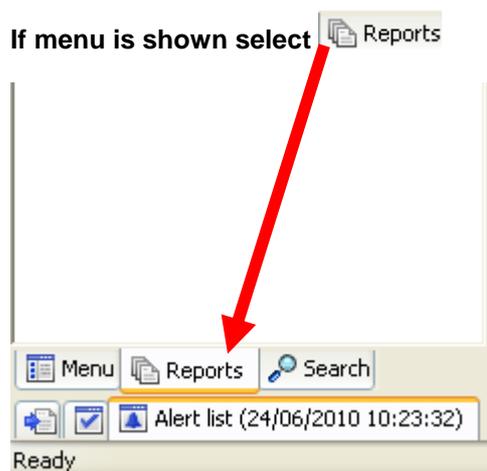


**AR1 Invoice Payment Position Enquiry**

In Agresso there is a specific browser enquiry that allows you to check the Sales Invoice Number and also if it has been paid.

**To open the specific Browser Enquiries:**

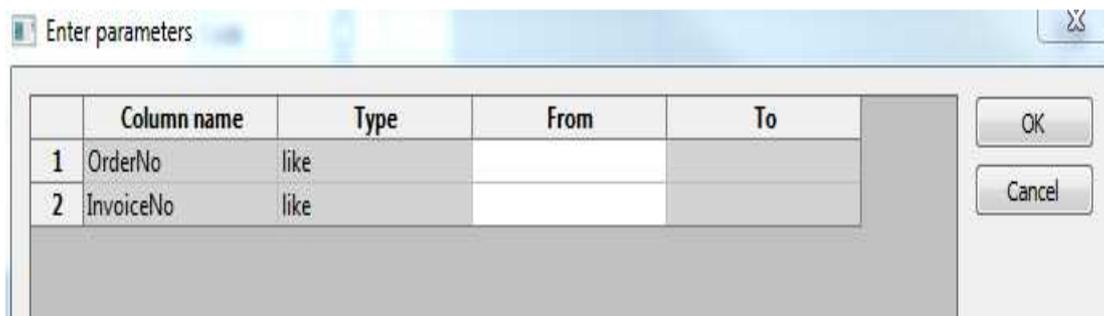
**Select the Reports Tab that can be found depending on how the user’s individual menu is set up.**



From the reports menu select

-  Global Reports
  -  05-Sales Orders
    -  AR1 Invoice Payment Position (double-click to open)

1. The following screen will be displayed:



2. Enter your Sales Order Number or Sales Invoice Number

3. The details will of your result will appear:

- NB: If the results screen produces no value, then either:**
- (a) The search criteria is inaccurate; e.g. Invoice Number
  - (b) There are no results for the particular search

## Agresso SSD Enquiries

4. If the first column is **C** – this means the Invoice has been paid and a Pay Date will be shown.

ARI Invoice Payment Position

Add field Add/change expression Add relation Add flexi-field Add tree Expand base Delete field Delete all fields Search conditions Column format Sub total logic Properties Event setup Conditional formatting New link

1 - Setup 2 - Search 3 - Results

	T	CustID	CustID(T)	InvoiceNo	Inv.date	Due date	Pay date	Period	Cur	Curr. amount	O/S curr.amnt.	TransNo	Text	Amount
1	C	613168	HEWLETT-PACKARD INTERNATIONAL SARL	102	02/04/2009	02/05/2009	18/05/2009	200909	GBP	500.00	0.00	102	computer buy back hewlett packard	500.00
Σ										500.00	0.00			500.00

5. If the first column is **B** – this means the Invoice has not been paid and a Pay Date will be blank.

1 - Setup 2 - Search 3 - Results

	T	CustID	CustID(T)	InvoiceNo	Inv.date	Due date	Pay date	Period	Cur	Curr. amount	O/S curr.amnt.	TransNo	Text	Amount
1	B	613287	Matis	249	01/05/2009	31/05/2009		200910	GBP	5,500.00	5,500.00	249	Matis Training on Nephrops spoilage	5,500.00
Σ										5,500.00	5,500.00			5,500.00

6. These are the descriptions of the fields:

1. CustID - Indicates the Customer ID number and Name of the Customer.
2. OrderNo – Sales Order number
3. InvoiceNo – This shows the invoice number.
4. Inv. date – This is the date the invoice was originally raised.
5. Due Date – This is the date the invoice payment is due.
6. Pay Date – This will indicate when an Invoice was paid
7. Period – This is the period in which the invoice was originally raised.
8. Curr – This is the currency of the invoice.
9. Curr Amount – This is the total currency amount for the invoice.
10. O/S Curr.Amt – This is the currency amount outstanding for the invoice.
11. TransNo. – This is the Agresso generated transaction number for the invoice transaction
12. Text – This is the description of the invoice.
13. Amount – This is the total invoice amount in GBP.

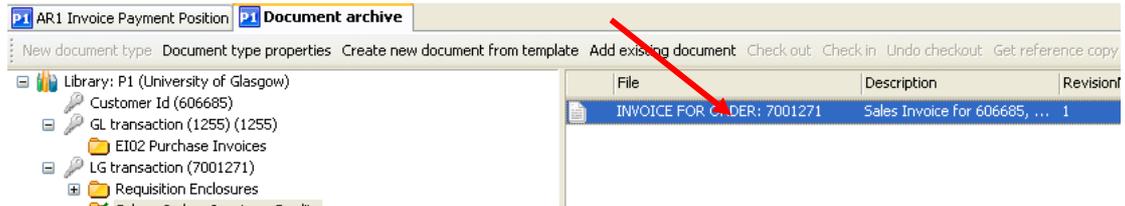
**NB – Please note this enquiry will not show the Project or Cost Centre to which the Sales Order/Sales Invoice belongs to.**

7. To view the Sales Invoice click on the Documents Icon



This will open the following screen:

Double Click on Invoice to view Sales Invoice



This will show the Sales Invoice sent to the Customer.



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