



## **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:

<b>Retrieve an invoice.</b>	<p><a href="#">Search for an invoice.</a></p> <p>In the <b>Invoice Number</b> 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.</p> <p>Click <b>Retrieve</b>.</p> <ul style="list-style-type: none"><li>• If the invoice number is not known, click <b>Directory</b>.</li><li>• To search for a specific invoice number, type data in one or more of the search fields.</li><li>• To search through all available data, leave all fields blank.</li><li>• Click <b>Search</b>. A list of invoice numbers matching the search criteria is displayed.</li><li>• Select an invoice number from the list. Otherwise, click <b>Cancel</b>.</li></ul>
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## Other functions and features:

<b>Print Copy</b>	<p><a href="#">Print an invoice copy.</a></p> <p>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></p>
<b>Notes</b>	<p><a href="#">Add notes.</a></p> <p>Click to add notes to the selected invoice.</p> <p>Type the note that you want to be printed on the invoice.</p> <p>Click <b>OK</b> to continue and return to the Create/Modify Invoice page. Otherwise, click <b>Cancel</b> to not record notes and return to the Create/Modify Invoice page.</p> <p>A paperclip icon is displayed on the <b>Notes</b> button if notes exist.</p>
<b>Documents</b>	<p><a href="#">View or attach supporting documentation.</a></p>



## Back Cover