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SEARCH FOR AN INVOICE ON THE DISTRIBUTE SCREEN

You can find and open an invoice without having to go back to the **Status** screen (if you have saved the invoice that you are working on (**Save & Continue**)).

1. Click **Save & Continue** on the current invoice before opening another.
2. Click the asterisk next to **Invoice #** in the details section of the **Distribute** screen.

Figure 1 - Invoice look up asterisk

Invoice # *	Invoice Date	Payment Date	Account #	Vendor
007651	6/7/2006	6/7/2006		930587431 00 INTERPATH LABORATORY INC. P. O. BOX 1208 PENDLETON, OR 97801
Doc #:	PO #:	Group:		
Status: Awaiting Cost Distribution				
Total Amt:	\$525.00	Inv Desc: Tests		
Distributed Amt:	\$0.00	Comments: Lab tests		

3. In the **Invoice Look Up** dialog box, enter any combination of search criteria (vendor name, city, account number, etc.), even partial words or names.
4. Click **Find**.

Figure 2 - Invoice look up

Invoice Look Up				
Name	Idaho power		*Input search criteria(s) Use "*" for wildcards	
Bus Name				
Address				
City		State		
Acct #	Doc	Invoice #		
PO #	Site			
Find		Cancel		
Date	Invoice #	Vendor Name	Business	
Select	3/2/2006	1126252	IDAHO POWER COMPANY	ATTN CORPORATE CASHIER

5. Click the **Select** for the invoice you want.
6. The **Distribute** screen will open and display the invoice details and distribution grid.