



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:

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| Retrieve an invoice. | Search for an invoice. | |
| | Invoice Number | 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. |
| | From Date | Type the beginning search date in the MMDDYYYY format. |
| | To Date field | Type the ending search date in the MMDDYYYY format. |
| | Status | Click  to select one of the an invoice status. |
| | Customer Name | Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The Customer Nbr field is automatically populated. |
| | Customer Nbr | Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The Customer Name field is automatically populated. |

Other functions and features:

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| Print Copy | Print an invoice copy. Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report. |
| Documents | View or attach supporting documentation. |