Invoice Overview & Invoice Inquiry

Note: This document contains the printable versions for both LC1: Invoice Overview & LC2: Invoice Inquiry.

Invoice Overview

Overview & Concepts

- To access an invoice, invoke a search at the Find Invoices window; it allows you to enter Supplier or Invoice selection criteria to retrieve specific invoices.

- Invoice information is then displayed on the Invoice Overview window in single record format.

- This information can be used to answer inquiries on:
  - Suppliers and Supplier Sites
  - Invoice Numbers, Dates and Amounts
  - Invoice Status
  - Payment Information

Find Invoices Window

- The navigation path from the AIS Home Page to the Find Invoices window is:
  - **SIU Unit Payables Inquiry>Invoices>Invoice Overview**

- The Find Invoices window will open.

- There are two regions in which you can enter selection criteria:
  - **Trading Partner** (Supplier)
  - **Invoice**

- The Supplier and Invoice regions allow you to enter a specific type of selection criteria. When you execute the search, invoices that match the entered selection criteria will be retrieved.

- NOTE: SIU does not use Voucher numbers, so queries cannot be executed using the Voucher range.

Supplier Search

- One way to find an invoice is to search for it by locating the Supplier, with whom the order was placed.

- Use the Supplier Name field to begin the search.

- Begin by entering the first few characters of the Supplier Name in the Name field, followed by"%" and pressing Tab. This will display a shortened List of Values.
  Reminder: If you are not sure exactly how the Supplier's name appears in the AIS database, you can use the wild card character, %, at the beginning and/or at the end of the text.

- Select the Supplier you need from the shortened list and click **OK.**

- The Find Invoices window is returned with the Name, and Num(ber) fields populated.

- Click **Find** to execute the search for that Supplier.

- An invoice record that matches the search criteria should displayed on the Invoice Overview window.

- There may be more than one invoice record for the Supplier. You can use the Arrow keys on your keyboard to advance through the invoices, until you find the one that you need.

Note: When the Last record of the query is retrieved, a Forms window appears to let you know this. Just click **OK** to close this window.

Invoice Overview Window

- Once you locate the invoice needed, you are ready to start finding the desired information.

- Some information of interest may be found in the following fields:
  - Invoice Num
  - PO Number
  - Scheduled Payments
  - Site

- **Invoice Num:**
  - This is provided by the Supplier and is entered by an AP Technician. If no invoice number is provided by the Supplier, Accounts Payable provides the number.
  - If you execute a query using the Invoice Number, it is a good idea to use the wild card character % so that the query returns any invoices that may include "leading 0's".

- **PO Number:**
  - The PO Number defaults from the Purchasing application; it is assigned systematically at the time the Purchasing Buyer enters the purchase order. Not all invoices have a PO number.
  - If available the PO Number can be used as search criteria.

- **Scheduled Payments:**
  - Payments are not made immediately upon entry of an invoice. Invoices are loaded into the system and then payment batches are run on specific days of the week. This region will indicate when the actual payment will be made.

- **Site:**
  - The Site is the location where the check will be sent. Supplier Site Names are limited to a length of 15 characters. The site name consists of a Campus Identifier, City Name and Street Name.

    The Supplier Site Name (1PALATINE DEPT) is structured as follows:
    Character #1: The Campus Indicator
    (See Campus Indicator Table below)
    Characters 2 through 9: first eight characters of the City Name
    Character 10: a space
    Characters 11 through 15: first five characters of the Street Name

    The list below defines the Campus Indicators used in the Site Names and the Campus(es) that use them.
    1 Carbondale
    2 Carbondale and Edwardsville
    3 Carbondale and Springfield
    4 Carbondale, Edwardsville & Springfield
    5 Edwardsville
    6 Edwardsville and Springfield
    7 Springfield

Invoice Status of Cancelled

- A cancelled invoice will always show 0.00 in the Amount field. The reason for the cancellation normally appears in the Description field.

- The entry must stay in the system for auditing purposes; it cannot be erased. This helps to provide a timeline on the invoice.

Linked Invoices

- Invoices having the same number with an "A" appearing at the end of one of them, indicates a linked invoice.

- The added "A" designation is how AP links invoices together.

- Understanding linking invoice numbers, and the reasons they occur, can be helpful to the department for research purposes. To be sure to capture all invoices involved, you must search using the wildcard at the end of the original invoice number.

- Some reasons for linking invoices:
  - **Partial Payments due to Payment Terms (i.e., 1/2 now, 1/2 later)** - Some suppliers will only bill out using one invoice number, but require two payments based on delivery or completion. In this case, the payments are made from the same department (same coding/ accounts), but on different dates; perhaps a week or a month apart. This creates a situation where the invoices would need to be linked in the system.
  - **Partial Payments due to Multiple Distributions** - Some invoices are shared between departments. This means two different Invoice Distribution Forms (IDF's) come into Accounts Payable from two different sources. It is very possible they will be entered on different days. In this case, the payments are made from different departments (different coding/ accounts) and probably on different dates. This creates another situation where the invoices would need to be linked in the system.
  - **Entry Errors** - Errors unfortunately do sometimes occur during the entry process, either at the purchasing or accounts payable level. When the error is found, that original entry must be cancelled, and the invoice re-entered correctly.

Payment Overview

- Select the **Payment Overview** button at the bottom of the Invoice Overview window.
  - The Payment Overview window opens.
  - Payment information is provided in the column on the left.
  - To the right is **Payee** (Supplier) and **Bank** information.
  - An **Invoices** section is available on the bottom half of this window for review.

- At the bottom of the Payment Overview window are four buttons.
  - **Invoice Overview** button – click it to return to that window.
  - **Bank** button - is enabled but an Error message appears when you click on it; *Banking information is not available to this responsibility.* Click OK to close the Error window.
  - **Supplier** button - opens the web-based application for the Invoices' Supplier. If this doesn't happen automatically, click your Internet Browser icon from the Task Bar at the bottom of your screen.
    - Click the *Select* checkbox and the *Update* icon for the displayed supplier's record. *Note: Information can be viewed but there are **no** update capabilities.*
    - To close the web-based application from the *Suppliers Search* page, click on the *Close Window* link in the top right corner of the page.
    - If the Payment Overview form does not display, click the Oracle "coffee cup" icon from your Task Bar at the bottom of your screen.
  - **Payments** button – clicking this button opens the corresponding window.
    - The Payments window provides some of the same information seen on the Payments Overview.
    - However, the information is displayed in a multi-record block format.
    - To view all the field information e.g., *Bank*, *Payee*, use the horizontal scroll bar.
    - Invoice information is displayed at the bottom of the window.
    - An Invoice Overview and Payment Overview button are available at the bottom of the Payments window. Clicking either of these will open the corresponding window.

- Close the Payments window.

- The Payment Overview window re-appears.

- Close the Payment Overview window to return to the Invoice Overview window.

Supplier & Invoice Workbench Buttons

- Besides the Payment Overview button, there are two other buttons at the bottom of the Invoice Overview window.

- **Supplier** - clicking this button opens the same web based application for Suppliers as previously discussed in the Payment Overview section.
    – Detailed information relative to this window is provided in Unit 3, Module 1: Supplier Inquiry.

- **Invoice Workbench** - clicking this button opens the corresponding window.
    – This window provides some of the same information that is displayed on the Invoice Overview window, except the information is displayed in a different format.
    – Detail for this window will be provided in the Invoice Inquiry section of this document.
    – Just remember that the Invoice Workbench window can be accessed from the Invoice Overview window, as well as directly from your AIS Home Page Main Menu or the Applications Navigator window.

- To exit, click the **Close Form** icon on the Toolbar once, to return to the Invoice Overview window, or twice to return to the Navigator window.

- This completes the review of the Invoice Overview window.

Invoice Inquiry

Overview & Concepts
Invoice Inquiry provides much of the same information as Invoice Overview. Depending on your needs, you may decide to use only Invoice Overview, only Invoice Inquiry or a combination of both.

- After completing this learning cycle, you should be able to
    – Find invoices for a specific supplier.
    – Select an invoice and review the information available from a multi-record layout.
    – Access Distribution information for the selected invoice.

Finding Invoices

- The navigation path from the Oracle E-Business Suite Home Page to the Find Invoices window is:

    SIU Unit Payables Inquiry > Invoices > Invoices

- The Find Invoices window opens.
    – Some fields appeared on the Find Invoices window for Invoice Overview; however, this window contains extra fields, which allow you to enter more specific search criteria that limits the number of records retrieved.
    – Clicking the **Calculate Balance Owed...** button at the bottom of this window opens a window requiring additional information. Once the additional information is entered, it calculates the total amount owed to the Supplier for all campuses. You would still have to drill down through the various invoices to determine how much your department owed the specific Supplier.

- You can enter search criteria in any field that is enabled (white background). Sometimes fields will automatically change from grayed out/ disabled to white/ enabled, when you enter search criteria in an associated field.

- The Supplier Name field is one of the most commonly used search fields. Type a portion of the Supplier's Name in the Name field and press the "Tab" key to display a shortened LOV.
    – Select the Supplier you need from the picklist.
    – The Supplier Name, Number and Taxpayer ID fields are populated on the Find Invoices window.
    – After you have located the Supplier and if you have the Invoice Number, you may now enter that number in the Number field of the Invoice region.
    – Including the Invoice number here eliminates the need to scroll through numerous invoices from this Supplier to find the one you are looking for.
    Note: Searching on only the Invoice number, prior to locating the Supplier, could result in several invoices with the same number being returned, but from different Suppliers.

Viewing Invoices

- Once the search criterion is entered, click the **Find** button; all records matching the search criteria are displayed on the Invoice Workbench window.
  - Use the Vertical Scroll Bar or the arrow keys on your keyboard to view the entire list of records.
  - Click and drag the Horizontal Scroll Bar to view all columns furthest to the right.
  - The Invoice Workbench DFF is at the end of the record row; click in this field to view additional information.
  - At the bottom of the Invoice Workbench window are the tabbed regions. These regions provide additional information for the selected record.
    - **General** is the default; you can view the Amount, Status and Holds from this tab. If an asterisk (*) appears in the Description field, it indicates an attachment was sent with the check.
    - **Lines** tab provides information relative to each line in an Invoice, including Distributions.
    - The remaining tabbed regions, Holds, Payments, etc. provide information on the invoice relative to the tab name.

Setting Invoice Order

Note: If this is a window you view often, we recommend that you customize the layout of this multi-record block so the information you need for invoice queries is readily displayed when you open the window. See Unit 2: Navigation, Module 7: Folders for details.

ALL Distributions

- At the bottom of the window is a button called **Tax Details,** which is not available for this responsibility.

- The **ALL Distributions** button allows you to view all distributions for the selected Invoice.
  - The same Distribution window opens for ALL Distributions and Lines Distribution.

- Locate the desired invoice from the Invoice Workbench window.
  - Notice as you scroll through the Invoices that the information in the tabbed region changes with each Invoice.

- Click on the **All Distributions** button.

- The Distributions window opens.
  - The Invoice Number and the **Supplier** Name should appear in the Title Bar of the window.

- One or more lines may be displayed.
  - Your Invoice may have two lines. If a particular Invoice is cancelled, the exact same coding string is used to restore accounts to their original status. This is called "zeroing out".
  - Several rows of information will be displayed if the Invoice has Multiple Distributions.

- The **Amount** of the credit or debit and the GL Date field are available from this view.

- Click in the Account field.
  - To view the entire contents of the field, press Ctrl+E to open the Accounting Flexfield window.
  - The Accounting Flexfield window allows you to identify the string of numbers with a field name and description.

- Click OK to close the Accounting Flexfield window.

- Close the Invoice Distribution window.

- To return to the Navigator use the Close Form icon on the Toolbar.

- This completes the Invoice Inquiry learning cycle.