Accounts Receivable

Account Lookups

The fields shown below may be used to help you quickly find the Account you are seeking, and are available throughout the Accounts Receivable application.

1	Press F4 to Recall	TEST-		
Customer	2	-	Find	
Name	3			Find

- 1. **Press F4 to Recall:** Most often you will be able to press the F4 button on your keyboard to recall the last viewed account. You will still need to hit the enter key to select the account after hitting F4.
- 2. Customer: Enter partial Customer ID and click "Find". The "Lookup" window will appear. See below for a view of the "Lookup" window and directions for its use.
- **3.** Name: Enter partial name and click "Find". The "Lookup" window will appear. See below for a view of the "Lookup" window and directions for its use.

Accounts Receivable

The "Lookup" window

The Lookup window will appear when you have entered partial information (anything other than a full, valid and unique piece of account information) as described above and click "Find." The order in which this information appears will be based upon the field selected above

	FUND	Lookup				×
		Customer	Name	Name 2	Balance	▲
		BR-	RITA BRUCE		0.00	
		CH-	CHAMBER OF COMMERCE	C/O WAYPOINT CENTER	0.00	
		EC-A	ECONOMIC SERVICES DIVISION	VERMONT DEPARTMENT CHILD	0.00	
_		NE-NE	NE EXCAVATING		180.00	
1	Þ	OK-	D'KEEFE SHANE		0.00	
		RO-	ROCKINGHAM SCHOOL DISTRI	SUPERINTENDENTS OFFICE	3250.00	
		TE-	TERRA FLORA, LLC		0.00	
		BAY-	JOHN EDWARDS	BAYBUTT CONSTRUCTION MA	0.00	
		DAN-	DANIEL PELOQUIN		0.00	
		DEV-	DEVIK WYMAN		1012.36	
		HIS-	HISTORIA PROPERTIES	ATTEN: GARY SMITH	0.00	
		JAN-	JANICE COBB		0.00	
		PAN-	PAN RAILWAY	ATTEN: MIKE	0.00	
		SIM-	CARROLL SIMONDS		201.42	
		SOB-	PATRICIA SOBOLESKI		0.00	
		TOW-	TOWN OF WESTMINSTER	PO BOX 147	0.00	
		WEI-	WEINSTEIN		0.00	
		BORD-	REGINA BORDEN	PO BOX 72	324.15	
		FLOY-	FLOYD LAFOE		0.00	
		HOLL-	HOLLY JOHNSON	PO BOX 751	294.16	
		IZELI.			0.00	
	Seek: 2 3 Order: Oustomer Name 4 OK					

- 1. This is the selector, use the arrow keys on your keyboard or click to choose the customer you are seeking.
- 2. Seek: Begin to enter a partial Customer ID or Name (depending on which "Order" is selected). The list will sort to the most similar match to what is entered.
- 3. Order: Click to choose whether this list sorts by Customer ID or by Customer Name.
- 4. OK: Click "OK" to save changes and return to the previous screen.
- 5. Cancel: Click "Cancel" to cancel and return to the previous screen.