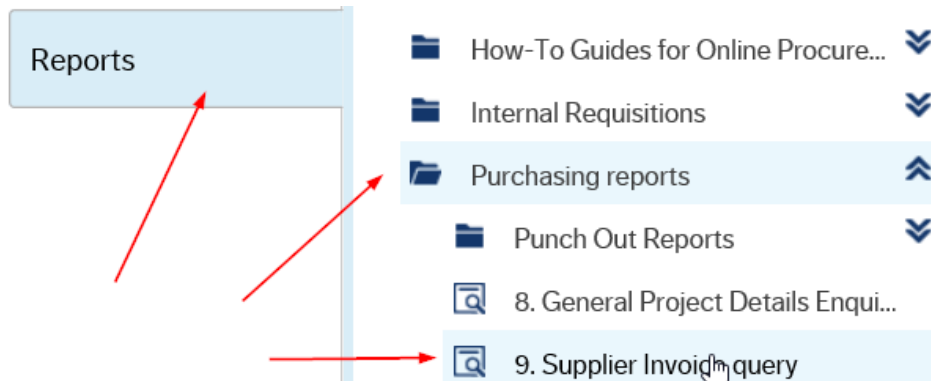


Has an invoice/ PO been paid?

Select the Reports option from the menu options on the left. Expand the folders until you can view the Purchase Reports Options. Select 9. Supplier Invoice query

This report allows the user to view scanned invoices and shows

- Invoice awaiting approval
- Due date for payment
- Paid date



This report will show

- Invoice awaiting approval
- Due date for payment
- Paid date

Enter your details in the Selection criteria and click on search

For example the PO number, Cost centre, Supplier ID etc.....

A screenshot of a report interface. The top section is titled 'Selection criteria' and contains several input fields with labels: 'TransNo like', 'Account between', 'TT not like', 'CostC like', 'Project like', 'Supplier like', 'InvoiceNo like', 'PO NO. like', 'Description like', and 'Period between'. Red arrows point to the input fields for 'TransNo like', 'CostC like', 'Supplier like', 'PO NO. like', and 'Period between'. A red box highlights the 'Supplier like' field with the text: 'Depending on the information you have you can enter the details in any of these field and click search'. Below the 'Selection criteria' section is the 'Results' section, which includes a 'Search' button, 'Detail level', 'All levels', and 'Copy to clipboard' options. Below these are columns for '#', 'T', 'TT', 'TransNo', 'Pay date', 'Account', 'Amount', 'Supplier', 'Supplier (T)', 'PO NO.', and 'InvoiceNo'. The 'Pay date' column has a small icon next to it.

Results displayed below

UC 9.Supplier Invoice query X

Search Detail level All levels Copy to clipboard

#	T	TransNo	TT	Status	Date due to be paid	Paid Date
1	A	290794053	IA	Awaiting Approval		
2	A	290795107	IA	Awaiting Approval		
3	A	290794053	IA	Awaiting Approval		
4	B	290795698	PX		17/01/2019	
5	B	290795698	PX		17/01/2019	
6	B	290795698	PX		17/01/2019	
7	B	290795698	PX		17/01/2019	
8	B	290795738	PX		17/01/2019	
9	B	290795738	PX		17/01/2019	
10	B	290795738	PX		17/01/2019	
11	B	290795738	PX		17/01/2019	
12	B	290795745	PX		17/01/2019	
13	B	290795780	PX		17/01/2019	
14	B	290795780	PX		17/01/2019	
15	B	290795780	PX		17/01/2019	
16	B	290795780	PX		17/01/2019	
17	B	290795780	PX		17/01/2019	
18	B	290795780	PX		17/01/2019	
19	B	290792565	PX		06/01/2019	
20	B	290792565	PX		06/01/2019	
21	B	290792630	PX		06/01/2019	
22	B	290792630	PX		06/01/2019	
23	B	290779802	PX			02/11/2018

To view scanned invoice, click on transaction number

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Costc	Project	Contract	Budh	Compy
290795738	0		-90.08	XX	PX	7001	9999	NA	NA		UC
290795738	1	KENSINGTON FOAM MOUSEPAD BLACK 62384	13.33	P2	PX	4225	3550	NA		BUDGET	UC
290795738	2	AVERY LSR LBL PK100 L7651-100	38.87	P2	PX	3845	3550	NA		BUDGET	UC
290795738	4	Esstis DL White S/S Env 90g Pk1000 1A07	19.43	P2	PX	3860	3550	NA		BUDGET	UC
290795738	5	Q CONNECT ENVELOPE C4 WINDOW 90G MANILLA	18.45	P2	PX	3860	3550	NA		BUDGET	UC

Transaction

Fiscal year: 2019 Period: 201903

Transaction date: 17/12/2018 Valuedate: 17/12/2018

Invoice

InvoiceNo: 1/IN906399

AP/AR ID: 214819 AP/AR Type: P

Codex Ltd

Image

Invoice Text:

Date	Invoice number	PO number	Supplier Vat Id
2018-12-17	1/IN906399	10290958	IE4531419L

Article	Description	Unit	Quantity	Vat%	Vat Amt	Amount
AC62384	KENSINGTON FOAM MOUSEPAD BLACK 62384	UN	1	23.00	2.49	10.84