

Search for An Invoice

(Quick & Refined)

Quick Search:

1. From the **Home** tab, select **Invoices** in the Document type to search.
2. Select **Georgia-Pacific** from the Customer dropdown menu.
3. Enter **Document #**, if known. Select **Date Range**, up to 90 days for invoices, and click **Search**.

Refined Search: allows a refined search of invoices within up to 90 days.

- A. Open **Search Filters** from **Invoices > Invoices**.
- B. Enter the criteria to build the desired search filter.
- C. Click **Search**.

Best practice is to utilize the “Exact Number” when searching via Invoice Number.

