

Slide 1

Slide notes: In this tutorial we consider the various options to query an Invoice. In the 1st instance, this option is available from the AP Account screen.

IES Navigator Client v8.10 : Macbook IES : [mode-Z]

Help Submit Quit Functions Comments

AP Payable / Creditor Invoices

Account: c00001 Based & Utilised
Currency: USDBL B

>>> Invoice #	Invoice Total	Paid	Not Paid	Pay By	Open/Cl
1 ADC	200.00	200.00	0.00	12/03/2009	Closed
2 140	2,400.00	2,400.00	0.00	02/01/2009	Closed
3 137	114.00	114.00	0.00	01/01/2009	Closed
4 135	228.00	114.00	114.00	01/01/2009	Closed
5 CPO/55A	350,000.00	350,000.00	0.00	16/10/2008	Closed
6 1271	110.14	110.14	0.00	30/09/2008	Closed
7 1125	999.00	999.00	0.00	16/09/2008	Closed
8 IMPD1	999.00	999.00	0.00	25/07/2008	Closed
9 100	2,048.30	1,687.30	361.00	25/07/2008	Closed
10 Midg	45.00	45.00	0.00	26/01/2008	Closed
11 5000020	110.00	110.00	0.00	21/01/2008	Closed
12 23	0.00	0.00	0.00	12/10/2007	Closed
13 721	700.00	700.00	0.00	12/09/2007	Closed
14 720	177,100.00	177,100.00	0.00	12/09/2007	Closed
15 48	84.00	84.00	0.00	24/05/2007	Closed
16 47	48.65	48.65	0.00	24/05/2007	Closed
17 45	20.00	20.00	0.00	24/05/2007	Closed
18 37/e00001	30.00	30.00	0.00	21/02/2007	Closed

Historical Invoices: - (Pre IES)

>>> Invoice No	Date	Amount
1 10 10	20/05/2005	34.00
2 1255	18/01/2005	13.20
3 123		13.20

Total Unpaid: 675.00

Slide 2

Slide notes: In this case, all Invoices for this Account are shown, and we can query any Invoice by drilling it, i.e. dbl-click on the Invoice.

Account: c00001 Based & Utilized
Currency: LOCAL B

>>> Invoice #	Invoice Total	Paid	Not Paid	Pay By	Open/CL
1 ADC	200.00	200.00	0.00	12/03/2009	Closed
2 140	2,400.00	2,400.00	0.00	02/01/2009	Closed
3 137	114.00	114.00	0.00	01/01/2009	Closed
4 135	228.00	114.00	114.00	01/01/2009	Closed
5 CPO/SSA	350,000.00	350,000.00	0.00	16/10/2008	Closed
6 1271	110.14	110.14	0.00	30/09/2008	Closed
7 1125	999.00	999.00	0.00	16/09/2008	Closed
8 IMPD1	999.00	999.00	0.00	25/07/2008	Closed
9 100	2,048.30	1,687.30	361.00	25/07/2008	Closed
10 Midg	45.00	45.00	0.00	26/01/2008	Closed
11 5000020	110.00	110.00	0.00	21/01/2008	Closed
12 23	0.00	0.00	0.00	12/10/2007	Closed
13 721	700.00	700.00	0.00	12/09/2007	Closed
14 720	177,100.00	177,100.00	0.00	12/09/2007	Closed
15 48	84.00	84.00	0.00	24/05/2007	Closed
16 47	48.65	48.65	0.00	24/05/2007	Closed
17 45	20.00	20.00	0.00	24/05/2007	Closed
18 37/e00001	30.00	30.00	0.00	21/02/2007	Closed

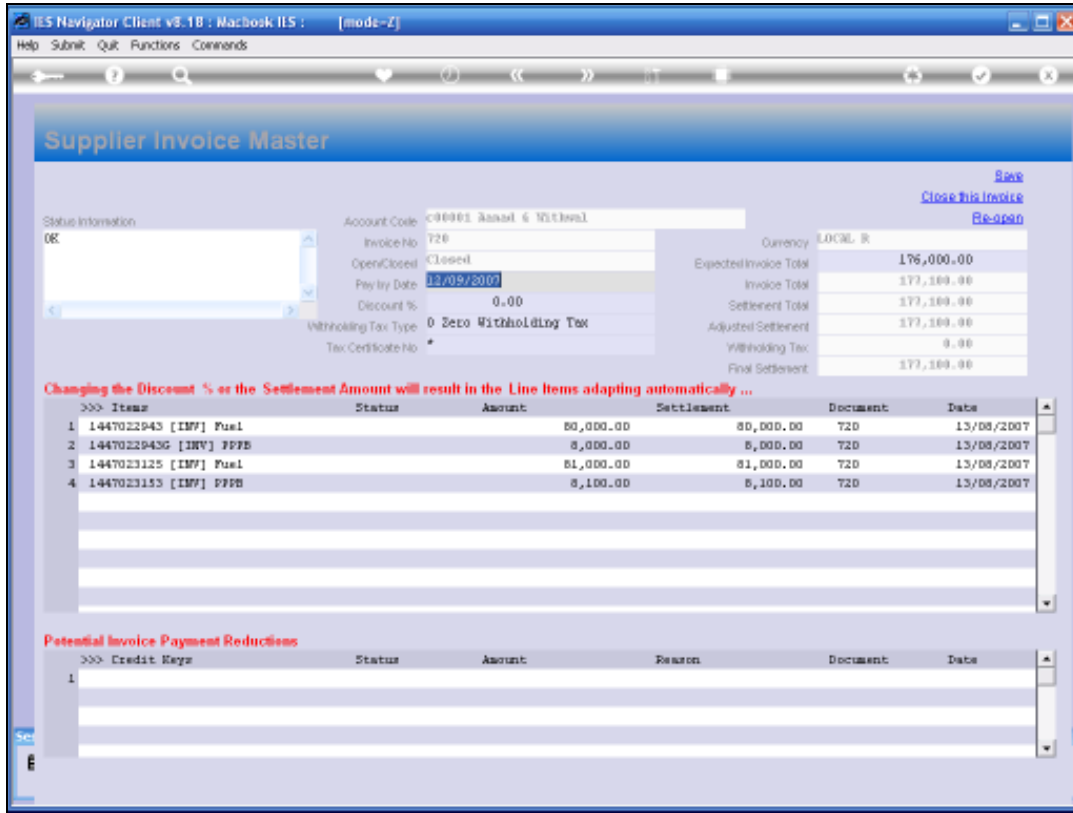
Historical Invoices - (Pre IES)

>>> Invoice No	Date	Amount
1 10 10	20/05/2005	34.00
2 1255	18/01/2005	13.20
3 123		13.20

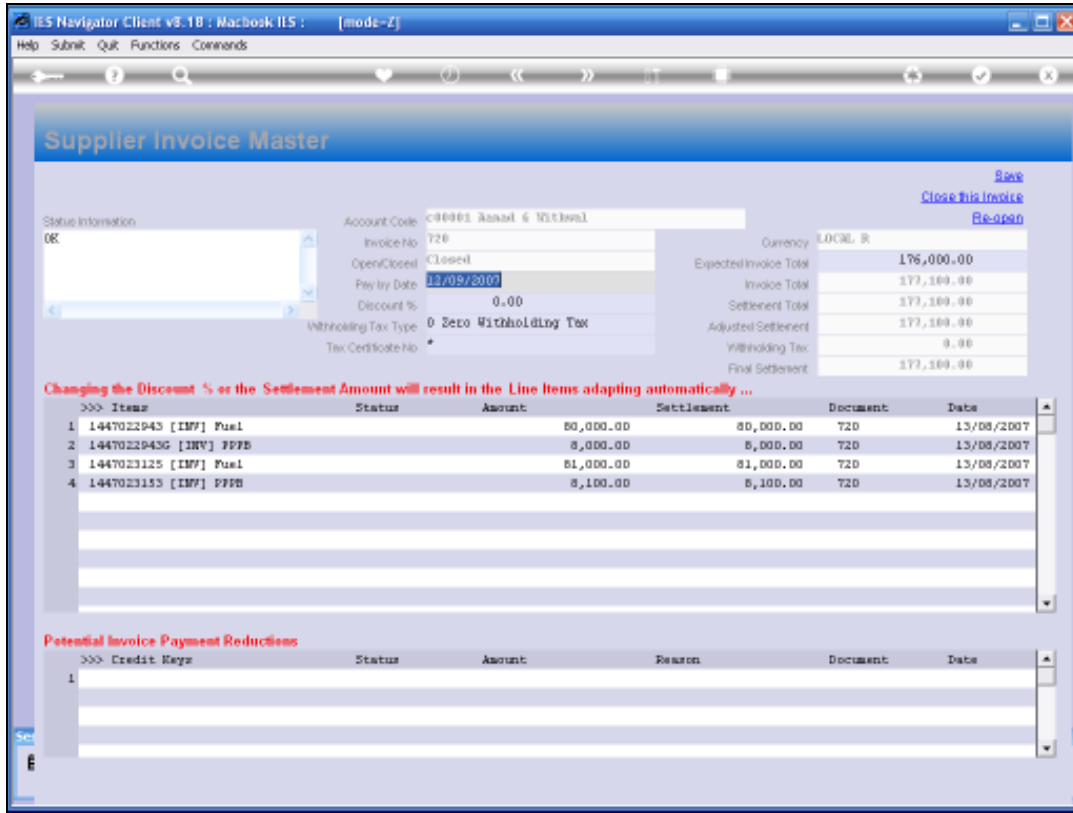
Total Unpaid: 475.00

Slide 3

Slide notes:



Slide 4
Slide notes:



Slide 5
Slide notes:

Account: c00001 Based & Utilized
Currency: USDBL B

>>> Invoice #	Invoice Total	Paid	Not Paid	Pay By	Open/CL
1 ADC	200.00	200.00	0.00	12/03/2009	Closed
2 140	2,400.00	2,400.00	0.00	02/01/2009	Closed
3 137	114.00	114.00	0.00	01/01/2009	Closed
4 135	228.00	114.00	114.00	01/01/2009	Closed
5 CPK/55A	350,000.00	350,000.00	0.00	16/10/2008	Closed
6 1271	110.14	110.14	0.00	30/09/2008	Closed
7 1125	999.00	999.00	0.00	16/09/2008	Closed
8 IMYD1	999.00	999.00	0.00	25/07/2008	Closed
9 100	2,048.30	1,687.30	361.00	25/07/2008	Closed
10 Wldg	45.00	45.00	0.00	26/01/2008	Closed
11 5000020	110.00	110.00	0.00	21/01/2008	Closed
12 23	0.00	0.00	0.00	12/10/2007	Closed
13 721	700.00	700.00	0.00	12/09/2007	Closed
14 720	177,100.00	177,100.00	0.00	12/09/2007	Closed
15 48	84.00	84.00	0.00	24/05/2007	Closed
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18 37/e00001	30.00	30.00	0.00	21/02/2007	Closed

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Historical Invoices - (Pre IES)

>>> Invoice No	Date	Amount
1 10 10	20/05/2005	34.00
2 1255	18/01/2005	13.20
3 123		13.20

Total Unpaid: 475.98

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Slide notes:

Account: c00001 Based & Utilized
Currency: USDBL B

Invoice #	Invoice Total	Paid	Not Paid	Pay By	Open/CL
1 ADC	200.00	200.00	0.00	12/03/2009	Closed
2 140	2,400.00	2,400.00	0.00	02/01/2009	Closed
3 137	114.00	114.00	0.00	01/01/2009	Closed
4 135	228.00	114.00	114.00	01/01/2009	Closed
5 CPK/55A	350,000.00	350,000.00	0.00	16/10/2008	Closed
6 1271	110.14	110.14	0.00	30/09/2008	Closed
7 1125	999.00	999.00	0.00	16/09/2008	Closed
8 IMYD1	999.00	999.00	0.00	25/07/2008	Closed
9 100	2,048.30	1,687.30	361.00	25/07/2008	Closed
10 Wldg	45.00	45.00	0.00	26/01/2008	Closed
11 5000020	110.00	110.00	0.00	21/01/2008	Closed
12 23	0.00	0.00	0.00	12/10/2007	Closed
13 721	700.00	700.00	0.00	12/09/2007	Closed
14 720	177,100.00	177,100.00	0.00	12/09/2007	Closed
15 48	84.00	84.00	0.00	24/05/2007	Closed
16 47	48.65	48.65	0.00	24/05/2007	Closed
17 45	20.00	20.00	0.00	24/05/2007	Closed
18 37/e00001	30.00	30.00	0.00	21/02/2007	Closed

Historical Invoices - (Pre IES)

Invoice No	Date	Amount
1 10 10	20/05/2005	34.00
2 1255	18/01/2005	13.20
3 123		13.20

Total Unpaid: 475.98

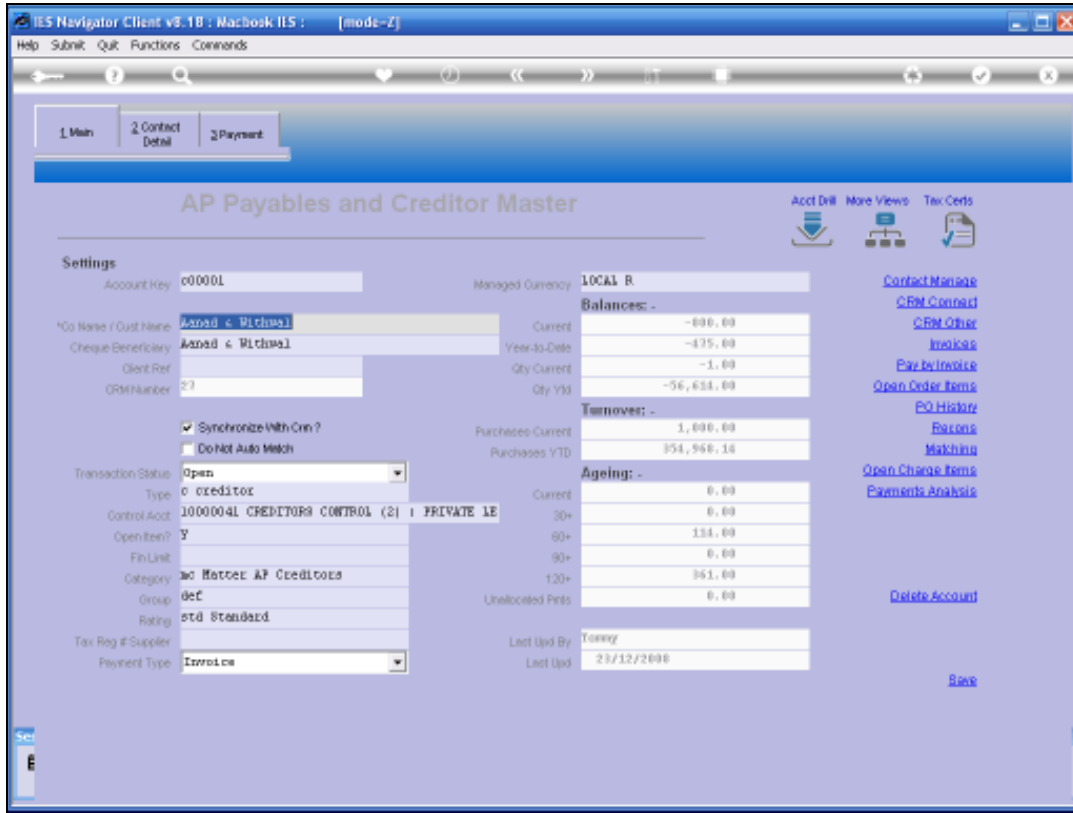
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Slide notes:

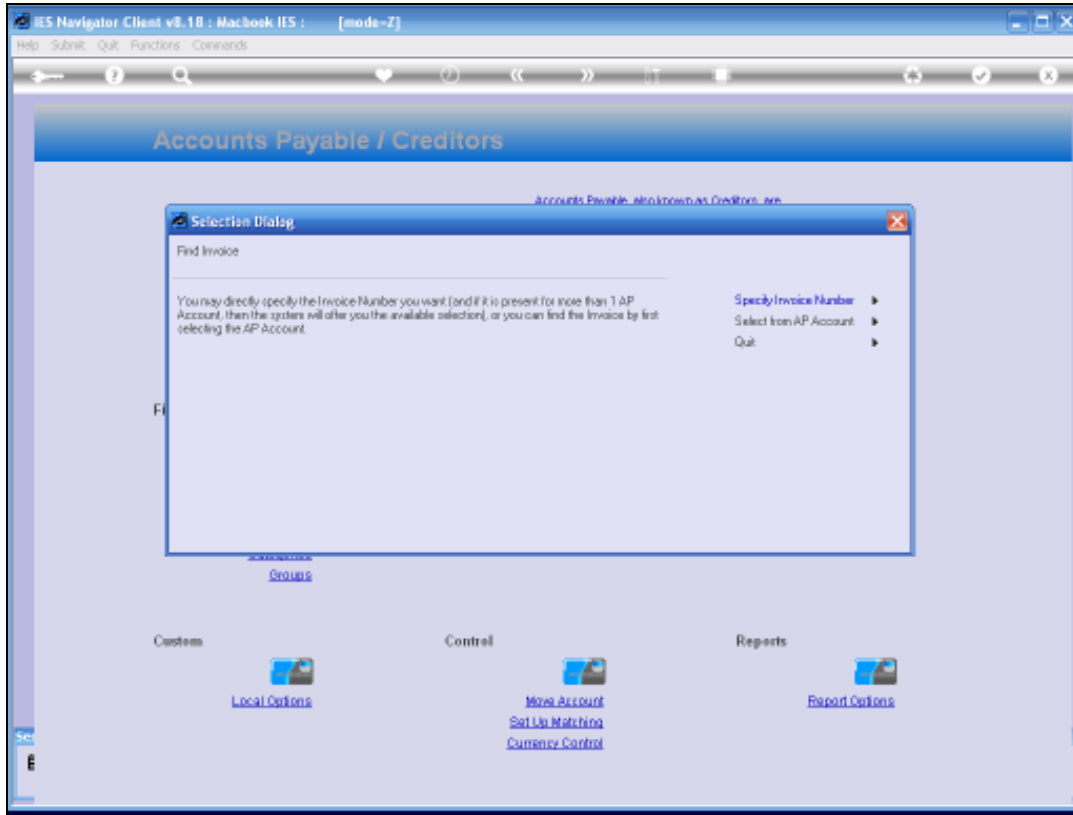
The screenshot displays the 'AP Payables and Creditor Master' interface in the IES Navigator Client. The window title is 'IES Navigator Client v8.10 : Macbook IES : [mode-Z]'. The interface includes a menu bar (Help, Submit, Quit, Functions, Commands), a breadcrumb trail (1 Main, 2 Contact Detail, 3 Payment), and a toolbar with icons for 'Acct Drill', 'More Views', and 'Tax Certs'. The main content area is divided into several sections:

- Settings:** Fields for Account Key (c0000L), Managed Currency (LOCAL B), *Co Name / Cust Name (Aasad & Richard), Cheque Beneficiary (Aasad & Richard), Client Ref, CRM Number (27), Synchronize With Crm? (checked), Do Not Auto Match (unchecked), Transaction Status (Open), Type (creditor), Control Acct (1000004L CREDITORS CONTROL (2) | PRIVATE LE), Open Item? (Y), Fin List, Category (ac Matter AP Creditors), Group (def), Rating (std Standard), Tax Reg # Supplier, and Payment Type (Invoice).
- Summary:** Managed Currency (LOCAL B), Balances: Current (-800.00), Year-to-Date (-475.00), Qty Current (-1.00), Qty YTD (-56,634.00), Turnover: Purchases Current (1,000.00), Purchases YTD (354,968.14), Ageing: Current (0.00), 30+ (0.00), 60+ (154.00), 90+ (0.00), 120+ (361.00), Unallocated Pmts (0.00), Last Upd By (Tony), Last Upd (2/9/12/2008).
- Actions:** Contact Manage, CRM Contact, CRM Other, Invoices, Pay by Invoice, Open Order Items, PO History, Returns, Making, Open Change Items, Payments Analysis, Delete Account, Save.

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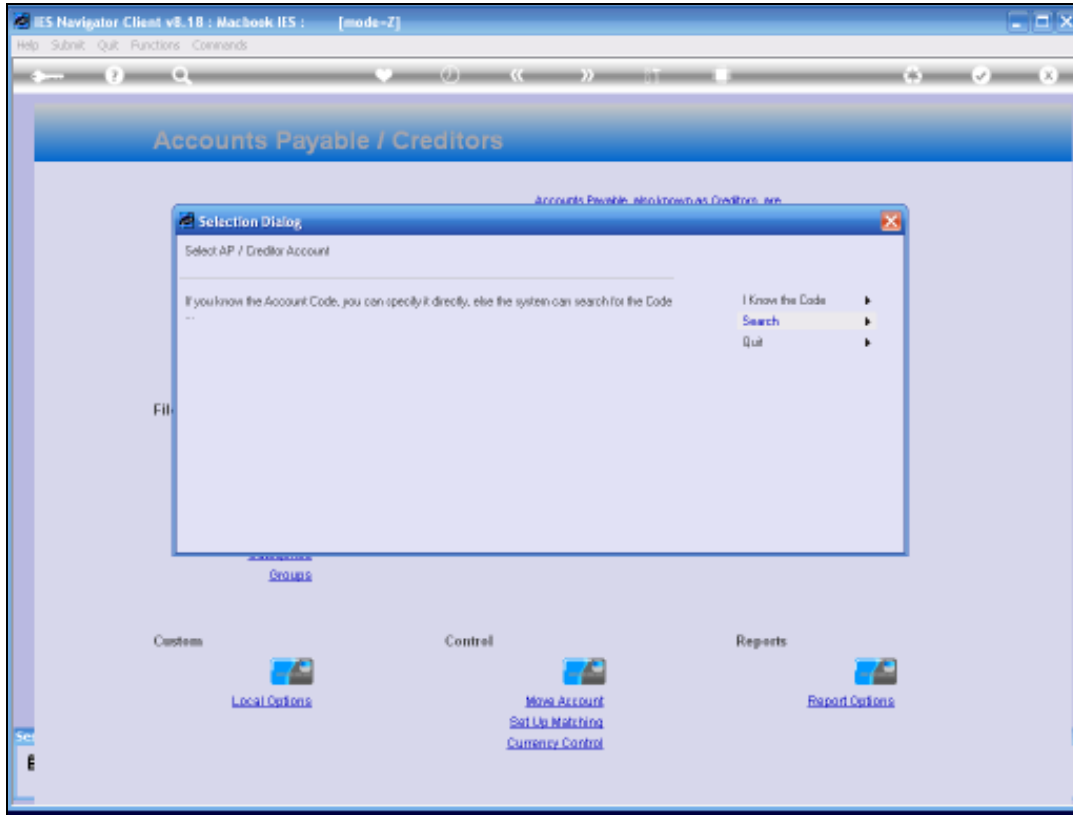


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Slide notes: In this case, we can still select an Invoice from a specific Account, if we want to.



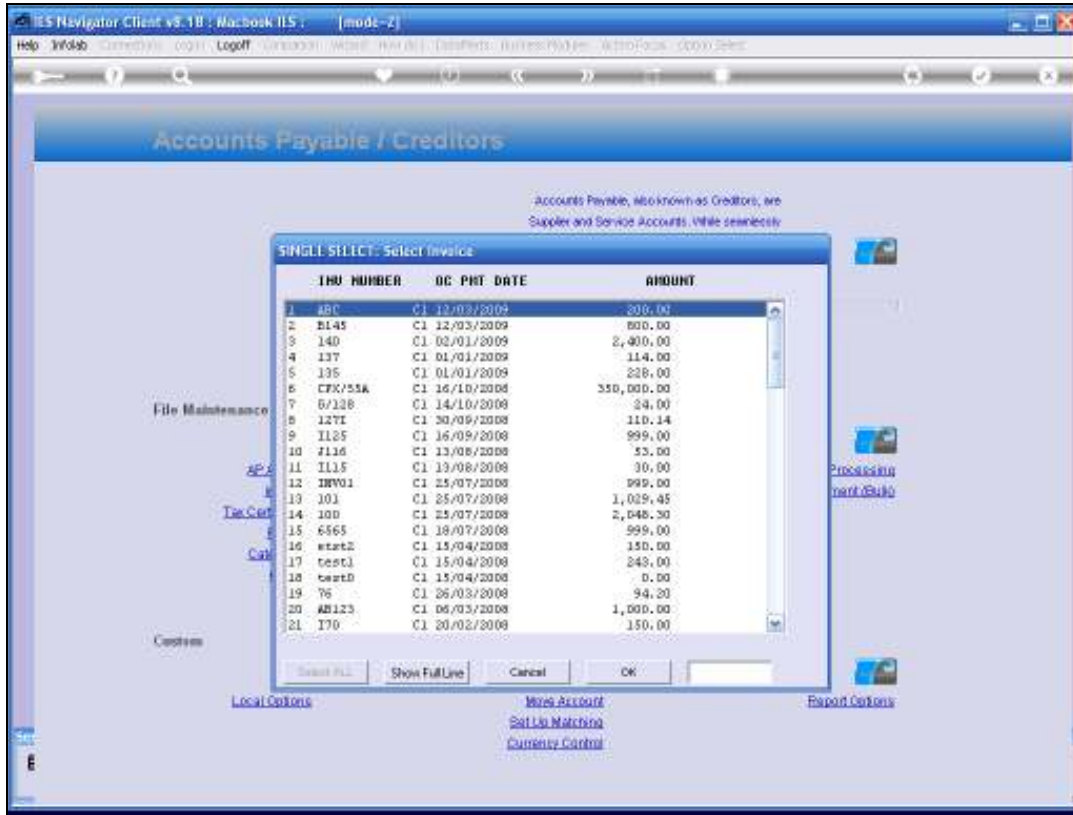
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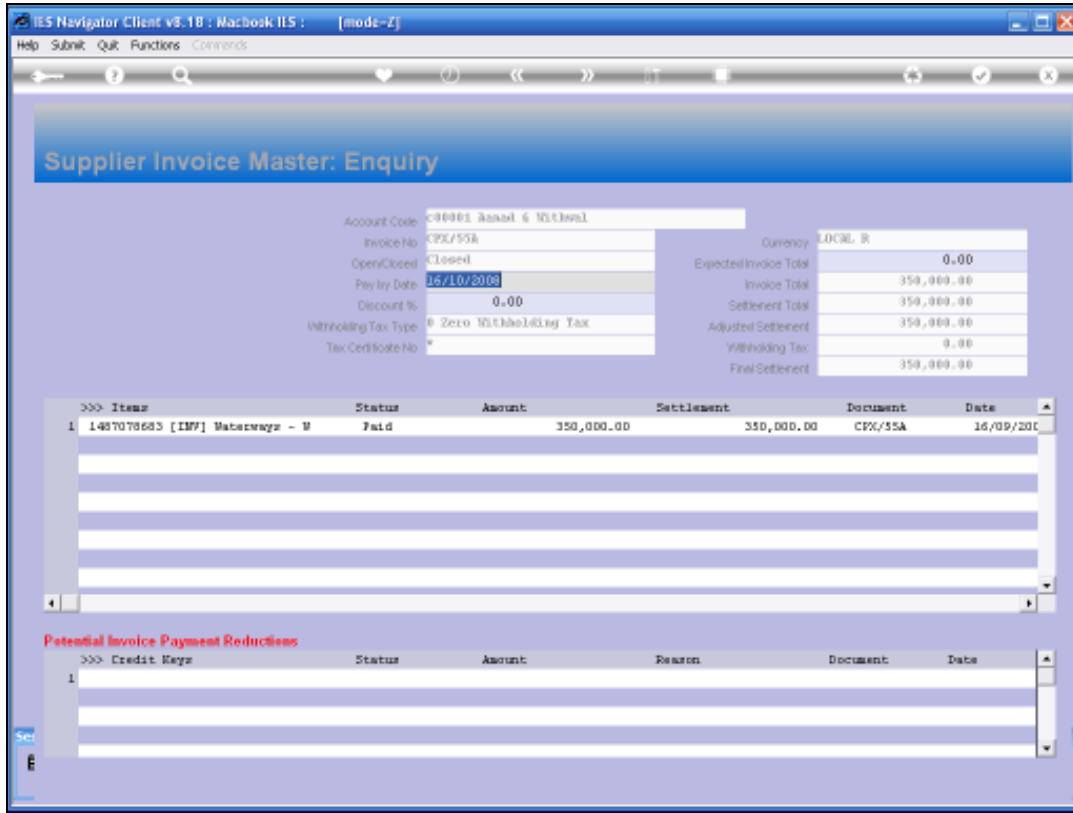


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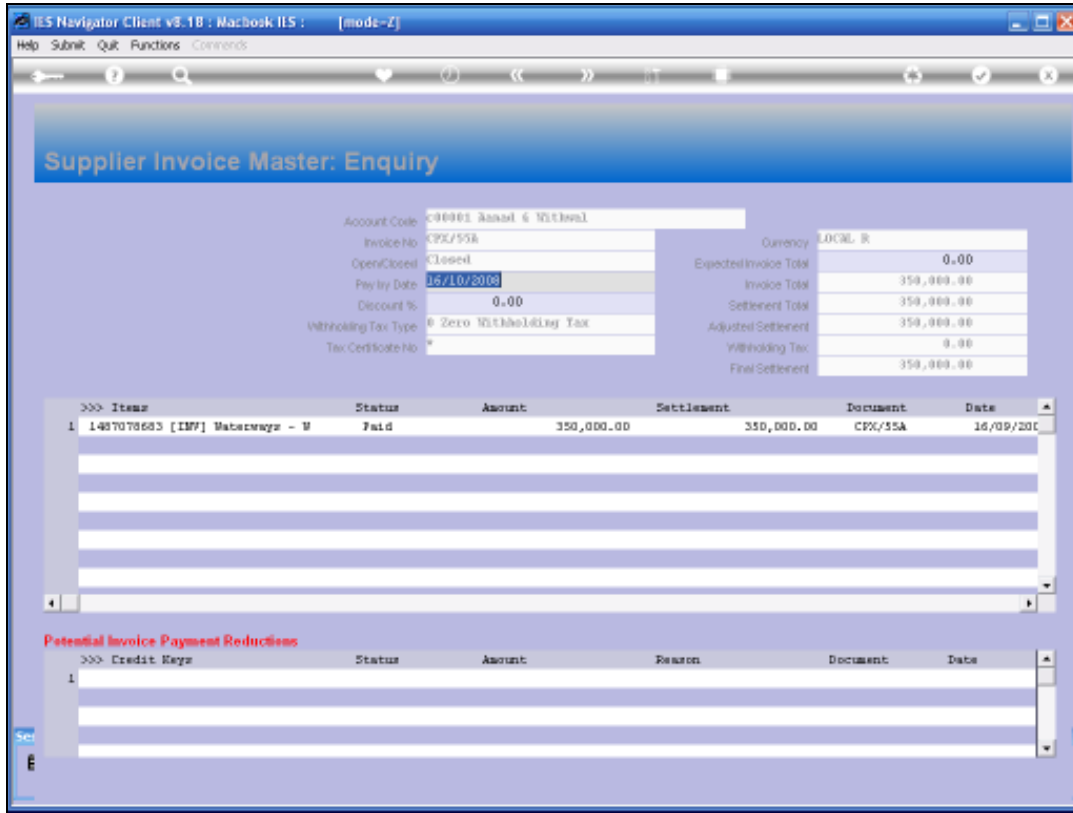


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Slide notes: And when we select an Invoice from the list, then it is opened to reveal the detail.



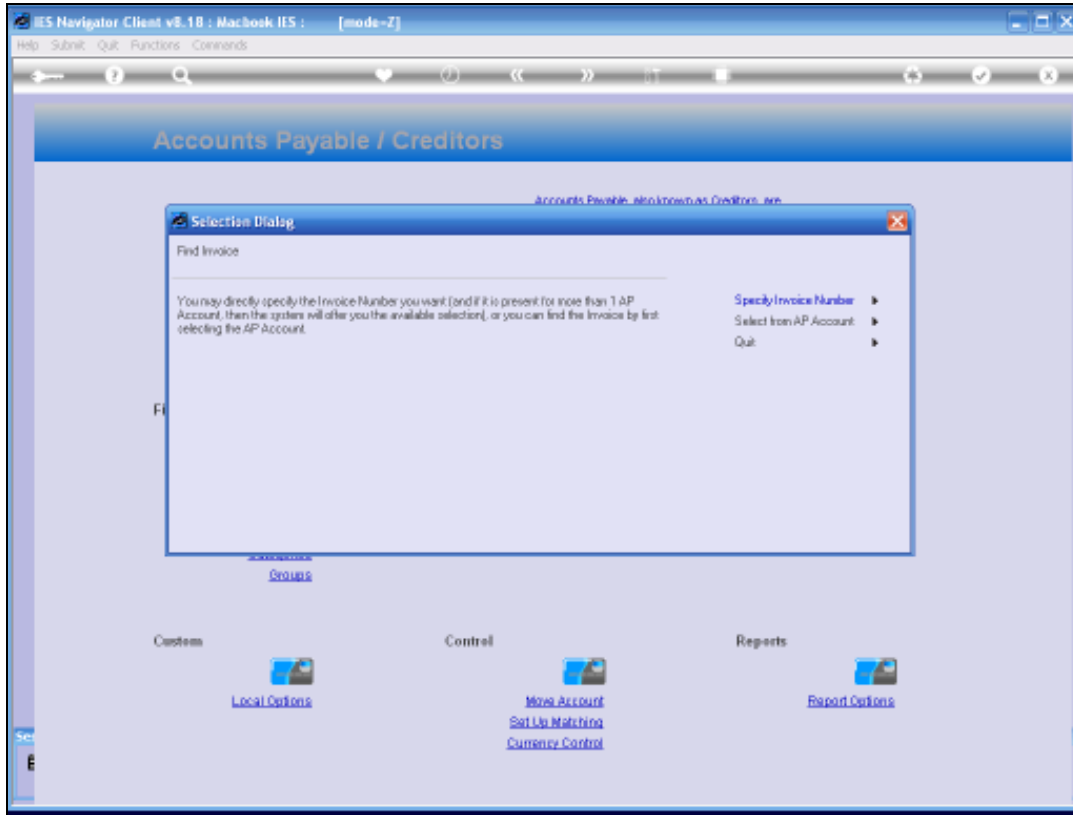
Slide 17
Slide notes:



Slide 18
Slide notes:

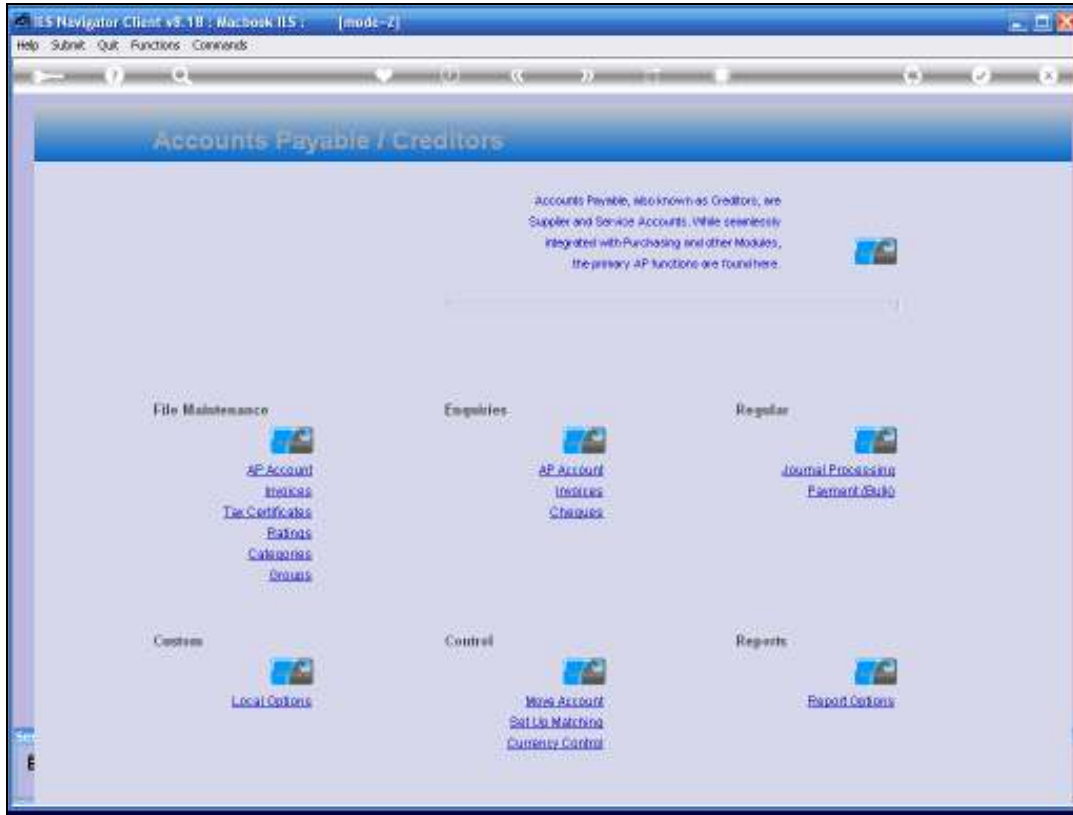


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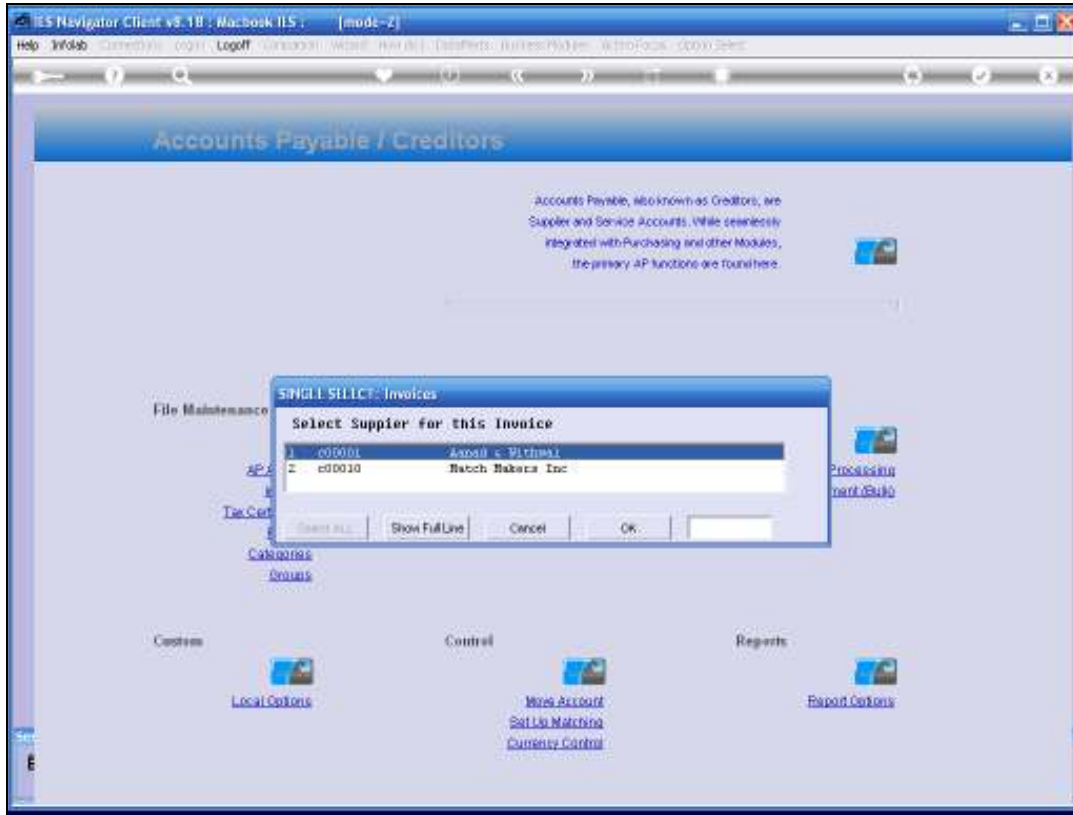
Slide notes: But we can also query an Invoice number without knowing at all for which Account it is, simply by specifying an Invoice number.



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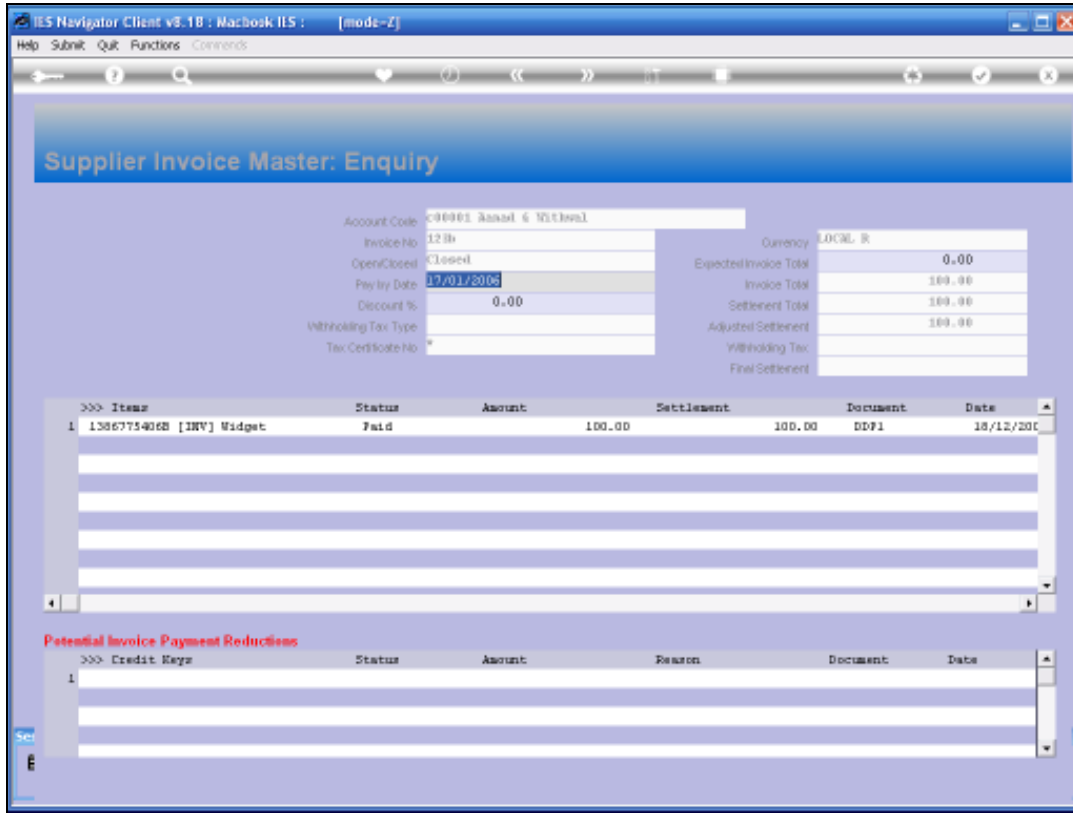


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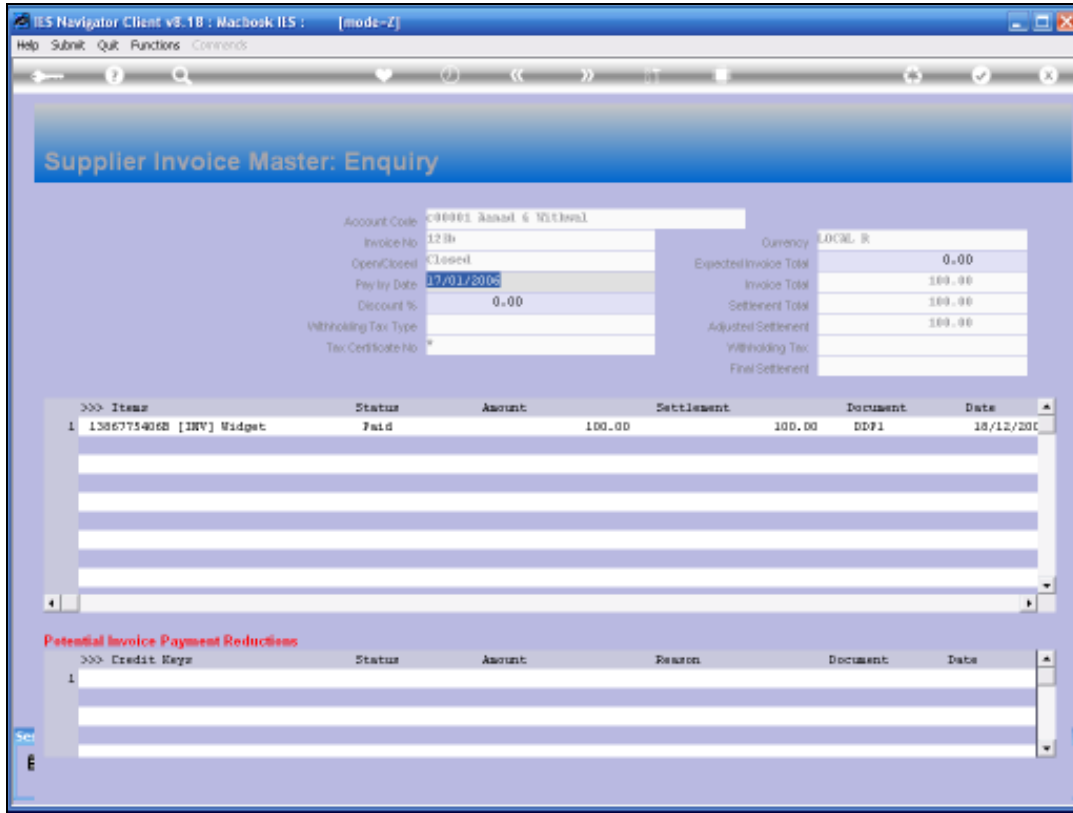


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Slide notes: And it is quite possible that the same Invoice number may have been processed on more than 1 Account, because it is possible for different Suppliers to issue the same Invoice number. In such a case, of course we choose which one to look at.



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Slide notes:



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Slide notes: So these are the available methods for querying an Invoice.