University of Maine System

Accounts Payable/Purchasing Inquiries Reference Manual
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1 Introduction

The financial system offers a number of different queries and reports that enable you to gather and review information. Both the Requisitions and Receiving and Accounts Payable modules feature inquiries tools. This manual covers the inquiries available in both modules.

NOTE: Depending on your role in the University of Maine System, some inquiries and reports may be available to you, while others may not.

2 Requisitions and Receiving Inquiries

2.1 Requisition Inquiries

Navigate to: Purchasing > Requisitions > Review Requisition Information

The Review Requisition Information submenu contains three options: Requisitions, Document Status and Change History. Because Change Orders are not used on Requisitions, Change History is not used.

The Requisitions and Document Status links, however, each provide useful information regarding requisitions.

A. Requisitions

Clicking on the Requisitions link loads the following page:
This is the *Requisition Inquiry* search page. Since the system is capable of displaying only the first 30 Requisition search results, enter as much information as you can on this page to limit the search. If the number of requisitions exceeds 30, this message will be displayed:

If you receive this warning message and can’t locate the Requisition you are looking for, return to the *Requisition Inquiry* search page to narrow down the search.

A Requisitions search will return a list similar to the following:
Clicking on a column header, such as **Req Date**, will sort the list by that header in ascending order. Clicking the same column header twice will sort the list by that header in descending order. Sorting the list is helpful when looking for a particular Requisition in a large list.

Clicking on the **Status** tab displays the following page:
The *Status* tab displays a variety of information about the Requisition:

- **On RFQ** – UMS is not using this option.

- **On PO** – Will display *Y* if the item has been source to a Purchase Order. Click the link to display the PO ID and other PO information.

- **Drop Ship** – UMS is not using this option.

- **Received** - A *Y* here indicates that there are receipts against the Requisition. Click the link to examine the receipts for the Requisition.

- **On MSR** – UMS is not using this option.

- **On Voucher** – A *Y* here indicates that there are Vouchers for the Requisition. Click the link to view a list of Vouchers.

Clicking on a linked Requisition ID loads the *Line Details* page for that Requisition:

The *(More)* tab displays even more information about the Requisition, including the Buyer and Category of the items ordered.

At the bottom of the *Line Details* page, there are links to Schedule Details and Line Comments. UMS does not use catalogs, so the View Hierarchy option is not used.

**Schedule Details** provides both Shipment and Accounting Distribution information:
Click on the Distribution Details link at the bottom of the Shipment Details page to view accounting information:

![Distribution Information]

The More tab displays the remaining ChartField values.

**NOTE:** The various Line Details pages contain a button that will load the previous page. Use this button instead of your browser’s Back button to return to the Requisition Inquiry search page.

If the Requisition contains any Line Comments, then the Line Comments link will be active. Clicking on it will display the comments.

There are a number of links at the bottom of the main Requisitions Inquiry search page:

![List of Requisitions]

To use these links, first place a check in the selection box of a Requisition in the list:

Depending on the Requisition you selected, some links will be **Active**, while others will remain **Inactive**:

- **Search** – Returns to the main Requisitions Inquiry search page.
- **Approval History** – Shows the employee who approved the Requisition and the date on which it was approved.
• **Show RFQ** – UMS is not using this option.

• **Show PO** – If the Requisition has a PO, will display the same information as the _Y_ link under _On PO_ on the _Status_ tab.

• **Header Comments** – Displays Header Comments, if any.

• **Show Receipts** – Displays any receipts against the Requisition.

• **Show MSR** – UMS is not using this option.

• **Document Status** – Shows the same information as the Approval History link, but in a different format. This is the same as clicking on the Document Status link in the portal menu on the left of the page, and is explained in the next section.

• **Show Voucher / Payment** – Displays any vouchers for the Requisition. This is the same as clicking on the _Y_ link under _On Voucher_ on the _Status_ page.

**B. Document Status**

The _Document Status_ page can be reached via either the portal menu on the left of the screen, or by clicking the _Document Status_ link on the _Requisition Inquiry_ page.

Clicking on the _Document Status_ link on a Requisition will load the status page for that Requisition. Navigating to the _Document Status_ page by using the portal menu loads a search page:
Complete as many fields as possible to limit the search, then click **Search**. Here is a sample *Document Status* page for a Requisition which has a PO, receipts and vouchers:

This page shows the IDs of the PO, receipts and vouchers. Clicking the linked IDs will load pages with information about those documents. Clicking the icon at the far right of each line will perform a Document Status inquiry on that item. Each inquiry will open a new browser window, so you may end up with a number of windows open.

To view the requisition in its entirety, navigate to Maintain Requisitions and search for an existing value.

**C. Requisition Reports**
Navigate to:  *Purchasing > Requisitions > Reports*

All of the predefined Financial reports are run using the same basic steps. In this section we will use a requisition report as an example, but the technique is the same for purchase orders, receipts and so on.

The *Reports* submenu contains just one predefined Requisition report: *PO/Requisition Xref*. Select this link, and then click the *Add a New Value* tab.

This load the following page, where you are prompted to enter a name for a process called a *Run Control ID*:

```
Requisition to PO XREF

Run Control ID: POReqXref

Add

Find an Existing Value | Add a New Value
```

Enter a name in the *Run Control ID* field. The system will save this Run Control using the name you give it, and will store the parameters the next time that particular Run Control is loaded (although these parameters can be changed each time the Run Control is used). When you have entered a name, click *Add*. A page loads where parameters can be set for the report:

```
Requisition to PO XREF

Run Control ID: POReqXref

Language: English

Report Request Parameters

From Date: 05/23/2005
Through Date: 06/24/2005
Business Unit: UMS08

Report Manager  Process Monitor  Run
```

The fields on this page will vary depending on the report being run. Some reports have no parameters to set, while others have several. Once the fields have been filled in, click *Run*. This loads the *Process Scheduler Request* page:
It is important to select the correct server on which the process will run. Processes of type *Crystal* are run on the **PSNT** server; all other processes run on the **PSUNX** server.

There are a number of output formats available for the report. PDF is the default, and is what we have selected here.

When the required fields are filled in, click **OK**. The process has been assigned a **Process Instance** number, which can be used to identify it in the **Process Monitor**:

Click on the **Process Monitor** link. The **Run Status** field indicates whether or not the process ran successfully.
Once the Run Status for the process indicates Success, the report is posted and ready for viewing. A Run Status of Queued, Initiated, or Processing indicates that the process has not completed. Wait a reasonable amount of time and click the button to see if the process has completed.

To view the report, click the Details link on the same line as the process. A Process Detail page will load:

Click the View Log/Trace link:
2.2 Receipt Inquiries

Navigate to:  *Purchasing > Shipments > Review Shipment Information*
The Review Shipment Location submenu contains three options: Receipts, Receipts by Location and Document Status.

A. Receipts

Click on the Receipts link in the portal menu. The Receiving search page loads:

![Receiving search page](image)
Fill in as many fields as possible to narrow the search, then click **Search**. A list of search results is displayed:

Click on a linked **Receipt Number**. A **Receipts** page will load:

The **Document Status** link on this page contains the same information as the **Document Status** menu item in the portal menu on the left of the page. This is also the same information we saw in Requisition Document Status:
B. Receipts by Location

This inquiry lists receipts by Ship To location. Clicking on the Receipts by Location link in the portal menu loads a search page:

![Receipt Inquiry Selection Criteria]

Enter a Business Unit in the Unit field, then click the flashlight icon. The Receipt Inquiry Selection Criteria page will load:

![Receipt Inquiry Selection Criteria]

Complete as many fields as necessary and click OK. Search results are displayed:
Click the (Quantity and Amount) tab for more information:

2.3 Purchase Order Inquiries

Navigate to:  Purchasing > Purchase Orders > Review PO Information
A. Change Orders

Navigate to: Purchasing > Purchase Orders > Change Orders > Review Change History

PO Change Orders are entered by Campus Administrators, usually at the request of the department. A Requisitioner or Receiver might need to view Change Orders against POs related to his/her requisitions or receipts. Use Review Change History to see any change orders. The regular view of a PO (Purchasing > Purchase Orders > Review PO Info > Purchase Orders) incorporates all changes that have occurred to date.

Clicking on the Review Change History menu item loads the Change History search page:

Fill in as many fields as possible to limit the search, then click Search. Select a Purchase Order from the list of results.
A Change Order inquiry page has three sections: **Header Changes**, **Line Changes** and **Ship Changes**. Each tab has two pages: the first displays the changes, and the second displays the original:

Here is a sample **Ship Changes** tab. There are two **PO Schedule** pages, and each Schedule has within it two pages – the first page with the changes, and the second with the original.
This is the second page of the same PO – the original. Note that the Quantity was initially 10; the first page, shown above, indicates the quantity was changed to 6.

<table>
<thead>
<tr>
<th>Unit:</th>
<th>Line:</th>
<th>Sched Num:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM 508</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO:</th>
<th>Item ID:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000008</td>
<td>stuff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes to PO Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Schedule</td>
</tr>
<tr>
<td>PO Qty:</td>
</tr>
<tr>
<td>Price: 1,000.0000</td>
</tr>
<tr>
<td>Ship To: 0000000001 UC at Bath/Brunswick</td>
</tr>
<tr>
<td>Freight Trm: DESTALLOND</td>
</tr>
<tr>
<td>Ship Via: BESTWAY Best Way</td>
</tr>
<tr>
<td>Last User to Modify: EKLEIN Last Change Date: 12/30/04 2:31:55PM</td>
</tr>
</tbody>
</table>

B. Review PO Information

Navigate to: Purchasing > Purchase Orders > Review PO Information

The Review PO Information submenu has three choices: Purchase Orders, Activity Summary and Document Status.

Selecting Purchase Orders loads a search page to find the PO we are interested in. Search for a PO, and then select one from the list of results. A page with PO summary information is displayed:
Note the **Document Status** link. We can look at all the documents associated with an order starting with the requisition Document Status, the receipt or the PO. Clicking on this link is the same as selecting *Document Status* from the portal menu.

The other links at the bottom of this page display the same information as the corresponding links when viewing the original voucher. Note that the **Header VAT** and **All RTV** links are not used. The **Matching** link shows whether or not any matching has been done for this PO; for viewing detailed Match Exceptions, use the Match Manager, available at **Accounts Payable > Review > Vouchers > Match Manager**.

**C. Activity Summary**

The Activity Summary inquiry provides an excellent summary of actions associated with the PO:
3 Accounts Payable Inquiries

3.1 Voucher Inquiries

Navigate to: Accounts Payable > Review > Vouchers
A. Voucher Inquiry

Clicking on Voucher Inquiry loads the Voucher Inquiry search page:

The Voucher Inquiry page has many different fields, allowing you to fine-tune your search using a combination of parameters. The page is divided into three sections:

- **Search Criteria** – This section contains fields specific to searching for Vouchers. The **Search** button performs a search for a Voucher using the parameters specified, while **Reset Criteria** resets the fields to their initial values.

- **Sort Criteria** – The fields in this section determine how the search results are displayed. Results can be re-sorted after the initial search by adjusting the search criteria and clicking **Sort**.

- **Display Currency Criteria** – This section is not used; UMS Requisitions deal only with US currency.

Fill in as many fields as possible to limit the search, then click **Search**. A list of results is displayed:
There search results may be too wide to appear entirely in your browser window, so it may be necessary to scroll horizontally to view all Voucher information. Clicking the [More Details] tab displays additional Voucher information:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Post Status</th>
<th>Appr Status</th>
<th>Match Status</th>
<th>Close Status</th>
<th>Due Date</th>
<th>Activy Date</th>
<th>Entered on</th>
<th>Bldt Hdr Status</th>
<th>Bldt Misc Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMS08</td>
<td>000000001</td>
<td>Unposted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>05/20/2004</td>
<td>04/20/2004</td>
<td>04/20/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>UMS08</td>
<td>000000002</td>
<td>Unposted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>05/22/2004</td>
<td>04/22/2004</td>
<td>04/22/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>UMS08</td>
<td>000000003</td>
<td>Unposted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>05/22/2004</td>
<td>04/22/2004</td>
<td>04/22/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>UMS08</td>
<td>000000004</td>
<td>Unposted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>05/22/2004</td>
<td>04/22/2004</td>
<td>04/22/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>UMS08</td>
<td>000000005</td>
<td>Unposted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>05/22/2004</td>
<td>04/22/2004</td>
<td>04/22/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
</tbody>
</table>

B. Voucher Accounting Entries

Navigate to: Accounts Payable > Review > Vouchers > Voucher Accounting Entries

The Voucher Accounting Entries page allows you to view accounting information for a Voucher. On the search page, fill in the Business Unit field, and either the Voucher ID or the Invoice Number. Use the lookup feature (🔍) to search for these values. Selecting a Voucher ID will automatically fill in the Invoice Number field with the correct value, and vice-versa:
The **Chart Field** and **Journal** tabs display the corresponding accounting details for the Voucher.

**C. Unbalanced Accounting Entries**

Navigate to: **Accounts Payable > Review > Vouchers > Unbalanced Accounting Entries**

Fill in as many fields as possible, and click **Search**. You will only get results if there are unmatched accounting entries. Unbalanced Accounting Entries should be an unusual circumstance.

If no unbalanced accounting entries are found, the following message is displayed:

![Unbalanced Accounting Entries](image)

**D. Journal Drill Down**

Navigate to: **Accounts Payable > Review Vouchers > Journal Drill Down**
E. Document Status

Clicking on Document Status loads the Voucher Document Status Inq search page. Fill in as many search fields as possible, and then click Search. A list of results is displayed:

Click on a linked Voucher ID in the list of results. A page containing summary information and documents associated with that Voucher is displayed:
F. **Match Manager**

Navigate to: *Accounts Payable > Review Vouchers > Match Manager*

Selecting the *Match Manager* link in the *Vouchers* submenu loads a search page:

![Match Manager Search](image)

Enter search criteria and click **Search**. A list of Vouchers is returned:
If there are match exceptions for any of the Vouchers, there will be an icon in that column. If you click the icon a new browser window will open, with details on the match exceptions:

The *Override History* column may contain an icon, which displays any match overrides for the Voucher.

Refer to the *Requisitions and Receiving Reference Manual* for details on matching and match exception handling.

### 3.2 Payment Inquiry Pages

Navigate to: *Accounts Payable > Review > Payments*
### A. Payment Inquiry

Navigate to: **Accounts Payable > Review > Payments > Payment Inquiry**

<table>
<thead>
<tr>
<th>Payment Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Criteria</strong></td>
</tr>
<tr>
<td>Payment Reference ID:</td>
</tr>
<tr>
<td>Bank SetID:</td>
</tr>
<tr>
<td>Bank Account:</td>
</tr>
<tr>
<td>Pay Cycle:</td>
</tr>
<tr>
<td>Remit SetID:</td>
</tr>
<tr>
<td>Vendor Name:</td>
</tr>
<tr>
<td>*Amount Rule:</td>
</tr>
<tr>
<td>From Date:</td>
</tr>
</tbody>
</table>

**Sorting Criteria**

1. 1st sort: [Account] 1st Sort Type: [Asc]  
2. 2nd sort: [Remit Ref] 2nd Sort Type: [Asc]

Fill in as many fields as possible in order to limit the search, then click the **Search** button. To reset all search fields to their initial values, click **Reset Criteria**.
Of note is the section labeled Sorting Criteria. The parameters on the 1st Sort line are applied to the results, followed by the criteria determined by the 2nd Sort line. In the example above, the results will be sorted by Account in ascending order, followed by Payment Reference in ascending order.

A list of search results is returned:

<table>
<thead>
<tr>
<th>Payment Reference ID</th>
<th>Payment Method</th>
<th>Amount</th>
<th>Currency</th>
<th>Creation Date</th>
<th>Payment Date</th>
<th>Payment Status</th>
<th>Recon Status</th>
<th>Reconcile Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>000013</td>
<td>Check</td>
<td>1,025.00</td>
<td>USD</td>
<td>07/28/2004</td>
<td>07/28/2004</td>
<td>Paid</td>
<td>Unreconciled</td>
<td></td>
</tr>
<tr>
<td>000025</td>
<td>Check</td>
<td>50.00</td>
<td>USD</td>
<td>08/28/2004</td>
<td>08/28/2004</td>
<td>Paid</td>
<td>Unreconciled</td>
<td></td>
</tr>
<tr>
<td>000036</td>
<td>Check</td>
<td>5,188.87</td>
<td>USD</td>
<td>08/25/2004</td>
<td>08/25/2004</td>
<td>Paid</td>
<td>Unreconciled</td>
<td></td>
</tr>
<tr>
<td>000042</td>
<td>Check</td>
<td>4,680.00</td>
<td>USD</td>
<td>08/26/2004</td>
<td>08/26/2004</td>
<td>Paid</td>
<td>Unreconciled</td>
<td></td>
</tr>
<tr>
<td>000028</td>
<td>Check</td>
<td>1,003.00</td>
<td>USD</td>
<td>08/25/2004</td>
<td>08/25/2004</td>
<td>Paid</td>
<td>Unreconciled</td>
<td></td>
</tr>
<tr>
<td>000029</td>
<td>Check</td>
<td>104.00</td>
<td>USD</td>
<td>08/25/2004</td>
<td>08/25/2004</td>
<td>Paid</td>
<td>Recun</td>
<td></td>
</tr>
<tr>
<td>000031</td>
<td>Check</td>
<td>520.00</td>
<td>USD</td>
<td>08/25/2004</td>
<td>08/25/2004</td>
<td>Paid</td>
<td>Unreconciled</td>
<td></td>
</tr>
<tr>
<td>000032</td>
<td>Check</td>
<td>450.00</td>
<td>USD</td>
<td>08/25/2004</td>
<td>08/25/2004</td>
<td>Paid</td>
<td>Unreconciled</td>
<td></td>
</tr>
</tbody>
</table>

Click on the different tabs - Payment Details, Additional Info, Vendor Details - for more payment information.

Selecting a hyperlinked Payment Reference ID from the list of results displays details about that payment:

B. Replaced Payments

Navigate to: Accounts Payable > Review > Payments > Replaced Payments
The Replace Payments search is only available if any checks for the current pay period have been replaced. If any replaced payments exist, a search will return a page similar to the following:

The icons link to the original Payment Inquiry pages for the listed payments.

C. Document Status

The Document Status inquiry provides a comprehensive list of the documents associated with a payment.
Clicking on the *Document Status* link loads a search page. Fill in as many fields as possible, then click **Search**. A list of results is displayed:

![Search Results](image)

Click on a payment to load the *Payment Doc Status* page:

![Payment Doc Status](image)

Each document associated with a Payment will have a hyperlinked **DOC ID**. Clicking on the **DOC ID** opens a new browser window with an inquiry page for the associated document. For instance, if the
Document Type is a Voucher, then a Voucher Inquiry page will be loaded.

Each document line also has a icon. Clicking this icon opens a new browser window with a Document Status page for that particular document.

The Related Info tab contains more information:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>DOC ID</th>
<th>Document Type</th>
<th>Accounting Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMS08</td>
<td>002000032</td>
<td>Voucher</td>
<td></td>
</tr>
</tbody>
</table>

D. Prepayment Inquiry

Navigate to: Accounts Payable > Review > Payments > Prepayment Inquiry

A search page is loaded. Fill in the Business Unit field, and the Voucher ID, if known. Searching by Business Unit only will return a list of all Prepayments for that Business Unit, if any:

Click a linked Voucher ID to load the Prepay Inquire page for a particular Prepayment:
3.3 Vendor Inquiries

Navigate to:  Accounts Payable > Review > Vendor
A. **Vendor Aging**

Navigate to:  *Accounts Payable > Review > Vendor > Vendor Aging*

The *Vendor Aging* page is a convenient way to look up vouchers associated with a vendor during a specific time frame. In other words, it provides the payment history of a vendor.

At the *Vendor Aging* search page, enter either a Vendor ID or a Vendor Name, and click *Search*. It is also possible to search for a range of Vendor IDs or Vendor Names. Note that the *Display Currency Criteria* section should be ignored. A search for a single vendor will return a current balance for that vendor:

![Vendor Aging Search](image)

Clicking on a linked payment loads a *Schedule Payment Inquiry* page for that vendor. Refer to Section C – *Vendor Schedule Payment* (Page 36) for more information on Schedule Payment Inquiries.

B. **Vendor Current Balance**

Navigate to:  *Accounts Payable > Review > Vendor > Vendor Current Balance*

*Vendor Current Balance* displays the current balance, if any, for a specific vendor. As with *Vendor Aging*, it is possible to search for one vendor or a range of vendors. A search for one vendor returns a page similar to the following:

![Vendor Current Balance](image)
The **Sort Criteria** fields determine how the search results are displayed. This is useful when searching for a range of vendors.

Clicking on the linked Short Vendor Name or Gross Amount loads the Schedule Payment Inquiry page for that vendor. See the next section for information on Schedule Payment Inquiry.

### C. **Vendor Schedule Payment**

Navigate to: **Accounts Payable > Review > Vendor > Vendor Schedule Payment**

**Vendor Schedule Payment** allows searching for scheduled payments to a vendor. There are a number of parameters that can be set to base a search on:
Fill in as many fields as possible in order to limit the search, then click the **Search** button. To reset all search fields to their initial values, click **Reset Criteria**. As with *Payment Inquiry*, the **Sort Criteria** fields can be set to customize how the search results are displayed.

A sample search for a single vendor returns a page like the following:
Click a linked Voucher ID to load the Voucher Inquiry page for that voucher. The tab provides more information:

### D. Scheduled Payments on Hold

Navigate to: **Accounts Payable > Review Vendor > Scheduled Payments on Hold**

This inquiry allows searching for any Scheduled Payments to a Vendor which have been put on hold. Here is the **Scheduled Payments on Hold** search page:
Enter search terms, and then click **Search**. If there are any scheduled payments to the vendor which have been put on hold, a page with more information will be displayed:

**E. Rejected Vouchers**

Navigate to: **Accounts Payable > Review > Vendor > Rejected Vouchers**

The *Rejected Vouchers* search page is identical to the *Scheduled Payments on Hold* search page:
Enter search terms, and then click Search. If any Rejected (Denied) Vouchers exist, a list of results will be displayed. Clicking on a linked Voucher ID will display details on the Rejected Voucher:

**Rejected Vouchers**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- **SetID:**
- **Vendor ID:**
- **Short Vendor Name:**
- **Our Customer Number:**
- **D+B Number:**
- **Name 1:**

**Enter search terms, and then click Search.** If any Rejected (Denied) Vouchers exist, a list of results will be displayed. Clicking on a linked Voucher ID will display details on the Rejected Voucher:

**Rejected Vouchers**

<table>
<thead>
<tr>
<th>SetID: UMSYS</th>
<th>Vendor ID: 000000031 Boise</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShortName: BOISE-001 Status: Approved</td>
<td></td>
</tr>
</tbody>
</table>

**Voucher Information**

- **Invoice:**
- **Unit:**
- **Gross Amt:**
- **Discount Amt:**
- **Days Overdue:**
- **Voucher Comments:**

<table>
<thead>
<tr>
<th>Date: 09/10/2004</th>
<th>Scheduled Payment: 1 Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMS08</td>
<td>1,000.00 Dollar</td>
</tr>
<tr>
<td>0.00</td>
<td>10/10/2004</td>
</tr>
<tr>
<td>243</td>
<td>Scheduled to Pay: 10/10/2004</td>
</tr>
</tbody>
</table>

| Approval Status: Denied |

- **On Hold**
- **Wait Hold**

**F. Overdue Scheduled Payments**

Navigate to: Accounts Payable > Review Vendor > Overdue Scheduled Payments
If a Vendor has any Scheduled Payments which are overdue, this inquiry allows searching for them. Enter search terms, and then click Search. A list of Vendors with overdue Scheduled Payments is returned:

**Overdue Scheduled Payments**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Set ID:**
- **Vendor ID:** begins with
- **Short Vendor Name:** begins with
- **Our Customer Number:** begins with
- **D&B Number:**
- **Name 1:** begins with

**Search Results**

Click on a hyperlinked Vendor to view payment details:
The Conversation inquiry allows searching for any conversations with Vendors that have been recorded in the Financials system. Conversations can be viewed system-wide. Enter search terms, and then click Search. Either a list of Vendors or a specific Vendor is returned, depending on search parameters:

### Overdue Scheduled Payments

<table>
<thead>
<tr>
<th>SetID: UMSYB</th>
<th>Vendor: 0000000000</th>
<th>PAUL, DAVID</th>
<th>Status: Approved</th>
<th>Vouchers: 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Voucher Information</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1</th>
<th>2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices: Inv-934</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date: 09/03/2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher: 00000126</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Amt: 500.00</td>
<td></td>
<td>Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discount Amt: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days Overdue: 250</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- On Hold
- Whd Hold

- Approval Status: Approved
Click on a hyperlinked **Vendor** to view the Conversation entries for that Vendor:

**H. Contact**

Navigate to:  *Accounts Payable > Review > Vendor > Contact*
The Contact inquiry displays a Vendor’s contact information. The Contact search page looks like this:

![Contact Search Page](image)

A search for Circuit City returns the following contact information page:

![Contact Information Page](image)