



# Display List of Invoiced Wholesale Orders

## Description

Use this task to display a list of invoiced wholesale orders in the Wholesale Terminal.


## Trigger

Perform this task when you need to display a list of invoiced wholesale orders.

## Prerequisites

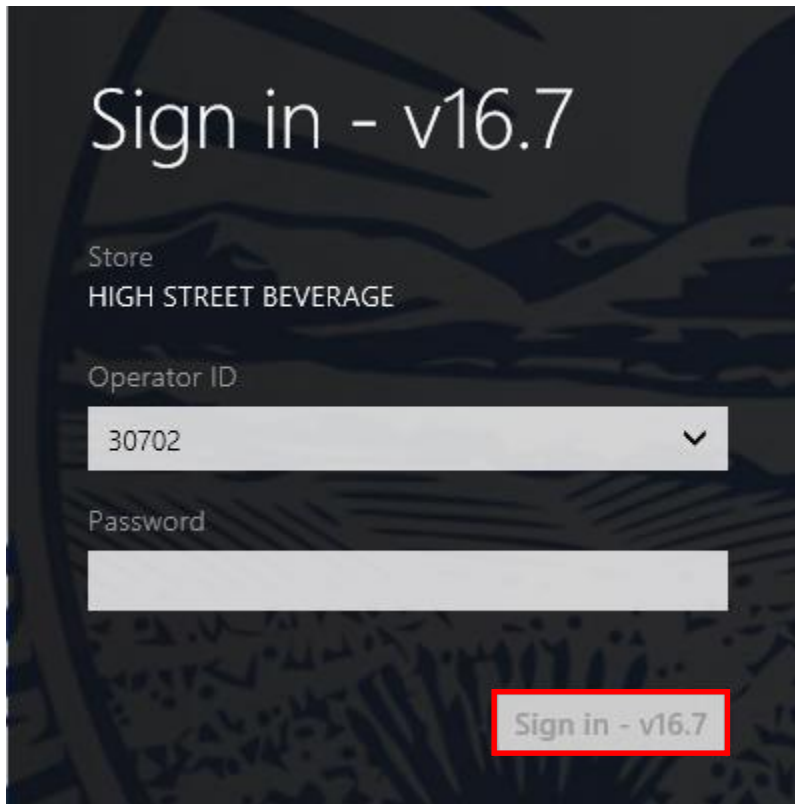
There are wholesale orders in the system in “invoiced” status.

## Helpful Hints

- All actions performed in this job aid can be done using the keyboard and mouse.  
Example:
  - Press  on Numpad or
  - Press the **Enter** key on the keyboard

## Procedure

1. Begin this task by signing into the Wholesale Terminal.



Sign in - v16.7

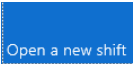
Store  
HIGH STREET BEVERAGE

Operator ID

30702

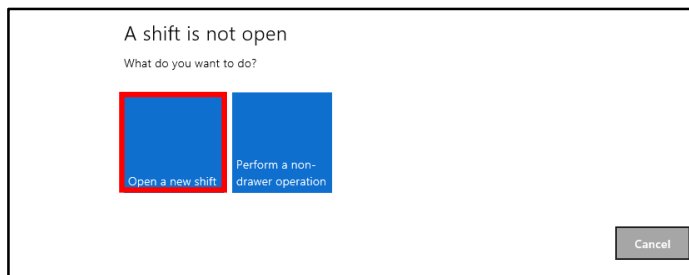
Password

Sign in - v16.7

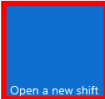

2. Press  to start the shift.



The *Open shift* window will only display if the shift is not already opened.



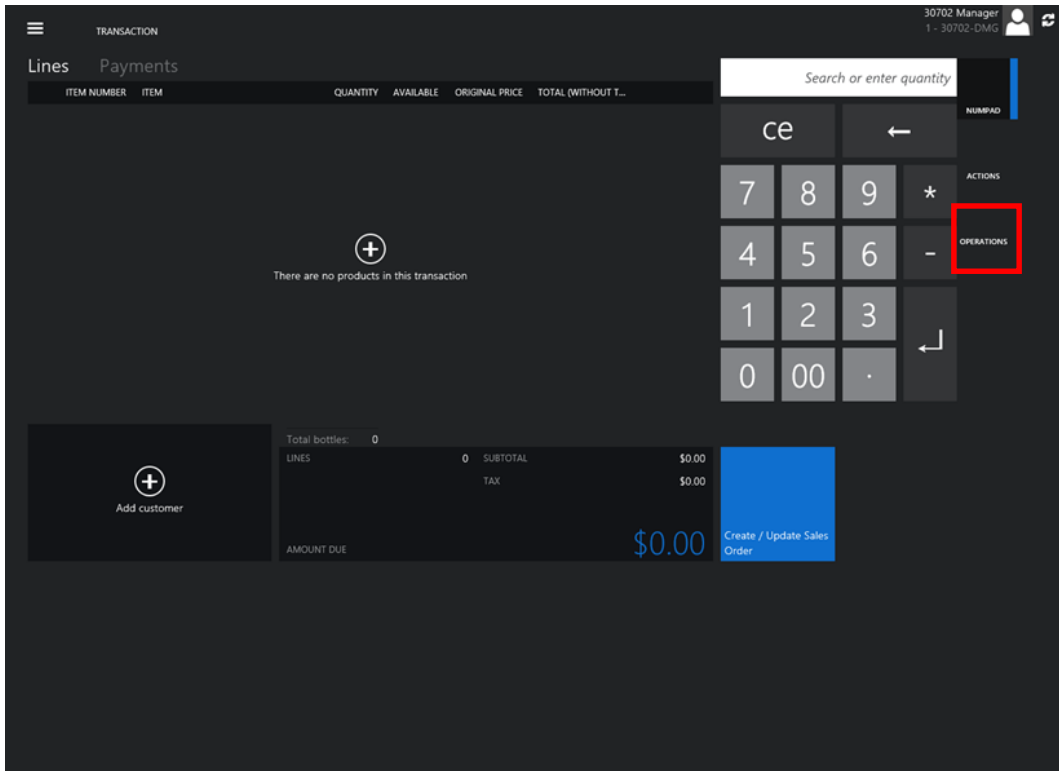
A shift is not open  
What do you want to do?

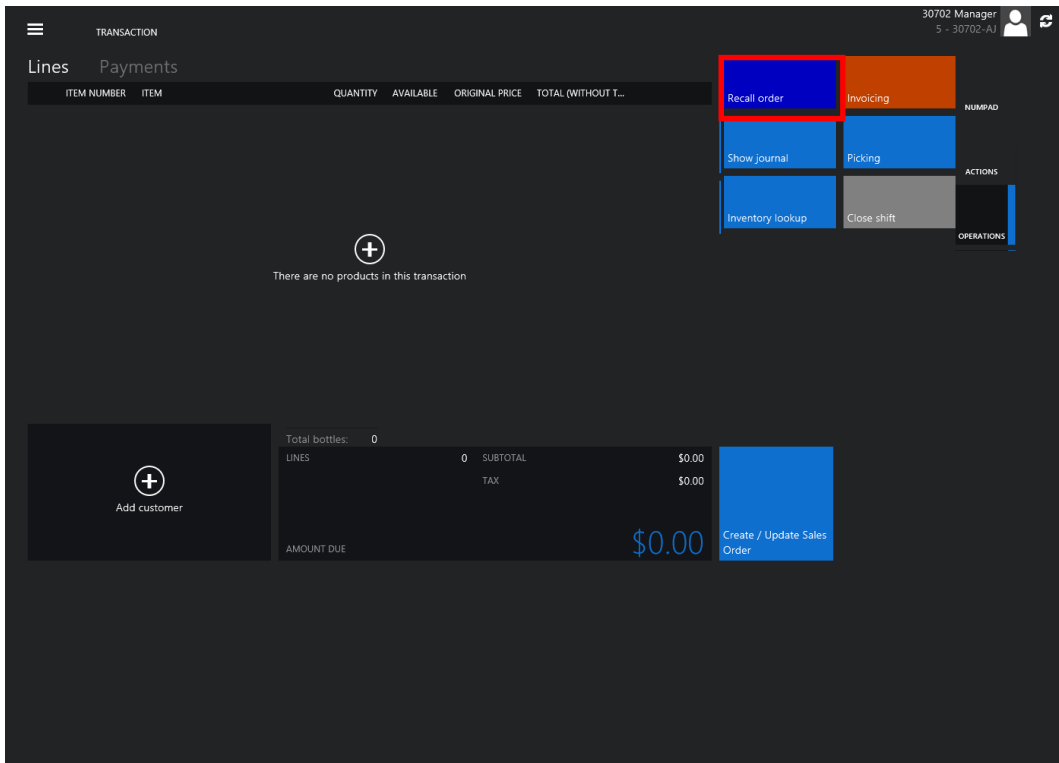
Open a new shift Perform a non-drawer operation

Cancel

3. Press **OPERATIONS**.



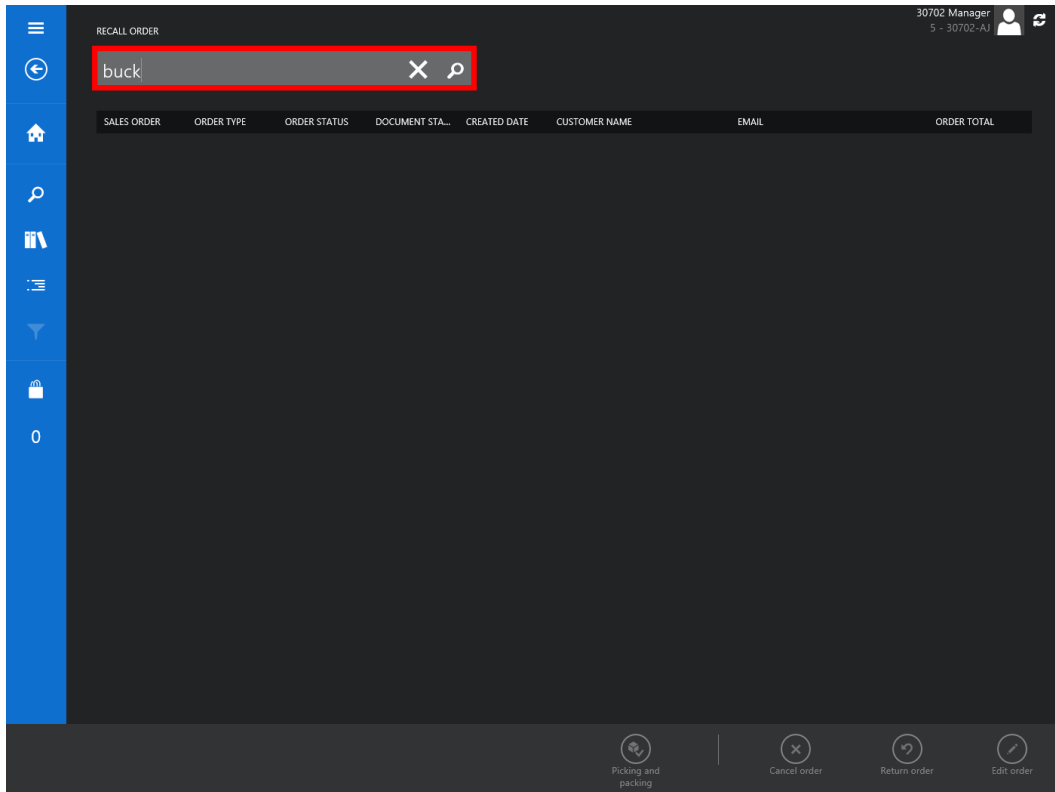
4. Press **Recall order** to display a list of orders.



5. Enter the appropriate customer's name in the **search** field. In this example enter "buck."
6. Press **Enter** on the keyboard.



This will list all orders with the term "buck" in the customer name.



7. Invoiced orders will have an “invoiced order” status in this list.

30702 Manager  
5 - 30702-AJ

RECALL ORDER

buck

SALES ORDER	ORDER TYPE	ORDER STATUS	DOCUMENT STA...	CREATED DATE	CUSTOMER NAME	EMAIL	ORDER TOTAL
DSO000000184	Customer Ord...	Created	Created	3/15/2017	BUCKEYE MEX LP		\$35.79
DSO000000181	Customer Ord...	Created	Created	3/14/2017	BUCKEYE MEX LP		\$458.21
DSO000000178	Customer Ord...	Invoiced	Invoiced	3/13/2017	BUCKEYE MEX LP		\$30.16
DSO000000177	Customer Ord...	Invoiced	Invoiced	3/13/2017	BUCKEYE MEX LP		\$269.71
DSO000000174	Customer Ord...	Canceled	Created	3/13/2017	BUCKEYE MEX LP		\$0.00
DSO000000173	Customer Ord...	Invoiced	Invoiced	3/10/2017	BUCKEYE MEX LP		\$2.90
DSO000000172	Customer Ord...	Invoiced	Invoiced	3/10/2017	BUCKEYE MEX LP		(\$2.90)
DSO000000170	Customer Ord...	Invoiced	Invoiced	3/9/2017	BUCKEYE MEX LP		\$2.90
DSO000000167	Customer Ord...	Canceled	Created	3/9/2017	BUCKEYE MEX LP		\$0.00
DSO000000166	Customer Ord...	Invoiced	Invoiced	3/7/2017	BUCKEYE MEX LP		(\$13.33)
DSO000000158	Customer Ord...	Canceled	Created	3/2/2017	BUCKEYE MEX LP		\$0.00
DSO000000157	Customer Ord...	Canceled	Created	3/2/2017	BUCKEYE MEX LP		\$0.00

Picking and packing | Cancel order | Return order | Edit order

## Results

You have displayed the Order Status for wholesale orders.