



## **Viewing/Copying Historical Documents on Palladium Enterprise**

This feature is currently available on the Palladium Enterprise 2012 Version only.

### **FEATURE OVERVIEW**

This feature allows you to view history for customers as well as suppliers as a reference or alternatively to copy the data to the current processing document.

### **How does this feature assist your business?**

- ✓ It provides a quick view into Customer and Supplier Sales and Purchases history and trends.
- ✓ Saves time when processing new orders or invoices by copying from previously processed invoices.

### **The following documents offer the ability to View/Copy History**

#### **Accounts Payable**

- ✓ Purchase Requisitions
- ✓ Purchase Orders
- ✓ Purchase Invoices

#### **Accounts Receivable**

- ✓ Freehand Quotes
- ✓ Quotes
- ✓ Sales Orders
- ✓ Sales Invoices

## FEATURE OPTIONS

### Process a Document and View History

When you process a new document, you have the option to view history as displayed below with the option to select either the Order or Invoice history.

The screenshot shows the 'Freehand Quotes' application window. At the top, there is a menu bar (File, Edit, View, Navigate, Sales, Report) and a toolbar with icons for New, Open, Adjust, Convert AP, Transfer AR, Project, Lines, and Upsell Item. Below the toolbar, the 'Customers' section shows 'ASHBU1' and 'Ashburton Reinforcing' with its address. The 'Ship To' section shows 'FOURWAYS' with its address in Johannesburg, South Africa. The 'Quote' title is displayed. On the right, document details include 'Doc Number: QS-000000001', 'Date: Sunday, March 01', 'Required: Sunday, March 01', 'Reference #: ref251110', and 'Document Form: Regular'. Below this is a 'Document Items' table with columns for Number, Location, Description, Qty, Unit, Cost, Markup %, Price, Discount %, Tax Code, Tax, Amount, and Vendor (optional). The table contains two rows: a header row and a data row for 'InvItem' (Glass Vase). At the bottom, there is a 'Status' dropdown, 'Sales Person: Joe Sales', 'Terms: 30 Days From Invoice', and 'Additional Info'. A summary table on the right shows 'Total Cost: 2,222.00', 'Subtotal: 1,072.00', 'Markup %: (51.76)', 'Discount: 0.00', 'Tax: 150.08', and 'Total: 1,222.08'. A red box highlights a dropdown menu with options: 'Sales History', 'Sales Order History', and 'View Sales History'.

### Accessing Historical Documents

On this screen you have the ability to view the Sales or Purchases history. In addition, this screen gives you the ability to copy lines from one or more documents and to drill-down and view the full document if required.

The screenshot shows the 'View Sales History or Select Sales Invoices to Copy' dialog box. It has a search field and 'Customers: ASHBUI'. The date range is set to 'Start: Sunday, February' and 'End: Monday, February'. A 'Refresh' button is present. Below the date range, there is a table with columns: Document Number, Doc Date, Customers Name, Select, Part Number, Avail Qty, Qty, Price, Tax Code, Tax, and Amount. The table contains four rows, including summary rows for 'Total IN-000000027' and 'Total IN-000000002'. At the bottom, there are 'Select All', 'OK', and 'Cancel' buttons.

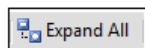
Document Number	Doc Date	Customers Name	Select	Part Number	Avail Qty	Qty	Price	Tax Code	Tax	Amount
1 * Total IN-000000027						2.00	244.00		34.16	244.00
IN-000000027	01-Mar-15	Ashburton Reinforcing	<input type="checkbox"/>	InvItem	1,988.00	2.00	244.00	01	34.16	244.00
1 * Total IN-000000002						1.00	122.00		17.08	122.00
IN-000000002	01-Mar-15	Ashburton Reinforcing	<input type="checkbox"/>	InvItem	1,988.00	1.00	122.00	01	17.08	122.00

## Navigating through Historical Documents

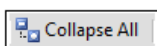
You may search for documents for a different customer or supplier by entering text within a customer (supplier) code, or when you click on the customer filter option as indicated below. A list of all customers (suppliers) is displayed allowing you to simply select the required customer (supplier).

A search bar with the text "Search:" followed by an empty input field. To the right of the input field is a blue button with the text "GO". Further right is the text "Customer: TST001" followed by a small icon of a person.

When there are multiple documents you have the option to Expand All which will display all the lines within the various documents.



The Collapse All option will display the document headers only.



## Copying the Required Information Across

When you are satisfied with the information you have selected to copy or use as a reference, click on OK, your selection is copied to the document you are processing in. If you want to view the document you are copying before making a selection, double-click on the document line and it will be displayed on the screen in the form of a drill-down. This could be to simply view a customer's previous transactions or to create that "personal touch".