

E.2 ENTERING INPUT PARAMETERS FOR REPORT CREATION

Define the data selection criteria in the **Enter parameters for report creation** window.

When defining parameters, make sure the invoice selection period is defined accordingly.

It is necessary to ensure consistency among the invoice date, funds defined on the invoice, and the date of accessioning in fields 996, into which the data from the invoice are entered. All three must refer to the same selected period.

E.2.1 Reports ACQ-UF-01, ACQ-UF-02, ACQ-UF-05 and ACQ-UF-06

Under the reports ACQ-UF-01, ACQ-UF-02, ACQ-UF-05 and ACQ-UF-06, you can define the following parameters:

- "Status"

Define the invoice status the data of which should be considered in the report.

Default value is *paid*. The data is mandatory.

- "Paid"

By entering the invoice payment date, you can define the period the data of which should be considered in the report.

- "Reference document date"

By entering the date indicating the submission date of the invoice received, you can define the period the data of which should be considered in the report.

- "ID"

You can define the number range that was assigned to the invoices in compliance with the setting in the invoice counter.

E.2.2 Reports ACQ-UF-03 and ACQ-UF-04

Under the reports ACQ-UF-03 and ACQ-UF-04, you can define the following parameters:

- "Status"

Define the status of the advance payment the data of which should be considered in the report. The default value is *paid, invoice entered, invoice paid, changed to overpayment*. The data is mandatory.

- "Status date"

By entering the advance payment status date, you can define the period the data of which should be considered in the report.

- "Reference document date"

By entering the date that indicates the submission date of the advance payment received, you can define the period the data of which should be considered in the report.

- "ID"

You can define the number range that has been assigned to the advance payments in compliance with the setting in the invoice counter.

E.2.3 Report ACQ-UF-07

Under the report ACQ-UF-07, you can define the following parameters:

- "Supplier (ACQ)"

The role of a supplier (ACQ) is specified.

- "Non-active"

The *No* value is specified.