Title:	Projects-Project Status Inquiry	Document ID: PA0010
Replaces:	Project Status Inquiry, PA700	Date Modified: 08/07/2014

Purpose: This procedure details how to perform a Project Status Inquiry in Oracle Projects module. The *Find Project Status* window and the *Project Status* window allows you to query project information including:

- Current status of a project and its tasks.
- Search by Customer, Key members, project ranges, etc.
- Project Budget totals, Inception-to-date and Period-to-Date totals, Estimate-to-completion totals, actuals, and commitments for projects, tasks, and resources.
- The effective dates of the project and individual tasks.
- Drilldown to see expenditure details.
- Drilldown into Purchasing and Payables modules.

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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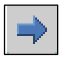
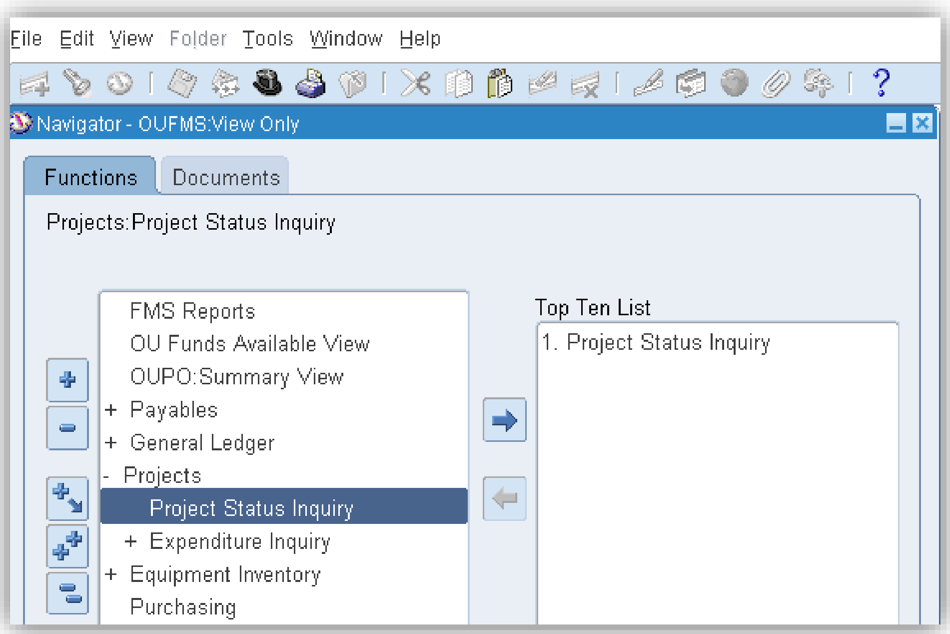
NAVIGATE TO PROJECT STATUS INQUIRY WINDOW

1. Click **Project Status Inquiry** link.
2. The *Find Project Status* window and the *Navigator* window are displayed. The *Find Project Status* window appears on top. To add the *Project Status Inquiry* window to the Top Ten List, verify the Projects Status Inquiry link is highlighted in blue, then click the **Add to List** button . Next time you want to access the *Project Status Inquiry* window, click on the *Project Status Inquiry* link in the Top Ten List.



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. 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. In summary, the *Folder Tools* allow you to display only the columns you want to view.

Finance can customize and make public recommended views of specific windows/folders for your use. You can make the predefined folders your default view. Also, 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.

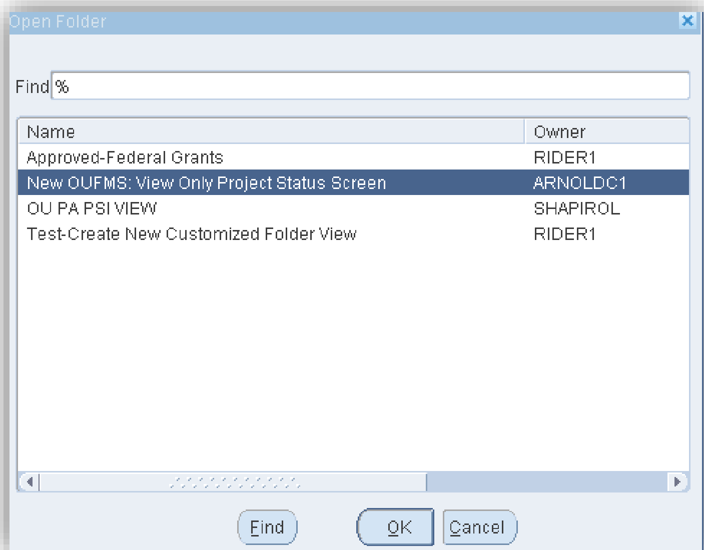
OPEN PREDEFINED PROJECT FOLDERS CREATED BY FINANCE

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

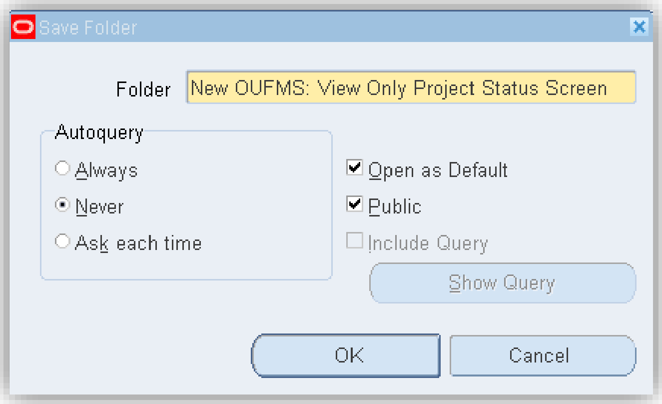
ATTN: YOU MUST COMPLETE A SEARCH FIRST SO THE EXPENDITURE ITEMS WINDOW OPENS BEFORE THE FOLDER TOOLS OPTION IS FUNCTIONAL.

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 XXXXXXXXX Screen** created by ARNOLDC1. Each folder definition name (**XXXXXXXX**) will be different based on the form/window name.



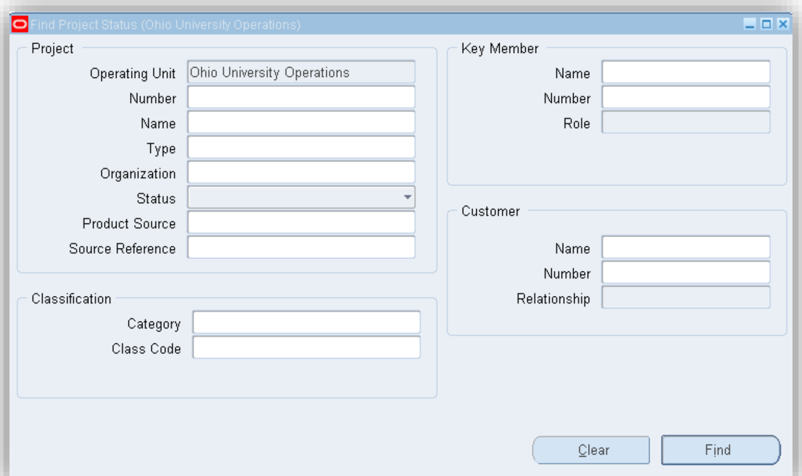
3. Click **OK** button. The new folder definitions are displayed on the form/window.
4. If you want to make this your default view, click on the Toolbar Menu **Folder>Save As.** The **Save Folder** window displays.
5. Click the **Open as Default** checkbox.



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

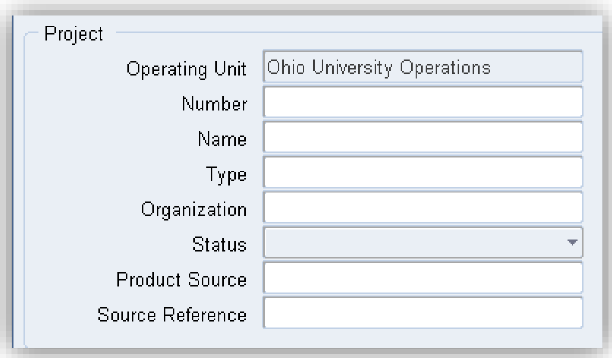
ATTN: GRANTS AND CONTRACTS ACCOUNTING STAFF HAS CREATED RECOMMENDED FOLDERS FOR PROJECT STATUS, TASK STATUS, RESOURCE STATUS, EXPENDITURE ITEM DETAILS, AND COMMITMENT DETAILS WINDOWS.

ENTER SEARCH CRITERIA ON FIND PROJECT STATUS WINDOW



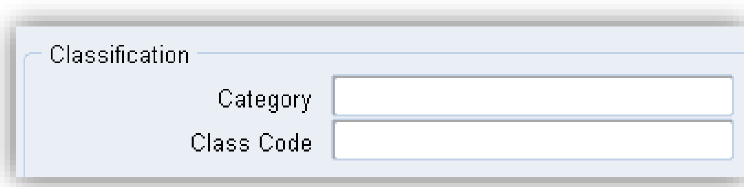
ATTN: YOU MAY SEARCH FROM ANY OF THE SEARCH CRITERIA FIELDS LISTED ON THE FIND PROJECT STATUS WINDOW. HOWEVER, THE SEARCH CRITERIA FIELDS LISTED BELOW WILL BE THE FIELDS MOST LIKELY USED.

Project Section



1. *Number* field: Enter the **Project Number** (either key value or use LOV).
2. Name: Enter **Project Name** (either key value or use LOV).
3. Type: Enter **Project Type**, i.e., State, Private, Federal Pell, etc. (either key value or use LOV).
4. Organization: Enter **Organization**, i.e. 30200 (either key value or use LOV).
5. Status: Click the **dropdown arrow** to choose **Status** (either key value or use LOV).
   The Status of the Project will provide information on the whether or not the project
   - OU only uses **Approved** and **Closed.**

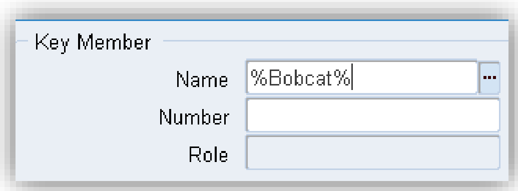
Classification Section



1. Category: Enter **Category** (either key value or use LOV). Category is type of funding source.
2. Class Code: Enter **Class Code** (either key value or use LOV).

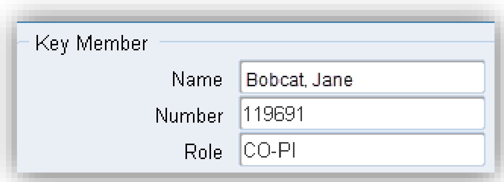
Key Member Section

Key members of a project are Project Manager (Principal Investigator, PI), Program Managers (Grants & Contracts Accounting staff), and CO-PI (Co-Principal Investigator). You can conduct the Key Member search by either employee name or employee number.



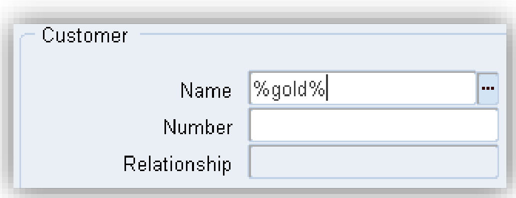
1. Name: Enter **Key Member Name** (either key value or use LOV). The employee number field automatically fills with the employee number.
2. Role: Enter **Role** (either key value or use LOV).

NOTE: You cannot search by Role until the Name and Number fields are complete. For example, you may want to search for all projects where key member, Jane Bobcat is a CO-PI.



Customer

The Customer name is the granting agency.



1. Name: Enter the **Customer Name** (either key value or use LOV).
2. Number: When you select the customer name, the customer number is displayed in the field.
3. Relationship: Automatically defaults to Primary. NO NEED TO CHOOSE ANYTHING.

Initiate Search

After all search criteria is entered, click the **Find** button to initiate the search. The search results are displayed in the *Project Status* window. Refer to *View Project Status Window* section.

Clear Button

Click the **Clear** button to clear all existing data from the window and start a new search.

VIEW PROJECT STATUS WINDOW

Field	Description
Current Period	The current period, which is normally the current fiscal month and year
Project	The project number
Project Name	The project name
Tot – Cst Bgt	The project's total cost budget
Tot-Act Cost	The amount spent from inception to current period date
Commit Amt	Commitments are total outstanding requisitions, purchase orders, and supplier invoices. It is an encumbrance you record when a purchase requisition is approved. ***Note:*** Supplier invoices are invoices that have yet to be posted.
Est to Cmplt	The available funds that are left (**Total Cost Budget** less **Total Actual Cost** less **Commitment Amount** = **Estimate to Completion** or Balance available
OVR Bgt	Over Budget - An asterisk (*) in this field indicates the project is over budget
Fin % Cmplt	The percentage of actual expenditures spent of total budget dollars
PTD – Act Cost	(Period-to-Date Actual Cost) The amount spent during the current period

Totals Button

Click the **Totals** button. The Project dollar amount columns now display totals.

Events Button

OU does not use this functionality.

Invoices Button

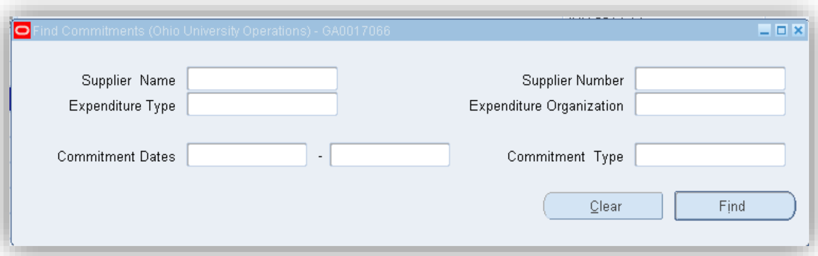
This window is not functional in the Project Accounting module.

Commitments Button

Using the *Find Commitments* window you can search for commitments charged to the project.

1. Click in the **row** of the project for which you want to review commitments.
2. Click the **Commitments** button. The *Find Commitments* window is displayed.

ATTN: IF YOU WANT TO SEARCH FOR ALL THE COMMITMENTS FOR THE PROJECT, CLICK THE FIND BUTTON WITHOUT ENTERING ANY SEARCH CRITERIA.



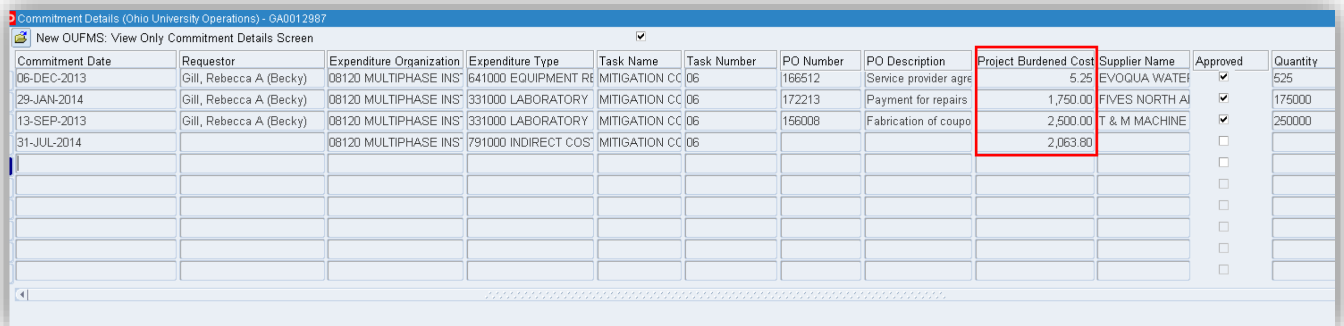
3. Supplier Name: Enter **Supplier name** (either key value or use LOV).
4. Expenditure Type: Enter **Expenditure Type** (either key value or use LOV). These are the natural account codes.
5. Commitment Dates: Enter **Commitment from/to Dates** (either key value or use LOV). You can enter one date or a range of dates between the 'from' and 'to' fields. Also, if you want to query for all commitments from the project inception date until current date, leave the 'from' field blank and then enter current date or month end date.
6. Supplier Number: Enter **Supplier Number** (either key value or use LOV). Supplier Number automatically fills when selecting a Supplier Name.

7. Expenditure Organization: Enter the **Organization Number** associated with the Project (either key value or use LOV).
8. Commitment Type: Enter a **Commitment Type** (either key value or use LOV).

Commitment Type	Description
Purchase Order	A purchase order obligation to an external supplier.
Requisition	A purchase requisition.
Supplier Invoice	An invoice that has not yet been posted to the general ledger. ***Note:*** They do not have to be approved to be displayed as a commitment.

9. Click **Find** button. The *Commitment Details* window displays.

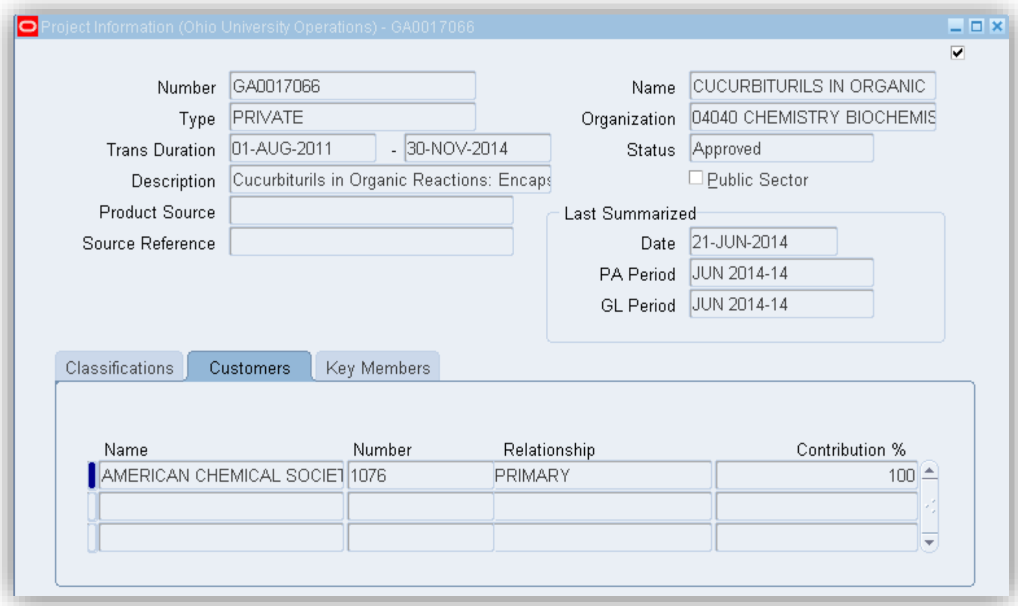
NOTE: In this example, on the Project Status screenshot above, the commitments total $6319.05 for Project GA0017066. The *Commitment Details* window displays the individual commitments that sum to the $6319.05 ($5.25 + $1750.00 + $2500.00+ $2063.80 = $6319.05).



Field	Description
Commitment Date	The date of the commitment
Requestor	The staff member that originated the requisition that was turned into a purchase order
Expenditure Organization	The charging organization
Expenditure Type	The natural account used to classify the expenditure
Task Name	The Task name associated with the item
Task Number	The Task number associated with the item
PO Number	The Purchase Order number
PO Description	The description of the transaction
Project Burdened Cost	The total expense of the transaction
Supplier Name	The name of the supplier
Approved	If it is checked, the transaction is approved. If not, the transaction is not approved.
Quantity	Disregard this field. Refer to the *Project Burdened Cost* field.

Project Button

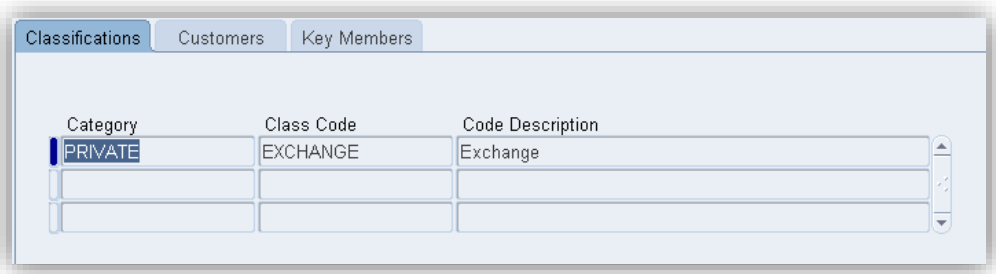
Click the **Project** button to display the *Project Information* window. You can view the Project Information header information or click on one of three tabs to view; Classifications, Customers, and Key Members. See the screenshots below to explain the three tabs.



Field/Folder	Description
Number	Project Number
Type	Project Type, i.e., State, Private, Federal Pell, etc.
Trans Duration	The start date and finish date control when transactions can be charged to the project. The ending date displays 90 days after the departments last day to submit costs for this project.
Description	Long description of the project. To view entire description at once, click the *Edit Field*  icon.
Name	Project Name
Organization	The Organization associated with the project at the project level. At the task level there may be different organizations associated with the project in the event that multiple organizations/departments are collaborating on the project.
Status	The Project Status, i.e., approved, closed, etc.
Last Summarized Date	The last date the transactions were updated.
Classifications Tab	*Category* field is the source of funds. *Class Code* field is whether it is an “Exchange” or “Non-Exchange” transaction.
Customers Tab	The agency sponsoring the project.
Key Members Tab	The key members assigned to the project.

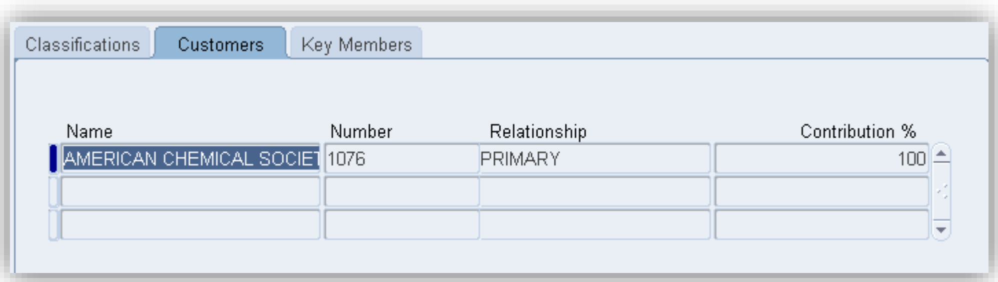
Classifications Tab

View the Category, Class Code, and Code Description.



Customers Tab

View Customers Name, Number, Relationship, and Contribution.



Key Members Tab

View Key Members; Employee Name and number, Role, and the effective dates of their role in the project. Use the vertical scroll bar to view all the key members.

NOTE: Key members of a project are Project Manager (Principal Investigator, PI), Program Managers (Grants & Contracts Accounting staff), and CO-PI (Co-Principal Investigator).

Resource Status (@ Project Level) Button

The *Resource Status* window displays the expenditures grouped and summarized into resource categories. Each resource category may include several natural account codes. Each resource category is displayed with the same total columns displayed on the Project Status window. See *View Project Status Window* section for column descriptions.

NOTE: For natural account descriptions refer to the *OBIEE Segment Values* tool found at: http://www.ohio.edu/finance/customercare/upload/seg-val-list.xls. Once the excel sheet is open, click on the *Natural Account* tab. It is recommended to save the link but do not save the excel file as the information is continually updated.

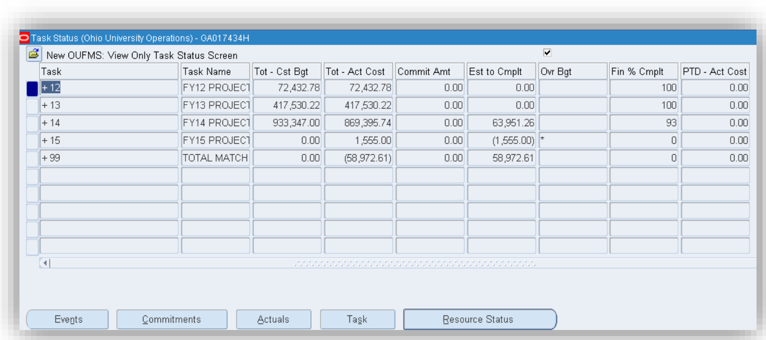
Resource	Tot - Cst Bgt	Tot - Act Cost	Commit Amt	Est to Cmplt	Ovr Bgt	Fin % Cmplt	PTD - Act Cost
COMMUNICATION	0.00	3,458.04	0.00	(3,458.04)	*		0.00
PRINTING	0.00	1,382.07	0.00	(1,382.07)	*		0.00
TELEPHONE	0.00	539.66	0.00	(539.66)	*		0.00
POSTAGE	0.00	3,278.33	0.00	(3,278.33)	*		0.00
REPAIR AND MAINTE	0.00	44,279.41		(44,279.41)	*		0.00
MISCELLANEOUS	1,982,491.02	1,426.00	0.00	1,981,065.02		0	0.00
SUBCONTRACTS	0.00	2,083.00	0.00	(2,083.00)	*		0.00
INDIRECT COST	901,102.98	829,535.88	2,063.80	69503.30		92	0.00
EQUIPMENT	0.00	176,882.74	0.00	(176,882.74)	*		0.00
SCHOLARSHIPS	0.00	8,716.00	0.00	(8,716.00)	*		0.00

WARNING: THERE IS NO DRILLDOWN FUNCTIONALITY FROM THE RESOURCE STATUS WINDOW. REFER TO THE TASK STATUS WINDOW TO DRILLDOWN TO ACTUAL TRANSACTIONS, COMMITMENTS, AND RESOURCE STATUS PER TASK.

Task Status Button

The *Task Status* window displays all tasks associated with the project and the same total columns from the Project Status window. Refer to the *View Project Status Window* section earlier in this document for *Task Status* column descriptions that match the columns on *Project Status* window.

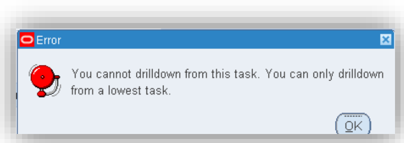
From the *Task Status* window you can also drilldown into *Commitments, Actuals, Task, Actual Expenditure Item Details*, and *Resource Status* windows for task/subtasks displayed. In order to drilldown into the windows mentioned above, you must have opened the lowest level task.



1. Click the **Task Status** button to display the Task Status window.
2. Double-click **on the task and plus symbol** (+) in front of the Task number in the *Task* field, to expand all the subtasks associated with that particular task. A plus symbol indicates there are subtasks grouped within the parent task.
3. To drilldown into commitments, actuals, or resource status windows; click on the lowest level task/subtask number
4. Click on the **Commitments** button, **Actuals** button, or **Resource Status** button.

To view an example of a Task with Subtask, the Task Status window (screenshot next) displays a project task, #12, with five tasks. When you double-click on the number **+12**, the subtasks display.

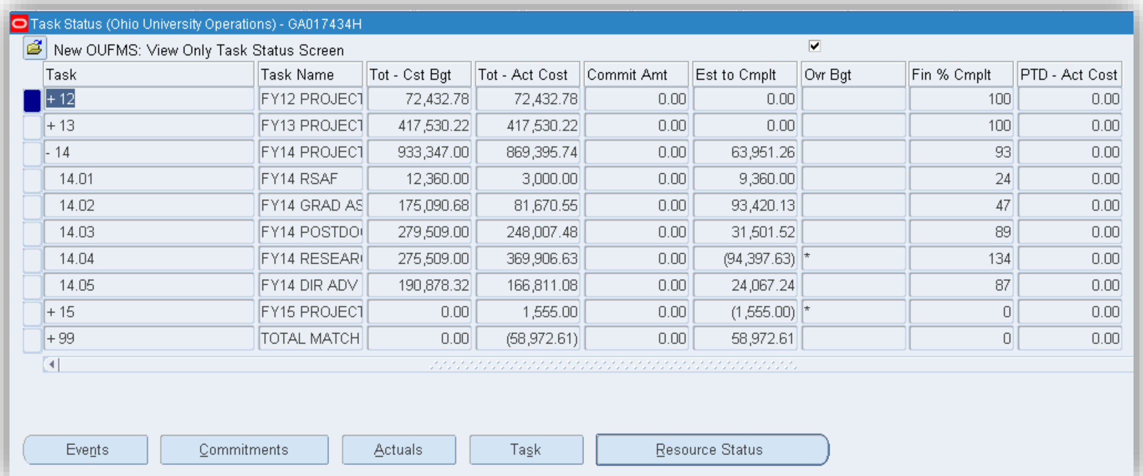
In the screenshot above, if you click in the row "12" instead of a subtask level, when you click the **Commitments** button, an error message is displayed (see screenshot below). You are only able to drilldown into *Commitments, Actuals, or Resource Status* windows from the lowest task/subtask level.



Drilldown to Task from the Task Status Window

The Task Status window displays information about the task or subtask. You can access the information on each task and subtask level. The task/subtask description and date ranges of the task or subtask are displayed.

1. Click on the **Task or Subtask** row.
2. Click the **Task** button. The *Task Information* window displays.



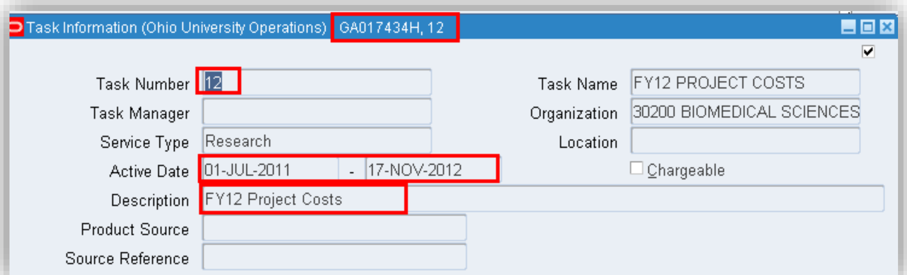
Task Status (Ohio University Operations) - GA017434H

New OUFMS: View Only Task Status Screen

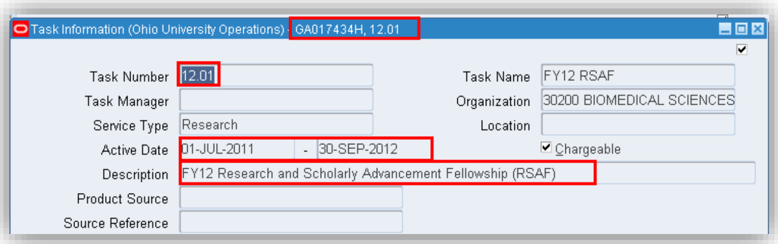
Task	Task Name	Tot - Cst Bgt	Tot - Act Cost	Commit Amt	Est to Cmplt	Ovr Bgt	Fin % Cmplt	PTD - Act Cost
+ 12	FY12 PROJECT	72,432.78	72,432.78	0.00	0.00		100	0.00
+ 13	FY13 PROJECT	417,530.22	417,530.22	0.00	0.00		100	0.00
- 14	FY14 PROJECT	933,347.00	869,395.74	0.00	63,951.26		93	0.00
14.01	FY14 RSAF	12,360.00	3,000.00	0.00	9,360.00		24	0.00
14.02	FY14 GRAD AS	175,090.68	81,670.55	0.00	93,420.13		47	0.00
14.03	FY14 POSTDO	279,509.00	248,007.48	0.00	31,501.52		89	0.00
14.04	FY14 RESEAR	275,509.00	369,906.63	0.00	(94,397.63)	*	134	0.00
14.05	FY14 DIR ADV	190,878.32	166,811.08	0.00	24,067.24		87	0.00
+ 15	FY15 PROJECT	0.00	1,555.00	0.00	(1,555.00)	*	0	0.00
+ 99	TOTAL MATCH	0.00	(58,972.61)	0.00	58,972.61		0	0.00

Events | Commitments | Actuals | Task | Resource Status

This is an example of the Task information for Task #12.



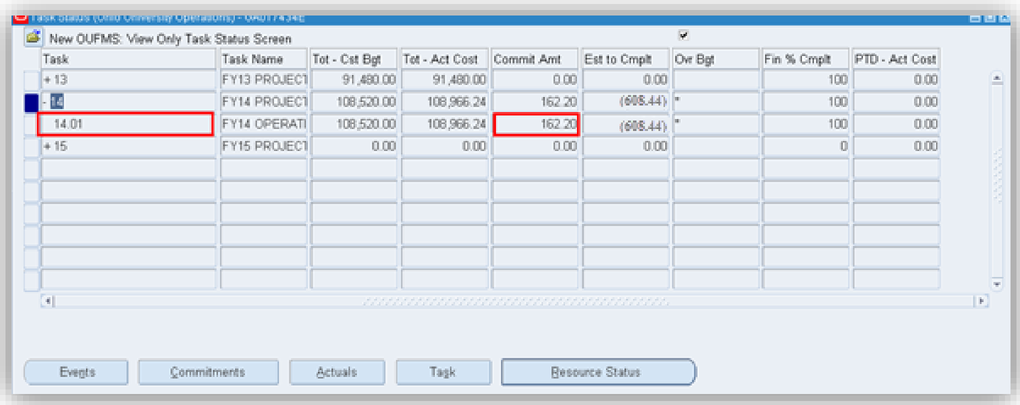
This is an example of the Task Information for Task/Subtask #12.01.



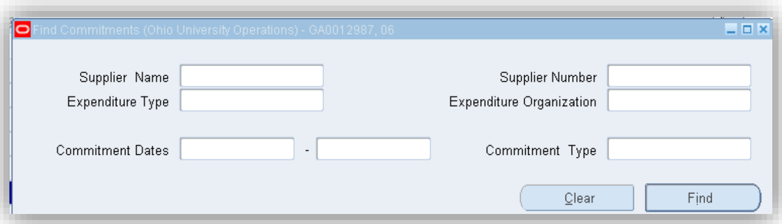
Drilldown to Commitments from the Task Status Window

The commitments window displays all commitments for the particular task or subtask.

1. On the *Task Status* window, view the commitments (Commit Amt) column to verify which project task/subtask includes commitments.
2. Click on a **task row** that displays a commitment total in the *Commit Amt* column. In the screenshot below, the task '14' displays $162.20 total commitments. However, the 14 has a plus symbol next to it. It has subtasks.
3. Double-click on the **task** to expand the subtask.



4. Click the **Commitments** button. Once you click on a row that displays commitments, the *Commitments button* illuminates. The *Find Commitments* window displays. For further details and drilldown activity refer to the *Commitments Button* section in this document.



ATTN: IF YOU WANT TO SEARCH FOR ALL THE COMMITMENTS FOR THE TASK/SUBTASK, CLICK THE FIND BUTTON WITHOUT ENTERING ANY SEARCH CRITERIA.

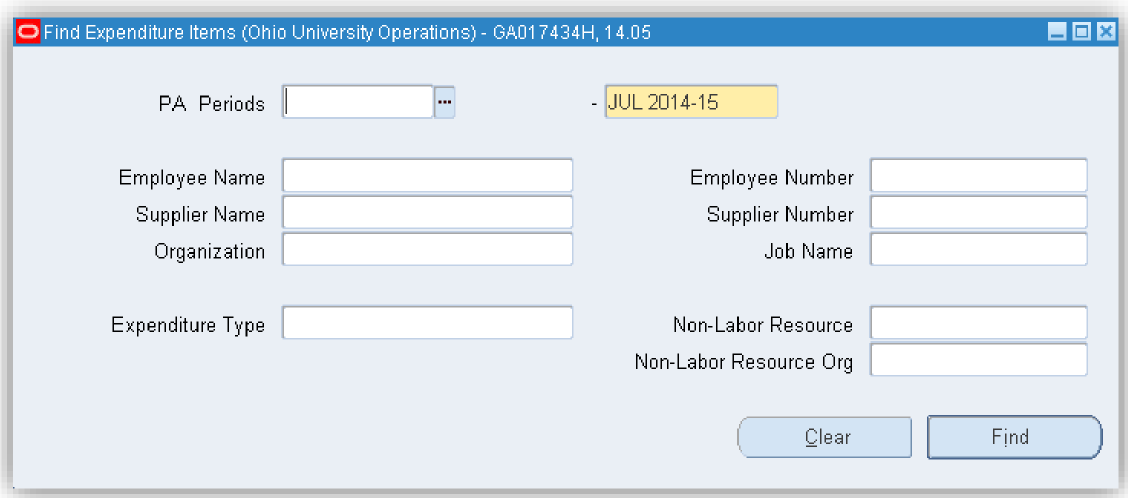
5. Enter search criteria and then click **Find** button or only click **Find** button to display commitments totaling $162.20 for the subtask 14.01. The *Commitment Details* window displays the total commitments for the subtask 14.01.

NOTE: For further details and drilldown activity, refer to the *Commitments Button* section earlier in this document.

Drilldown to Actuals from the Task Status Window

The Actuals button displays the expenditure details for a particular subtask.

1. On the *Task Status* window, click on a **task row** that displays totals in the actual cost columns (Tot-Act Cost).
2. If there is a plus symbol (+) in front of the Task number that indicates there are subtasks grouped within the parent task. Double-click on the **task** to expand the subtask/s.
3. Click the **Actuals** button. Once you click on a row that displays actuals, the *Actuals button* illuminates. The *Find Expenditure Items* window displays.

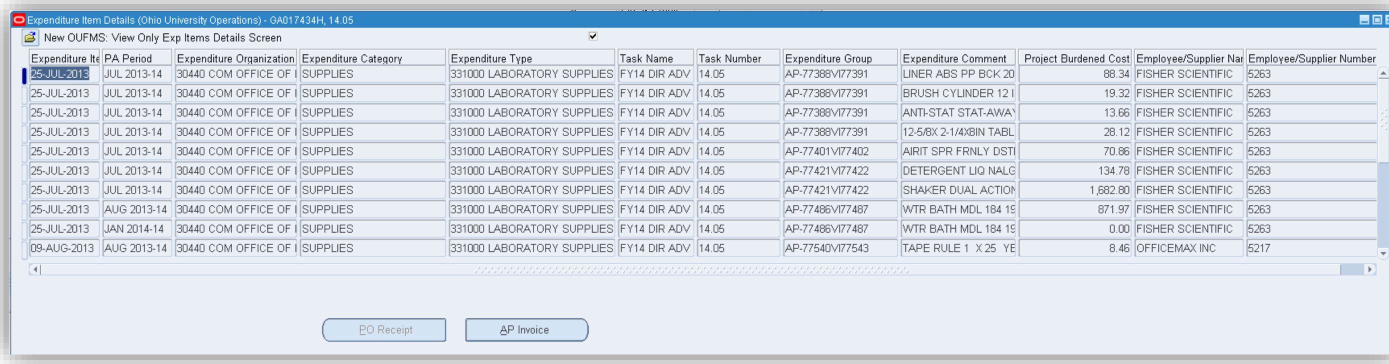


4. Enter search criteria and then click **Find** button, or

   To get all actual expenditures-to-date, click **Clear** button, then click **Find** button. The *Expenditure Item Details* window displays the total actual expenditures for the subtask.

ATTN: TO VIEW EXPENSES CHARGED TO A SPECIFIC NATURAL ACCOUNT CODE, CLICK IN THE *EXPENDITURE TYPE* FIELD AND ENTER VALUE (EITHER KEY VALUE OR USE LOV). THEN CLICK THE FIND BUTTON.

NOTE: From this point you will be able to drilldown into *Expenditure Item Details* window, *AP Invoice* window, *Invoice Overview* window, *Payment Overview* window, View PO window, and the *Invoice Workbench* window. Refer to the *Invoice Inquiry* document for detailed instructions regarding the *Invoice Workbench* and *Payment Overview* windows.



Expenditure Item Details (Ohio University Operations) - GA017434H, 14.05

New OUFMS: View Only Exp Items Details Screen

Expenditure Ite	PA Period	Expenditure Organization	Expenditure Category	Expenditure Type	Task Name	Task Number	Expenditure Group	Expenditure Comment	Project Burdened Cost	Employee/Supplier Nar	Employee/Supplier Number
25-JUL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	LINER ABS PP BCK 20	88.34	FISHER SCIENTIFIC	5263
25-JUL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	BRUSH CYLINDER 12 I	19.32	FISHER SCIENTIFIC	5263
25-JUL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	ANTI-STAT STAT-AWAY	13.66	FISHER SCIENTIFIC	5263
25-JUL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	12-5/8X 2-1/4X8IN TABL	28.12	FISHER SCIENTIFIC	5263
25-JUL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77401VI77402	AIRIT SPR FRNLY DSTI	70.86	FISHER SCIENTIFIC	5263
25-JUL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77421VI77422	DETERGENT LIQ NALG	134.78	FISHER SCIENTIFIC	5263
25-JUL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77421VI77422	SHAKER DUAL ACTION	1,682.80	FISHER SCIENTIFIC	5263
25-JUL-2013	AUG 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77486VI77487	WTR BATH MDL 184 19	871.97	FISHER SCIENTIFIC	5263
25-JUL-2013	JAN 2014-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77486VI77487	WTR BATH MDL 184 19	0.00	FISHER SCIENTIFIC	5263
09-AUG-2013	AUG 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77540VI77543	TAPE RULE 1 X 25 YE	8.46	OFFICEMAX INC	5217

PO Receipt AP Invoice

Field	Description
Exp Item Date	The date the expenditure was expensed to the project.
PA Period	The month/period when the expenditure was expensed
Expenditure Organization	The organization to which the goods/services were expensed.
Expenditure Category	The equivalent to the Resource Categories.
Expenditure Type	The expenditure type is the natural account code expensed.
Task Name	The Task name associated with the item.
Task Number	The Task number associated with the item.
Expenditure Group	Accounting transaction reference number used by Finance.
Expenditure Comment	The comment entered for the individual expenditure item.
Project Raw Cost	The project expenditure item cost with no burden cost included.
Project Burdened Cost	The total expenditure cost for that particular expense goods/services.
Employee/Supplier Name	The Supplier name.
Employee/Supplier Number	The Supplier number.

PO Receipt Button

OU does not use this functionality.

AP Invoice Button Drills Down Into Invoice Overview Window From Expenditure Item Details

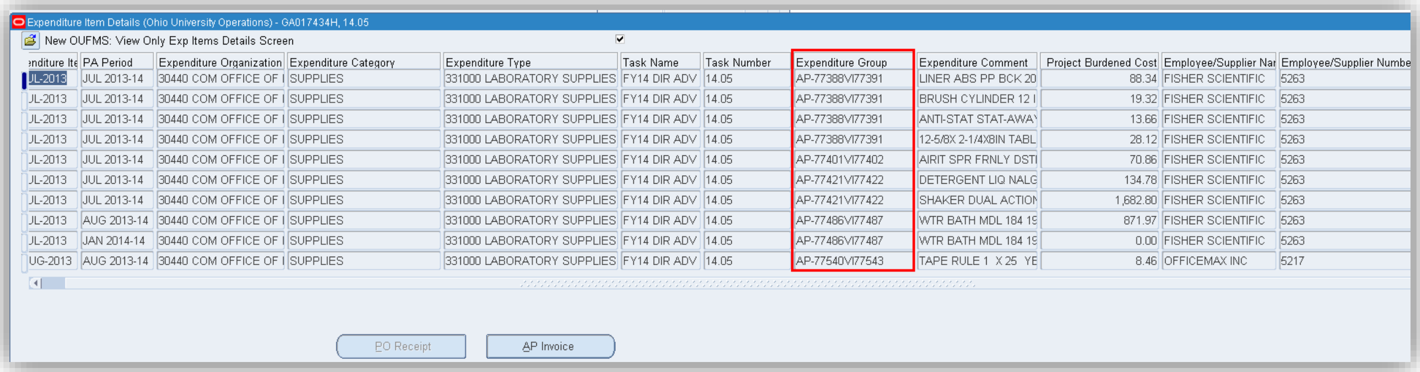
The AP Invoice button allows the user to drilldown into the Payables module to view more details about the expense transaction.

ATTN: YOU CAN ONLY DRILLDOWN INTO TRANSACTIONS THAT HAVE AN EXPENDITURE GROUP NUMBER THAT BEGINS WITH "AP" (AS HIGHLIGHTED IN RED ON NEXT SCREENSHOT).

1. On the *Expenditure Item Details* window, click on an **expenditure row** that displays an *Expenditure Group* number that begins with a designation of "AP", which will permit you to drilldown into the Payables module to view more transaction details.

NOTE: The other method you can use to verify if the expenditure item is one that has drilldown capability, is to click on the row of the particular expenditure item. If the *AP Invoice* button illuminates, the transaction has drilldown capability.

2. Click the **AP Invoice** button. When you click on an expenditure row that has drilldown capability the *AP Invoice* button illuminates. The *Invoice Overview* window displays.



Expenditure Item Details (Ohio University Operations) - GA017434H, 14.05

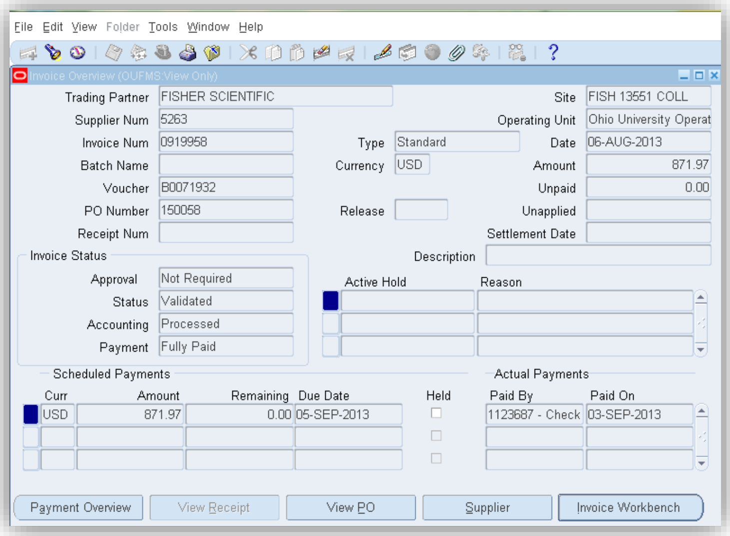
New OUFMS: View Only Exp Items Details Screen

enditure Ite	PA Period	Expenditure Organization	Expenditure Category	Expenditure Type	Task Name	Task Number	Expenditure Group	Expenditure Comment	Project Burdened Cost	Employee/Supplier Nar	Employee/Supplier Numbe
JL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	LINER ABS PP BCK 20	88.34	FISHER SCIENTIFIC	5263
JL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	BRUSH CYLINDER 12 I	19.32	FISHER SCIENTIFIC	5263
JL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	ANTI-STAT STAT-AWAY	13.66	FISHER SCIENTIFIC	5263
JL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77388VI77391	12-5/8X 2-1/4X8IN TABL	28.12	FISHER SCIENTIFIC	5263
JL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77401VI77402	AIRIT SPR FRNLY DSTI	70.86	FISHER SCIENTIFIC	5263
JL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77421VI77422	DETERGENT LIQ NALG	134.78	FISHER SCIENTIFIC	5263
JL-2013	JUL 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77421VI77422	SHAKER DUAL ACTION	1,682.80	FISHER SCIENTIFIC	5263
JL-2013	AUG 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77486VI77487	WTR BATH MDL 184 19	871.97	FISHER SCIENTIFIC	5263
JL-2013	JAN 2014-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77486VI77487	WTR BATH MDL 184 19	0.00	FISHER SCIENTIFIC	5263
UG-2013	AUG 2013-14	30440 COM OFFICE OF I	SUPPLIES	331000 LABORATORY SUPPLIES	FY14 DIR ADV	14.05	AP-77540VI77543	TAPE RULE 1 X 25 YE	8.46	OFFICEMAX INC	5217

PO Receipt AP Invoice

View Invoice Overview Window

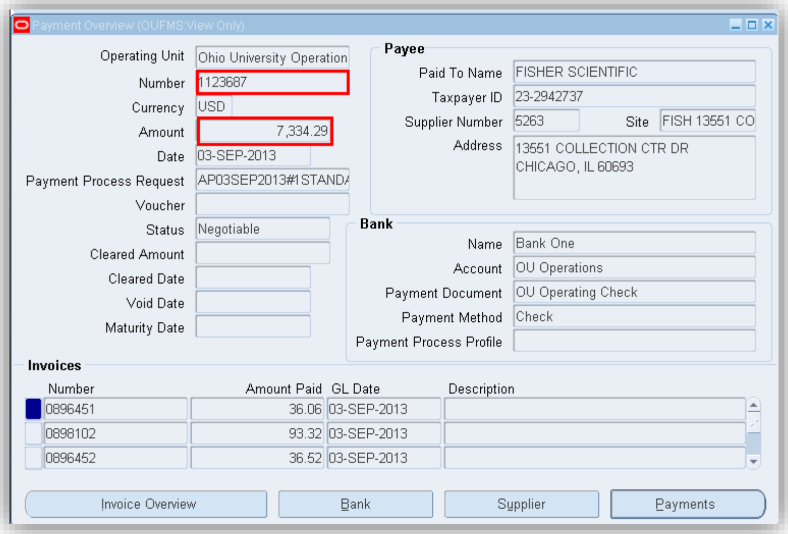
The *Invoice Overview* window displays invoice details including the supplier information, the purchase order number, Hold information, and scheduled / actual payments. From the Invoice Overview window a user can drill down into *Payment Overview*, *View PO*, and *Invoice Workbench*.



Field	Description
Trading Partner	Supplier.
Invoice Num	The invoice number associated with the expense.
PO Number	The purchase order number to which this invoice is matched.
Amount	The amount to be paid or paid on the invoice.
Description	The description of the invoice.
Invoice Status	The status of the invoice and payment.
Scheduled Payments section	The *Scheduled Payments* 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 *Payments Overview* window. 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.
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, click on the **Invoice Workbench** button and then **Holds** button.
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.

Drilldown from Invoice Overview Window to Payment Overview

The *Payment Overview* button allows the user to drilldown into the Payables module to view more details about the payment made to the supplier.

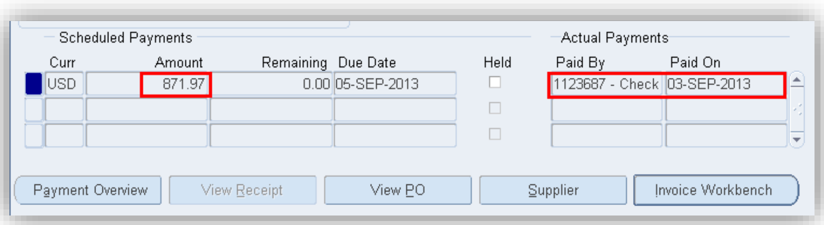


1. Click the **Payment Overview** button. *Payment Overview* window displays.
2. View the total payment to the supplier for one invoice or multiple invoices. If there are multiple invoices paid to the same vendor on the same day, the invoice numbers will be listed in the **Invoices** section of the Payment Overview window.

NOTE: There is no drill down functionality from the *Payment Overview* window. Refer to the Invoice Inquiry document for more details on the *Payment Overview* window.

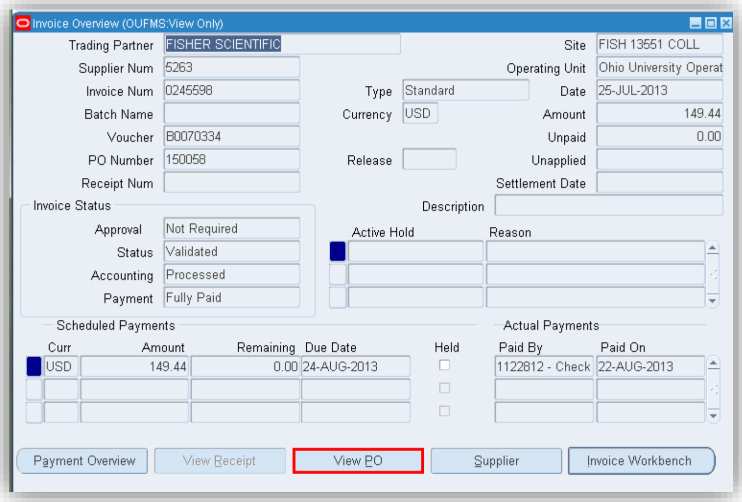
ATTN: THE TOTAL PAYMENT AMOUNT DISPLAYED ON THE INVOICE OVERVIEW WINDOW MAY NOT BE THE TOTAL AMOUNT OF THE ACTUAL CHECK THE SUPPLIER RECEIVED. THE TOTAL AMOUNT OF THE CHECK PAID TO THE SUPPLIER WILL BE DISPLAYED ON THE PAYMENT OVERVIEW WINDOW.

NOTE: For example, the bottom portion of the *Invoice Overview* window captured from above displays the check # 1123687 and the invoice paid was in the amount of $871.97. The *Payment Overview* window (above) displays the same check number 1123687 in the amount of $7334.29 which paid multiple invoices listed in the Invoices section of the *Payment Overview* window.

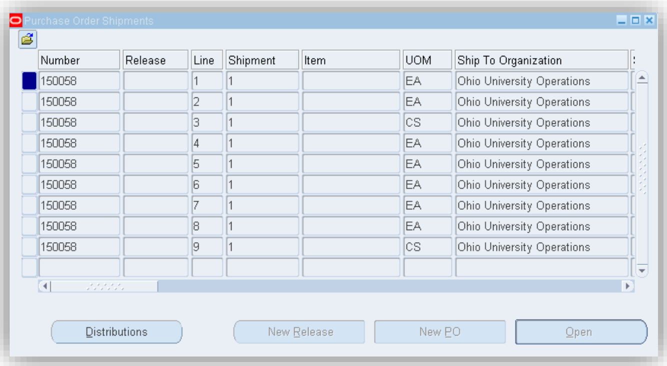


Drilldown from Invoice Overview Window to View PO

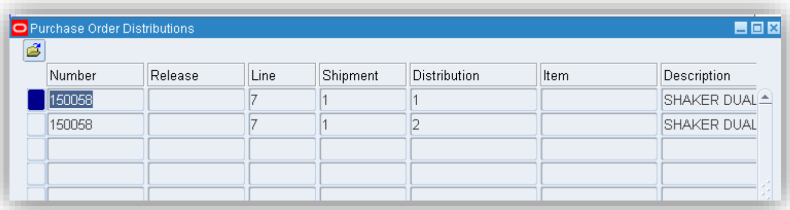
The *View PO* button allows the user to drilldown into the Purchasing module to view more details about the purchase order.



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.

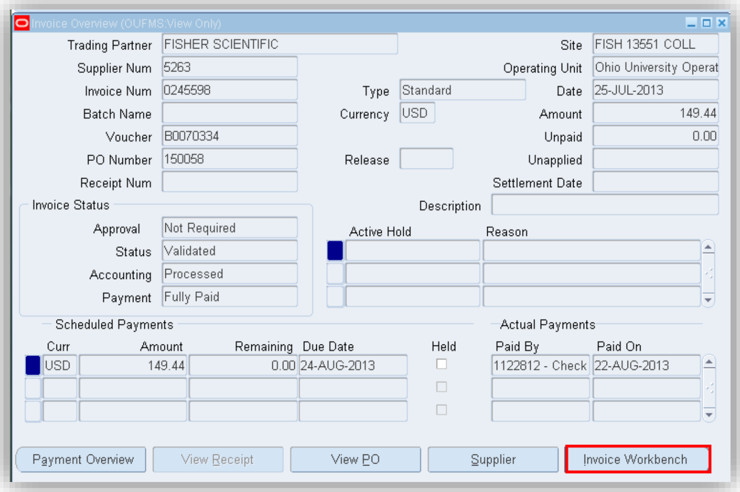


2. Click on the **purchase order line number**. Click the **Distributions** button. The *Purchase Order Distributions* window displays. Refer to the *View Purchase Order Distributions Window* section of the *Purchase Order Inquiry* document.

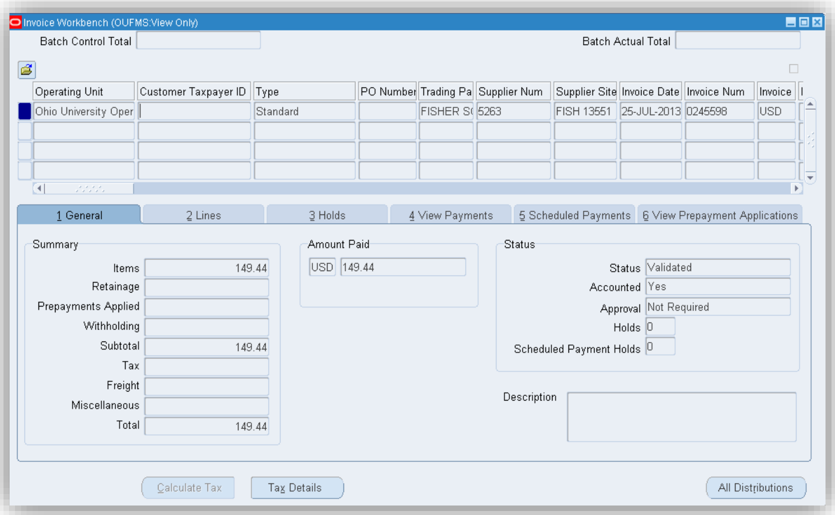


Drilldown from Invoice Overview Window to Invoice Workbench

The *Invoice Workbench* button allows the user to drilldown into the Payables module to view more details about the invoice.



1. Click the **Invoice Workbench** button. The *Invoice Workbench* window displays. This is the window that displays more invoice information.



2. To access more information, click **any of the tabs**, click the **All Distributions** button, click **File Menu**>**Tools**>**View Invoice Overview** or **View Accounting Events**.

   Refer to the *View Invoice Workbench* section of the *Invoice Inquiry* document for more detailed instructions.

Drilldown to Resource Status (@ Task/Subtask Level) from the Task Status Window

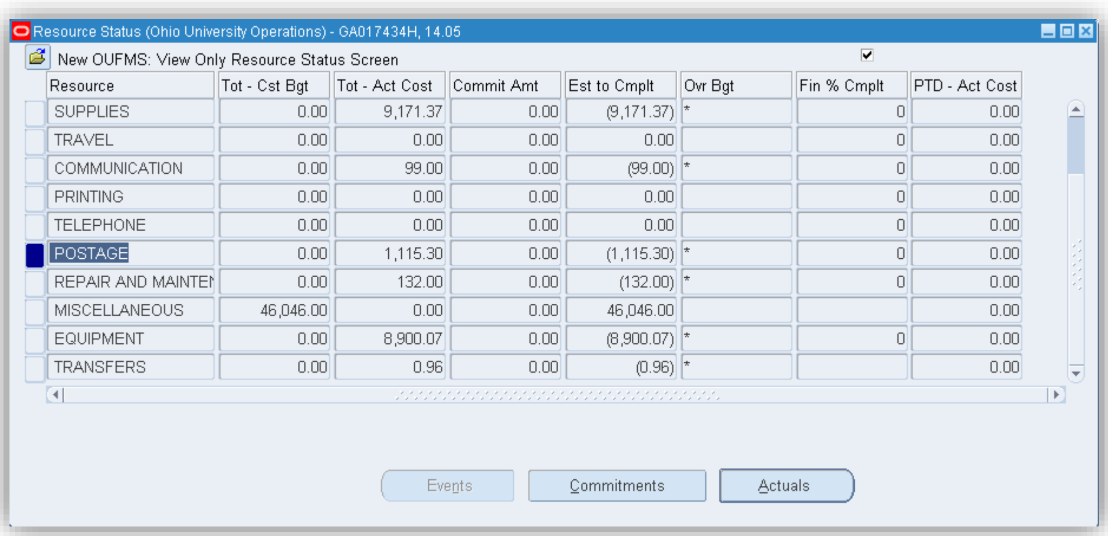
The *Resource Status* window displays the expenditures grouped and summarized into expenditure categories for a particular task or subtask. Each resource category may include several natural account codes. Each resource category is displayed with the same total columns displayed on the Project Status window. See *View Project Status Window* section for column descriptions.

1. Click on a **task row or a subtask row**.
2. Click the **Resource Status** button. The Resource Status window displays.

Click on a **row** that displays Actual costs or commitments, then click on the **Actuals** button (Find Expenditures window displays) or the **Commitments** button (Find Commitments button displays) accordingly.

NOTE: For further details and drilldown activity for the Actuals button refer to the *Drilldown to Actuals from the Task Status Window* section earlier in this document. For further details and drilldown activity for the Commitments button refer to the *Commitments Button* section earlier in this document.

NOTE: For natural account descriptions refer to the *OBIEE Segment Values* tool found at: http://www.ohio.edu/finance/customercare/upload/seg-val-list.xls. Once the excel sheet is open, click on the *Natural Account* tab. It is recommended to save the link but do not save the excel file as the information is continually updated.


Resource Status (Ohio University Operations) - GA017434H, 14.05

New OUFMS: View Only Resource Status Screen

Resource	Tot - Cst Bgt	Tot - Act Cost	Commit Amt	Est to Cmplt	Ovr Bgt	Fin % Cmplt	PTD - Act Cost
SUPPLIES	0.00	9,171.37	0.00	(9,171.37)	*	0	0.00
TRAVEL	0.00	0.00	0.00	0.00		0	0.00
COMMUNICATION	0.00	99.00	0.00	(99.00)	*	0	0.00
PRINTING	0.00	0.00	0.00	0.00		0	0.00
TELEPHONE	0.00	0.00	0.00	0.00		0	0.00
POSTAGE	0.00	1,115.30	0.00	(1,115.30)	*	0	0.00
REPAIR AND MAINTEN	0.00	132.00	0.00	(132.00)	*	0	0.00
MISCELLANEOUS	46,046.00	0.00	0.00	46,046.00			0.00
EQUIPMENT	0.00	8,900.07	0.00	(8,900.07)	*	0	0.00
TRANSFERS	0.00	0.96	0.00	(0.96)	*		0.00

Events | Commitments | Actuals

ZOOM-VIEW OR PRINT ANY IMAGED DOCUMENT

Anytime there is a document where the zoom icon  is illuminated you can view the document. Refer to the *Oracle Navigation* document.