M7 Quick Guide - Agresso Desktop – Browser Enquiries

General Ledger Transaction Enquiries

Agresso menu route is: Financials | General Ledger | Enquiries | General Ledger transactions, double-click to open the enquiry screen (screenID GL11):

- Enter a Period range in the From and To boxes, e.g. 201712 to 201712 for the whole month of July 2018.
- 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
- Show more columns on your results by checking the Show box
- 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 this access if you do not.]

Agresso menu route is: Financials | General Ledger | Enquiries | General Ledger transactions

- Click on the cross to expand the menu folder to view more enquiries - double-click to open Debtor Payment Details (screenID GL11):
- Press F7 or click the binoculars icon on the toolbar to open the parameters window:
• Enter the **Invoice Number** and press **OK** to run the enquiry. Results show the amount paid/unpaid for that invoice.

**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 this access if you do not.]

Agresso menu route is: **Financials | Accounts Payable | Enquiries | Open and Historical Items for all Suppliers**, double-click to open the enquiry screen (screenID SU08):

- Enter a Period range in the **From** and **To** boxes, e.g. 201301 to 201312 for the whole 2013 financial year
- Enter the **Supplier number** (SuppID), **Invoice Number**, or **Order Number**
- Click **OK** to run the enquiry
- 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