

# **Cash Receipt Inquiry - BAR3400**

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# Cash Receipt Inquiry - BAR3400

#### Accounts Receivable > Maintenance > Invoice Payments > Cash Receipt Inquiry

This tab is used to review all cash receipts from Accounts Receivable and Finance. You cannot update the information displayed on this tab.

#### View payments:

Use one of the following to retrieve an invoice:

Field	Description
Cash Receipt Nbr	Click $\checkmark$ to select a cash receipt number. If you type a partial cash receipt number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	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.
Customer Nbr	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.
Date Range	Type the from and to dates from which to select invoices. The <b>To</b> field is set to the current system date, but it can be modified.
Process Date	<ul> <li>Click ✓ to select one of the following:</li> <li>Unprocessed Only - Select to include cash receipts without a process date. Unprocessed cash receipts can still be edited (reversed). When the End of Month Closing utility is run, the unprocessed cash receipts are processed.</li> <li>Processed Only - Select to include cash receipts with a process date. Processed cash receipts have gone through the end-of-month process and can no longer be edited.</li> <li>All - Select to include all (processed and unprocessed) cash receipts.</li> </ul>

□ Click **Retrieve**. The cash receipt and associated account code data are displayed.



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