

Customer/Invoice Enquiry

Customer/Invoice Enquiry

If you would like to check if a customer exists or the balance of a customer account, you can access this through the Customer Enquiry Screen.

Menu Path: *Accounts Receivable* → *Customer Invoices* → *Enquires* → *Debtor* → *Customer Enquiry*

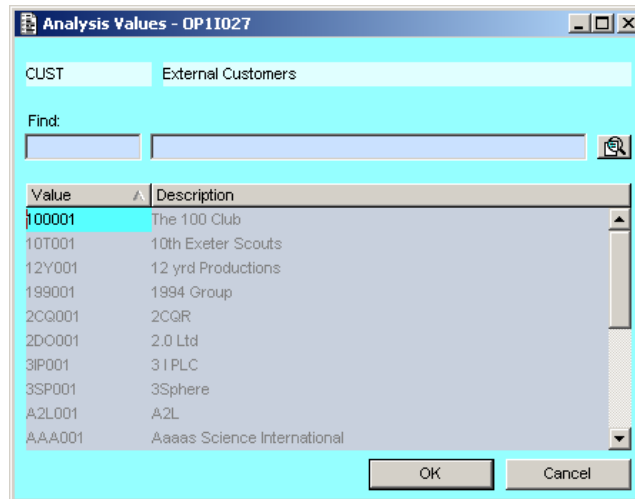
Then click on the Customer tab

Enter the required ledger:

- S1 for external customers
- S9 for internal customers

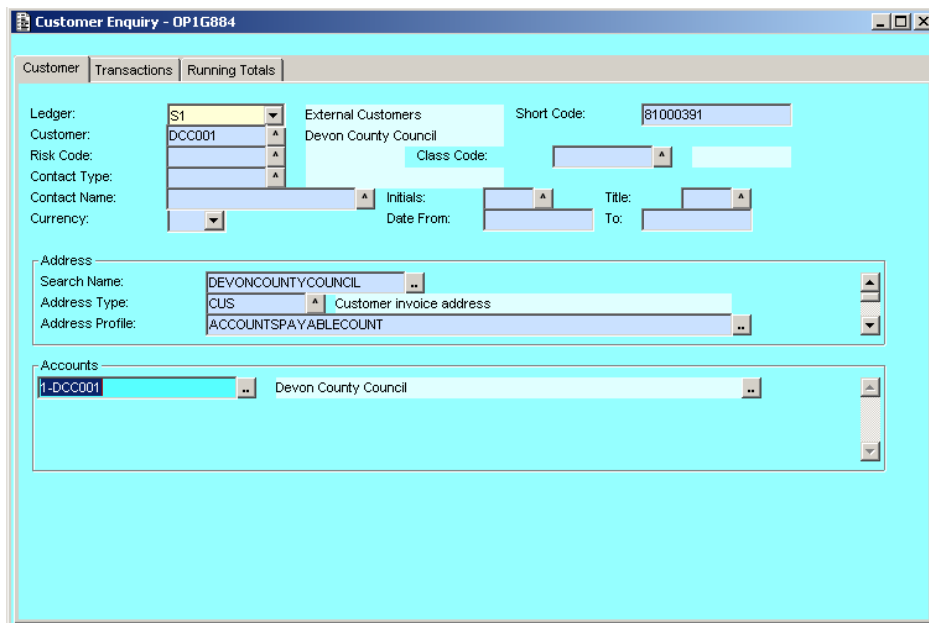
Click into the Customer field and Press <F1>

Customer/Invoice Enquiry



Tab to the Name field and enter part of the name preceded and followed by the wildcard <Gold>* and then press <F8> (Retrieve). Scroll down until you find your Customer and double click on the code to select.

This will return you to the original enquiry screen, press <F8> (Retrieve) and this will bring up the Customer details.



Click on the Transactions tab and then click Refresh, this will show all the Outstanding Transactions

Customer/Invoice Enquiry

Customer Enquiry - OP1G884

Customer: S1 | 1-DCC001 | Devon County Council

Grid Definition: Transactions Default

Select Transactions:

- Outstanding
- All
- Paid
- All(Excluding Year End)

Find: Date Greater Than Or

Date	T.	Reference	De...	Currency	Transaction Amo...	Outstanding Amo...	Paid	Query/...
03-Jan-2008	SIN	DRC0064636		GBP	470.00 DR	470.00 DR		
16-Jan-2008	SIK	KI0010467		GBP	139.40 DR	139.40 DR		
08-Feb-2008	SRC	STUDENT DRC604		GBP	150.00 CR	150.00 CR		
03-Mar-2008	SIN	DRC0066639		GBP	1,130.50 DR	1,130.50 DR		
06-Mar-2008	SIN	BR0066889		GBP	364.25 DR	364.25 DR		
27-Mar-2008	SIN	DRC0067384		GBP	470.00 DR	470.00 DR		
07-Apr-2008	SIK	KI0011023		GBP	703.75 DR	703.75 DR		
09-Apr-2008	SIN	DRC0067868		GBP	90.00 DR	90.00 DR		
18-Apr-2008	SIN	GB0068144		GBP	470.00 DR	470.00 DR		
18-Apr-2008	SIN	GB0068141		GBP	470.00 DR	470.00 DR		
10					4,157.90 DR	4,157.90 DR		

If you require to search for **Paid** or **All** transactions then select from this screen and then click **Refresh**

If required you are able to filter this list by clicking in the **Find** box and then select one of the following options

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Account: S1 | 1-DCC001 | Devon County Council

Grid Definition: Transactions Default

Select Transactions:

- Outstanding
- All
- Paid
- All(Excluding Year End)

Find: Date Greater Than Or

Find dropdown options: Date, Type, Reference, Currency, Trx Amount, O/S Amount

Date	T.	Reference	De...	Currency	Transaction Amo...	Outstanding Amo...	Paid	Query/...
06-Mar-2008	SIN	BR0066889		GBP	364.25 DR	364.25 DR		
08-Dec-2008	SRC	STUDENT DRC604		GBP	70.00 CR	70.00 CR		



Note The **Reference** option refers to the Invoice Number generated by Aptos.

Customer Enquiry - OP1G884

Account: S1 | 1-DCC001 | Devon County Council

Grid Definition: Transactions Default

Select Transactions:

- Outstanding
- All
- Paid
- All(Excluding Year End)

Find: Date Greater Than Or

Find dropdown options: Date, Greater Than Or Equal To, Greater Than Or Equal To, Less Than Or Equal To, Between

Date	T.	Reference	De...	Currency	Transaction Amo...	Outstanding Amo...	Paid	Query/...
06-Mar-2008	SIN	BR0066889		GBP	364.25 DR	364.25 DR		

And then type in your criteria.

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For example you may want to search for all outstanding invoices with a date greater than the 31/07/09 then the selection would be **Date, Greater Than or Equal to** and then enter **01/08/09** then press **Refresh**.

Date	T.	Reference	De...	Currency	Transaction Am...	Outstanding Am...	Paid	Query...
13-Aug-2009	SIN	DRC0080098		GBP	550.00 DR	80.00 DR	P	
14-Sep-2009	SCK	KI0015512		GBP	150.00 CR	150.00 CR		
14-Sep-2009	SIK	KI0015512		GBP	3,327.20 DR	3,327.20 DR		
15-Sep-2009	SCK	KC0015525		GBP	1,370.00 CR	1,370.00 CR		
13-Oct-2009	SIN	DRC0080791		GBP	225.00 DR	225.00 DR		

This process can then be repeated if you wanted to search for Paid or All invoice