



Search Utilities Delivery Folders Logout

Document Type [Select All] [Deselect All] ☐ Statements ☒ Invoices ☒ Credits

Document Indexes

Doc Date From: 04/25/2026 To:

Release #

PO #

Location

Part #

Amount

[Search]

Doc Type	# Pages	Account #	Account Name	Master Account	Release #	Invoice/Cred it #	PO #	Location	Amount	Doc Date
Invoices	1	99999	WebDocs Demo Account	99999	99AA1148001	99WN1139	Julie		30.81	5/1/2026
Credits	1	99999	WebDocs Demo Account	99999	99AA1169001	99WN1223	Tom		-50.60	5/4/2026
Invoices	1	99999	WebDocs Demo Account	99999	99AA1187001	99WN1293	Stock-DR		59.49	5/11/2026

To just pull up 1 item to view/print, click on the magnifying glass at the beginning of the row

Trying to find an invoice or a credit with a part number = "51515" Just enter the **Part # field** in the Search Criteria and click on "**Search**" and you will see everything that has the **Part # 51515** on it

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Release #

Invoice/Credit #

PO #

Location

Part #

Amount

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Doc Type	# Pages	Account #	Account Name	Master Account	Release #	Invoice/Cred it #	PO #	Location	Amount	Doc Date
Invoices	1	99999	WebDocs Demo Account	99999	99AB1319001	99WN1321	Stock-TS	Tom	169.44	5/14/2026
Invoices	1	99999	WebDocs Demo Account	99999	99AB1436001	99WT5426			169.44	5/25/2026

To just pull up 1 item to view/print, click on the magnifying glass at the beginning of the row

Trying to find an invoice for **169.44**. Just enter the **169.44** in the Search Criteria in the **Amount field** and then click **Search** to see any invoice with a **Total of 169.44**

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Release #

Invoice/Credit #

PO #

Location

Part #

Amount

[Search]

Doc Type	# Pages	Account #	Account Name	Master Account	Release #	Invoice/Cred it #	PO #	Location	Amount	Doc Date
Invoices	1	99999	WebDocs Demo Account	99999	99AA1121001	99WL0023	Randy		87.87	4/26/2026
Credits	1	99999	WebDocs Demo Account	99999	99AA1151001	99WN1140	Randy		-60.52	5/3/2026
Invoices	1	99999	WebDocs Demo Account	99999	99AA1184001	99WN1292	Randy		-37.52	5/8/2026
Invoices	1	99999	WebDocs Demo Account	99999	99AB1424001	99WT5228	Randy		-41.08	5/22/2026

To just pull up 1 item to view/print, click on the magnifying glass at the beginning of the row

Trying to find an invoice with PO of "**Randy**" Just enter **Randy** in the Search Criteria in the **PO # field** and then click **Search** to see any invoice with a **PO of Randy**