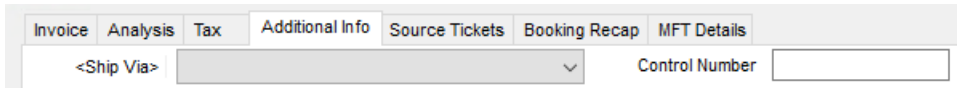


Using Control Numbers on Invoices

Last Modified on 04/28/2022 9:39 am CDT

Hand ticket numbers may be entered as Control Numbers on the *Additional Info* tab at invoicing.



The screenshot shows a software interface with several tabs: Invoice, Analysis, Tax, Additional Info, Source Tickets, Booking Recap, and MFT Details. The 'Additional Info' tab is currently selected. Below the tabs, there is a dropdown menu labeled '<Ship Via>' and a text input field labeled 'Control Number'.

Control numbers can then be used to sort invoices and also be displayed on customer statements. The following information should be reviewed and considered prior to using control numbers.

The *Control Number* field is a numeric field. No alpha characters, non-numeric characters or spaces should be used. Having a fully numeric control number allows customer statements to sort properly when run using the control number.

If alpha characters, non-numeric characters or spaces are used in the control number on an invoice and a statement or sales report is run using control numbers, a pre-scan report will pop up detailing the invoices that must be corrected before the report can run.