



ASCENDER GUIDES



Invoice Status Inquiry - BAR3250

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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 will be displayed.

View invoice status:

Retrieve an invoice.	<p>Search for an invoice.</p> <p>In the Invoice Number field, 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.</p> <p>Click Retrieve.</p> <ul style="list-style-type: none"> • 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. <p>Notes:</p> <p>If you selected an invoice based on only the invoice number, the customer number, customer name, and invoice number are displayed for the selected invoice.</p> <p>If you selected an invoice based on the customer name and number, all approved customer invoices are displayed.</p> <p>If you selected an invoice based on a date range, all approved invoices that were created within the date range are displayed.</p> <p>All service/product information is display only.</p>
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Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

✖	<p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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