

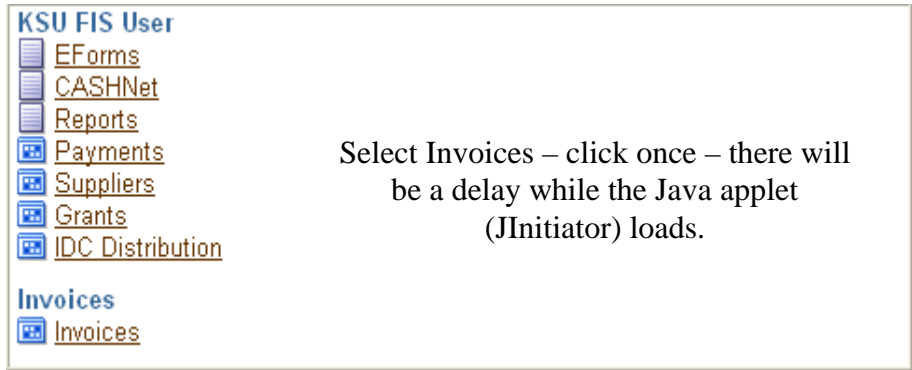
Invoice Inquiry

Using

FIS

Screens for Inquiry

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November 2005**



KSU FIS User

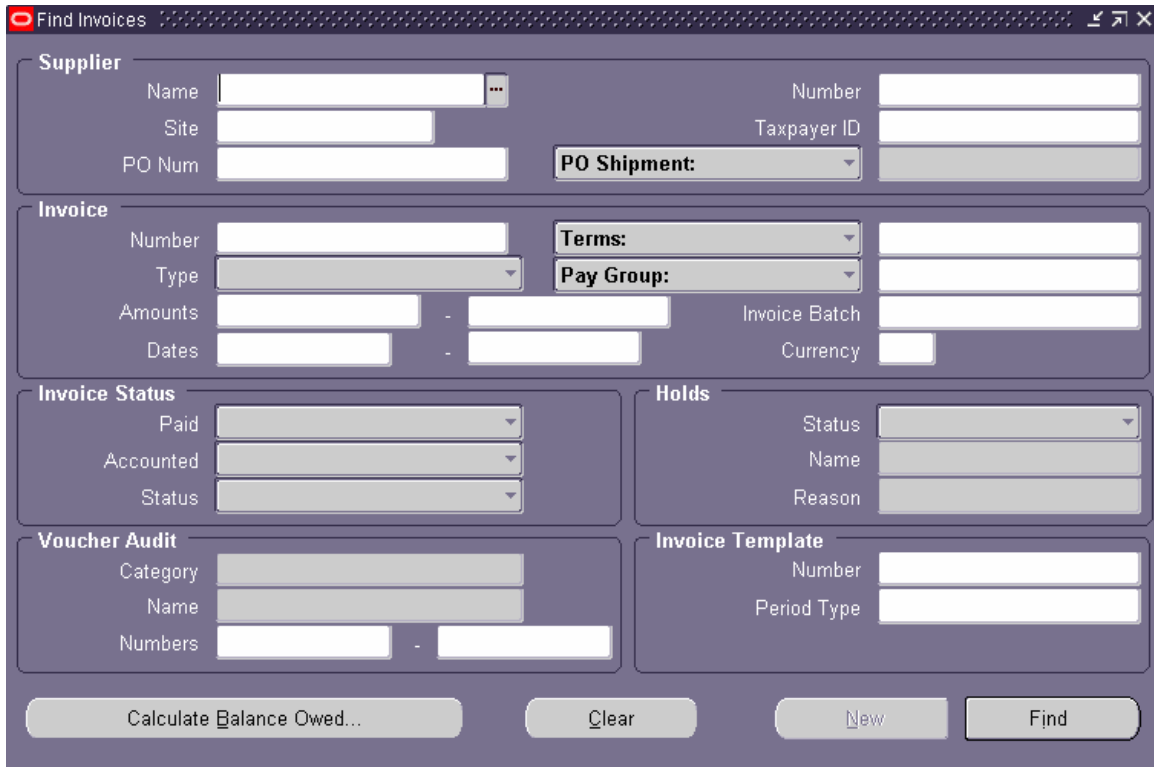
- EForms
- CASHNet
- Reports
- Payments
- Suppliers
- Grants
- IDC Distribution

Invoices

- Invoices

Select Invoices – click once – there will be a delay while the Java applet (JInitiator) loads.

The “Find Invoices” form shown below will open.



Find Invoices

Supplier

Name Number
Site Taxpayer ID
PO Num PO Shipment:

Invoice

Number Terms:
Type Pay Group:
Amounts - Invoice Batch
Dates - Currency

Invoice Status

Paid
Accounted
Status

Holds

Status
Name
Reason

Voucher Audit


Category
Name
Numbers -

Invoice Template

Number
Period Type

Calculate Balance Owed... Clear New Find

There are two ways to search for an Invoice (eForms Document), the first is by Supplier and the second is by Invoice Number (eForms Doc Number). Searching by Supplier, type in the Supplier Name or part of the Supplier Name and press the “TAB” key, as shown below.

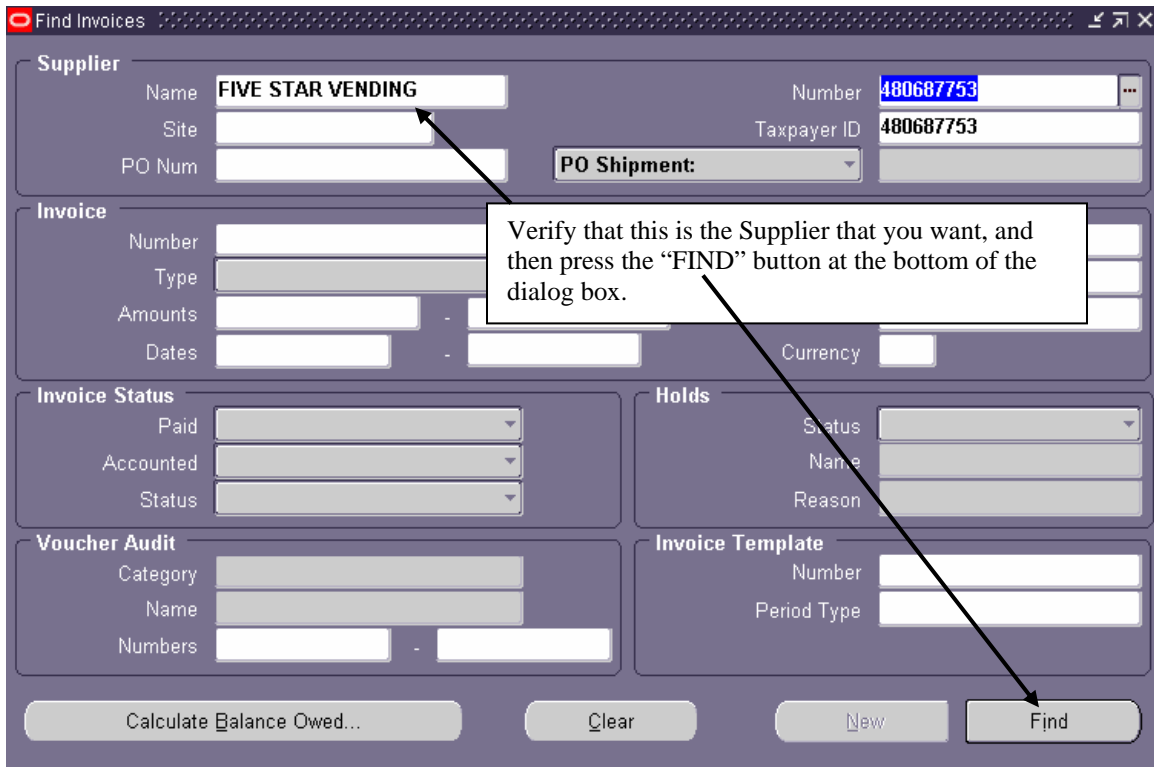
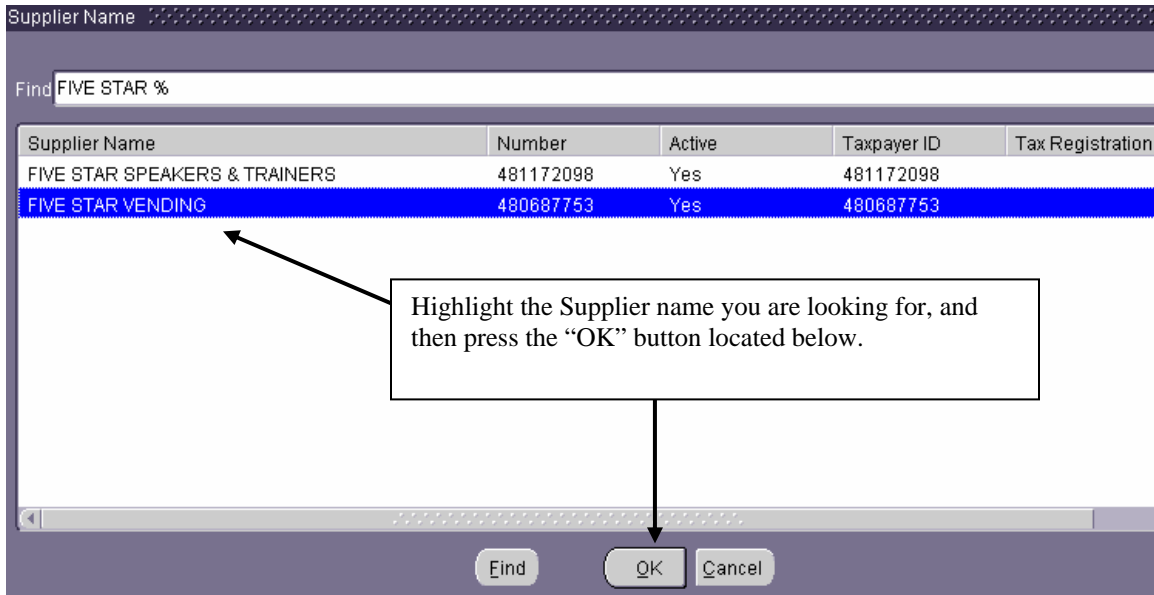


Find Invoices

Supplier

Name ← Enter a portion of the Supplier Name and then hit “TAB.”
Site
PO Num PO Shipment:

The “Supplier Name” screen will appear, giving you a list of Supplier Names based upon the information keyed in.



The following Invoices screen will appear, showing a list of all Invoices to that particular Supplier.

Invoices (00000 Kansas State University)

Batch Control Total Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Am
Standard	FIVE STAR	480687753	00	04-AUG-2005	15191	USD	392.35	
Standard	FIVE STAR	480687753	00	23-SEP-2005	36471	USD	340.33	
Standard	FIVE STAR	480687753	00	27-OCT-2005	51933	USD	272.20	

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid
 USD

Invoice Status
 Status
 Accounted

Approval Status
 Approval
 Pending Approver

Description

Summary
 Holds
 Distribution Total

To see the Distribution lines for an Invoice, select an Invoice and then click the "Distributions" button.

Select the particular Invoice that you are looking for. To view the Payment for that Invoice, click on the “View Payments” tab. This will show the Check number, date paid, and the day that it went to the General Ledger. If you want to see the Distribution lines for the particular Invoice, click the “Distributions” button and you will see the screen below.

Distributions (00000 Kansas State University) - 15191, FIVE STAR VENDING

Num	Type	Amount	Tax Code	GL Date	Account	[]	Includes Tax	Description
1	Item	392.35		24-AUG-2005	GOBC527313.1340.20050.E369	13	<input type="checkbox"/>	15191

Invoice Total []
Distribution Total []

Status **Validated** Accounted **Yes** PO Number []

Account Description **OBC NSF PROTEIN CROSS LIN.UNIV FED FUNDS - ESARP - .Biochemistry.PRO SCIENTIFIC SUP.DEFAUL**

All of the Funding lines that were on the eForms document will be shown here.

The second way to look up a particular Invoice is by the Invoice Number (eForms document number).

The screenshot shows a software window titled "Find Invoices" with a purple header bar. The interface is divided into several sections for data entry:

- Supplier:** Fields for Name, Site, PO Num, Number, and Taxpayer ID. A "PO Shipment:" dropdown menu is also present.
- Invoice:** Fields for Number (containing "1111"), Type, Amounts, and Dates. It also includes "Terms:" and "Pay Group:" dropdown menus.
- Invoice Status:** Fields for Paid, Accounted, and Status.
- Voucher Audit:** Fields for Category, Name, and Numbers.
- Invoice Template:** Fields for Name, Reason, Number, and Period Type.

At the bottom of the window are four buttons: "Calculate Balance Owed...", "Clear", "New", and "Find".

A white callout box with a black border is positioned over the "Invoice" section. It contains the text: "In the Invoice Number, enter the eForms document number that you are looking up. Then click the 'Find' button below." Two black arrows originate from this box: one points to the "1111" in the Invoice Number field, and the other points to the "Find" button.

After selecting the “Find” button the following “Invoices” screen will appear, showing that particular Invoice.

Invoices (00000 Kansas State University)

Batch Control Total Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount
Standard	SUSAN *BIL	493641093	00 2745 E	06-JAN-2005	1111	USD	41.95	

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Ta
Check	700235	13-JUL-2005	13-JUL-2005	<input type="checkbox"/>	41.95	

Payment Overview

Overview Distributions

Click the “View Payments” Tab to see the Payment information for that particular Invoice.

To see the Distribution lines of the Invoice, click the “Distributions” button below.

When an Invoice has been selected and the Payment information is needed, click on the “View Payments” tab to see when it was paid and the check number. If more Payment information is needed, then click on the “Payment Overview” button as seen below.

The screenshot shows the 'Invoices (00000 Kansas State University)' application window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below this is a table of invoices with the following data:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount
Standard	SUSAN *BII	493641093	00 2745 E	06-JAN-2005	1111	USD	41.95	

Below the invoice table are five tabs: 1 General, 2 Holds, 3 View Payments, 4 Scheduled Payments, and 5 View Prepayment Applications. The 'View Payments' tab is selected. Below the tabs is a table of payment information:

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Ta
Check	700235	13-JUL-2005	13-JUL-2005	<input type="checkbox"/>	41.95	

A callout box with the text: "If more Payment information is required or needed, from the “View Payments” tab, select the “Payment Overview “ button shown below." points to a button labeled "Payment Overview" located at the bottom right of the payment table area. At the very bottom of the window are two buttons: "Overview" and "Distributions".

The following “Payment Overview” screen will appear.

Payment Overview (00000 Kansas State University)

Number: 700235
 Currency: USD
 Amount: 41.95
 Date: 13-JUL-2005
 Batch: 183 AP 0713200500 C
 Voucher:
 Status: Negotiable
 Cleared Amount:
 Cleared Date:
 Void Date:
 Maturity Date:

Supplier
 Name: SUSAN *BILDERBACK
 Taxpayer ID: 493641093
 Number: 493641093 Site: 00 2745 BROOI
 Address: 2745 BROOKHOLLOW CT
 MANHATTAN, KS 665039785

Bank
 Name: State Treasurer
 Account: State Topeka
 Payment Document: 06 GRANT APV-TRV
 Payment Method: Check

Invoices

Number	Amount Paid	GL Date	Description
1111	41.95	13-JUL-2005	

Invoice Overview Bank Supplier Payments

The “Payment Overview” screen will give you the date paid, date it went to the General Ledger, the bank that was used, the payment method and the check number.

If the Invoice Number (eForms Document Number) is not known and the Payment Number is known, follow the steps in the “Payment Inquiry Training Document” to view the information related to the Payment.