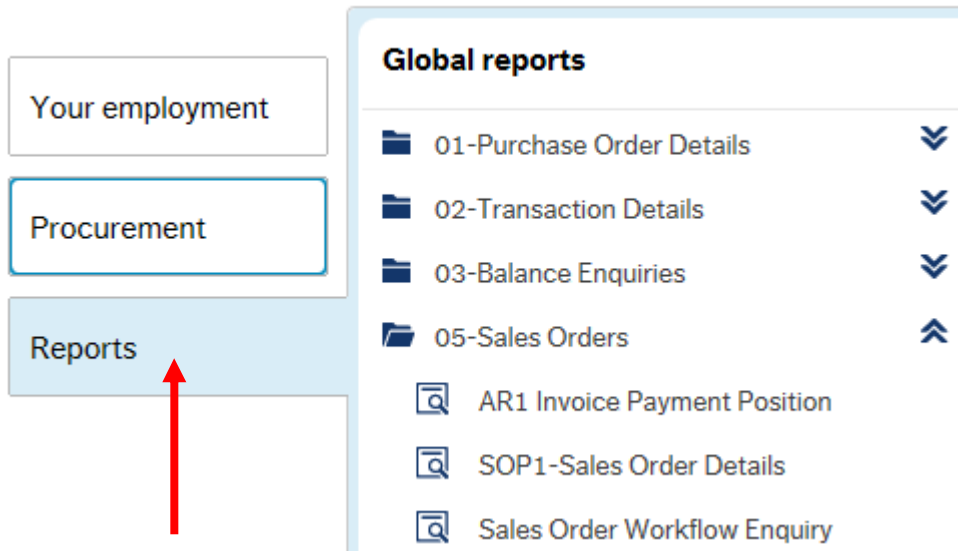


WEB – AR1 Invoice Payment Position

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 Enquiries go to:

Menu



Select Reports

At the top of the menu screen click on:
[Select Reports](#)

-  05-Sales Orders
 -  AR1 Invoice Payment Position

1. The following screen will be displayed:

Selection criteria

OrderNo like	<input style="width: 80%;" type="text"/>
InvoiceNo like	<input style="width: 80%;" type="text"/>
Company like	<input style="width: 80%;" type="text" value="P1"/>

To search for information please enter the required details into above fields:

Then click  to view the results

The results will then appear or depending on the search criteria
N.B If no results will be shown please check the search criteria entered

2. A list of results should appear:

Results												
Search		Detail level All levels										
Copy to clipboard		Rows per page 50										
#	T	CustomerID	CustomerID (T)	OrderNo	InvoiceNo	Inv.date	Due date	Pay date	Period	Cur	Curr. amount	
1	C	613168	HEWLETT-PACKARD INTERNATIONAL SARL	7000101	102	02/04/2009	02/05/2009	18/05/2009	200909	GBP	500.00	
Σ											500.00	

3. These are the descriptions of the fields:

1. T – Indicates if the Invoice has been paid
 C – this means the Invoice has been paid and a Pay Date will be shown.
 B – this means the Invoice has not been paid and a Pay Date will be blank.
2. CustID - Indicates the Customer ID number and Name of the Customer.
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 Sub- Project or Cost Centre to which the Sales Order/Sales Invoice belongs to.