



Document Email Indicator

Megan De Freitas - 2024-11-22 - Sales

Overview

When you email a document from Sales Document Search, Purchase Order Search, or Sales Monitor, an EM code shows up in the status column to indicate that the document has been emailed.

Usage

Open the "Sales Document" search screen (go to Sales Documents and click search). For sales document # DC 1285 , notice the EM code in the status column on the far right of the page. This indicates the document has been emailed.

The screenshot shows the 'Sales Documents' search interface. The 'Search Results' table lists various invoices. The first row, for invoice STDINV2267, has a status of 'FP EM', which is highlighted with a red box. The table columns include Sales Doc T..., Sales Doc N..., Sales Doc ID, Doc Date, Source, Sales Batch, Customer..., Country Code, Customer P..., Status, Master Num, Created On, and Created By.

Sales Doc T...	Sales Doc N...	Sales Doc ID	Doc Date	Source	Sales Batch	Customer...	Country Code	Customer P...	Status	Master Num	Created On	Created By
INVOICE	STDIRV2267	STDIRV	8/17/2018	History	sa	AARONFIT...	US		FP EM	414	8/17/2018	test
INVOICE	STDIRV2260	STDIRV	4/12/2017	History	SOP INVOI...	AARONFIT...			FP	339	3/2/2014	sa
INVOICE	STDIRV2252	STDIRV	4/12/2017	History	sa	AARONFIT...			FP	83	4/12/2017	sa
INVOICE	STDIRV2228	STDIRV	4/12/2017	History	WMS BATCH	AARONFIT...			FP	204	4/12/2017	sa
INVOICE	STDIRV2227	STDIRV	4/12/2017	History	MAYORD	AARONFIT...			FP	83	4/12/2017	sa
INVOICE	STDIRV2222	STDIRV	3/30/2017	History	sa	AARONFIT...			FP	310	4/12/2017	sa
INVOICE	STDIRV2220	STDIRV	3/28/2017	History	sa	AARONFIT...			FP	308	4/12/2017	sa
INVOICE	STDIRV2219	STDIRV	3/27/2017	History	sa	AARONFIT...			FP	307	4/12/2017	sa
INVOICE	STDIRV2203	STDIRV	3/14/2017	History	sa	AARONFIT...			FP	291	4/12/2017	sa
INVOICE	STDIRV2202	STDIRV	3/14/2017	History	sa	AARONFIT...			FP	290	4/12/2017	sa
INVOICE	STDIRV2190	STDIRV	3/4/2017	History	sa	AARONFIT...			FP	278	4/12/2017	sa
INVOICE	STDIRV2189	STDIRV	3/4/2017	History	sa	AARONFIT...			FP	277	4/12/2017	sa
INVOICE	STDIRV2176	STDIRV	2/25/2016	History	sa	AARONFIT...			FP	264	4/11/2017	sa
INVOICE	STDIRV2166	STDIRV	2/19/2016	History	sa	AARONFIT...			FP	254	4/11/2017	sa
INVOICE	STDIRV2145	STDIRV	1/24/2017	History	sa	AARONFIT...			FP	233	4/9/2017	sa
INVOICE	STDIRV2144	STDIRV	1/23/2017	History	sa	AARONFIT...			FP	232	4/9/2017	sa
INVOICE	STDIRV2131	STDIRV	1/8/2017	History	sa	AARONFIT...			FP	219	4/8/2017	sa

You can also view the EM code from the "Sales Monitor" screen. Click **Sales Monitor** and **Refresh**. You will notice the EM in the status column for order # D 6855 .

Customer: [AARONFIT001] Aaron Fitz Electrical									
Security Editor Settings (ORDER) ORDST2284 Sales Documents Sales Monitor									
Close Refresh Hide Auto Queues Expand All Collapse All Refresh Manually Last Refresh: 11:11 AM Search: Sales Rep: (all)									
ALL ORDERS (SPECORD) ORDERS (STDORD)									
ID	Count	Doc#	Doc Date	Customer	Req Ship Date	Total	Rep	Status	
Batch: NEW ORDER									
ENDING	1	ORDST2265	08/03/2018	Aaron Fitz Electrical	08/03/2018	0.00	PAUL W.	ZL FPD	
_SP_ORDER	1	ORDST2266	08/03/2018	Aaron Fitz Electrical	08/03/2018	0.00	PAUL W.	ZL FPD	
DOCS	3	ORDST2267	08/03/2018	Aaron Fitz Electrical	08/03/2018	21.40	PAUL W.	FP	
EMAIL	1	ORDST2268	08/07/2018	Aaron Fitz Electrical	08/07/2018	21.40	PAUL W.	FP	
NEW WHATEVER	1	ORDST2269	08/07/2018	Aaron Fitz Electrical	08/07/2018	0.00	PAUL W.	FP FPD	
ORDERS4/12	21	ORDST2270	08/15/2018	Aaron Fitz Electrical	08/15/2018	20.00	PAUL W.	BO PBO PP	
READY TO PICK	2	ORDST2271	08/15/2018	Aaron Fitz Electrical	08/15/2018	20.00	PAUL W.	FP	
WMSORDER ORDER	2	ORDST2272	08/29/2018	Aaron Fitz Electrical	08/29/2018	0.00	PAUL W.	ZL FPD	
ORDER	2	ORDST2273	08/29/2018	Aaron Fitz Electrical	08/29/2018	0.00	PAUL W.	ZL FPD	
BKORD BACKORDER	2	ORDST2274	08/30/2018	Aaron Fitz Electrical	08/30/2018	0.00	PAUL W.	FP FPD	
SALES BACKORDER	2	ORDST2275	08/31/2018	Aaron Fitz Electrical	08/31/2018	20.00	PAUL W.	FP	
CAINV INVOICE	40	ORDST2276	08/31/2018	Aaron Fitz Electrical	08/31/2018	20.00	PAUL W.	FP	
FULORD INVOICE	1	ORDST2277	09/04/2018	Aaron Fitz Electrical	09/04/2018	20.00	PAUL W.	BO PBO PP	
POSINV INVOICE	1	ORDST2279	09/04/2018	Aaron Fitz Electrical	09/04/2018	518.95	PAUL W.	FP FPD	
RMAINV INVOICE	1	ORDST2280	09/05/2018	Aaron Fitz Electrical	09/05/2018	114.169	PAUL W.	FP	
SERVINV INVOICE	1	ORDST2281	09/06/2018	Aaron Fitz Electrical	09/06/2018	0.00	PAUL W.	ZL FPD	
CONTRACTS	1	ORDST2282.2	09/07/2018	Aaron Fitz Electrical	09/07/2018	38.80	PAUL W.	EM	
SPECINV INVOICE	1	ORDST2283	09/13/2018	Aaron Fitz Electrical	09/13/2018	19.40	PAUL W.	BO FBO	
INVOICE	1	ORDST2284	10/01/2018	Aaron Fitz Electrical	10/01/2018	19.40	PAUL W.	BO FBO	
SLS SEP FULFILL	1	ORDST2285	09/17/2018	Aaron Fitz Electrical	09/17/2018	0.00	PAUL W.	ZL FPD	
STDINV INVOICE	2								
_SP_ORDER	1								
DOCS	1								
ENDING	1								
INVOICE	2								
NEW ORDER	2								
SVCZERO INVOICE									
CARTN RETURN									
RMARTN RETURN									
127		20		853.519					