

Quick Freeze

The **Quick Freeze** FactBox enables manual archiving of files directly from documents and master data pages.

How it works

1. Open a document or master data page (e.g. Purchase Invoice, Customer Card, Vendor Card).
2. Use the **Quick Freeze** FactBox on the right side:
 - **Drag and drop** files into the designated area, or
 - Click **Upload file** to select files via the file picker dialog.
3. A dialog opens where you can specify:
 - **Record Type**: Type of the archive folder (e.g. Invoice, Credit Memo).
 - **Record Title**: An optional custom title.
 - **Reference Date**: Date under which the record is stored (default: work date).
4. The files are added to the Freeze queue and archived in the background.

Availability

The Quick Freeze FactBox is available on all pages where Freeze Page Extensions are active. This includes:

- Purchase documents: Orders, Invoices, Credit Memos, Return Orders, Quotes
- Sales documents: Orders, Invoices, Credit Memos, Return Orders, Quotes
- Posted documents: Posted Purchase Invoices, Posted Purchase Receipts, Posted Sales Invoices, Posted Sales Shipments, etc.
- Master data: Customer Card, Vendor Card, Item Card
- Ledger entries: Customer Ledger Entries, Vendor Ledger Entries, G/L Entries, G/L Registers
- General Journals

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