

IES Purchasing: Query an Invoice

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Purpose

The purpose of this Document is to demonstrate how a Supplier Invoice may be queried.

Introduction

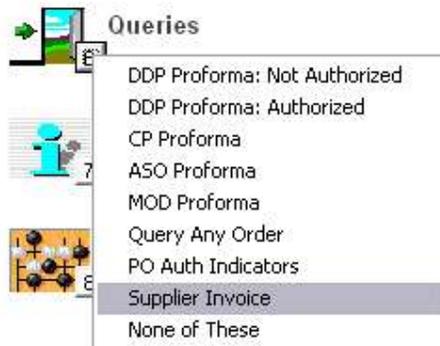
The Purchase Order system is in many cases the source of most Supplier Invoices, but it should be remembered that Supplier Invoices can also originate from Short Orders and Journals, i.e. without a Purchase Order being the point of origination.

In some companies it is policy that no Supplier Invoices may be processed without a Purchase Order, and this policy is implemented for control purposes.

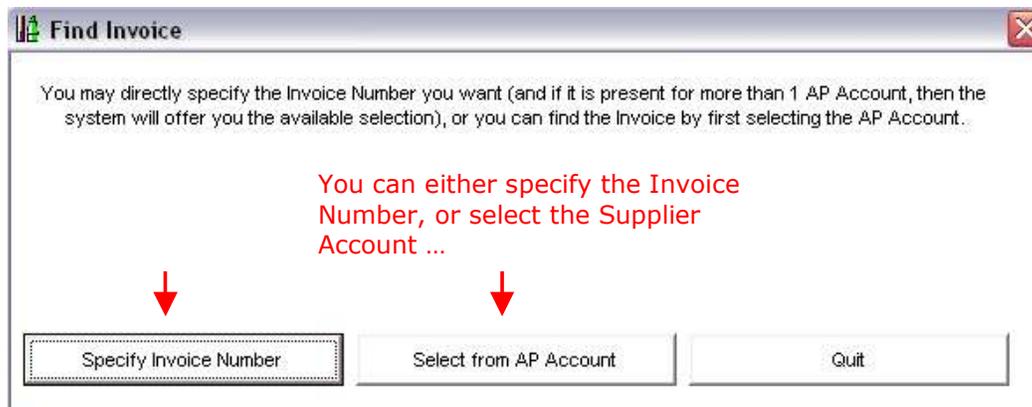
Whatever the case may be at your company, all Supplier Invoices can be reached from the Purchasing Query option, as well as from the AP Creditors (Supplier Accounts) master screen.

To query an Invoice, one should ideally know either the Invoice Number or the Supplier Account with which the Invoice is associated.

Query from Purchase Query Options



From the main Purchasing options, choose Queries (8), then choose Supplier Invoice.



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SINGLE SELECT: Select Invoice

	INU NUMBER	OC	PMT DATE	AMOUNT
1	cp2020	Op	04/03/2006	10.00
2	cp1213	Op	24/02/2006	10.00
3	cp1212	Op	23/02/2006	1,500.00
4	170106/4	C1	16/02/2006	20.00
5	170106/c0000	C1	16/02/2006	100.00
6	160106/c0000	C1	16/02/2006	100.00

If you choose a Supplier Account, then you will be offered a list of Invoices (most recent at the top), to choose from. Selection of an Invoice leads to the query screen shown below.

Supplier Invoice Master: Enquiry

Account Code	CR-9991 Asset & Mktg	Currency	USD, \$
Invoice No	CP2020	Expected Invoice Total	0.00
Open/Closed	Open	Invoice Total	10.00
Pay by Date	04/03/2006	Settlement Total	10.00
Discount %	0.00	Subtotal Settlement	10.00
Withholding Tax Type	P State Withholding Tax	Withholding Tax	0.00
Tax Certificate No		Final Settlement	10.00

>>> Items	Status	Amount	Settlement	Document	Date
1 1391352098B [IMP] Widgets	Approved	10.00	10.00	CP2020	02/02/2006

Any Item listed on the Invoice can be drilled into by doing a dbl-click on it, which will lead to the Transaction view behind the Item. Apart from viewing and drilling, no changes can be effected to the Invoice, since it is only a query.

Query from AP Creditors

Accounts Payable / Creditors

Invoice queries can be reached from the AP master screen in either enquiry or update modes.

ENQUIRIES: -

- Invoice
- Cheque
- AP Account ←

FILE MAINTENANCE: -

- Setup Matching
- Invoice
- AP Acct ←

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1: Settings

Account Ref: CO-0001
 AP / Creditor Account: CE-0003
 Co Name / Cust Name: **Assand & Withered**
 Cheque Denominator: Assand & Withered
 Client Ref:
 CRM Number: 27

Synchronize With Crm T
 Do Not Auto Match

Transaction Status: Open

2: Internal Management

Type: c-creditor
 Control Acct: 100-0004 CREDITORS CONTROL (2) : FR
 Operand?:
 Fin Limit:
 Category: tc-trade creditors
 Group: def
 Rating: std Standard
 Tax Reg # Supplier:
 Payment Type: Invoice

3: Currency Management

Managed Currency: LOCAL \$

Current Month: 748.00
 Balance YTD: -348.00
 Qty Current: -1.00
 Qty Ytd: -27,844.00

Removed: -

Buttons: Pay by Invoice, Matching, Open Items, PO History, Payments Analysis, CRM Connect, Invoices, CRM Other, Reconc, Save

The system will open the Invoice history screen, and any Invoice can be reached by dbl-clicking on it. This time, there can be a difference compared to reaching the Invoice from the Purchasing query option, and it is this: If the Invoice is reached from the AP Enquiry, then the Invoice is also a 'query', but if it is reached from the AP Update option, then if the Operator has 'update access' to Invoices, then the Invoice is actually opened in UPDATE mode, and changes can be performed and the Invoice changes saved.

AP Payable / Creditor Invoices

Account: CE-0003 Assand & Withered
 Currency: LOCAL \$

Invoice #	Invoice Total	Paid	Not Paid	Pay By	Open/Cl
1 op1020	10.00	0.00	10.00	04/03/2006	Open
2 op1213	10.00	0.00	10.00	24/03/2006	Open
3 op1212	1,500.00	0.00	1,500.00	23/03/2006	Open
4 170106/4	20.00	0.00	20.00	16/02/2006	Closed
5 170106/e00001/b	100.00	0.00	100.00	16/02/2006	Closed
6 160106/e00001	100.00	0.00	100.00	16/02/2006	Closed

From this Invoice history screen, just dbl-click an Invoice to open it.

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