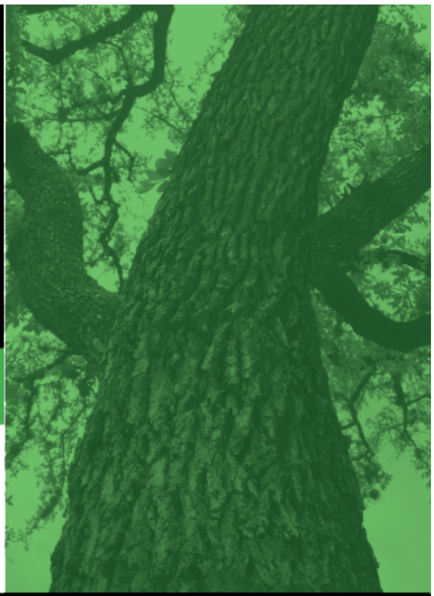
ASCENDER GUIDES



Invoice Payment History - BAR3400

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Accounts Receivable > Maintenance > Invoice Payments > Invoice Payment History

This tab is used to review payment information for a selected invoice. You cannot update the information displayed on this tab.

View payment history:

❏ Use one of the following to retrieve an invoice:

Field	Description
Invoice Number	Type an invoice number. The field can be a maximum of six digits. If you enter a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer for whom the invoice was created. The **Customer Nbr** field is populated by the system when the **Customer Name** field is populated.
Customer Nbr	Type the customer number for whom the invoice was created. The field can be a maximum of 20 characters. The **Customer Name** field is automatically populated when the **Customer Nbr** field is populated.
Include Fully Paid	Select to retrieve fully paid invoices. Otherwise, leave blank.
Date Range	Type the from and to dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.

❏ Click **Retrieve**. The selected invoices and payments that have been received are displayed. The associated account code and payment information are displayed in the bottom grid for each invoice.