

In AP Pro, you can search for invoices and then filter the results. Use the fields below the status graphs to set search criteria. Then click **Search**.

Organization		Creation date -		Supplier Code, Supplier Name, Invoice Number 🔻		
Colorado - DEN × + 50 Others	-	MM/DD/YYYY - MM/DD/YYYY	•	Supplier Code, Supplier Name, Invoice Number	Q	Search

The **Quick filter** above the invoice list filters the currently visible list of invoices. It does not find invoices outside the list.



## Search criteria:

- **Organization:** The selection in this field has an effect on the status graphs as well.
- Creation date field
  - <u>Options to select</u>: Cash Date, Creation Date, Due Date, Invoice Date, Transfer Date, and Voucher Date.
- Supplier Code, Supplier Name, Invoice field
  - Options to select: All invoice header data fields will be visible to select for filter options.

**NOTE:** You can select up to four header fields as search criteria.

## **Advanced Invoice Search**

Search criteria for more than four header fields on an invoice and additional advanced searching options.

• Click Advanced search > Select criteria for Organization, Creation date, or Header data. Select Show all statuses.

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leade	r data criteria			Coding row criteria	Additional criteria
Acc Acc Blue Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca	counting group counting period MAID was beerent was be	Invoice type     Invoice type     Invoice vock-free number     Mets used Inference     Het staal     Het staal (Songaway)     Het staal (Songaway)     Payment date     Payment date     Payment datement     Payment datement     Payment exceeded     Payment exceeded	Afference number  Afference person  Supplier  Xac ocle  Xac percent  Tax percent 2  Tax sum  Tax sum (organization)  Tax sum 2 (organization)  Voucher number	Account Cost center Goost Total (Company) Gooss Total (Organization) Costs total Last Comment Net Icos Comment Net Icos Comment Net Icos Comment Net Icos Company) Net Icos Company Project Tax Percent Tax Percent Tax Sum (Company) Tax Sum (Organization) Tax Sum (Organization) Tax Sum (Organization) Tax Sum (Organization) Tax Sum (Organization) Tax Sum (Organization)	Confidential Discourt available Dispoted Invoices in automatic process On hold Origin Payment ollan generate Phymeret status Prebooked Recipient Status
Gross total (con Gross total (org Invoice numbe	ross total (company) ross total (organization) voice number	Prebooking date Purchase order numbers		Tax Sum 2 (Organization)	

 Click Add criteria for additional search criteria > Select additional Header data criteria, Coding row criteria or Additional criteria in the Advanced search window.

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**NOTE:** You can use coding row criteria only when <u>one</u> organization has been selected.

When you save searches from the

**Advanced search** window, you can repeat searches that you need regularly, such as a search for a specific cost center. Saved searches cannot be shared with other users. Search results are limited to 5,000 lines.

To clear search criteria, remove them one by one. You can also click **Clear all** in **Advanced search**. Alternatively, you can click the statuses from the dashboard to start a new search.