

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:
 - o 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.
- Select View > Query by Example > Enter.



Source	Opera	ting Unit	Legal Entity Name	Number	Bill To Customer
	The R	esearch Foundation fo	r SU		
	31				
_					
				-	
	1				
4					
Appl	ications	Adjust	Credit	Copy To	Incomplete
				1	

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:

	Source	Operating Unit	Legal Entity Name	Number	Bill To Customer	
below) on the Transactions Summary	torm:					
	× -		<u></u>			_
Please fill in selective criteria in at least one of the following fields for performance reasons: GL Date, Nur Bill To: Location, Ship To: Location, Receipt Method, Source, Bill To: Name, Bill To: Number, Ship To: Nam To: Number.	nber, Date, e, Ship					
	[4]					
	(A	pplications Adjust	Credit	Copy Το	Incomplete	
	(In	stallments Overview		New	<u>O</u> pen	
C Transactions Summary						-
Source	erating Unit	Legal Entity Name	Number		Bill To Customer	
			55186			
			00.00			

3. Select View > Query by Example > Run.

⊻iew	Folder	Tools	Actions	Wind	ow	Help	o				
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Sumi	mary/De	tail		atorn	-	-					
Requ	iests				-	Ī					

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

Source	Operating Unit	Legal Entity Name	Number	Bill To Customer
Advances	The Research Foundat	tion for SU The Research Four	ndation for SU 55186	NYS Office of Children
Advances	The Research Foundat	tion for SU The Research Four	ndation for SU 55206	NYS Office of Children
Advances	The Research Foundation	tion for SU The Research Four	ndation for SU 55226	NYS Office of Children
Advances	The Research Foundat	tion for SU The Research Four	ndation for SU 55246	NYS Office of Children
Advances	The Research Foundation	tion for SU The Research Four	ndation for SU 55266	NYS Office of Children
Advances	The Research Foundat	tion for SU The Research Four	ndation for SU 55286	NYS Office of Children
Advances	The Research Foundat	tion for SU The Research Four	ndation for SU 55306	NYS Office of Children
Advances	The Research Foundat	tion for SU The Research Four	ndation for SU 55326	NYS Office of Children
4				
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Transactions (T	he Res	earch i	Foundation for Sl	JNY : USD)								= = 2	
 Transaction 									Balar	ice Due			
s	Source Advances				Date 01-FEB-2019			Line		18,469.25			
Number	Number 55186				GL Date 01-FEB-2019			Tax		0.00			
	Class	Invoid	ce	-		Currency	USD			Freight	0.00		
	Type	ne Advance Payments			Document Num			Charges		0.00			
Refe	rence	80040	,)			Transaction	Advan [1 1	1 Total				
Legal I	Entity	The F	Research Founda	ation for SU	NY	Complete			Details			Refresh	
Main	Mo	re	Notes	Commitm	ent		n						
	Shin T	Го.				Bill To		- Sold	То				
	- Onip												
Name	NYS	Office of Children and Family Servic				NYS Office of Children and Family Servic			Name NYS Office of Children and Family Servic				
Number	1218					1218			Number 1218				
Location	14163	3				51799							
Address	Lansir	ing Residential Center				Lansing Residential Center			Paying Customer				
	270 Auburn Road			2	270 Auburn Road			Name	NYS Office of	YS Office of Children and Family Servic			
	Lansing, NY 14882 United States			T L	Lansing, NY 14882 United States			umber	1218				
Contact	ract ship to default.			T E	Bill To, Contact			cation	51799				
C	ommitr	nent						Payn	nent De	etails			
								Receipt Method					
					_			Payment Method					
Invoicing Rule				•	¥			Instrument Number					
Due Date 01-FEB-2019								msu	ument Numbe				
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Line Item	6		Ta <u>x</u>		F	reight	Distributions	Sa	les Cre	dits		Incomplete	