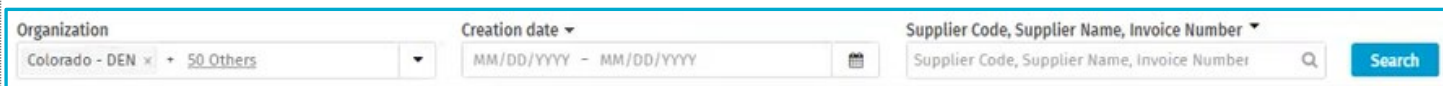
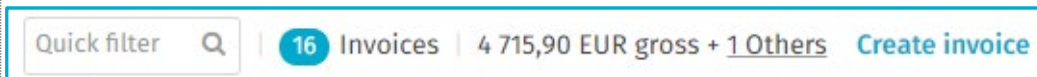


INVOICE SEARCH

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**.



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



Search criteria:

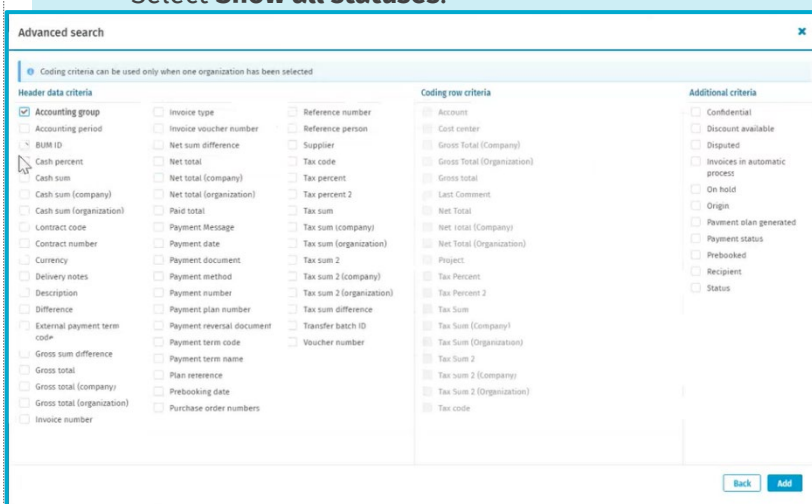
- **Organization:** The selection in this field has an effect on the status graphs as well.
- **Creation date** field
 - Options to select: Cash Date, Creation Date, Due Date, Invoice Date, Transfer Date, and Voucher Date.
- **Supplier Code, Supplier Name, Invoice** field
 - Options to select: All invoice 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**.



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

NOTE: You can use coding row criteria only when one organization has been selected.

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.