



## 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 is displayed.

### View invoice status:

<b>Retrieve an invoice.</b>	<b>Invoice Number</b>	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.
	<b>From Date</b>	Type the beginning search date in the MMDDYYYY format.
	<b>To Date field</b>	Type the ending search date in the MMDDYYYY format.
	<b>Status</b>	Click  to select one of the an invoice status.
	<b>Customer Name</b>	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 <b>Customer Nbr</b> field is automatically populated.
	<b>Customer Nbr</b>	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 <b>Customer Name</b> field is automatically populated.

A list of the available invoices is displayed.

Click  to view the invoice details. The Product, Budget, and Approval Path information is displayed. If there are notes associated with the invoice, the **Notes** link is displayed. Click the link to display the associated notes.

### Other functions and features:

<b>Print Copy</b>	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. <a href="#">Review the report.</a>
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>