



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 document ID 'STDINV2267', has a status of 'FP EM', which is highlighted with a red box. Other rows show statuses like 'FP'.

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	STDINV2267	STDINV	8/17/2018	History	sa	AARONFIT...	US		FP EM	414	8/17/2018	test
INVOICE	STDINV2260	STDINV	4/12/2017	History	SOP INVOI...	AARONFIT...			FP	339	3/2/2014	sa
INVOICE	STDINV2252	STDINV	4/12/2017	History	sa	AARONFIT...			FP	83	4/12/2017	sa
INVOICE	STDINV2228	STDINV	4/12/2017	History	WMS BATCH	AARONFIT...			FP	204	4/12/2017	sa
INVOICE	STDINV2227	STDINV	4/12/2017	History	MAYORD	AARONFIT...			FP	83	4/12/2017	sa
INVOICE	STDINV2222	STDINV	3/30/2017	History	sa	AARONFIT...			FP	310	4/12/2017	sa
INVOICE	STDINV2220	STDINV	3/28/2017	History	sa	AARONFIT...			FP	308	4/12/2017	sa
INVOICE	STDINV2219	STDINV	3/27/2017	History	sa	AARONFIT...			FP	307	4/12/2017	sa
INVOICE	STDINV2203	STDINV	3/14/2017	History	sa	AARONFIT...			FP	291	4/12/2017	sa
INVOICE	STDINV2202	STDINV	3/14/2017	History	sa	AARONFIT...			FP	290	4/12/2017	sa
INVOICE	STDINV2190	STDINV	3/4/2017	History	sa	AARONFIT...			FP	278	4/12/2017	sa
INVOICE	STDINV2189	STDINV	3/4/2017	History	sa	AARONFIT...			FP	277	4/12/2017	sa
INVOICE	STDINV2176	STDINV	2/25/2016	History	sa	AARONFIT...			FP	264	4/11/2017	sa
INVOICE	STDINV2166	STDINV	2/19/2016	History	sa	AARONFIT...			FP	254	4/11/2017	sa
INVOICE	STDINV2145	STDINV	1/24/2017	History	sa	AARONFIT...			FP	233	4/9/2017	sa
INVOICE	STDINV2144	STDINV	1/23/2017	History	sa	AARONFIT...			FP	232	4/9/2017	sa
INVOICE	STDINV2131	STDINV	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

ENDING

1

SP_ORDER

1

DOCS

1

EMAIL

3

NEW WHATEVER

1

ORDERS4/12

1

READY TO PICK

21

WMSORDER ORDER

2

ORDER

2

BKORD BACKORDER

2

SALES BACKORDER

2

CAINV INVOICE

40

FULORD INVOICE

1

POSINV INVOICE

1

RMAINV INVOICE

1

SERVINV INVOICE

1

CONTRACTS

1

SPECINV INVOICE

1

INVOICE

1

SLS SEP FULFILL

1

STDINV INVOICE

1

SP_ORDER

1

DOCS

1

ENDING

1

INVOICE

2

NEW ORDER

2

SVCZERO INVOICE

127

CARTN RETURN

20

RMARTN RETURN

853.519

Doc#

Doc Date

Customer

Req Ship Date

Total

Rep

Status

Batch: NEW ORDER

ORDST2265

08/03/2018

Aaron Fitz Electrical

08/03/2018

0.00

PAUL W.

ZL FPD

ORDST2266

08/03/2018

Aaron Fitz Electrical

08/03/2018

0.00

PAUL W.

ZL FPD

ORDST2267

08/03/2018

Aaron Fitz Electrical

08/03/2018

21.40

PAUL W.

FP

ORDST2268

08/07/2018

Aaron Fitz Electrical

08/07/2018

21.40

PAUL W.

FP

ORDST2269

08/07/2018

Aaron Fitz Electrical

08/07/2018

0.00

PAUL W.

FP FPD

ORDST2270

08/15/2018

Aaron Fitz Electrical

08/15/2018

20.00

PAUL W.

BO PBO PP

ORDST2271

08/15/2018

Aaron Fitz Electrical

08/15/2018

20.00

PAUL W.

FP

ORDST2272

08/29/2018

Aaron Fitz Electrical

08/29/2018

0.00

PAUL W.

ZL FPD

ORDST2273

08/29/2018

Aaron Fitz Electrical

08/29/2018

0.00

PAUL W.

ZL FPD

ORDST2274

08/30/2018

Aaron Fitz Electrical

08/30/2018

0.00

PAUL W.

FP FPD

ORDST2275

08/31/2018

Aaron Fitz Electrical

08/31/2018

20.00

PAUL W.

FP

ORDST2276

08/31/2018

Aaron Fitz Electrical

08/31/2018

20.00

PAUL W.

FP

ORDST2277

09/04/2018

Aaron Fitz Electrical

09/04/2018

20.00

PAUL W.

BO PBO PP

ORDST2279

09/04/2018

Aaron Fitz Electrical

09/04/2018

518.95

PAUL W.

FP FPD

ORDST2280

09/05/2018

Aaron Fitz Electrical

09/05/2018

114.169

PAUL W.

FP

ORDST2281

09/06/2018

Aaron Fitz Electrical

09/06/2018

0.00

PAUL W.

ZL FPD

ORDST2282.2

09/07/2018

Aaron Fitz Electrical

09/07/2018

38.80

PAUL W.

EM

ORDST2283

09/13/2018

Aaron Fitz Electrical

09/13/2018

19.40

PAUL W.

BO FBO

ORDST2284

10/01/2018

Aaron Fitz Electrical

10/01/2018

19.40

PAUL W.

BO FBO

ORDST2285

09/17/2018

Aaron Fitz Electrical

09/17/2018

0.00

PAUL W.

ZL FPD

20

853.519

20

853.519