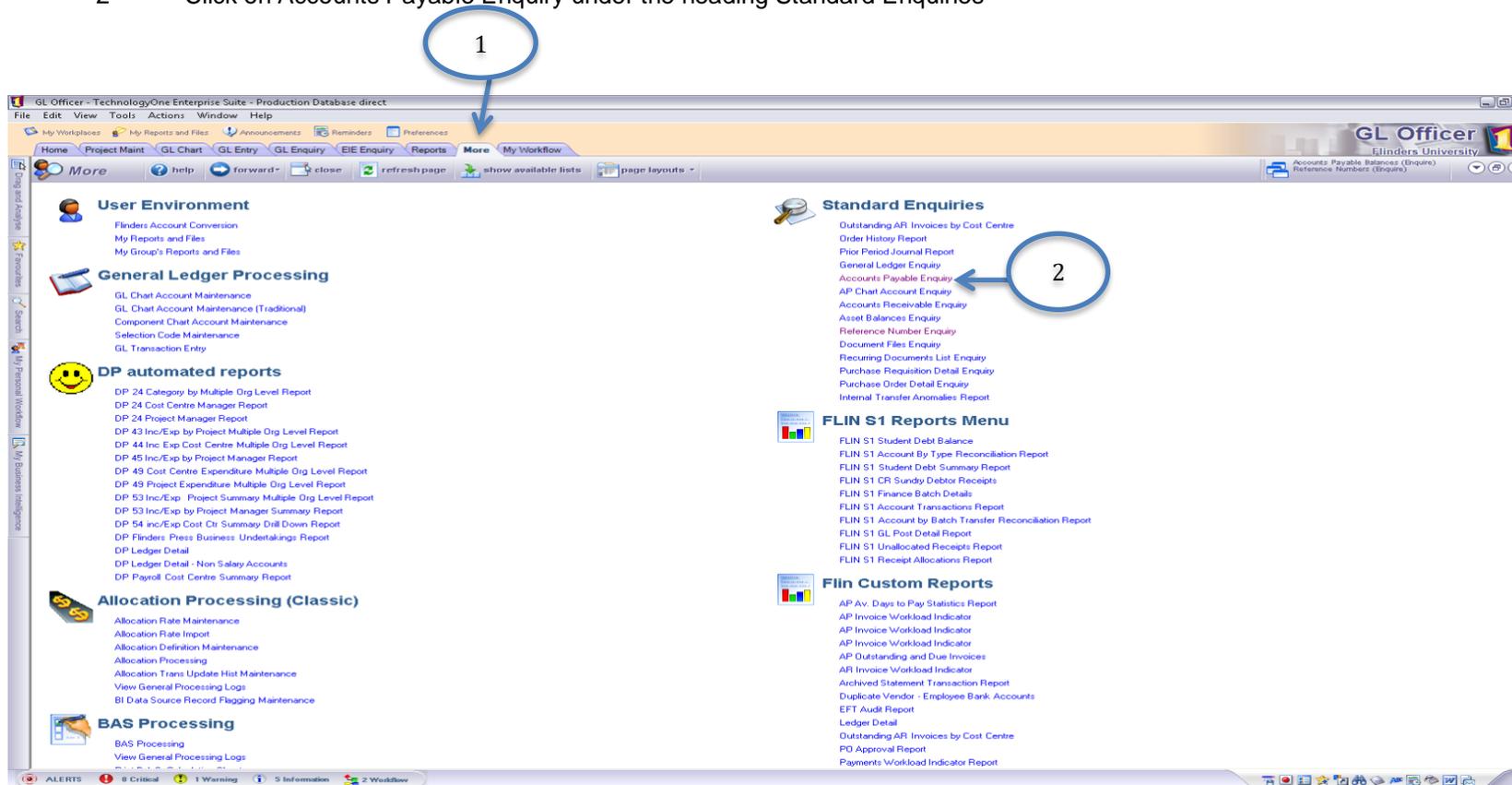


1 How to see if an invoice has been paid by the Vendor in TechOne Financials

If a vendor is requesting information about a payment of an invoice, you may see the payment reference by the following:-

By the following steps

- 1 Click on More Tab
- 2 Click on Accounts Payable Enquiry under the heading Standard Enquiries



- 1 Type Vendor name in Search Field
- 2 Ensure there is not a green tick in the box “only show accounts/commitments with a balance”
- 3 Highlight the line of the Vendor you are enquiring
- 4 Click on Transaction Listing

The screenshot shows the 'Accounts Payable Balances' screen in the GL Officer software. The search field contains 'thomson reut'. The table below shows the following data:

Account	Long Description	Account Balance	Commitments (AUD)	Total Balance (AUD)	Period	Supplier Type
010247	THOMSON REUTERS (SCIENTIFIC) LLC	0.00	0.00	0.00	3 10	
010266	THOMSON REUTERS (PROF)AUST LTD	12,294.39	0.00	12,294.39	8 05	

The interface also includes a sidebar with 'Transaction Listing' highlighted, and a checkbox for 'Only show accounts/commitments with a balance' which is unchecked.

Monthly Tips and Tricks

- 1 Change status to "All"
- 2 Find the invoice number in the reference field. If the Outstanding amount is 0.00 it has been paid.
- 3 Click on the allocated amount to find the EFT reference and invoices related to payment.

The screenshot displays the 'Transaction Listing' window in the GL Officer software. The 'Ledge Name' is set to 'AP' (Accounts Payable) and the 'Creditor' is 'THOMSON REUTERS (PROF)AUST LTD'. The 'Status' dropdown menu is highlighted with a blue circle and the number '1'. The table below shows a list of transactions with columns for Period, Date, Reference, Type, Outstanding Amt, Allocated Amt, Original Amt, Due Date, Ageing, Narrative, Attachment Ind, Source, Tax Date, Unit1, and Discount Date. The 'Reference' column header is highlighted with a blue circle and the number '2'. The table data includes various transactions with their respective amounts and dates.

Period	Date	Reference	Type	Outstanding Amt	Allocated Amt	Original Amt	Due Date	Ageing	Narrative	Attachment Ind	Source	Tax Date	Unit1	Discount Date
0	20/08/2012	41958780	APBIN	0.00	583.00	583.00	19/09/2012	Completed	AUSTRALASIAN DL		AP		0.000000	
0	4/09/2012	1113496	EFT	0.00	-12,188.00	-12,188.00	4/09/2012	Completed			AP		0.000000	
0	5/09/2012	41960604	APBIN	0.00	3,527.28	3,527.28	5/10/2012	Completed	CONNECT 4 ANNU		AP		0.000000	
0	18/09/2012	1114763	EFT	0.00	583.00	583.00	18/09/2012	Completed			AP		0.000000	
0	3/10/2012	1115703	EFT	0.00	-3,527.28	-3,527.28	3/10/2012	Completed			AP		0.000000	
0	30/11/2012	6083120393	APBIN	0.00	545.88	545.88	30/12/2012	Completed	PRINT SUBSCRIP		AP		0.000000	
0	15/12/2012	826298634	APBIN	0.00	198,272.30	198,272.30	14/01/2013	Completed	PREPAYMENT		AP		0.000000	
0	17/12/2012	6082986316	APBIN	0.00	30,250.00	30,250.00	16/01/2013	Completed	ONLINE SUBSCRIP		AP		0.000000	
0	20/12/2012	1124244	EFT	0.00	545.88	545.88	20/12/2012	Completed			AP		0.000000	
2	27/12/2012	6082780349	APBIN	0.00	583.00	583.00	26/01/2013	Completed	BOOKS		AP		0.000000	
2	8/01/2013	6084122986	APBIN	0.00	1,293.14	1,293.14	7/02/2013	Completed	PRINT SUBSCRIP		AP		0.000000	
1	15/01/2013	1123869	EFT	0.00	-188,522.30	-188,522.30	15/01/2013	Completed			AP		0.000000	
2	21/01/2013	826514043	APBIN	0.00	4,706.13	4,706.13	20/02/2013	Completed	ONLINE SUBSCRIP		AP		0.000000	
2	21/01/2013	826514044	APBIN	0.00	1,040.00	1,040.00	20/02/2013	Completed	ONLINE SUBSCRIP		AP		0.000000	
2	5/02/2013	1125014	EFT	0.00	-1,876.14	-1,876.14	5/02/2013	Completed			AP		0.000000	
2	13/02/2013	1125684	EFT	0.00	-5,746.13	-5,746.13	13/02/2013	Completed			AP		0.000000	
3	21/02/2013	6084754164	APBIN	0.00	1,218.12	1,218.12	23/03/2013	Completed	OHS NEWSLETTE		AP		0.000000	
3	2/03/2013	6085157955	APBIN	0.00	2,203.62	2,203.62	1/04/2013	Completed	PRINT SUBSCRIP		AP		0.000000	
3	5/03/2013	6085169153	APBIN	0.00	2,750.02	2,750.02	4/04/2013	Completed	SOFTWARE SERV		AP		0.000000	
3	11/03/2013	6085213068	APBIN	0.00	-2,203.62	-2,203.62	1/04/2013	Completed	CR INV 6085157955		AP		0.000000	
4	20/03/2013	6085340993	APBIN	0.00	1,071.28	1,071.28	19/04/2013	Completed	DISCRIMINATION		AP		0.000000	
4	25/03/2013	6085402245	APBIN	0.00	583.00	583.00	24/04/2013	Completed	BOOKS		AP		0.000000	
3	26/03/2013	1129470	EFT	0.00	-1,218.12	-1,218.12	26/03/2013	Completed			AP		0.000000	
4	22/02/2013	6085445410	APBIN	0.00	190.30	190.30	26/04/2013	Completed	PRINT SUBSCRIP		AP		0.000000	
4	3/04/2013	1129990	EFT	0.00	-2,750.02	-2,750.02	3/04/2013	Completed			AP		0.000000	
4	23/04/2013	1132069	EFT	0.00	-1,844.58	-1,844.58	23/04/2013	Completed			AP		0.000000	
6	23/05/2013	608527384	APBIN	0.00	585.20	585.20	22/06/2013	Completed	BOOKS		AP		0.000000	
6	23/05/2013	608527724	APBIN	0.00	4,133.94	4,133.94	22/06/2013	Completed	ONLINE SUBSCRIP		AP		0.000000	
6	23/05/2013	608556308	APBIN	0.00	2,993.74	2,993.74	28/06/2013	Completed	SUBSCRIPTIONS		AP		0.000000	
6	31/05/2013	827311799	APBIN	0.00	799.99	799.99	30/06/2013	Completed	PRINT SUBSCRIP		AP		0.000000	
6	25/06/2013	1137895	EFT	0.00	-8,079.87	-8,079.87	25/06/2013	Completed			AP		0.000000	
6	25/07/2013	6087702980	APBIN	0.00	2,729.39	2,729.39	24/08/2013	Completed	ONLINE SUBSCRIP		AP		0.000000	
8	2/08/2013	6088113437	APBIN	12,294.39	0.00	12,294.39	1/09/2013	Current			AP		0.000000	
8	27/08/2013	1142933	EFT	0.00	-2,729.39	-2,729.39	27/08/2013	Completed			AP	27/08/2013	0.000000	
				12,294.39	0.00	12,294.39							0.000000	

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The screenshot displays the 'GL Officer - TechnologyOne Enterprise Suite - Production Database direct' interface. The main window title is 'Apply - Manual Gen Cheque (Reference: 1123869)'. The interface includes a menu bar (File, Edit, View, Tools, Actions, Window, Help), a toolbar with 'Enquiry', 'help', 'back', 'home', and 'close', and a sidebar with 'Actions to Perform' and 'Links to other Functions'. The main content area shows summary fields for 'Original (AUD)', 'Applied (AUD)', and 'Left To Apply (AUD)'. Below these is a search bar and a table of transactions. The table has columns for Reference, Type, Date, Outstanding (AUD), This Run (AUD), From This Run (AUD), New Outstanding (AUD), Narration, Narration 2, and Narration 3. A summary bar at the bottom shows 'Count: 2' and various balance values.

Reference	Type	Date	Outstanding (AUD)	This Run (AUD)	From This Run (AUD)	New Outstanding (AUD)	Narration	Narration 2	Narration 3
826299834	APBIN	15/12/2012	158,272.30	158,272.30	158,272.30	0.00	PREPAYMENT		
6083588316	APBIN	17/12/2012	30,250.00	30,250.00	30,250.00	0.00	ONLINE SUBSC...		

Count: 2 188,522.30 188,522.30 188,522.30 0.00