



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.

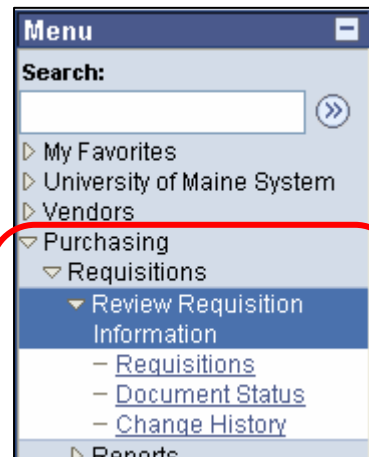
## 2 Requisitions and Receiving Inquiries

### 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:

**Requisition Inquiry**

Business Unit:

Requisition ID:  To Req:

Req Status:  Origin:

Requester:

Requisition Date:  To:

Vendor Set ID:  [Vendor Lookup](#) [Vendor Details](#)

Vendor ID:  Short Vndr Name:

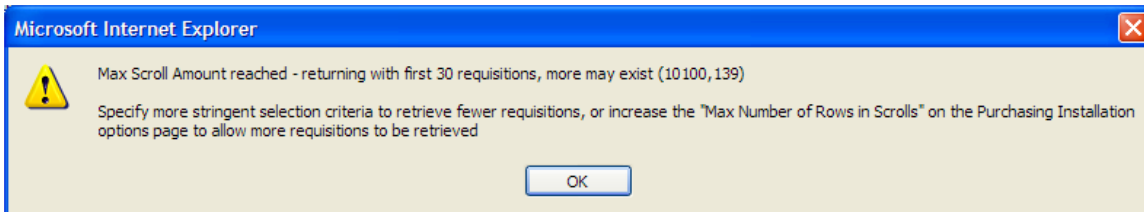
Item SetID:  Item ID:

Descr:

Department:   Drop Ship

Buyer:

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:

Requisitions

Req Inquiry Customize | Find | View All | First 1-9 of 30 Last

Details **Status**

Unit	Requisition	Status	Requester	Req Date	Total Amt	Currency
<input checked="" type="checkbox"/>	UMS08 <a href="#">8000000445</a>	Pending	Training ReqRec BU8	04/04/2005	1120.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000444</a>	Approved	Training ReqRec BU8	04/04/2005	10.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000443</a>	Approved	Training ReqRec BU8	04/04/2005	100.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000442</a>	Approved	Training ReqRec BU8	04/02/2005	900.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000441</a>	Approved	Training ReqRec BU8	04/02/2005	900.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000440</a>	Approved	Training ReqRec BU8	04/02/2005	450.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000439</a>	Approved	Training ReqRec BU8	04/02/2005	450.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000438</a>	Approved	Training ReqRec BU8	04/02/2005	450.000	Dollar
<input type="checkbox"/>	UMS08 <a href="#">8000000437</a>	Pending	Training ReqRec BU8	04/02/2005	900.000	Dollar

[Search](#)   [Approval History](#)   Header Comments   [Document Status](#)  
 Show RFQ   Show PO   Show Receipts   Show MSR   Show Voucher / Payment

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:

Requisitions

Req Inquiry Customize | Find | View All | First 1-9 of 30 Last

Details **Status**

Unit	Requisition	On RFQ	On PO	Drop Ship	Received	On MSR	On Voucher
<input checked="" type="checkbox"/>	UMS08 <a href="#">8000000445</a>						
<input type="checkbox"/>	UMS08 <a href="#">8000000444</a>						
<input type="checkbox"/>	UMS08 <a href="#">8000000443</a>						
<input type="checkbox"/>	UMS08 <a href="#">8000000442</a>		Y				
<input type="checkbox"/>	UMS08 <a href="#">8000000441</a>		Y				
<input type="checkbox"/>	UMS08 <a href="#">8000000440</a>		Y				Y
<input type="checkbox"/>	UMS08 <a href="#">8000000439</a>		Y				Y
<input type="checkbox"/>	UMS08 <a href="#">8000000438</a>		Y				Y
<input type="checkbox"/>	UMS08 <a href="#">8000000437</a>						

[Search](#)   [Approval History](#)   Header Comments   [Document Status](#)  
 Show RFQ   Show PO   Show Receipts   Show MSR   Show Voucher / Payment

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:

Line Details								
Unit: UMS08		Req ID: 8000000443						
Requisition Details								
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   <a href="#">1 of 1</a>   <a href="#">Last</a>								
Details		<a href="#">More</a>						
Sel	Line	Item ID	Description	Vendor ID	Name	Req Qty	UOM	Amount Currency
<input checked="" type="checkbox"/>	1	<a href="#">Diet Coke</a>		0000000001	Party People	10.0000	Case	100.00 Dollar

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.

<a href="#">Schedule Details</a>	<a href="#">Line Comments</a>	<a href="#">View Hierarchy</a>
<a href="#">Return</a>		

[Schedule Details](#) provides both Shipment and Accounting Distribution information:

Shipment Details								
Unit: UMS08		Req ID: 8000000443		Line: 1				
Shipment Details								
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   <a href="#">1 of 1</a>   <a href="#">Last</a>								
Sel	Sched	Due Date	Ship To	Price	Req Qty	Amount	Currency	Revision
<input checked="" type="checkbox"/>	1		1000000001	10.00000	10.0000	100.00	Dollar	

Click on the [Distribution Details](#) link at the bottom of the *Shipment Details* page to view accounting information:

**Distribution Information**

Unit: UMS08    Req ID: 8000000443    Line: 1    Sched Num: 1

Customize | Find | View All | First 1 of 1 Last

Details **More**

Sel	Line	Status	Location	Req Qty	Amount	Currency	GL Unit	Account	Oper Unit	Fund
<input type="checkbox"/>	1	Open	1000000001	10.0000	100.00	Dollar	UMS08	11001	800	03

The **More** tab displays the remaining ChartField values.

**NOTE:** The various *Line Details* pages contain a **Return** 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:

<input type="checkbox"/>	UMS08	<a href="#">8000000438</a>	Approved	Training ReqRec BU8	04/02/2005	450.000 Dollar
<input type="checkbox"/>	UMS08	<a href="#">8000000437</a>	Pending	Training ReqRec BU8	04/02/2005	900.000 Dollar
<a href="#">Search</a> <a href="#">Approval History</a> Header Comments <a href="#">Document Status</a> Show RFQ    Show PO    Show Receipts    Show MSR    Show Voucher / Payment						
<input type="button" value="Notify"/>						

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

<input type="checkbox"/>	UMS08	<a href="#">8000000437</a>	Approved
<input checked="" type="checkbox"/>	UMS08	<a href="#">8000000443</a>	Approved
<input type="checkbox"/>	UMS08	<a href="#">8000000440</a>	Approved

Depending on the Requisition you selected, some links will be [Active](#), while others will remain Inactive:

<a href="#">Search</a>	Approval History	Header Comments	<a href="#">Document Status</a>
Show RFQ	<a href="#">Show PO</a>	Show Receipts	Show MSR
<a href="#">Show Voucher / Payment</a>			

- **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:

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

Find an Existing Value

Business Unit: =

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Origin: begins with

Requester: begins with

Description: begins with

Case Sensitive

[Basic Search](#)

Complete as many fields as possible to limit the search, then click . Here is a sample *Document Status* page for a Requisition which has a PO, receipts and vouchers:

**Req DOC Status**

Business Unit: UMS07      Req ID: [7000000105](#)      Status: Approved  
 Document Date: 01/24/2005      Document Type: Requisition      Budget Status: Valid  
 Currency: USD      Amount: 150.00  
 Requester: Training ReqRec BU7

**Associated Document**      [Customize](#) | [Find](#) | [View All](#) |       First  1-3 of 3  Last

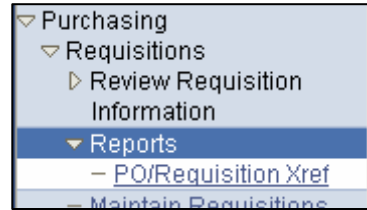
Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	
UMS07	<a href="#">7000000039</a>	PO	Dispatched	01/24/2005	0000000001	1000000001	<input type="button" value="Document"/>
UMS07	<a href="#">7000000022</a>	Receipt	Dispatched	01/24/2005	0000000001	1000000001	<input type="button" value="Document"/>
UMS07	<a href="#">700000021</a>	Voucher	Dispatched	01/24/2005	0000000001	1000000001	<input type="button" value="Document"/>

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**:

 A screenshot of a web form titled "Requisition to PO XREF". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs is a text input field labeled "Run Control ID:" containing the text "POReqXref". Below the input field is a yellow "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "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:

 A screenshot of the "Requisition to PO XREF" form. The "Run Control ID:" field contains "POReqXref". To the right of this field are three buttons: "Report Manager", "Process Monitor", and "Run". Below the "Run Control ID:" field is a "Language:" dropdown menu set to "English". A section titled "Report Request Parameters" contains:
 

- "From Date:" field with the value "05/23/2005" and a calendar icon.
- "Through Date:" field with the value "06/24/2005" and a calendar icon.
- "Business Unit:" field with the value "UMS08" and a magnifying glass icon.

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:

**Process Scheduler Request**

User ID: T8RA25      Run Control ID: POReqXref

Server Name: **PSNT**      Run Date: 06/07/2005

Recurrence:      Run Time: 11:42:44AM      [Reset to Current Date/Time](#)

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition to PO XREF Report	POY1100-	Crystal	Web	PDF	<a href="#">Distribution</a>

[OK](#)      [Cancel](#)

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.

*Type	*Format	Dist
Web	PDF	Dis
	DOC	
	HTM	
	PDF	
	RPT	
	RTF	
	TXT	
	XLS	

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](#):

**Requisition to PO XREF**

Run Control ID: POReqXref      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Language: English

Process Instance: 7403

**Report Request Parameters**

From Date: 05/23/2005      Through Date: 05/27/2005

Business Unit: UMS08

Click on the [Process Monitor](#) link. The **Run Status** field indicates whether or not the process ran successfully.

Process List **Server List**

View Process Request For

User ID: T8RA25 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7403		Crystal	POY1100-	T8RA25	06/07/2005 12:00:29PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7402		Crystal	POY1100-	T8RA25	06/07/2005 11:21:37AM EDT	Success	Posted	<a href="#">Details</a>

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 **Refresh** 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:

**Process Detail**

**Process**

Instance: 7403 Type: Crystal

Name: POY1100- Description: Requisition to PO XREF Report

Run Status: Success Distribution Status: Posted

**Run** **Update Process**

Run Control ID: POReqXref  Hold Request

Location: Server  Queue Request

Server: PSNT  Cancel Request

Recurrence:  Delete Request

Restart Request

**Date/Time** **Actions**

Request Created On: 06/07/2005 12:11:46PM EDT [Parameters](#) Transfer

Run Anytime After: 06/07/2005 12:00:29PM EDT [Message Log](#)

Began Process At: 06/07/2005 12:12:12PM EDT [Batch Timings](#)

Ended Process At: 06/07/2005 12:12:25PM EDT [View Log/Trace](#)

OK Cancel

Click the [View Log/Trace](#) link:

**View Log/Trace**  
**Report**

**Report ID:** 4557      **Process Instance:** 7403      [Message Log](#)  
**Name:** POY1100-      **Process Type:** Crystal  
**Run Status:** Success

Requisition to PO XREF Report

**Distribution Details**

**Distribution Node:** FNTRNNT      **Expiration Date:** 06/14/2005


**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	06/07/2005 12:12:25.000000PM EDT
<a href="#">POY1100- 7403.PDF</a>	22,077	06/07/2005 12:12:25.000000PM EDT
<a href="#">PeopleSoft Trace File</a>	476	06/07/2005 12:12:25.000000PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	T8RA25

The PDF file is the report. Click on the linked file name ([POY1100-7403.PDF](#) in this example), and Adobe Acrobat Reader will load to display the file:



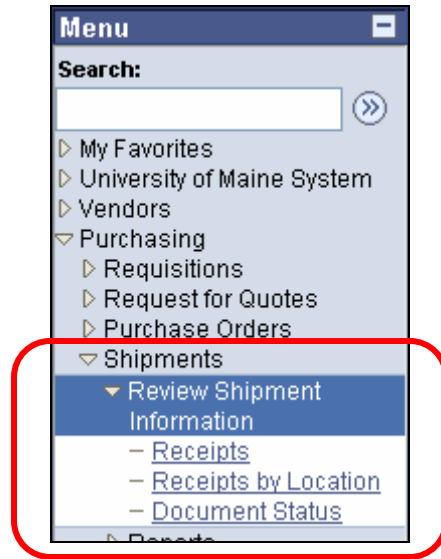
Report ID: POY1100      PeopleSoft Purchasing      Page No. 1  
 User ID:      REQUISITION TO PO XREF REPORT      Run Date 6/7/2005  
 Run Control:           Run Time 12:17:18 PM

Req Dates Included:      Thru:  
 Business Unit:

Requisition				Purchase Order										
ID	Lin/Sch/Dst	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date	Lin/Sch/Dst	Quantity	CUR	Price

## 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:

A screenshot of the "Receiving" search page. The page title is "Receiving" in blue. Below the title is a subtitle: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a section titled "Find an Existing Value" with a rounded border. Below this section are several search criteria, each with a dropdown menu for the operator and a text input field for the value. The criteria are: "Business Unit" (operator: "=", value: "UMS08"), "Receipt Number" (operator: "begins with"), "Bill of Lading" (operator: "begins with"), "PO Business Unit" (operator: "=", value: ""), "Item ID" (operator: "begins with"), "Origin" (operator: "begins with"), "Purchase Order" (operator: "begins with"), "Ship To Location" (operator: "begins with"), "Shipment Number" (operator: "begins with"), "Vendor ID" (operator: "begins with"), "Received Date" (operator: "=", value: "", with a calendar icon), and "Receipt Status" (operator: "=", value: ""). At the bottom of the form are four buttons: "Search" (yellow), "Clear" (yellow), "Basic Search" (blue), and "Save Search Criteria" (blue with a floppy disk icon).

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

Business Receipt Unit	Number	Bill of Lading	PO Business Unit	More Information	Item ID	Origin	Purchase Order	Ship To Location	Shipment Number	Vendor ID	Vendor Name 1
<a href="#">UMS08</a>	<a href="#">8000000019</a>	(blank)	UMS08	CSU Module	(blank)	ONL	8000000100	8000000018	(blank)	0000069454	CAROUSEL INDUSTRIES
<a href="#">UMS08</a>	<a href="#">8000000019</a>	(blank)	UMS08	Clan Card	(blank)	ONL	8000000100	8000000018	(blank)	0000069454	CAROUSEL INDUSTRIES
<a href="#">UMS08</a>	<a href="#">8000000019</a>	(blank)	UMS08	DS1 Interface	(blank)	ONL	8000000100	8000000018	(blank)	0000069454	CAROUSEL INDUSTRIES
<a href="#">UMS08</a>	<a href="#">8000000018</a>	(blank)	UMS08	Isf	(blank)	ONL	8000000096	8000000020	(blank)	0000047211	A & A COMPUTERS INC

Click on a linked [Receipt Number](#). A *Receipts* page will load:

**Receipts**

Unit: UMS08    Receipt No: 8000000019    Source: On-line    Receipt Status: Received

**Receipt Lines**    Customize | Find | View All | First 1-3 of 3 Last

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	<a href="#">DS1 Interface</a>	1545.00000	<input type="checkbox"/>	2.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	2	<a href="#">CSU Module</a>	673.00000	<input type="checkbox"/>	2.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	3	<a href="#">Clan Card</a>	950.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>

[Header Details](#)    Line Details    Manufacturer Info    Asset Information    **Document Status**    Header Comment  
[Display RTV Information](#)    Line Status    Distribution    Putaway Information    Device Tracking    Line Comment

[Return to Search](#)    [Next in List](#)    [Previous in List](#)    [Notify](#)

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:

**Receipt DOC Status**

Business Unit: UMS08    Receiver ID: [8000000019](#)    Status: Received

Document Date: 06/05/2005    Document Type: Receipt    Carrier ID:

Currency: USD    Amount: 5386.00    Short Vendor Name: CAROUSEL I-002

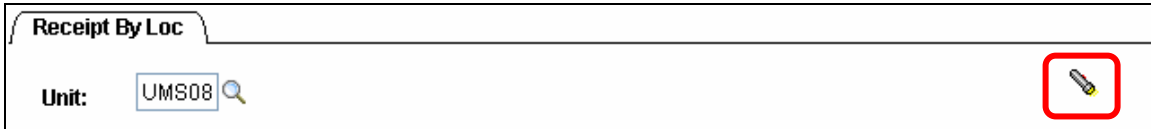
Bill of Lading:    Source: On-line

**Associated Document**    Customize | Find | View All | First 1-2 of 2 Last

Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
UMS08	<a href="#">8000000208</a>	REQ	Approved	06/05/2005		
UMS08	<a href="#">8000000100</a>	PO	Dispatched	06/05/2005	0000069454	8000002574

## 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:

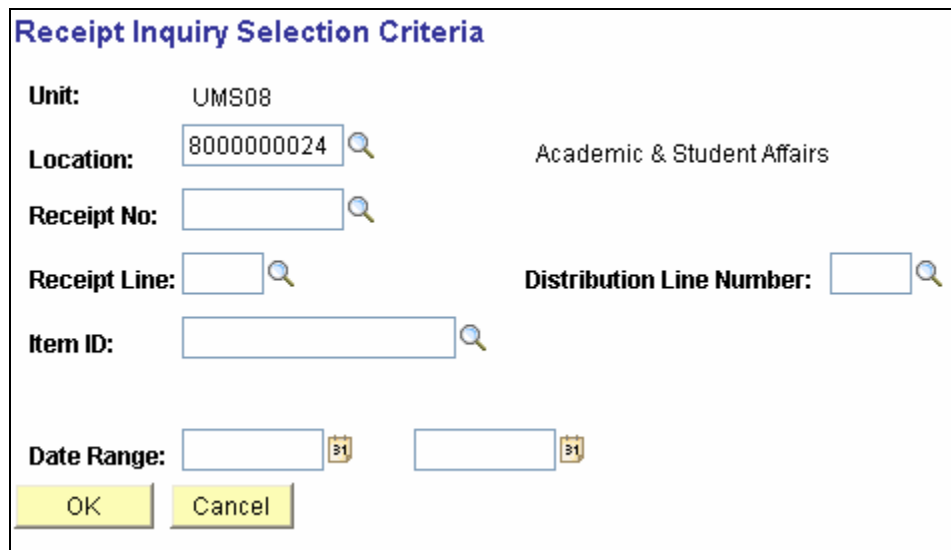


Receipt By Loc

Unit: UMS08

Flashlight icon

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

Unit: UMS08

Location: 8000000024 Academic & Student Affairs

Receipt No:

Receipt Line: Distribution Line Number:

Item ID:

Date Range: [ ] [ ]

OK Cancel

Complete as many fields as necessary and click **OK**. Search results are displayed:

**Receipt By Loc**

Unit:

Customize | Find | View All | First 1-9 of 75 Last

**Receipt Locations** | **Quantity and Amount**

Location	PO Unit	Receipt No	Receipt Line	Seq	Line	Item ID	Description
UMS08	UMS08	0000000001	1	1	1		
UMS08	UMS08	0000000002	1	1	1		
UMS08	UMS08	0000000003	1	1	1		
UMS08	UMS08	0000000004	1	1	1		
UMS08	UMS08	0000000005	1	1	1		
UMS08	UMS08	0000000006	1	1	1		
UMS08	UMS08	0000000007	1	1	1		
UMS08	UMS08	0000000008	1	1	1		
UMS08	UMS08	0000000015	1	1	1		

**Total Cost:** 83744.3500

Click the **Quantity and Amount** tab for more information:

**Receipt By Loc**

Unit:

Customize | Find | View All | First 1-9 of 75 Last

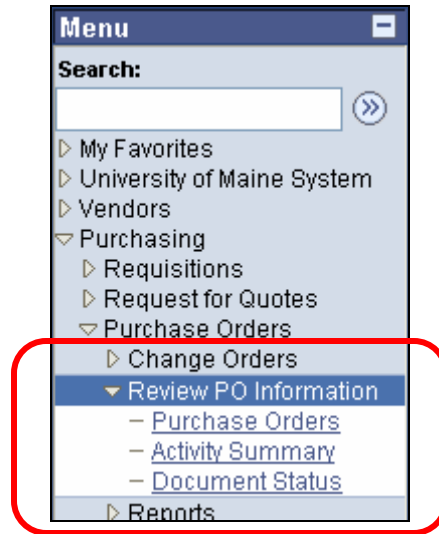
**Receipt Locations** | **Quantity and Amount**

Received Date	Dist Qty	Std UOM	Base Merchandise Amount
04/28/2004	10.0000		350.000
04/28/2004	10.0000		350.000
04/28/2004	500.0000		2500.000
04/28/2004	200.0000		1000.000
04/28/2004	200.0000		1000.000
04/28/2004	10.0000		250.000
04/28/2004	10.0000		250.000
04/28/2004	2.0000		50.000
04/30/2004	1.0000		2000.000

**Total Cost:** 83744.3500

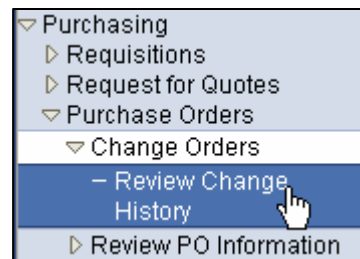
### 2.3 Purchase Order Inquiries

Navigate to: **Purchasing > Purchase Orders > Review PO Information**



**A. Change Orders**

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



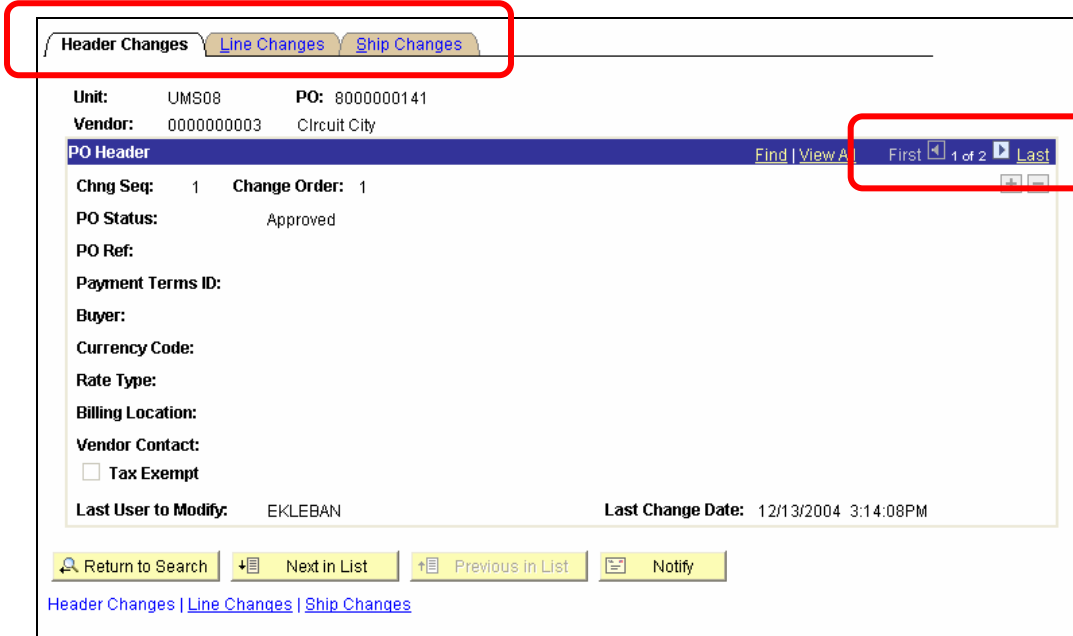
**PO Change Orders** are entered by Campus Administrators, usually at the request of the department. A Requisitioner or Receiver might need to view Change Orders against POs related to his/her requisitions or receipts. Use **Review Change History** to see any change orders. The regular view of a PO (**Purchasing > 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:

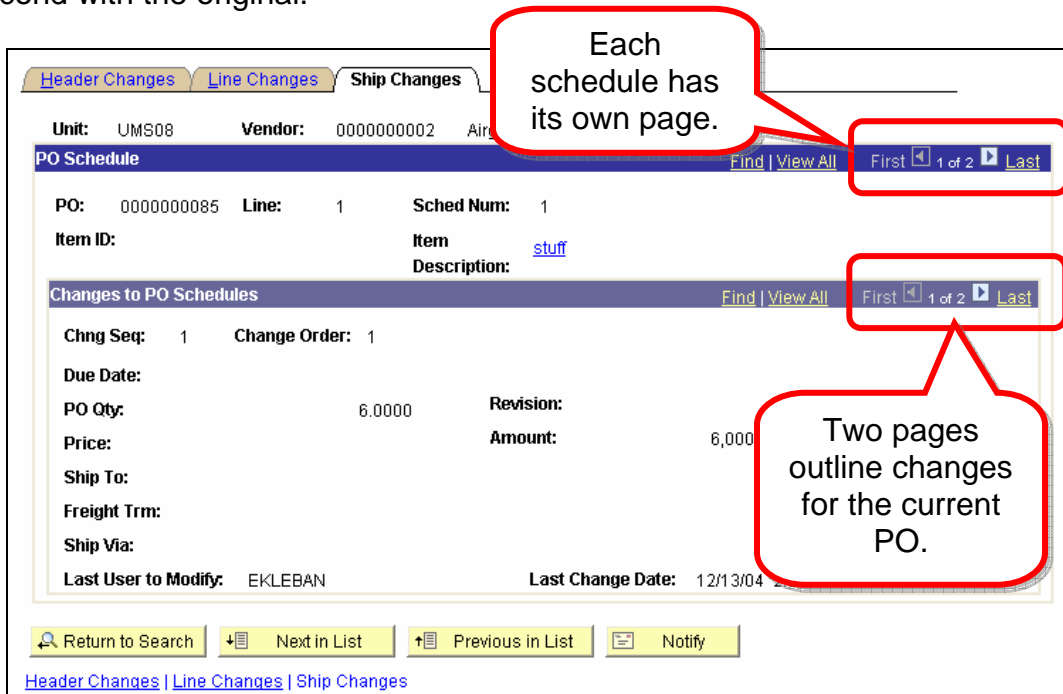
 A screenshot of the 'Change History' search page. The page title is 'Change History' and it includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' containing several search criteria fields: 'Business Unit' (with a dropdown set to '=' and a text box containing 'UMS08'), 'Purchase Order' (with a dropdown set to 'begins with' and an empty text box), 'Purchase Order Date' (with a dropdown set to '=' and an empty text box with a calendar icon), 'Purchase Order Reference' (with a dropdown set to 'begins with' and an empty text box), 'Short Vendor Name' (with a dropdown set to 'begins with' and an empty text box), 'Vendor ID' (with a dropdown set to 'begins with' and an empty text box), 'Name 1' (with a dropdown set to 'begins with' and an empty text box), and 'Buyer' (with a dropdown set to 'begins with' and an empty text box). There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Fill in as many fields as possible to limit the search, then click . 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.

The screenshot shows a web interface for 'Ship Changes' with tabs for 'Header Changes', 'Line Changes', and 'Ship Changes'. It displays PO information for Unit UMS08 and Vendor 0000000002 (Airgas Safety, Inc.). The 'PO Schedule' section shows PO: 0000000085, Line: 1, and Sched Num: 1. The 'Changes to PO Schedules' section is highlighted, showing a table with the following data:

Due Date:	12/13/2004	Original Schedule
<b>PO Qty:</b>	<b>10.0000</b>	<b>Revision:</b>
Price:	1,000.00000	<b>Amount:</b> 10,000.00 USD

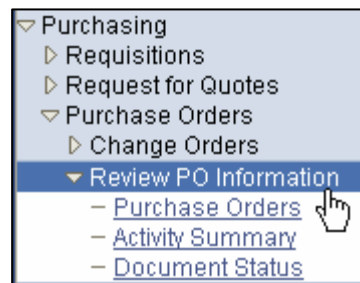
Other details include Ship To: 8000000001 UC at Bath/Brunswick, Freight Trm: DESTALLOWD, Ship Via: BESTWAY BestWay, and Last Change Date: 12/13/04 2:31:58PM. Navigation buttons at the bottom include 'Return to Search', 'Next in List', 'Previous in List', and 'Notify'.

### 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:



Form
Schedule

**Unit:** UMS08    **PO:** 8000000287  
**Vendor:** PARTY PEOP-001    **ID:** 0000000001    [Vendor Details](#)    **Buyer:** Training ReqRec BU8  
**PO Date:** 04/04/2005    **PO Status:** Dispatched    **Receipt:** Not Recvd    **Backorder Status:** None  
**Budget Status:** Valid

Lines								
Customize   Find   View All    First 1 of 1 Last								
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1		<a href="#">2.5 Ghz G5 Macintosh</a>	ELECTRONICS	1.0000	EA	2000.00 USD	Active

---

**Merch.:** 2000.00    **Adj Amt:**    **Total:** 2000.00    USD

[Header Details](#)
[Matching](#)
Header VAT
[All RTV](#)
Header Comments
[Line Details](#)
Line Comments
[Document Status](#)

Return to Search
 Next in List
 Previous in List
 Notify
 Related Links

Form | [Schedule](#)

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:

**Activity summary**

Unit: UMS08 PO: 8000000287 Vendor: Party People PO Status: Dispatched

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input checked="" type="checkbox"/>	1	<a href="#">2.5 Ghz G5 Macintosh</a>	EA	1.0000	2000.000	<input type="checkbox"/>

Receipt		Invoice		Matched	
Qty Rcvd:	0.0000	Qty Invcd:	0.00	Qty Mtchd:	0.0000
Qty Accptd:	0.0000	Amt Invcd:	0.000	Amt Mtchd:	0.000

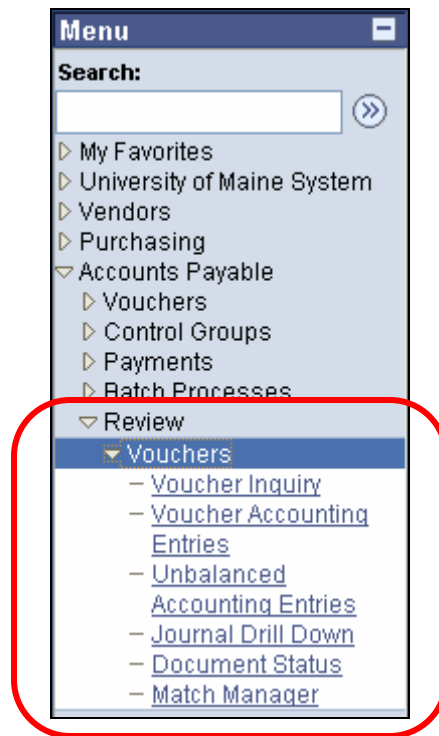
Receipt Invoice Matching **Open Qty:** 1.0000 **Open Amt:** 2000.000

[Return to Search](#) [Notify](#)

### 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:

**Voucher Inquiry**

**Search Criteria**

From Business Unit: UMS08 To Business Unit: UMS08 From Voucher ID: To Voucher ID: \*Voucher Style: All Vouchers

From Invoice: To Invoice: Post Status: Approval Status: Voucher Balance:

SetID: UMSYS From Vendor Short Name: To Vendor Short Name: Voucher Date Type:

From Vendor ID: To Vendor ID: Vendor Location: From Date: 06/08/2005 To Date: 06/08/2005

\*Amount Rule: Any Voucher Gross Amount: Transaction Currency: Max Rows: 300

Search Reset Criteria

**Sort Criteria**

\*Sort By: Voucher ID \*Sort Asc/Desc: Ascending Sort

Display Currency Criteria

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:

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Scheduled Payments	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Payments	Total Non-Merch	Entered VAI	Gross Amount Paid	Net Amount Paid
UMS08	00000001	CIRCUITCITY111	04/20/2004	000000003	CIRCUIT-001	500000001	Regular			USD	1,500.00	1,500.00					
UMS08	00000002	CIRCUITCITY222	04/20/2004	000000003	CIRCUIT-001	500000001	Regular			USD	500.00					500.00	500.00
UMS08	00000003	fisher4545	04/22/2004	000000016	FISHER-001	PITTSBURGH	Regular			USD	1,500.00					1,500.00	1,500.00
UMS08	00000004	fisher555	04/22/2004	000000016	FISHER-001	PITTSBURGH	Regular			USD	500.00					500.00	500.00
UMS08	00000005	fisher5656	04/22/2004	000000016	FISHER-001	PITTSBURGH	Regular			USD	400.00					400.00	400.00
UMS08	00000006	Circuitcity888	04/22/2004	000000003	CIRCUIT-001	500000001	Regular			USD	500.00					500.00	500.00
UMS08	00000007	fisher777	04/22/2004	000000016	FISHER-001	PITTSBURGH	Regular			USD	500.00					500.00	500.00
UMS08	00000008	CIRCUITCITY6554	04/22/2004	000000003	CIRCUIT-001	500000001	Regular			USD	5,000.00					5,000.00	5,000.00
UMS08	00000009	125555	05/13/2004	000000003	CIRCUIT-001	500000001	Regular			USD	200.00					200.00	200.00
UMS08	00000010	898988	05/13/2004	000000003	CIRCUIT-001	500000001	Regular			USD	500.00					500.00	500.00
UMS08	00000011	cc69994	05/14/2004	000000003	CIRCUIT-001	500000001	Regular			USD	120.00					120.00	120.00

These 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:

Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdgt Hdr Status	Bdgt Misc Status
UMS08	00000001	Unposted	Approved	No Match	Open	05/20/2004	04/20/2004	04/20/2004	Valid	Valid
UMS08	00000002	Unposted	Approved	No Match	Open	05/20/2004	04/20/2004	04/20/2004	Valid	Valid
UMS08	00000003	Unposted	Approved	No Match	Open	05/22/2004	04/22/2004	04/22/2004	Valid	Valid
UMS08	00000004	Unposted	Approved	No Match	Open	05/22/2004	04/22/2004	04/22/2004	Valid	Valid
UMS08	00000005	Unposted	Approved	No Match	Open	05/22/2004	04/22/2004	04/22/2004	Valid	Valid
UMS08	00000006	Unposted	Approved	No Match	Open	05/22/2004	04/22/2004	04/22/2004	Valid	Valid

### 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:

**Voucher Accounting Entries**

\*Business Unit: UMS08 🔍

Voucher ID: 00000046 🔍 Invoice Number: INV-AIRGAS-05202004 🔍

\*Accounting Line View Option: Standard  Show Foreign Currency Search Reset

Invoice Date: 05/20/2004 Vendor ID: 000000002 Vendor Name: Airgas Safety, Inc.

**Accounting Information** Find | View All First 1 of 2 Last

Posting Process: AP Accrual GL Dist Status: None

Main Information Chartfield Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Expense Distribution	1,000.00	USD	ACTUALS	UMS08
Accounts Payable	-1,000.00	USD	ACTUALS	UMS08

The **Chartfield** 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:

**Find an Existing Value**

Business Unit: [=] UMS01 [Q]

Voucher ID: [begins with] [ ]

Invoice Number: [begins with] [ ]

Invoice Date: [=] [ ] [ ]

Short Vendor Name: [begins with] [ ]

Vendor ID: [begins with] [ ]

Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

**D. Journal Drill Down**

Navigate to: **Accounts Payable > Review Vouchers > Journal Drill Down**

[

Journal Drill Down									
Journal ID									
Unit	Journal	Date	Ledger	Line	Line Descr				
US001	AP00000006	12/02/2003	LOCAL	4	AP Accruals				
Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	
630000									
Base Amount					Transaction Amt				
4170.00 USD					4170.00				

Detail											
Chartfields											
Unit	Acctn Date	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Affiliate	Affiliate	Fund Affiliate
US001	12/02/2003										

**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:

**Voucher Document Status Inq**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: = [v] UMS08 [m]

Voucher ID: begins with [v] [ ] [m]

Invoice Number: begins with [v] [ ] [m]

Invoice Date: = [v] [ ] [m]

Vendor Set ID: = [v] [ ] [m]

Vendor ID: begins with [v] [ ] [m]

Short Vendor Name: begins with [v] [ ] [m]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
 Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.  
[View All](#) First [1] 1-100 of 300 [p] Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor Set ID	Vendor ID	Short Vendor Name
UMS08	<a href="#">80000053</a>	<a href="#">11223344-5TRAIN7</a>	02/22/1954	UMSYS	0000000041	STAPLERS-001
UMS08	<a href="#">00000002</a>	<a href="#">CIRCUITCITY222</a>	04/20/2004	UMSYS	0000000003	CIRCUIT-001
UMS08	<a href="#">00000001</a>	<a href="#">CIRCUITCITY111</a>	04/20/2004	UMSYS	0000000003	CIRCUIT-001
UMS08	<a href="#">00000007</a>	<a href="#">fisher777</a>	04/22/2004	UMSYS	0000000016	FISHER-001
UMS08	<a href="#">00000006</a>	<a href="#">Circuitcity888</a>	04/22/2004	UMSYS	0000000003	CIRCUIT-001
UMS08	<a href="#">00000008</a>	<a href="#">CIRCUITCITY6554</a>	04/22/2004	UMSYS	0000000003	CIRCUIT-001
UMS08	<a href="#">00000004</a>	<a href="#">fisher555</a>	04/22/2004	UMSYS	0000000016	FISHER-001

Click on a linked [Voucher ID](#) in the list of results. A page containing summary information and documents associated with that Voucher is displayed:

**Voucher DOC Status**

**Business Unit:** UMS08      **Voucher ID:** [00000002](#)      **Document Type:** Voucher

**Invoice ID:** CIRCUITCITY222      **Invoice Date:** 04/20/2004      **Document Tolerance Status:** Valid

**Gross Amount:** 500.00 USD      **Approval Status:** Approved      **Budget Status:** Valid

**Vendor ID:** 0000000003      **Location:** 5000000001      CIRCUIT-001

**Associated Document**      [Customize](#) | [Find](#) | [View All](#) |      First  1 of 1  Last

**Documents**

SetID	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
UMSYS	<a href="#">0000000069</a>	Payment	Unposted	03/31/2005	0000000003	5000000001

**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**

**Match Manager**

**Search Criteria**

**From Business Unit:**       **To Business Unit:**       **From Voucher ID:**       **To Voucher ID:**       **\*Voucher Style:**

**From Invoice Number:**       **To Invoice Number:**       **\*Match Status:**       **Buyer:**

**SetID:**       **From Vendor Name:**       **To Vendor Name:**

**From Vendor ID:**       **To Vendor ID:**       **Vendor Location:**

**Voucher Date Type:**

**From Date:**       **To Date:**

Enter search criteria and click . A list of Vouchers is returned:

Search Results											
Un- Business		Voucher ID	Match Status	Vendor ID	Invoice Number	Gross Amt	Currency	Purchase Orders	Receipts	Exceptions Log	Override History
<input type="checkbox"/>	UMS08	<a href="#">00000008</a>	Matched	0000000003	CIRCUITCITY6554	5000.00	USD				
<input type="checkbox"/>	UMS08	<a href="#">00000010</a>	Matched	0000000003	8989898	500.00	USD				
<input type="checkbox"/>	UMS08	<a href="#">00000012</a>	Exceptions	0000000003	CC052004	500.00	USD				

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:

### Match Exception Override

**Unit:** UMS08      **Voucher:** 00000012      **Group:** 0000000004      **Origin:** ONL  
**Vendor:** 0000000003      Circuit City  
**Invoice:** CC052004      **Invoice Date:** 05/20/2004      **Gross Amt:** 500.00      USD  
**Due:** 06/19/2004      **Disc due:**      **Dscnt Amt:**

[View Purchase Order](#)

<b>Match Status</b> <input type="radio"/> Rejected <input type="radio"/> Overridden <input checked="" type="radio"/> Exceptions <input type="button" value="Apply"/>	<b>Voucher Post Status</b> Unposted
---	--

**Details** Find | View All    First 1 of 1 Last

**Voucher Line Number:** 1

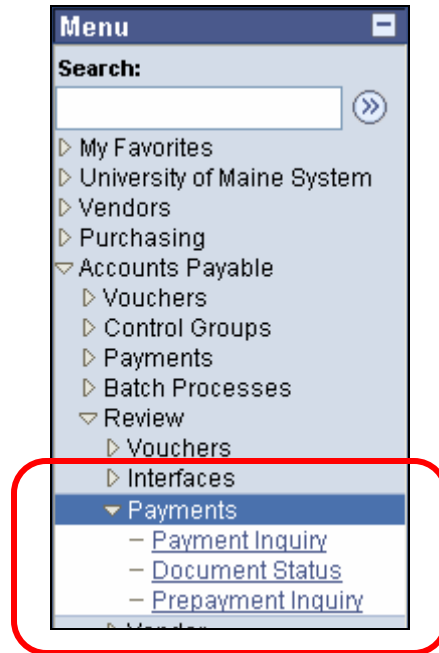
<b>Match Exceptions</b> <span style="float: right;">Find   View All    First 1 of 3 Last</span> <b>Match Control:</b> STANDARD    Standard match rules <b>Match Rule:</b> RULE_R500 <b>Match Level:</b> Standard No unmatched Receivers exist for this Voucher. There is no record of the merchandise being received as of yet.	<input type="checkbox"/> <b>Override</b>
--	--

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**

The screenshot shows the "Payment Inquiry" search and sorting interface. It is divided into two main sections: "Search Criteria" and "Sorting Criteria".

**Search Criteria:**

- Payment Reference ID:
- Payment Status:
- Payment Method:
- Bank SetID:
- Bank Code:
- Bank Account:
- Bank Account #:
- Pay Cycle:
- Pay Cycle Seq #:
- Remit SetID:
- Remit Vendor:
- Vendor Name:
- Vendor Location:
- \*Amount Rule:
- Amount:
- Currency:
- From Date:
- To Date:

**Sorting Criteria:**

- \*1st sort:
- \*Sort Type:
- \*2nd sort:
- \*Sort Type:

Buttons: Search, Reset Criteria, Sort, Notify, Refresh.

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**.



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

**Find an Existing Value**

Bank SetID: = [dropdown] [input] [magnifying glass icon]


Bank Code: begins with [dropdown] [input]

Bank Account: begins with [dropdown] [input]

Old Payment Ref: begins with [dropdown] [input]

Payment Method: = [dropdown] [input] [dropdown]

Payment Reference: begins with [dropdown] [input]

Search Clear [Basic Search](#)  [Save Search Criteria](#)

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:


**Replaced Payments**


SetID: UMSYS




Bank: FLBK2

Account: AP

Payment Method: System Check

Old Payment Ref: 000037 

New Payment Ref: 000038 

 Save  Return to Search  Notify

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:

**Payment Document Status Inq**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Bank SetID: = UMSYS  
 Bank Code: begins with  
 Bank Account: begins with  
 Payment Number: begins with  
 Payment Reference: begins with  
 Payment Method: =  
 Remit SetID: begins with UMSYS  
 Remit Vendor: begins with  
 Short Vendor Name: begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
 View All First 1-59 of 59 Last

Bank SetID	Bank Code	Bank Account	Payment Number	Payment Reference	Payment Method	Remit SetID	Remit Vendor	Short Vendor Name
UMSYS	FLBK2	AP	0000000028	000025	Check	UMSYS	0000000001	PARTY PEOP-001
UMSYS	FLBK2	AP	0000000029	000026	Check	UMSYS	0000000002	AIRGAS-001
UMSYS	FLBK2	AP	0000000030	000027	Check	UMSYS	0000000003	CIRCUIT-001
UMSYS	FLBK2	AP	0000000031	000028	Check	UMSYS	0000000005	TEACH EM-001
UMSYS	FLBK2	AP	0000000032	000029	Check	UMSYS	0000000009	WALKING ON-001
UMSYS	FLBK2	AP	0000000033	000030	Check	UMSYS	0000000022	VERIZON-001
UMSYS	FLBK2	AP	0000000034	000031	Check	UMSYS	0000000023	CIRCUIT-001

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

**Payment DOC Status**

Bank SetID: UMSYS      Bank Code: FLBK2      Bank Account: AP      Payment ID: [0000000032](#)  
 Payment Method: Check      Payment Status:      Payment Reference: 000029  
 Payment Date: 08/25/2004      Amount: USD      Document Type: Payment  
 Remit Vendor: 0000000009      Location: ATKINSON WALKING ON-001

**Associated Document** Customize | Find | View All | First 1-2 of 2 Last

Documents [Related Info](#) [PDF](#)

Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
UMS08	<a href="#">0000000021</a>	PO	Dispatched	04/30/2004	0000000009	ATKINSON
UMS08	<a href="#">00000020</a>	Voucher	Dispatched	05/03/2004	0000000009	ATKINSON

[Return to Search](#) [Next in List](#) [Previous in List](#) [Refresh](#)

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:

<b>Documents</b>		<b>Related Info</b>	
<b>Business Unit</b>	<b>DOC ID</b>	<b>Document Type</b>	<b>Accounting Entries</b>
UMS08	<a href="#">00000082</a>	Voucher	<a href="#">Accounting Entries</a>


**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:

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

**Find an Existing Value**

**Business Unit:** =  

**Voucher ID:** begins with

[Basic Search](#)  [Save Search Criteria](#)

**Search Results**  
View All First  1-7 of 7  Last

Business Unit	Voucher ID	Name 1	Short Vendor Name
<a href="#">UMS08</a>	<a href="#">00000078</a>	<a href="#">Airgas Safety, Inc.</a>	<a href="#">AIRGAS-001</a>
<a href="#">UMS08</a>	<a href="#">00000108</a>	<a href="#">Fisher Scientific</a>	<a href="#">FISHER-001</a>
<a href="#">UMS08</a>	<a href="#">00000109</a>	<a href="#">Party People</a>	<a href="#">PARTY PEOP-001</a>
<a href="#">UMS08</a>	<a href="#">00000111</a>	<a href="#">Verizon Inc.</a>	<a href="#">VERIZON-001</a>
<a href="#">UMS08</a>	<a href="#">00000112</a>	<a href="#">Circuit City 2</a>	<a href="#">CIRCUITCIT-001</a>
<a href="#">UMS08</a>	<a href="#">00000114</a>	<a href="#">Circuit City 2</a>	<a href="#">CIRCUITCIT-001</a>
<a href="#">UMS08</a>	<a href="#">00000115</a>	<a href="#">Circuit City 2</a>	<a href="#">CIRCUITCIT-001</a>

Click a linked *Voucher ID* to load the *Prepay Inquire* page for a particular Prepayment:

**Prepay Inquire**

---

**PrePaid Voucher**

<b>Business Unit:</b> UMS08	<b>Bank SetID:</b> UMSYS	<b>Currency:</b> USD
<b>Voucher ID:</b> 00000112	<b>Bank Code:</b> FLBK2	<b>Gross Amount:</b> 500.00
<b>Vendor ID:</b> 0000000023	<b>Bank Account:</b> AP	<b>Payment Date:</b>
<b>Reference:</b>		<b>Balance:</b> 0.00

---

**Applied Voucher**

Customize   Find   View All   First 1 of 1 Last					
<u>Applied Business Unit</u>	<u>Applied Voucher</u>	<u>Currency</u>	<u>Gross Invoice Amount</u>	<u>Applied Amount</u>	<u>Reversal Posting Status</u>
UMS08	00000113	USD	950.00	500.00	Posted

Return to Search   Next in List   Previous in List   Notify

### 3.3 Vendor Inquiries

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

The screenshot shows a 'Menu' window with a search bar and a list of categories. The 'Vendor' category is expanded and highlighted with a red oval. The items under 'Vendor' are: Vendor Aging, Vendor Current Balance, Vendor Schedule Payment, Scheduled Payments on Hold, Rejected Vouchers, Overdue Scheduled Payments, Conversation, and Contact.

**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 Criteria							
SetID:	UMSYS	From Vendor ID:		To Vendor ID:			
Business Unit:	UMS08	From Vendor Name:	BOISE-001	To Vendor Name:	BOISE-001		
Trans Currency:	USD	As of Date:	06/10/2005	For Draft Only			
				Payment Currency:	USD	<b>Search</b>	
Display Currency Criteria							
*Currency Code:	USD	*Rate Type:	CRRNT	<input type="checkbox"/> Show Display Currency		<b>Convert</b>	
Balance as of 06/10/2005							
Status	Past Due			Schedule / Maturity Due			Total
	Over 60d	60 to 31d	30 to 1d	0-30d	31-60d	Over 60d	
Approved Voucher	2,940.00	7.50	7.50	7.50	7.50	45.00	3,015.00
Unapprove Voucher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Negative Voucher	-250.00	0.00	0.00	0.00	0.00	0.00	-250.00
Hold Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Voucher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Draft Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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**

**Search Criteria**

SetID:	From Vendor Short Name:	To Vendor Short Name:	Business Unit:	
<input type="text" value="UMSYS"/>	<input type="text" value="BOISE-001"/>	<input type="text" value="BOISE-001"/>	<input type="text" value="UMS08"/>	
From Vendor ID:	To Vendor ID:			
<input type="text"/>	<input type="text"/>			

**Sort Criteria**

\*Sort By:  \*Sort Asc.Desc:

**Display Currency Criteria**

Vendor Current Balances							
Vendor ID	Short Vendor Name	Business Unit	Transaction Currency	Gross Amount	Unapplied Prepayments	Payable Balance	Voucher Inquiry
0000000031	<a href="#">BOISE-001</a>	UMS08	USD	2,765.00		2,765.00	

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:

Schedule Payment Inquiry					
▼ Search Criteria					
Vendor Set ID:	UMSYS	From Vendor ID:		To Vendor ID:	
		From Vendor Name:		To Vendor Name:	
Remit SetID:		Remit Vendor:			
Business Unit:	UMS08	Voucher ID:		Appr Stat:	
				Style:	
		Prepaid:			
Bank SetID:		Bank Code:		Bank Account:	
Scheduled Pay From Date:		To:			
*Gross Amount Rule:	Any	Gross Amount:	0.00	Trans Currency:	USD
Payment Method:		Hold Payment:			
▶ Display Currency Criteria					
Sort Criteria					
*1st sort:	Vendor ID	*2nd sort:	Voucher ID		Sort
*Sort Type:	Asc	*Sort Type:	Asc		
	Notify		Refresh		

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:

Schedule Payment Listing												
Schedule Details										More Details		
Style	Business Unit	Voucher ID	Invoice ID	Vendor ID	Short Vendor Name	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Approval Status
REG	UMS08	<a href="#">00000131</a>	INV-BOISE-20041015-A	0000000031	BOISE-001	1	CHK	11/14/2004	<input type="checkbox"/>	2,000.00	USD	Approved
REG	UMS08	<a href="#">00000220</a>	lg0112	0000000031	BOISE-001	1	CHK	01/13/2005	<input type="checkbox"/>	650.00	USD	Approved
REG	UMS08	<a href="#">80000107</a>	741	0000000031	BOISE-001	1	CHK	03/25/2005	<input type="checkbox"/>	125.00	USD	Approved
REG	UMS08	<a href="#">80000109</a>	2700	0000000031	BOISE-001	1	CHK	03/25/2005	<input type="checkbox"/>	100.00	USD	Approved
REG	UMS08	<a href="#">80000118</a>	32132132132132131	0000000031	BOISE-001	1	CHK	03/16/2005	<input type="checkbox"/>	0.00	USD	Approved
CORR	UMS08	<a href="#">80000119</a>	741	0000000031	BOISE-001	1	CHK	03/25/2005	<input type="checkbox"/>	-125.00	USD	Approved
CORR	UMS08	<a href="#">80000120</a>	741	0000000031	BOISE-001	1	CHK	03/25/2005	<input type="checkbox"/>	-125.00	USD	Approved
CORR	UMS08	<a href="#">80000122</a>	3213132132132131	0000000031	BOISE-001	1	CHK	03/09/2005	<input type="checkbox"/>	0.00	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	1	CHK	02/28/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	2	CHK	03/31/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	3	CHK	04/30/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	4	CHK	05/31/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	5	CHK	06/30/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	6	CHK	07/31/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	7	CHK	08/31/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	8	CHK	09/30/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	9	CHK	10/31/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	10	CHK	11/30/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	11	CHK	12/31/2005	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000129</a>	1234567	0000000031	BOISE-001	12	CHK	01/31/2006	<input type="checkbox"/>	7.50	USD	Approved
REG	UMS08	<a href="#">80000147</a>	111333	0000000031	BOISE-001	1	CHK	03/22/2005	<input type="checkbox"/>	50.00	USD	Approved
<b>Total Gross Amount:</b>										2,765.00	USD	

Click a linked [Voucher ID](#) to load the *Voucher Inquiry* page for that voucher. The [More Details](#) tab provides more information:

Schedule Payment Listing												
Schedule Details										More Details		
Style	Business Unit	Voucher ID	Remit SetID	Remit Vendor	Bank Account #	Bank SetID	Bank Code	Bank Account	Draft Sight Code	Draft Scheduled Maturity Date	Letter of Credit ID	Netting Reference ID
REG	UMS08	<a href="#">00000131</a>	UMSYS	0000000031	9380561918	UMSYS	FLBK2	AP				
REG	UMS08	<a href="#">00000220</a>	UMSYS	0000000031	9380561918	UMSYS	FLBK2	AP				
REG	UMS08	<a href="#">80000107</a>	UMSYS	0000000031	9380561918	UMSYS	FLBK2	AP				
REG	UMS08	<a href="#">80000109</a>	UMSYS	0000000031	9380561918	UMSYS	FLBK2	AP				

#### 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:

**Scheduled Payments on Hold**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

SetID: = UMSYS

Vendor ID: begins with 0000000031

Short Vendor Name: begins with

Our Customer Number: begins with

D+B Number: =

Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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:

**Scheduled Payments on Hold**

SetID: UMSYS Vendor: 0000000031 Boise

ShortName: BOISE-001 Status: Approved Vouchers: 1

**Voucher Information** Find | View All First 1 of 1 Last

<b>Invoice:</b>	<b>Date:</b> 09/10/2004	<b>Scheduled Payment:</b> 1 Full
<b>Unit:</b> UMS08	<b>Voucher:</b> 00000135	
<b>Gross Amt:</b> 1,000.00 Dollar	<b>Due Date:</b> 10/10/2004	
<b>Dscnt Amt:</b> 0.00	<b>Discount Due Date:</b>	
<b>Days Overdue:</b> 243	<b>Scheduled to Pay:</b> 10/10/2004	

Voucher Comments:

On Hold **Approval Status:** Denied

Wthd Hold

Save Return to Search Notify

**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:

**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: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

D+B Number: =

Name 1: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Enter search terms, and then click . 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**

SetID: UMSYS Vendor: 0000000031 Boise

ShortName: BOISE-001 Status: Approved Vouchers: 1

**Voucher Information** [Find](#) | [View All](#) First  Last

Invoice: Date: 09/10/2004 Scheduled Payment: 1 Full

Unit: UMS08 Voucher: 00000135

Gross Amt: 1,000.00 Dollar Due Date: 10/10/2004

Dscnt Amt: 0.00 Discount Due Date:

Days Overdue: 243 Scheduled to Pay: 10/10/2004

Voucher Comments:

On Hold  Wthd Hold

Approval Status: Denied

**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.

**Find an Existing Value**

**SetID:**      =     

**Vendor ID:**      begins with     

**Short Vendor Name:**      begins with     

**Our Customer Number:**      begins with     

**D+B Number:**      =     

**Name 1:**      begins with     

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

### Search Results

View All First 1-39 of 39 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	D+B Number	Name 1
<a href="#">UMSYS 0000000001</a>	<a href="#">PARTY PEOP-001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">Party People</a>	
<a href="#">UMSYS 0000000002</a>	<a href="#">AIRGAS-001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">Airgas Safety, Inc.</a>	
<a href="#">UMSYS 0000000003</a>	<a href="#">CIRCUIT-001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">Circuit City</a>	
<a href="#">UMSYS 0000000004</a>	<a href="#">ASCE-001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">ASCE</a>	
<a href="#">UMSYS 0000000005</a>	<a href="#">TEACH EM-001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">Teach Em</a>	
<a href="#">UMSYS 0000000006</a>	<a href="#">UN PRESS-001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">University of Nebraska Press</a>	
<a href="#">UMSYS 0000000007</a>	<a href="#">GAGNE PREC-001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">Gagne Precast</a>	

Click on a hyperlinked [Vendor](#) to view payment details:

Overdue Scheduled Payments			
<b>SetID:</b>	UMSYS	<b>Vendor:</b>	0000000008 Paul, David
<b>ShortName:</b>	PAUL, DAVI-001	<b>Status:</b>	Approved
			<b>Vouchers:</b> 2
Voucher Information		Find   View All	
		First	1 of 2
		Last	
<b>Invoice:</b>	inv-934	<b>Date:</b>	09/03/2004
<b>Unit:</b>	UMS08	<b>Voucher:</b>	00000126
<b>Gross Amt:</b>	500.00 Dollar	<b>Scheduled Payment:</b>	1 Full
<b>Dscnt Amt:</b>	0.00	<b>Due Date:</b>	10/03/2004
<b>Days Overdue:</b>	250	<b>Discount Due Date:</b>	
		<b>Scheduled to Pay:</b>	10/03/2004
<b>Voucher Comments:</b>	<input type="text"/>		
<input type="checkbox"/> <b>On Hold</b>	<b>Approval Status:</b> Approved		
<input type="checkbox"/> <b>Wthd Hold</b>			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Next in List"/> <input type="button" value="Previous in List"/> <input type="button" value="Notify"/>			

**G. Conversation**

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

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 . Either a list of Vendors or a specific Vendor is returned, depending on search parameters:

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

**Find an Existing Value**

SetID: = UMSYS

Vendor ID: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Vendor Alias Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**  
 View All First 1-81 of 81 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Vendor Alias Name
UMSYS 0000000001	PARTY	PEOP-001	(blank)	Party People	PARTY
UMSYS 0000000002	AIRGAS	001	(blank)	Airgas Safety, Inc.	(blank)
UMSYS 0000000003	CIRCUIT	001	(blank)	Circuit City	(blank)
UMSYS 0000000004	ASCE	001	(blank)	ASCE	(blank)
UMSYS 0000000005	TEACH EM	001	(blank)	Teach Em	(blank)
UMSYS 0000000006	UN PRESS	001	(blank)	University of Nebraska Press	(blank)
UMSYS 0000000007	GAGNE PREC	001	(blank)	Gagne Precast	(blank)
UMSYS 0000000008	PAUL PAUL	001	(blank)	Paul Paul	(blank)

Click on a hyperlinked [Vendor](#) to view the Conversation entries for that Vendor:

**Conversation**

SetID: UMSYS Vendor ID: 0000000031 Boise

Conversation Find | View All First 1 of 1 Last

Date: 02/23/2005 User ID: 5TRAIN13

Contact: Conversation Sequence Number: 1

Topic:

Descr: I discussed why they always send the correct material we ordered. They will try to be worse in the future.

Keywords: AVAILABLE

Review: Review Date: 02/23/2005 Review Days: Next Review Date: 02/23/2005

Save Return to Search Next in List Previous in List Notify

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

**Find an Existing Value**

**SetID:** =

**Vendor ID:** begins with

**Short Vendor Name:** begins with

**Our Customer Number:** begins with

**Name 1:** begins with

**Vendor Alias Name:** begins with

**Case Sensitive**

[Basic Search](#) [Save Search Criteria](#)

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

**Contact**

**SetID:** UMSYS **Vendor:** 0000000003

**Vendor Contact** [Find](#) | [View All](#) First  Last

**Contact:** 1 **Description:**

**Contact Detail** [Find](#) | [View All](#) First  Last

**Eff Date:**  **Status:** Active  **Telephone...**

**Contact Name:**  **Type:**

**Title:**

**URL:**  [Open URL](#)

**Description:**

**Email ID:**

**Address:**  Bangor [Address](#)