

Title:	Project Accounting- Expenditure Inquiry	Document ID: PA0020
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Purpose: This procedure details how to perform a Project Expenditure Inquiry-Project (a single project) or a Project Expenditure Inquiry-All (Across all Projects) in Oracle Projects module. The Projects *Find Project Expenditure Items or Find Expenditure Items* windows allows you to query expenditure details of a project. The search window displayed depends on if you choose Expenditure Inquiry-Project or Expenditure Inquiry-All. Information provided on this window;

- Expenditure item Project Burdened cost.
- Expenditure item supplier/employer name and number.
- Expenditure Organization, Category, Type, and Batch.
- Cost Distribution of expenditure item.
- Drilldown into Invoice Overview window to view invoice check payment and date.

For Questions Contact: Finance Customer Care at <u>financecustomercare@ohio.edu</u> or 740.597.6446.

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

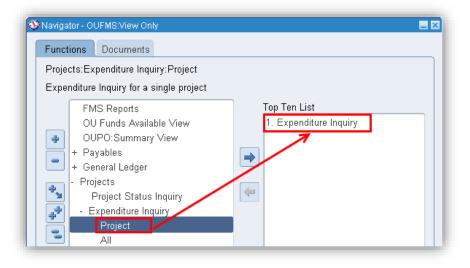
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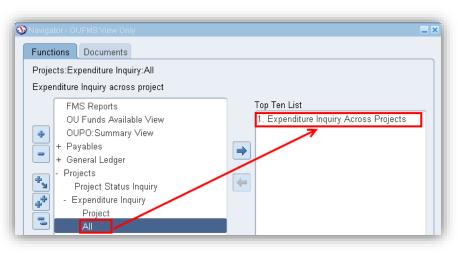
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NAVIGATE TO EXPENDITURE INQUIRY-PROJECT/ALL WINDOW

- 1. Click Projects link. Next, click Expenditure Inquiry link, then you have two choices;
 - Click <u>Project</u> link (opens *Find Project Expenditure Items* window which displays as an Expenditure Inquiry on the Top Ten list), or
 - Click <u>All</u> link (opens *Find Expenditure Items* window which displays as an Expenditure Inquiry Across Projects on the Top Ten list). See distinctions next.
- 2. The *Find Project Expenditure Items* window or the *Find Expenditure Items* window, and the *Navigator* window are displayed. To add the *Expenditure Inquiry/ Expenditure Inquiry Across Project* window to the Top Ten List, verify the Projects>Expenditure Inquiry>Project or All

link is highlighted in blue, then click the **Add to List** button . When you want to access the *Expenditure Inquiry* windows, click on the *Expenditure Inquiry* links in the Top Ten List.







ENTER SEARCH CRITERIA ON FIND EXPENDITURE ITEMS OR FIND PROJECT EXPENDITURE ITEMS WINDOW

The *Find Project Expenditure Items* (**Expenditure Inquiry-Project** choice) or *Find Expenditure Items* (**Expenditure Inquiry-All** choice) window can be used to enter search criteria for expenditure items. The only difference between these two windows is that the *Operating Unit* field is on the *Find Expenditure Items* window. You can enter information in multiple fields and multiple tabs when you define the criteria for a search. You can enter a variety of criteria, including ranges for expenditure dates, project accounting dates, and general ledger dates, and expenditure types, categories, organizations, etc. Project, task numbers, and names can be combined with other search criteria to narrow the query results.

Decision:

If you want to search for a particular project you can use either the *Find Project Expenditure Items* or the *Find Expenditure Items* window by clicking either **Expenditure Inquiry-Project** or **Expenditure Inquiry-All** respectively. On the *Find Project Expenditure Items* window you must enter either a project number or a project name.

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Find Project Expenditure Items (000000000000000000000000000000000000			**********	->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Project Number		Project Name		
Task Number		Task Name		
Trans Id		Expenditure Org		
Expend Typ Class		Expenditure Type		
Item Dates				
Expenditure Billing Resource	Supplier Cross Charge	Provider/Receiver	Capital	
Expenditure		Other		
Expenditure Category		Transactio	n Source	
Expnd Ending Dates		W	/ork Type	
Expenditure Batch		Costed F	Processing	
			Status	
Exclude Net Ze	ero Items		Clear	Find

Find Project Expenditure Items window.

If you want to search for other criteria spanning multiple projects, or for instance, querying a range of projects by dates or expenditure types, use the *Find Expenditure Items* window by clicking **Expenditure Inquiry-All.**



Page 3

Find Expenditure Items 2		*********	**********				<:: ≝ ज ×
Operating Unit							
Project Number				Project Name			
Task Number				Task Name			
Trans Id				Expenditure Org			
Expend Typ Class		_		Expenditure Type			
ltem Dates	·						
Expenditure Billin	g Resource	Supplier	Cross Charge	Provider/Receiver	Capital		
Expenditure				Other			
Expenditure Ca	teaory			Transactio	n Source		
Expnd Ending		-		W	ork Type		
Expenditure	Batch			Costed P	rocessing		7
					Status -		
	Exclude <u>N</u> et	Zero Items			<u>C</u> lear	Find	

Find Expenditure Items window

ATTN: YOU MAY SEARCH FROM ANY OF THE SEARCH CRITERIA FIELDS LISTED ON THE FIND EXPENDITURE ITEMS WINDOW. HOWEVER, THE SEARCH CRITERIA FIELDS LISTED BELOW WILL BE THE FIELDS MOST LIKELY USED.

The following document demonstrates use of the Find Expenditure Items window.



Find Expenditure Items-Search Header Level Fields

- 1. Enter the search criteria in any of the applicable fields in this section.
- 2. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

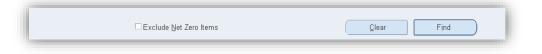
Operating Unit			
Project Number		Project Name	
Task Number		Task Name	
Trans Id		Expenditure Org	
Expend Typ Class		Expenditure Type	
Item Dates	· · ·		

<i>Operating Unit</i> field	Click on the LOV icon and the default is prefilled, Ohio University Operations. This is a mandatory field.
<i>Project Number</i> field	Enter the Project number (either key value or use LOV). If you chose Expenditure Inquiry-Project and are entering on the <i>Find Project</i> <i>Expenditure Items</i> window, you must enter a project number or a project name. Once you complete one of the fields, the other field is automatically filled with the matching information.
<i>Project Name</i> field	Enter the Project Name (either key value or use LOV). If you chose Expenditure Inquiry-Project and are entering on the <i>Find Project</i> <i>Expenditure Items</i> window, you must enter a project number or a project name. Once you complete one of the fields, the other field is automatically filled with the matching information.
Task Number field	Enter the specific Task/Subtask number (either key value or use LOV).
Task Name field	Enter the Task Name (either key value or use LOV). This is populated when Task Number is entered.
Trans Id field	Enter the Transaction ID (either key value or use LOV).
Expenditure Org field	Enter the Expenditure Organization (either key value or use LOV).
Expenditure Typ Class field	Enter the Expenditure Type Class (either key value or use LOV).
Expenditure Type field	Enter the Expenditure Type (either key value or use LOV).
<i>Item Dates</i> field	Enter Item Dates (either key value or use LOV). Leaving the Item Dates field blank will return results starting from the very beginning of the project.



Find Expenditure Items-Other Options to Perform Query

At the bottom of the *Find Expenditure Items* window there are several options to aid in performing the query.



Exclude Net Zero Items	Click in this checkbox if you want to exclude net zero expenditure items from the queried results. Net zero items consist of an original item and a reversing item for the entire amount of the original item. Together, these two items net to zero.
Clear Button	Click the Clear button to clear all the entered data to start a new query.
Find Button	Click the Find button to initiate the query.

Find Expenditure Items-Search Expenditure Tab

Expenditure	Billing	Resource	Supplier	Cross Charge	Provider/Receiver	Capital	
Expenditure					Other		
Expen	diture Category				Transaction	Source	
Expn	d Ending Dates				Wo	ırk Type 🗌	
Exp	enditure Batch				Costed Pri	ocessing Status	•
						Otatus	

- 1. Click the **Expenditure** tab.
- 2. Enter the search criteria in any of the applicable fields in this section.
- 3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

Expenditure Category field	Enter the Expenditure Category (either key value or use LOV). An expenditure category is a broad category of Natural Accounts. For example, the category Travel summarizes expenses in all related Natural Account codes; 400000, 400100, 400900, 410000, 413000, etc.
Expnd Ending Dates field	Enter the expenditure ending dates of the items you want to find. You can enter a date range, or either a start date or an end date.
Expenditure Batch field	Enter the expenditure batch name if you want to find expenditure items grouped and entered by batch.
Transaction Source field	Enter the specific Task/Subtask number (either key value or use LOV).



Find Expenditure Items-Search Billing Tab

Expenditure Billing Res	ource Supplier Cross Charge Provider/Receiver Capital
	Billing Status Billable Billing Hold Billed
	Processing Status Revenue Distributed

- 1. Click the **Billing** tab.
- 2. Enter the search criteria in any of the applicable fields in this section.
- 3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

<i>Billable</i> field	Click the dropdown arrow. Choose Yes, No, or leave blank. For example, click Yes to view only billable expenditures.
<i>Billable Hold</i> field	Click the dropdown arrow. Choose Yes, No, Both, Once, or leave blank. Choose Yes to view expenditure items that are on hold indefinitely. Choose No to view items that are not on hold. Choose Both to view items that are on both one-time hold, and on hold indefinitely. Choose Once to view expenditure items that are on one-time hold.
<i>Billed</i> field	Click the dropdown arrow. Click <i>Yes, No,</i> or leave blank. Choose <i>Yes</i> to view expenditure items that have appeared on an invoice, regardless of invoice status. When you choose this option, Oracle Projects retrieves expenditure items from project invoices that have a status of Unapproved, Approved, Released, and Accepted.
<i>Revenue Distributed</i> field	Click the dropdown arrow. Choose <i>Yes, No, Partial,</i> or leave blank. Choose <i>Yes</i> to view only revenue-distributed expenditure items. Choose <i>Partial</i> to view expenditure items that have partially distributed revenue due a hard limit on the agreement.



Find Expenditure Items-Search Resource Tab

Expenditure Billing	Resource Supplier	Cross Charge	Provider/Receiver	Capital	
Labor					
Labor		Other			
Employee Number			Resour	rce Org	
Employee Name			Non-Labor Re	Source	
Job				source	
Assignment			Invento	ry Item	

- 1. Click the **Resource** tab.
- 2. Enter the search criteria in any of the applicable fields in this section. OU does not use the *Other* section fields.
- 3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

Employee Number field	Enter the Employee Number (either key value or use LOV).
Employee Name field	Enter the Employee Name (either key value or use LOV).
Job field	Enter name of the position (either key value or use LOV).
Assignment field	OU does not use this field.

Find Expenditure Items-Search Supplier Tab

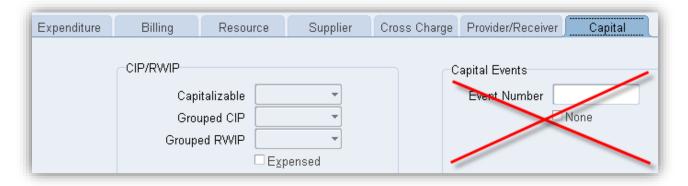
Expenditure	Billing	Resource	Supplier	Cross Charge	Provider/Receiver	Capital
		_				
	Supplie	er Number				
	Supp	lier Name				
	Invoic	e Number				
	Invoice Lin	e Number				
	Receip	ot Number				
	Paymer	nt Number				
			nclude Related Ta	x Lines		
			Jnmatched Revers	sing Expenditure	Items that Require A	Adjustment

- 1. Click the **Supplier** tab.
- 2. Enter the search criteria in any of the applicable fields in this section.
- 3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.



Supplier Number field	Enter the Supplier number (either key value or use LOV).
Supplier Name field	Enter the Supplier name (either key value or use LOV).
Invoice Number field	Enter the Invoice number (either key value or use LOV).
Invoice Line Number field	Enter the Invoice Line number (either key value or use LOV).
Receipt Number field	Enter the Receipt number (either key value or use LOV).
Payment Number field	Enter the Payment number (either key value or use LOV).
Unmatched Reversing Expenditure Items that Require Adjustment	Click in this checkbox if you want to search for unmatched reversing expenditure items from Oracle Purchasing and Oracle Payables that require a manual adjustment.

Find Expenditure Items-Search Capital Tab

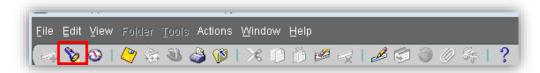


- 1. Click the **Capital** tab.
- 2. Enter the search criteria in any of the applicable fields in this section.
- 3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

	CIP/RWIP
Capitalizable field	Click the dropdown arrow . Choose Yes, No, or leave blank.
	Choose Yes to view only capitalizable expenditure items.
Grouped CIP field	Click the dropdown arrow . Choose Yes, No, or leave blank.
	Choose Yes to view expenditure items that have been grouped into asset lines.
Expensed checkbox	Click in this checkbox if you want to view only expensed expenditure items.



INITIATE A NEW SEARCH



ATTN: After you initiate your search, If you want to return to the *Find Expenditure Items w*indow to add more search criteria to narrow down your search, or to start a new search, click on the Find

ICON 🔌. THE FIND EXPENDITURE ITEMS WINDOW DISPLAYS.

CREATE PERSONALIZED FOLDERS WITH FOLDER TOOLS

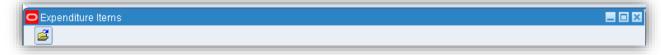
Refer to the *Folder Tools* section of the Oracle Navigation document to learn about Folder Tools and creating a new folder. Most inquiry windows are folders. However, folders are provided only with the core Oracle application forms. The *Folder Tools* allow you to customize the form layout and content displaying only the fields and records you want to view. You have access to all the records of an *OUFMS: View Only* user but you can create a customized folder to retrieve only a subset of records and display those in a specific layout. You define and run queries based on your own search criteria. Finance can customize and make public recommended views of specific windows/folders for your use. You have the option to make your own folder customizations private or public, and to make the folder the default layout for a particular form/window.

OPEN PREDEFINED PROJECT FOLDERS CREATED BY FINANCE

Grants and Contracts Accounting staff created a recommended view of the Expenditure Items window that you can access in the Projects>Expenditure Inquiry module. Follow these directions to open the predefined folder/window.

ATTN: YOU MUST COMPLETE A SEARCH FIRST SO THE EXPENDITURE ITEMS WINDOW OPENS BEFORE THE FOLDER TOOLS OPTION IS FUNCTIONAL.

1. Click on the Toolbar Menu **Folder>Open**. The *Open Folder* window displays the predefined folder definition/s. You can also click on the *Open Folder* icon located in the upper-left corner of the window.



2. Click on New OUFMS: View Only Expenditure Items Screen created by ARNOLDC1.



Effective Date: 08/07/2014

Open Folder	×
Find %	
Name	Owner
Angie's View	LEMASTA1
Angie's view	LEMASTA1
Christy's Folder	ARNOLDC1
New OUFMS: View Only Expenditure Items Screen	ARNOLDC1
OU PROJECT EXPENDITURE ITEMS	LEMASTA1
OU PROJECT EXPENDITURE ITEMS	SHAPIROL
OU PROJECT EXPENDITURE ITEMS m	ARNOLDC1
OU Project Expenditure Inquiry 11.5.10	CARANOC
Project Inq	SMITHA5
	Þ
Eind QK Cancel	

- 3. Click **OK** button. The new folder definitions are displayed on the form/window.
- 4. If you want to make this your default view, click on the Toolbar Menu **Folder>Save As.** The **Save Folder** window displays.
- 5. Click the **Open as Default** checkbox.

Save Folder	×		
Folder New OUFMS: N	/iew Only Expenditure Items Screer		
Autoquery			
⊖Always	✓ <u>Open as Default</u> ✓ <u>Public</u>		
⊖ As <u>k</u> each time	□ Include Query		
	Show Query		
	OK Cancel		

- 6. Click Ok.
- 7. Complete these same steps for all the forms/windows listed in the ATTN: section.



VIEW EXPENDITURE ITEMS WINDOW

View expenditure items displayed in the main grid.

	PA Date	gL Date		Expnd Org	Expnd Category	Exond Type	Project Name	Project	Task Name	Task	Expenditure Ba	Comment	Trans Id	Project Burdened Cost	Employee/Supplier	Employee/Supplier Numb
	31-OCT-2011	31-OCT-2011	_			243000 MEDICARE INSUR		-					1080776	29.68		
1-OCT-2011	31-OCT-2011	31-OCT-2011	3200	30200 BIOMEDIC	FRINGE BENER	230000 WORKERS COMP	VISION 2020: PH	GA017434H	FY12 RESEARCH TEC	12.04	P102692110PJ	Pay Ending 31-OCT-11	1080777	15.13		
1-OCT-2011	31-OCT-2011	31-0CT-2011	3200	30200 BIOMEDIC	SALARIES AND	127000 LAB OR RESEAR	VISION 2020: PH	GA017434H	FY12 RESEARCH TEC	12.04	P102692110PJ	Pay Ending 31-OCT-11	1080776	2,047.00		
1-OCT-2011	31-OCT-2011	31-OCT-2011	3200	30200 BIOMEDIC	FRINGE BENER	220000 RETIREMENT CON	VISION 2020: PH	GA017434H	FY12 RESEARCH TEC	12.04	P102692110PJ	Pay Ending 31-OCT-11	1080779	286.58		
D-NOV-201	1 30-NOV-2011	30-NOV-2011	3200	30200 BIOMEDIC	SALARIES AND	127000 LAB OR RESEAR	VISION 2020: PH	GA017434H	FY12 RESEARCH TEC	12.04	P112142211PJ	Pay Ending 30-NOV-11	1087519	3,690.47		
0-NOV-201	1 30-NOV-2011	30-NOV-2011	3200	30200 BIOMEDIC	FRINGE BENER	242000 EMPLOYEE GRP	VISION 2020: PH	GA017434H	FY12 RESEARCH TEC	12.04	P112142211PJ	Pay Ending 30-NOV-11	1087520	1,180.56		
0-NOV-201	1 30-NOV-2011	30-NOV-2011	3200	30200 BIOMEDIC	FRINGE BENER	243000 MEDICARE INSUR	VISION 2020: PH	GA017434H	FY12 RESEARCH TEC	12.04	P112142211PJ	Pay Ending 30-NOV-11		53.51		
3-NOV-201	1 38-NOV-2011	30-NOV-2011				230000 WORKERS COMP								27.27		
0-NOV-201	1 30-NOV-2011	30-NOV-2011				220000 RETIREMENT CON							1087523	516.67		
1-NOV-201	1 21-NOV-2011	21-NOV-2011	3200	30200 BIOMEDIC	FRINGE BENER	243000 MEDICARE INSUR	VISION 2020: PH	GAD17434H	FY12 RESEARCH TEC	12.04	P112462211PJ	TRANSFERS	1089090	16.92		

Field	Description
Item Date	The date the expenditure was incurred.
PA Date	The date the expenditure was expensed to the Project.
GL Date	The date the expenditure was transferred to the GL.
	Fund to which the project expense was charged.
Expenditure Org	The organization to which the goods/services were expensed.
Expenditure Category	Expenditures are grouped and summarized into expenditure categories which may include several natural account codes.
Expenditure Type	The expenditure type is the natural account code expensed.
Project Name	The Project name.
Project Number	The Project number.
Task Name	The Task name
Task Number	The Task number.
Expenditure Batch	The Batch number associated with the expense. The initials at the
	beginning of the number indicate the type of expense (P, JE, or AP).
Comment	Expenditure description.
Trans Id	The Oracle assigned transaction Identification
Project Burdened Cost	The total expenditure cost for that particular expense goods/services.
Employee/Supplier	Name of the employee or supplier associated with the expenditure item.
Employee/Supplier Number	The employee or supplier number associated with the expenditure item.

- 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 expenditure items brought up by the query, if the query produced a long list of expenditure items.
- 3. Click **on the row** to view more expenditure details. A blue rectangle will display in the far lefthand side of the row.
- 4. Click on the **Item Details** button. See the section below.



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Totals Button

Click the **Totals** button to calculate and display the totals in the *Project Burdened Cost* column for the expenditure items returned based on your query.

Wey Orby: View Only: Description Date Date Old Date I Expnd Category Expnd Type Project Name Roject Task Name Task Expnd State Date Old Date Old Date I Expnd Category Expnd Type Project Name Roject Task Name Task Expenditure Batch Comment Task M Project Burdened Co 1/MAV7-2012 ISMAV-2012	
31-MAY-2012 31-MAY-2012 31-MAY-2012 3200 30000 BIOMEDIC FRINCE BENE 240000 EMPLOYEE GRP VISION 2020. PHI GA01743H FY12 RESEARCH TECI 12.04 P0528250597/4131 Pay Ending 31-MAY-12 1141239 4.427. 28-JUN-2012 28-JUN-2012 28-JUN-201	
28-JUN-2012 28-JUN-201	
	4
2650142012 2650142012 2650142012 2650142012 2650142012 5260 5464RES AND 119000 OTH SACART PER VISION 2020. PT1 GR017434H F112 RESEARCH TECT 12.04 P062167 1069374335 Pay Ending 30501412 1150011 2,2550.	6
28JUN-2012 28JUN-2012 28JUN-2012 28JUN-2012 28JUN-2012 3200 BIOMEDIC SALARIES AND 127000 LAB OR RESEAR(VISION 2020: PH) GA017434H FY12 RESEARCH TECI 12.04 P062187106PJ/74335 Pay Ending 30JUN-12 1150612 6,380.	3
28-JUN-2012 28-JUN-2012 28-JUN-2012 28-JUN-2012 32000 BIOMEDIC FRINGE BENEF 243000 MEDICARE INSUR VISION 2020. PH/ GA017434H FY12 RESEARCH TECI 12.04 P062187106P./r4335 Pay Ending 30-JUN-12 1150613 89.	7
28JUN-2012 28JUN-2012 28JUN-2012 28JUN-2012 28JUN-2012 3200 BIOMEDIC FRINGE BENEF 230000 WORKERS COMF VISION 2020: PH) GA017434H FY12 RESEARCH TECI 12.04 P062187106PJ/4335 Pay Ending 30JUN-12 1150614 69.	1
28JUN-2012 28JUN-2012 28JUN-2012 28JUN-2012 28JUN-2012 3200 BIOMEDIC FRINGE BENEF 242000 EMPLOYEE GRP VISION 2020. PH/ GA017434H FY12 RESEARCH Tect 12.04 P062187106PJ/4335 Pay Ending 30JUN-12 1150615 3.246.	1
13JUL-2012 13JUL-2012 13JUL-2012 13200 30200 BIOMEDIC FRINGE BENET (243000 MEDICARE INSUR VISION 2020. PH) (GA017434H FY12 RESEARCH TeCl 12.04 (P070695607P)/74495 Pay Ending 30JUN-12 1160345 6/	4
13JUL-2012 13JUL-2012 13JUL-2012 3200 30200 BIOMEDIC FRINGE BENET 230000 WORKERS COMF VISION 2020: PHV GA017434H [FY12 RESEARCH TECI 12.04 [P070695507PJ74495 Pay Ending 30-JUN-12 1160346 3.	8

Item Details Button/Item Details Window Options

After you click on an expenditure item, click the **Item Details** button to select a window for reviewing the details of that particular expenditure item. From this window, you can drill down to **Cost Distribution Lines** and **AP Invoice**. The PO Receipt and Purchase Order Details options are not available from this particular window. However, when you drill down to the **AP Invoice** option, the *Invoice Overview* window displays. From the *Invoice Overview* window you can drill down into the View PO option which displays PO information and the *Payment Overview* window.

tem Details	_ = >
	_
Cost Distribution Lines	
Revenue Distribution Lines	
AP Invoice	
PO Receipt	
Burchaco Ordor Dotailo	•
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	The Item Details Pop-up Window
Option	Description
Cost Distribution Lines	Choose <i>Cost Distribution Lines</i> to view individual transactions and the debit and credit GL accounts for each expenditure item. Note: The Cost Distribution Lines window does not display the credit account for supplier invoice expenditure items interfaced from Oracle Payables.
AP Invoice	Choose <i>AP Invoice</i> to drill down to the Invoice Overview window in Oracle Payables. This option is enabled for expenditure items that show information in the <i>Employee/Supplier</i> field



Cost Distribution Lines

View individual transactions and the default debit and credit GL accounts for each expenditure item. Also, view PA and GL period, and Distribution Line Status date and detail.

_ine	Number Type	PA Date	PA Period		GL Date	GL Period	E Amount	
1	Raw	28-OCT-2013	OCT 20	13-14	28-OCT-2013	OCT 2013-14	21.35	
Fun	ctional Projec	t Func Transaction		5		k Type		
			21.35 21.35	— Distribu	Distribution Line Status Status Received Date 29-OCT-2013			
		and Descriptions			Detail	Accounted transaction rea	ceived	
- D	efault Accounts							

Field	Description			
PA Date/PA Period	Project Accounting date and period			
GL Date/GL Period	General Ledger date and period			
Amount	Expenditure amount			
Distribution Line Status	Status of the transaction.			
Status Date	Date the transaction was processed in Oracle.			
Debit	Account number debited			
Credit	Account number credited			
Account Description	Description of the debit and credit accounts			



AP Invoice Option Drill Down Into Invoice Overview Window

Drill down to the Invoice Overview window in Oracle Payables. This option is enabled for expenditure items whose expenditure type class is Supplier Invoices. This option is enabled for expenditure items that show information in the *Employee/Supplier* field of the *Expenditure Items* window.

If the invoice is matched to a purchase order, then you can drill down to the purchase order. For more details regarding the *Invoice Overview* window, the *Invoice Workbench*, the *Payment Overview*, and the *View PO* windows, refer to the *Invoice Inquiry* document.

Trading Partner	QWEST DBA CENTUR)	Z LINIZ	1			
		QWEST DBA CENTURY LINK		Site	CEL POB 52187	
Supplier Num	82824			Operating Unit	Ohio University Operat	
Invoice Num	1276441683	Туре	Standard	Date	30-SEP-2013	
Batch Name		Currency	USD	Amount	21.35	
Voucher	B0085685			Unpaid	0.00	
PO Number	160981	Release		Unapplied		
Receipt Num				Settlement Date		
Invoice Status			Description	ACCT #85643250	, BILL CYCLE 292-164,	
Approval	Not Required	Active H	old	Reason		
Status	Validated				<u> </u>	
Accounting	Processed					
Payment	Fully Paid					
 Scheduled Payments 				-Actual Payment	s	
Curr Amo	unt Remaining	Due Date	Held	Paid By	Paid On	
USD 21	.35 0.00	30-SEP-2013		1129463 - Check	29-OCT-2013	
Payment Overview View Receipt View PO Supplier Invoice Workbench						

