



## **QuickStart Guide**

### **Invoice History**

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## Invoice History

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to locate, display, and reprint copies of an original invoice.*

### 1. Start a new invoice using your counterperson ID.

- a. Take option **1=Parts Transactions** from the Parts Inventory & Invoicing menu.
- b. Key in your counterperson password and hit [FIELD EXIT].

### 2. Display the invoice history screen.

- a. Take option **77=Display Invoice/RO** to display the invoice history sorted by date.

### 3. Change the sequence to search for an invoice by a method other than date.

- a. Use function **F4=Sequence** to display the Sequence Selection window.
- b. Take option **1=Select** by
  - Invoice Number
  - Name
  - PO Number
  - Part Number.

### 4. Position to the invoice you are looking for.

- If you are in date sequence, you must position to the original invoice date. If you are in PO Number sequence, you must position to a purchase order number, etc.

### 5. Scan the invoices to find the one you need.

- a. Take option **1=Select** by any number of invoices at the same time.
- b. Press [ENTER] to display the first invoice.
- c. Use function **F12=Cancel** to cycle through the remaining selected invoices until you find the one you want.

### 6. Reprint the invoice.

- a. Use function **90=Reprint** to reprint a customer copy, audit copy, or a shipping label.