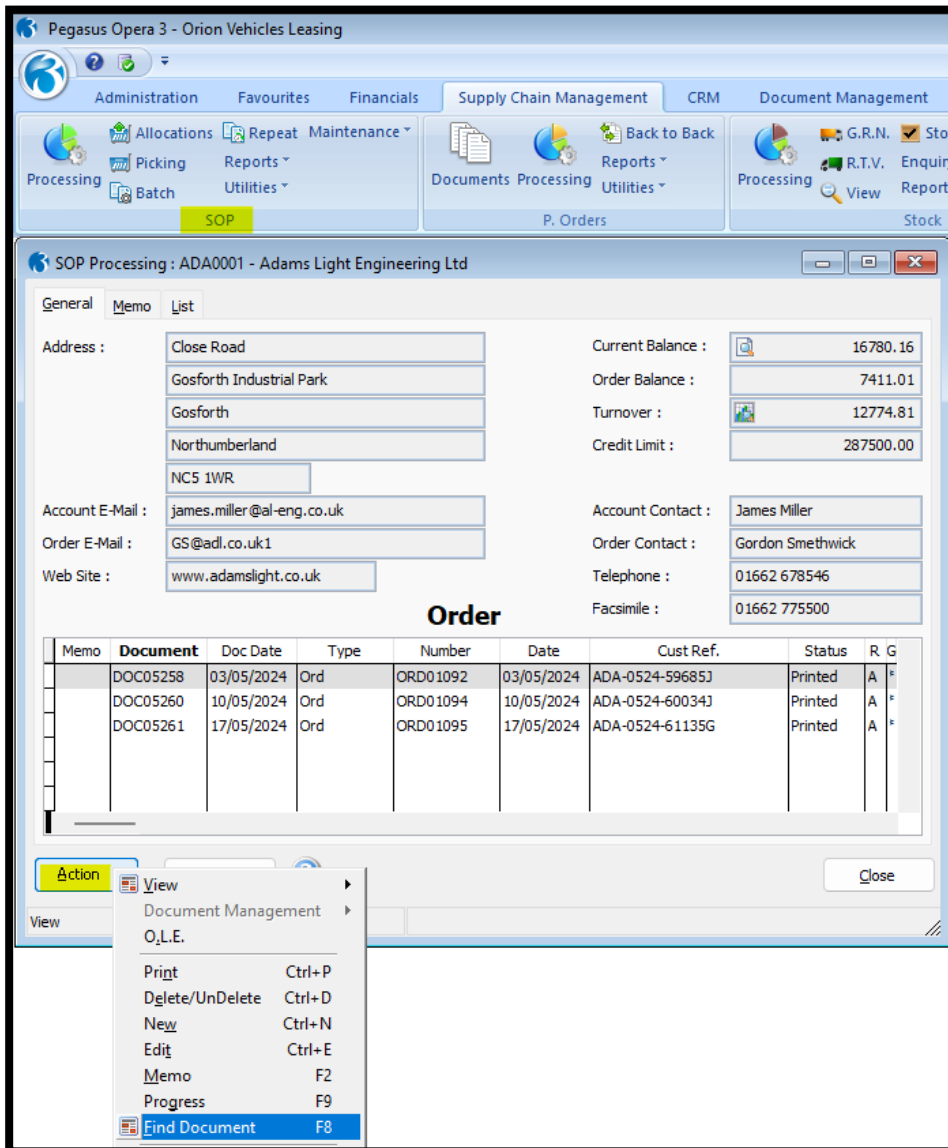


SOP Processing – Find a document. (F8)

You can use the Find Document command on the Action menu. Regardless of the customer record currently selected, you can use this command to display a list of documents of a certain type, within a range of document numbers. You select which type of progression is required and then click to select the one you want to process from the list.



SOP Processing: ADA0001 - Adams Light Engineering Ltd

General Memo List

Address : Close Road
Gosforth Industrial Park
Gosforth
Northumberland
NC5 1WR

Account E-Mail : james.miller@al-eng.co.uk

Order E-Mail : GS@adl.co.uk1

Web Site : www.adamslight.co.uk

Current Balance : 16780.16

Order Balance : 7411.01

Turnover : 12774.81

Credit Limit : 287500.00

Account Contact : James Miller

Order Contact : Gordon Smethwick

Telephone : 01662 678546

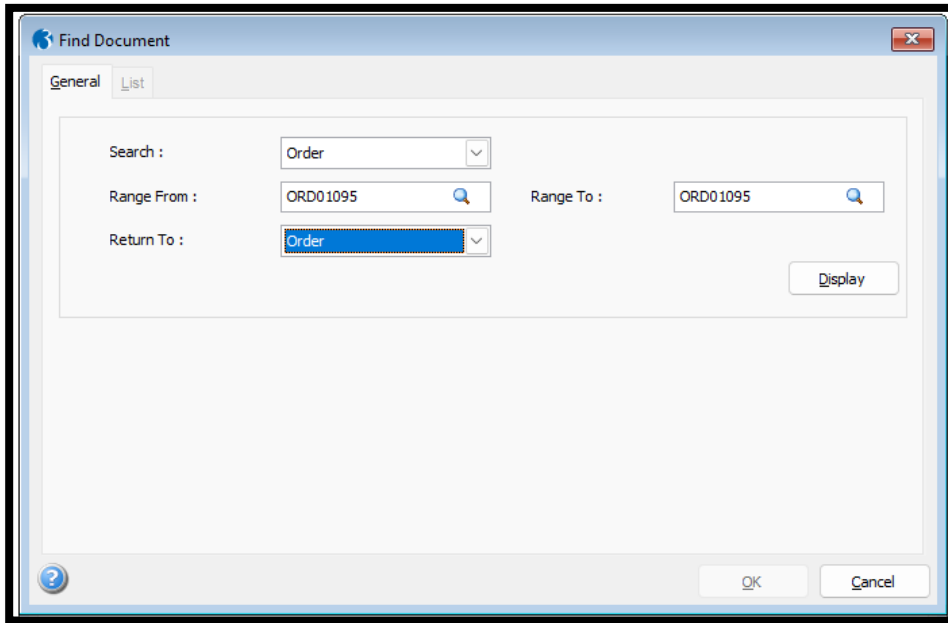
Facsimile : 01662 775500

Order

Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status	R	G
	DOC05258	03/05/2024	Ord	ORD01092	03/05/2024	ADA-0524-596853	Printed	A	*
	DOC05260	10/05/2024	Ord	ORD01094	10/05/2024	ADA-0524-600343	Printed	A	*
	DOC05261	17/05/2024	Ord	ORD01095	17/05/2024	ADA-0524-61135G	Printed	A	*

Action View
Document Management
O.L.E.
Print Ctrl+P
Delete/UnDelete Ctrl+D
New Ctrl+N
Edit Ctrl+E
Memo F2
Progress F9
Find Document F8

In the example below I am searching for an Order ORD01085 and I do not want it to be progressed, so I leave From and To set to Order.



Find Document

General List

Search : Order

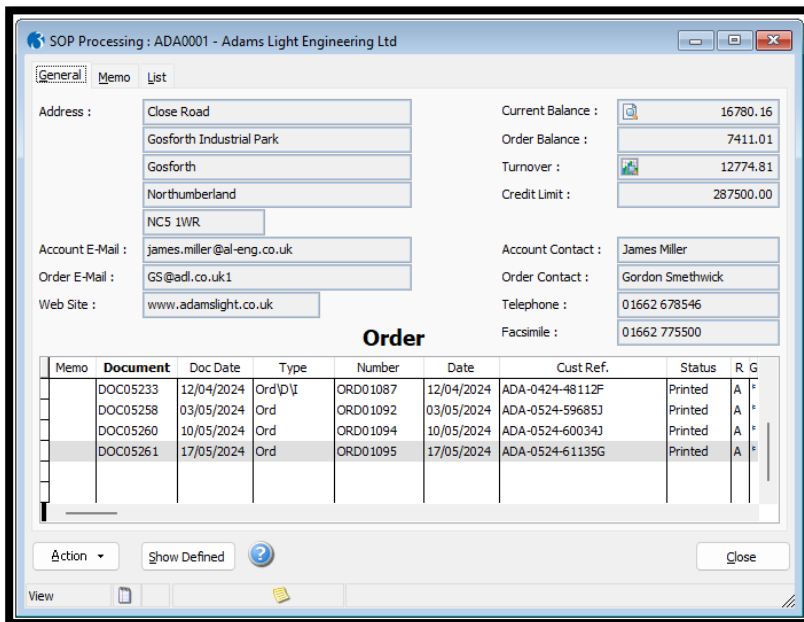
Range From : ORD01095 Range To : ORD01095

Return To : Order

Display

OK Cancel

When I select display, I am taken to the SOP Account that has Order ORD01095.



SOP Processing : ADA0001 - Adams Light Engineering Ltd

General Memo List

Address : Close Road
Gosforth Industrial Park
Gosforth
Northumberland
NCS 1WR

Account E-Mail : james.miller@al-eng.co.uk
Order E-Mail : GS@adl.co.uk1
Web Site : www.adamslight.co.uk

Current Balance : 16780.16
Order Balance : 7411.01
Turnover : 12774.81
Credit Limit : 287500.00

Account Contact : James Miller
Order Contact : Gordon Smethwick
Telephone : 01662 678546
Facsimile : 01662 775500

Order

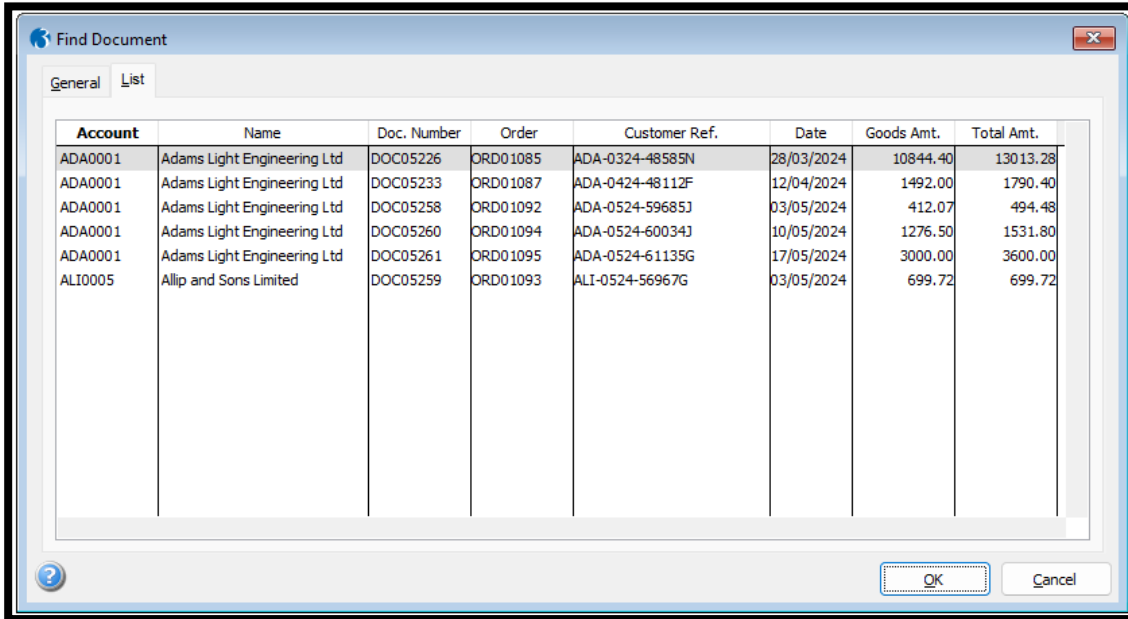
Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status	R. G
	DOC05233	12/04/2024	Ord/D/I	ORD01087	12/04/2024	ADA-0424-48112F	Printed	A *
	DOC05258	03/05/2024	Ord	ORD01092	03/05/2024	ADA-0524-59685J	Printed	A *
	DOC05260	10/05/2024	Ord	ORD01094	10/05/2024	ADA-0524-60034J	Printed	A *
	DOC05261	17/05/2024	Ord	ORD01095	17/05/2024	ADA-0524-61135G	Printed	A *

Action Show Defined Close

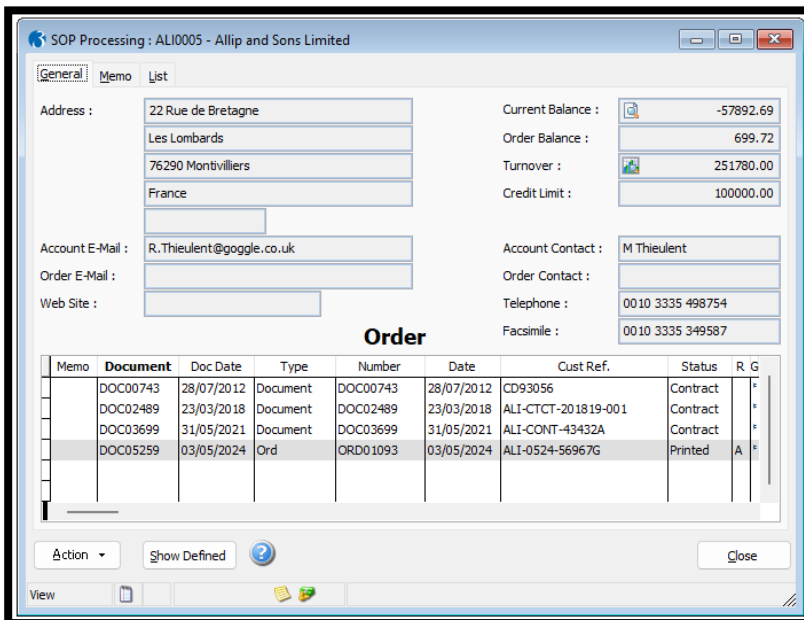
View

In the example below I want to view all orders between a range to then select the one I require. I leave the Range From and To and select Display.

I can then select the required Order to display it in the SOP Accounts processing screen. In the example below I selected ORD01093.



Account	Name	Doc. Number	Order	Customer Ref.	Date	Goods Amt.	Total Amt.
ADA0001	Adams Light Engineering Ltd	DOC05226	ORD01085	ADA-0324-48585N	28/03/2024	10844.40	13013.28
ADA0001	Adams Light Engineering Ltd	DOC05233	ORD01087	ADA-0424-48112F	12/04/2024	1492.00	1790.40
ADA0001	Adams Light Engineering Ltd	DOC05258	ORD01092	ADA-0524-59685J	03/05/2024	412.07	494.48
ADA0001	Adams Light Engineering Ltd	DOC05260	ORD01094	ADA-0524-60034J	10/05/2024	1276.50	1531.80
ADA0001	Adams Light Engineering Ltd	DOC05261	ORD01095	ADA-0524-61135G	17/05/2024	3000.00	3600.00
ALI0005	Allip and Sons Limited	DOC05259	ORD01093	ALI-0524-56967G	03/05/2024	699.72	699.72



SOP Processing: ALI0005 - Allip and Sons Limited

General Memo List

Address : 22 Rue de Bretagne
Les Lombards
76290 Montivilliers
France

Account E-Mail : R.Thieulent@google.co.uk

Order E-Mail :

Web Site :

Current Balance : -57892.69

Order Balance : 699.72

Turnover : 251780.00

Credit Limit : 100000.00

Account Contact : M Thieulent

Order Contact :

Telephone : 0010 3335 498754

Facsimile : 0010 3335 349587

Order

Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status	R	G
	DOC00743	28/07/2012	Document	DOC00743	28/07/2012	CD93056	Contract	*	*
	DOC02489	23/03/2018	Document	DOC02489	23/03/2018	ALI-CTCT-201819-001	Contract	*	*
	DOC03699	31/05/2021	Document	DOC03699	31/05/2021	ALI-CONT-43432A	Contract	*	*
	DOC05259	03/05/2024	Ord	ORD01093	03/05/2024	ALI-0524-56967G	Printed	A	*

Action Show Defined Close

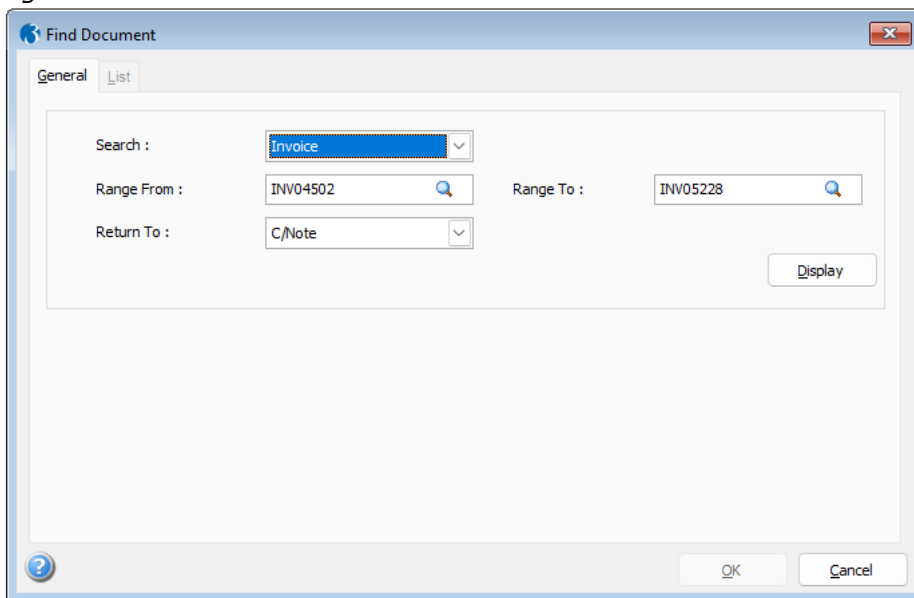
View

In the example below I want to find an invoice and progress it to a credit note.

I select invoice from the Search dropdown. *Fig1.*

I enter the Invoice reference, by directly typing in or selecting F4 as the field has a blue spy glass, this will show me up to 500 transactions in a grid for me to select the correct invoice.

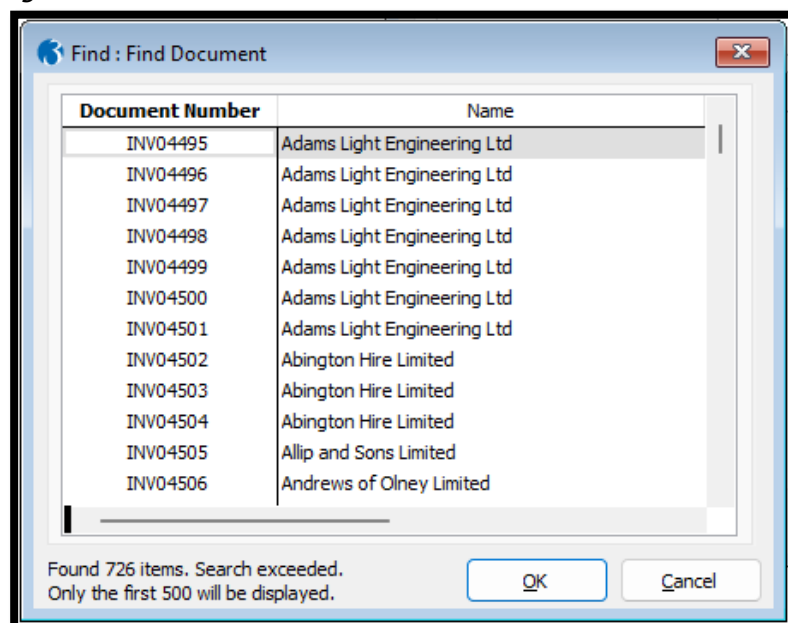
Fig 1.



The 'Find Document' dialog box is shown with the 'General' tab selected. It contains the following fields:

- Search :** A dropdown menu with 'Invoice' selected.
- Range From :** A text box containing 'INV04502' with a blue spy glass icon.
- Range To :** A text box containing 'INV05228' with a blue spy glass icon.
- Return To :** A dropdown menu with 'C/Note' selected.
- Display** button.
- OK** and **Cancel** buttons at the bottom.

Fig 2.



The 'Find : Find Document' dialog box displays a list of 12 items. The status bar at the bottom indicates 'Found 726 items. Search exceeded. Only the first 500 will be displayed.'

Document Number	Name
INV04495	Adams Light Engineering Ltd
INV04496	Adams Light Engineering Ltd
INV04497	Adams Light Engineering Ltd
INV04498	Adams Light Engineering Ltd
INV04499	Adams Light Engineering Ltd
INV04500	Adams Light Engineering Ltd
INV04501	Adams Light Engineering Ltd
INV04502	Abington Hire Limited
INV04503	Abington Hire Limited
INV04504	Abington Hire Limited
INV04505	Allip and Sons Limited
INV04506	Andrews of Olney Limited

I then select the correct Invoice and select display, and I am taken to the SOP account processing screen to Progress (F9) the Invoice to a Credit note.

SOP Processing : ADA0001 - Adams Light Engineering Ltd

General Memo List

Address : Close Road
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Gosforth
Northumberland
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Credit Limit : 287500.00

Account Contact : James Miller

Order Contact : Gordon Smethwick

Telephone : 01662 678546

Facsimile : 01662 775500

Credit

Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status	R	G
	CON1167	29/04/2023	Invoice	INV04496	02/05/2023	CONJL65WSD	Printed	A	1
	CON1169	29/04/2023	Invoice	INV04497	02/05/2023	VHC1022	Printed	A	2
	CON1174	29/04/2023	Invoice	INV04498	02/05/2023	ADA-CONT11	Printed	A	2
	CON1184	02/05/2023	Invoice	INV04499	02/05/2023	VHC1022	Printed	A	2
	CON1188	02/05/2023	Invoice	INV04500	02/05/2023	ADA-CONT11	Printed	A	2
	CON1189	02/05/2023	Invoice	INV04501	02/05/2023	1030	Printed	A	2

Action Show Defined Close

View

Depending on your system SOP settings, all document types can be progressed for example. Order to Delivery or Delivery to Invoice.