
PURCHASING AND ACCOUNTS PAYABLE INQUIRY

1. Purchase Order Inquiry.
2. Purchase Order Activity Summary.
3. PO Accounting Entries.
4. Voucher Inquiry (Accounts Payable).
5. Payment Information Inquiry.
6. 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:

POInquiry: PO status, PO reference, buyer, totals, taxes, line information, item details such as quantity, unit price and description.

Line Schedule: due date, ship to, quantity.

Distribution: chartfield combinations, taxes, asset information..

Header Detail: vendor name, PO date, budget check, currency and PO type.

Header Comments: Panel displays the comments specific to a Purchase Order. For each comment, the panel shows whether the comment was sent to the vendor.

Activity #1

1. To start, navigate as follows:
 - Purchasing Menu
 - Purchase Order
 - Review PO Information
 - Purchase Orders
2. Select Business Unit UWO.
3. Enter 555333 in the PO ID field.

4. Click on Search.

Purchase Order

Unit: UWO	PO Status: Dispatched
PO ID: 555333	Budget Status: Valid
▼ Header	
PO Date: 11/01/2004	Doc Tot Status: Valid
Vendor: MY COMP-001	Backorder Status: None
Vendor ID: MY1000 Vendor Details	Receipt: Not Recvd
Buyer: Jeffs,Peter	<input type="checkbox"/> Hold From Further Processing
PO Reference:	Amount Summary
Header Details All RTV Matching	Merchandise: 90.00
Header Comments Document Status Header VAT	Freight/Tax/Misc.: 6.30
Change Order	Total: 96.30 CAD
	Select Lines to Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		red binders	M409	12.0000	EA	24.00 CAD	Active

5. View Line information, PO Reference number, Buyer, PO Totals and Taxes.
6. Click on item description to view complete description then click on OK to return to main inquiry page.
7. Click on the schedule icon to view schedules.

Purchase Order Inquiry

Schedules

Unit: UWO **PO ID:** 555333

[Return to Main Page](#)

Line	Item	PO Qty	UOM	Amount
1	red binders	12.0000	EA	24.00 CAD

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	01/03/2005			UWO	12.0000	2.00000	24.00 CAD	Active

8. Click on the distribution chartfield icon to view chartfield combination.

9. Click on the Detail/Tax tab to view PST ,VAT and currency.



10. Click on Return to return to schedule
11. Click on Asset Information tab to view Asset Tag Information.
12. Click on Return.
13. Click on Return to Main Page.
14. Click on Header Details

PO Header Details

Unit: UWO PO ID: 555333

PO Details

Vendor: My Company	Budget Status: Valid
PO Date: 11/01/2004	Origin: ONL Online
PO Type: General	<input type="checkbox"/> Tax Exempt:
Billing Location: UWO Billing Address	Letter of Credit ID:

Prepaid PO Flag

<input type="checkbox"/> Prepaid PO Flag	Prepaid Amount:
Prepaid Authorization Status: Not Appr	Prepaid PO Status: Not Proces

Currency

Currency Code: CAD Exchange Rate Detail	Exchange Rate: 1.00000000
Rate Date: 01/03/2005	Base Currency: CAD
Rate Type: AP	

Process Control Option

<input type="checkbox"/> Hold From Further Processing	Method: Print CANADIAN
<input checked="" type="checkbox"/> Dispatch	Accounting Date: 11/01/2004

15. View Vendor name, PO Date, Budget Check, Currency, Hold Status.
16. Click on Return to return to Main page.
17. Click on Vendor Detail to View Vendor address and terms.

18. Click on Return to main page.
19. Click on Return to Search to inquire on another PO.
20. Enter Purchase Order Date 11/01/2004.

This will narrow your search to inquire on only those Purchase Orders with a PO date of November 01, 2004. You can also select all Purchase Orders for a specific vendor by Vendor ID or you can search by buyer.

21. Select Purchase Order from list.
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2. Purchase Order Activity Summary.

The PO Activity Summary lets you review the accumulated activities for a PO including invoices processed and payments made.

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. From there you can click on the invoice to get to the voucher which is linked to the Payment Information.

Activity #2

1. To start, navigate as follows:
 - Purchasing Menu
 - Purchase Order
 - Review PO Information
 - Activity Summary
2. Select Business Unit UWO.
3. Enter 555222 in the PO ID field.

Activity Summary


Unit: UWO PO Status: Dispatched
 PO ID: 555222 Vendor: Your Company

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		oak desk	EA	1.0000	2000.000	CAD	<input type="checkbox"/>
2		big comfortable chair	EA	1.0000	1200.000	CAD	<input type="checkbox"/>
3		matching side chairs	EA	2.0000	800.000	CAD	<input type="checkbox"/>
4		book shelf	EA	1.0000	700.000	CAD	<input type="checkbox"/>


[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

4. Click on the Invoice tab.

Unit: UWO PO Status: Dispatched
 PO ID: 555222 Vendor: Your Company

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency	
1		oak desk	EA	1.00	2000.000	CAD	
2		big comfortable chair	EA	0.00	0.000		
3		matching side chairs	EA	0.00	0.000		
4		book shelf	EA	0.00	0.000		

Note: if an invoice has been entered against this purchase order there would be an Invoice icon on the far right of the line. In this case there is an invoice for the first line only.

5. Click on the Invoice  icon to go to the invoice.

Unit: UWO PO No.:555222 Line 1 Item ID

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced		
1	UWO	00890014	1	1.00	2000.000	<input type="button" value="+"/>	<input type="button" value="-"/>

6. Click on Voucher number 00890014 to go to the Voucher Inquiry panel.

7. Scroll down to view Voucher Inquiry results.



8. Click on the Payment Information icon to view payment information.

Details										
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UWO	MNTRL	CDN	4263323			04/01/2005	2,140.00	CAD	2,140.00	Paid

9. Click on the Payment Reference ID (which is the cheque number) to go to the Payment Inquiry page.

Note: If the cheque has not been issued for this invoice you can click on Scheduled Payment to see when the cheque will be issued.

3. PO Accounting Entries.

PO Accounting Entries is an inquiry that lets you see how entries will hit your accounts and be reflected on your statements.

Activity #4

1. To start, navigate as follows:
 - Purchasing Menu
 - Purchase Order
 - Review PO Information
 - PO Accounting Entries
2. Select Business Unit UWO.
3. Enter 555222 in the From PO ID field.
4. Click on OK.

Po Acctg Ln Lookup

Business Unit: UWO

From PO: 555222 To PO:

PO Status:

From Fiscal Year: To Fiscal Year:

Accounting Line View Option: Standard CommitmentControl
Ledger Group: DETAIL

Accounting Entries Custom

Details ChartFields

Purchase Order	Status	Vendor ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Account
555222	D	YR1000		PO_POENC	0	1	1	1		UWO	622000
555222	D	YR1000		PO_POENC	0	2	1	1		UWO	622000
555222	D	YR1000		PO_POENC	0	3	1	1		UWO	622000
555222	D	YR1000		PO_POENC	0	4	1	1		UWO	622000
555222	D	YR1000		REVERSAL	0	1	1	1		UWO	622000

Customize | Find | View All | First 1-5 of 5 Last

Account	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
622000	2046.2	CAD	N		2005	0000000736	
622000	1227.72	CAD	N		2005	0000000736	
622000	818.48	CAD	N		2005	0000000736	
622000	716.17	CAD	N		2005	0000000736	
622000	-2046.2	CAD	N		2005	0000000741	00890014

PO_POENC lines are created when the Purchasing Department keys a Purchase Order. **REVERSAL** lines are created when Accounts Payable has posted a Voucher against the Purchase Order.


4. Voucher Inquiry (Accounts Payable).


Activity #5


1. To Start, navigate as follows:
 1. Accounts Payables Menu
 2. Review Accounts Payables Info
 3. Vouchers
 4. Voucher
2. Enter 00890014 in the From Voucher ID field.
3. Click on Search.

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. [Click on Search](#).

- After you click search, an additional box will appear at the bottom of this screen. You will need to scroll down until you see the following:

- Click on Detail Lines  to view voucher detail.

A new window will open to show you the voucher details, including the purchase order number. You will likely want to maximize this window. When you are finished reviewing this information click  in the top right corner of your screen to close this window.

- Click on Payment Information  or scheduled payments, if the cheque has not been issued.
- Click on Payment Reference ID number to go to the Payment Inquiry page.

Your existing window will change to a new screen. When you are finished reviewing this information Click [Back To Voucher Inquiry](#) to return to the voucher inquiry page.

Travel Expense Reports and Cheque Requisitions are entered into PeopleSoft as Vouchers. We use the number printed on the travel expense report preceded with an 'E' as the voucher number and the invoice number.

If you search for your expense report by voucher, then you must change the SetID from 'UWO' to 'AP_TR'. If you search for your expense report by invoice, then you leave the SetID at its default of 'UWO'.

When Cheque Requisitions are entered into PeopleSoft, we use the number printed on the Cheque Requisition form preceded with a 'C' for both the voucher number and the invoice number.

- Click on  to inquire on another Voucher.

Activity #6

1. Select From Business Unit AP_TR and To Business Unit AP_TR.
 2. Enter V12345 in the From Voucher ID field.
 3. Select AP_TR for the Set ID.
 4. Click on Search.
 5. Scroll down to view the expense report.
-

5. Payment Information Inquiry.Activity #7

1. To start, navigate as follows:
 - Accounts Payables Menu
 - Review Accounts Payables Info
 - Payments
 - Payment
 2. Enter 4263319 in the Payment Reference ID field.
 3. Click on Search. Scroll down until you see the following: Payment method, amount, currency, date, and date reconciled.
-

6. 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 #8

1. To start, navigate as follows:

- Vendors
- Vendor Information
- Add/Update
- Vendor

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = UWO

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Case Sensitive

[Basic Search](#)

2. To search for Matheson Gas Products, type "Math" in the Name1 field.

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.

As well, PeopleSoft provides a field called the Vendor ShortName that is 10 characters in length. To search using the Vendor ShortName, only type the first four characters of the first word in the Vendor Name.

3. Click on Search.

4. Click on Matheson Gas Products.

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

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

Association..... ASSO
University..... U
Hospital..... HOSP
American..... AMER
Canadian..... CDN
Society..... SOC
Corporation..... CORP
Department of..... DEPT
Ministry of..... MINI
Board of..... BRD
City of..... CITY
Province of..... PROV

- 5. Click on the Address panel tab to view Address and Scroll down to view Phone numbers.

Identifying Information | **Address**

SetID: UWO
Vendor: 100056 **Short Vendor Name:** MATH GAS P-000 **Name:** Matheson Gas Products Inc I

Vendor Address Find | View All First 1 of 2 Last

Address ID: 1
Description: Purchasing *

Details Find | View All First 1 of 1 Last

Effective Date: 11/24/1998
Status: Active
Country: CAN Canada
Address 1: 321 Queen St S Unit 6
Address 2:
Address 3:
Address 4: