



## Invoice Payment History - BAR3400



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**Accounts Receivable > Maintenance > Invoice Payments > Invoice Payment History**

This tab is used to review payment information for a selected invoice. You cannot update the information displayed on this tab.

## View payment history:

Select a method to retrieve data:

| Field                     | Description                                                                                                                                                                                                                                                                                          |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Invoice Number</b>     | Type an invoice number. The field can be a maximum of six digits. If the user enters a partial invoice number (from one to five digits) and tabs out of the field, the system zero-fills the field to equal six digits. If alphanumeric values are entered, the system does not zero-fill the field. |
| <b>Customer Name</b>      | Type the customer for whom the invoice was created. The <b>Customer Nbr</b> field is populated by the system when the <b>Customer Name</b> field is populated.                                                                                                                                       |
| <b>Customer Nbr</b>       | Type the customer number for whom the invoice was created. The field can be a maximum of 20 characters. The <b>Customer Name</b> field is automatically populated when the <b>Customer Nbr</b> field is populated.                                                                                   |
| <b>Include Fully Paid</b> | Select to retrieve fully paid invoices. Otherwise, leave blank.                                                                                                                                                                                                                                      |
| <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.                                                                                                                                                             |

Click **Retrieve**. The selected invoices and payments that have been received are displayed. Associated account code and payment information is displayed in the bottom grid for each invoice.



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