

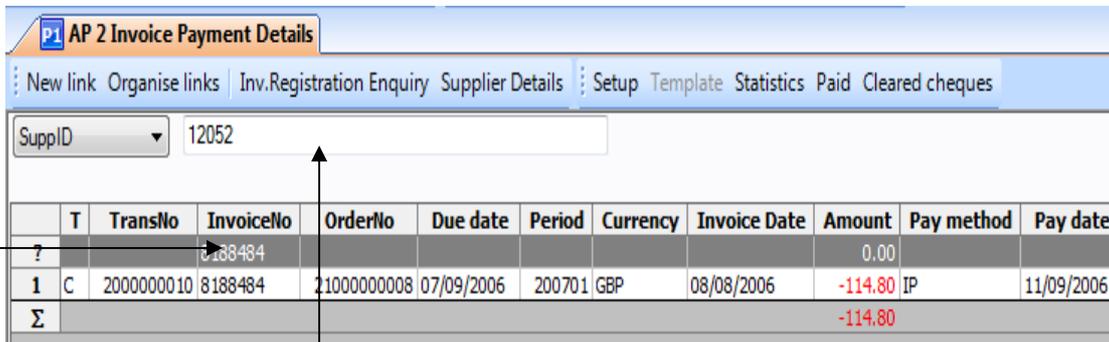
AP2 Invoice Payment Details Enquiry

In Agresso there are specific enquiries that allows the user to check if invoices have been paid to a specific supplier. This enquiry will allow the user to see when an invoice was paid, and the reference number for the payment to the supplier’s bank for both BACS and Cheque payments.

To open the specific Enquiries:

- Select
 -  Agresso Financials
 -  Accounts Payable
 -  Enquiries
 - (Click on '+')   Open and historical items per supplier
 -  AP 2 Invoice Payment Details -

2. The following screen will be displayed:



The screenshot shows the 'AP2 Invoice Payment Details' enquiry screen. At the top, there is a 'SupplID' dropdown menu with '12052' selected. Below this is a menu bar with options: 'New link', 'Organise links', 'Inv.Registration Enquiry', 'Supplier Details', 'Setup', 'Template', 'Statistics', 'Paid', 'Cleared cheques'. The main area contains a table with the following columns: T, TransNo, InvoiceNo, OrderNo, Due date, Period, Currency, Invoice Date, Amount, Pay method, Pay date. The table has three rows: a header row with a question mark, a data row with values '1', 'C', '2000000010', '8188484', '21000000008', '07/09/2006', '200701', 'GBP', '08/08/2006', '-114.80', 'IP', '11/09/2006', and a summary row with a sigma symbol and a total amount of '-114.80'. Arrows from the text below point to the 'SupplID' field and the first row of the table.

| T | TransNo | InvoiceNo | OrderNo | Due date | Period | Currency | Invoice Date | Amount | Pay method | Pay date |
|---|---------|------------|-------------|------------|--------|----------|--------------|---------|------------|------------|
| ? | | 8188484 | | | | | | 0.00 | | |
| 1 | C | 2000000010 | 21000000008 | 07/09/2006 | 200701 | GBP | 08/08/2006 | -114.80 | IP | 11/09/2006 |
| Σ | | | | | | | | -114.80 | | |

3. Enter the Supplier ID of the supplier and press tab.

Either key in the supplier id code for the supplier you wish to allocate the invoice *or* use Field Help (Press **F9**, enter selection criteria on grey row underneath name in uppercase (* is a wildcard key function that can be used to help to find suppliers), press **F7**, use downward arrow (↓) to locate the required supplier name and double click or press **F6** to select).

4. Search by either the Invoice number, Transaction Number, Invoice Date, Order number, amount, of the supplier along the grey bar.

5. Press **F7** or 

The above screen carries the following information for each column regarding an invoice payment:

- T** The status of the invoice. 'C' is paid, and 'B' is unpaid.
- TransNo** Transaction number of the invoice.
- InvoiceNo** Supplier invoice number.
- OrderNo** Purchase Order Number
- Due Date** Due Date of the invoice.
- Period** What Period the Invoice was posted into Agresso.

Agresso SSD Enquiries

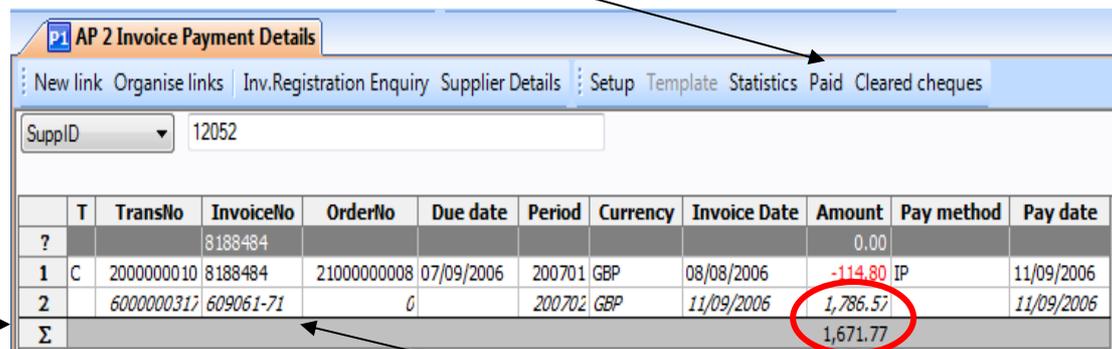
- Currency** The currency of payment.
- Inv.date** Date of the Supplier invoice number
- Amount** Amount to be paid to Supplier will be shown as a negative amount. Credit notes will be shown as positive figures.
- Pay method** The payment method used to pay for the invoice. 'IP' is for BACS payments and 'CHQ' is for cheques.
- Pay Date** The date the invoice was paid.

6. If the invoice has been paid, a further enquiry can be made to check to confirm the BACS payment reference number or the cheque payment reference number.

7. Highlight the row of the required transaction number.

8. Select 'Paid'

The following screen will be displayed:



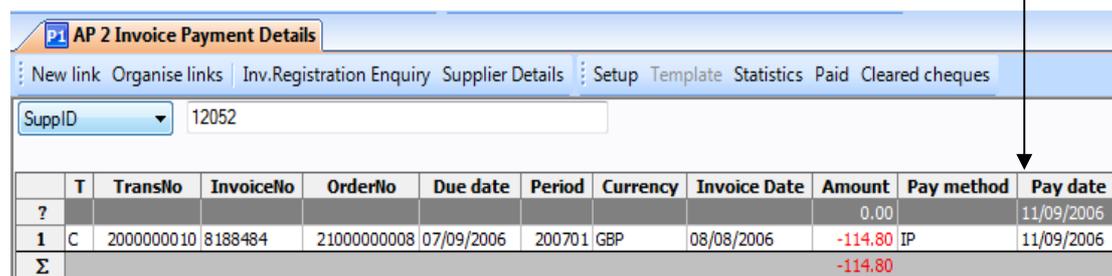
| T | TransNo | InvoiceNo | OrderNo | Due date | Period | Currency | Invoice Date | Amount | Pay method | Pay date | |
|---|---------|------------|-----------|-------------|------------|----------|--------------|------------|------------|----------|------------|
| ? | | 8188484 | | | | | | 0.00 | | | |
| 1 | C | 2000000010 | 8188484 | 21000000008 | 07/09/2006 | 200701 | GBP | 08/08/2006 | -114.80 | IP | 11/09/2006 |
| 2 | | 6000000317 | 609061-71 | 0 | | 200702 | GBP | 11/09/2006 | 1,786.57 | | 11/09/2006 |
| Σ | | | | | | | | 1,671.77 | | | |

9. A new row will appear. **This is the payment reference number that can be given to the Supplier to check their bank statements for the invoice payment.**

10. The payment of the invoice required can be included in invoices to be paid to one supplier at the same time sent with the same payment reference number. This may mean the Supplier sees a different figure on their bank statement to the amount for the required invoice payment. This is the total amount sent to the supplier.

For further information regarding this payment and what payments are included:

11. Start the enquiry and select the Supplier and enter the Pay Date in the grey bar.



| T | TransNo | InvoiceNo | OrderNo | Due date | Period | Currency | Invoice Date | Amount | Pay method | Pay date | |
|---|---------|------------|---------|-------------|------------|----------|--------------|------------|------------|------------|------------|
| ? | | | | | | | | 0.00 | | 11/09/2006 | |
| 1 | C | 2000000010 | 8188484 | 21000000008 | 07/09/2006 | 200701 | GBP | 08/08/2006 | -114.80 | IP | 11/09/2006 |
| Σ | | | | | | | | -114.80 | | | |

12. Press F7 or 

The following screen will show the total sent to the Supplier's bank account and all the invoice totals that are included in the payment. E.g. the total for the example invoice required is £114.80.

| AP 2 Invoice Payment Details | | | | | | | | | | | |
|--|---------|------------|----------|-------------|------------|----------|--------------|------------|------------|------------|------------|
| New link Organise links Inv.Registration Enquiry Supplier Details Setup Template Statistics Paid Cleared cheques | | | | | | | | | | | |
| SupplID 12052 | | | | | | | | | | | |
| T | TransNo | InvoiceNo | OrderNo | Due date | Period | Currency | Invoice Date | Amount | Pay method | Pay date | |
| ? | | | | | | | | 0.00 | | 11/09/2006 | |
| 1 | C | 2140000265 | 8178185 | 0 | 02/09/2006 | 200701 | GBP | 03/08/2006 | -487.98 | IP | 11/09/2006 |
| 2 | C | 2001640205 | 8182640 | 0 | 03/09/2006 | 200702 | GBP | 04/08/2006 | -304.68 | IP | 11/09/2006 |
| 3 | C | 2120000369 | 8180782 | 0 | 03/09/2006 | 200701 | GBP | 04/08/2006 | -278.48 | IP | 11/09/2006 |
| 4 | C | 2001440516 | 8186633 | 25160004009 | 07/09/2006 | 200701 | GBP | 08/08/2006 | -140.77 | IP | 11/09/2006 |
| 5 | C | 2002300296 | 8174181 | 29200000008 | 01/09/2006 | 200701 | GBP | 02/08/2006 | -136.30 | IP | 11/09/2006 |
| 6 | C | 2000000010 | 8188484 | 21000000008 | 07/09/2006 | 200701 | GBP | 08/08/2006 | -114.80 | IP | 11/09/2006 |
| 7 | C | 2120000971 | 8180435 | 0 | 02/09/2006 | 200702 | GBP | 03/08/2006 | -113.79 | IP | 11/09/2006 |
| 8 | C | 2000550191 | 8151444 | 140206284 | 20/08/2006 | 200701 | GBP | 21/07/2006 | -100.96 | IP | 11/09/2006 |
| 9 | C | 2002300295 | 8179405 | 29200000018 | 02/09/2006 | 200701 | GBP | 03/08/2006 | -97.29 | IP | 11/09/2006 |
| 10 | C | 2000550194 | 8166066 | 140206311 | 27/08/2006 | 200701 | GBP | 28/07/2006 | -73.39 | IP | 11/09/2006 |
| 11 | C | 2120000364 | 8178045 | 0 | 02/09/2006 | 200701 | GBP | 03/08/2006 | -27.60 | IP | 11/09/2006 |
| 12 | C | 2140000231 | 8180781 | 0 | 03/09/2006 | 200701 | GBP | 04/08/2006 | -14.99 | IP | 11/09/2006 |
| 13 | C | 2120000480 | 8187715 | 0 | 07/09/2006 | 200701 | GBP | 08/08/2006 | -10.34 | IP | 11/09/2006 |
| 14 | C | 2130000443 | 8212867 | 0 | 17/09/2006 | 200702 | GBP | 18/08/2006 | 114.80 | IP | 11/09/2006 |
| 15 | C | 6000000317 | 60906171 | 0 | | 200702 | GBP | 11/09/2006 | 1,786.57 | | 11/09/2006 |
| Σ | | | | | | | | 0.00 | | | |