ACCOUNTS RECEIVABLE SEARCH

1. In the Menu on the left side of the screen, navigate to the Item List search screen (Accounts Receivable > Customer Accounts > Item Information > Item List.)

2. Click on the Advanced Search tab.

3. Under the Reference Area, In the Contract field enter the **contract number**.

4. Press the Search button at the bottom of the page (see search results from example below).

   - **This is the invoice number.**
   - **“Open” means that the invoice has not been paid.**
   - **This is the amount of the invoice.**
   - **Change the status to “All” to show all invoices for the contract. “Open” will only show the invoices that have not been paid.**