

PURCHASING AND ACCOUNTS PAYABLE INQUIRY

1. Purchase Order Inquiry.
2. Purchase Order Activity Summary.
3. Voucher Inquiry (Accounts Payable).
4. Payment Information Inquiry.
5. Vendor Look Up

Objectives By the end of this exercise, you will be able to:

- ! Use the APInquire and POInquire Panels;
- ! Perform Common Queries;
- ! Understand effective search techniques; and
- ! Find Vendor addresses and phone numbers.

1. Purchase Order Inquiry.

This exercise shows you the information you can view when you select the POInquire panel. You can view **PO Header** information such as buyer, PO type, currency, payment terms and totals. Item details such as quantity, unit price and description can be viewed through the **Line** Inquiry panel. You can scroll through all the items on a PO without leaving this panel. The emphasis of the **Distribution** inquiry is on the chartfield combinations charged on a Purchase order.

The **Comments** Panel displays the comments specific to a Purchase Order (similar to PO notes in the FL/FR system). For each comment, the panel shows whether the comment is related to the Line or the Header of the PO and whether it was sent to the vendor.

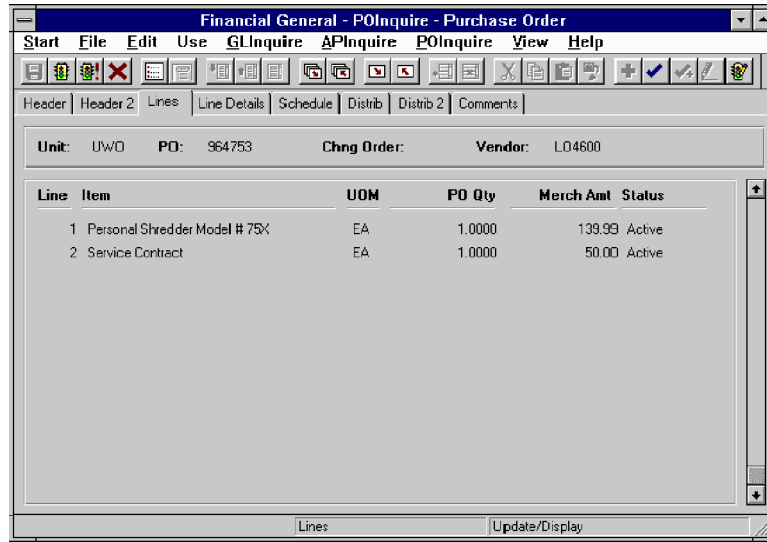
Activity #1

1. Navigate as follows:

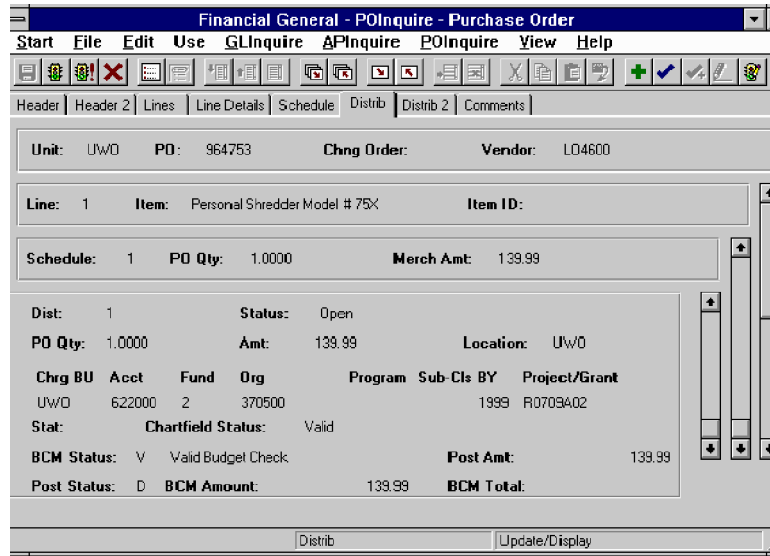
Start	UWO Financial-General
PO Inquire	Purchase Order Header Update/Display

2. Select Business Unit UWO.
3. Enter 964753 in the Purchase Order field.
4. Click OK.
5. View the Header information.

6. Click on the Lines Panel to see all the items on this Purchase Order.



7. Click on the Distrib Panel tab.



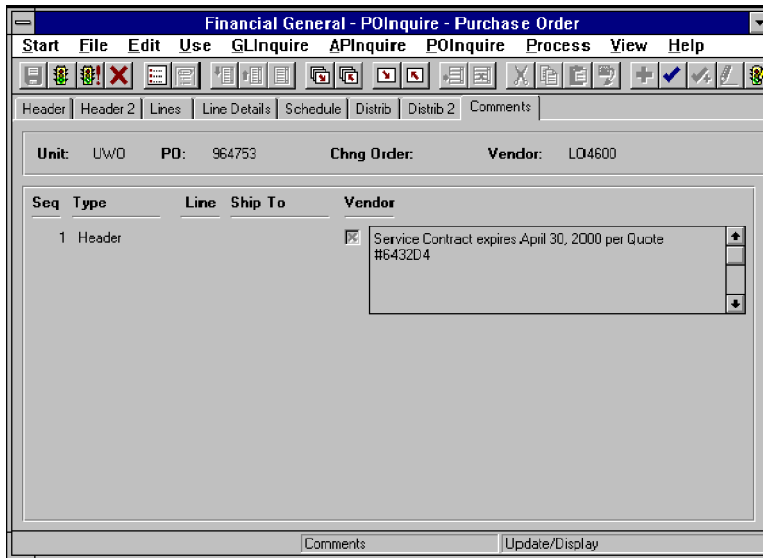
The Business Unit, PO number and Vendor ID are pulled in from the Header Panel. The quantity and description are pulled in from the Lines panel. The price is pulled in from the Schedule panel. The chartfield combination is pulled in from the Distribution panel.



8. Scroll down the outer elevator bar to see the distribution details for the second item on the PO.

The relative size of the button on the outer elevator bar reflects the number of lines on the PO. A small square button at the bottom of the bar, represents an order with a single line item.




Similarly, the inner elevator bar reflects the number of distributions for the PO line. A small square button at the bottom of the bar, represents a line with only a single chartfield combination.

9. Click on the Comments Panel tab.



10. Click on the Header Panel tab to return to the first panel.
11. Click  to cancel.
12. Click  to inquire on another PO.
13. Enter Purchase Order Date 981201.

This will narrow your search to inquire on only those Purchase Orders with a PO date of December 1, 1998. You can also select all Purchase Orders for a specific vendor by Vendor ID. Vendor numbers that were assigned before PeopleSoft have been retained. This number will be written on your departmental copy of the PO which will be returned to you after it has been processed by the Purchasing Department.

14. Click OK.
15. Double Click on 972975.
16. Click on the various tabs across the top and view the type of information that is contained in each panel.
17. Click  and  to scroll through the list of Purchase Orders that meet the same search criteria (ie. PO=98/12/01).
18. Click  to cancel.

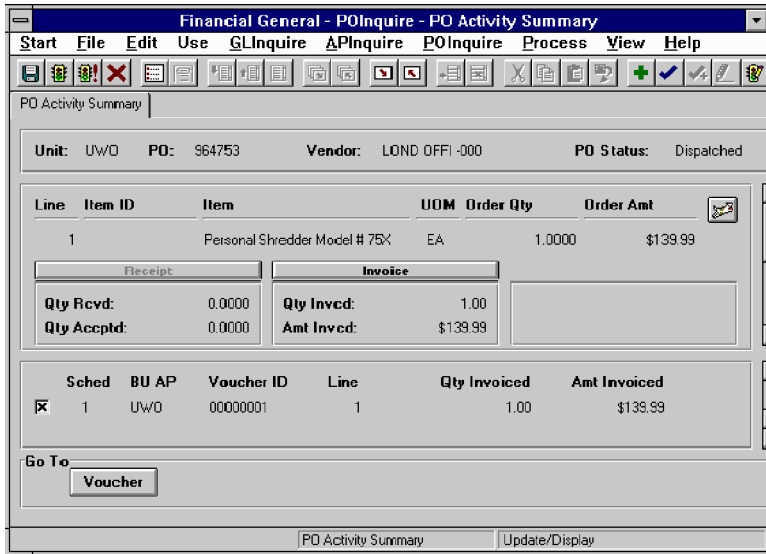
2. Purchase Order Activity Summary.

The PO Activity Summary lets you review the accumulated activities for a PO including invoices processed and payments made. This panel is actually made up of four sections from the top-down to create a sequence of actions.

On the top part of the panel, you can scroll through all the line items of the Purchase Order to see the item description, quantity and amount from the PO. By clicking on the Fetch button, this panel retrieves the second part of the panel which summarizes all the activity for each PO Line.

If the PO has been invoiced, the details can be viewed by clicking on the Invoice bar. Here you can see the total invoiced amount (excluding taxes and freight) received for this PO. This is the third section of the panel and brings in the amounts on each invoice with its voucher number. (*In PeopleSoft, a voucher is any document that needs to be paid.*) The PO details associated with the voucher display and the appropriate drill-down button appears.

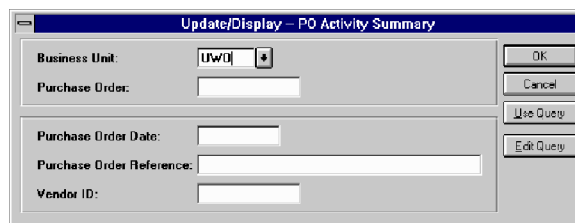
The fourth section provides a link directly to the voucher screens to view the taxes and line detail of the invoice(s). You can drill down to the voucher source on-line document by selecting the Go To Voucher button. This voucher inquiry is linked to the Payment inquiry.






Activity #2

1. Navigate as follows:

Start	UWO Financial-General
PO Inquire	PO Activity Summary Update/Display






2. Select PO 964753 dated May 21, 1998 to Londex Office Products, Vendor ID LO4600.

3. Click on Sparky  . [Sparky is a dog whose job is to fetch data.]
4. Click on the Invoice bar  .
5. Click on the checkbox beside the voucher.
6. Click  to go to the Voucher Inquiry panel.
7. Click on the checkbox on the bottom line of the Voucher Inquiry.

 MNTCDN, 0000002, LOND OFFI -000, 07/06/98, 218.49, CAD, Paid, 218.49. At the bottom are buttons for 'Voucher Inquiry' and 'Update/Display'."/>



8. Click on the checkbox on the bottom line of the Payment Information Inquiry.

 UWO, 00000001, 9133319, 07/15/1998, 218.49, 0.00. At the bottom are buttons for 'Payment Information' and 'Update/Display'."/>

9. Close the Voucher Inquiry panel (double click on staple  in the top left corner).
8. Restore the PO Activity Summary (double click on ).
9. Click  to cancel.

If you are viewing a Purchase Order through the Purchase Order Inquiry Screen and want to see if an invoice has been received and/or paid, you can navigate immediately to the PO Activity Summary without having to enter the PO number again. To do this, from the Purchase Order Inquiry Screen, click on PO Inquire, PO Activity Summary, Update/Display without clicking on the cancel button between the two inquiry panels.

3. Voucher Inquiry (Accounts Payable).

There are four voucher inquiry panels and one payment (cheque) inquiry panel. The four voucher inquiry panels form a group; they are accessed through a common Query panel and, once one of the panels has been selected, you can move between the panels by using the next panel button  and the previous panel button .

The Payment Information query is not part of the voucher inquiry group and is accessed through a separate Query panel. The Payment Information panel and Voucher Inquiry panel include links to each other in order to provide easy access to the related payment/voucher information.

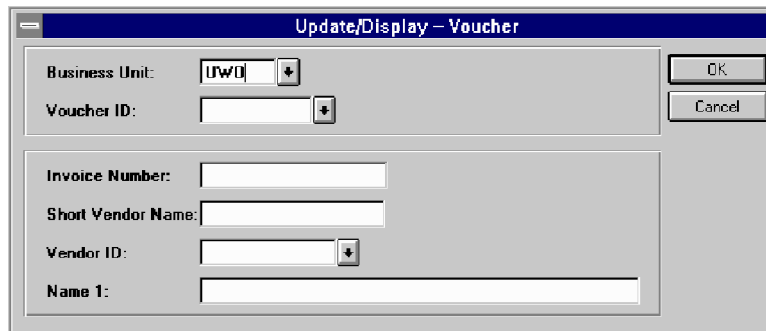
Activity #3

This activity assumes that you have already navigated to the menu that you will be using for the Accounts Payable inquiry. This screen will include the **API** **Inquire** option in the white menu bar at the top of the screen. As previously mentioned, there are four voucher inquiry screens and each of these screens is accessed in a similar manner.



1. Click on the **API** **Inquire** option in the white menu bar.
2. Click on the desired query from the drop-down menu. This list will include:

Voucher
 Voucher Detailed Charges
 Voucher Accounting Entries
 Voucher Vat Details



3. Regardless of the option selected from the drop-down menu, you will see the following screen:

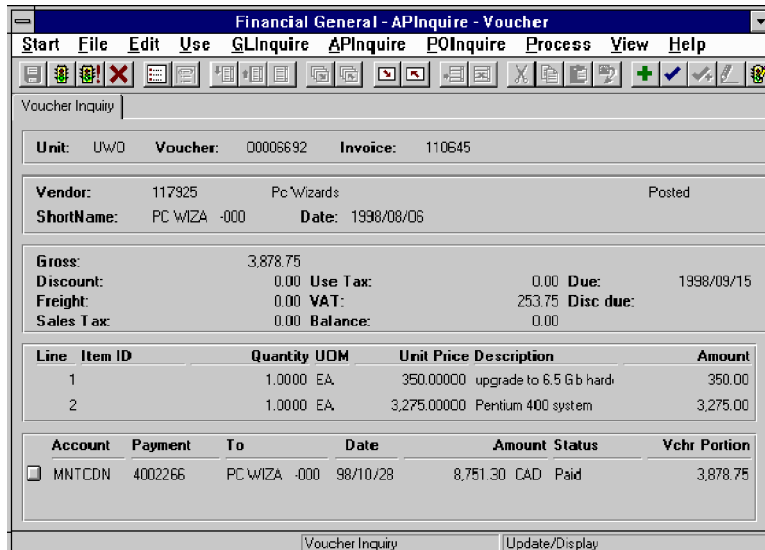


You can narrow your search to inquire on only those Vouchers from a specific supplier (either by name or by Vendor ID) or for a specific invoice number. If you know the Voucher number that you wish to inquire on, you can enter the number in the Voucher ID field.

4. Inquire on the vouchers for Biotrol International, Vendor ID 138032.
5. Highlight and Click Select or double click on Voucher 00002224.
6. Click  to move to the next voucher in the list that meets your search criteria (ie. Vouchers to Biotrol International).
7. Click  to cancel.

Activity #4

1. Inquire on Invoice 110645.
2. Click  and  to move to the four panels in the Voucher inquiry group.



Financial General - APInquire - Voucher Detailed Charges									
Start File Edit Use GLInquire APInquire POInquire Process View Help									
Charges									
Unit:	UWO	Invoice:	110645	Vendor:	Pc Wizards				
Voucher:	00006692	Date:	1998/08/06	ID:	117925				
Gross Amt:	3,878.75	CAD	Sales Tax:	0.00					
Discount:	0.00		Use Tax:	0.00					
Freight:	0.00		VAT on Voucher:	253.75					
			VAT Not on Voucher:	0.00					
Line	Description	Merchandise Amount							
1	upgrade to 6.5 Gb harddrive	350.00							
Line	GL Unit	Account	Fund	Org	Program	Sub-Cls	BY	Pri/Gr	Amount
1	UWO	622000	2	371800			1999	R2393A01	350.00
Charges Update/Display									

Financial General - APInquire - Voucher Accounting Entries									
Start File Edit Use GLInquire APInquire POInquire Process View Help									
Voucher Accounting Entries									
Unit:	UWO	Invoice:	110645	Vendor:	Pc Wizards				
Voucher:	00006692	Date:	1998/08/06	ID:	117925				
Journal Template:	ACCRUAL	Distribution Status:	Dist						
Type	GL Unit	Affl	Account	Fund	Org	Sub-Cls	Amount		
2	1	UWO	622000	2	371800		3,275.00 CAD		
			Program:			Pri/Gr:	R2393A01		
VAT Input: Non-Recoverabl	UWO		622000	2	371800		75.65 CAD		
			Program:			Pri/Gr:	R2393A01		
VAT Input: Recoverable	UWO		012535	1	000000		153.60 CAD		
			Program:			Pri/Gr:			
Voucher Accounting Entries Update/Display									

Financial General - APInquire - Voucher VAT Details

Start File Edit Use GLInquire APInquire POInquire Process View Help

Voucher VAT Details

Unit: UWO Invoice: 10645 Vendor: Proboards
 Voucher: 00006632 Date: 1998/08/05 ID: 117925

Gross Amount: 3878.75 Entered VAT: 253.75 VAT on Invoice: 253.75
 Discount Amount: 0.00 Calculated VAT: 253.75 VAT Not on Invoice: 0.00
 Freight Amount: 0.00 Taxable Amount: 3625.00 Recoverable VAT: 170.01
 Calculation Type: Exclusive Gross/Net: Gross Include Freight:

Line	Merchandise Amt	Type	VAT Code	Recovery Pct
1	350.00	PUFC	GST7	0.00

Line	Merchandise Amt	Taxable Amount	Calculated VAT	VAT on Inv	VAT Not on Inv	Recoverable
1	350.00	350.00	24.50	24.50	0.00	16.41

Voucher VAT Details Update/Display

4. Payment Information Inquiry.

Payment inquiries are accessed in a similar manner to voucher inquiries.

Activity #5

1. Click on the **APIInquire** option in the white menu bar.
2. Click on Payment information.

3. Enter Cheque number 4005213 in the Payment Reference field.
4. Click OK.

Unit	Voucher	Invoice	Doc Date	Paid Amount	Dscnt(Lost)
UWO	00011971	9133319	1998/12/18	218.49	0.00

5. Vendor Look Up.

You can locate vendors based on the Vendor’s ID number, Short Name or Long Name. You can use partial values in any of these fields to build a list in which to search for a particular vendor.

Activity #6

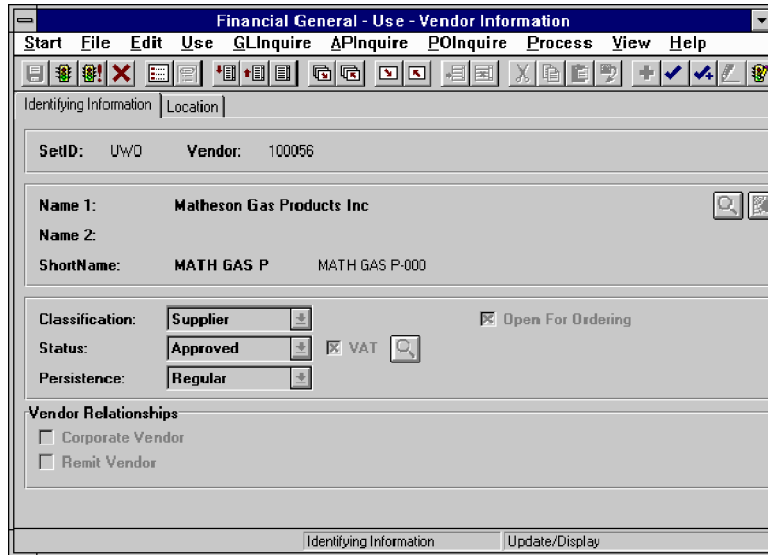
1. Navigate as follows:

Start	UWO Financial-General
Use	Vendor Information Identifying Information Update/Display

2. To search for Matheson Gas Products, type “Math” in the Name1 field. [Note: The Name1 field is case sensitive.]

Vendor	ShortName	AR Number	D+B ID	Name
137731	MATH SCI P-000		0	Math Sci Press
906884	MATH GEOR-000		0	Mathacakis, George
138069	MATH ASS-000		0	Mathematical Associ
101006	MATH GAS P-000		0	Matheson Gas Prods
100138	MATH-000		0	Mathsoft Inc
900561	MATH R M-000		0	Mathur, R M
906185	MATH SANJ-000		0	Mathur, Sanjiv
138952	MATH-002		0	Mathware Ltd
101006	MATH-001		0	Mathworks Inc

3. Double Click on Matheson Gas Products.



The Identifying Information panel will give you the Vendor Name in the Name1 field. If the Vendor Name is more than 40 characters, the Name2 field will also be used. Name1 and Name2 are case sensitive.

As well, PeopleSoft provides a field called the Vendor ShortName which is 10 characters in length. This field is not case sensitive and will always display in solid capitals. To search using the Vendor ShortName, only type the first four characters of the first word in the Vendor Name.

When a vendor has a Province or State in its name, the ShortName will use the standard two character abbreviation (ie. ON, NY etc.). Words which do not add to the identifying information of a vendor have been eliminated in their ShortName (ie. a, the, an, of, etc.).

Also, the following short forms have been used for the Vendor Shortname:

Association.....	ASS
University.....	U
Hospital.....	HSP
American.....	AM
Canadian.....	CDN
Society.....	SOC
Corporation.....	COR
Department of.....	DEP
Ministry of.....	MIN
Board of.....	BRD
City of.....	CTY
Province of.....	PROV

4. Click on the Location panel tab.



The Location panel gives you the address details, phone number and fax number. There may be separate Purchasing and Payables addresses if the vendor has specified that they want the Purchase Orders to go to one address and the remittance to a different address.

5. Click on the outer elevator bar to move down to the second address.

The screenshot shows a software window titled "Financial General - Use - Vendor Information". The menu bar includes "Start", "File", "Edit", "Use", "GI Inquire", "AP Inquire", "PO Inquire", "Process", "View", and "Help". The toolbar contains various icons for file operations and data management. The main content area is divided into sections:

- Identifying Information:** Location
- SetID:** UWO **Vendor:** 100056 Matheson Gas Products Inc
- Location:** 002 **Descr:** Accounting **Default:** Ordering Invoicing Remitting
- Effective Date:** 1998/11/24 **Status:** Active
- Address 1:** P O Box 6100 **Phone:**
- Address 2:** Postal Station F **Country:**
- Address 3:** **Main:** 905-668-3397
- Address 4:** **Extension:**
- City/Twn1:** Toronto **Fax:** 905-668-6937
- Cnty/Twn2:** **Payment Alternate Names:** Names...
- St/Prov:** ON **Postal:** M4Y 2Z2
- Country:** CAN

At the bottom of the window, there are two buttons: "Location" and "Update/Display".

PO Inquiry Overview

Some of the basic information that can be extracted using these Inquiry screens is set out in the following table:

Panel	Desired Information	FL Equivalent
Purchase Order	Purchase Order Display. Enter the Purchase Order number in the Purchase Order field on the query screen.	20 screen
	List of Purchase Orders by PO Date. Enter the Purchase Order date in the Purchase Order Date field on the query screen.	No equivalent
	PO by Requisition Number Display. Enter the Requisition number in the Purchase Order Reference field on the query screen.	25 screen
	List of Purchase Orders to a Vendor. Enter the Supplier Code in the Vendor ID field on the query screen.	32 screen
PO Activity Summary	Invoices by PO Display. Enter the Purchase Order number in the Purchase Order field on the query screen.	22 screen

Vendor Look Up Overview

Panel	Desired Information	FL Equivalent
Vendor Information	Vendor Display. Enter the Supplier Code in the Vendor ID field on the query screen.	30 screen
	Vendor Name Look Up. Enter part of the Vendor name in the Name1 field (case sensitive) or enter part of the Vendor short name in the Short Vendor Name field (not case sensitive) on the query screen.	35 screen

AP Inquiry Overview

Some of the basic information that can be extracted using these Inquiry screens is set out in the following table:

Panel	Desired Information	FL Equivalent
Any	List of voucher (invoices) by Vendor. Enter the Supplier Code in the Vendor ID field on the query screen.	33 screen
	Whether an invoice is in the system. Enter the invoice number on the query screen.	40 screen
Voucher Inquiry	Voucher Header Details (Gross amount, payment terms and post status). Enter the voucher number or invoice number on the query screen.	40 screen
	Description of goods on voucher. Enter the voucher number or invoice number on the query screen.	No equivalent
	The scheduled payment date and whether the voucher has been paid. Enter the voucher number or invoice number on the query screen.	40 screen
Charges	Amount being charged to each chartfield combination not including any taxes. Enter the voucher number or invoice number on the query screen.	No equivalent
Voucher Accounting Entries	Amounts being charged to each chartfield combination as they will appear in the General Ledger. Enter the voucher number or invoice number on the query screen.	40 screen
Voucher VAT Details	Details of the Voucher GST amounts and rebates by chartfield combination. Enter the voucher number or invoice number on the query screen.	No equivalent
Payment Information	List of payments to a Vendor. Enter UWO in the Remit SetID and the Supplier Code in the Remit Vendor field on the query screen.	No equivalent
	Vouchers paid on a cheque. Enter the cheque number in the Payment Reference field on the query screen.	49 screen