

# Delivery Note Processing Search

Creditors Module > Activity > Delivery Note Processing

Delivery notes are working documents, integral to the business process of receiving goods.

Advance Search Tab Allows the user to search by selecting from the following:

|                          |                                                                   |
|--------------------------|-------------------------------------------------------------------|
| <b>Supplier</b>          | search by selecting the supplier                                  |
| <b>PO Number</b>         | search by entering the PO number                                  |
| <b>Date</b>              | search by selecting the From and the date To,                     |
| <b>Custom Search Tab</b> | search by selecting from the category                             |
| <b>Standard Tab</b>      | has two buttons                                                   |
| <b>Amend</b>             | allows the user to view or make some changes on the delivery note |
| <b>Process</b>           | to processes the selected delivery Note.                          |
| <b>Print Tab</b>         | to print the selected Delivery Note                               |

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Revision #5

Created 21 July 2023 10:02:21 by Paige

Updated 23 January 2024 22:04:11 by Paige