



# TIPS & TRICKS

Here is how to access your supplier's invoice information.

1. Find the patient's invoice that has the frame and double click on the product "Frame".

Description	Qty	Unit Price	Sub-Total	Discount	Tax 1	Tax 2	Total	Optometrist
Frame	1	\$156.00	\$156.00		\$0.00	\$0.00	\$156.00	Optometrist, Name
Ophthalmic Lens	2	\$80.00	\$160.00		\$0.00	\$0.00	\$160.00	Optometrist, Name
O.I. Treatment, Anti-reflection	1	\$44.00	\$44.00		\$0.00	\$0.00	\$44.00	Optometrist, Name

2. At the bottom left of the « Detail » window, click on the « Reception » button.

Type: Frame  
Detail: Centennial, Integrity, 033, Titanium, Frame  
47, 17, 135, Acer  
Item no.: 6511  
Description: Frame  
Quantity: 1  
Unit Price: \$156.00  
Sub-Total: \$156.00  
Discount:   
Tax 1:  \$0.00  
Tax 2:  \$0.00  
Total: \$156.00  
Payment: \$0.00  
Balance: \$156.00  
Optometrist: 66 Optometrist, Name  
Ophthalmologist:   
Option:   
Assistant:   
**Reception**

3. In this window, you will find the supplier's invoice information.

Co.	Supplier	Date	Invoice No.	Qty	Warranty
001	Centennial	02/02/2007	96371529	1	365