

Quick Search Invoice

Wed, Jan 17, 2024 Viewing/Editing Client Invoices

If the Client Invoice number is already known then, rather than searching using the "View Client Invoices" option, the User can use the "Quick Search Invoice" option.

1. Click the "Quick Search Invoice" button and enter the Invoice Number. Then click "OK" to perform the search.

Invoice Search

Invoice Number

2. As this works on a partial search basis, the system will then bring back a list of results related to the Invoice Number entered in the Client List view.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=378>