

How to filter Store Credit lookup by the Customer assigned to the Ticket

Summary:

How to filter Store Credit lookup by the Customer assigned to the Ticket

When looking up store credits in Ticket Entry is there a way to filter the store credits listed by customer assigned to the ticket?

Solution:

- When going into the lookup for store credits click on **Filter** (**Options / Filter** if in Touchscreen mode).
- Right-click in a blank area of the filter and click Customize.

- Change the Customer # line to read **Customer # is (exactly)**
- Right-click the filter and choose **Simplify**.
- In the Customer # field enter in **%[CUST_NO]%**
- Click Options and choose **Save as default filter**
- Click **OK**.
- Click **Options**.
- Click **Save As** and enter in **(Default)**
- Click **OK**.
- Click **Yes**, if prompted to overwrite.

Online URL: <https://counterpoint.knowledgebase.co/article.php?id=246>