

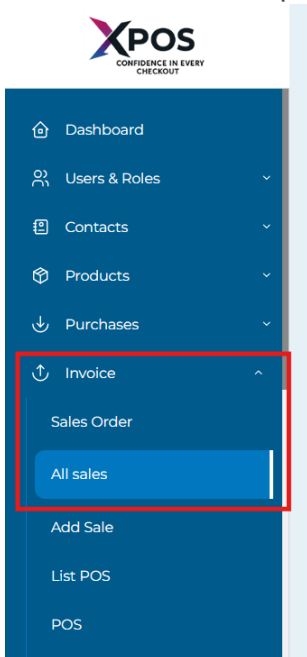
Searching Invoices

Overview

XPOS allows operators to search and retrieve invoices efficiently. You can search using invoice numbers or refine results with multiple filters including customer, payment status, date, and more. This ensures accurate invoice tracking, reporting, and auditing.

Steps to Search an Invoice

1. Log in to XPOS and navigate to the **Invoice** section from the right-hand side menu.
2. Click **All Sales** to open the list of all sales. The system navigates to `/sells`.



3. Enter either:
 - **Local Invoice Number** – the invoice generated by XPOS locally.
 - **SDC Invoice Number** – the number submitted to TaxCore.

All Invoices

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Search ...

	INVOICE NO.	DATE	CUSTOMER NAME	TOTAL AMOUNT	TOTAL PAID	SELL DUE	PAYMENT STATUS
⋮	0040	02/28/2026 06:51	Walk In Customer	\$ 150.00	\$ 150.00	\$ 0.00	Paid
⋮	0039	02/28/2026 06:49	Walk In Customer	\$ 150.00	\$ 150.00	\$ 0.00	Paid
⋮	0038	02/28/2026 06:48	Walk In Customer	\$ 150.00	\$ 150.00	\$ 0.00	Paid
⋮	0037	02/27/2026 09:35	Walk In Customer	\$ 150.00	\$ 150.00	\$ 0.00	Paid
⋮	0036	02/25/2026 00:29	Christine Lochan	\$ 112.50	\$ 0.00	\$ 112.50	Due
⋮	0035	02/25/2026 00:27	Christine Lochan	\$ 112.50	\$ 112.50	\$ 0.00	Paid
⋮	0034	02/25/2026 00:24	Walk In Customer	\$ 112.50	\$ 112.50	\$ 0.00	Paid
⋮	0033	02/25/2026 00:19	Walk In Customer	\$ 450.00	\$ 450.00	\$ 0.00	Paid
⋮	0032	02/25/2026 00:16	Walk In Customer	\$ 3,700.00	\$ 0.00	\$ 3,700.00	Due
⋮	0031	02/25/2026 00:10	Walk In Customer	\$ 5,999.98	\$ 5,999.98	\$ 0.00	Paid
⋮	0030	02/25/2026 00:09	Walk In Customer	\$ 2,999.99	\$ 2,999.99	\$ 0.00	Paid
⋮	0029	02/24/2026 23:54	Walk In Customer	\$ 2,999.99	\$ 2,999.99	\$ 0.00	Paid
⋮	0028	02/24/2026 23:46	Walk In Customer	\$ 2,999.99	\$ 2,999.99	\$ 0.00	Paid

4. Optionally, apply filters to narrow down results.

5. Upon entry of the invoice number, system automatically performs search via Ajax Mode.

Note: Reference numbers are automatically validated by XPOS when linked to advance/proforma invoices, refunds, or copy invoices. The system ensures no incorrect payload is submitted to TaxCore.

Available Filters

Filter	Description
Business Location	Filter invoices by specific business branches or locations.
Customer	Retrieve invoices for a specific customer.
Payment Status	Filter invoices by payment status (Paid, Pending, Partially Paid).
Date Range	Specify a start and end date to retrieve invoices issued within the range.
User	Filter invoices generated by a specific user/operator.
Shipping Status	Filter invoices by delivery status (Shipped, Pending, Cancelled).
Subscriptions / Payment Method	Filter by subscription type or payment method used.

All Invoices

[+ Create Invoice](#)

Filters

Business Location:

All

Customer:

All

Payment Status:

All

Date Range:

02/01/2026 - 03/02/2026

User:

All

Shipping Status:

All

☐ Subscriptions

Payment Method:

All

[x Close Filter](#)

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Tips for Searching

- Always double-check invoice numbers before searching to avoid empty results.
- Use multiple filters together (e.g., Date Range + Customer) to quickly narrow down results.
- For refunds or copy invoices, always use the reference number to find the correct original invoice.
- XPOS automatically syncs with TaxCore, ensuring that search results match submitted data.

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