



Special functions let you add information or perform actions on a customer invoice like add a message, change the customer, or cancel the invoice. To use Special functions, open invoicing and select **Special functions (Shift+Tab)**.

The screenshot shows a software interface with a table at the top containing columns for 'Part Number', 'Line', 'Description', and 'Quantity'. Below the table is a dropdown menu with the following options: 'Back to Part Number' (highlighted in blue), '\ - Cancel Invoice', 'COR - Core', 'CU - Change Customer', and 'Back to Part Number' (highlighted in yellow). To the right of the menu, there is a red text prompt: 'Enter Sequence # to edit/delete'. At the bottom of the interface, there are two buttons: 'Barcode [F11]' and 'Stock Check [F12]'.



The default selection is **Back to part number**. Press **Enter** to return to **Part number**. Enter a line number from the invoice to edit that line, or press **Enter** to delete line from invoice. To use one of the special functions, select it from the menu and press **Enter**.

### Special Functions

Special Function (Shift + Tab)	What it does
\ - Cancel invoice	Cancels invoice and displays the invoicing screen.
BAG - Bag fee	Allows entry of plastic bag fee where required by state.
COR - Core	Allows charge of core part back to customer.
CU - Change customer	Allows entry and change to different customer.
DEF - Defective	Allows entry of a defective part for warranty replacement.
DEL - Delivery	Allows entry of charge for delivery.
DNS - Does not affect sales	Excludes part from reported sales.
ENV - Environmental charge	Allows manual entry of environmental fees.
FRT - Freight	Allows entry of freight charges.
M - Message	Allows for text entry as line item on invoice.
MIS - Miscellaneous	Allows adjustment to invoice total (Independent stores only).
OTH - Other	Saves invoice information for recall.
PA - Policy adjustment	Allows adjustment to customer AR account on charge invoices (Independent stores only).
PU - Pickup	Allows invoicing of open buyout purchase order for a customer.
QUO - Print quote and save invoice	Prints plain paper quote of invoice information and saves invoice for
SAV - Save invoice	Saves invoice information for recall.
SPL - Split invoice	Allows division of parts between two or more invoices.
SVC - Service charge	Prints plain paper quote of invoice information and saves invoice. for
TEL - Telephone	Allows entry of telephone service charge (rarely used).
WLC - Warranty labor claim	Allows entry of part for warranty labor claim process.