

Date Buttons

Date Search Quick Buttons

In most of the Date from searches, there will be three buttons next to the date

Invoice Search

Search

Add

Edit

Clone

Cancel

Process Invoice

Quick Process

Proforma Inv. Process

Functions

Print / Export

Basic Search

Custom Search

Expand

Debtors:

L:

Invoice Status:

Preparation And Part Invoice

Description:

Reference:

Date From:

2025-10-24

X

-

Yr-

Date To:

2026-01-22

X

+

Order Number:

Sales Rep.:

Total Ex GST:

0.00

Total GST:

0.00

Total Inc GST:

0.00

	The X button will clear the date which will search ALL records in the past. Should you continue to click on the - button, it will keep going back a month at a time.
	The - button will first take the date on the date display to the first of the following month.
	The Yr- button will take the date back 12 months
	The + Button will just forward a month