



# Invoice Directory



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# Invoice Directory

Use the following fields to perform an invoice search.

- 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 **Clear** to clear the search parameters and perform another search.

<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>Customer Number</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.
<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>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>Amount</b>	Type the invoice amount.



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