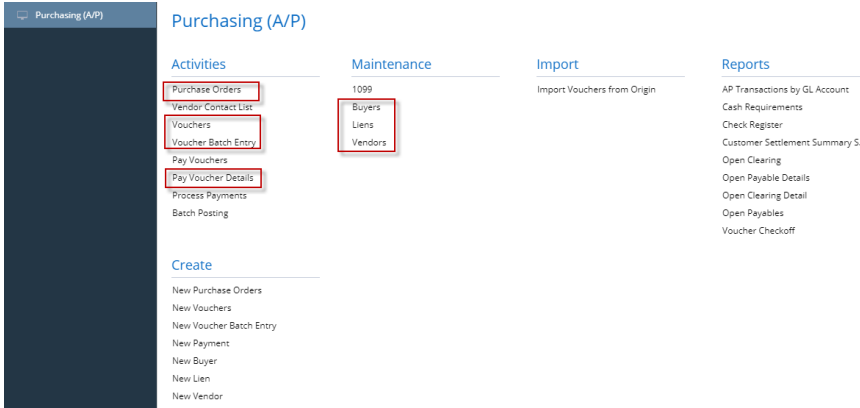


How To Open Existing Purchasing Record via Search Screen

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.

The screenshot shows the 'Search Voucher' screen. The table displays the following data:

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**.

The screenshot shows the 'Search Voucher' screen. The table displays the following data:

Voucher Date	Due Date	Post Date	Date Created	Voucher No.	Invoice No.	Reference	Check Comment	Vendor Name	Location	Total	Amount Due	Amount Paid	Tax
10/18/2017	10/18/2017	10/18/2017	10/18/2017	BL-20837	INV#3			AP Smoke Test ...	0001 - Fort Wa...	20.00	20.00	0.00	0.00
10/18/2017	10/18/2017	10/18/2017	10/18/2017	BL-20836	INV#2			AP Smoke Test ...	0001 - Fort Wa...	10.00	10.00	0.00	0.00
10/18/2017	10/18/2017	10/18/2017	10/18/2017	BL-20835	INV#1			AP Smoke Test ...	0001 - Fort Wa...	20.00	20.00	0.00	0.00
10/18/2017	10/18/2017	10/18/2017	10/18/2017	BL-20833	INV#1			AP Smoke Test ...	0001 - Fort Wa...	10.00	10.00	0.00	0.00
10/18/2017	10/18/2017	10/18/2017	10/18/2017	BL-20832	INV-01			AP Smoke Test ...	0001 - Fort Wa...	1,030.00	1,030.00	0.00	0.00
8/17/2017	8/17/2017	8/17/2017	8/17/2017	BL-20831	899			Moltenbergnati...	Geneva	12.00	12.00	0.00	0.00
8/17/2017	8/17/2017	8/17/2017	8/17/2017	BL-20830	788			CMA CGM Ship...	Geneva	4,250.00	4,250.00	0.00	0.00
8/17/2017	8/17/2017	8/17/2017	8/17/2017	CL-5				Diamond Coffe...	0001 - Fort Wa...	-818.61	-818.61	0.00	0.00
8/17/2017	8/17/2017	8/17/2017	8/17/2017	BL-20829	VG677			CMA CGM Ship...	Geneva	4,250.00	4,250.00	0.00	0.00
8/17/2017	8/17/2017	8/17/2017	8/17/2017	BL-20828	7888			Moltenbergnati...	0001 - Fort Wa...	11.00	11.00	0.00	0.00
8/16/2017	9/15/2017	8/16/2017	8/16/2017	BL-20827	TKT-428			Brown Brother ...	0001 - Fort Wa...	3,404.49	0.00	3,404.49	0.00
8/10/2017	9/9/2017	8/10/2017	8/10/2017	BL-20826	1232	1234		Apple Spice Sal...	0001 - Fort Wa...	58.90	0.00	58.90	0.00
8/10/2017	9/9/2017	8/10/2017	8/10/2017	BL-20825	12121	1234		Apple Spice Sal...	0001 - Fort Wa...	5,890.00	0.00	5,890.00	0.00

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

The screenshot shows the 'Search Voucher' screen. The table displays the following data:

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

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

Voucher

New Open Refresh Export ▾ Close

Voucher Voucher Detail

Layout  Filter Records (F3) 51 records


X ▾

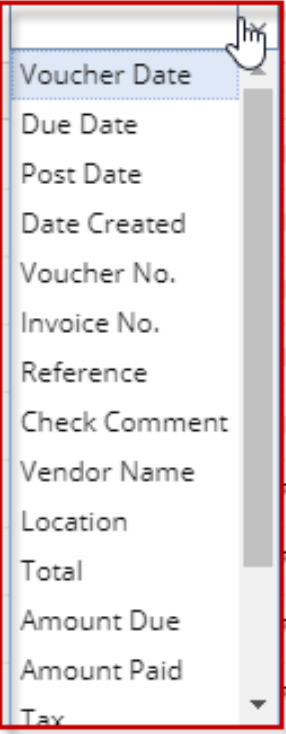
- b. Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.

Vouchers

New Open Refresh Excel PDF Text CSV Close

Voucher Search Voucher Pending Approval Posted Voucher Detail

View X Clear All Filters  Filter (F3) 4,193 record(s)

X 


	Voucher Date	Date	Post Date	Date Created
<input type="checkbox"/>	Due Date	8/2017	10/18/2017	10/18/2017
<input type="checkbox"/>	Post Date	8/2017	10/18/2017	10/18/2017
<input type="checkbox"/>	Date Created	8/2017	10/18/2017	10/18/2017
<input type="checkbox"/>	Voucher No.	8/2017	10/18/2017	10/18/2017
<input type="checkbox"/>	Invoice No.	8/2017	10/18/2017	10/18/2017
<input type="checkbox"/>	Reference	8/2017	10/18/2017	10/18/2017
<input type="checkbox"/>	Check Comment	8/2017	10/18/2017	10/18/2017
<input type="checkbox"/>	Vendor Name	7/2017	8/17/2017	8/17/2017
<input type="checkbox"/>	Location	7/2017	8/17/2017	8/17/2017
<input type="checkbox"/>	Total	7/2017	8/17/2017	8/17/2017
<input type="checkbox"/>	Amount Due	7/2017	8/17/2017	8/17/2017
<input type="checkbox"/>	Amount Paid	7/2017	8/17/2017	8/17/2017
<input type="checkbox"/>	Tax	7/2017	8/17/2017	8/17/2017

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

Vouchers

New Open Refresh Excel PDF Text CSV Close

Voucher Search Voucher Pending Approval Posted Voucher Detail

View X Clear All Filters  Filter (F3) 0 record(s)

X Vendor Name ▾ Contains ▾ AP Vendor

Voucher Date	Due Date	Post Date	Date Created	Voucher
--------------	----------	-----------	--------------	---------

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

Vouchers

New Open Refresh Excel PDF Text CSV Close

Voucher Search Voucher Pending Approval Posted Voucher Detail

View X Clear All Filters Filter (F3) 0 record(s)

X Vendor Name Contains AP Vendor

X Invoice No. Contains 11111

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.

Vouchers

New Open Refresh Excel PDF Text CSV Close

Voucher Search Voucher Pending Approval Posted Voucher Detail

View X Clear All Filters Filter (F3) 1 record(s) (1 selected)

X Vendor Name Contains AP Vendor

Voucher Date	Due Date	Post Date	Date Created	Voucher No.	Invoice No.	Reference	Check Comment	Vendor Name	Location	Total	Amount Due	Amount Paid	Tax	Posted
10/19/2017	10/19/2017	10/19/2017	10/19/2017	BL-20038	0151500			AP Vendor	0001 - Fort Wayne	3,000.00	3,000.00	0.00	0.00	

Voucher - AP Vendor

New Save Search Delete Undo Print Duplicate Pay Unpost Void Reverse Detail Memo Unpost Preview Email Recurring Export Import Close

Details Prepaid and Debit memos Attachments (0) Activities (0) Audit Log (2) Approval (1) Additional Info

Type Voucher Post Date 10/19/2017 Contact AP Vendor Contact Voucher No. BL-20038

Vendor AP Vendor Terms Net 30 Ship From AP Vendor Location 1 AP Account 20000-0001-000

Invoice No. 0151500 Due Date 10/19/2017 Ship To 0001 - Fort Wayne Withheld Amount 0.00

Invoice Date 10/19/2017 Recur Ship Via 0001 - Fort Wayne Currency USD

Check Comments Ship Via Pay To AP Vendor Ordered By irelyadmin

+ Insert Q Open Q Tax Details X Remove Q Get previous details Report View Filter (F3)

Load #	Contract	Contract Seq	PO #	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost
					Bean Dockage	Dockage	Dockage	Busheis	300	300	10.00

Show Totals: Ready

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

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

Purchasing (Accounts Payable)

Purchase Orders

Voucher Batch Entry

Vouchers

Batch Posting

Pay Vouchers

Pay Voucher Details

Process Payments

Import Vouchers from Origin

1099

Buyers

Liens

Vendors

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

Voucher Search

New Open Refresh Report +

Voucher Search Voucher Detail Pending Approval Posted Voucher

View Filter (F3) 4,165 record(s)

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**.

Date Enter...	User Id
01/26/2016	irelyadmin
01/25/2016	irelyadmin
01/25/2016	irelyadmin
01/25/2016	irelyadmin
01/25/2016	irelyadmin
12/31/2015	irelyadmin
12/28/2015	irelyadmin
11/24/2015	irelvadmin

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

Voucher Search

New Open Refresh Report +

Voucher Search Voucher Detail Pending Approval Posted Voucher

View Filter (F3) 0 record(s)

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.

Voucher

New Open Refresh Export Close

Voucher Voucher Detail

Layout Filter Records (F3) 51 records

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

Voucher Search

New Open Refresh Report ▾

Voucher Search Voucher Detail Pending Approval Posted Voucher

View X Clear All Filters Filter (F3) 4,165 record(s)

X

Voucher Date

Due Date

Post Date

Date Created

Voucher No.

Invoice No.

Reference

Check Comment

Vendor Name

Location

Total

Amount Due

Amount Paid

Tax

- c. Select criteria and add conditions.

Voucher Search

New Open Refresh Report ▾

Voucher Search Voucher Detail Pending Approval Posted Voucher

View X Clear All Filters Filter (F3) 10 record(s)

X Vendor Name Contains AP Sample

Voucher Date Due Date Post Date Date Created Voucher No.

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

Voucher Search

New Open Refresh Report ▾

Voucher Search Voucher Detail Pending Approval Posted Voucher

View X Clear All Filters Filter (F3) 10 record(s)

X Vendor Name Contains AP Sample

X Location Contains 0001

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

Voucher Search

New Open Refresh Report ▾

Voucher Search Voucher Detail Pending Approval Posted Voucher

View X Clear All Filters Filter (F3) 10 record(s) (1 selected)

X Vendor Name Contains AP Sample

X Location Contains 0001

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

Voucher - AP Sample Vendor

New Save Search Delete Undo Print Duplicate Post Pay Void Reverse Debit Memo Post Preview Add Payables Email Recurring Close

Details Prepaid and Debit memos Attachments (0) Activities (0) Audit Log (0) Approval (0) Additional Info

Type Voucher Post Date 7/20/2017 Contact AP Sample Vendor Contact Voucher No BL-20801

Vendor AP Sample Vendor Terms Due on Receipt Ship From AP Sample Vendor Location AP Account 20000-0000-000

Invoice No 10 Due Date 7/20/2017 Ship To 0001 - Fort Wayne Withheld Amount 0.00000

Invoice Date 7/20/2017 Recur Reference Location 0001 - Fort Wayne Currency USD

Check Comments Ship Via Pay To AP Sample Vendor Location Ordered By irelyadmin

+ Insert X Open X Tax Details X Remove Get previous details View Filter (F3)

Contract	PO #	Item No.	Description	Misc Description	UOM	Ordered	Billed	Currency Unit	Rate Type	Exchange Ra
						1	1	USD		0.00000 100

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

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

i21 Demo Setup Company(Source)

Voucher

New Open Refresh Export ▾ Close

Voucher Voucher Detail

Layout x 18 records

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

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

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

Voucher

New Open Refresh Export ▾ Close

Voucher Voucher Detail

Layout 51 records

▾

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

Layout 51 records

▾

☐ Voucher Date

☐ Due Date

☐ Account Id

☐ Voucher No.

☐ Invoice No.

☐ Vendor Name

☐ Total

☐ Amount Due

☐ Posted

☐ Paid

☐ Date Reconciled

☐ Cleared

☐ Payment Info

☐ Rank

		Account Id	Voucher No.
<input type="checkbox"/>	2016	20000-000...	ADJ1099-1
<input type="checkbox"/>	2016	20000-000...	BL-59
<input type="checkbox"/>	2016	20000-000...	BL-58
<input type="checkbox"/>	2016	20000-000...	BL-55
<input type="checkbox"/>	2016	20000-000...	BL-54
<input type="checkbox"/>	2016	20000-000...	VOP-1
<input type="checkbox"/>	2016	21001-000...	VPRE-1
<input type="checkbox"/>	2016	20000-000...	BL-53
<input type="checkbox"/>	2016	20000-000...	BL-52
<input type="checkbox"/>	2016	20000-000...	BL-50
<input type="checkbox"/>	2016	20000-000...	BL-49
<input type="checkbox"/>	2016	20000-000...	BL-48
<input type="checkbox"/>	2016	20000-000...	BL-47
<input type="checkbox"/>	2016	20000-000...	BL-46

- c. Select criteria and add conditions.

Layout 18 records

▾

▾ ▾

Voucher D...	Due Date	Account Id	Voucher No.	Invoice No.	Vendor Na.
--------------	----------	------------	-------------	-------------	------------

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

Voucher

New Open Refresh Export Close

Voucher Voucher Detail

Layout Filter Records (F3) 1 records

X Vendor Name Contains Cracked

X Due Date Last Week 01/17/2016 and 01/23/2016

Voucher D...	Due Date	Account Id	Voucher No.	Invoice No.	Vendor Na...	Total	Al
01/20/2016	01/20/2016	20000-000...	BL-32		Cracked M...	1,250.00	

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

Voucher

New Open Refresh Export Close

Voucher Voucher Detail

Layout Filter Records (F3) 1 records (1 selected)

X Vendor Name Contains Cracked

X Due Date Last Week 01/17/2016 and 01/23/2016

Voucher D...	Due Date	Account Id	Voucher No.	Invoice No.	Vendor Na...	Total	Amount D...	Posted	Paid	Date Rec...	Clk.	Payment L...	Bank	Batch Id	Approver	Approval S...	Approval D...	Date
01/20/2016	01/20/2016	20000-000...	BL-32		Cracked M...	1,250.00	0.00								lly Admin			01/20/2016

Voucher - Cracked Mug

New Save Search Delete Undo Duplicate Post Print Recap Add Receipt Approver Submit Report Close

Details Prepaid and Debit memos Attachments (0) Comments (0) Audit Log (0)

Type: Voucher Post Date: 01/20/2016 Contact: Voucher No: BL-32

Vendor: Cracked Mug Terms: Net 15 Ship From: Location 1 AP Account: 20000-0000-000

Invoice No: Due Date: 02/04/2016 Ship To: 0001 - Fort Wayne Withheld Amount: 0.00

Invoice Date: 01/20/2016 Reference: Location: 0001 - Fort Wayne Currency: USD

Check Comments: Ship Via Ordered By: Recurring: ☐

+ Insert Open Tax Details X Remove Get previous details Layout Filter Records (F3)

Contract	Item No.	Description	Misc Description	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weig...	Discou...	Tax	Total	Account ID	Comments
69	LPG	Propane		1,000	1,000	1.25	Gallon		0.00	0%	0.00	1,250.00	21000-0001-000	

Ship From: 123 Test Drive Indianapolis, IN 46203 United States

Ship To: Fort Wayne, IN 46815 United States

Approval: Require Approval: ☐ Status: Approval Notes:

Subtotal: 1,250.00
Shipping: 0.00
Tax: 0.000000
Total: 1,250.00
Amount Paid: 0.00
Amount Due: 1,250.00

Edited Page 1 of 1

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

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

Purchasing

Purchase Orders

Bill Batch Entry

Bills

Recurring Transactions

Batch Posting

Pay Bills

Pay Bill Details

Print Checks

Paid Bills History

Vendor Expense Approval

Import Bills from Origin

Vendors

Open Payables

Vendor History

Cash Requirements

Check Register

AP Transactions by GL Account

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

Bill

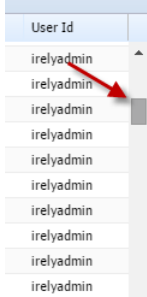
New View Refresh Export Close

Layout Filter Records (F3) 1,305 records

Bill Date	Due Date	Account Id	Bill No.	Invoice No.	Vendor Name	Total	Amount Due	Posted	Paid	Date Rec...	Clk.	Payment Info	Bank	Approver	Approval Sta...	Approval Date	Date Entered
12/31/2015	01/30/2016	2101-00-000	BL-1330	1	Vendor 1	20.00	20.00										01/08/2016
01/07/2016	01/22/2016	2101-00-000	BL-1333	2	Vendor 2	247.50	247.50										01/08/2016
12/28/2015	01/08/2016	2101-00-000	BL-1332	3	Vendor 3	553.08	553.08										01/08/2016

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.

Bill


New View Refresh Export Close

Layout Sample 383 records


	Bill Date	Due Date	Account Id	Bill No.	Invoice No.	Vendor Name	Total	Amount Due	Posted
<input type="checkbox"/>	12/29/2015	01/08/2016	2101-00-000	BL-1332	715737C	Sample Vendor	553.08	553.08	<input type="checkbox"/>
<input type="checkbox"/>	01/05/2016	01/15/2016	2101-00-000	DM-82	721959A-DM	Sample Vendor	2.10	2.10	<input type="checkbox"/>
<input type="checkbox"/>	01/05/2016	01/15/2016	2101-00-000	BL-1318	721959A	Sample Vendor	496.39	496.39	<input type="checkbox"/>
<input type="checkbox"/>	01/05/2016	01/15/2016	2101-00-000	DM-81	721397A-DM	Sample Vendor	3.02	3.02	<input type="checkbox"/>
<input type="checkbox"/>	01/05/2016	01/15/2016	2101-00-000	BL-1317	721397A	Sample Vendor	712.39	712.39	<input type="checkbox"/>
<input type="checkbox"/>	12/29/2015	01/08/2016	2101-00-000	BL-1308	713814C	Sample Vendor	529.04	529.04	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12/29/2015	01/08/2015	2101-00-000	BL-1307	716409C	Sample Vendor	673.73	673.73	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12/29/2015	01/08/2016	2101-00-000	BL-1306	714633C	Sample Vendor	664.92	664.92	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12/29/2015	01/08/2016	2101-00-000	BL-1305	714631C	Sample Vendor	623.87	623.87	<input checked="" type="checkbox"/>


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

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

Layout  Filter Records (F3) 0 records Clear All Filters

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

Layout  Filter Records (F3) 1,305 records


 Bill Date Due Date Account Id Bill No. Invoice No. Vendor Name Total Amount Due Posted Paid Date Reconciled Cleared Payment Info Bank


	2016	2101-00-000	BL-1334						
	2016	2101-00-000	BL-1333						
	2016	2101-00-000	BL-1332						
	2016	2101-00-000	BL-1331						
	2016	2101-00-000	BL-1330						
	2016	2101-00-000	BL-1329						
	2016	2101-00-000	BL-1328						
	2016	2101-00-000	BL-1327						
	2016	2101-00-000	BL-1326						
	2016	2101-00-000	BL-1325						
	2016	2101-00-000	BL-1324						
	2016	2101-00-000	BL-1322						
	2016	2101-00-000	BL-1321						
	12/10/2015	01/09/2016	2101-00-000	BL-1320					
	12/21/2015	01/20/2016	2101-00-000	BL-1319					

- c. Select criteria and add conditions.

 Vendor Name Contains Sample Vendor

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

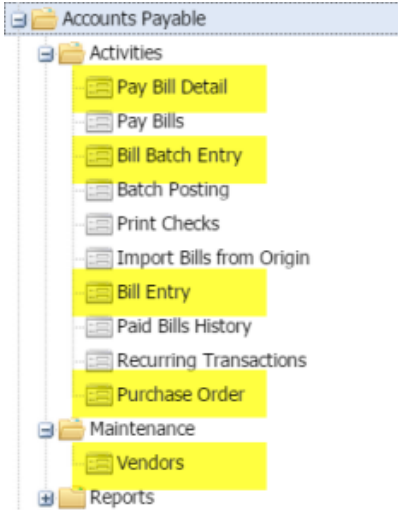
 Vendor Name Contains Sample Vendor

 Due Date Today 01/26/2016

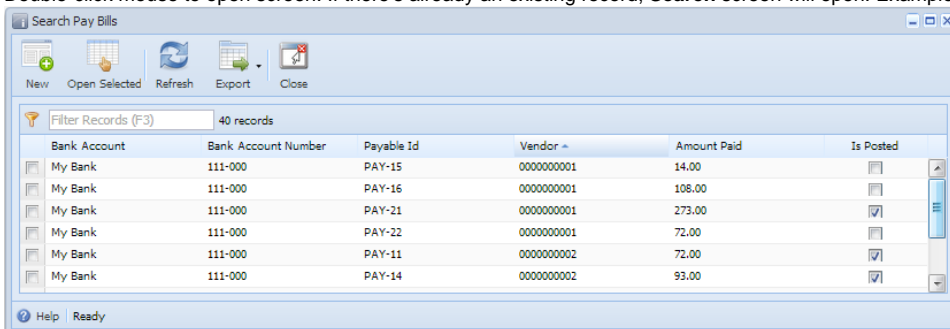
5. Select from the existing records and click **View** button. The screen for the selected record will open.

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

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



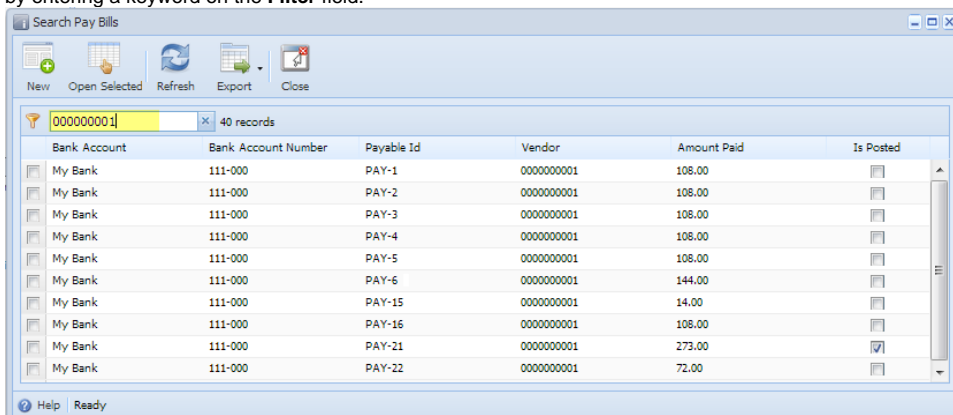
2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the Search Pay Bills screen.



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.

The screenshot shows a toolbar with a 'Filter' button (represented by a funnel icon) highlighted with a red box. To its right is a text field labeled 'Filter Records (F3)' containing '40 records'. Further right is a 'Clear All Filters' button.

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

The screenshot shows the 'Filter Records (F3)' field with a dropdown arrow. A dropdown menu is open, listing available criteria: 'Bank Account', 'Bank Account Number', 'Payable Id', 'Vendor', 'Amount Paid', and 'Is Posted'. The 'Bank Account' option is highlighted with a red box. In the background, a table with columns 'Bank Account Number', 'Payable Id', 'Vendor', 'Amount Paid', and 'Is Posted' is visible.

- c. Select criteria and add conditions.

The screenshot shows the filter field with 'Vendor' selected in the dropdown. To its right, a condition is set: 'Equals' in a dropdown, followed by the value '000000001' in a text field. An 'And' dropdown is also visible.

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

The screenshot shows two filter conditions: 'Vendor Equals 000000001' and 'Is Posted Equals Yes'. Below the filters, a table displays the results. The first two rows are highlighted with a red box.

Bank Account	Bank Account Number	Payable Id	Vendor	Amount Paid	Is Posted
My Bank	111-000	PAY-21	0000000001	273.00	<input checked="" type="checkbox"/>
My Bank	111-000	PAY-51	0000000001	360.00	<input checked="" type="checkbox"/>

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

The screenshot shows the 'Search Pay Bills' window. The 'Open Selected' button (with a magnifying glass icon) is highlighted with a red box. The window shows the same filter conditions as before, and the table below has two records selected, indicated by checkboxes in the first column.

6. The screen for the selected record will open.

The screenshot shows the 'Pay Bills Detail' window for a selected record. It displays various fields: Vendor No (0000000001), Date Paid (05/27/2014), Record No (PAY-21), Bank Account (12), Payment Method (Check), Currency (USD), Amount Paid (273.60), Unapplied Amount (0.00), Vendor Credit (50,000.00), Bank Balance (115,418.60), Check No (00000004), and Withheld (106.40). Below these fields is a table with columns: Due Date, Bill No., Terms, Bill Total, AP Account, Discount, Amount Due, and Payment.

Due Date	Bill No.	Terms	Bill Total	AP Account	Discount	Amount Due	Payment
05/23/2014	BL-1	Net 30	500.00	27010-0000	0.00	120.00	380.00