



## Cash Receipt Inquiry - BAR3400



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**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
<b>Cash Receipt Nbr</b>	Click ▼ 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.
<b>Customer Name</b>	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.
<b>Customer Nbr</b>	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.
<b>Date Range</b>	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.
<b>Process Date</b>	Click ▼ to select one of the following: <ul style="list-style-type: none"><li>• <i>Unprocessed Only</i> - 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>• <i>Processed Only</i> - 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>• <i>All</i> - 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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