



Invoice Status Inquiry - BAR3250

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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.



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