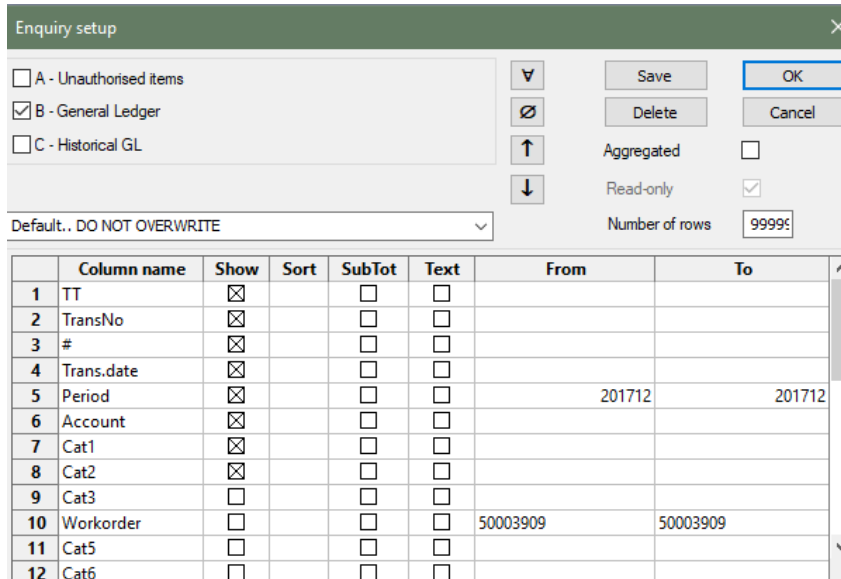


## Browser Enquiries

### General Ledger Transaction Enquiries

1. Agresso menu route: **Financials** → **General Ledger** → **Enquiries** → **General Ledger transactions**. Double click to open the enquiry screen (screenID **GL11**).



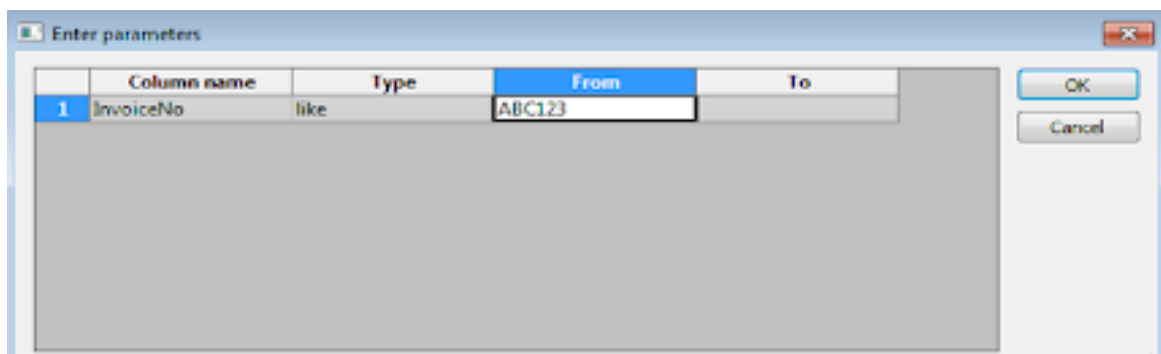
	Column name	Show	Sort	SubTot	Text	From	To
1	TT	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
2	TransNo	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3	#	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
4	Trans.date	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
5	Period	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	201712	201712
6	Account	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
7	Cat1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
8	Cat2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
9	Cat3	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
10	Workorder	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	50003909	50003909
11	Cat5	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
12	Cat6	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

2. Enter a Period range in the **From** and **To** boxes. E.g. 201712 to 201712 for the whole month of July 2018.
3. Enter any other known parameters, such as Transaction number (**Transno**), the **Project** in Cat 2, **Workorder** in Cat 4, **Account Code**, **Order number** or **Invoice number**.
4. Show more columns on your results by checking the **Show** box.
5. Click OK to run the enquiry and view your results.

### Check if a Sales Invoice has been paid

Requires access to workorder 60000001. Access is restricted to certain Agresso roles. Your Management Accountant or someone else in your department already has access if you do not.

1. Agresso menu route is: **Financials** → **General Ledger** → **Enquiries** → **General Ledger transactions**.
2. Click on the cross to expand the menu folder to view more enquiries. Double click to open **Debtor Payment Details** (screenID **GL11**).
3. Press **F7** or click the binoculars icon on the toolbar to open the parameters window.
4. Enter the **Invoice Number** and press OK to run the enquiry. Results show the amount paid/unpaid for that invoice.



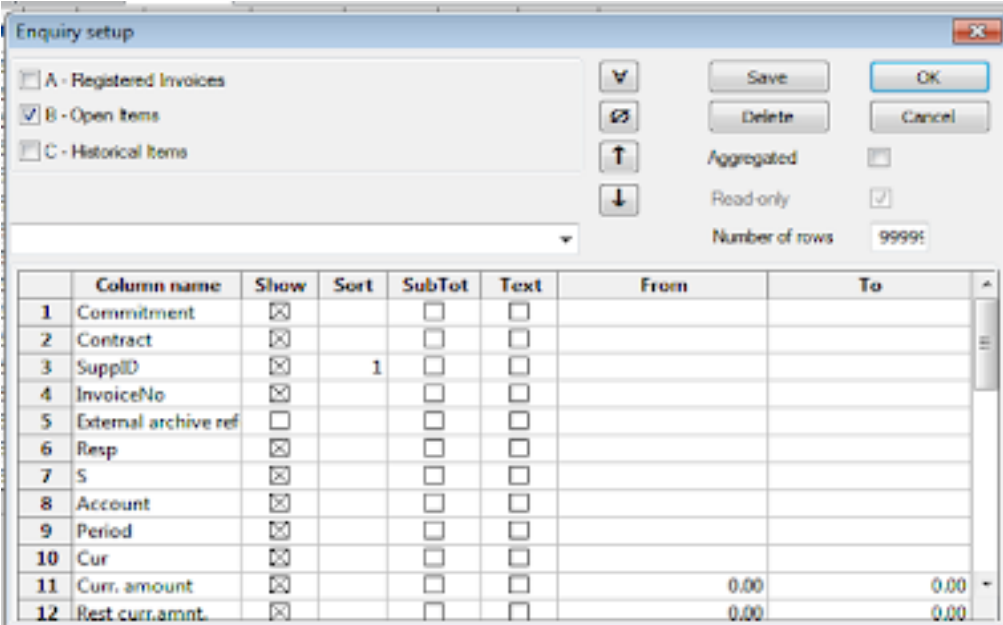
	Column name	Type	From	To
1	InvoiceNo	like	ABC123	

## Browser Enquiries

### Check if a Purchase Invoice has been paid

Requires access to the Accounts Payable menu. Access is restricted to certain Agresso roles. Your Management Accountant or someone else in your department already has access if you do not.

1. Agresso menu route is: **Financials** → **Accounts Payable** → **Enquiries** → **Open and Historical Items for all Suppliers**. Double click to open the enquiry screen (screenID **SU08**).



	Column name	Show	Sort	SubTot	Text	From	To
1	Commitment	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
2	Contract	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3	SupplID	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>		
4	InvoiceNo	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
5	External archive ref	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
6	Resp	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
7	S	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
8	Account	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
9	Period	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
10	Cur	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
11	Curr. amount	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
12	Rest curr.amnt.	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00

2. Enter a Period range in the **From** and **To** boxes. E.g. 201301 to 201312 for the whole 2013 financial year.
3. Enter the **Supplier number** (SupplID), **Invoice Number**, or **Order Number**.
4. Click OK to run the enquiry.
5. The first column of the results **T** (Type) shows the status of the invoice.
  - **A** = Registered Invoices
  - **B** = Unpaid posted invoices (Open items, ready for payment)
  - **C** = Paid invoices (Historical items) and payments