

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).

The screenshot displays the 'Advanced Search' tab in the PeopleSoft 'Item List' module. At the top, there are search fields for 'SetID' (containing 'SHARE'), 'Unit' (containing 'NWUNV'), and 'Customer'. A '*Level' dropdown is set to 'N'. Below these is the '*Status' dropdown, which is currently set to 'All' and has a red arrow pointing to it. To the right of the status dropdown is a 'Search Preferences' field. Below the search fields are buttons for 'Search', 'Cancel', 'Clear', 'Save', and 'Delete'. The main area is divided into two sections: 'Item Responsible Parties' and 'Reference Data'. The 'Item Responsible Parties' section includes fields for 'AR Specialist', 'Credit Analyst', 'Broker ID', 'Collector', and 'Sales Person', each with an 'Equal' dropdown and a search box. The 'Reference Data' section includes fields for 'Item ID', 'Entry Type', 'Entry Reason', 'Invoice', 'Consol Inv', 'Order No', 'Document ID', 'Proof of Delivery', 'Bill of Lading', 'Purchase Order', 'PO Line', 'Claim Number', 'Aging Category', and 'Contract'. The 'Contract' field is filled with 'SP0005279' and has a red arrow pointing to it. At the bottom left, there is a 'Done' button.

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.

Item List | Advanced Search

SetID: Unit: Customer: *Level:

[Search](#) [Advanced Search](#)

*Status:

Account Overview

Row Selection: Range: [GO](#) [Select All](#) [Deselect All](#)

Item Action: [GO](#)

Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Date	Days Late	Item Balance	Cur
NU00024556	2	NWUNV	06410	Closed	IMMED	IN			09/21/2009			USD
NU00028621	2	NWUNV	06410	Closed	IMMED	IN			11/02/2009	11		USD
NU00048060	2	NWUNV	06410	Closed	IMMED	IN			06/16/2010			USD
NU00048075	2	NWUNV	06410	Closed	IMMED	IN			06/17/2010			USD
NU00053857	2	NWUNV	06410	Closed	IMMED	IN			08/25/2010	36		USD
NU00062791	1	NWUNV	06410	Open	IMMED	IN			11/24/2010	13	37,500.00	USD

Search Result Totals

Debits:	6	Debit Amount:	37,500.00	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	6	Total Amount:	37,500.00	Currency:	USD
Selected:				Selected Currency:	

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

Item List | Advanced Search

SetID: Unit: Customer: *Level:

[Search](#) [Advanced Search](#)

*Status:

Account Overview

Row Selection: Range: [GO](#) [Select All](#) [Deselect All](#)

Item Action: [GO](#)

Item	Customer Name	SubCust1	SubCust2	Sales Person	Sales Person2	Broker ID	Credit Analyst	Collector	Specialist
NU00024556	Air Force Office of Scientific Research			DEFAULT1			CREDIT01	COLLEC01	
NU00028621	Air Force Office of Scientific Research			DEFAULT1			CREDIT01	COLLEC01	
NU00048060	Air Force Office of Scientific Research			DEFAULT1			CREDIT01	COLLEC01	
NU00048075	Air Force Office of Scientific Research			DEFAULT1			CREDIT01	COLLEC01	
NU00053857	Air Force Office of Scientific Research			DEFAULT1			CREDIT01	COLLEC01	
NU00062791	Air Force Office of Scientific Research			DEFAULT1			CREDIT01	COLLEC01	

Search Result Totals

Debits:	6	Debit Amount:	37,500.00	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	6	Total Amount:	37,500.00	Currency:	USD
Selected:				Selected Currency:	

Click on the Detail 3 sub tab for a listing of all ARs – the total of all open ARs displays.

Item List | Advanced Search

SetID: SHARE Unit: NWUNV Customer: *Level: N

*Status: All

Row Selection: Range: GO Select All Deselect All

Item Action: Select Action... GO

Item List: Detail 1 | Detail 2 | **Detail 3** | Detail 4 | Detail 5 | Detail 6

	Item	Dispute	Dispute Date	Deduction	Deduction Date	Ref Reason	Promotion Code	Claim No	Claim Date	Collection	Collection Date
1	NU00024556										
2	NU00028621										
3	NU00048060										
4	NU00048075										
5	NU00053857										
6	NU00062791										

Search Result Totals

Debits:	6	Debit Amount:	37,500.00	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	6	Total Amount:	37,500.00	Currency:	USD
Selected:				Selected Currency:	

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).

Item List | Advanced Search

SetID: SHARE Unit: NWUNV Customer: *Level: N

*Status: All

Row Selection: Range: GO Select All Deselect All

Item Action: Select Action... GO

Item List: Detail 1 | Detail 2 | Detail 3 | **Detail 4** | Detail 5 | Detail 6

	Item	Orig Item Amt	Accounting Date	As Of Date	Discount Amount	Discount Date	Pay Method	Aging Category	Dun Date	Statement Date
1	NU00024556	37500.00	09/21/2009	09/21/2009			CHK			
2	NU00028621	37500.00	11/02/2009	11/02/2009			CHK			
3	NU00048060	37500.00	06/16/2010	06/16/2010			EFT			
4	NU00048075	37500.00	06/17/2010	06/17/2010			EFT			
5	NU00053857	37500.00	08/25/2010	08/25/2010			EFT			
6	NU00062791	37500.00	11/24/2010	11/24/2010			EFT	01		

Search Result Totals

Debits:	6	Debit Amount:	37,500.00	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	6	Total Amount:	37,500.00	Currency:	USD
Selected:				Selected Currency:	

Click on the Detail 5 sub tab to lookup for contract ID. Total of open ARs displays.

Item List | Advanced Search

SetID: SHARE Unit: NWUNV Customer: *Level: N

Search Advanced Search

*Status: All Account Overview

Row Selection: Range: GO Select All Deselect All

Item Action: Select Action... GO

Item List: Detail 1 Detail 2 Detail 3 Detail 4 **Detail 5** Detail 6

	Item	Document	PO	PO Line	Order No	Contract	Bill of Lading	POD	Sold To	Ship To
1	NU00024556					SP0005279				
2	NU00028621					SP0005279				
3	NU00048060					SP0005279				
4	NU00048075					SP0005279				
5	NU00053857					SP0005279				
6	NU00062791					SP0005279				

Search Result Totals

Debits:	6	Debit Amount:	37,500.00	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	6	Total Amount:	37,500.00	Currency:	USD
Selected:				Selected Currency:	

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.

Item List | Advanced Search

SetID: SHARE Unit: NWUNV Customer: *Level: N

Search Advanced Search

*Status: All Account Overview

Row Selection: Range: GO Select All Deselect All

Item Action: Select Action... GO

Item List: Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 **Detail 6**

	Item	BI Unit	Invoice	Invoice Date	Consol. Unit	Consol Inv	Balance - Base Currency	Curr	Last Activ Dt	Letter	Address	AG Number	User Amt 1	User A
1	NU00024556	NWUNV	NU00024556	09/21/2009				USD	09/21/2009		1		37500.00	
2	NU00028621	NWUNV	NU00028621	11/02/2009				USD	11/13/2009		1		37500.00	
3	NU00048060	NWUNV	NU00048060	06/16/2010				USD	06/16/2010		1		37500.00	
4	NU00048075	NWUNV	NU00048075	06/17/2010				USD	06/17/2010		1		37500.00	
5	NU00053857	NWUNV	NU00053857	08/25/2010				USD	09/30/2010		1		37500.00	
6	NU00062791	NWUNV	NU00062791	11/25/2010			37500.00	USD	11/24/2010		1		37500.00	

Search Result Totals

Debits:	6	Debit Amount:	37,500.00	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	6	Total Amount:	37,500.00	Currency:	USD
Selected:				Selected Currency:	