



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:

☐ Use one of the following to retrieve an invoice:

Field	Description
Invoice Number	Type an invoice number. The field can be a maximum of six digits. If you enter a partial invoice 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 for whom the invoice was created. The Customer Nbr field is populated by the system when the Customer Name field is populated.
Customer Nbr	Type the customer number for whom the invoice was created. The field can be a maximum of 20 characters. The Customer Name field is automatically populated when the Customer Nbr field is populated.
Include Fully Paid	Select to retrieve fully paid invoices. Otherwise, leave blank.
Date Range	Type the from and to dates from which to select invoices. The To 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. The associated account code and payment information are displayed in the bottom grid for each invoice.



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