Query to Find an Advance Invoice Number

Use these instructions to find an advance invoice number.

**Prerequisites**

- You must have the following responsibility to find an advance invoice number:
  - ORG AR Billing Specialist
- The advance invoice must exist in the business applications.

**To Find an Advance Invoice Number**

1. Select **Transactions >Transactions Summary** to open the **Transactions Summary** form.
2. Select **View > Query by Example > Enter**.
If you don't know the Number or Bill to Customer, enter one of the following fields (referenced on the window below) on the **Transactions Summary** form:

3. Select **View > Query by Example > Run**.
4. Click **Open** to view the advance invoice.