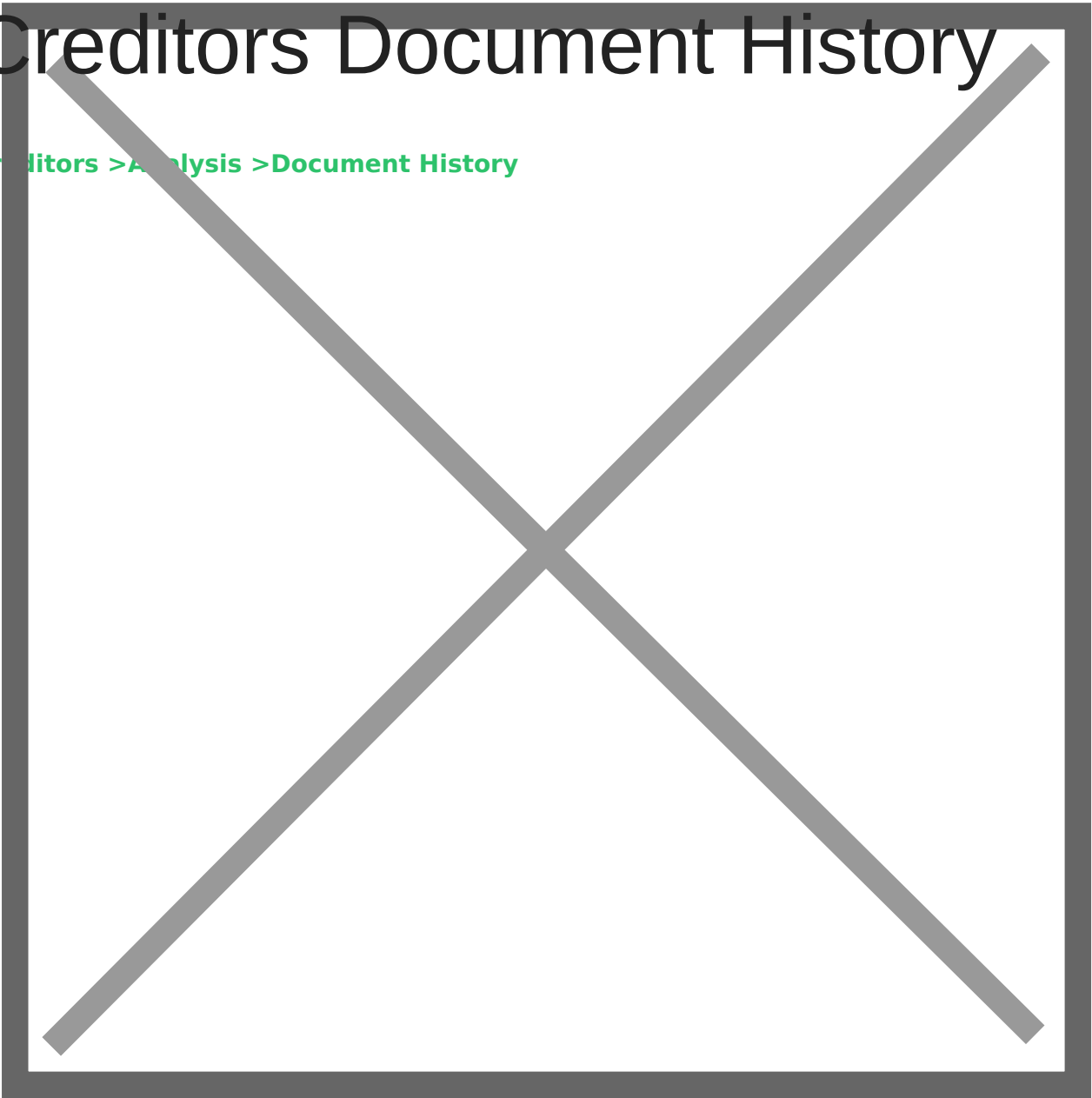


Creditors Document History

Creditors > Analysis > Document History



It's a record list of creditors completed/processed documents

Advance Search Tab	
Supplier	search by selecting the supplier by hitting enter or long search by clicking from the three dots
Date From	enter the date from which the history will run from

Document No	to search by entering the document
Division	to search by selecting the division from the drop down arrow
Document Type	allows a user to search by selecting the document from the drop down arrow
Date To	to limit the document search by entering the date to
Project	to search by selecting the project
Region	to search by selecting the region from the drop down arrow
Custom Search Tab	
Doc Type	to select the document type from the drop down arrow and search
Categories	to select the category from the drop down arrow
Print Tab	
Print button	to print the selected document
View button	to view the selected document
Related button	shows accounts involved in a transaction
Print Grid	to print creditor's document search
Print Del Note button	to print delivery note
Manage Detail button	shows job document details
Grid Tab	
Print Grid button	to print debtor's document search
Export button	to export documents to excel spread sheet
Clone Tab	
Clone	Invoice to make a copy of a completed document

Revision #6

Created 21 July 2023 19:21:39 by Paige

Updated 8 June 2026 22:12:04 by Paige