

Enterprise - How to Search and Filter Invoices in Accounts Receivable

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If you are choosing to pay invoices by locating them in groups (as opposed to using the [quick pay](#) option), use the search and filter options within the (1.) find invoices tab to narrow the scope of invoices listed.

The image displays two screenshots of the 'invoice payments - enter payments' interface. The top screenshot shows the 'Find Invoices' tab selected, with search criteria for Start Date, End Date, Inv Amount, Customer Name, Customer ID, Inv Balance, Branch Name, and Inv Number. A 'Show more options' button is highlighted with a red box and labeled '2.'. The bottom screenshot shows the expanded search criteria, including First Name, Last Name, SSN, Employee ID, Weekend Date, and Order ID, with a red box labeled '3.'. A red arrow points from '2.' to '3.'. On the right side of both screenshots, there are filter checkboxes for Unpaid, Partially paid, Paid in full, Overpaid, Zero Dollar Invoice Only, and This Session Only, with a red box labeled '4.' around them. A 'Search' button and 'Clear Criteria' button are also visible.

Within the (1.) find invoices tab, users can search by invoice dates, amounts, balances, customer names/IDs, branch names, and invoice numbers.

Select (2.) show more options to search by (3.) employee name, SSN, employee ID, weekend date, and order ID. Users can also use a myriad of (4.) check boxes to filter search options:

- Unpaid: Displays invoices with zero applied payments
- Partially Paid: Displays invoices that contain a remaining balance but have at least one applied payment
- Paid in Full: Displays invoices that have had payments applied and has a current

balance of zero

- Overpaid: Displays invoices that have had payments applied to the point where it is carrying a credit balance
- Zero Dollar Invoice Only: Displays manually created invoices; usually created as a way to apply or document prepayments made by customers
 - ***Note*** This must be selected in conjunction with the unpaid, partially paid, paid in full, or overpaid check boxes. Selecting *only* "Zero Dollar Invoice Only" will yield zero search results. Not sure what a zero dollar invoice is? Check out our article, '[How to Create a Zero Dollar Invoice](#)' for help!
- This Session Only: Displays invoices that have had payments applied during the current "invoice payments" wizard session

When searching by employee, select the arrow to the left of the invoice to preview the detailed invoice transaction information:

The screenshot shows the 'invoice payments - enter payments' interface. It includes a search filter section with fields for Start Date (1/25/2017), End Date, Inv Amount, First Name (George), Last Name, Customer Name, Customer ID, SSN, Employee ID, Branch Name, Inv Number, Weekend Date, and Order ID. There are also checkboxes for Unpaid, Partially paid, Paid in full, Overpaid, Zero Dollar Invoice Only, and This Session Only. A 'Search' button and 'Clear Criteria' button are present. Below the search filters is a 'Default Pay Date' field set to 4/25/2017. The main part of the interface is a table of invoices with columns: Invoice #, Customer, Date, Total, Balance, Pending Balance, Reason, Action, Check #, and Pay... The table contains four rows of invoice data.

Invoice #	Customer	Date	Total	Balance	Pending Balance	Reason	Action	Check #	Pay...
47641	A&F	4/4/2017	\$456.00	\$456.00	\$456.00		Applied		\$0.00
47535	Ministry of Magic	2/22/2017	\$7,215.44	\$7,215.44	\$7,215.44		Applied		\$0.00
47487	Ministry of Magic	2/6/2017	\$20,095.93	\$20,095.93	\$20,095.93		Applied		\$0.00
5553958	Move Order Testing	3/31/2017	\$5,635.08	\$5,635.08	\$5,635.08		Applied		\$0.00

Invoice transaction breakout:

invoice payments - enter payments

Select Session
Enter Payments
 Post Payments

enter payment amounts

Find Invoices Quick Pay Lock Box Corrections

Start Date: 1/25/2017 Customer Name: Branch Name: Unpaid
 End Date: Customer ID: Inv Number: Partially paid
 Inv Amount: Inv Balance: Paid in full
 First Name: George SSN: Weekend Date: Overpaid
 Last Name: Employee ID: Order ID: Zero Dollar Invoice Only
 This Session Only

Hide options

Default Pay Date: 4/25/2017

Invoice #	Customer	Date	Total	Balance	Pending Balance	Reason	Action	Check #	Pay...
47487	Ministry of Magic	2/6/2017	\$20,095.93	\$20,095.93	\$20,095.93		Applied		\$0.00

INVOICE TRANSACTIONS

Employee	Employee ID	WeekendDate	RHours	BillRate	TotalBill
Abbot, Allie	4295014145	1/29/2017	40	\$27.00	\$1,080.00
Accrue, Jackie L	4294971692	1/29/2017	21	\$27.00	\$567.00
Allen, George	4295026971	1/29/2017	32	\$27.00	\$864.00
Anders, Andrew	4295015846	1/29/2017	16	\$34.50	\$552.00
Anders, Cynthia Lee	4295015613	1/29/2017	16	\$27.00	\$313.85
Arnett, Julie	4295015070	1/29/2017	32	\$25.50	\$816.00

payment summary

Total Payments: 0 Total Pay Amount: \$0.00
 Payments Not Shown: 0

Cancel Next >

Right-click the blue column header bar to customize which columns will be visible within the payment summary section:

Default Pay Date: 4/25/2017

Invoice #	Customer	Batch Id	Total	Balance	Pending Balance	Reason	Action	Check #	Pay Amount
47133	Balloons Inc.	✓ Invoice #	7	\$4,087.67	\$4,087.67		Applied		\$0.00
47471	Kevin's Pizza	✓ Customer	0	\$4,096.00	\$4,096.00		Applied		\$0.00
47075	Worthington I	Customer ID	0	\$4,197.50	\$4,197.50		Applied		\$0.00
47132	Discount Fix T	Dept	0	\$4,277.80	\$4,277.80		Applied		\$0.00
5553951	Coaster Comp	✓ Date	0	\$4,654.70	\$4,654.70		Applied		\$0.00
5553961	The Tile Shop	✓ Total	4	\$4,721.44	\$4,721.44		Applied		\$0.00
47128	Vandy Enterpr	✓ Balance	6	\$4,810.36	\$4,810.36		Applied		\$0.00
47297	Dos Equis Inc	Pmt Date	5	\$4,860.25	\$4,860.25		Applied		\$0.00
47649	The Color Con	✓ Pending Balance	8	\$5,090.88	\$5,090.88		Applied		\$0.00
5553957	LTD Company	Reason	5	\$5,099.15	\$5,099.15		Applied		\$0.00
47610	Coaster Comp	FM Payee Id	3	\$5,340.93	\$5,340.93		Applied		\$0.00
47096	Dos Equis Inc	✓ Action	0	\$5,367.50	\$5,367.50		Applied		\$0.00
47188	Vandy Enterpr	✓ Check #	6	\$5,376.06	\$5,376.06		Applied		\$0.00
47066	Ryobi, Inc.	✓ Pay Amount	0	\$5,395.38	\$5,395.38		Applied		\$0.00
47091	Rvobi, Inc.	Note	3	\$5,525.43	\$5,525.43		Applied		\$0.00

Batch Id
 Invoice #
 Customer
 Customer ID
 Dept
 Date
 Total
 Balance
 Pmt Date
 Pending Balance
 Reason
 FM Payee Id
 Action
 Check #
 Pay Amount
 Note
 Branch Name
 Other Batch Payments
 Master Inv Number

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