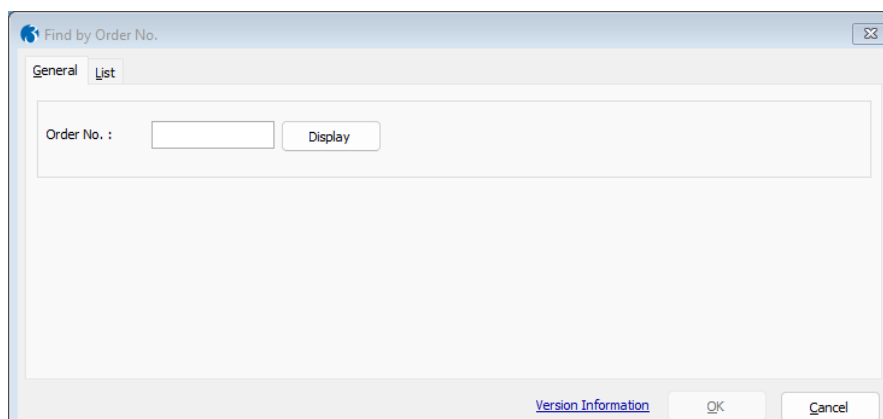


SOP Advanced Search Utility

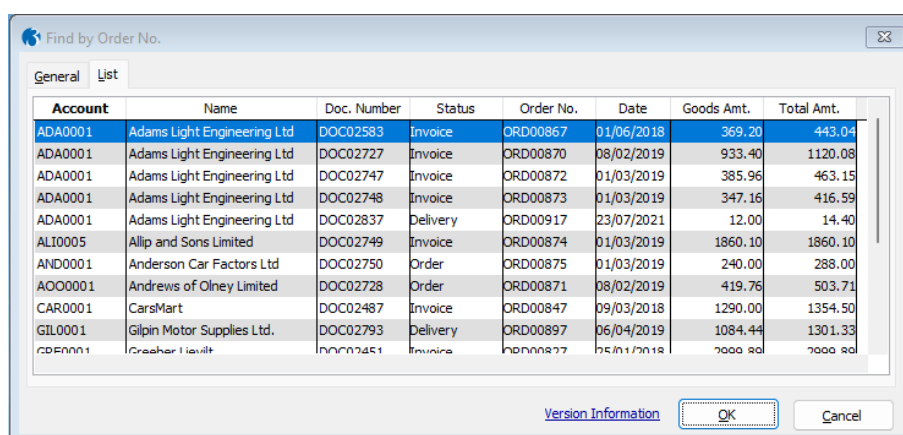
This utility will allow the user to locate a document regardless of the current status of the document. For example, it will allow for an order document to be located, based on the order number, regardless of whether that order has been subsequently progressed to a delivery or invoice. A new menu option captioned 'Advanced SOP Find' has been added to the SOP / Invoicing Processing Action Menu.

A form will be launched from this menu option which operates in a similar fashion to the existing 'Find Document' process, but will enable the user to locate a document at status of Document, Quote, Pro-Forma, Order, Delivery, Invoice or Credit Note. The search will work across all documents and all accounts. On selection of the required order number, the process will navigate to the appropriate Account and Document, at which point the user may continue processing as required.

The user is prompted to enter the number to find (in this example and order number)



If a partial match is found a list is displayed of all matching records.



Account	Name	Doc. Number	Status	Order No.	Date	Goods Amt.	Total Amt.
ADA0001	Adams Light Engineering Ltd	DOC02583	Invoice	ORD00867	01/06/2018	369.20	443.04
ADA0001	Adams Light Engineering Ltd	DOC02727	Invoice	ORD00870	08/02/2019	933.40	1120.08
ADA0001	Adams Light Engineering Ltd	DOC02747	Invoice	ORD00872	01/03/2019	385.96	463.15
ADA0001	Adams Light Engineering Ltd	DOC02748	Invoice	ORD00873	01/03/2019	347.16	416.59
ADA0001	Adams Light Engineering Ltd	DOC02837	Delivery	ORD00917	23/07/2021	12.00	14.40
ALI0005	Allip and Sons Limited	DOC02749	Invoice	ORD00874	01/03/2019	1860.10	1860.10
AND0001	Anderson Car Factors Ltd	DOC02750	Order	ORD00875	01/03/2019	240.00	288.00
AOO0001	Andrews of Olney Limited	DOC02728	Order	ORD00871	08/02/2019	419.76	503.71
CAR0001	CarsMart	DOC02487	Invoice	ORD00847	09/03/2018	1290.00	1354.50
GIL0001	Gilpin Motor Supplies Ltd.	DOC02793	Delivery	ORD00897	06/04/2019	1084.44	1301.33
GPEN001	Greaser Limited	DOC02451	Invoice	ORD00877	05/01/2018	2000.00	2000.00

Selecting OK will force the system to navigate and display the selected Document (based on the selected Doc. Number column)

SOP Advanced Search Utility - £500.00

Annual Maintenance and Support - £100.00