

NUMBER

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|-----------------------------|---|
| Application | ChreosClient – Chreos 3 |
| Module | File |
| Access | “File Common Search by transaction number” |
| Minimum service pack | SP34 |
| This document | Search by Transaction Number Ref 2.1 Release 1 Published February 2003 |

Overview

“Search by transaction number” allows you to search for a transaction using the transaction number. This is useful if the client has been forgotten.

Details Displayed

- **Transaction #.** Enter the transaction number.
- **Results.** This displays the following information about the search results:
 - **Type.** The type of transaction.
 - **Relates To.** The client that the transaction relates to.
 - **Date.** The date that the transaction was entered.

Transaction Involved in the Search

- Debtor Invoices
- Debtor Packing Slips
- Debtor Receipts
- Debtor Journals
- Client Orders
- Job Numbers
- Suppliers’ Orders
- Serial Numbers

To Search for a Transaction

- Enter the 'Transaction #'.
- Click the [Find] button.
- The results will appear in 'Results'.
- To view further details about the transaction double click on it. The appropriate management screen will then display the transaction.

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