

# WMS: Did You Know?

## From Professor Merlot



### How to Go To a Specific Invoice quickly?

The Invoice is the primary Point Of Sale tool in WMS for you and your customer. Assuming you have a specific Invoice to check, there are a number of ways to find that Invoice number:

#### Here's how:

1. Main Switchboard -> Sales Switchboard -> Invoice (or press function key, **F7**)

Qty	Item Product	Sale	Bottle Date	Appointment	Disc%	Disc\$	Price	PST	GST	Total
	Gewurztraminer Cellar Clas	<input type="checkbox"/>	03-13-2008		0%	\$0.00	\$96.95	\$0.00	\$0.00	\$96.95

- Double click with your mouse in the **Invoice Number** field.
- Enter the number in the **Find What** field on the **Find in Field 'Invoice Number'** pop up. In this case we enter **20**.
- Press the **ENTER** key or **Find First** button.
- Press the **Close** button to get back to the **Invoice** form and the Invoice will have moved to Invoice number **20**.

On each of the three tabs, **Invoice**, **Customer Info & Comments** and **Verify in Production**, there is a **Invoice Number** field, use this procedure on any of them.



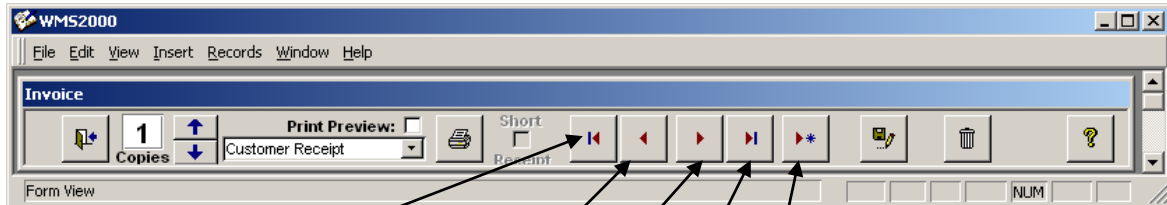
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### How to Go To a Specific Invoice quickly?

- When the invoice is opened, it always goes to the last entry.
  - It is easy to move by each Invoice by clicking on any of the arrow buttons at the bottom middle of the Invoice form.



- Go to **1<sup>st</sup> Invoice**
  - Go to **Previous Invoice**
    - Go to **Next Invoice**
      - Go to **Last Invoice**
  - Create a **New Invoice**

- Although not as direct, an Invoice number can be found using the function key, **F8** – the **Customer Find** form if you know the name of the customer.
- Similarly, the function key, **Crtl-F7** – the **Customer Find by Phone** also will show you the Invoice numbers if you know the customer's phone number in WMS.

