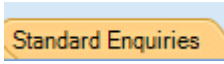


**ACCOUNTS PAYABLE VENDOR TRANSACTION ENQUIRIES**

Example: A supplier has called to enquire about the payment status of an invoice they submitted for goods delivered. The user must find the invoice and confirm its payment status.

You must first have the appropriate role assigned that allows accounts payable enquiry.

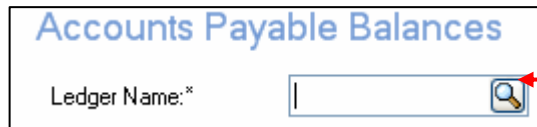
Activate the Standard Enquiries tab.



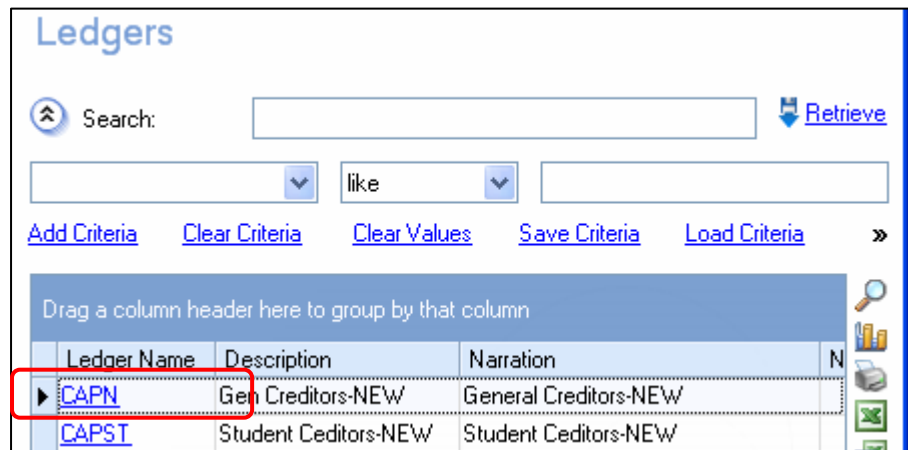
Click on the Accounts Payable Enquiry function

[Accounts Payable Enquiry](#)

Activate the picklist to select the Ledger Name



In the resulting screen, select the applicable ledger CAPN.



Open the Search function to begin searching for the invoice.

Enter search criteria and click retrieve



**ACCOUNTS PAYABLE VENDOR TRANSACTION ENQUIRIES**

Tick the check box “Only show accounts/commitments with a balance”. This will include only those accounts where transactions have been recorded.

CAPN Gen Creditors-NEW

lick retrieve

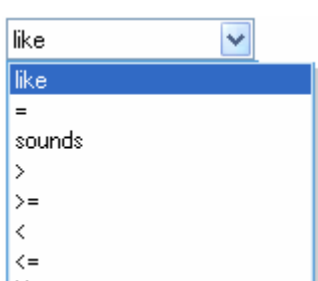
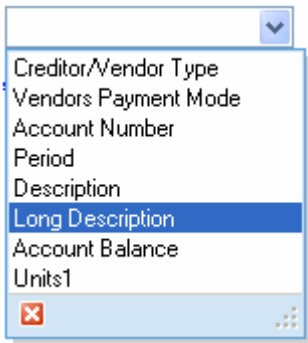
Retrieve  Only show accounts/commitments with a balance

In the resulting search criteria fields:

Select “Long Description” to search on supplier name

Select “Like” to search on supplier name

Type part of supplier name



ABC

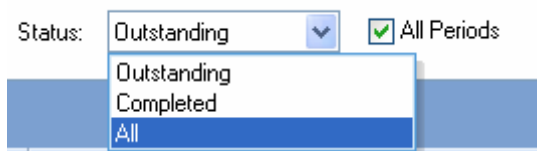
Click Retrieve to get result.

The supplier details are presented in grid layout.

Account Number	Description	Account Balance...	Commitments (AUD)	Total Balance (AUD)	Units1	Long Description
ABCDISTR.00	ABC DISTRIBUTOR	8,606.40	253,823.70	262,430.10	0.000000	ABC DISTRIBUTORS (WA) PTY L

Click on the Account Number to retrieve all transactions for this supplier.

Select “All” from the transactions Status options.  
Tick “All Periods”.



Click again on retrieve.

All transactions for this supplier are retrieved.

Right click on Date column header and select Sort Descending to arrange most recent orders first.

ACCOUNTS PAYABLE VENDOR TRANSACTION ENQUIRIES

Date	Reference	Type	Due Date	Outstanding Amt (AUD)	Allocated Amt (AUD)	Original Amt (AUD)	Ageing	Narrative
19/04/2007				0.00	14,399.00	14,399.00	Completed	STOCK PURCHAS...
28/06/2007				0.00	11,580.80	11,580.80	Completed	PURCHASE ORDE...
26/07/2007				0.00	1,287.00	1,287.00	Completed	PURCHASE ORDE...
27/07/2007				0.00	-25,979.80	-25,979.80	Completed	

The invoice being queried is dated 3 May 2007 for an amount of \$1325.50.

Under the column header Ageing, the display shows this invoice was Completed i.e. the invoice has been paid.

Date	Reference	Type	Due Date	Outstanding Amt (AUD)	Allocated Amt (AUD)	Original Amt (AUD)	Ageing	Narrative
15/05/2007	066830	APINVPO	14/06/2007	0.00	6,336.00	6,336.00	Completed	ABC DISTRIBUTO...
3/05/2007	066585	APINVPO	2/06/2007	0.00	1,325.50	1,325.50	Completed	ABC DISTRIBUTO...

Click on the invoice and select within the task panel, Transaction History. This will provide payment and other relevant information on the transaction.

**Links to other Functions**

- Account Balances
- Account Details
- Commitment Listing
- Period Balances
- Transaction Details
- Document Reconstruction
- Application Details
- Transaction History

The invoice was paid in full on 30 May 2007.

It was paid by EFT (\$FTP)

The EFT reference is 044323

Apply - Invoice with Order (Reference: 066585)

Original (AUD):	1,325.50
Applied (AUD):	1,325.50
Left To Apply (AUD):	0.00

Search:  Retrieve Sign:

Transactions that have been applied

Reference	Type	Date	Outstanding (AUD)		This Run (AUD)	From This Run (AUD)	New Outstanding (AUD)
044323	\$FTP	30/05/2007	-1,325.50	<input checked="" type="checkbox"/>	-1,325.50	-1,325.50	0.00

**ACCOUNTS PAYABLE VENDOR TRANSACTION ENQUIRIES**

We can also list all unpaid invoices.

To see a listing of all invoices not paid we can select "Outstanding" from the Status options.

Status:   All Periods

- Outstanding
- Completed
- All

Click again on retrieve.



This returns a listing of invoices not paid as at the date of the enquiry.

Date	Reference	Type	Due Date	Outstanding Amt (AUD)	Allocated Amt (AUD)	Original Amt (AUD)	Ageing	Narrative
25/05/2007	066989	APINVPO	25/06/2007	8,606.40	0.00	8,606.40	> 30 days	ABC DISTRIBUTO...