Invoice Directory

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Use the following fields to perform an invoice search.

- To search for a specific invoice number, type data in the desired 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.

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.
Customer Number	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.
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.
From Date	Type the beginning search date in the MMDDYYYY format.
To Date field	Type the ending search date in the MMDDYYYY format.
Amount	Type the invoice amount.

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