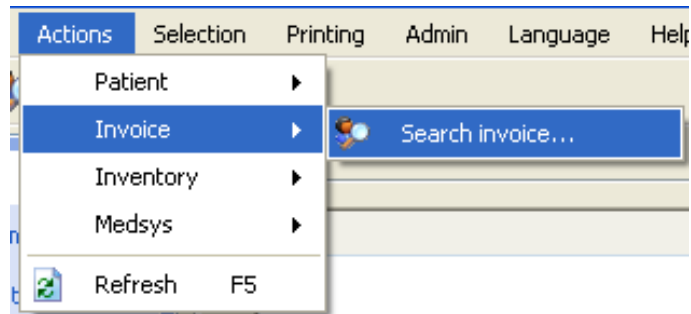


# TIPS & TRICKS

How to search for an invoice using the invoice number.

1. In the “Actions” menu select “Invoice” and click on “Search invoice...”



2. Enter the invoice number and press Enter. The invoice will display.

Search invoice

Company < All >

< All companies >

Invoice No 11668

Select

Search Again

Cancel