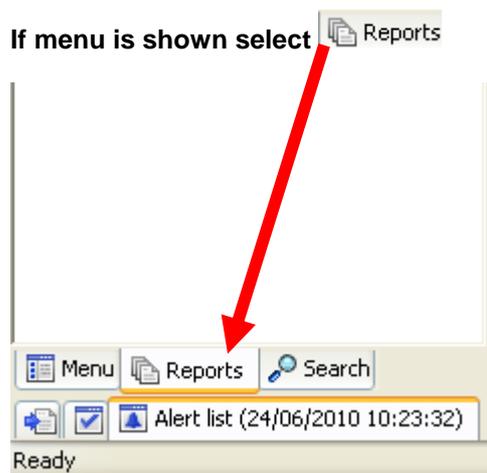


AR2 Invoice Payment by Project

In Agresso there is a specific browser enquiry that allows you to check if Sales Invoices have been paid against a project.

To open the specific Browser Enquiries:

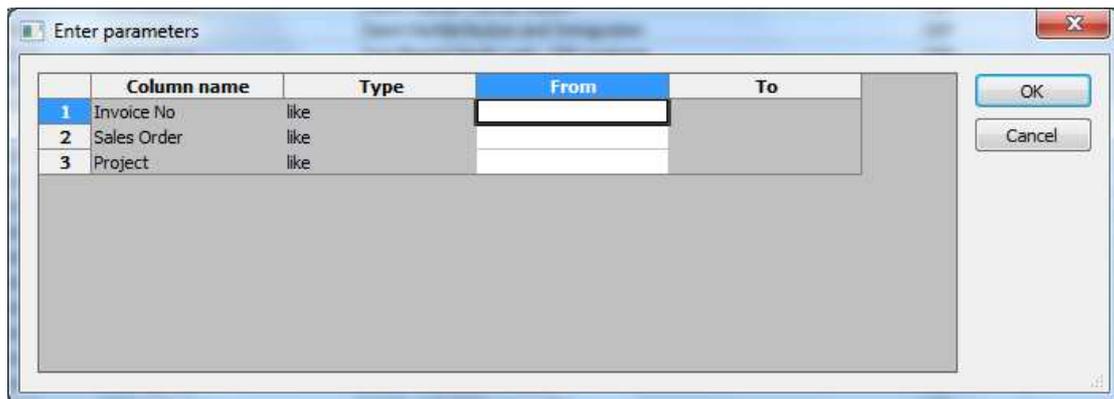
Select the Reports Tab that can be found depending on how the user's individual menu is set up.



From the reports menu select

-  Global Reports
 -  05-Sales Orders
 -  AR2 Invoice Payment by Project (double-click to open)

1. The following screen will be displayed:



2. Enter either your Sales Invoice Number, Sales Order Number, Project

3. The details 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

| * 1 - Setup * 2 - SearchC 3 - Results | | | | | | | | | | | | | |
|---------------------------------------|-------------|-------------------------------|-------------|------------|--------------|------------|--------------|------------------------------------|----------|----------------|------------------------|---------|----------------|
| | Customer Id | Customer Name | Sales Order | Invoice No | Invoice Date | Due Date | Payment Date | Description | Currency | Invoice Amount | Status B-unpaid/C-Paid | Project | Project Amount |
| 1 | 602271 | NORTH LANARKSHIRE COUNCIL | 7032217 | 30299 | 24/04/2012 | 24/05/2012 | | Tom Bissett North Lanark CPD pack | GBP | 800.00 | B | 13083 | 800.00 |
| 2 | 619678 | DAWN HUNTER | 7021293 | 20091 | 21/04/2011 | 21/05/2011 | | Dawn Hunter Mental Health | GBP | 30.00 | B | 13083 | 30.00 |
| 3 | 600088 | GLASGOW CALEDONIAN UNIVERSITY | 7031945 | 30187 | 18/04/2012 | 18/05/2012 | | Glasgow Caley, Rent of Moot Cou | GBP | 165.00 | B | 13083 | 165.00 |
| 4 | 619678 | DAWN HUNTER | 7021030 | 19696 | 12/04/2011 | 12/05/2011 | | Dawn Hunter Asylum and Immigrat | GBP | 30.00 | B | 13083 | 30.00 |
| 5 | 623602 | EMC SOLICITORS | 7032163 | 30247 | 20/04/2012 | 20/05/2012 | | Sylvia Jakob 15 hours CPD | GBP | 250.00 | B | 13083 | 250.00 |
| 6 | 619884 | CATHERINE FARRELL | 7021607 | 20320 | 28/04/2011 | 28/05/2011 | | Katie Farrell-Asylum and Immigrati | GBP | 30.00 | B | 13083 | 30.00 |
| 7 | 612363 | GILLESPIE MCANDREW | 7013197 | 12565 | 16/09/2010 | 16/10/2010 | 29/09/2010 | Law Fair Gillespie McAndrew | GBP | 117.50 | C | 13083 | 100.00 |
| 8 | 616899 | SCOTTISH LEGAL AID BOARD | 7013215 | 12579 | 16/09/2010 | 16/10/2010 | 29/09/2010 | Law Fair SLAB | GBP | 117.50 | C | 13083 | 100.00 |
| 9 | 616898 | SEMPLER FRASER SERVICES LTD | 7013217 | 12581 | 16/09/2010 | 16/10/2010 | 29/09/2010 | Law Fair Sempler Fraser | GBP | 117.50 | C | 13083 | 100.00 |

4. These are the descriptions of the fields:

1. CustID - Indicates the Customer ID number
2. Customer Name Name of the Customer.
3. Sales Order – Sales Order number
4. Invoice No – This shows the invoice number.
5. Invoice date – This is the date the invoice was originally raised.
6. Due Date – This is the date the invoice payment is due.
7. Pay Date – This will indicate when an Invoice was paid. If blank no payment has been received
8. Description – Description of transaction
9. Curr – This is the currency of the invoice.
10. Invoice Amount – This is the amount for the invoice.
11. Status – the status of the invoice – B- Unpaid/C-Paid
12. Project – The project Number.
13. Project Amount – The amount paid to the project

5. To view the Sales Invoice

Click once on the selected row that an invoice is required

| | | | | | | | | | | | |
|---|---------|-------|------------|------------|------------|--------------------|-----|--------|---|-------|--------|
| 9 | 7013220 | 12584 | 16/09/2010 | 16/10/2010 | 01/10/2010 | Law Fair Stronachs | GBP | 117.50 | C | 13083 | 100.00 |
|---|---------|-------|------------|------------|------------|--------------------|-----|--------|---|-------|--------|

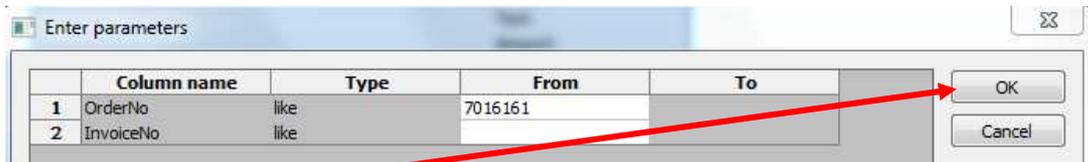
Select Links on right hand side of the screen



Double click on AR1-Invoice Payment enquiry



This will open a new enquiry screen with the order number selected to view the relevant invoice:

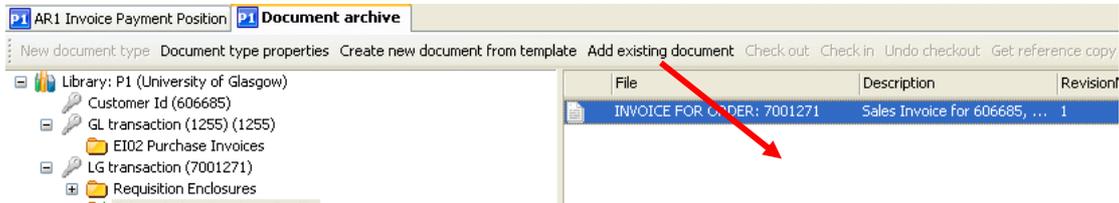


Click OK

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



Double Click on Invoice to view Sales Invoice



This will show the Sales Invoice sent to the Customer.



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Invoice : 1255
Tax Point Date: 31/07/2009