdfadsa	Cracked M...	5.00	0.00	✓	✓

4. Or you can also use the **Advance Filter**.

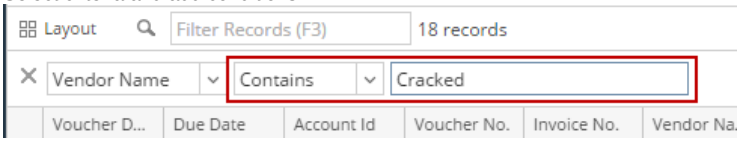
a. Click on the **Filter** button to show filter field.



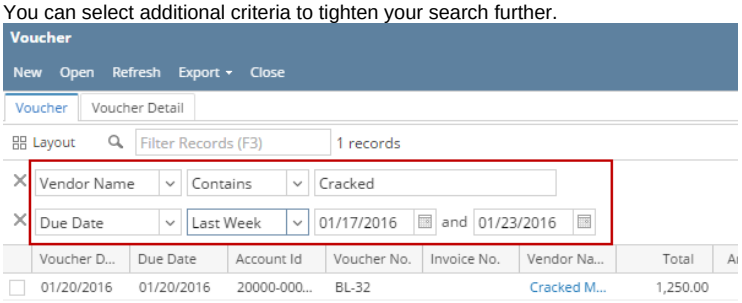
b. Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.



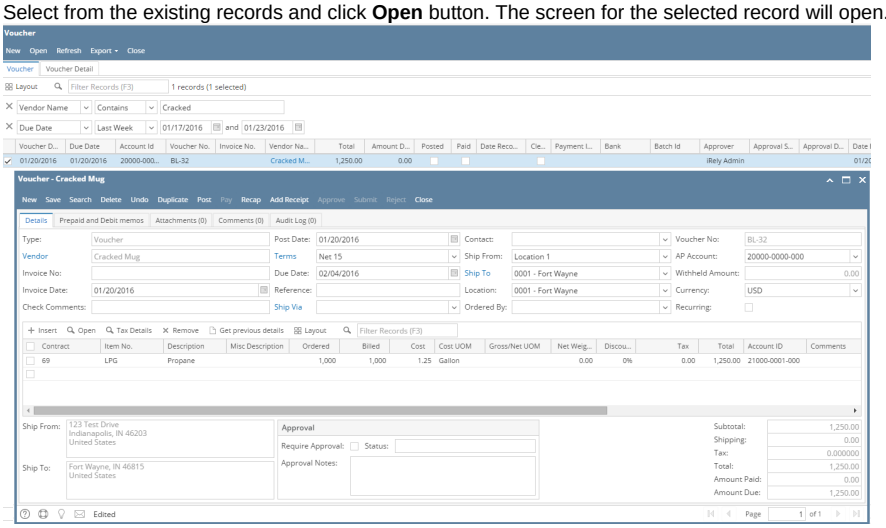
c. Select criteria and add conditions.



d. You can select additional criteria to tighten your search further.

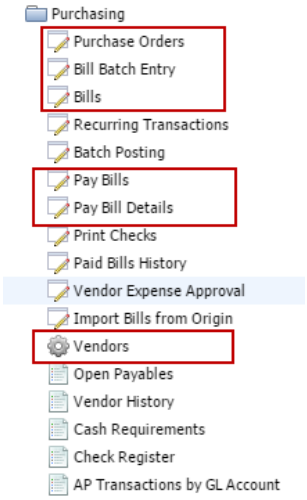


5. Select from the existing records and click **Open** button. The screen for the selected record will open.

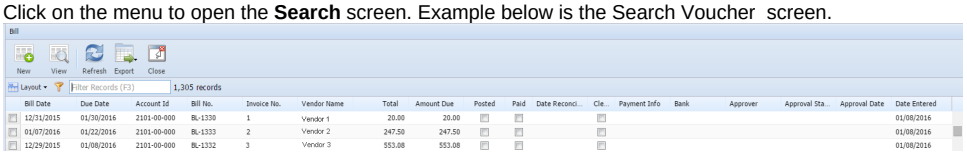


Here are the steps on how to open existing record via Search screen:

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

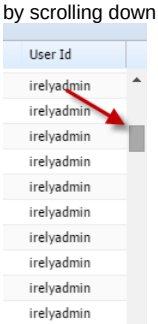


2. Click on the menu to open the **Search** screen. Example below is the Search Voucher screen.

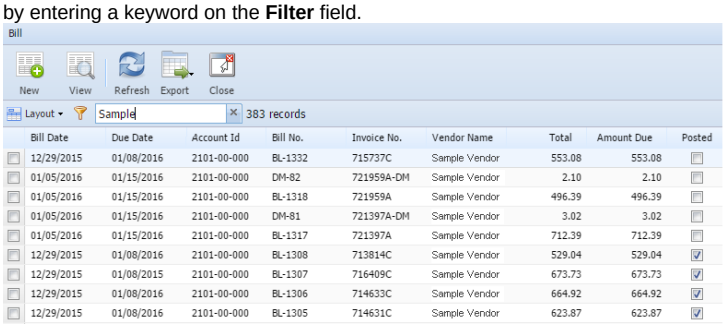


3. Search for the existing record you want to open manually,

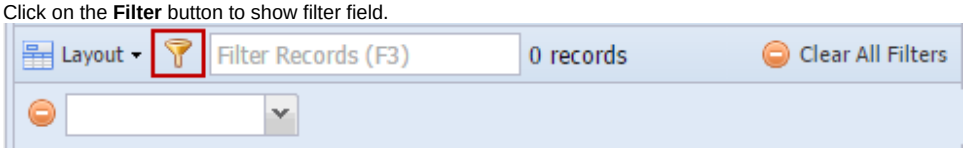
a. by scrolling down on records using the **scroll bar**.



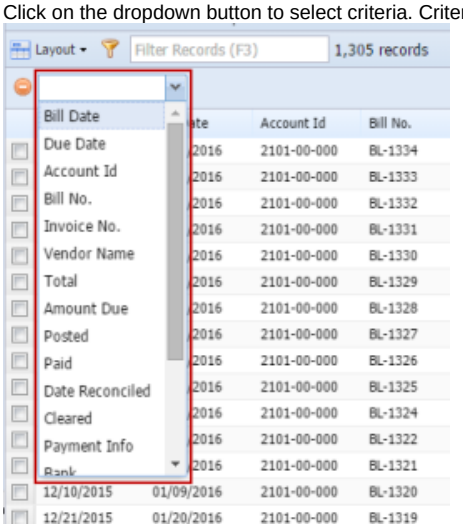
b. by entering a keyword on the **Filter** field.



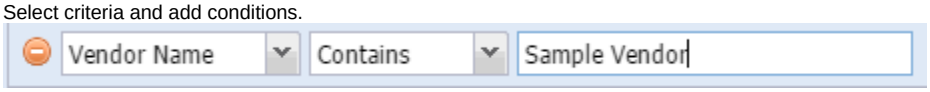
4. Or you can also use the **Advance Filter**.
   a. Click on the **Filter** button to show filter field.



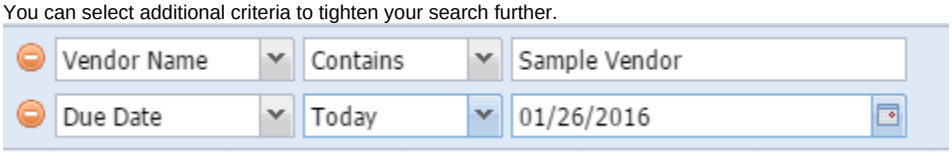
   b. Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.



   c. Select criteria and add conditions.



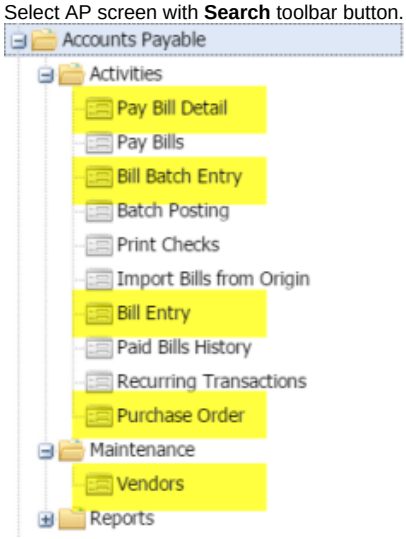
   d. You can select additional criteria to tighten your search further.



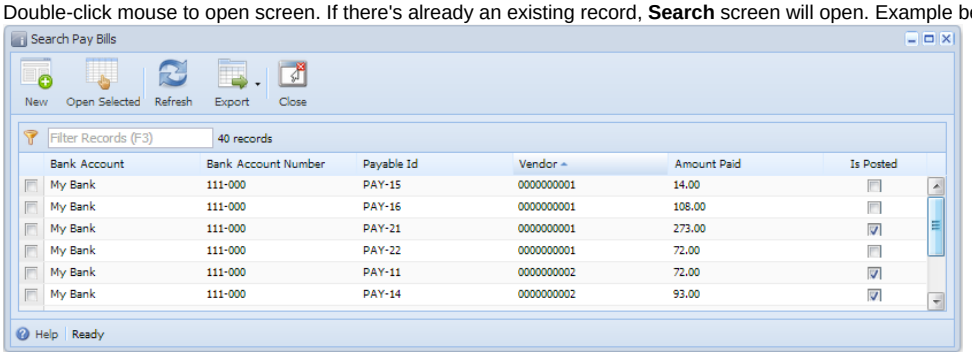
5. Select from the existing records and click **View** button. The screen for the selected record will open.

Here are the steps on how to open existing record via Search screen:

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

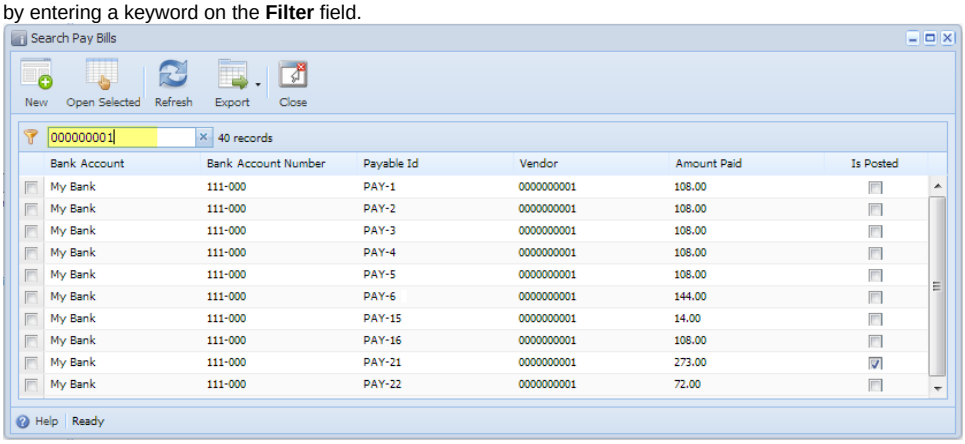


2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the Search Pay Bills screen.



3. Search for the existing record you want to open manually,
   a. by scrolling down on records using the **scroll bar**.

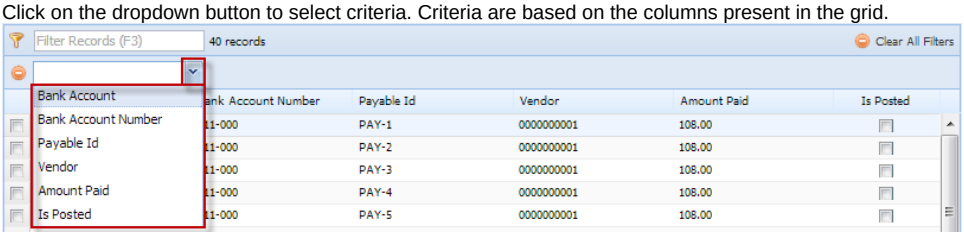
   b. by entering a keyword on the **Filter** field.



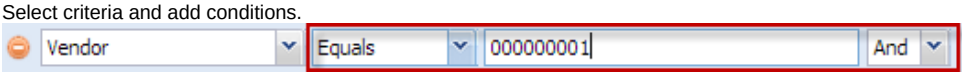
4. Or you can also use the **Advance Filter**.

a. Click on the **Filter** button to show filter field.

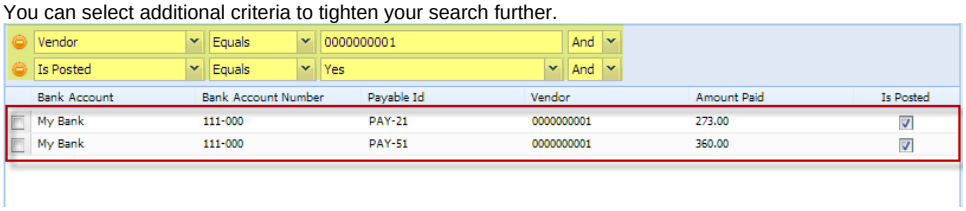
b. Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.



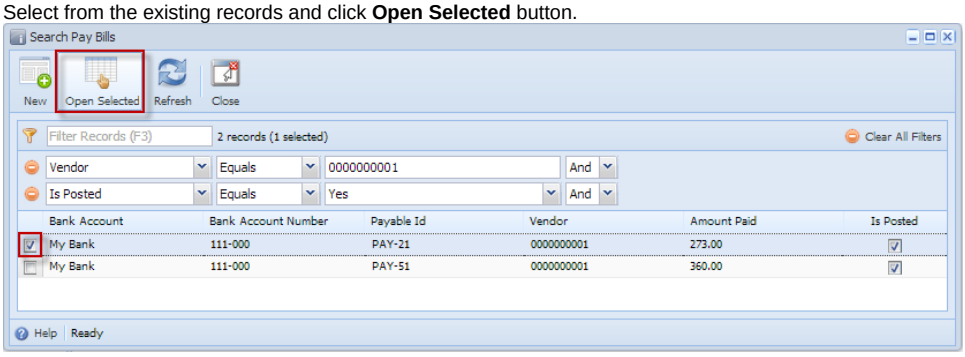
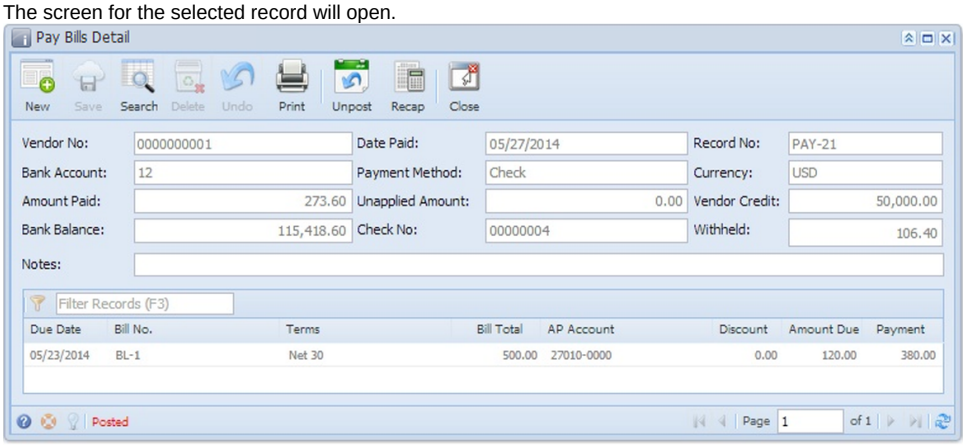
c. Select criteria and add conditions.



d. You can select additional criteria to tighten your search further.



5. Select from the existing records and click **Open Selected** button.



6. The screen for the selected record will open.