Invoice Inquiry

Using

FIS

 Screens for Inquiry

Prepared by
Sabrina Ritter
General Accounting
Voucher Audit and Travel Supervisor
Kansas State University Controller’s Office
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The “Find Invoices” form shown below will open.

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

Highlight the Supplier name you are looking for, and then press the “OK” button located below.

Verify that this is the Supplier that you want, and then press the “FIND” button at the bottom of the dialog box.
The following Invoices screen will appear, showing a list of all Invoices to that particular Supplier.

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 Screen](image)

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

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.
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.

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

If more Payment information is required or needed, from the “View Payments” tab, select the “Payment Overview” button shown below.
The following “Payment Overview” screen will appear.

![Payment Overview Screen]

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.