



AR Invoices Due

Available in **Cognos**, this bespoke **Accounts Receivable** report currently only available to users in the Institute of Continuing Education with a listing of all outstanding invoices that are due for payment.

This report defaults to Excel, but can provide output in all standard formats (including PDF and html).

Running the report

The report can be accessed from the following folder:

Public Folders > LIVE > Non-School Institutions > EA Institute of Continuing Education > CUFS Reporting > Department Reports

Parameters

AR Invoice Due Report by selected Department and Transaction Type(s)

Select Department

Optional. Select Transaction Type(s) (excludes internal trading)

- AG Credit Memo
- EA Credit Memo
- EA Ext Debit Memo
- EA Invoice
- EA Recreate Invoice
- EA_Opening Debtors
- eSales EA Invoice
- eSales SAT Invoice
- eSales WPM CM
- eSales WPM DM
- eSales WPM Invoice

[Select all](#) [Deselect all](#)

Example output

In Excel a workbook containing a worksheet will open.

AR Invoices Due EA: Institute of Continuing Education										
Transaction Type(s) AG Credit Memo, EA Credit Memo, EA Ext Debit Memo, EA Invoice, EA Recreate Invoice, EA_Opening Debtors, eSales EA Invoice, eSales SAT Invoice, eSales WPM CM, eSales WPM DM, eSales WPM Invoice Excludes Internal Trading.										
Transaction Number	Account Number	Party Name	GL Date	Due Date	Transaction Type	Salesperson	Invoice Currency Code	Original Total Amount (Entered)	Balance Total Amount (Entered)	Balance Total Amount
967208	1083	SBS: UNIVERSITY BIOMEDICAL SU	30-Jun-17	30-Jun-17	EA Invoice	EA_Conference Office	GBP	385.00	385.00	385.00
965951	1359	VOLAC INTERNATIONAL LTD	27-Jun-17	27-Jul-17	EA Invoice	EA_Conference Office	GBP	200.00	200.00	200.00
967196	1402	ASTRAZENECA UK LTD	30-Jun-17	30-Jul-17	EA Invoice	EA_Conference Office	GBP	7,007.00	7,007.00	7,007.00
965892	233543	RAWLINSON & HUNTER	27-Jun-17	27-Jun-17	EA Credit Memo	EA_Conference Office	GBP	(2,546.50)	(2,546.50)	(2,546.50)