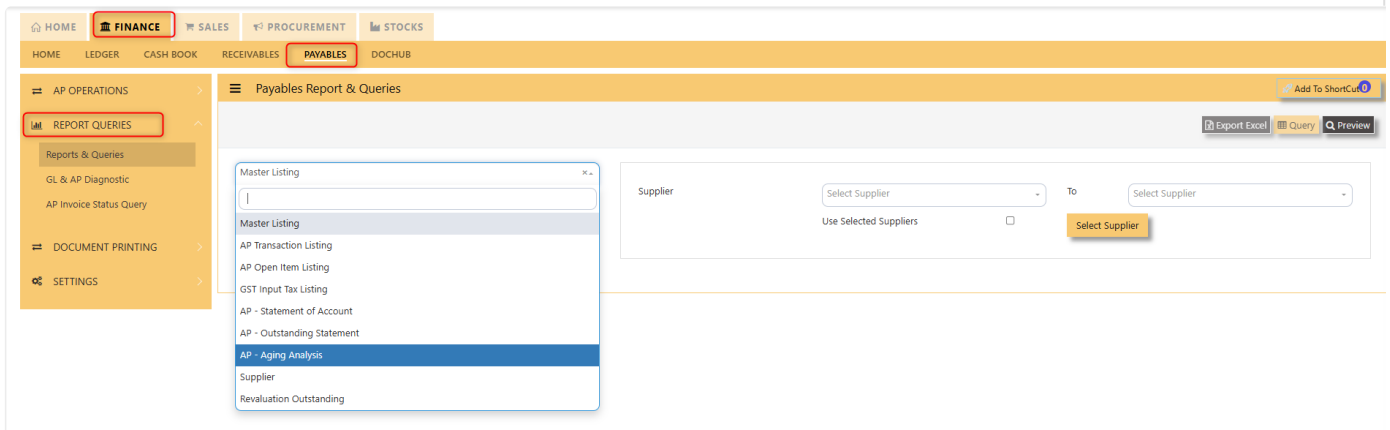


Report Queries

Report Queries

The reports & query screen shown here opens the options for the users to print important reports related to the payables/purchase modules.



The main documents are the Statement of Account, Outstanding Statement and the Aging Analysis. These reports will enable the users to see the outstanding amount due to the suppliers, the transactions made as well as the aging report of outstanding transactions.

GL & AP Diagnostic

This screen will help you identify transactions that causes unbalanced of your GL Code and AP Accounts.

- Click on **Payables - AP Operations - Report Queries - GL & AP Diagnostic** and the following screen will appear.

Between GL and Payables

The record appearing below have a problem tying up at the GL and AP controls. Click to "Zoom Into Transaction" and save the transaction again to clear this problem.

From To Filter

| Zoom In | Trn Type | Trn No | Trial Balance | AP Aging | Unbalance |
|---------|----------|--------|---------------|----------|--------------------------------------|
| All | | | | | |
| | | | | | Total Unbalance <input type="text"/> |

- Must filter the **From To** Date accordingly when was the unbalanced started and click **filter** so system will show you transactions that causes your unbalance if any.

AP Invoice Status Query

This screen will show AP Invoices such as how many were **invoiced, paid** and its remaining **balance**.

- Click on **Payables - AP Operations - Report Queries - AP Invoice Status Query** and the following screen will appear.

AP STATUS QUERY

Type Show Only Outstanding Invoices

Supplier

PDSU

Date From To

| Transaction | Reference | Trn Date | Doc Date | Due Date | Supplier | Currency | Amount | | Balance | Bal (Base) |
|-------------|-----------|------------|------------|------------|--------------------------|----------|----------|-------|-----------|------------|
| | | | | | | | Invoiced | Paid | | |
| SE00016 | SE00016 | 2024-12-17 | 2024-12-17 | 2025-01-16 | A2000 Solutions Pte Ltd | SGD | 48723 | 48723 | 0 | 0 |
| SI00002 | SI00002 | 2024-12-17 | 2024-12-17 | 2025-01-16 | A2000 Solutions Pte Ltd | SGD | 320460 | 0 | 0 | 0 |
| PC000001 | PC00001 | 2025-01-14 | 2025-01-14 | 2025-02-13 | A2000 Solutions Pte Ltd | SGD | 53108.1 | 48723 | -4385.07 | -4385.07 |
| PI000001 | INV-5501 | 2025-01-14 | 2025-01-14 | 2025-02-13 | A2000 Solutions Pte Ltd | SGD | 2725 | 0 | 0 | 0 |
| PV000003 | PV00003 | 2025-01-14 | 2025-01-14 | 2025-02-13 | A2000 Solutions Pte Ltd | SGD | 1500 | 1500 | 0 | 0 |
| PI000002 | PI00001 | 2025-01-22 | 2025-01-22 | 2025-02-21 | A2000 Solutions Pte Ltd | SGD | 1635 | 1500 | -3135 | -3135 |
| PV000004 | PV00004 | 2025-01-22 | 2025-01-22 | 2025-02-21 | A2000 Solutions Pte Ltd | SGD | 1100 | 0 | 0 | 0 |
| SD000001 | SD00001 | 2025-01-22 | 2025-01-22 | 2025-02-21 | A2000 Solutions Pte Ltd | SGD | 109 | 0 | 0 | 0 |
| PI000004 | PI00003 | 2025-01-23 | 2025-01-23 | 2025-02-22 | A2000 Solutions Pte Ltd | SGD | 1635 | 0 | 0 | 0 |
| SE00017 | SE00017 | 2024-12-10 | 2024-12-10 | 2025-01-09 | API Singapore Pte Ltd | SGD | 48723 | 0 | 0 | 0 |
| SE00018 | SE00018 | 2024-12-11 | 2024-12-11 | 2025-01-10 | Micron Singapore Pte ... | SGD | 12317 | 0 | 0 | 0 |
| SI000003 | SI00003 | 2025-01-15 | 2025-01-15 | 2025-02-14 | Micron Singapore Pte ... | SGD | 4905 | 0 | 0 | 0 |
| PO000001 | X001 | 2020-08-31 | 2024-12-11 | | Tan Electronics Pte Ltd | SGD | 12000 | 0 | 0 | 0 |
| Total | | | | | | | | | -7,520.07 | |

- Filter accordingly the necessities such as **Type of transaction**, tick **show only outstanding invoices** if you want to, **Supplier, PDSU if any, Type Date and Filter**.

Below photo as a sample,

AP STATUS QUERY Add To ShortCut 1

Type: Invoice on PO Show Only Outstanding Invoices

Supplier: A2000 Solutions Pte Ltd SA00006

PDSU: Select Project Select Department Select Section Select Section

Date: Due Date From: 01-01-2025 To: 23-01-2025

Zoom In Payment Voucher Filter

| Transaction | Reference | Trn Date | Doc Date | Due Date | Supplier | Currency | Amount | | | Bal (Base) |
|--------------|-----------|------------|------------|------------|-------------------------|----------|----------|-------|---------|------------|
| | | | | | | | Invoiced | Paid | Balance | |
| SE000016 | SE00016 | 2024-12-17 | 2024-12-17 | 2025-01-16 | A2000 Solutions Pte Ltd | SGD | 48723 | 48723 | 0 | 0 |
| Total | | | | | | | | | | 0.00 |

- You may click **ZOOM IN** and it will redirect you to the transaction itself.

Purchase Invoice on Order Add To ShortCut 1

+ Add 16 Supplier Product Purchase Order *Payment Transaction* - PC000001-14-01-2025

Type: SE Doc No.: SE00016 Date: 17-12-2024 GST@Custom

Supplier: SA00006 A2000 Solutions Pte Ltd

Buyer: Select Buyer + ADDITIONAL GST Inclusive

Currency: SGD Ex_Rate: 1.0000

| Trn Type | Doc No. | PONo | Action |
|----------|---------|------|--------|
| L SO | SO00022 | 22 | X |
| SO | | | |

Invoice Detail Custom Attachment Allocations

+ Add (F3)

| SrNo | PO SrNo | Product | Description | Warehouse | Quantity | UOM | Unit Price | Value |
|------|---------|---------|--------------------------------|-----------|----------|-----|------------|-----------|
| 1 | 1 | 00001 | POS Ver.01 | WH | 300.00 | PCS | 18.00 | 5,400.00 |
| 2 | 2 | 00002 | POS Ver.02 | WH | 300.00 | PCS | 28.00 | 8,400.00 |
| 3 | 3 | 00003 | Wireless Printer Series 1LXM01 | WH | 300.00 | PCS | 48.00 | 14,400.00 |
| 4 | 4 | 00004 | Wireless Printer Series 1LXM02 | WH | 300.00 | PCS | 22.00 | 6,600.00 |
| 5 | 5 | 00005 | POS Price Lable Sys | WH | 300.00 | PCS | 33.00 | 9,900.00 |

| | Credit Limit | Credit Used | Credit Left |
|------|--------------|-------------|-------------|
| Invs | 0.00 | 317,943.93 | -317,943.93 |
| GRNs | 0.00 | 0.00 | 0.00 |

| | | |
|-----------------------|------|------------------|
| Sub Total | | 44,700.00 |
| GST | 0.00 | 4,023.00 |
| Rounding Disc | 0.00 | 0.00 |
| Total with GST | | 48,723.00 |

Send E-Invoice Now Preview Save Exit (F1)

- Meanwhile, when **Payment Voucher** is click, following screen will appear.

AP STATUS QUERY Add To ShortCut

Type: Invoice on PO Show Only Outstanding Invoices

Supplier: A2000 Solutions Pte Ltd SA00006

PDSU: Select Project Select Department Select Section

Date: Due Date From: 01-01-2025 To: 23-01-2025

Payment Voucher

| Transaction | Reference | Trn Date | Doc Date | Due Date | Supplier | Currency | Invoiced | Paid | Amount | Balance | Bal (Base) |
|-------------|-----------|------------|------------|------------|-------------------------|----------|----------|-------|--------|---------|------------|
| SE000016 | SE00016 | 2024-12-17 | 2024-12-17 | 2025-01-16 | A2000 Solutions Pte Ltd | SGD | 48723 | 48723 | | 0 | 0 |

AP Status Query

Transaction: SE000016
Supplier: SA00006 A2000 Solutions Pte Ltd
Narration: Amount: SGD 48723

| Transaction | Trn Date | Currency | Allocated Amount | Narration |
|-------------|------------|----------|------------------|-----------|
| SE000016 | 17-12-2024 | SGD | 48723 | |

Revision #13

Created 16 January 2025 07:31:24 by Cindy

Updated 16 April 2025 07:41:53 by Cindy