

AFO 232 – Invoice summary

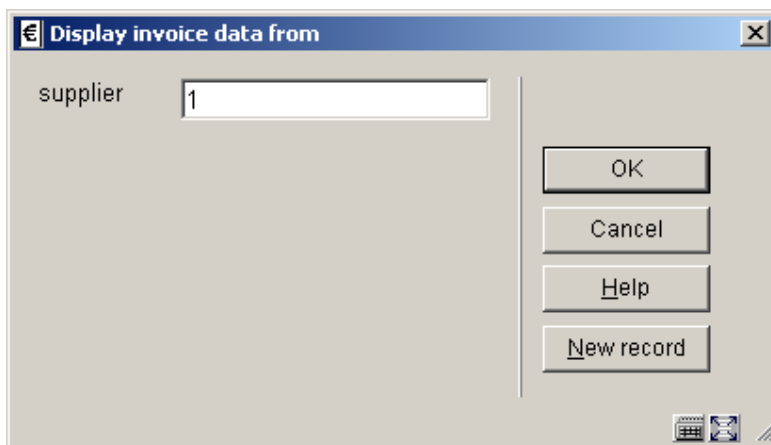
232.1 Introduction

With AFO 232 you can print an overview of invoices defined in the system for the various suppliers. To print an individual invoice you should use AFO 235 (**Print an invoice**).

AFO 232 prints an overview of invoices (a one line print per invoice) giving the most relevant details such as status, global amounts, budgets and currency. If you want to print complete invoices, including the purchase orders etc. on the invoice, you should use AFO 235.

232.2 Invoice summary

When you select this option an input screen will be displayed:



Enter the name or a part of the name of the supplier. A list of suppliers that fulfil the criterion you have specified will be displayed on a survey screen. You can then choose a supplier and continue on to request the invoices.

If you use the supplier code or the internal number of the supplier an input screen will be displayed immediately.

Fields on this screen

Number of invoices to display (0 for All) - if you want to limit the number of invoices to be displayed enter the desired number.

All invoices (A) or only the errors (F or Fn...n):

- entering an “A” will display all invoices.
- entering an “F” will display only the invoices with error messages. (The code is derived from the Dutch text “Foutmelding”).)
- entering “Fn...n” will display only the invoices with certain types of error messages. You can input more than one type (for example F14 will display the invoices with error messages 1 and/or 4).

The system has seven types of error messages:

Code	Description
1	technical status locked
2	no budget code(s)
3	no currency unit

Code	Description
4	invoice status not numerical
5	global amounts registered
6	the invoice status is 'in progress'; individual items on the invoice are included in global amounts
7	the invoice status is 'normal'; global amounts are registered but not individual items

Only the guarded budgets - here you can choose between only the invoices charged to guarded budgets (there is at least one guarded budget, that is one or more budgets defined in budget control) or all budgets (hence also those that are not guarded).

Invoice number range: to allow a wild card type search on invoice number. For example: entering AB123 will return any invoices starting AB123.

When you have answered these questions the system will display the requested selection of invoices.

No.	Invoice no.	Status	Date	Budget	Bk-k no	Currency	Net/Paid
1	37634	creation in process	15 Jan 1998	05		FL	0
2	39835	creation in process	25 Mar 1999	05		FL	0
3	118018655	creation in process	07 Apr 1998	05		FL	0
4	118058095	paid	22 Dec 1998	05		EUR	153.7000
5	119020825	paid	08 Apr 1999	05		EUR	249.1000
6	155007223	paid	05 Dec 1995	04/sfv		EUR	1847.5800
7	156024242	paid	05 Jul 1996	04/wmw/vrk		EUR	1793.5200
8	156040180	paid	16 Dec 1996	04/sfv		EUR	1939.8000
9	157021295	paid	11 Jun 1997	03		EUR	1923.6000
10	157024721	paid	03 Jul 1997	04		EUR	2008.7000
11	157042876	paid	11 Dec 1997	05		EUR	185.5000
12	157042877	paid	11 Dec 1997	05		EUR	206.7000
13	157048921	creation in process	06 Jan 1998	04		FL	0
14	158020358	paid	24 Jun 1998	03		EUR	2560.5000
15	158025732	creation in process	15 Jul 1998	04/sfv		FL	0
16	159004573	paid	05 Feb 1999	05		EUR	200.3400
17	159004574	paid	05 Feb 1999	05		EUR	222.6000
18	159023074	creation in process	01 Apr 1999	04/sfv		FL	0
19	159023075	paid	01 Apr 1999	04		EUR	719.3200
20	159035518	paid	01 Jul 1999	03		EUR	2688.2800
21	159037554	paid	08 Jul 1999	04/sfv		EUR	690.8800
22	159038924	paid	08 Jul 1999	04/sfv		EUR	420.6200
23	200161333	paid	07 Oct 1997	05		EUR	530.0000
24	117720177055539	paid	07 Nov 1997	05		EUR	209.5000
25	117720178078011	paid	15 Jan 1999	05		EUR	232.5000
26	513028128069982	paid	06 Oct 1998	05		EUR	547.5000
27	517711178055538	paid	07 Nov 1997	05		EUR	230.0000
28	517711178078010	paid	15 Jan 1999	05		EUR	230.0000
29	049525850	paid	22 Jan 1996	02		EUR	39.5000
30	0620929164.2	paid	12 Dec 1994	04/sfv		EUR	1738.4000
31	0929164.2	paid	10 Jan 1994	PA.04		EUR	1632.4000
32	0970242.4	paid	04 Jul 1994	04/sfv		EUR	1632.4000
33	09702424	paid	04 Jul 1995	04/sfv		EUR	1685.4000

Options on the screen

Select no (+) - use this option to display a selected invoice. See section 232.2.1

Print summary - uses the standard output dialogue.

The following details are displayed:

Column	Description
FN	invoice number
TS	technical status
FS	invoice status
BU	budget

Column	Description
EN	external order number (=bookkeeping number)
VA	currency unit
GB	global price
AI	number of individual items (number of purchase orders)
FO	errors

Error codes:

Code	Description
1	technical status locked
2	no budget number(s)
3	no currency unit
4	invoice status not numerical
5	invoice status 1 / individual items / no GA
6	invoice status 1 / individual items / GA
7	type N / GA / no individual items

Technical status:

Code	Description
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Code	Description
0	free
1	locked

232.2.1 Overview screen invoice

Select no (+) - use this option to display a selected invoice. An overview screen will be displayed:

No	Order no. / Item no.	Budget	Title	Copies	Inv unit price	Ord unit price
1	195000952(?)	05	???	1	153.70	0.00 FL

Options on the screen

Undo payment: retracts a status change (like from 'in preparation' to 'paid').

Undo extra payment: retracts an extra payment (option XX).

View budget information: Choose this option to display additional information on the budgets involved in this order. See section 231.2.5.

Data: Select this option to view the different dates on which the status of the invoice has been changed. See section 231.2.6.

Technical status: With this option you can view several 'technical' details about the invoice.

See the help on AFO 231 for a detailed explanation of the options on this screen.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	Creation	
2.0	May 2006	Various revisions Delivered as part of build 17 set	