Invoice Status Inquiry - BAR3250

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Accounts Receivable > Maintenance > Invoice Status Inquiry

This page is used to view the status of an invoice. The workflow path along with the product and budget information will be displayed.

View invoice status:

Retrieve an invoice.	Search for an invoice. In the **Invoice Number** field, type the invoice number to be retrieved, if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled. Click **Retrieve**. • If the invoice number is not known, click **Directory**. • To search for a specific invoice number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of invoice numbers matching the search criteria is displayed. • Select an invoice number from the list. Otherwise, click **Cancel**. **Notes**: If you selected an invoice based on only the invoice number, the customer number, customer name, and invoice number are displayed for the selected invoice. If you selected an invoice based on the customer name and number, all approved customer invoices are displayed. If you selected an invoice based on a date range, all approved invoices that were created within the date range are displayed. All service/product information is display only.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

❌ Delete a row.
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.