Login to UNI e-Business Suite > FIN Responsibility > AR Transactions

1. Click on the FLASHLIGHT.

2. Perform Search on one (or more) of the following criteria or any other applicable field:
   a. TRANSACTION NUMBER(S) Search by Invoice Number; allows for option of searching for range of invoices using dept number.
   b. NAME Search by Customer Name.
   c. TRANSACTION DATES Search based on Invoice Date(s).
   d. TRANSACTION TYPES Search based on Type of Invoice.
   e. PRIMARY SALESPERSON Search based on Agent/Salesperson.
   f. PERIOD Search based on GL Period.

3. Click on FIND.