



College Financial System User Procedure

Title:

Inquiry – Accounts Payable (Invoices)

Description:

This inquiry provides detailed information for specific supplier invoices.

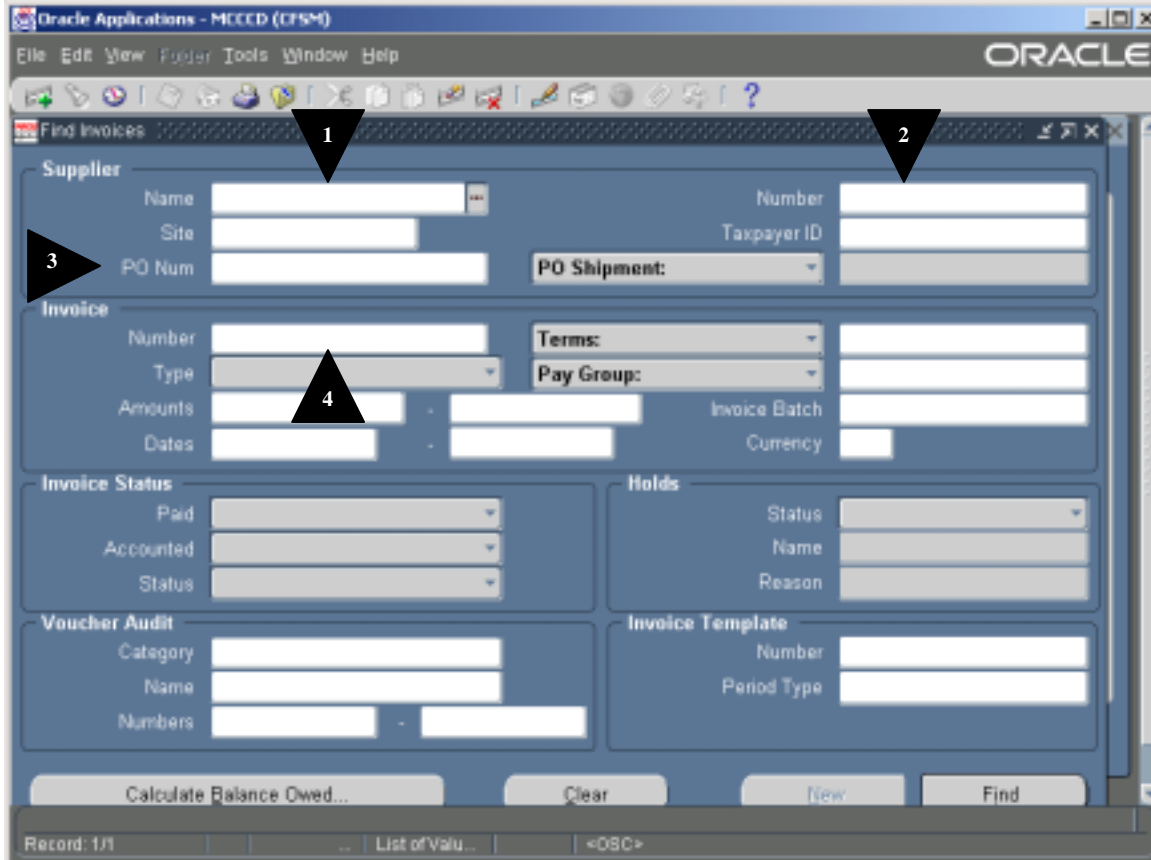
College Financial System (CFS) Prerequisites:

- *System Navigation skills are required*
- *User at Maricopa requires responsibility = “MCCCD Inquiry” to access this Accounts Payable Inquiry (MCCCD) form*

<i>Menu Path</i>
Accounts Payable Inquiry ➤ Invoices ➤ Invoices

Window Name:

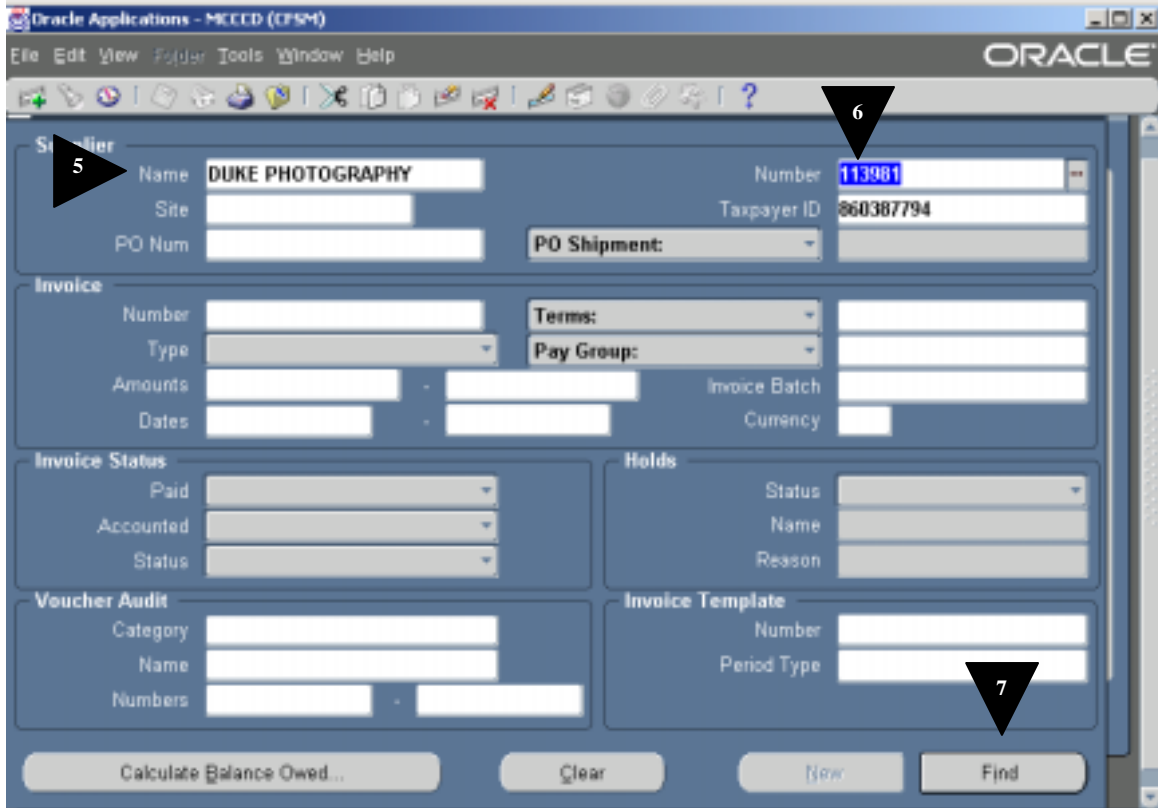
Accounts Payable Inquiry (MCCCD)



Field Name	Description/Action
1. Supplier Name	Enter supplier name for inquiry
2. Supplier Number	Enter supplier number for inquiry
3. Purchase Order Number	Enter purchase order number for inquiry
4. Invoice Number	Enter invoice number for inquiry

Window Name:


Inquiry by Supplier name or Supplier number



Field Name Description/Action

- 5. Supplier Name** Enter Supplier name
- 6. Supplier number** Enter Supplier number

7. Click on the  or the **FIND** button.

 **Note:** *In this query you can enter either Supplier name or Supplier number, you do not have to enter both.*

Window Name:

Accounts Payable inquiry (MCCCD) – by Supplier name or Supplier number

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	DUKE PHOTO	113981	PHOENIX	22-FEB-2002	12345	USD	100.00
Standard	DUKE PHOTO	113981	PHOENIX	04-JUN-2001	304	USD	206.00
Standard	DUKE PHOTO	113981	PHOENIX	04-JUN-2001	304 5/02/01	USD	212.00
Standard	DUKE PHOTO	113981	PHOENIX	19-AUG-1999	50165	USD	16.00
Standard	DUKE PHOTO	113981	PHOENIX	18-OCT-1999	50326	USD	37.00
Standard	DUKE PHOTO	113981	PHOENIX	07-SEP-1999	50540	USD	16.00

Amount Paid: USD 100.00

Holds: 0

Status: Approved

Desc: testing manual payments

Distribution Total: 100.00

Accounted: Yes

Holds Payments


Scheduled Payments Overview Distributions

This form will show all invoices entered for the *Supplier name* or *Supplier number* you have queried.

Window Name:

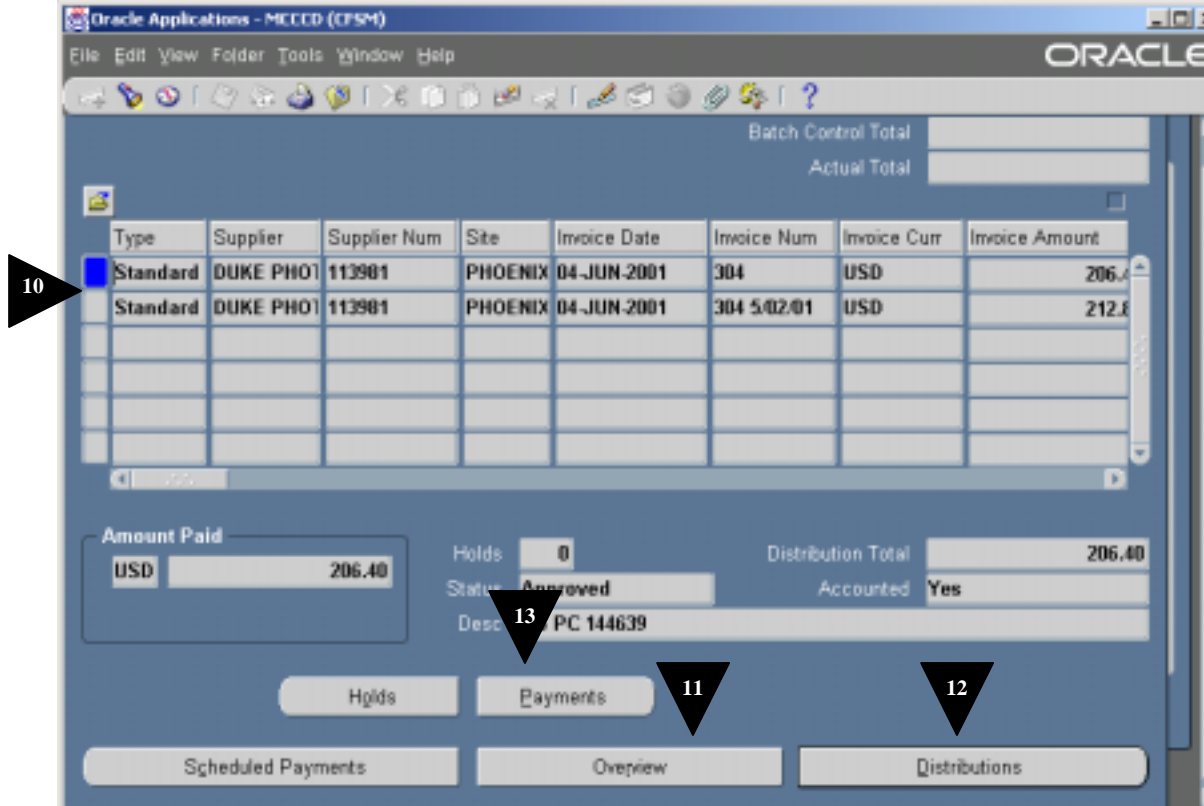
Accounts Payable Inquiry (MCCCD) – Purchase Order number

The screenshot shows the Oracle Applications interface for 'Find Invoices'. The window title is 'Oracle Applications - MCCCD (CFSM)'. The menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The main form is divided into several sections: 'Supplier' with fields for Name (DUKE PHOTOGRAPHY), Number (113981), Site, Taxpayer ID (860387794), and PO Num (144639); 'Invoice' with fields for Number, Type, Amounts, Dates, Terms, Pay Group, Invoice Batch, and Currency; 'Invoice Status' with dropdowns for Paid, Accounted, and Status; 'Holds' with dropdowns for Status, Name, and Reason; 'Voucher Audit' with fields for Category, Name, and Numbers; and 'Invoice Template' with fields for Number and Period Type. At the bottom, there are buttons for 'Calculate Balance Owed...', 'Clear', 'New', and 'Find'. A black arrow labeled '8' points to the PO Num field, and another black arrow labeled '9' points to the Find button.

- | Field Name | Description/Action |
|--|------------------------------|
| 8. Purchase Order number | Enter purchase order number. |
| 9. Click on the  or the FIND button. | |

Window Name:

Accounts Payable Inquiry (MCCCD) – Purchase Order number

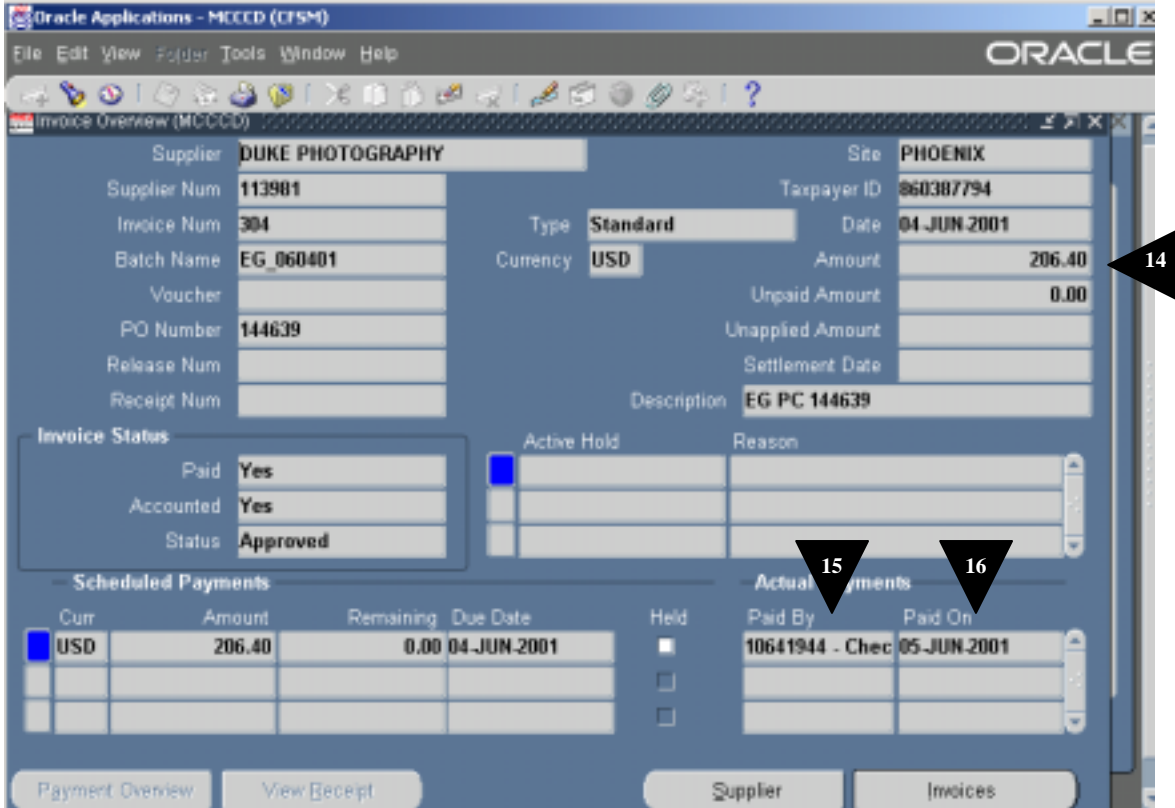


This form provides all information regarding invoices matched to the queried purchase order number.

Field Name	Description/Action
10. Invoice	Select invoice to review
11. Overview	Detail invoice information
12. Distribution	Detail of GL account number applied to invoice
13. Payments	Payment detail for selected invoice

Window Name:

Accounts Payable Inquiry (MCCCD) – Invoice Overview

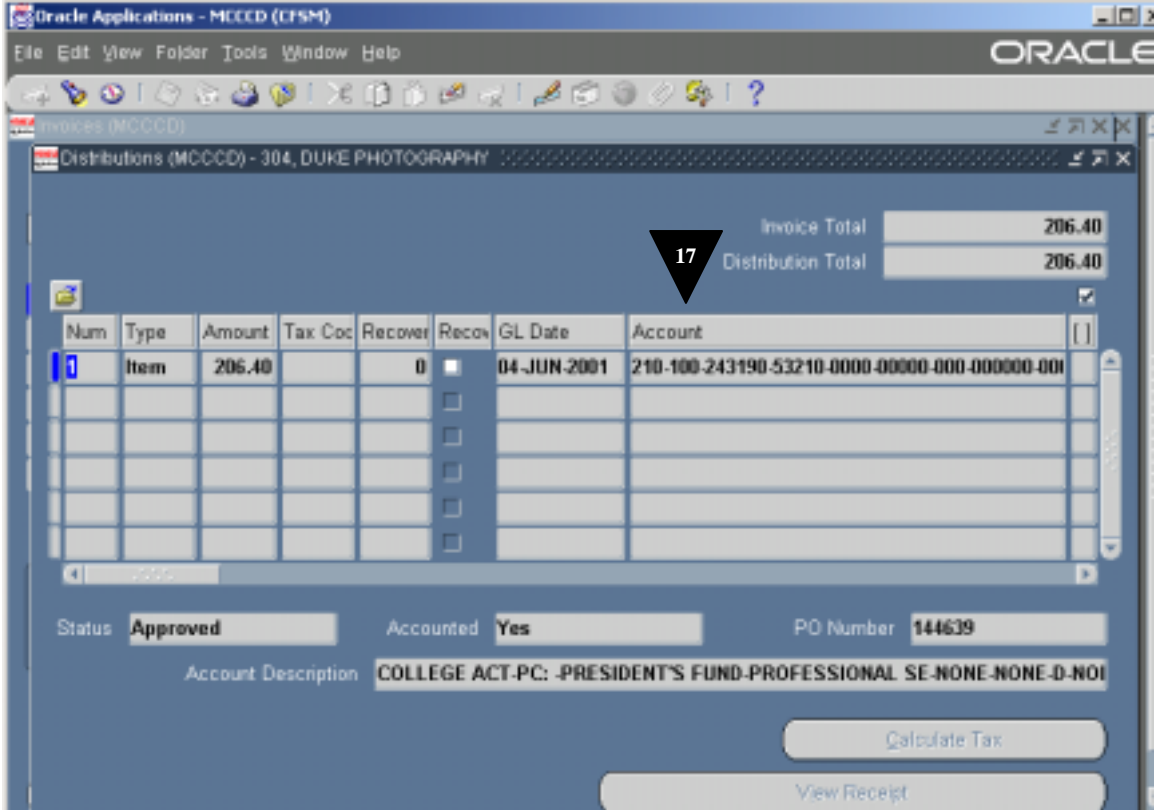


Overview of invoice detail

Field Name	Description/Action
14. Amount	Invoice amount
15. Check number	Check number
16. Date	Date invoice was paid

Window Name:

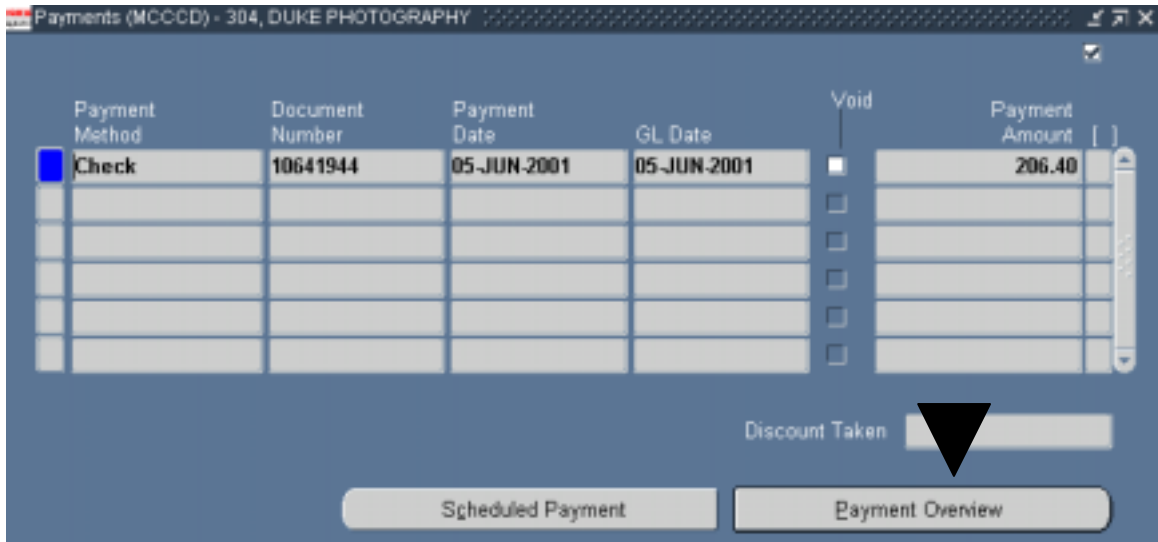
Accounts Payable Inquiry (MCCCD) – Invoice Distribution



Field Name	Description/Action
17. Distribution	GL account code distribution

Window Name:

Accounts Payable Inquiry (MCCCD) – Payments



For detail information about payment click on **PAYMENT OVERVIEW** button

Window Name:

Accounts Payable Inquiry (MCCCD) – Payment Overview

The screenshot shows a software window titled "Accounts Payable Inquiry (MCCCD) – Payment Overview". It is divided into several sections:

- Check Details:** Fields for Number (10641944), Currency (USD), Amount (419.25), Date (05-JUN-2001), Batch (AP_5-JUN-01_2), Voucher, Status (Cleared but Unaccounted), Cleared Amount (419.25), Cleared Date (14-JUN-2001), Void Date, and Maturity Date.
- Supplier:** Name (DUKE PHOTOGRAPHY), Taxpayer ID (860387794), Number (113901), Site (PHOENIX), and Address (2810 N 7TH AVE, PHOENIX, AZ 85007).
- Bank:** Name (Bank One, AZ, N.A.), Account (Accounts Payable), Payment Document (AP Batch Checks7), and Payment Method (Check).
- Invoices Table:** A table with columns: Number, Amount Paid, GL Date, and Description. It contains two rows:

Number	Amount Paid	GL Date	Description
304	206.40	05-JUN-2001	EG PC 144639
304 5/02/01	212.85	05-JUN-2001	EG PC 144639

At the bottom, there are four buttons: "Invoice Overview", "Bank", "Supplier", and "Payments".

Field Name	Description/Action
18. Check number	Check number
19. Check amount	Check amount
20. Check status	Check cashed by bank
21. Check clear date	Date check cleared by bank



End of procedure