



## Invoice Status Inquiry - BAR3250



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# Invoice Status Inquiry - BAR3250

## 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:

<b>Retrieve an invoice.</b>	<b>Invoice Number</b>	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.
	<b>From Date</b>	Type the beginning search date in the MMDDYYYY format.
	<b>To Date field</b>	Type the ending search date in the MMDDYYYY format.
	<b>Status</b>	Click  to select one of the an invoice status.
	<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.

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:

<b>Print Copy</b>	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. <a href="#">Review the report</a> .
<b>Documents</b>	<a href="#">View or attach supporting documentation</a> .



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