

GM 12.5 Locating Open Items

Locating Open Items

Account Receivables>Pending Items>Review Items>Single Item

Group ID: Business Unit (UND01)

Customer ID: enter your Customer ID

Click **Search**

Please Note: For your converted items you can go to the Item Id field and select contain and enter the four digit that exist in both your item and your contract

Single Item

Enter any information you have and click Search. Leave fields blank for a list of all val

Find an Existing Value

Group Unit: [=] [UND01] [Q]

Group ID: [begins with] [] [Q]

Business Unit: [=] [] [Q]

Customer ID: [begins with] [PRIV_54700] [Q]

Item ID: [begins with] [] [Q]

Item Line: [=] [] [Q]

Sequence: [=] [] [Q]

Assigned Operator ID: [begins with] [] [Q]

Origin ID: [begins with] [] [Q]

Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

Click **Pending Item 1** Tab

[Group Control](#) **[Pending Item 1](#)** [Pending Item 2](#) [Pending Item 3](#)

Group Unit: UND01 Group ID: 55

Pending Item Entry		Find View All		First	1 of 1	Last
Acctg Date:	01/25/2005	As Of Date:	01/25/2005	Sequence:	1	
Item ID:	UND-000000001	Line:		<input checked="" type="checkbox"/> Posted		
Bus. Unit:	UND01	Customer:	PRIV_54700	SubCust1:	SubCust2:	Non-Federa
Amount:	6240.00	Currency:	USD	Entry Type:	IN	Reason:
		AR Dist:		<input checked="" type="checkbox"/> Revalue Flg	Projects	
Terms:	IMMED	Due Date:		Due Days:		
Disc Amt:		Disc Date:		Disc Days:		
Disc Amt 1:		Disc Date 1:		<input type="checkbox"/> Always Allow Discount		
PO Ref:	PO Line:	BOL:		Order No:		
Document:	Line Item:	Contract:	UND0005075	L/C ID:		

[Return to Search](#) Notify

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#)

In this page you can see your open item, your customer and your contract number.

Another method for locating items in the system is:

Accounts Receivable > Collections > Item Information > All Item Information.

All Item Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [v] [NDSU1] [Q]

Customer ID: begins with [v] [] [Q]

Item ID: begins with [v] []

Item Line: = [v] []

Credit Analyst: begins with [v] [] [Q]

Collector: begins with [v] [] [Q]

Purchase Order Reference: begins with [v] []

Document ID: begins with [v] []

Bill of Lading: begins with [v] []

Case Sensitive

Complete the fields for which you have values and click the search button. All items that match the search criteria will appear in the search return.