



Inquiry - BAR3500

Table of Contents

Inquiry - BAR3500 1

Inquiry - BAR3500

Accounts Receivable > Maintenance > Invoice Inquiry/Customer Notes > Inquiry

This tab is used to view invoice data and record contacts with customers regarding payment of invoices.

Perform an invoice inquiry:

Retrieve 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.
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Other functions and features:

Print 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.
Notes	Click to add notes to the selected invoice. Type the note that you want to be printed on the invoice. Click OK to continue and return to the Create/Modify Invoice page. Otherwise, click Cancel to not record notes and return to the Create/Modify Invoice page. A paperclip icon is displayed on the Notes button if notes exist.
Documents	View or attach supporting documentation.



Back Cover