Unit4 ERP WEB Enquiries

Guide for Users



sirgar.llyw.cymru carmarthenshire.gov.wales

Cyngor Sir Gâr Carmarthenshire County Council

Enquiries	3
General Ledger Enquiries	4
Accounts Payable Enquiries	5
Supplier Enquiry	5
Requisition Enquiry	6
Goods Receipt Enquiry	6
Workflow Enquiry	6
Purchase order enquiries	7
Invoice Enquiries	7
Further enquiries	7
Accounts Receivable Enquiries	8
Workflow Enquiry	8
Further Queries	8
Contact Us	8



Enquiries

Depending on what kind of menu access you have on the system, you may have access to certain enquiries with in certain menus, but most reports can be found in the Reports menu

	Global reports P
Forms	📮 1 Personal 🔦
rocurement	Balance Table Budget report
	Ledger transaction enquiry (detailed)
ccounting	Ledger transaction enquiry (detaile
	Ledger transaction enquiry (detaile
ommon	Ledger transaction enquiry (detailed) by account
	Sport Balance Table Enquiry
eports	User Master File Enquiry
	Accounts Receivable 5.5

You may expand the folders by clicking on the double arrow next to the name of the folder.

Homescreen menu		
	Global reports	
Forms	1 Personal	≽
Procurement	Accounts Receivable 5.5	≽
	CCC Reports	≽
Accounting	RPA User	≽
Common		
Description		

To see the full name of an enquiry,

hover the curser over the enquiry and a box will come up with the full name on.

Please feel free to search the wide range of ready-made reports that are in these folders. You cannot overwrite these. Ledger transaction enquiry by trans date

		tion criteria																
Each enquiry will have different	Period be	tween			and							,	A - Unauthorised	items				
selection criteria and search results.	Account b	between			and							E	3 - General Ledge C - Historical GL	r 🗸				
Onen an anguiny to have a look at it	Cost Cent	tre between			and													
Open an enquiry to have a look at it.	Service b	etween			and													
	Company	like	cc															
	Company																	
	Results																	
Use the selection criteria to search.	Search	Detail level	All levels	▼ Cop	y to clipboa	rd												
	#	TT	TransNo	Trans.date	Period	Account	Cost Centre	Job Code	Service	Employee Number	Amount	OrderNo	InvoiceNo	Text	TC	User	User (T)	Upda

Associate Enquire Browser A Registrod finalize A Re													
	Invoic	e Enqui	re Brows	er									
Imudate between	* Sele	ection crit	eria										
TransNo like B - Open times Ø Period greater than 202206 C - Historical items C Suppli Disk 47170 C - Historical items C Results C C E E E # T Suppli Disk Suppli Disk Suppli Disk Suppli Disk E 1 5 41170 UTRECO LKL SPHEUHTS -24000 C407/2023 44500513 IP Test 2 5 41170 UTRECO LKL S2HEUTS 2106/2024 44500513 IP Test 3 5 41170 UTRECO LKL S2HEUTS 10000 S1/0/0224 44500543 IP Test 4 5 41170 UTRECO LKL Lytex55Hool -18000 S1/0/0224 44500543 IP Test	Inv.date	between			and and							A - Registered Invoices	
Period greater than 202208 Image: Compary like Compa	TransNo	o like										B - Open Items	2
Supplib like 47170 Company like CC Results Company like Company like T SoppiD SoppiD Company like Company like T SoppiD SoppiD Company like Company like T SoppiD Company like T SoppiD Company like T SoppiD Company like SoppiD LiftECO LIKL SophiDHPR Company like LiftECO LIKL LiftECO LIKL SoppiD LiftECO LIKL	Period	greater than	n	20220	6								
Company like CC Results Capy to dipboard T SuppID SuppID Part rest Part Like PM Text 1 8 41770 UNRECO UKL SOPHDHY8 -44000 Cultoria IP Text 2 8 41770 UNRECO UKL SOPHDHY8 -44000 Cultoria IP Text 3 5 41770 UNRECO UKL SOPHDHY8 -44000 240300423 44930643 IP Text 4 8 41710 UNRECO UKL SVGH -10000 01/04/2022 44930454 IP 4 8 41710 UNRECO UKL Lytex5ehool -10000 01/04/2022 44930454 IP	SuppID	like	47170										
Results Stands Detail level XI Ereits) Copy to dipboard # T SuppiD Pery (f) Pery res Imousello Amount Imousello Pery data PM Text 1 8 47170 UNRECO UKL. SOPHDHY8 -24000 0407/2023 44830031 IP Test 2 8 47170 UNRECO UKL. SOPHDHY8 -24000 246300424 44930435 IP Test 3 8 47170 UNRECO UKL. SVGH -10000 01/04/2022 44930545 IP Test 4 8 47170 UNRECO UKL. EVICH -10000 01/04/2022 44930545 IP Test	Compar	ny like	cc										
Results Second Detail level All levels Copy to diploced • T SuppID SuppID SuppID Pergy resol Amount Imvidee Trenahlo Pergy data PM Text 1 8 41710 UVRECO LIKLL SOPHIDH*8 -24000 0.4077/2023 448900313 IP Text 2 8 41710 UVRECO LIKLL SOPHIDH*8 -24000 0.4072/2023 448900315 IP Text 3 8 41710 LIRECO LIKLL 124576 -45000 21/04/2022 44890845 IP text 4 8 41710 LIRECO LIKLL 124576 -15000 01/04/2022 44890845 IP text													
Scorth Data liced Xippl D	Result	ts											
* T SupplD SupplD Pay (model) Invidel/o Amount Inv.dets Translo Pay data PM Text 1 5 41170 L/RECO UKL SOPHDIH78 -24000 04/07/2023 44830831 IP Text 2 5 41710 L/RECO UKL SOPHDIH78 -24000 04/07/2023 4483043 IP Text 3 5 41710 L/RECO UKL E12478 +28000 1/06/2024 4483044 IP Text 4 8 41710 L/RECO UKL EVCH +10000 01/04/2024 4483044 IP Text 4 8 41710 L/RECO UKL UprecoSehool -15000 01/07/2024 4830044 IP Text	Search	Detail	level All lev	els Copy to olig	pboard								
Image: Constraint of the state of	+	т	SuppID	SuppID (T)	Pay rec	InvoiceNo	Amount	Inv.dete	TransNo	Pay date	PM	Text	
1 8 41710 UMBCO UKL SDMBUMF8 -44000 0407/2023 44830031 IP Test 2 8 41710 UMBCO UKL 12478 -46000 240724 4830031 IP Test 3 8 47170 LVRECO UKL 54000 24062424 44530048 IP Test 4 8 47170 LVRECO UKL EyedH -10000 01/04/2022 44530548 IP 4 8 47170 LVRECO UKL LyseoSehool -15000 03/07/2024 61000002 IP Testing Posting Incoming Inv										Ť	ġ		
2 8 47170 L/RECO UKL 124778 -480.00 21/08/2024 44830843 IP test 3 8 47170 L/RECO UKL BVGH -100.00 01/04/2024 44830843 IP test 4 8 47170 L/RECO UKL BVGH -100.00 01/04/2024 44830848 IP 4 8 47170 L/RECO UKL LymeoSchool -150.00 03/07/2024 81000002 IP Testing Posting of Incoming Inv	1	в	47170	LYRECO UK L.		SDFHDJHF8	-240.00	04/07/2023	44530831		IP	Test	
3 8 41170 LYRECO LKL BVCH -10000 01/04/2022 4433048 IP 4 8 471170 L/RECO LKL LyrecoSchool -180.00 03/07/2024 4000002 IP Testing Posting of Incoming Im	2	в	47170	LYRECO UK L.		124578	-450.00	21/08/2024	44530843		IP	test	
4 B 47170 LYRECO UK L. LyrecoSchool -160.00 03/07/2024 61000002 IP Testing Posting of Incoming Inv	3	в	47170	LYRECO UK L.		BVGH	-100.00	01/04/2022	44530848		IP		
	4	В	47170	LYRECO UK L		LyrecoSchool	-150.00	03/07/2024	61000002		IP	Testing Posting of Incoming In	<i>I</i>

When you run your search, any blue highlighted field can be clicked on and looked at further.

When in the drill down menu, if there have been any

documents attached to the transaction, you may access them using the paperclip icon



Time executed 14/11/2024 11:26:55 Number of rov

in the right-hand corner of the menu.

Selection criter	ria					
Period between		and			A - Unauthorised items	
Account between		and			B - General Ledger	~
Costc between		and			o material de	
Service between		and				
lobCode like						
Employee No like						
Work Order like						
fransNo like						
nvoiceNo like						
OrderNo like		1				
Company like	cc					

This will then appear in your favourites on your main menu

If you find a suitable enquiry and one you would

While you have the enquiry open, press the heart

like to use often, you may favourite it.

icon to favourite it.

Homescreen menu			
_	Global reports		Private reports
Forms	1 Personal	≽	
Procurement	Accounts Receivable 5.5	≽	
	CCC Reports	≽	
Accounting	RPA User	≽	
-			
Common			



To export the results of report, press the export button and select Browser(.xlsx)

When the file is ready a download screen will appear, to open the file , click on **Open File** (this will be in blue an underlined)

Downloads	Ľ	Q	 $\stackrel{<}{\sim}$
GL-298_zke3bsfz.xlsx			
See more			

General Ledger Enquiries

To search the ledger, the best place to find an appropriate report is in *CCC Reports – A. General Reports - General Ledger Enquiries*. There are many ledger transaction enquiries, to see the full name of them, hover your curser over the enquiry and a box will come up with the full name on.

Each ledger transaction enquiry will have different selection criteria and search results. Open an enquiry to look at this.

Ledger transacti	ion enquir	y by trans o	late													
* Selection criteria	1															
Period between			and and								A - Unauthorised B - General Ledge	items 🔤				
Cost Centre between			and								C - Historical GL					
Service between InvoiceNo like			and													
Company like	cc															
Results																
Search Detail level	All levels	▼ Cop	y to clipboa	rd												
# TT	TransNo	Trans.date	Period	Account	Cost Centre	Job Code	Service	Employee Number	Amount	OrderNo	InvoiceNo	Text	тс	User	User (T)	Updated
												Time ex	ecuted 14/11	/2024 11:26:5	5 Numb	er of rows 0

Use the selection criteria to search on the ledger. The more you put in here, the closer the results will be to what you are looking for.

On the right-hand side of the search setup screen, you will see check boxes with the following options:

A-Unauthorised items - when this is checked the results will bring up transactions currently sitting for approval in workflow.

B - General Ledger - this will show all transactions which have been posted to the Ledger

C – Historical GL – this will show the same as General Ledger above.

Results	5					
Search	Detail level	All levels	• Сору	to clipboard]	
#	TT	TransNo	Trans.date	Period	Account	Costc
			Ê			
1	AP	43694133	23/12/2020	202010	3042	0051

When you are happy with your search criteria,
click Search under the Results section of the
screen to bring up the results, these will show
at the bottom of the screen.



eport Engine	
oport Erigino	
R Redefined	*
Pivot [.xlsx]	
Default [.pdf]	
Default [.docx]	
Design new [.rerx]	
Import	-

\square	Ge	eneral Ledger Enquiries 🛛 🕿
	٩	3rd Sector Expenditure
	٩	Account Spend analysis
	٩	Account Variance analysis
	٩	Balance Table Budget report
	٩	Balance Table Budget repor
	٩	Capital Grants
	٩	Capital Transactions by Proj
	٩	Capital_Funding Statement
	٩	Client Balances
	٩	Communities_Purchase ord
	٩	Creditor listing
	٩	DC Suppliers & Clients
	٩	DS payments for Atamis
	٩	Direct payment - managed
	٩	Ledger transaction enq (det
	٩	Ledger transaction enquiry (
	٩	Ledger transaction enquiry (
	٩	Ledger transaction enquiry (
	٩	Ledger transaction enquiry (
	٩	Ledger transaction enquiry (
	٩	Ledg Ledger transaction enquiry (detailed) by account
	٦	Ledoer transaction enquiry



Where the results are highlighted in blue, you can click on these to "drill down" and show more information about that field.

When in the drill down menu, if there have been any documents attached to the transaction, you may access them using the paperclip icon in the right-hand corner of the menu.



To go back to the previous screen, either click on the arrow or the name of the ledger report you have searched in (in blue below). Please note that if you

click the X on the tab, this will close down the whole search screen, and you will have to start again.

≣	Transaction details	×	
	Ledger transaction enquiry	(deta	ailed) by account > Transaction details

Homescreen menu

plier information

Forms

Accounts Payable Enquiries

To enquire on supplier invoices, go to *Reports - CCC Reports – A.General Reports – Accounts Payable*. Here you will find invoice enquiries and open and historical enquires for suppliers. Please feel free to open and test out what enquiry will work best for you.

If you would like to enquire on purchase orders/requisitions, go to *Reports – CCC Reports – A.General Reports – Purchasing*.

If you have access to the Procurements Menu, there are also a number of enquires sections in this menu that may appear useful to yourself:

Suppliers

Classification

Supplier group

Sundry

-

....

Supplier Enquiry

In Procurement – Supplier information, you may open the Supplier Masterfile to search for on a supplier

To enquire, you may either start typing the name of the supplier in the lookup field or press the triple dot button next to the lookup field to open up value lookup.

In the value look up screen, you will be able to enquire on different aspects of a supplier. Open the advanced sections to find more fields to enquire on too. If you only know part of a supplier's name or any other aspect, place your enquiry between asterisks as shown in the example below:

/alue look	cup												
Search cr	riteria												
¥ Adva	anced												
Search													
Supplier ID	Name	Address	Post Code	Short name	External refer	Supplier gro	Company re	VAT registrat.	Bank account	IBAN	Swift	Status	
Supplier ID	Name "EDF"	Address	Post Code	Short name	External refer	Supplier gro	Company re	VAT registrat.	Bank account	IBAN	Swift	Status	Filter
Supplier ID 05440	Name "EDF" EDF ENE	Address B2B GADEON HOU	Post Code	Short name EDFENERGY	External refer EX1 3UT	Supplier gro	Company re	VAT registrat.	Bank account 44151844	IBAN	Swift	Status	Filter

Please note that if you do not have access to this screen, there will be a supplier enquiry in the Reports Menu



Requisition Enquiry

If you would like to find out if a requisition has been processed into a PO, you can use the 'Default Requisition' enquiry that is located in Reports – CCC Reports – A.General Reports – Purchasing.

Using the selection criteria, enter the requisition number and press search, it will then bring up the requisition and if it has been transferred into a PO, there will be a PO number in the Purchase order column. If there isn't a number in this field, then the requisition is either still awaiting approval or is in the queue to be transferred.

You may also use this enquiry to find a requisition relating to a PO, all you do it enter the Purchase order number in the search criteria and it will bring up the requisition number in the results tables.

Goods Receipt Enquiry

If you would like to find out if a PO has been goods receipted go to *Reports – CCC Reports – A.General Reports – Purchasing* and open *Delivery Status Enquiry*. You may also use your search bar in the top right-hand corner to search for the enquiry instead.

You can search for the order number and if there have been any goods receipts against the PO, they will appear when you press search.

You may also search using a goods receipt number you have to check what PO it is for

Deliver	y Status e	nquiry								
* Selec	tion criteria:									
OrderNo Compan	like y like	cc								
Result	5									
Search	Detail level	All levels Copy to cl	ipboard							
	User	RegNo	Product	Text	OrderNo	Ap/Ar ID	Deliv.date	NT	External ref	Amount delivered
		20315024								
1	ACR555	20315024	ADMIN&OFFEQ	Administrative & Office Equipm	15052800	47170	03/08/2023	45	30156796	20.00
Σ										20.00

Deliver	y Status e	inquiry								
	tion criteria:									
OrderNo	like y like	cc	15052800							
Result	5									
Search	Detail level	All levels	Copy to clipboar	rd						
	User	RegNo	Product	Text	OrderNo	Ap/Ar ID	Deliv.date	NT	External ref	Amount delivered
										
1	ACR555	203150	ADMIN&OFFEQ	Administrative & Office Equipme	15052800	47170	03/08/2023	45	30156796	20.00
Σ										20.00

Workflow Enquiry

If you would like to check the workflow status of a Requisition or Invoice, you may use the enquiries located in Reports – CCC Reports – A.General Reports – Purchasing – Workflows Currently in Progress.

These are the enquiries that will be most useful:

Workflow Purchase Invoices in Progress – Purchase invoices that have entered workflow due to being over the 2.5% tolerance

Workflow Requisitions in Progress – Requisitions that are awaiting approval before being transferred into POs. *Workflow Supplier Invoices* – Non order invoices that are in workflow

Using Workflow requisition in progress as an example, when you are in the enquiry screen, you may enter the requisition no in the selection criteria field. Tick the Active and Historical tick boxes as this will being up the requisition regardless of whether it is in workflow or not.

When you press search it will tell you the status of the workflow, you may open the workflow status to show you the workflow map

Workflow Re	equisiti	ions in p	progress									Workflow Requisitions in progress > Map
	iteria											
Requested by like	e							Ac	ctive storical	>		
RequisitionNo. lik	(e		3015671	1 , and								Start
Costc like												
Company like												
Results Search Deta	il level 🛛 A	All levels	Copy to clipboa	rd								Karen L Mansel 01267 224096 (KL/M399)
# Upd	ated	Task owner	Task owner (T)	Workflow status (T)	Requested by	RequisitionNo.	Product	Description	Unit	Unit price	Curr. amount	
1 01/11. E	/2022 /	ABC123	Test User	Workflow in progr	ACR555	30156711	ADMIN&OFFEQ	Administrative & Office Equipme.	. UN	2.00	2.00	

Purchase order enquiries

Purchase order details enquiry can be found in Procurement – Purchase Orders – Enquiries - Purchase details You may search by order number, supplier id, requested by etc.

urch	ase order d	etails											
Sele	ection criteria												
Resul	ts												
Searc	h Detail level	All levels	- C	opy to clipboa	ard								
#	SupplierID		SupplierID (T)		OrderNo	Ordered	Amount (C)	Deliv'd	InvoicedNo	Status	Responsible	Responsible (T)	Requested by
1	100481	HAYS			10012122	1.00	35,747.92	0.69	1.68	0	WEB	Web	HEJ580
2	100481	HAYS			10012157	1.00	11,979.12	1.15	0.96	0	WEB	Web	LJ658
3	100481	HAYS			10012229	1.00	15,972.16	0.34	0.28	0	WEB	Web	LJ658
4	100481	HAYS			10012240	1.00	21,255.52	0.00	0.00	0	WEB	Web	HEJ580
5	100481	HAYS			10012241	4.00	3,031.04	2.40	2.40	0	WEB	Web	JMP615
Pure	CC Purchase of chase order details	order X	rder										
L - Pun	chase order 2	- Invoice	3 - Delivery	<u>4</u> - Setup									
Purcha	se order number*	1001	2122										
Pu	chase order inf	ormation		Int	ernal referenc	es		Date	5				
Con	tract			Res	ponsible*			Period					
				. We	b		*			2	02201		
Sup	plier*			Reg	uested by*			Delive	y description*				
100	481			- Ha	vley John 01267	246204	-	Date			-		

nen you have found the rchase order you are looking , you may open the purchase ler and get a copy of the rchase order by pressing on the hlighted purchase order mber then pressing the perclip icon.

There are also other purchase order enquiries in Reports – CCC Reports – A. General Reports – Purchasing such as outstanding purchase orders, purchase order details and multiple line purchase order details.

Invoice Enquiries

The best enquiry for invoices is Invoice Enquire Browser that is located in Report – CCC Reports – A.General Reports – Accounts Payable

	Invoice	Enquire	Browser												
ire you have ticked	* Selec	tion criter	ia												
A, B and C tick	Inv.date b	between			and and							A - Registe	red Invoices	~	
es to bring up	TransNo I	like										B - Open It C - Historic	ems cal Items	✓ ✓	
ices in all statuses	Period gr	eater than		201500											
ices in an statuses.	SuppID lil	ke													
	Company	rlike	CC												
can then enquire	Desulta														
ny invoice details	Results	Detaille	al Allianala	Conversion	hannel										
, have e.g.	#	T	SuppiD	SuppID (T)	Pay	InvoiceNo	Amount	Inv.date	TransNo	Pay date	PM	Text	s	Sep Cheque	Contract
saction number,															
											Too		11/0004 10:00	5.04 Minut	

When your search results appear, you will be able to see the payment date. If this is blank, the invoice hasn't been paid yet. You may use the workflow enquiries as explained above to enquire further.

You may also open the transaction number and look at the invoice in document archive by using the paperclip icon. Ensure you have opened the transaction first.

Further enquiries

If you have any questions or require assistance finding an appropriate enquiry in relation to accounts payable, please email CR Finance P2P



Ensu the *i* boxe invo

You on a you trans invoice number, supplier id etc.

Accounts Receivable Enquiries

To enquire on customer invoices, go to *Reports – CCC Reports – A.General Reports – Accounts Receivable*

If you have access, you may use the enquires in *Reports - Accounts Receivable 5.5.*

Workflow Enquiry

To enquire about the status of a sales order, go to *Customer and sales* – *Sales Orders* and open *Workflow enquiry*.

To enquire about the authorisation of a finished sales order, you can you *Workflow user log – Sales orders*.

Workflow enquiry - Sales orders

When using this enquiry, you can open the workflow and see the map.

You can enter the sales order numbers in the OrderNo filed and search to see the status of the order. Workflow enquiry - Sales orders

	tion crite	eria										
Company like CC Workflow status like Image: Company like Task owner like Image: Company like										✓✓		
Results	Results											
Search	Detail le	evel All levels	Copy to clipboar	d								
#	т	Process	Step	Task owner (T)	Workflow status (T)	OrderNo	Resp	CustID (T)	Product	Description		
						4668821						
1	Α	SO Approval	Sales Order line value is	Peter Gwyn Phillips 01267 2	Workflow in progr	4668821	PGR737	MRS MARGARET EIRY E	PRIVATEHM	STAY AT PRIVATE HO		
						4660034						

Workflow user log – Sales order

When using this enquiry, you can see who has approved finished sales orders.

Enter the sales order number in the OrderNo field and you can see who has approved the order but looking at the Task Owner field. Workflow user log - Sales orders

× Sele	ction criteria									
Result	s									
Search	Detail level	All levels Copy	to clipboard]						
#	Process	Step	Task owner	Workflow status (T)	Task processed by	Action (T)	OrderNo	Resp	CustID	Product
							4493308			
1	SO Approval	Sales Order Appro	RH420	Finished	RH420	Approve	4493308	ACR555	453175	FCACCOU

Further Queries

If you have any questions or require assistance finding an appropriate enquiry in relation to accounts receivable , please email <u>Debtors</u>

Contact Us

General Enquiries - Systems

Accounts Payable (Supplier Invoices) Enquiries – P2P or Creditors





Accounts Receivable (Customer Invoices) Enquiries – <u>Debtors</u>

