



Invoice & Payout Lookup

Finding your invoices/payouts is easy with efish, we allow you to search across companies and locations, set a custom date range, specify accounts and vendors, specific amount or range, search by operation stage, you can also enter a search phrase or Invoice number. Narrow your search for only invoices or only payouts. The invoice/Payout lookup page was designed for you to search as broad or limited a range as you choose making it easy to quickly find what you are looking for & saving you time.

Navigate to **[Accounting > Invoice/Pay Out Lookup]**

1. **Company:** Select the company in the **[Company Drop-Down]**
2. **Location(s):** Choose your location from the **[Location Drop-Down]**
 - You can choose "All" if you wish to search across all locations.
3. **Date Range:** enter your desired Start Date in the **[Start Date Field]** and your desired End Date in the **[End Date Field]**.
 - If you only wish to search one day, enter the same date in both fields.
 - Once you click in the **[Date Fields]** an interactive calendar will pop up.
 - You can leave the end date blank and the system will search from the start date entered through the current date

Company:	<input type="text" value="Beach Blonde"/>		
Location:	<input type="text" value="All"/>		
Start Date:	<input type="text" value="02/17/2023"/>	End Date:	<input type="text" value="MM/DD/YYYY"/>

4. **Accounts/Vendors:** Select any Accounts or Vendors you wish to specify (all other vendors/accounts will not be searched)
 - You do not need to select any accounts or vendors if you choose not to, this will search across all Accounts/vendors.
 - Use the **[Toggle All]** link to select all accounts or all vendors.
 - Hold down the **[Ctrl key]** while you make your selections to select multiple accounts or vendors while still excluding some.

Vendors:	Atlanta Bev Compo Nents Costco 2 Jacksons MO Eagle Rico Atlanta bev rico brito	Accounts:	Income 4000 - Food & Beverage Income 4100 - Food Sales 4200 - Beverage Sales 4210 - Beer Sales 4211 - Bottled Beer 4212 - Draft Beer
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5. **Search Phrase or Invoice Number:** If you are searching for a specific invoice and have the invoice number you would enter that in the **[Phrase or Invoice # Field]** If you do not have a number but you do know a key



phrase or term that would be on that invoice you may enter that keyword here instead to narrow down your search.

Search Phrase or Invoice#:	<input type="text"/>
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6. **Operation Stage:** Select the **[Operation Stage]** you wish to search. Operation stages are the stages the invoice will go through once it is loaded in the system, such as coding, approval, quality control, etc. If you are looking for a specific invoice and know which stage it is in you may select the operation stage to narrow down the search results. If you do not you may select **[Any]** here. This will search across all invoices no matter the operation stage it is in.

- **Note:** you can see all invoices in a particular stage at any company by clearing all other fields besides Company (& location if you wish) as well as Operation Stage. Just select your desired Operation Stage such as coding for example and hit **[Search]**. Only the Invoices/Payouts in the coding stage for that company/location will show up.

Operation Stage:	<input checked="" type="radio"/> Any	<input type="radio"/> Coding	<input type="radio"/> Approval	<input type="radio"/> Quality Control	<input type="radio"/> Auto Transfer
	<input type="radio"/> Complete				

7. **Include Types:** You may be looking for Only Invoices or Only Payouts, efish allows you to search by either one or both combined. Select what you wish to search in the **[Include Types Field]**

- Choose **[All]** to search both Invoices and Payouts.

Include Types:	<input checked="" type="radio"/> All	<input type="radio"/> Invoices Only	<input type="radio"/> Payouts Only
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8. **Amount:** If the Invoice/Payout you are searching for is of a specific amount which you know or if you know the range it would fall under you may enter the exact amount in the **[Invoice/Petty Cash Amount Field]** or the range in the **[Range Field]**, this will narrow down your search and will increase the speed at which you receive your results.

- You can leave this blank if you wish.

Invoice/Petty Cash Amount:	<input type="text" value="Exact Amount"/>	Or Range:	<input type="text" value="Minimum"/>	<input type="text" value="Maximum"/>
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9. Click **[Search]**

Once the system is done searching it will show you the total number of results found under the **[Per Page Drop Down]** (you can adjust the **[Per Page Drop Down]** as needed, this will allow you to show more or less results on one page.)



Reset: you may clear your search filters at any time by clicking the **[Reset Button]**.

Results: Your results will appear in the table below on the same page under the search terms you selected. You can sort by column (Date, Invoice #, Operation Status, Vendor, Invoice amount, or Memo by clicking on the **[Column Title]**. The first column allows you to select your desired invoice(s)/Payout(s). The last column shows you an image if there is one that was uploaded or allows you to upload an image if not. Click the **[Select All Button]** above the first column to select all invoices on the current page.

Note: If you click the expand icon to the right of the date, or double click an **[Invoice Line]** it will expand the details for that invoice.

Select All		Export		1 - 2 of 2			Per Page:		100		1	
	Date	Invoice#	Status	Vendor	Type/Memo	Amount	Image					
<input type="checkbox"/>	04/11/2023	<div>1233</div> <div>Log ID: 6033</div>	AP - Complete	MO Eagle	Bill (unpaid) / 2000 - Accounts Payable	\$32.45	<div></div> <div></div>					
		Account / Class				Note	Amount					
		5210 - Beer COGS				<div></div>	\$32.45					
<input type="checkbox"/>	03/09/2023	<div>123</div> <div>Log ID: 6183</div>	AP - Coding	Atlanta Bev	Check / 1010 - WNB rec	\$50.00	<div><div>Upload</div></div>					
					Count: 2	Total: \$82.45						

Selection Column: The first column allows you to individually select invoices by clicking on the **[Checkbox]**. you can select all invoices on the page by clicking on the **[Select All button]** above the first column.



- Once you select at least one Invoice/Payout you will see the options above the last column change to (Select All, and Export.)

Date Column: The date of the invoice.

Invoice # Column: This column shows you the Invoice # and Log ID # as well as allows you to view the details/history of that invoice by clicking on the **[Log ID]** this will open a non-editable log of every time a user has interacted with or made changes to that invoice acting as an audit trail to ensure that you know everything that has happened with the invoice from the start, click **[View Details]** next to each update for additional details.

Invoice Audit Log			
Date	User	Action	
05/17/2023 11:01:37 AM	AIM IT Services	Processed to Complete	View Details
05/17/2023 11:01:37 AM	AIM IT Services	Updated	View Details

Operation	Received Date	Date	Memo	Ref #	Location	Vendor
AP - Quality Control	2020-08-20 10:46:42	2023-04-11		1233	Beach Blonde	MO Eagle
		Account	Class	Amount		
		5210 - Beer COGS		\$32.45		






Date ▼	Invoice# ↕
04/11/2023	<div>  1233 </div> <div>  Log ID: 6033 </div>

To the right of the invoice # there is a **[Pencil Icon]** clicking on this will allow you to Add a note to the invoice (just make sure to hit **[Save]** when done.)

Status Column: Which operation stage the invoice is currently in.

Vendor Column: Which vendor your invoice is for.






Type/Memo Column: shows you the type of invoice as well as the account and any notes attached to the Invoice/Payout. If connected to AP Software it will also show you weather it has been Paid or is unpaid

Date ▼	Invoice# ↕	Status ↕	Vendor ↕	Type/Memo ↕	Amount ↕	Image
<input type="checkbox"/> 04/11/2023	<div>  1233 </div> <div>  Log ID: 6033 </div>	 AP - Complete	MO Eagle	Bill (unpaid) / 2000 - Accounts Payable	\$32.45	 

Amount Column: The amount of the invoice without having to open and view it.

Image Column: Shows you an image the Invoice/Payout (if available.) You can hover over the **[Camera Icon]** to view the image of page 1 of the invoice or you can open the full size original Invoice in a new window by clicking on the **[Document Icon]** in the image column.

- If there is no image available, you may add an image by clicking on the **[Add Image Button]** in the Image Column.

Date ▼	Invoice# ↕	Status ↕	Vendor ↕	Type/Memo ↕	Amount ↕	Image
<input type="checkbox"/> 04/11/2023	<div>  1233 </div> <div>  Log ID: 6033 </div>	 AP - Complete	MO Eagle	Bill (unpaid) / 2000 - Accounts Payable	\$32.45	 



Exporting Invoices & Payouts: you may export multiple Invoice/Payout(s) at once by clicking on the **[Checkbox]** in the first column, and then clicking on the **[Export button]** this will launch a popup allowing you to enter an email address to export the Invoice to in addition to the email tied to your efish account.

Export Invoices – Total: 1

Send to Email: support@efish.biz

Send to additional email:

Export

Close