



## 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:**


<b>Retrieve an invoice.</b>	<a href="#">Search for an invoice.</a>	
	<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.

Field	Description
<b>Campus ID</b>	
<b>Pass/Fail</b>	

Click **Save**.

**\*\*NOTE:**

**Other functions and features:**

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