Lookup of an AR (invoice number) in PeopleSoft.

The terms AR or Item ID are used in the PeopleSoft AR module for invoice number.

Quick Navigation:

Accounts Receivable>Customer Accounts>Item Information>Item List

**Step 1:** Click on the Advanced Search tab or hyperlink which will allow you to search by Contract number.

**Step 2:** Use the **Status** field drop down to select either **Open** (will display only the Open ARs – indicating no payment has been received) or **All** (will display open and closed ARs).

**Step 3:** Enter the Contract number (begins with either CNV or SP) in CAPS in the Contract field, which is located approximately two-thirds down the page, and click on the Search button (located at both the top and bottom of the page).
**Step 4:** Click on the Detail 1 sub tab to lookup an open AR. Open ARs on this tab will display the balance still owed to NU. The total of all open balances is displayed as well.

Click on the Detail 2 sub tab to see the AR listing and Customer Name. The total for open ARs also displays.
Click on the Detail 3 sub tab for a listing of all ARs – the total of all open ARs displays.

Click on the Detail 4 sub tab to look up dates (when the AR generated) and dollar amounts of each AR. The total of open ARs displays. Please note an item ID starting with CNV is assigned to converted AR items (from CUFS to NUFS).
Click on the Detail 5 sub tab to lookup for contract ID. Total of open ARs displays.

Click on the Detail 6 sub tab to see the amount of each AR. The open ARs display in the balance column as well as the total of all open ARs.