Search for Invoices and AR Items

Search for Invoices

1. Navigate to Billing > Review Billing Information > Details
2. Enter Invoice Number
    - Click Search

Search for Accounts Receivable Items by Customer

1. Navigate to Accounts Receivable > Customer Accounts > Item Information > Item List
2. Enter Customer Number
3. Select Status (All, Open or Closed)
    - Click Search to display items

Search for Accounts Receivable Items by Bill Source

1. Navigate to Accounts Receivable > Customer Accounts > Item Information > Item List
2. Click on Advanced Search Link
    - In the Item ID Field Select “Like” from the drop down
    - Enter Bill Source value in the Item ID field followed by %. (e.g. 026%)
3. Select Status (All, Open or Closed)
    - Click Search to display items for the entered Bill Source