

## Don't See Records in A/R Inquiry

1. Select the Patient by entering the chart number or patient's last name
2. Choose the correct date range for the time period you wish to view; OR
3. You can choose **“Only Show Unpaid,” “Show All,”** or **“Show Newest First.”**
4. Then click **View**

**NOTE:** If result is "No A/R Found," make sure the appropriate member of staff has performed the [Post Amount Billed](#) for the month/patient.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50488.aspx>