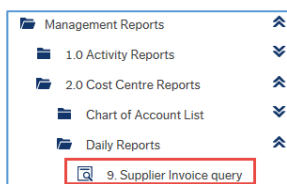


HOW DO I CHECK IF A SUPPLIER INVOICE HAS BEEN PAID

To check if a Supplier Invoice has been paid, run the Report: 9. Supplier Invoice query:



Selection criteria

TransNo like:

Account between: and

TT not like:

CostC like: 1

Project like:

Supplier like: 3

InvoiceNo like:

PO NO. like:

Description like:

Period between: and 2

A - Unauthorised items

B - General Ledger

C - Historical GL

Results

Search

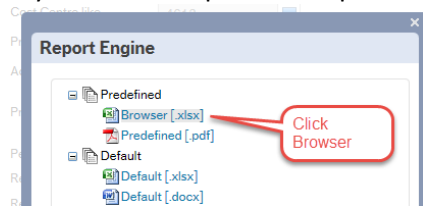
#	T	TT	TransNo	Pay date	Account	Amount	Supplier	Supplier (T)	PO NO.	InvoiceNo	Description	Period	CostC	CostC (T)	Project
									10238978						
1	B	PX	290689526	20/10/2017	3860	13.85	214819	Codex Ltd	10239779	1/IN779318	Essentials Refill Pad A4 80lf Ft/Mar...	201801			
2	B	PX	290689526	20/10/2017	3860	4.11	214819	Codex Ltd	10239779	1/IN779318	QCONNECT DOC FOLDER PP A4 A...	201801			
3	B	PX	290687288	01/12/2017	3860	2.18	214819	Codex Ltd	10238978	1/IN777961	Essentials Tape Dispenser Large 66...	201802			
4	B	PX	290699811	01/12/2017	3860	20.77	214819	Codex Ltd	10244924	1/IN790291	Essentials Refill Pad A4 80lf Ft/Mar...	201802			
5	B	PX	290687288	01/12/2017	3860	13.41	214819	Codex Ltd	10238978	1/IN777961	Q CONNECT DOC FOLDER PLASTI...	201802			
6	B	OP	290698425	01/12/2017	3860	-13.41	214819	Codex Ltd	10238978	1/C0078502	Q CONNECT DOC FOLDER PLASTI...	201802			
7	B	PX	290695415	20/11/2017	3860	2.92	214819	Codex Ltd	10243083	1/IN786184	DIARY A5 WEEK TO VIEW BLACK...	201802			
8	B	PX	290687288	01/12/2017	3860	6.92	214819	Codex Ltd	10238978	1/IN777961	Essentials Refill Pad A4 80lf Ft/Mar...	201802			
Σ						50.75									

Time executed 26/02/2018 14:34:35 Number of rows 8

No.	Item	Details
1	Selection Criteria	Enter your cost centre number in the Costc like box. If you have any other information that you would like to filter with, e.g. project or order no, then enter the information in the relevant boxes. If you wish to bring back all information, leave the boxes blank. Click Search.
2	Period between	The Report will default to the current 12 month period. If you need to include a different year(s), change the 'from' period, e.g. 201700 (2017).
3	Supplier like	<p>If you know the Supplier no., enter into the Supplier Box. If you do not have the Supplier no. and wish to find it, click on the blue search box </p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Click on the Supplier no. and it will appear back in the Selection Criteria.</p> <p>Click Search.</p> </div>
4	PO No.	If you have a PO reference for the Invoice, enter the number in the PO No. column 'Filter box' and click Search under the Results word again. This will recall just the lines for this PO no.
5	TransNo	If you wish to see a copy of the Invoice, click into the 29* transaction no.

Export to Excel

If you wish to Export the Report to Excel, click Export:



You will be asked to Open or Save.



Save to your server drive or open and then save from Excel.

The exported file does not bring the selection criteria with it, so you should include dates on the file name.