

# OLAS Quick Guide To Locating System Reference and Batch Number

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## INTRODUCTION

During Purchase Ledger Data Entry It is possible to exit out of the system reference screen without recording the Batch number or the System Reference range or the Batch Number is required to locate the original document. This guide explains how to locate the system reference number and/or Batch number

## LOCATING THE SYSTEM REFERENCE NUMBER

The Batch Number is for filing purposes and cannot be used as a Search Reference. Once an Invoice or Credit note has been entered onto OLAS it is referred to as a Transaction. The invoice/Credit Note number is the transaction reference number. It is a reliable Search Reference.

Make a note of the first transaction number as found in the the batch that you forgot to record the reference numbers or batch number.

Start your search by opening the **Purchase Ledger menu > Enquiries > Transaction Enquiries**

**The MGZA - Supplier Selection – Supplier screen will be displayed.**

There are 4 methods or searching.

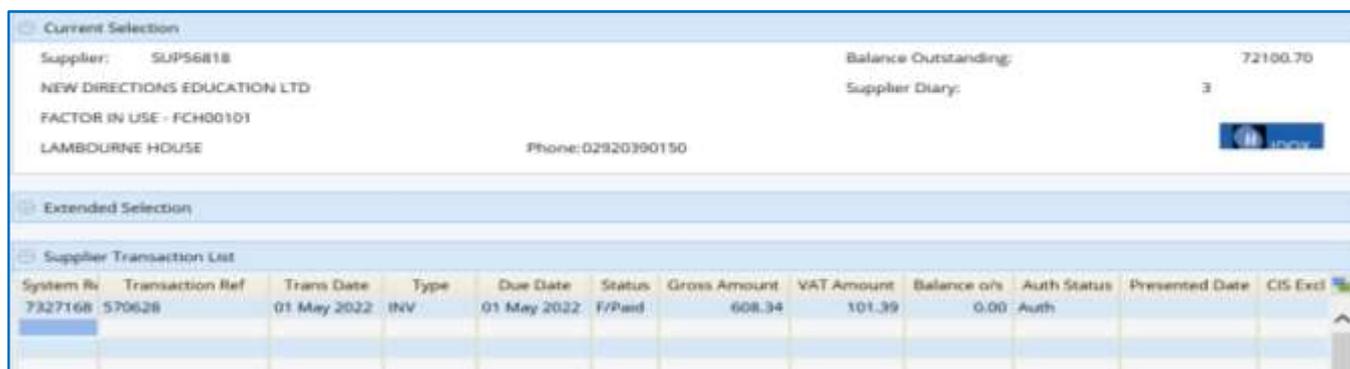
- In the **Selection** section enter the invoice/credit note number in the Transaction Reference field. Click **OK**.



The screenshot shows a 'Selection' dialog box with the following fields: Company (CB), Supplier (empty), Short Name (empty), Transaction Reference (570628), System Reference From (empty), and To (empty).

This will display the **MGEA - Supplier Transactions** screen and only 1 transaction will be displayed.

- The **Current Selection** will display the Supplier number, full name and first 2 of the supplier address lines.
- The details displayed in the **Transaction List section** below must match the first transaction in your batch. i.e. Transaction Ref, Trans date, Gross amount VAT amount.
- For more confirmation, use the scroll bar at the bottom of the table to scroll right across the screen. Your user ID will be in the **Input Id Column** and **Crt Usr**.
- Scroll back to the start of the table.



The screenshot shows the 'Current Selection' section with supplier details: Supplier: SUP56818, NEW DIRECTIONS EDUCATION LTD, FACTOR IN USE - FCH00101, LAMBOURNE HOUSE, Phone: 02920390150. Balance Outstanding: 72100.70, Supplier Diary: 3. Below is the 'Extended Selection' section with a 'Supplier Transaction List' table.

System Ref	Transaction Ref	Trans Date	Type	Due Date	Status	Gross Amount	VAT Amount	Balance o/s	Auth Status	Presented Date	CIS Ext
7327168	570628	01 May 2022	INV	01 May 2022	F/Paid	608.34	101.39	0.00	Auth		

The first Column in the table headed **System Ref** will display the System Reference number of the first transaction in your batch.

- If you have more than 1 transaction in your batch as this is the first system reference number you should be able to work out the remaining system reference numbers.

If there is more than 1 transaction with the same number,  
The **MGZA screen** will be displayed and the **Transaction List Section** will be populated with a list of all the suppliers that have the same transaction ref number

System Ref	Transaction Ref	Supplier	Supplier Name	Address Line 1	Address Line 2
6428399	9000	IMP00724	MSH BUILDING LTD	UNIT 4B	SPRINGVALE INDUSTRIAL ESTATE
4906022	9000	NOR00012	HM REVENUE & CUSTOMS	ACCOUNTS OFFICE	SHIPLEY
4905049	9000	SUP22556	NU-TECH SERVICES	28 OAKS END CLOSE	GLYNGAER
6051458	9000	SUP26386	ATLANTIC BUILDING SERVICES LTD	SUITE 10	TREDOMEN BUSINESS & TECHNOLOGY C
4732482	9000	SUP63344	VOICE & DATA UK LTD	UNIT 4 - DEVONSHIRE BUSINESS CENTRE	CRANBORNE ROAD
6418313	9000	SUP63472	DECOGLASS & GLAZING LTD	28 EDWARD STREET	TREHARRIS
6106075	9000	SUP64303	EDUCATION SUPPLY POOL LTD	FACTOR IN USE - SEE FCH00182	CENTRE FOR BUSINESS

- Locate the name of the supplier as listed on the first transaction in your batch. **The System Reference** can be found in the first Column of the table headed **System Ref**.
- If the name of the supplier does not appear in this list, check that you have entered the **Transaction Number** correctly.

## LOCATING THE BATCH NUMBER

Locating a Batch Number depends on whether or not you have already recorded the system reference number.

### 1. Without a system reference number

If you have had to follow the instructions above for locating the system reference number once the **MGEA Supplier Transactions screen** is displayed scroll across the screen until you locate the Batch Number column.

### 2. With a System Reference number

Make a note of the system reference number that is located in the batch that you forgot to record the batch number.

Start your search by opening the Purchase Ledger menu > Enquiries > Transaction Enquiries

- In the selection window, system Reference From field, enter the system reference number
- There is no need to populate the To: field. Olas will automatically populate this field when you. Click **OK**.

- **The Current Selection section** will display the Supplier number, full name and first 2 of the supplier address lines
- The details displayed in the **Transaction List section** must match the first transaction in your batch. i.e. Transaction Ref, Trans date, Gross amount VAT amount.
- For more confirmation, use the scroll bar at the bottom of the table to scroll right across the screen. Your user ID will be in the **Input Id Column** and **Crt Usr**
- The Batch Number can be found in the Batch number Column

For further information or assistance please contact OLAS Helpdesk

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