



Inquiry - BAR3500

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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.	<p>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.</p> <p>Click Retrieve.</p> <ul style="list-style-type: none"> • 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	<p>Print an invoice copy.</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. Review the report.</p>
Notes	<p>Add notes.</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 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.</p> <p>A paperclip icon is displayed on the Notes button if notes exist.</p>
Documents	<p>View or attach supporting documentation.</p>



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