

Invoice Accelerator Keys

58.4 PWS PartsWatch

The following is a list of Invoice Accelerator Keys

Accelerator Key	Button	Function
Alt + A	CHANGE CUSTOMER	Press these keys to assign a ticket to a different customer. Pricing is adjusted according to the new customer's pricing plan.
Alt + B	ONORD/INBOUND	Press these keys with a part number in focus, and the application displays a pop-up listing the On Order and Inbound quantity for that part and allows a search of purchase orders containing the part.
Alt + C	CUSTOMER LOOKUP	Press these keys and the application displays the 'FIND CUSTOMER' window to allow for searches by Account, Business Name (commercial accounts only), Last Name (retail accounts only), First Name, City, State, Zip.
Alt + D	DESCRIPTION	Press these keys with a part in focus and the application lists parts in the line and allows for a search by 'PART NUMBER' or 'DESCRIPTION'.
Alt + E	QUOTE	Press these keys to print a quote.
Alt + F	REF	Press these keys to open the 'EXISTING INVOICE REFS' window.
Alt + G or F6	CATALOG	Press either of these key combinations to open the CATALOG screen. Catalog functionality is available during Mode 2 when the network and catalog database server are up but the application server is down. Note: If the catalog is opened without a customer displayed, the prices that display are the set up Sell Price Level, Discounts, and Markups for any Group or Lines set up for the Default Cash account. It is highly recommended to enter an account number on the INVOICE screen, press 'Enter' and then press the 'CATALOG' button. The sell price will be accurate for that specific customer, not the Default Cash account's pricing levels.
Alt + H	SHIP TO	For commercial account, press these keys to initiates the ability to select from a list of Ship To addresses for that account or add a Ship To address. For retail accounts, press these keys to allowa a new Ship To address to be entered and either used for this invoice only or saved to the

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		Ship To table. Retail customers display a Ship To if one is entered on the RETAIL / INTERNET CUSTOMER screen.
Alt + I	PRICE LOOKUP	Press these keys to display prices for the part in focus. The regular List, Core and Each are shown. Promo Prices (Sale Date pricing) are also shown with effective dates.
Alt + K	VOID	Press these keys to void the current ticket. Depending on the settings in security, this may require manager override approval.
Alt + L	LINE	Press these keys to display a window allowing for a search of line codes by full or partial line code, vendor name, or line description.
Alt + M	MODIFIER	Press these keys to display the 'SELECT MODIFIER' window that lists all invoice modifiers. 'S' is the default.
Alt + N	INVOICE	Press these keys to print the final invoice.
Alt + P	PN / SKU / UPC	Press these keys to display the 'FIND PART' window to search for part numbers by full or partial part number or description.
Alt + R	ROA	Press these keys to display the 'PAYMENTS RECEIVED ON ACCOUNT' window to allow payments to be posted at the counter.
Alt + S	SCAN/SELL	Press these keys to sell the current item.
Alt + T	TOTAL	Press these keys to display a pop-up showing only the totals that apply to this invoice. Breaks out fees, where applicable.
Alt + U	SOURCE IT	Press these keys to display the ADVANCED SOURCING screen to allow invoice items to be sourced (ordered) from other stores on the database or vendors. Requires proper vendors and sourcing rules to be set up.
Alt + V	VIEW CUSTOMER	Press these keys to display the MAIN ACCOUNT ENTRY screen or the RETAIL / INTERNET CUSTOMER screen for the customer in focus. These screens allow editing if security permits.

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Alt + W	HOLD	Press these keys to hold the Sales Order in the 'HOLD' status. This may be edited or printed at a later time.
Alt + Y	QTY RESERVE	Press these keys with a part in focus (that has any quantity on reserve) and the application displays a pop-up that lists the tickets that the item is found on.
Alt + 1	INVOICE IMAGE	Press these keys to open the 'INVOICE IMAGE' window.
Alt + 2	LISA	Press these keys to open the LISA TRANSACTIONS REPORT screen, which reports invoiced line items. If not part is in focus, a selection screen displays with the current account entered at 'START ACCOUNT' and 'END ACCOUNT'. If a part is in focus, the application navigates to the report showing line item sales for that account and part number.
Alt + 3	PART LEDGER	Press these keys to open the PART LEDGER REPORT screen.
Alt + 4 or Esc	CLOSE	Press these keys when no account has been entered and the INVOICE screen is unloaded. If an account has been entered, but no items have yet been entered, the INVOICE screen is unloaded. If an account has been entered and the application is in catalog mode, the screen returns to invoice mode. If an account and items have been entered on the ticket, a message displays stating that, "You are not allowed to leave this screen because: the invoice is still OPEN!"
Ctrl + D	ITEM PRICING AND DISCOUNTS	Press these keys to open the 'Item Plan Price' window to show the discount being applied to an item on the invoice. (The item must be a new item that was just looked up or previously sold item that is now in edit mode). The level (LEVEL) and percent applied (+/- %1) indicate the sell price level and percent that were applied. Does not indicate any discounts from pricing plans that were overridden by the sourced pricing.

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Ctrl + R	PHONE ROOM	Press these keys and the 'SELECT PHONE ROOM LOCATION' window opens to enable employees who have the 'PHONE ROOM REP' setting checked in the EMPLOYEE SETUP screen (accessed from Controls, System, Employee setup) to access phone room functionality.
F7	NEW INVOICE	Press this key to leave the current invoice active in one window and start a new invoice screen under another window.