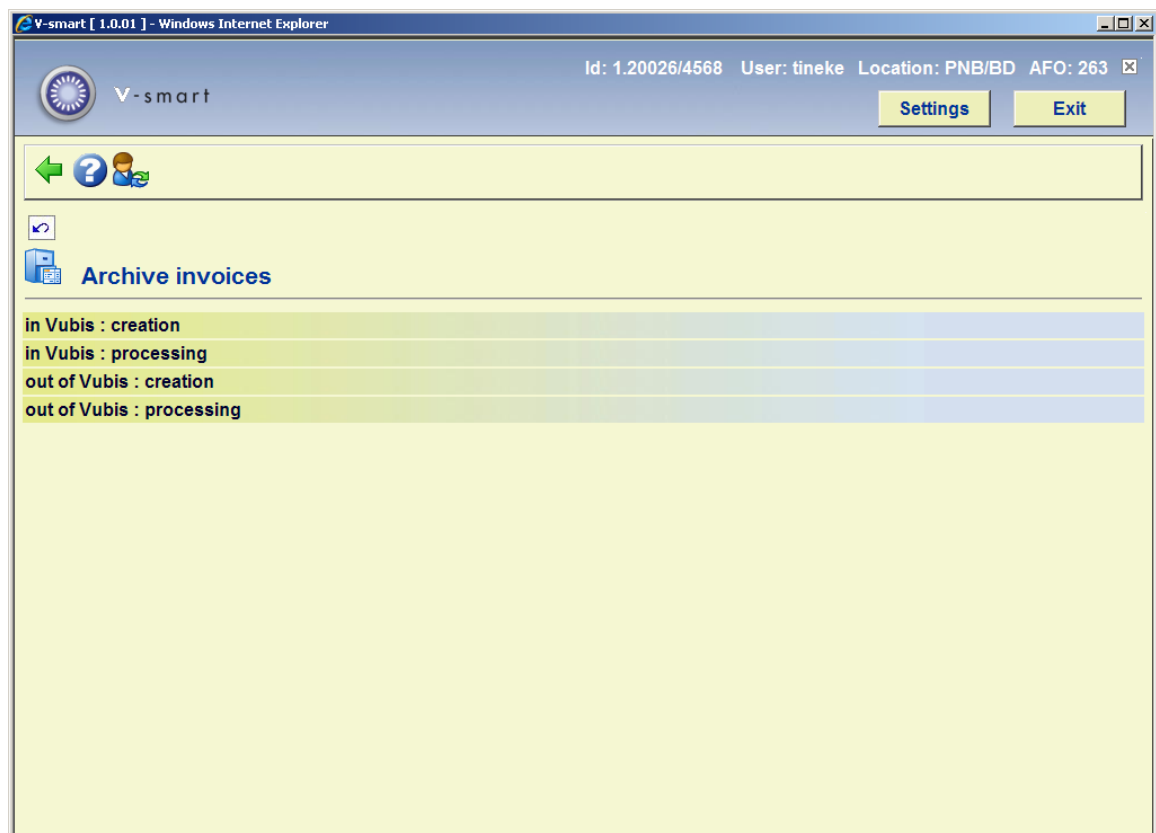


AFO 263 - Archive invoices

263.1 Introduction

Note

Please read the introduction to AFO 261 (**Archive non-cancelled orders**). When you select this AFO a menu screen will be displayed.



The first phase of AFO 263 (that is creating the list of invoices to be archived) is identical to that of AFO 261 (**Archive non-cancelled orders**). For more information please consult the section on AFO 261.

Processing this list, the second phase, is explained below.

263.2 Processing

When you have selected processing (which is only possible if you have already compiled a list) the system will display a survey screen showing the result of the compilation.

No	Supplier no.	Supplier	Invoice
<input type="checkbox"/> 1	3	Standaard Uitgeverij	123
<input type="checkbox"/> 2	587	NV VAM	vam27

Columns on this screen

No - the sequence number in the file of 'orders to be archived'.

Supplier no.: The internal supplier number.

Supplier: The name of the supplier.

Invoice: The invoice number.

Options on the screen

Choose number (+): Select an invoice and use this option to view its details.

Delete number (+): Select an invoice and use this option to delete it from the list.

Print - when you select this option the system switches to the standard output procedure. An overview of the invoices selected for archiving is generated (after confirmation) on the medium you have specified. The same output format is used as in AFO 235 (Print an invoice). This option is extremely useful when archiving 'out of VUBIS' as the data are then completely deleted from VUBIS.

Put invoices on record - this option starts the actual process of archiving. This should be done online. When the process has finished the system will go back to the start screen of AFO 263.

Note

Archiving 'out of VUBIS' means that invoices are definitively and irrevocably deleted. This operation cannot be reversed.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	July 2008	Creation	