



ASCENDER GUIDES



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## 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 will be displayed.

## View invoice status:

<b>Retrieve an invoice.</b>	<p><a href="#">Search for an invoice.</a></p> <p>In the <b>Invoice Number</b> 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 <b>Retrieve</b>.</p> <ul style="list-style-type: none"> <li>If the invoice number is not known, click <b>Directory</b>.</li> <li>To search for a specific invoice number, type data in one or more of the search fields.</li> <li>To search through all available data, leave all fields blank.</li> <li>Click <b>Search</b>. A list of invoice numbers matching the search criteria is displayed.</li> <li>Select an invoice number from the list. Otherwise, click <b>Cancel</b>.</li> </ul> <p><b>Notes:</b></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
<b>Campus ID</b>	
<b>Pass/Fail</b>	

Click **Save**.

\*\*NOTE:

## Other functions and features:

	<p><a href="#">Delete a row.</a></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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## Back Cover