



Query to Find an Advance Invoice Number

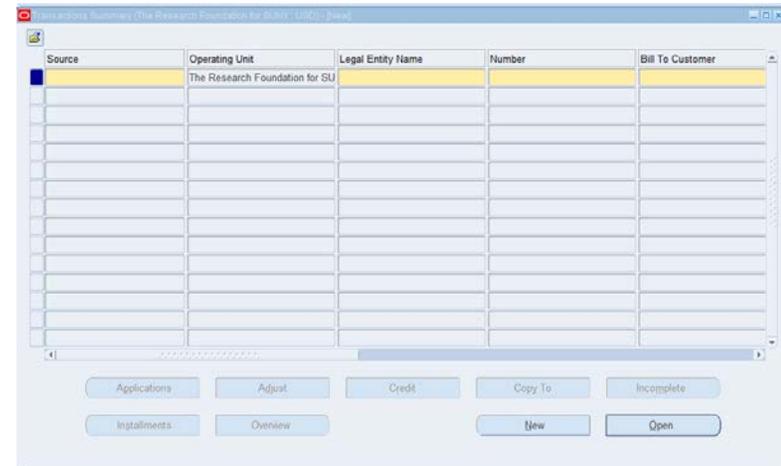
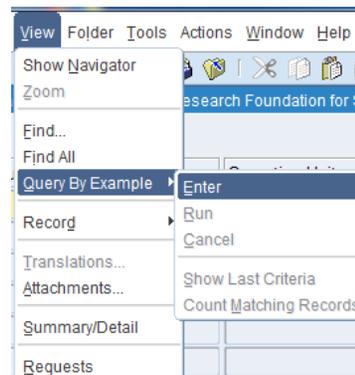
Use these instructions to find an advance invoice number.

Prerequisites

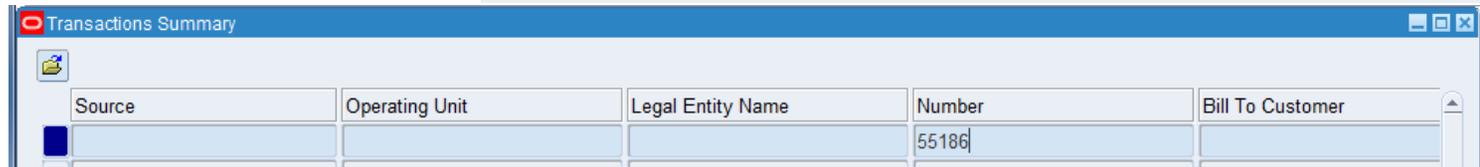
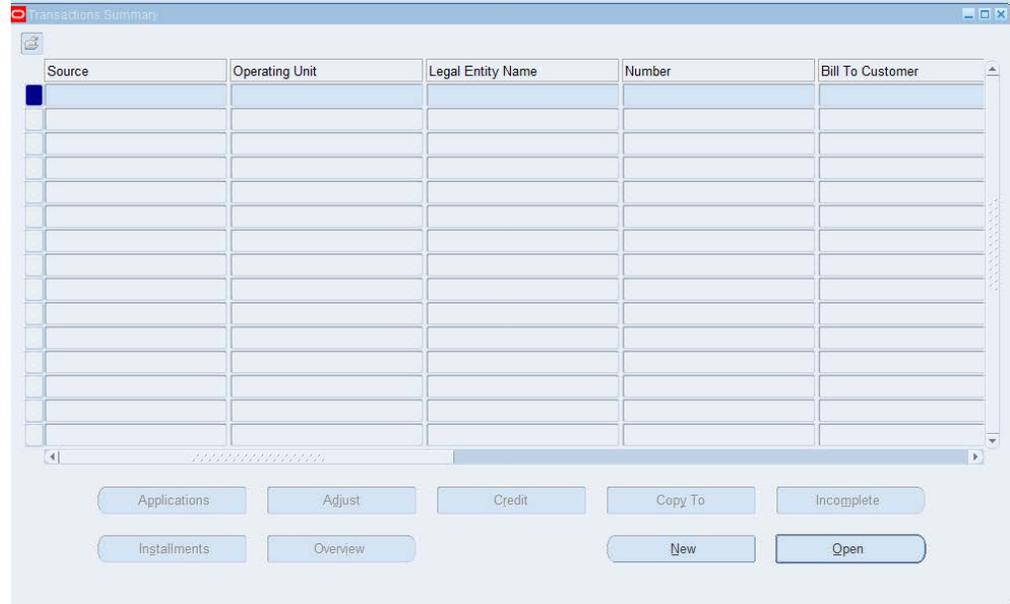
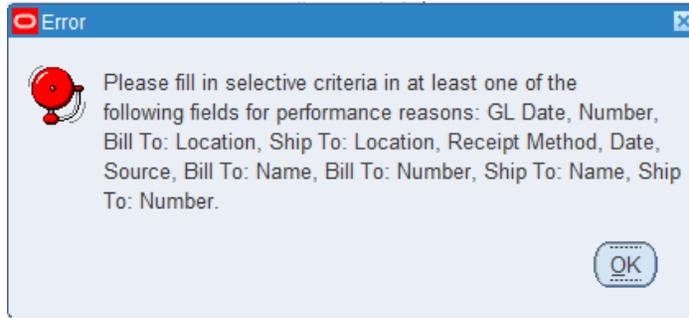
- You must have the following responsibility to find an advance invoice number:
 - ORG AR Billing Specialist
- The advance invoice must exist in the business applications.

To Find an Advance Invoice Number

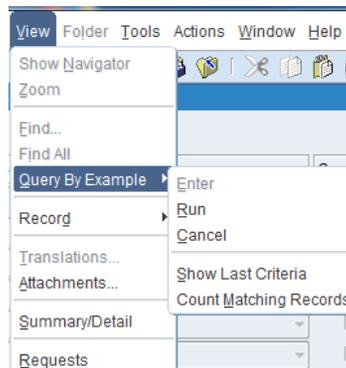
1. Select **Transactions > Transactions Summary** to open the **Transactions Summary** form.
2. Select **View > Query by Example > Enter**.



If you don't know the Number or Bill to Customer, enter one of the following fields (referenced on the window below) on the **Transactions Summary** form:



3. Select **View > Query by Example > Run**.



4. Click **Open** to view the advance invoice.

Transactions Summary (The Research Foundation for SUNY - USD) - NYS Office of Children and Family Services: 55186

Source	Operating Unit	Legal Entity Name	Number	Bill To Customer
Advances	The Research Foundation for SU	The Research Foundation for SU	55186	NYS Office of Children and f
Advances	The Research Foundation for SU	The Research Foundation for SU	55206	NYS Office of Children and f
Advances	The Research Foundation for SU	The Research Foundation for SU	55226	NYS Office of Children and f
Advances	The Research Foundation for SU	The Research Foundation for SU	55246	NYS Office of Children and f
Advances	The Research Foundation for SU	The Research Foundation for SU	55266	NYS Office of Children and f
Advances	The Research Foundation for SU	The Research Foundation for SU	55286	NYS Office of Children and f
Advances	The Research Foundation for SU	The Research Foundation for SU	55306	NYS Office of Children and f
Advances	The Research Foundation for SU	The Research Foundation for SU	55326	NYS Office of Children and f

Applications Adjust Credit Copy To Incomplete

Installments Overview **Open**

Transactions (The Research Foundation for SUNY - USD)

Transaction

Source: Advances Date: 01-FEB-2019
 Number: 55186 GL Date: 01-FEB-2019
 Class: Invoice Currency: USD
 Type: Advance Payments Document Num:
 Reference: 80040 Transaction: Advan []
 Legal Entity: The Research Foundation for SUNY Complete

Balance Due

Line	18,469.25
Tax	0.00
Freight	0.00
Charges	0.00
Total	18,469.25

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name: NYS Office of Children and Family Servic
 Number: 1218
 Location: 14163
 Address: Lansing Residential Center
 270 Auburn Road
 Lansing, NY 14882 United States
 Contact: ship to default,

Bill To

Name: NYS Office of Children and Family Servic
 Number: 1218
 Location: 51799
 Address: Lansing Residential Center
 270 Auburn Road
 Lansing, NY 14882 United States
 Bill To Contact

Sold To

Name: NYS Office of Children and Family Servic
 Number: 1218

Paying Customer

Name: NYS Office of Children and Family Servic
 Number: 1218
 Location: 51799

Payment Details

Receipt Method:
 Payment Method:
 Instrument Number:
 Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete