Title:	Payables-Invoice Inquiry	Document ID: PAY0010
Replaces:	Invoice Inquiry (External), AP331	Date Modified: 08/07/2014

Purpose: This procedure details how to perform an Invoice Inquiry in Oracle Payables module. The Payables *Find Invoices* window and the *Invoice Workbench* window allow you to query details of an invoice including the following information:

- Invoices scheduled for payment.
- Invoices that have been paid.
- The account numbers that were used to pay an invoice.
- Invoices paid to a specific supplier and against a specific Purchase Order.
- Payment made for a Travel Expense Report.

NOTE: Invoices include payments on Purchase Orders, Direct Payment forms, and Travel Expense Reports. Starting with the go-live of Oracle R12 all invoices charged to foundation accounts will also be paid out of Operations and can be viewed via this menu option. The historical foundation invoice payments (prior to Oracle R12 go-live) are accessible via the Invoice Workbench with an Operating Unit listed as Foundation (refer to *Search for a Foundation Invoice* section in this document).

For Questions Contact: Finance Customer Care at financecustomercare@ohio.edu or 740.597.6446.

ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.

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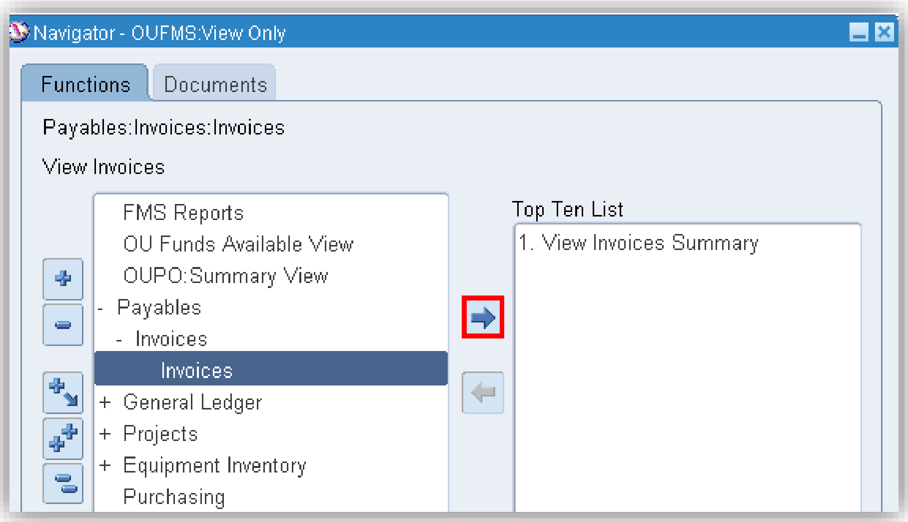
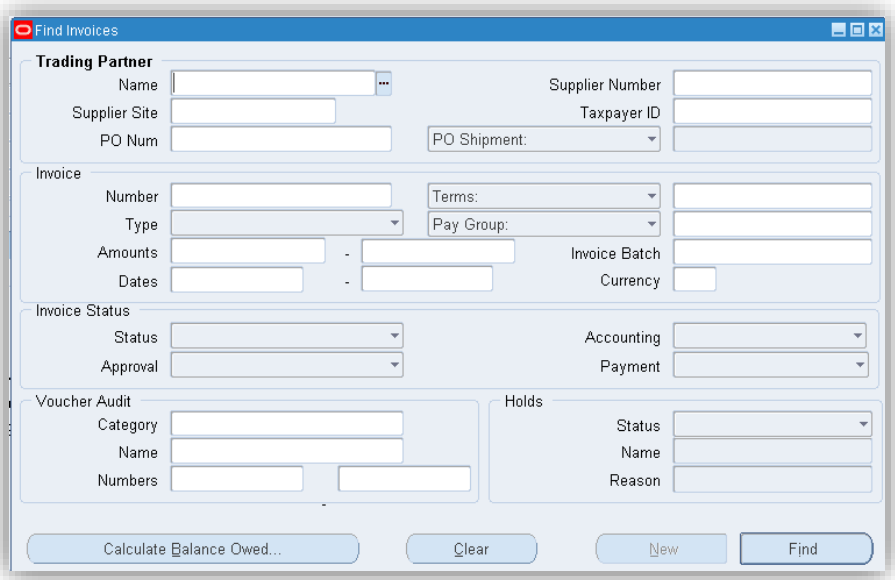
NAVIGATE TO INVOICE WORKBENCH WINDOW

1. Click **Payables** link. Next, click **Invoices** link, and click the next **Invoices** link.
2. The *Find Invoices* window, *Invoice Workbench* window and the *Navigator* window are all displayed. The *Find Invoices* window appears on top. To add the *Invoices (View Invoices Summary)* window to the Top Ten List, verify the Payables>Invoices>Invoices link is highlighted in blue, then click the **Add to List** button. Next time you want to access the *Invoice Workbench* window, click on the *View Invoices Summary* link in the Top Ten List.





ENTER SEARCH CRITERIA ON FIND INVOICES WINDOW

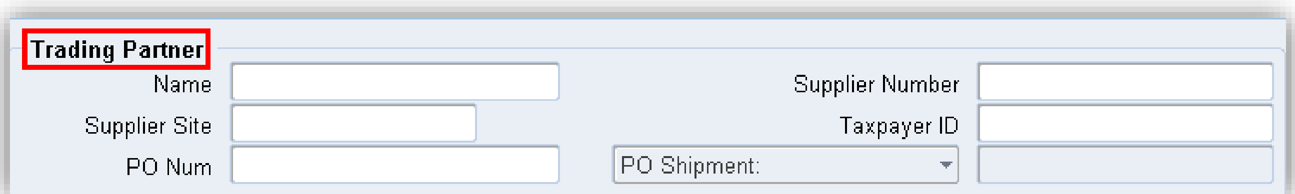
An Invoice search can be conducted from the *Find Invoices* window or the *Invoice Workbench* window. In the *Find Invoices* window, you can enter a greater variety of criteria, including ranges for invoice amounts, invoice dates, and voucher numbers.

NOTE: If you want to run the Invoice search from the *Invoice Workbench* window, click the **X** in the upper right-hand side of the *Find Invoices* window to close it. Perform the Invoice search from the *Invoice Workbench* window (see detailed instructions later in this document).

ATTN: YOU MAY SEARCH FROM ANY OF THE SEARCH CRITERIA FIELDS LISTED ON THE FIND INVOICES WINDOW OR INVOICE WORKBENCH WINDOW. HOWEVER, THE SEARCH CRITERIA FIELDS LISTED BELOW WILL BE THE FIELDS THAT A USER WILL MOST LIKELY USE.

	REMINDER: The search fields are not case sensitive with the exception of the *Description* field when searching for a PCARD transaction.

Trading Partner

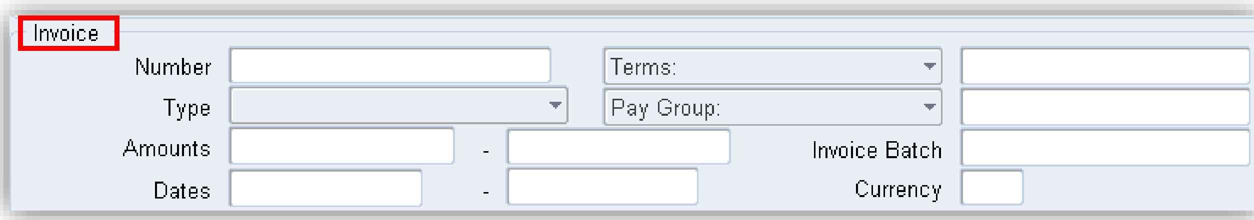


1. *Name* field: Enter the Supplier Name (either key value or use LOV). The *Invoice Workbench* window displays the results from the supplier name search.
2. Supplier Site: Enter Supplier Site (either key value or use LOV).

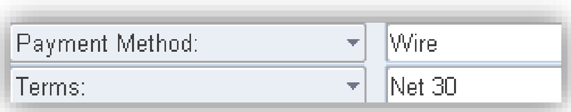
Note: You must enter a supplier name before you can enter a supplier site.

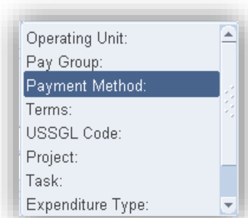
3. PO Num (Purchase Order Number): Enter **the purchase order number** (either key value or use LOV).

Invoice Section



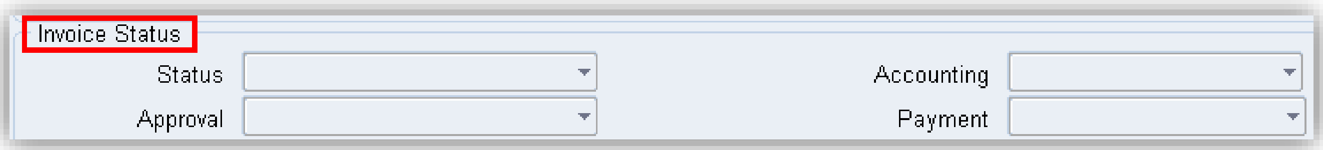
1. Number: Enter the **Invoice Number** (either key value or use LOV).
2. Type: Click the *Type* dropdown arrow to choose option; **Standard** or **Credit Memo**. OU does not use the other options.
3. Amounts: Enter the **dollar amount** of the invoice. Press **tab** to the next field and enter the **same dollar amount**. You may also search for a range of dollar amounts. Enter the “from” and “to” dollar amounts in each field to search for a range of dollar amounts.
4. Dates: Click in the *Dates* field and enter **the date** of the invoice. Press tab to the next field and enter **the same date**. You may also search for invoices within a date range. Enter From/To dates in the two fields (either key value or use LOV).
5. Click on the dropdown arrow in the Payment Method and/or Pay Group to select the **search options** you want to select for these two search fields.
6. Then click in the empty field to the right of that option and click the **LOV** to search for the appropriate search criteria for that option;





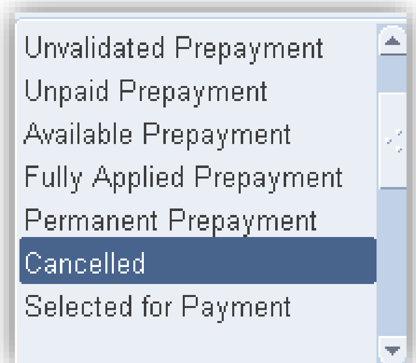
- Operating Unit = Ohio University Operations (default)
- Pay Group = click on drop down list of pay groups.
- Payment Method = Click on drop down list of payment methods.
- Terms = Immediate, Net 10, Net 30, or See Supplier Note below
- USSGL Code = Click on drop down list of USSGL Codes.
- Project = Enter project number (i.e., GA0012987).
- Task = Enter Task number.
- Expenditure Type: Enter natural account code or click on the LOV to select.

Invoice Status Section



1. Status: Click **dropdown arrow** in *Status* field and click **appropriate status option**.

Note: You must enter an invoice type before you can select an invoice status.



WARNING: YOU MUST ENTER SEARCH CRITERIA IN AT LEAST ONE OTHER FIELD IN ADDITION TO INVOICE STATUS BEFORE CLICKING THE FIND BUTTON.

2. Approval: OU does not use this functionality.
3. Payment: Click **dropdown arrow** in *Payment* field and click **appropriate payment option**; Paid, Unpaid, Partially Paid.

Clear Button

Click the **Clear** button to clear all search criteria to start a new search.

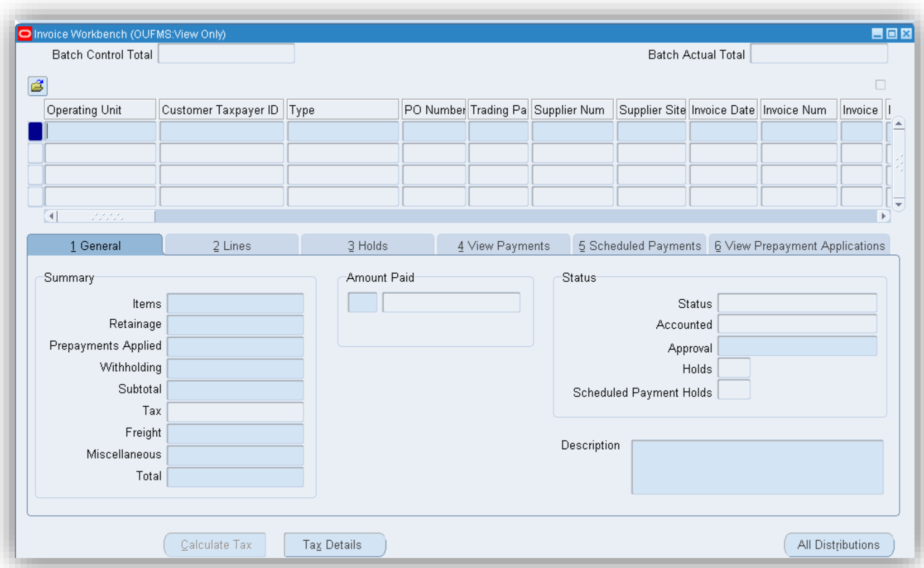
Find Button

After search criteria has been entered in one or more fields on the **Find Invoices** window, click **Find** button. *Invoice Workbench* window displays search result (see window above).

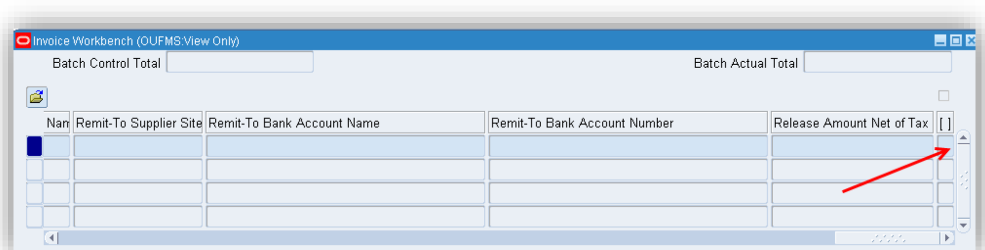
ENTER SEARCH CRITERIA ON INVOICE WORKBENCH

In order to search on the Invoice Workbench window, you must follow the four steps outlined below. Refer to the search instructions above for specific search field criteria to enter.

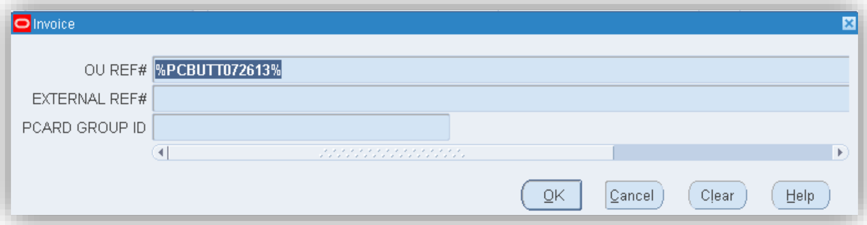
1. Press **F11** key to enter query data. Any field that turns a different color is a searchable field (colors may vary by individual computer settings). Fields on the six tabs are also searchable.



2. Enter **search criteria** in one or more fields on the *Invoice Workbench* window. Popular fields to use; Invoice Header section: Operating Unit, Type, Supplier, Invoice Date, and GL Date.
3. You can also use the *Invoice* popup window to search for OU form/reference numbers (i.e., Travel Requisitions, etc.)
   - To navigate to the *Invoice* popup window, move the horizontal scroll bar to the right-hand side of the *Invoice Workbench* window until you see the  symbol column header.
   - Click in the empty field below the symbol. The *Invoice* window is displayed.

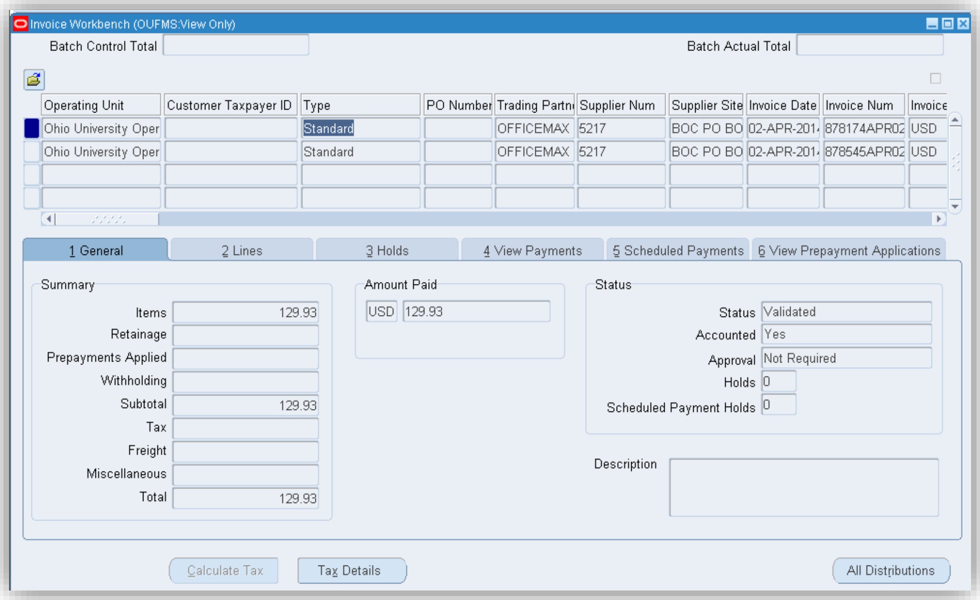


   - Enter **OU form/reference number** in the *OU REF#.* OU does not use the *EXTERNAL REF#,* OR *PCARD GROUP ID* fields.
   - Click **OK** button.



NOTE: If you are searching for concur transactions use the wildcard after a partial entry.

4. Press **Ctrl + F11 key** to execute query. This may take a minute to display results.
5. Invoice results display in Invoice Workbench window. Refer to *View Invoice Workbench* section below.



SEARCH FOR A FOUNDATION INVOICE

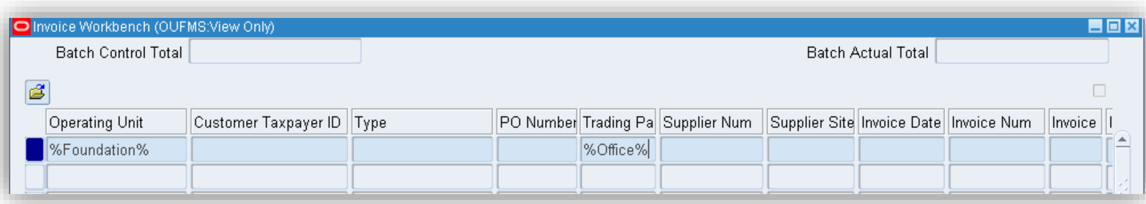
Starting with Oracle R12 all invoices charged to foundation accounts will also be paid out of Operations and can be viewed via Invoice Inquiry. The historical Foundation invoice payments (prior to Oracle R12 go-live) can be accessed via the Invoice Workbench with the Operating Unit listed as Foundation. All Foundation invoices paid before or after the go-live can be searched by entering the invoice number and searching. However, if you don't know the invoice number and need to search for the invoice, follow these instructions.

A Foundation invoice search can be conducted from the *Find Invoices* window or the *Invoice Workbench* window. If you know the invoice simply enter the invoice and the invoice will display. If you don't know the invoice number run the Foundation invoice search from the *Invoice Workbench* window.

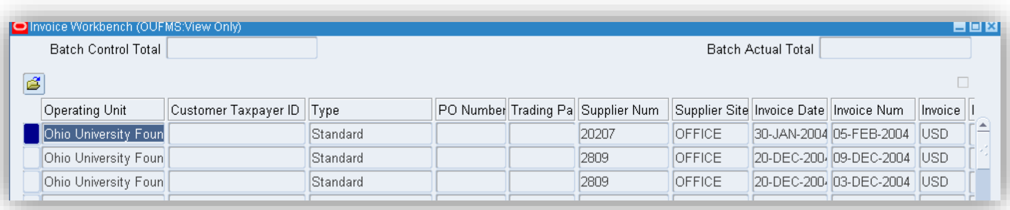
To search for a Foundation invoice that was paid prior to the Oracle R12 go-live in the beginning of August, follow these instructions:

1. If you want to run the Invoice search from the *Invoice Workbench* window, click the **X** in the upper right-hand side of the *Find Invoices* window to close it. Perform the Invoice search from the *Invoice Workbench* window.
2. Press the **F11** key. The fields become searchable and turn a light green color (color may vary depending on your computer display settings).
3. Click in the *Operating Unit* field and enter **%Foundation%.**
4. Click in the *Trading Partner* field and enter the **%supplier name%** or **%partial supplier name%**, or enter any other search criteria known to minimize the search results.

WARNING: YOU MUST ENTER SEARCH CRITERIA IN AT LEAST ONE OTHER FIELD IN ADDITION TO OPERATING UNIT BEFORE INITIATING THE SEARCH.



5. Press **Ctrl** key plus **F11 key** at the same time to initiate the search. (Press F4 to cancel search, in needed). Results will be displayed in the *Invoice Workbench* window.



SEARCH FOR A PCARD TRANSACTION

Use the *Invoice Workbench* window to search for a PCARD transaction. Listed below are some helpful tips to search for a PCARD transaction. Use a combination of the fields listed below.

NOTE: You can search using only the information required in the *Description* field. Entering only the minimum information in the *Description* field will result in all PCARD transactions for that particular PCARD holder and purchases made to that supplier.

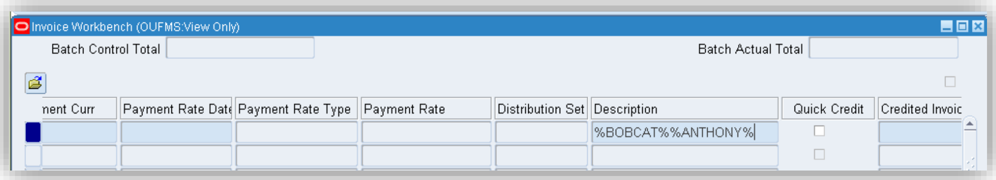
1. Close *Find Invoice* window.
2. Press the **F11** key.
3. Enter the information in the fields listed below to search for PCARD transactions.
   a. *Trading Partner* field: **PCARD CHASE MASTERCARD**
   b. *Description* field: **%PCARD HOLDERS's LAST NAME%%PART OF SUPPLIER NAME%**

Example: Enter "**%BOBCAT%%Anthony%**"

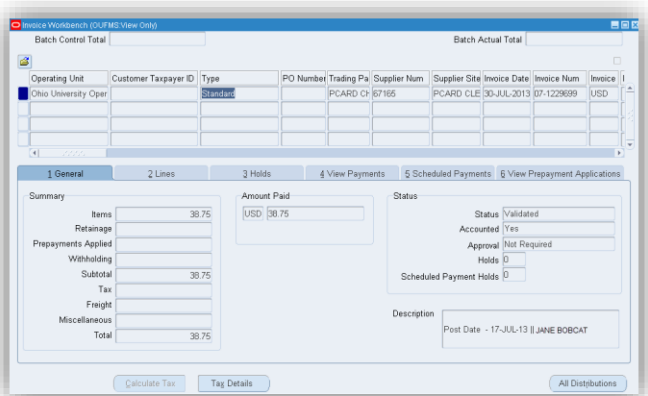
ATTN: ENTER A PERCENT SIGN BOTH BEFORE AND AFTER THE PCARD HOLDER LAST NAME AND BOTH BEFORE AND AFTER THE SUPPLIER NAME.

	REMINDER: The *Description* field is case sensitive when searching for a PCARD transaction.

   c. *Invoice Amount* field: **38.75**



4. Press **Ctrl** key plus **F11 key** at the same time to initiate the search. (Press F4 to cancel search, in needed). Results will be displayed in the *Invoice Workbench* window.



RETURN TO FIND INVOICES WINDOW

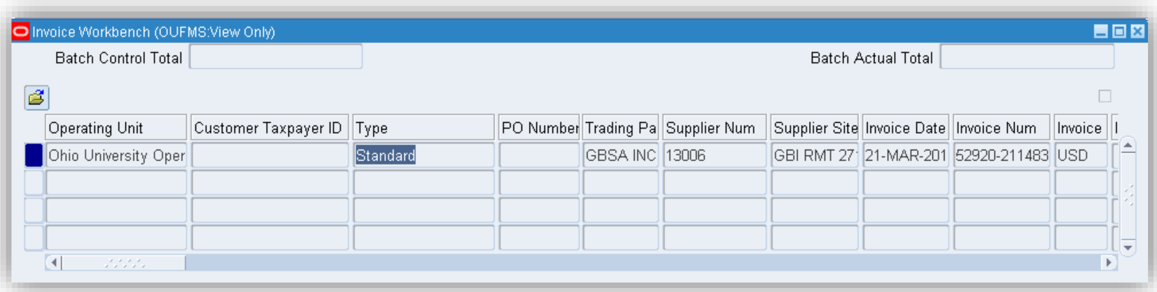
ATTN: IF YOU WANT TO RETURN TO THE *FIND INVOICES* WINDOW TO EDIT SEARCH CRITERIA OR START A NEW SEARCH, CLICK ON THE FIND ICON  **. THE *FIND INVOICES* WINDOW DISPLAYS.**

VIEW INVOICE WORKBENCH

View invoice information displayed in the main grid, the six tabs, and the buttons at the bottom of the *Invoice Workbench* window.

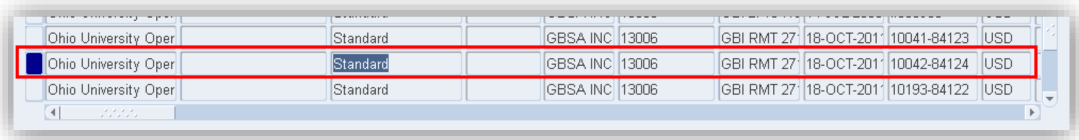
Main Grid

1. Use the horizontal scroll bar to view the information in the main grid fields.
2. Use the vertical scroll bar in order to view more invoice header lines brought up by the query, if the query produced multiple invoices.



Field	Description
Trading Partner	The name of the supplier
Supplier Num	The supplier number assigned to this particular supplier.
Invoice Date	The date on the invoice.
Invoice Num	The invoice number from the supplier's invoice.
Invoice Amount	The amount of the invoice.
GL Date	The date the transaction transferred to the General Ledger.
Terms	The payment terms.
Terms Date	The date the invoice should be paid.
Payment Method	The method by which the invoice was paid (Check, Electronic, Wire, etc.).
[ ] *Invoice Window*	This is a Descriptive Flexfield that includes the following fields: • *OU REF#* - The direct payment number, travel expense report number, or the purchase order including the prefix, etc. • OU does not use EXTERNAL REF# or PCARD GROUP ID

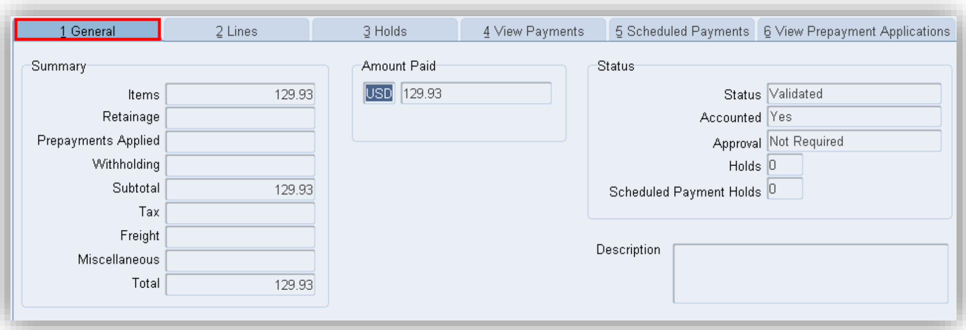
3. If the results produce more than one invoice data set, click **on the row** to view more information displayed in the tabs below the main grid. A blue rectangle will display in the far left-hand side of the row. Now you can access the tabs below the main grid.



4. Click the **specific tab** to obtain information relevant to that tab. See below for more details for each tabbed section.

General Tab.

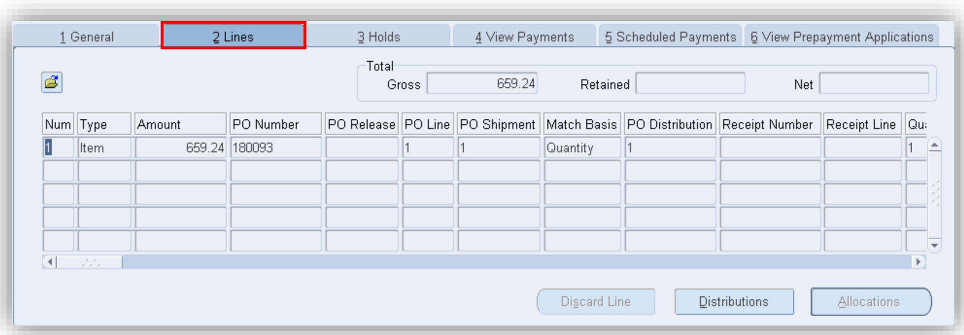
The *General* Tab displays invoice total amount, amount paid, invoice status information, and invoice description.



Lines Tab

The *Lines* Tab displays each line information from the invoice. The first screen shot displays an invoice with one line item. The second screen shot displays an OfficeMax invoice with four line items displayed. From the Lines Tab, you can drilldown into Distributions. Below are two different examples. Discard / Allocations buttons are not functional.

ATTN: IN ORACLE R12, 'LINES' ARE NEW TO THE INVOICE WORKBENCH. INVOICE DISTRIBUTIONS ARE NO LONGER ASSOCIATED WITH THE INVOICE HEADER BUT ARE DISTRIBUTED PER LINE.



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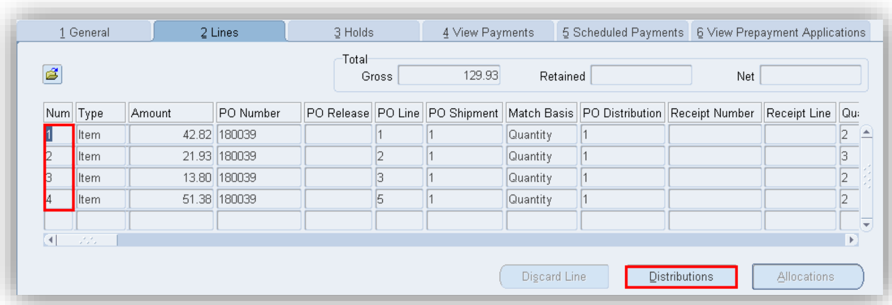


1. Click on a line number to review accounting distributions. Click the **Distributions** button (see above screen shot).

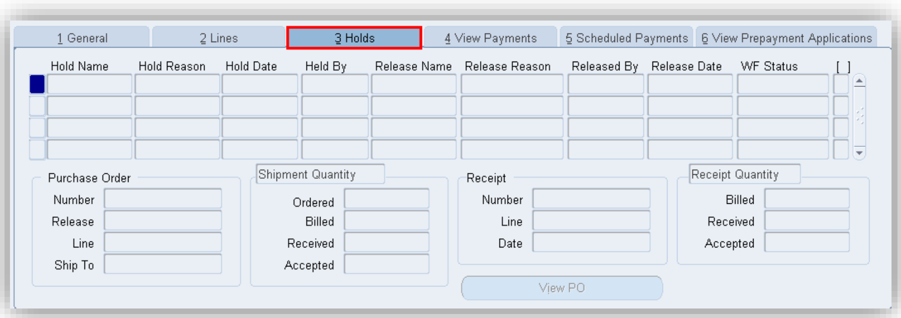
ATTN: THIS IS THE DISTRIBUTION FROM THE LINE ONLY.

2. *Distributions* window is displayed. You may view the account code to which this particular charge was expensed.
3. See the *All Distributions Button* section below for more details on the *Distributions* window.

ATTN: THE *ALL DISTRIBUTIONS* BUTTON WILL DISPLAY ALL DISTRIBUTIONS FOR THE ENTIRE INVOICE.

Holds Tab

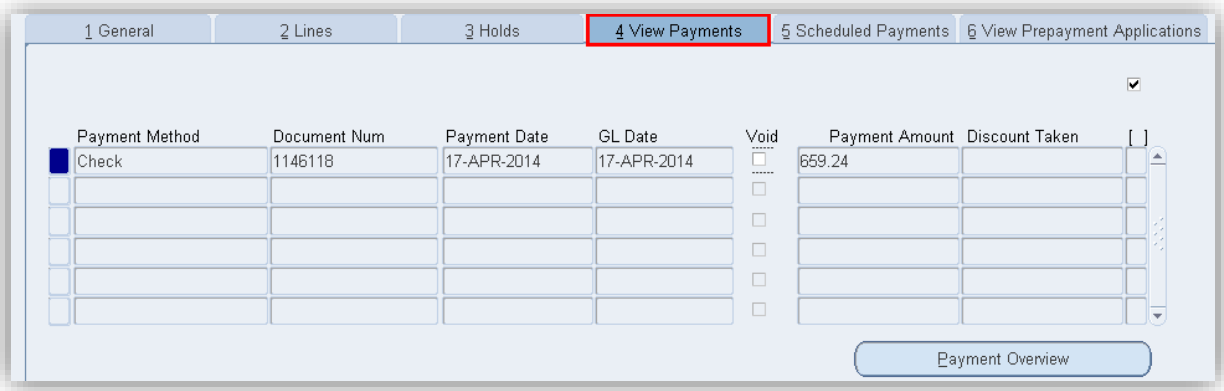
A hold can be placed on an invoice payment. View the hold reason to determine the cause of the hold. Even if the invoice is scheduled to be paid it will not be released for payment until the hold is released.



Field	Description
Hold Name	The name of the hold that has been placed on the invoice.
Hold Reason	The reason the hold has been placed on the invoice.
Hold Date	The date the invoice was placed on hold.
Held By	System or user's name that placed invoice on hold.
Release Name	The name of the release that released the invoice from the hold.
Release Reason	The reason the hold on the invoice was released from the hold.
Released By	System or user's name that released the invoice hold.
Release Date	The date the invoice hold was released.

View Payments Tab and Payment Overview Window

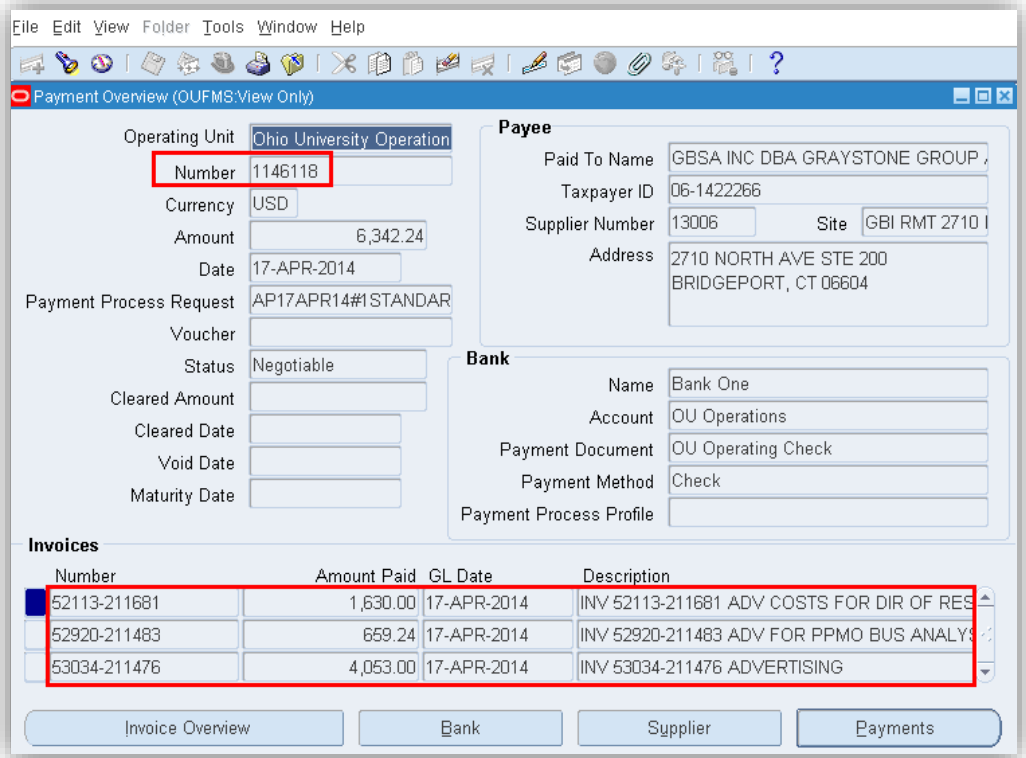
The *View Payments* tab displays invoice payment information. If all the fields in this window are blank, no payment has been made. If no payment has been made, click on the *Scheduled Payment* tab. To view additional payment information, click on *Payment Overview* button.



Field	Description
Payment Method	The method by which the invoice was paid (Check, Electronic, Wire, etc.).
Document Number	The OU check number that paid the invoice.
Payment Date	The date on which the payment was made.
GL Date	The date the transaction was transferred to General Ledger account.
Void	If the check was voided, the box will be checked.
Payment Amount	The amount paid. This amount may or may not be the actual amount of the check. The check number is valid but the dollar amount listed on the View Payments window is the total amount paid on the particular invoice queried. The actual check amount may include multiple invoices paid to the same supplier closing on the same day as the check run. See the **ATTN** message next and the *Payment Overview* window for more details.

WARNING: THE VIEW PAYMENTS WINDOW DISPLAYS THE DOLLAR AMOUNT PAID ON THE INVOICE QUERIED. WHEN YOU ACCESS THE PAYMENT OVERVIEW WINDOW THE CHECK AMOUNT MAY INCLUDE PAYMENTS FOR MULTIPLE INVOICES PAID TO THE SUPPLIER FOR OUTSTANDING INVOICES ALL SCHEDULED TO BE PAID IN THAT PARTICULAR CHECK RUN. IF SO, EACH INVOICE WILL BE LISTED WITH THE CORRESPONDING INVOICE AMOUNT. THE TOTAL OF ALL INVOICE PAYMENTS WILL EQUAL THE TOTAL CHECK AMOUNT DISPLAYED ON THE PAYMENT OVERVIEW WINDOW.

1. Click **Payment Overview** button to view additional payment information. *Payment Overview* window displays.



Field	Description
Number	The check number.
Amount	The total amount of the check distributed to the supplier. This amount may contain payment on several invoices. See the Invoices section.
Date	The date the check was issued.
Payee / Paid To Name	The payee (supplier) on the check.
Payee / Address	The address to which the payment was made.
Invoices section	All invoices paid to this supplier which total the check amount.
Invoices / Number	The invoice number paid as part of the total check.
Invoices / Amount Paid	The amount of the specific invoice paid.
Invoices / GL Date	The date the transaction was transferred to General Ledger for payment.
Invoices / Description	The description for the services/goods rendered on the invoice.

2. Decision:
   - Click on the **X** in the upper, right-hand side of the *Payment Overview* window to be returned to the *View Payments/Invoice Workbench* window, or
   - Click on the **Invoice Overview** button to access the *Invoice Overview* window.

ATTN: FROM THE PAYMENT OVERVIEW WINDOW, THE BANK, SUPPLIER, AND PAYMENTS BUTTONS ARE NOT FUNCTIONAL FOR THE FMS VIEW ONLY RESPONSIBILITY.

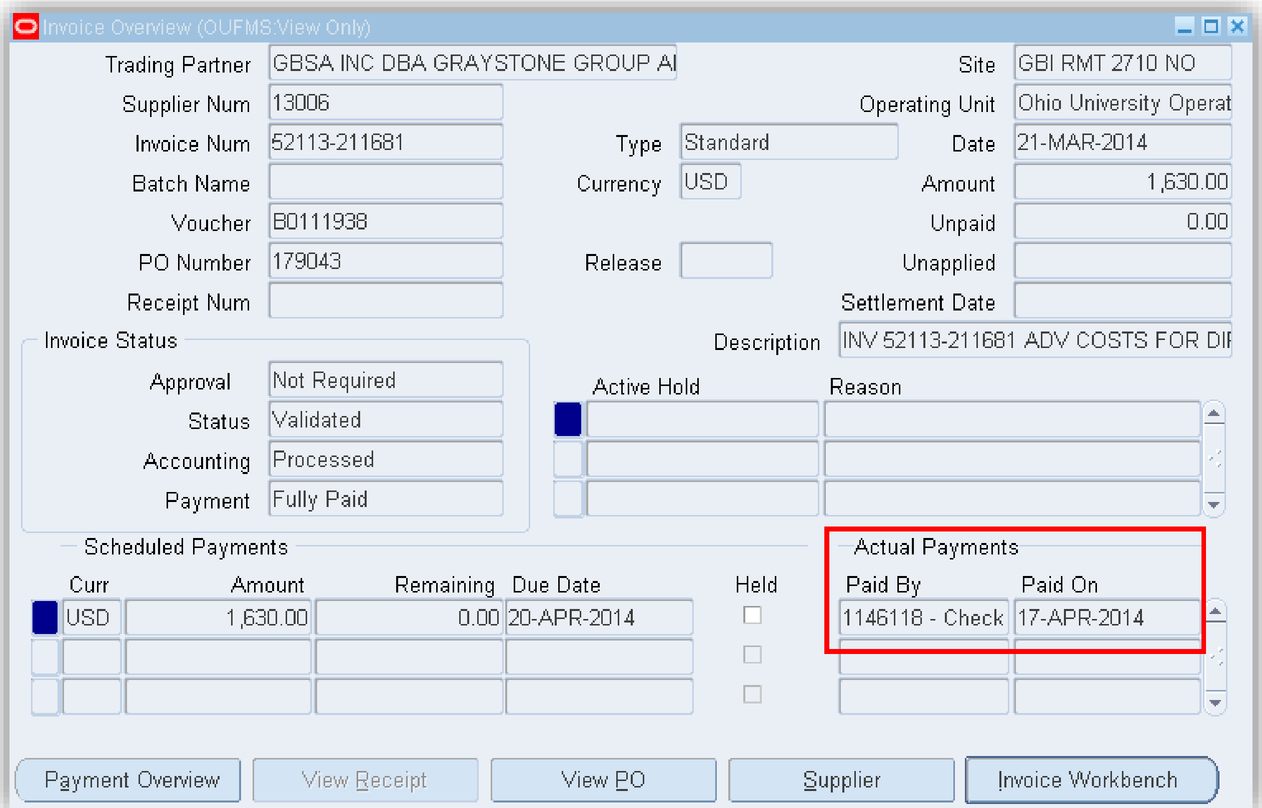
Drilldown to Invoice Overview Window from Payment Overview Window

The *Invoice Overview* window displays invoice details similar to the *Invoice Workbench* window but summarized into one window. From the Invoice Overview window a user can also drill down into *View PO* or return to *Invoice Workbench* or *Payment Overview* windows.

1. Click the **Invoice Overview** button from the *Payment Overview* window. *Invoice Overview* window displays.

ATTN: THE TOTAL PAYMENT AMOUNT DISPLAYED ON THE INVOICE OVERVIEW WINDOW MAY NOT BE THE TOTAL AMOUNT OF THE ACTUAL CHECK THE SUPPLIER RECEIVED. THE TOTAL AMOUNT OF THE CHECK PAID TO THE SUPPLIER WILL BE DISPLAYED ON THE PAYMENT OVERVIEW WINDOW.

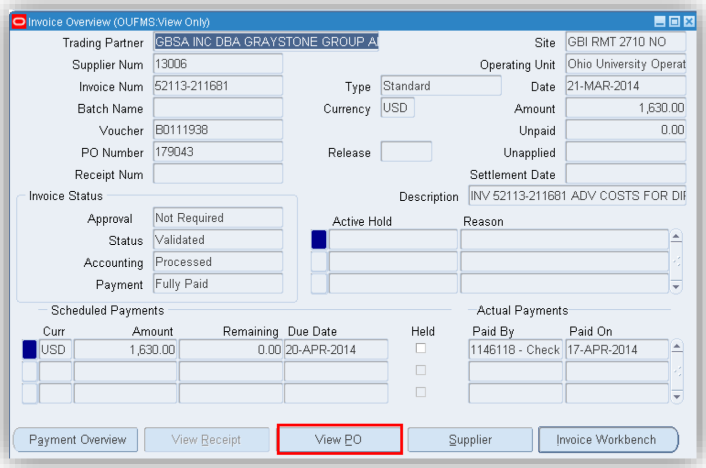
NOTE: For example, the bottom portion of the *Invoice Overview* window (next) displays the check # 1146118 and the invoice paid was in the amount of $1630.00. The *Payment Overview* window (above) displays the same check number 1146118 in the amount of $6342.24 which paid three invoices listed in the Invoices section of the *Payment Overview* window that totaled $6342.24.



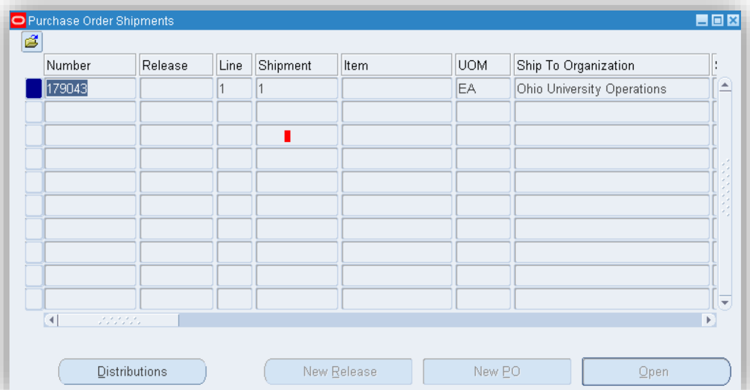
Field	Description
Trading Partner	Supplier name.
Invoice Num	The invoice number associated with the expense.
Voucher	n/a
PO Number	The purchase order number to which this invoice is matched.
Invoice Status	The status of the invoice and payment.
Scheduled Payments section	The *Scheduled Payments* section identifies if the invoice is scheduled to be paid. If there is a hold on the invoice, even though the invoice is scheduled to be paid, the check will not be distributed until the hold is released.
Amount	The scheduled amount to be paid on the invoice.
Remaining	n/a
Due Date	Although, the *Due Date* field reflects the actual due date of the invoice, the actual check date will be the next scheduled check run. The actual check date can be viewed after the check has been distributed via the *Actual Payments* section of this window or the *Payments Overview* window.
Date	Invoice date.
Amount	The amount to be paid or paid on the invoice.
Unpaid	n/a
Description	The description of the invoice.
Held	If there is a checkmark in the box, there is a hold on the invoice. The invoice will not be paid until the hold is released. To see hold information, either view the *Active Hold* section of this window or click on the **Invoice Workbench** button and then **Holds** button.
Active Hold	If applicable, the date a hold was placed on the invoice payment.
Hold Reason	The reason the invoice was placed on hold.
Actual Payments section	Payment(s) that have been made on this invoice. If more than one invoice is scheduled to be paid to the same supplier one check may include multiple invoices. To verify the total amount paid to the supplier that includes the specific invoice from this window, click on the **Payment Overview** button for the total amount paid and a list of the invoices included in the payment.
Paid By	The actual payment method. If payment was made by check, this field displays check number.
Paid On	The date of the actual payment to the supplier.

Drilldown to View PO from Invoice Overview Window

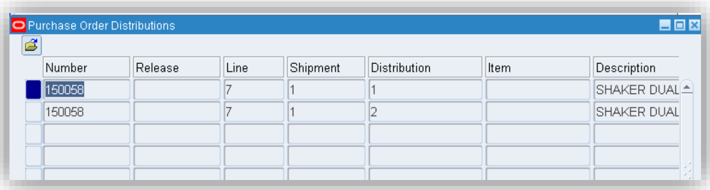
The *View PO* button allows the user to drilldown into the Purchasing module to view more details about the purchase order.



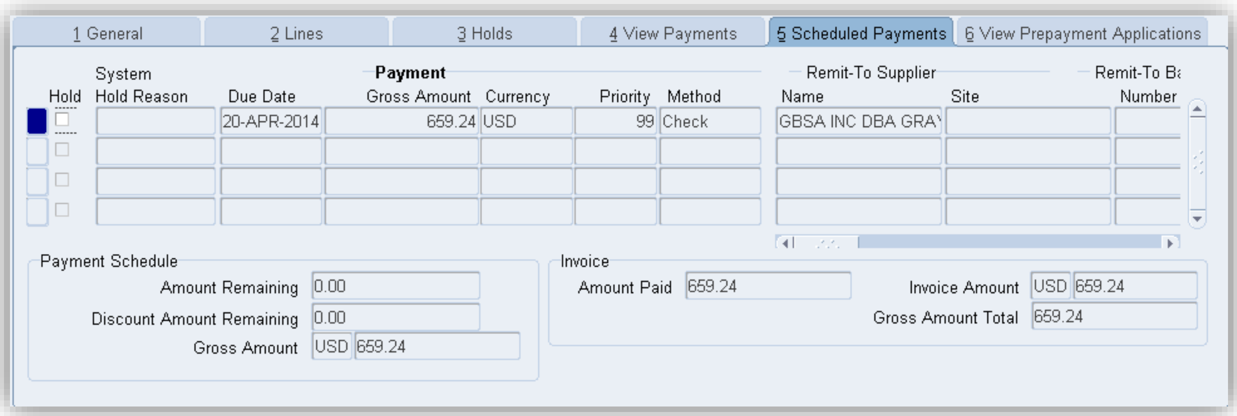
1. Click the **View PO** button. The *Purchase Order Shipments* window displays. This is the window that displays the purchase order information. Refer to the *View Purchase Order Shipments Window* section of the *Purchase Order Inquiry* document.



2. Click on the **purchase order line number**. Click the **Distributions** button. The *Purchase Order Distributions* window displays. Refer to the *View Purchase Order Distributions Window* section of the *Purchase Order Inquiry* document.



Scheduled Payments Tab



The *Scheduled Payments* tab displays information that the invoice is scheduled to be paid. Although, the *Due Date* field reflects the actual due date of the invoice, the actual check date will be the next scheduled check run. As a reminder, the actual check date can be viewed after the check has been distributed via the *View Payments* tab. If there is a hold on the invoice, even though the invoice appears on the *Scheduled Payments* tab, the check will not be distributed until the hold is released.

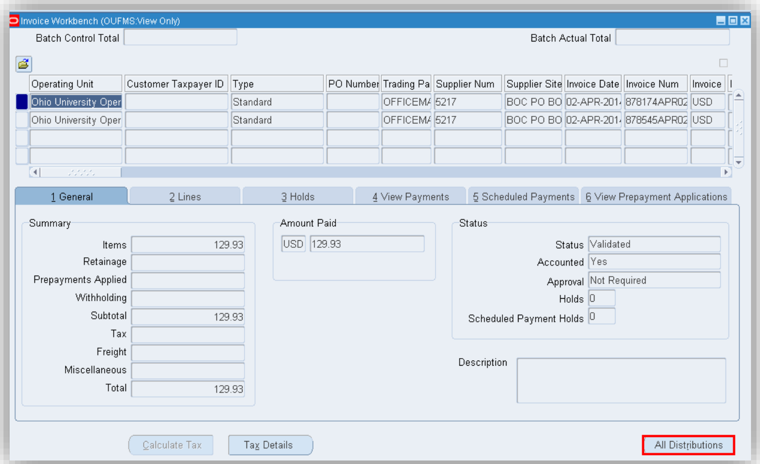
Field	Description
System / Hold	A hold has been placed on the invoice. See hold reason for more details.
System / Hold Reason	The hold reason will describe the reason for the invoice hold.
Payment / Due Date	A check will be issued in the next check run or after the date shown.
Payment / Gross Amount	Amount that is scheduled to be paid in the next check run. Reminder: The check amount displayed is the amount included for this particular invoice. It is not the total amount of the check if there are multiple invoices.
Payment / Method	The method by which invoice was paid (Check, Electronic, Wire, etc.).

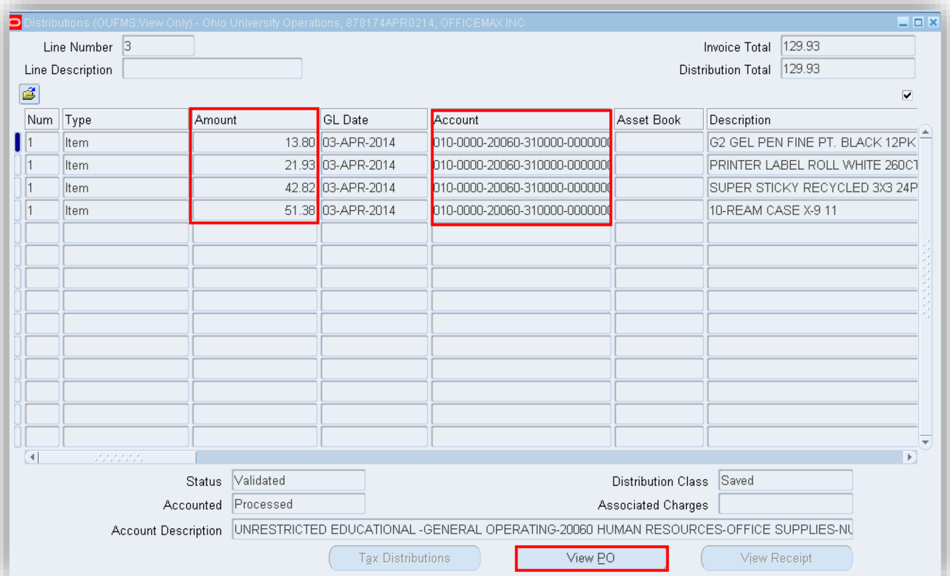
All Distributions Button

The *All Distributions* button displays the accounting codes expensed for the invoices paid.

1. Click on the invoice row in the main grid of the Invoice Workbench window to review accounting distribution for that particular invoice.
2. Click **All Distributions** button. The *Distributions* window is displayed. Each line item displays the dollar amount and corresponding account code expensed for that particular item or service.

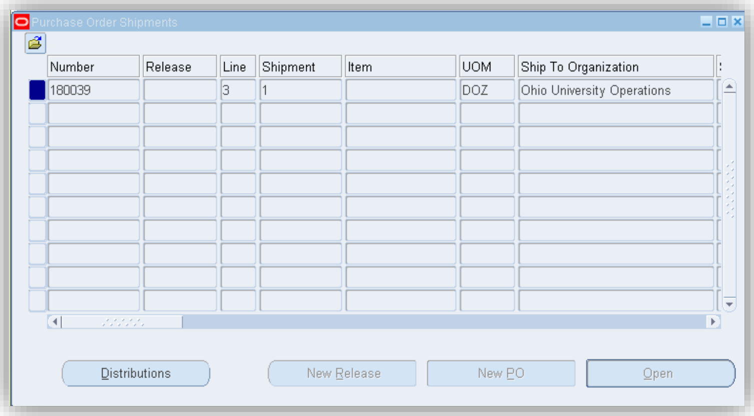
ATTN: WHEN A JOURNAL ENTRY OR ACCOUNTING CORRECTION IS MADE TO EDIT THE ACCOUNT NUMBER/S CHARGED AFTER THE INVOICE HAS BEEN PAID, THIS WINDOW WILL STILL DISPLAY THE ORIGINAL ACCOUNT NUMBER CHARGED FOR THE LINE/S.





Field	Description
Amount	The amount charged to the account number on that distribution line.
GL Date	The date the transaction was transferred to General Ledger account code.
Account	The General Ledger account code charged.
Description	The description of this distribution line (goods or service description).
Status	Status of the invoice.
Accounted	The status of the invoice entry in Oracle.
Account Description	The description of the Account code segments to which the invoice is charged.

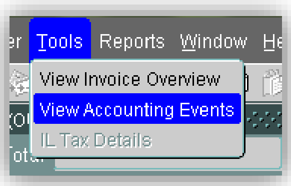
3. Click on the **line item row** in order to view additional Purchase Order information.
4. Click **View PO** button (see button on above screen shot). The *Purchase Order Shipments* window is displayed. For more details on *Purchase Order Shipments* window and the drilldown to *Distributions* from the line level, refer to *Purchase Order Inquiry* document.



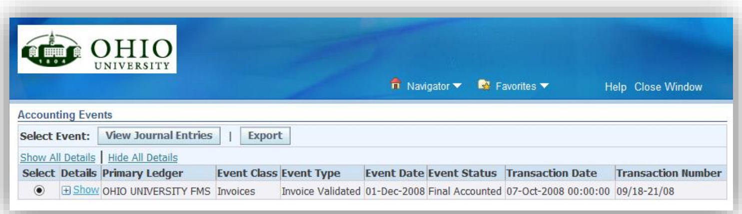
VIEW ACCOUNTING EVENTS

From any of the windows in this Invoice Inquiry module, you can access the *Accounting Events* window to access the journal entry transactions including the Subledger Journal Entry window, T-account window and the View Supporting References window.

1. Click on the **Invoice number/row** to drilldown to more transaction detail.
2. Click on **Tools** from the Toolbar menu.
3. Scroll down and click on **View Accounting Events**. *Accounting Events* window displays.



4. Click on **View Journal Entries** button to access the *Subledger Journal Entry* window. From this window you can access the other windows mentioned above. Refer to the *General Ledger-Journal Entry Inquiry* document for more details on these windows.



ZOOM TO IMAGED DOCUMENT

To access the imaged invoice:

1. Enter the Invoice number or search criteria on the *Find Invoices* window. Click **Find** button. The *Invoice Workbench* window displays.
2. Click on the row of the document (if more than one).
3. Click the zoom icon  in the menu toolbar. The imaged document opens.

4. If there are multiple documents linked, they will be listed under Document Name, otherwise the document view is displayed for only one document.
5. Click on one of the documents to open.

ZOOM-VIEW OR PRINT ANY IMAGED DOCUMENT

Refer to the *Oracle Navigation* document.