Payment Notes - BAR3500

Table of Contents

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

This tab is used to record payment notes.

Record payment note information:

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**.

❑ Click **+Add** to add a row.

Field	Description
Date Contacted and Time Contacted	These fields are set to the system date and time.
Person Contacted	Type the name of the client who was contacted.
Contacted By	Type the name of the person who contacted the client.
Contact Note	Type comments or conversation notes regarding the selected invoice.

❑ Click **Save**. The user ID of the person who created the record is saved. Only that person can delete the payment note record.

Back Cover