

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

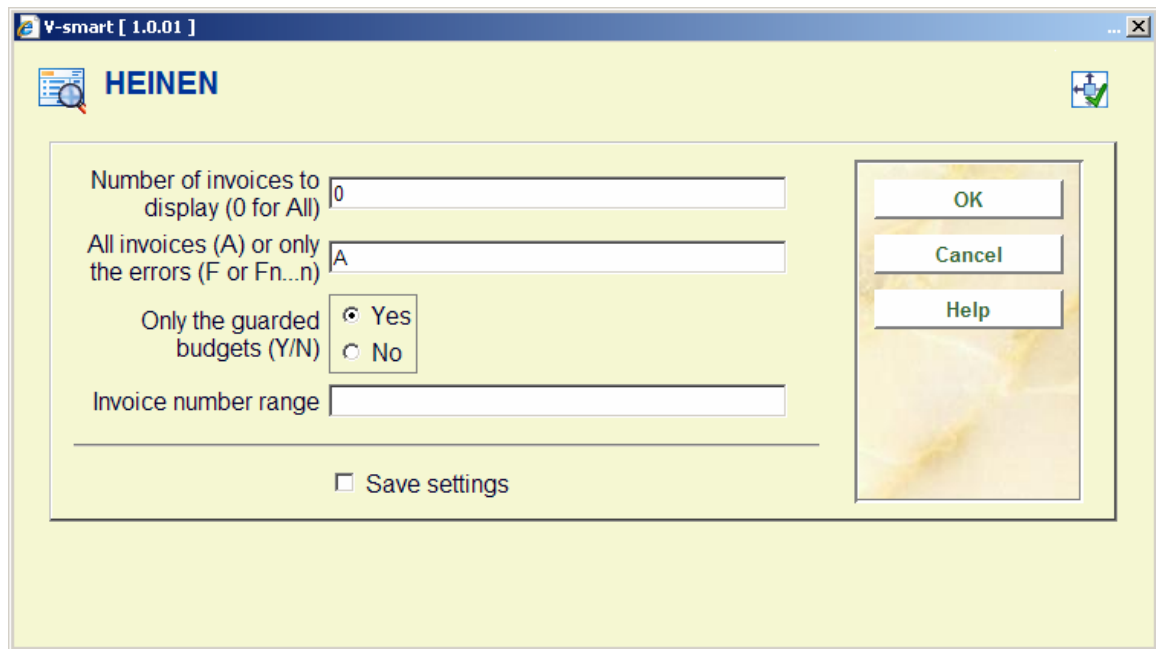
When you select this option an input screen will be displayed:



The screenshot shows a dialog box titled "Display invoice data from". It features a search icon (magnifying glass) next to the title. Below the title, the word "supplier" is followed by a text input field. To the right of the main dialog area, there is a vertical stack of four buttons: "OK", "Cancel", "Help", and "New record". The "New record" button has a small "x" icon in its top right corner.

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)

Code	Description
3	no currency unit
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	
<input type="checkbox"/>	1	222	creation in process	12/03/2002	16/22	EUR	+0.00	
<input type="checkbox"/>	2	99999	creation in process	14/03/2002	16/22	12345	EUR	+0.00
<input type="checkbox"/>	3	20030002	creation in process	24/06/2003	BD/AVM*	EUR	+0.00	
<input type="checkbox"/>	4	20040001	creation in process	12/07/2004	2800.6	EUR	+0.00	
<input type="checkbox"/>	5	20040002	creation in process	12/07/2004	2800.6	EUR	+0.00	
<input type="checkbox"/>	6	11jun	creation in process	11/06/2008	16/22	EUR	0.00	
<input type="checkbox"/>	7	12 JUN 08	creation in process	12/06/2008	2800.6	EUR	0.00	
<input type="checkbox"/>	8	12jun08	creation in process	12/06/2008	2800.6	EUR	0.00	
<input type="checkbox"/>	9	H10	paid	07/05/2002	BD/BOOKS	EUR	71	
<input type="checkbox"/>	10	HEINjul08	creation in process	02/07/2008	16/22	EUR	0.00	
<input type="checkbox"/>	11	Heinjul08	creation in process	02/07/2008	2800.6	EUR	0.00	
<input type="checkbox"/>	12	Rose1	paid	07/05/2002	BD/BOOKS	EUR	30.05	
<input type="checkbox"/>	13	aap*	creation in process	01/03/2002	16/22	EUR	+0.00	
<input type="checkbox"/>	14	credjul08	paid	03/07/2008	2800.6	EUR	-10.00	
<input type="checkbox"/>	15	july2008	paid	03/07/2008	2800.6	EUR	30.53	
<input type="checkbox"/>	16	juni08	creation in process	05/06/2008	16/22	EUR	0.00	
<input type="checkbox"/>	17	q123	creation in process	28/02/2002	16/22	CDN	+7.66	
<input type="checkbox"/>	18	q23	paid	14/05/2002	16/22*	EUR	+25.80	
<input type="checkbox"/>	19	sapphire1	paid	07/05/2002	BD/BOOKS	EUR	27.05	
<input type="checkbox"/>	20	tvb123H	creation in process	09/02/2007	16/22	EUR	0.00	

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

Column	Description
BU	budget
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
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:

Supplier: Heinen - Invoice no.: H10

<input type="checkbox"/> AG	Type	N				
	Status	paid				
	book-k.No.	-				
	currency	FL				
	budget	BD/BOOKS				
	details	yes				
	Tax budget					
	Other charges budget					
	Document date					
	Tax code					
	Exported					
<input type="checkbox"/> AN	-					
<input type="checkbox"/> GB	Gross price	69.38	69.38 (31.22)	NP(0.00)		
	Discount	7.5	7.50 (3.38)			
	Expenses	0	0.00 (0.00)			
	Tax/customs charge	0%	0.00 (0.00)			
	Other charges		0.00 (0.00)			
	Net TOTAL	70.00	61.88 (31.50)			
<input type="checkbox"/> X	Paid (local currency)	71				
<input type="checkbox"/> XX	Paid Invoice Adjustment (local currency)					
<input type="checkbox"/> AW	1					
<input type="checkbox"/> No	Order no. / Item no.	Budget	Title	Copies	Inv unit price	Ord unit price
<input type="checkbox"/> 1!	2001-00010	BD/BOOKS	Black dragon	3	25.00	51.38 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	July 2008	Creation	