



## Invoice Search

After the transaction of point of sale is finished, users can view the invoice via Invoice Search.

Point of Sale > Invoice Search

Invoice search

Shop	Central <input type="text"/>	'Invoice type' includes cashier, swap, settlement, exchange return and extension.
Invoice type	All <input type="text"/>	
Invoice no	From <input type="text"/> to <input type="text"/> or <input type="text"/> <small>(Input invoice no will ignore the impact of dates selected)</small>	Press  to search for items, members, salesmen and payment methods.
Ref Inv No	From <input type="text"/> to <input type="text"/> or <input type="text"/> <small>(Input ref Inv No will ignore the impact of dates selected)</small>	
Date	From 12 / Jul / 2018 to 13 / Jul / 2018 <input type="text"/> Quick select <input type="text"/>	
Item	<input type="text"/>	
Member	<input type="text"/>	The system is preset to display normal invoice. You can also select void, temporary or all invoice.
Total amount	From \$ <input type="text"/> to \$ <input type="text"/>	
Sales	<input type="text"/>	Enter the search criteria and press <Submit> to view search results.
Payment method	<input type="text"/>	
Payment reference number	<input type="text"/>	
Status	Normal <input type="text"/>	3 invoice records
Invoice properties	<input type="checkbox"/> Display	

Submit
Reset

Invoice search list

Invoice no	Type	← Date →	Member	Shop	Invoice amount	Paid amount	Deposit	OS amount	
PSM-00023	Settlement	13-Jul-2018	Mary (WeM-00001) <span style="background-color: #808080; color: white; padding: 2px 5px; border-radius: 3px;">Sign tr</span>	Central	\$ 0	\$ 9,000	\$ 0	(\$ 9,000)	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Print</span>
PSI-00129	Sales	12-Jul-2018	Cobi (WeM-00004)	Central	\$ 1,000	\$ 0	\$ 1,000	\$ 0	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Print</span>
PSI-00127 Unpaid	Sales	12-Jul-2018	Mary (WeM-00001) <span style="background-color: #808080; color: white; padding: 2px 5px; border-radius: 3px;">Sign tr</span>	Central	\$ 10,000	\$ 1,000	\$ 0	\$ 9,000	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Print</span>
					\$ 11,000	\$ 10,000	\$ 1,000	\$ 0	

Search Again

- Invoice amount represents the total amount of this invoice.
- Paid amount represents the actual amount paid by member on this invoice. In case of installment or partial payment, paid amount may be different from invoice amount.
- OS amount represents the amount which is not paid on this invoice in times of invoice issue.
- Deposit represents the total amount of member purchased deposit used to settle this invoice.

# WeM 美容管理系統

## Beauty Management System



TM

HKB2B Limited

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Invoice no : [PSI-00127 \(Unpaid\)](#)  
 Ref Inv No : [Nil](#)  
 Staff : [Ivy \(beauty\)](#)  
 Shop : [Central](#)

Date : 12-Jul-2018  
 Prepared by : [Ivy \(beauty\)](#)  
 Created at : 12-Jul-2018 15:22  
 Last updated at : 12-Jul-2018 15:22 / [Ivy \(beauty\)](#)

Code	Name	Quantity	Unit Price	Gross amount	Discount	Total amount
ET01	Eye Treatment A Expiry date : <a href="#">12-Jul-2021 (+65d)</a> Promotion code : Nil Analysis code : <a href="#">Nil</a> Item remark : <a href="#">Nil</a>	10	\$ 1,000.00	\$ 10,000.00		\$ 10,000.00
				Sales : <a href="#">Ivy (beauty)</a>	Therapist : <a href="#">Nil</a>	CS : <a href="#">Nil</a> Manager : <a href="#">Nil</a>

Member : Mary (WeM-00001)

Subtotal : \$ 10,000.00  
 Total amount : \$ 10,000.00  
 Payment method :  
 Cash : \$ 1,000.00  
 Paid amount : \$ 1,000.00

Remark :

Installment :

	Amount	Due date
1	\$ 9,000.00	12-Aug-2018
<b>Total :</b>	<b>\$ 9,000.00</b>	

Authorized users can view the parts in blue make the alterations.

Settlement :

	Amount	Settlement date	Settlement invoice
1	\$ 9,000.00	13-Jul-2018	<a href="#">PSM-00023</a>
<b>Outstanding :</b>	<b>\$ 0.00</b>		

[Back](#) | [Print](#) | [Edit](#) | [Void](#)

Authorized users can print, edit and void the invoice.

[Close](#)