Invoice Status Inquiry - BAR3250

Table of Contents

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Accounts Receivable > Maintenance > Invoice Status Inquiry

This page is used to view the status of an invoice. The workflow path along with the product and budget information is displayed.

View invoice status:

Retrieve an invoice.	Invoice Number	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.
	From Date	Type the beginning search date in the MMDDYYYY format.
	To Date field	Type the ending search date in the MMDDYYYY format.
	Status	Click ⌄ to select one of the an invoice status.
	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 **Customer Nbr** 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 **Customer Name** field is automatically populated.

❑ Click **Retrieve**. A list of the available invoices is displayed.

- 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 🔍 to view the invoice details. The Product, Budget, and Approval Path information is displayed.

❑ If notes exist for the invoice, click the **Notes** link. A pop-up window is displayed with the associated notes. Click **OK** or **X** to close the pop-up window.

Other functions and features:

Print Copy	Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report.
Documents	View or attach supporting documentation.

Back Cover