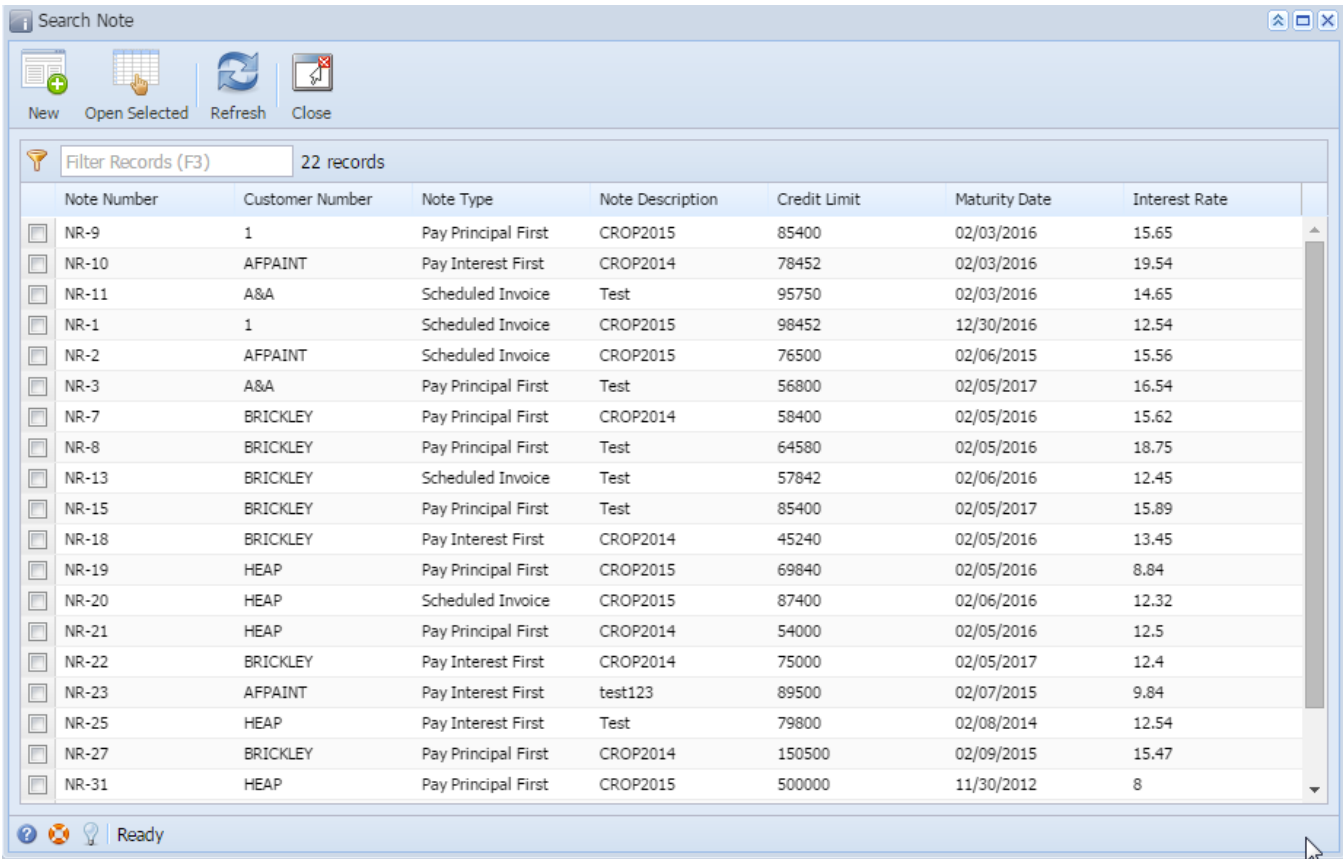


Search Notes

1. From the **Notes Receivable Activities** menu, click **Note Maintenance**. If there's an existing Note record, **Search Note** screen will open.

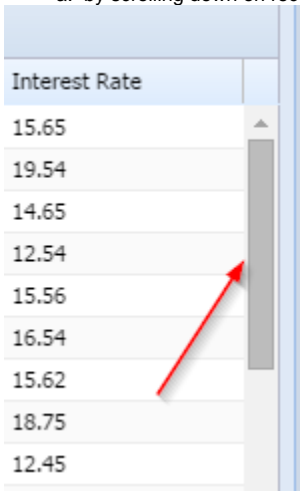


Search Note window showing 22 records. The table contains the following data:

Note Number	Customer Number	Note Type	Note Description	Credit Limit	Maturity Date	Interest Rate
NR-9	1	Pay Principal First	CROP2015	85400	02/03/2016	15.65
NR-10	AFPAIN	Pay Interest First	CROP2014	78452	02/03/2016	19.54
NR-11	A&A	Scheduled Invoice	Test	95750	02/03/2016	14.65
NR-1	1	Scheduled Invoice	CROP2015	98452	12/30/2016	12.54
NR-2	AFPAIN	Scheduled Invoice	CROP2015	76500	02/06/2015	15.56
NR-3	A&A	Pay Principal First	Test	56800	02/05/2017	16.54
NR-7	BRICKLEY	Pay Principal First	CROP2014	58400	02/05/2016	15.62
NR-8	BRICKLEY	Pay Principal First	Test	64580	02/05/2016	18.75
NR-13	BRICKLEY	Scheduled Invoice	Test	57842	02/06/2016	12.45
NR-15	BRICKLEY	Pay Principal First	Test	85400	02/05/2017	15.89
NR-18	BRICKLEY	Pay Interest First	CROP2014	45240	02/05/2016	13.45
NR-19	HEAP	Pay Principal First	CROP2015	69840	02/05/2016	8.84
NR-20	HEAP	Scheduled Invoice	CROP2015	87400	02/06/2016	12.32
NR-21	HEAP	Pay Principal First	CROP2014	54000	02/05/2016	12.5
NR-22	BRICKLEY	Pay Interest First	CROP2014	75000	02/05/2017	12.4
NR-23	AFPAIN	Pay Interest First	test123	89500	02/07/2015	9.84
NR-25	HEAP	Pay Interest First	Test	79800	02/08/2014	12.54
NR-27	BRICKLEY	Pay Principal First	CROP2014	150500	02/09/2015	15.47
NR-31	HEAP	Pay Principal First	CROP2015	500000	11/30/2012	8

Search Note window will contain the following fields

- a. Note Number
 - b. Customer Number
 - c. Note Type
 - d. Note Description
 - e. Credit Limit
 - f. Maturity Date
 - g. Interest Rate
2. Search for the existing Note you want to open manually,
- a. by scrolling down on records using the **scroll bar**.



Interest Rate

15.65
19.54
14.65
12.54
15.56
16.54
15.62
18.75
12.45

b. by entering a keyword on the **Filter** field.

The screenshot shows a software window titled "Search Note". At the top, there is a toolbar with four icons and labels: "New" (a plus sign), "Open Selected" (a magnifying glass over a document), "Refresh" (a circular arrow), and "Close" (a document with an 'X'). Below the toolbar is a search bar containing the text "NR-27" and a dropdown arrow. To the right of the search bar, it says "1 records" and a "Clear All Filters" button. Below this is a table with the following columns: "Note Number", "Customer Number", "Note Type", "Note Description", "Credit Limit", "Maturity Date", and "Interest Rate". The table contains one row of data: "NR-27", "BRICKLEY", "Pay Principal First", "CROP2014", "150022", "02/16/2016", and "15.47".

Note Number	Customer Number	Note Type	Note Description	Credit Limit	Maturity Date	Interest Rate
NR-27	BRICKLEY	Pay Principal First	CROP2014	150022	02/16/2016	15.47

3. Or you can also use the **Advance Filter**.

- Click on the **Filter** button to show filter field.
- Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.
- Select criteria and add conditions.
- You can select additional criteria to tighten your search further.

1. The user can search the required notes in the Search Note, select the required notes and click on Open Selected button on the tool bar, then notes information will be displayed in the Note Receivable screen with the navigation.

Ex: Selected 4 records and clicked on Open Selected button.

Search Note

New Open Selected Refresh Close

Filter Records (F3) 22 records (4 selected)

Note Number	Customer Number	Note Type	Note Description	Credit Limit	Maturity Date	Interest Rate
<input type="checkbox"/> NR-9	1	Pay Principal First	CROP2015	85400	02/03/2016	15.65
<input type="checkbox"/> NR-10	AFPAINT	Pay Interest First	CROP2014	78452	02/03/2016	19.54
<input type="checkbox"/> NR-11	A&A	Scheduled Invoice	Test	95750	02/03/2016	14.65
<input type="checkbox"/> NR-1	1	Scheduled Invoice	CROP2015	98452	12/30/2016	12.54
<input checked="" type="checkbox"/> NR-2	AFPAINT	Scheduled Invoice	CROP2015	76500	02/06/2015	15.56
<input checked="" type="checkbox"/> NR-3	A&A	Pay Principal First	Test	56800	02/05/2017	16.54
<input type="checkbox"/> NR-7	BRICKLEY	Pay Principal First	CROP2014	58400	02/05/2016	15.62
<input type="checkbox"/> NR-8	BRICKLEY	Pay Principal First	Test	64580	02/05/2016	18.75
<input checked="" type="checkbox"/> NR-13	BRICKLEY	Scheduled Invoice	Test	57842	02/06/2016	12.45
<input type="checkbox"/> NR-15	BRICKLEY	Pay Principal First	Test	85400	02/05/2017	15.89
<input type="checkbox"/> NR-18	BRICKLEY	Pay Interest First	CROP2014	45240	02/05/2016	13.45
<input type="checkbox"/> NR-19	HEAP	Pay Principal First	CROP2015	69840	02/05/2016	8.84
<input type="checkbox"/> NR-20	HEAP	Scheduled Invoice	CROP2015	87400	02/06/2016	12.32
<input type="checkbox"/> NR-21	HEAP	Pay Principal First	CROP2014	54000	02/05/2016	12.5
<input type="checkbox"/> NR-22	BRICKLEY	Pay Interest First	CROP2014	75000	02/05/2017	12.4
<input type="checkbox"/> NR-23	AFPAINT	Pay Interest First	test123	89500	02/07/2015	9.84
<input checked="" type="checkbox"/> NR-25	HEAP	Pay Interest First	Test	79800	02/08/2014	12.54
<input type="checkbox"/> NR-27	BRICKLEY	Pay Principal First	CROP2014	150500	02/09/2015	15.47
<input type="checkbox"/> NR-31	HEAP	Pay Principal First	CROP2015	500000	11/30/2012	8

Ready

Notes Receivable

New Save Search Undo Get Invoice Receive Reverse Adjustment Close

Detail History

Note Details

Customer No: HEAP

Note Number: NR-25

Note Type: Pay Interest First

Note Description: Test

Note Credit Limit: 79800

Note Maturity: 02/08/2014 Write-off: ☐

Calculations

Interest Rate: 12.54

Calculate Interest To: 02/14/2015

Interest To Date: 0.02

Unpaid Interest: 0.00

Principal: 10.00

Payoff Balance: 10.02

Schedule

Description:

Frequency Day: 0 of every 0 month(s)

Set Payment: ☐ Amount 0

From Date: To Date:

Late Fee: 0 in: on:

Grace Period: 0 Days

UCC Details

File Number:

Date Originally Filled:

Last Renewal Date:

Date Released:

Comments:

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