

Accounts Payable 6B

User Documentation for the Navajo Nation

Consulting Services provided by

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Revised 02/28/2025

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Accounts Payable Menu

An accounts payable department has many responsibilities to fulfill to ensure that payments to suppliers are made on time and the needs for flexibility in the organization are met. Some of those responsibilities are described below, followed by a discussion of how the PeopleSoft Accounts payables system helps you fulfill those responsibilities.

Managing Supplier Relationships

The accounts payable department needs to manage the organization's relationship with its suppliers so that goods are received and paid for on time, according to the established payment terms. Those payment terms might be the same for all suppliers, or they might have been negotiated with some or all of the suppliers according to the mutual needs of the suppliers and the organization. The accounts payable department is responsible for creating and maintaining a partnership with each supplier to ensure that all terms and conditions of the relationship are met.

Processing Invoices

The department receives invoices and records liabilities and corresponding expenses or assets. Depending on the size of the company, the accounts payable department might receive hundreds of invoices daily and would need a system that creates vouchers quickly and accurately.

Often, the accounts payable department will have to match vouchers with invoices and purchase orders from other departments such as purchasing. So, the department will need an accounts payable system that integrates easily with the software systems of other departments.

Processing Payments

The goal of the accounts payable department is to ensure that payments are made in the most timely, accurate, and efficient manner possible. Before paying its suppliers, the accounts payable department needs to consider several factors, such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to suppliers.



All processes are divided into Daily, Periodic, Advanced, and Setup. The procedures we will go through and focus on will be Daily and Periodic processes.

Address Book Overview

The address Book system is the foundation for other PeopleSoft EnterpriseOne systems. The Address Book system contains names, address, and phone numbers for customers, suppliers, companies, and so on. This information is stored in several database tables to create a central repository of information. Other EnterpriseOne systems retrieve up-to-date name and address information from the Address Book system.

For example, the Accounts Payable system uses address book information for supplier payments and the Accounts Receivable system uses the address book information to generate customer invoices and statements.

With a central repository of information that integrates with other EnterpriseOne systems, you can effectively manage your address book information. The Address Book system includes the following features:

- ✤ Maintenance of complete information for employees, customers, suppliers and so on.
- Notification of authorized users about special situations, such as credit warnings, hold messages, and other critical account information.
- * Classification of entries by search type for inquiry and reporting purposes.
- * Ability to retrieve information by name, addresses, phone number, and search type.
- Management of tax information.
- * Ability to associate multiple addresses with a single address book record.
- * Effective dates for address changes.
- Supplemental data for organizing and tracking information that is not included in standard master tables.

Address Book Tables



Supplier Master

Before you enter a voucher and issue payment to a supplier, a supplier master record for that supplier must exist. The supplier master record is the central storage place for all supplier information. Accounts Payable creates the supplier record, they set up address book and mail information, as well as information about how the system processes vouchers and payments for that supplier. They use the Address Book Revisions program (P01012) and the Supplier Master programs (P04012) to create a supplier record.

The information that Accounts Payable enters into a supplier record is stored in the following tables:

Table Name	Stored Information
Address Book Master (F0101)	Alpha name and factor/special payee
Address Book- Who's Who (F0111)	Mailing name
Supplier Master (F0401)	Supplier information
Address Book - Contact Phone Numbers (F0115)	Telephone number
Address by Date (F0116)	Mailing address information
Bank Transit Master (F0030)	Bank account information

You need to maintain only one address book number for each supplier throughout the various systems. For example, if you use the Supplier Ledger Inquiry form to review information or as you run reports such as A/R and A/P netting, the system uses the same address book number.

A supplier record can be created from either of the following forms:

- Work With Addresses
- Work with Supplier Master

W-9 Request for Taxpayer Identification Number and Certification.

Form W-9, Request for Taxpayer Identification Number and Certification, serves two purposes.

First, it is used by third parties to collect identifying information to help file information returns with the IRS. It requests the name, address, and taxpayer identification information of a taxpayer (in the form of a Social Security Number or Employer Identification Number). The form is never actually sent to the IRS but is maintained by the person who files the information return for verification purposes. The information on Form W-9 and the payment made is reported on Form 1099.

Secondly, is to help the payee avoid backup withholding. The payer must collect withholding taxes on certain reportable payments for the IRS. However, if the payee certifies on the W-9 they are not subject to backup withholding they generally receive the full payment due them from the payer. This is similar to the withholding exemptions certifications found on Form W-4 for employees.

W-9 Request for Taxpayer Identification Number and Certification (Rev. November 2017) Department of the Treasury Internal Revenue Service Go to www.irs.gov/FormW9 for Instructions and the latest information. send to the IRS. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. SHi International Corp. 2 Business name/disregarded entity name, if different from above 3 Check appropriate box for federal tex classification of the person whose name is entered on line 1. Check only one of the following seven boxes. esi page 4 Exemptions (codes apply only to certain entities, not individuals; see Individual/sole proprietor or C Corporation S Corporation Partnership 5 instructions on page 3): Trust/estate single-member LLC Instructions type. Limited lability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) > Exempt payee code (if any) Note: Check the appropriate box in the line above for the tax, classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is a classified to the the owner of the LLC is another LLC that is not disregarded from the owner of the sporpriste box for the tax classification of its owner. Ъ Print Exemption from FATCA reporting 9 code (if any) Speck Other (see instructions) > 5 Address (number, street, and apt. or suite no.) See instructions. ed outside the U.S.I Requester's name and address (optional) 290 Davidson Avenue ŝ 6 City, state, and 2IP code Somerset, NJ 08873 7 List account number(s) here (optional) Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Enter your the in the appropriate box. The the provided must match the name given on the tho avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a* Social security number Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter. Empl over identification number 2 2 0 3 0 9 6 4 я Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividands, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later. Sign Signature of U.S. person > Here 01 23 2018 Date 🖻 General Instructions Form 1099-DIV (dividends, including those from stocks or mutual Section references are to the Internal Revenue Code unless otherwise funds) Form 1099-MISC (various types of income, prizes, awards, or gross Future developments. For the latest information about developments proceeds) related to Form W-9 and its instructions, such as legislation enacted Form 1099-B (stock or mutual fund sales and certain other after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number then information in the information in the security number information in the information in the security number information in the information in the security number information in the information in the security in the security number information in the security in the security in the security number information in the security is a security in the security is a security in the security is a security in the security is a security in the security is a security in the security in the security in the security is a security in the security in the security in the security in the security is a security in the security in the security in the security is a security in the security is a security in the security in the security in the security in the security is a security in the security in the security in the security is a security in the security in the security in the security in the security is a security in the security ine (SSN), individual taxpayer identification number (TIIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

Form 1099-INT (Interest earned or paid)

- transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- * Form 1099-K (merchant card and third party network transactions)
- Form 1096 (home mortgage interest), 1098-E (student loan interest). 1098-T (tuition)
- Form 1099-C (canceled debt)

 Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN,

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,

Cat. No. 10231X

Form W-9 (Rev. 11-2017)

Address Book	Jress Book Revisions - Work With Addresses										
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Address Book Revisions - Address Book Revision

Work With Addresses	Address Book Revision				
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Address Number	345605				
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				_	
Alpha Name 🚼	SHI				
Long Address Num	ber				
Tax ID	22300964	8			
Search Type 🜟	V	Suppliers			
Business Unit	1	M	ODEL BALANCE	SHEET	

Address Book Revisio	ons - Address Book Revision	1	
Work With Addresses Ad	dress Book Revision		
🗸 🗙 🕂 Eorm <	> 🚯 Tools		
Address Number	345605		
Address Book Mailing	Additional 1 Additional 2 Rela	ted Address Cat Code 1 - 10	Cat Code 11 - 30
Mailing Name	SHI		
Address Line 1	290 DAVIDSON AVE	City	SOMERSET
Address Line 2		State	NJ New Jersey
Address Line 3		Postal Code	08873
Address Line 4		Country	USA
«		County	

Business Process Description Overview

Vouchers must be created in order to issue payments to suppliers and other creditors. Effective management of voucher processing is fundamental to supplier management, business process management, and the accounts payable department.

Voucher processing assumes the organization has already set up its chart of accounts, general accounting constants, ledger types, fiscal and date patterns. Also, JE should be the user-defined code for journal entry documents.

Voucher processing is one example of three-tier processing. All PeopleSoft EnterpriseOne systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to the following standard steps:

ENTRY - Basic voucher processing starts with the entry of voucher information via either speed or standard method. Voucher entry sets up a payable in the system. As data is entered, the Accounts Payable system validates the information in certain fields to ensure that the integrity of the financial data remains intact. The system marks it as unposted and adds it to the Account Ledger table and A/P Ledger.

REVIEW and APPROVE - After voucher entry, a supervisor reviews and approves them. Only approved batches are eligible to be posted. Use the review process to:

- Review and approve voucher batches
- Add vouchers to existing batches
- Place a batch in pending status so it cannot be posted until further analysis is completed.
- Review and change individual vouchers and journal entries.

To review vouchers before posting, a list of batches can be displayed based on user ID, posting status, or a specific date range. When a list of batches is reviewed, the number of entries within a batch and the total gross amount can be reviewed. In addition, a specific voucher can also be reviewed.

POST – After entry, and review / approval, the vouchers are posted to the company's accounting records (general ledger). The system performs a number of automatic tasks during the posting process. When a voucher entry is posted, the post program:

- Selects unposted, approved batches and edits each transaction
- Creates automatic offsets to A/P accounts
- Posts/updates accepted transactions to the Account Balances table.
- Changes the status of the voucher entry batch to indicate that it is posted (P in Account Ledger and a D in the A/P Ledger).
- Sends electronic mail messages for transactions that are in error.
 Produces a General Ledger Post report, which lists successfully posted batch details.

Three-Tier Process



2. Review and Approve Vouchers



Standard Voucher Entry

<u>R</u>equest for <u>Direct Payment's</u>; Converted RDP's; Contract Retainage Payouts (Most Commonly Used by Navajo Nation A/P Section)

Standard vouchers provide the most features and flexibility when entering vouchers for suppliers' invoices. When vouchers need to be added, changed, deleted, or voided, use standard voucher entry.

• Note that voucher entry assumes suppliers, processing options, and AAI's are set up.

A supplier record must exist in the Address Book and Supplier Master tables before entering a voucher. Typically, Accounts Payable will create a supplier record first, and then the Voucher Matcher enters the voucher. However, it is also possible to create a supplier record at the time of voucher entry. To do so, contact the Accounts Payable section. From the Form menu on the Enter Voucher–Payment Information form, they will follow the steps to enter a supplier record.

After receiving a supplier's invoice, a voucher must be created before payment can be made. Vouchers can be created by entering information from the supplier's invoice.

Information about how the voucher for payment will be processed can be entered here or automatically from the supplier record.

To enter a standard voucher:

- Enter voucher information
- Enter general ledger information

G/L information typically includes a debit to an expense account. When posted, the system creates an offset to a liability account. When a voucher is completed, the system displays the assigned document type and document number. This information can be used to locate and review a voucher. The system assigns a batch type of V for vouchers.

When a standard voucher is entered, the system marks it as un-posted and adds it to the Account Ledger and A/P Ledger tables. When posted, the system updates the Account Balances table and marks the voucher as posted in the Account Ledger and A/P Ledger tables.

The Navajo Nation frequently uses two methods to pay for materials.

- Request for Direct Payment (RDP)
- Purchase Requisition Converted to RDP

The Standard Voucher Entry will be used to process these two methods of payment.

Via MenusEnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow Financials \rightarrow Accounts Payable \rightarrow Daily
Processing \rightarrow Supplier & Voucher Entry \rightarrow Standard Voucher Entry (P0411) ZJDE0001

EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing	> Supplier & Voucher Entry
	Speed Voucher Entry
	Standard Voucher Entry
	Voucher Entry with Match - Tribal Funds
	Voucher Entry with Match - CG/CP/NC
	Other Voucher Entry Methods
	Other Voucher Entry Methods
	Uoucher Journal Review
	Post Vouchers to G/L
	Z Voucher Journal Report
	Name Search
	Supplier Master Information
	Supplier Ledger Inquiry
	Supplier Payment Inquiry

Function	Processes and Results
Enter Voucher Information	1. From the Supplier & Voucher Entry menu select, 'Standard Voucher Entry'.

Standard Voucher Entry - Sup	plier Ledger Inqui	ry					
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Supplier Number	×						
Date From	Thru			Inv	voice	⊖ G/L	
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Batch Number *					Di	splay Audit	
Payments Purchase 0	Orders Supplier	Master					
No records found.				1			
P Invoice C Number	Batch Number	Document Number	Doc Type	Document Type	Doc Co	Invoice Date	D

Function	Processes and Results
Enter Voucher Information	2. Click the 'Add' button.

Standard Voucher Entry - Enter Voucher - Payment Information

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Docume	nt No/Typ/(0	00010	Batch No	902806	Prev Doc						
Compan	y *	00010 G	ENERAL FUND									
Supplier	Number 🛪	189576	MIL		Business Unit		1					
Invoice I	Ivoice Number TA396011 Discount % Default Payment Terms											
Invoice [Invoice Date 05/03/2016 G/L Date * 09/30/2017 Service/Tax Date 02/01/2018											
Record	s 1 - 1								Customize Grid	py910	~	1 ± 🗊
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Gross		Disc	Ta	х	Taxab	le						

Standard Voucher Entry - Enter Voucher - Payment Information

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Suppli	Supplier Number \star 189576 MIL Business Unit												
Invoic	e Number		TA396011	Disc	ount %	Default Payme	ent Terms						
Invoic	e Date		05/03/2016	G/L Date \star 09	/30/2017	Service/Tax D	Date 02/01/2	018					
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Reco	rus 1 - 2								<u>Customize c</u>	sna pys	910	V	یں ت
	Real Pay	Gr	oss	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Cod	Pay Status	Pymt Terms	1099 Flag
۲	001		880.00					06/02/2016			A		
\circ	002	-											
Gross	880.00		Disc	T	ах	Taxat	ble						

Function	Processes and Results
Enter Voucher Information	 9. At the 'Payment Information Detail' area, click in the 'Gross Amount' field, enter the gross amount of the Invoice. (Required field). Optional Fields 1099 Flag (O) Remark (O) Due Date (O) Pay Status (O) Payee Number (O) G/L Offset (O) Discount Available (O)

Standard Voucher Entry - Enter Voucher - Payment Information

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Docun	Document No/Typ/Co 00010 Batch No 902806 Prev Doc												
Comp	Company * 00010 GENERAL FUND												
Suppli	ier N	lumber 📩	189576	MIL		Business Unit	1						
Invoic	e Nu	mber	TA396011	Disco	ount %	Default Payme	ent Terms						
Invoice	e Da	ite	05/03/2016	G/L Date \star 09	/30/2017	Service/Tax D)ate 02/01/2	018					
Been	vrde	4.2								Customizo Crid	10		↑ 1 028
Reco	oras	1-2								Customize Grid pys	10	~	
	X	Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Cod	Pay Status	Pymt Terms	1099 Flag
۲		001	880.00					06/02/2016			A		
0		002								\cup			
Gross	88	30.00	Disc	Ta	X.	Taxal	ble						

Function	Processes and Results
Enter Voucher Information	 10. Click in the 'Handling Code' field, enter the handling code if known. If the handling code is not known. Click the 'Visual Assist' button to view the handling codes. Note: If there are multiple pay items, the system assigns pay item numbers that are sequential. Recurring vouchers can have only one pay item.

Rec	ords 1 - 6	Customize Grid 1
	Code	Description
۲	0000	Default
0	1	Remittance Attachment - Mailed
\bigcirc	2	Remittance Attachment - Pickup
\bigcirc	3	Pickup by Payee
\bigcirc	4	Pickup by Program/Dept.
\bigcirc	5	Manual Check

The 'Handling Code' field is a required entry. The Handling Codes describe the various ways payment can be distributed. The print screen above illustrates the options.

All vouchers being inputted by departments/programs will have all their vouchers mailed out from Cashiers Office. There will be no Demand payments processed thru the Programs/Departments.

Several fields in the header and detail areas are completed automatically based on the information setup for the specific supplier. For example, the Due Date is automatically entered.

The 1099 Flag identifies the status of the payee as either an N for a non-corporate entity or an individual or a blank for a corporation. Enter N or leave the field blank. At this point the entry clerks do not flag for 1099. The reason is that the system automatically flags vendors based on the selected object accounts that are set up for 1099. This is referred to as 1099 G/L Method.

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Pro	oduct Code	00	Foundation Environment
Use	er Defined Codes	HC	Special Handling Code-A/P Pym
De	scription	I	
Rec	ords 1 - 6 <u>Custo</u>	mize Grid Grid Fo	rmat Name1 🗸 📺
Rec	cords 1 - 6 <u>Custo</u> Code	mize Grid Grid Fo	rmat Name1 🗸 👘
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	Code	mize Grid Grid Fo Description Default Remittance Al	rmat Name1
Rec 0	Code	mize Grid Grid Fo Description Default Remittance Af Remittance Af Pickup by Pay	rmat Name1
Rec 0 0	Code 1 2 3 4	mize Grid Grid Fo Description Default Remittance Al Remittance Al Pickup by Pay	rmat Name1

Function	Processes and Results						
Enter Voucher Information	At the 'Select User Defined Code' form, select code 5 (Manual Check).						
	11. Click the 'Select' button.						

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Docu	Document No/Typ/Co 00010 Batch No 902806 Prev Doc											
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Invoid	ce Nu	umber	TA396011	Disc	ount %	Default Payme	ent Terms					
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	X	Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Pay Cod Status	Pymt Terms	1099 Flag
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0		002										
Gross	88	80.00	Disc	T	ax	Taxat	ble					

After entering the information on the Supplier Ledger form, the form should look like the following above.

• Voucher for company number 00010 from Supplier number 189576 for \$880.00 invoiced 05/03/2016, invoice number TA396011, a G/L Date of 09/30/2017, handling code '5' Manual/ Demand check to be picked up by Program/Dept or Payee.

Function	Processes and Results
Enter Voucher Information	After entering voucher information, enter the detail lines that distribute the voucher amount to the G/L accounts.
	 Click the 'OK' button to access the G/L distribution form and continue entering the voucher.

Standard Voucher Entry - G/L Distribution

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ocument	2239480 2239480	PV 00010	Bato	ch Number g	02806						
upplier	189576	Explanation	MIL								
i/L Date	09/30/2017	Amt To Distribute	880.00								
ecords 1	1 - 3										
cords 1	1 - 3 Account Number *	Account Description	Ar	mount	Explanation -Remark-	Co	Sub Type	Sub- ledger	LT	B C	10 Fl
cords 1	1 - 3 Account Number * 101007.3521	Account Description Meals / Lodging	AI	mount 800.00	Explanation -Remark- Council Delegate	Co 00010	Sub Type	Sub- ledger	LT	B C	10 Fi
cords 1	1 - 3 Account Number * 101007.3521 101007.3523	Account Description Meals / Lodging Mileage	A	mount 800.00 80.00	Explanation -Remark- Council Delegate Council Delegate	Co 00010 × 00010	Sub Type	Sub- ledger	LT AA AA	BC	1(FI
ecords 1	1 - 3 Account Number * 101007.3521 101007.3523	Account Description Meals / Lodging Mileage	A	mount 800.00 80.00	Explanation -Remark- Council Delegate Council Delegate	Co 00010 × 00010	Sub Type	Sub- ledger	LT AA AA	BC	10 FI

At the 'G/L Distribution' form, if you have more than one business unit tied to the voucher, you can split them up here, see example above.

Function	Processes and Results
Enter G/L Information	At the 'Standard Voucher Entry - G/L Distribution' form, enter the following required (R) fields for each detail line.
	14. Click in the 'Account Number*' field, and enter the account number. (R)
	15. Click in the 'Amount' field, enter the amount. (R)
	16. Click in the 'Explanation –Remark' field, enter a remark. (R)

	The total amount entered for the lines of G/L distribution must equal the total amounts entered in the gross amount fields for the voucher, or the system returns an error.
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Standar	andard Voucher Entry - G/L Distribution											
✓ 💼												
Documer	Document Nor/Typ/Co 2239480 PV 00010 Batch Number 902606											
Supplier	Supplier 189576 Explanation MIL											
G/L Date	09/30/2017	Amt To Distribute 880.00										
Records	1 - 3											
×	Account Number *	Account Description	Amount	Explanation -Remark-	Co	Sub Type	Sub- ledger	LT	B C	1099 Flag		
0	101007.3521	Meals / Lodging	800.00	Council Delegate	00010			AA				
۲	101007.3523	Mileage	80.00	Council Delegate ×	00010			AA				
0												
<												
	Amount 880.00	Remaining										

The 'Amount' field at the bottom of the form indicates the gross amount for the voucher.

The 'Remaining' field, provides you with an ongoing tally of what amount is required to equal the gross amount of the voucher.

Function	Processes and Results
Enter G/L Information	17. Click the 'OK' button.18. Record your 'Batch Number' and Document No. (902806 / 2239480)

Supplier Ledger Inquiry - Supplie	r Ledger Inquiry										
🗸 🔍 🕂 🗇 📋 🗙 🕂 Eom	n 🗮 <u>R</u> ow 🛞 <u>T</u> ools										
Supplier Number											
Date From	Thru		 Invoice 	⊖ G/L							
Recurring Summarize		○ Paid ○ 0	pen 🔿 With	nheld) 🖲 A	AII						
Batch Number *				Display Au	dit						
Payments Purchase Orde	ers Supplier Master										
Records 1 - 2											
2239480											
Purchase Order Document Number	Doc Invoice Type Number	Doc Invoice Co Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
2239480	PV TA396011	00010 05/03/2016	09/30/2017	06/02/2016	Voucher	189576	880.00	880.00	902806	А	Approved for Payment
							880.00	880.00			
<											
Batch Payment Histor	ry G/L Distribution	Purchase Receipt	s								

You can verify your entry through the *Supplier Ledger Inquiry* form using the system assigned document number.

Speed Vouchers

(Most commonly used by NN A/P Section)

The following transactions: WIA; Foster Grandparent payments would be supported by speed voucher entry.

As an alternative to entering standard vouchers, use the Speed Voucher method to enter high-volume, simple vouchers. With speed vouchers, voucher and G/L distribution information is entered on one form. Consider using this method for a voucher that has:

- A single pay item (which has a single due date and tax rate/area) *
- * Simple accounting instructions

Do not use the speed method if there are multiple pay items. As with standard vouchers, this information is stored in the A/P Ledger and Account Ledger tables. Changes or deletion cannot be made using the speed voucher method. Instead, use the standard voucher entry or speed release program.

Via Menus	EnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow Financials \rightarrow Accounts Payable \rightarrow Daily Processing \rightarrow Supplier & Voucher Entry \rightarrow Speed Voucher Entry
-----------	---

EnterpriseOne Menus > Financials > Accounts Payable > Daily Processing > S	Supplier & Voucher Entry
	Application: P0411SV, Form: W0411SVA, Version: ZJDE0001

Function	Processes and Results
To Enter a Speed Voucher	1. From the Supplier & Voucher Entry menu, select 'Speed Voucher Entry'.

🗎 🗙 🔜 Row 🕂 Form 🚯 Tools Supplier Number 190482 JOE Prev Doc NDWA/WIA Doc No/Type/Co 03477 Company * PO No/Type/Co Invoice Number RRPY910 Invoice Amount Service/Tax Date 9% Discount 126.72 Invoice Date Tax Expl Code **Business Unit** 04/08/2016 G/L Date Tax Rate/Area Payment Terms Due Date Tax Amount Pay Status Taxable Amount Cat Code 07 Approver No Payment Remark Batch Number 929100 Amt to Distr

Speed Voucher Entry - Speed Voucher Entry

Function	Processes and Results
To Enter a Speed Voucher	At the 'Speed Voucher Entry - Speed Voucher Entry' form, to identify the invoice complete the following required (R) fields.
	2. Click in the 'Supplier Number' field, enter the address book number. (R)
	3. Click in the 'Company' field, enter the company number. (R)
	4. Click in the 'Invoice Number' field, enter the invoice number. (R)
	5. Click in the 'Invoice Amount' field, enter the invoice amount. (R)
	6. Click in the 'Invoice Date' field, enter the invoice date. (R)
	NOTE: If there are errors during data entry on fields in the header, correct them from the header. The system does not allow changes to the grid until corrections are made to fields in the header. When corrections are made to fields in the header, the system automatically updates the corresponding data in the grid.

Speed Voucher Entry - Speed Voucher Entry

	orm				
Supplier Number	190482	JOE, VICTOR A.		Prev Doc	
Company 🗙	03477 NDWA/WIA		Doc No/Type/Co		
Invoice Number	RRPY910		PO No/Type/Co		
Invoice Amount	126.72	Service/Tax Date		0 % Discount	
Invoice Date	04/08/2016	Tax Expl Code		Business Unit	
G/L Date	04/11/2016	Tax Rate/Area		Payment Terms	
Due Date		Tax Amount		Pay Status	
Approver No		Taxable Amount		Cat Code 07	
Payment Remark	PY910trng			Batch Number	929100
Amt to Distr					

Function	Processes and Results
To Enter a Speed Voucher	To specify how to process the voucher, complete the following required (R) fields.
	7. Click in the 'G/L Date' field, enter the current date. (R)
	8. Click in the 'Payment Remark' field, enter a remark. (R)
	Optional Fields ◆ Discount Available (O) ◆ Payment Terms (O) ◆ Pay Status (O)

Speed V	Speed Voucher Entry - Speed Voucher Entry					
~ 🗈	× ≡ Row F	Eorm 💮 Tools				
Supplier	Number	190482	JOE		Prev Doc	
Company	y *	03477 NDW/	ANVIA	Doc No/Type/Co		03477
Invoice N	Number	RRPY910		PO No/Type/Co		
Invoice A	Amount	126.72	Service/Tax Date	04/11/2016	Scount %	
Invoice E	Date	04/08/2016	Tax Expl Code		Business Unit	107020
G/L Date	<u>;</u>	04/11/2016	Tax Rate/Area		Payment Terms	
Due Date	e	05/08/2016	Tax Amount		Pay Status	A
Approve	r No		Taxable Amount		Cat Code 07	
Payment	t Remark	PY910trng			Batch Number	929100
Amt to D	listr	126.72				
-						
Records	1-3					
X	Account Number		Account Description	Amount	Explanation -Remark-	
0	K0809001.3611		Meals / Lodging		120.00 PY910trng	
0	K0809001.3113		Mileage		6.72 PY910trng	
۲		0,				
<						
	Amount	126.72		Remaining		

Function	Processes and Results
To Enter a Speed Voucher	To enter general ledger information, complete the following required (R) fields.
	9. Click in the 'Account Number' field, enter the account number. (R)
	10. Click in the 'Amount' field, enter the amount. (R)
	11. Click in the 'Explanation-Remark' field, enter a remark. (R)
	Repeat steps 9 -11until all line items are entered.

Speed Voucher Entry - Speed Voucher Entry						
🗸 💼 🗙 🔜 Row Fi	Eorm 💮 Tools					
Supplier Number Company * Invoice Number Invoice Amount Invoice Date G/L Date Due Date Approver No	Form Form Form 190482 03477 NDWA 03477 NDWA RRPY910 126.72 04/08/2016 04/11/2016 05/08/2016 05/08/2016	JOE, VICTOR WIA Service/Tax Date Tax Expl Code Tax Rate/Area Tax Amount Taxable Amount	₹ A. Doc PO 04/11/	Prev No/Type/Co 2016 Busir Payn Pay S Cat C	Doc Doc Discount Discount ness Unit nent Terms Status Code 07	03477 107020
Payment Remark	PY910tmg			Batch	n Number	929100
	120.72					
Records 1 - 3						
Account Number		Account Description		Amount	Explanation -Remark-	
О КО809001.3611		Meals / Lodging		120.00	PY910trng	
С К0809001.3113		Mileage		6.72	PY910trng	
•	0					
<						
Amount	126.72		Remaining			
h	-					

Function	Processes and Results
To Enter a Speed Voucher	After completing the detail form of the speed voucher form, review your detail entries.
	12. Click the 'OK' button.

Speed Voucher Entry - Speed Voucher Entry

Supplier Number			× O _v JOE			Prev D)oc	2310913	
Company ★	03477	NDWAN	NIA	Do	c No/Type/Co				
Invoice Number				PC	No/Type/Co				
Invoice Amount			Service/Tax Date				% Discount		
Invoice Date			Tax Expl Code			Busine	ess Unit		
G/L Date	04/11/2016		Tax Rate/Area			Payme	ent Terms		
Due Date			Tax Amount			Pay S	tatus		
Approver No			Taxable Amount			Cat Co	ode 07		
Payment Remark						Batch	Number	929100	
Amt to Distr									
Records 1 - 1									
K Account Number			Account Description		Amount		Explanation -Remark-		
\odot									
<									
Amount				Remaining					

evised 02/28/

Function	Processes and Results
To Enter a Speed Voucher	13. The system assigns a batch number, record your 'Batch Number' on the invoice.
	14. Click the 'Close' button to exit.

<u>3-Way Match Voucher Entry</u>

NOTE: Most commonly used by NN Accounts Payable department.

The following transactions: Purchase Orders, Contracts and Child Care would be supported by 3 Way Match Entry.

Before you approve a voucher to be posted to the General Ledger, you must create a voucher using stock receipts. To verify that invoice information corresponds to your receipt records, you can create a voucher based on an invoice.

Three-way-match matches:

- Receipts
- Supplier Invoice
- Purchase Order

To create voucher using Stock Receipts – Purchase Order

- Enter voucher information
- Enter general ledger information

When posted, the system creates an offset to a liability account. When a voucher is completed, the system displays the assigned number (Document Type V), purchase order number and document number. This information can be used to locate and review a voucher. The system assigns a batch type of (OP) for purchase order.

When a 3-way match purchase order is entered, the system marks it as un-posted and adds it to the Account Ledger and A/P Ledger tables. When the batch is approved and posted, the system updates the Account Balances table and marks the voucher as approved or posted in the Account Ledger and A/P Ledger tables.

If you record receipt information for items, you compare invoices to receipt records to create individual vouchers. A three-way voucher match method implies that you use receipt records to create vouchers.

GovConnection, Inc. 7503 STANDISH PLACE Rockville ND 20855 DUNS:80-967-8782

> REMIT TO ADDRESS: GOVCONNECTION, INC. P0 Box 536477, INC. PITTSBURGH PA 15253-5906

. .

BECEB	I WITH YOCKPA	IMEN I.
Federal ID No.	Invoice No.	invoice Date
52-1837891	53709282	04722/2016

PLEASE ENCLOSE ATTACHED REMITTANCE

Company retains a parehave manage security interest in equipment until payment is rande in full.

Shipped To:

NAVAJO NATION ATTN: EUGENE WATSON WATER RESOURCES- EUGENE WATSON NAVAJO ROUTE 12 NE #678 FORT DEFIANCE AZ 86504

Sold To: NAVAJO NATION-BERTHA DAHOZY ACCOUNTS PAYABLE SECTION PO DRAWER 1660 WINDOW ROCK AZ 86515

CORP.	SALES	(800)998-0008	CREDIT	ÐEPT	(888)294-0268	CUSTOMER	SERV	(800)998-0008
-------	-------	---------------	--------	------	---------------	----------	------	---------------

Date of Order Customer Purchase Order No. Order No. Terms Account No. Shipped Via Date Shipped 04/14/16 51546323 Net 30 7447658 04/22/16 SMALL PKG 326/29-00 Quantity - -- -Back Item No. Description Unit Price Extension Ordered Ordered Shipped 2 30952328 SMART BUY Z240T WKSTN E3-1240V 2 1,498.7800 2,997.56 SER.# 2UA6161MXW MFG# L9K63UT#A3A SER.# 2UA6161MXX HFG# L9K63UT#ABA 1 15.6" 17 4810MQ 25668 1668 1 17862643 2,248.9700 2,248.97 CND54759K6 MFG# F1H39UT#ABA SER.# For electronic funds transfers, please remit to Citizens Bank: - ACH Payments: ASA # 2110-70175, Account # 1510873272 - WIRE Payments: ABA # 0115-00120, Account # 1510873272 Please include invoice number(s) in the transmitted information. "We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus." Backendered items will be shipped and involced to you as scon as they are systeple. Invoice Total Merchandise Sales Tax Shipping/Packaging 5,246.53 5.246.53 MCINTYRN Ordered by : EUGENE WATSON Order No. Company Account No. Invoice No. Invoice Total

51546323	00005	7447658	53709282	5,246.53
GOVCONNECTION, INC. PO Box 536477 Pittsburgh pA 15253-	5906	\subset	PLEASE ENCLOSE TH RECEIPT WITH YO	LIS REMITTANCE DUR PAYMENT.
	00005	744765	a 53709282	20000524653

Dation V2MI

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Example: Copy of Invoice to process as a 3-Way Match.

Via Menus	EnterpriseOne Menus → FMIS Master E Processing → Supplier & Voucher Entry	EnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow Financials \rightarrow Accounts Payable \rightarrow Daily Processing \rightarrow Supplier & Voucher Entry \rightarrow Voucher Entry -3 - Way Match						
▼ EnterpriseOne Menus > F	MIS Master Directory > Financials > Accounts Pavable > Daily Prr	ncessing > Supplier & Voucher Entry						
		Speed Voucher Entry						
		June 2012 Standard Voucher Entry						
		Woucher Entry - 3-Way Match						
		Application: P0411. Form: W0411G. Version: ZJDE0007						

Function	Processes and Results
Enter Voucher Information	1. From the Select Voucher Entry menu select 'Voucher Entry – 3 Way Match.

Voucher Entry - 3-Way Match - Supplier Ledger Inquiry

F

✓ Q 🕂 🗇 🗙 Æ Eorm ☴ Row @ Iools						
Supplier Number ×						
Date From Thru	Invoice G/L					
Recurring Summarize	○ Paid ○ Open ○ Withheld ④ All					
Batch Number *	Display Audit					
Payments Purchase Orders Supplier Master						
No records found.						
Document Doc Document Type Document	Doc Co Invoice G/L Due Gross Date Date Date Amount					

Function	Processes and Results
Enter Voucher	 At the Voucher Entry – 3-Way Match – Supplier Ledger Inquiry form, click the 'Add'
Information	button.

Voucher Entry with Match - CG/CP/NC - Voucher Match

🗸 🗎 🗙 🕂 Eorm 🚍 Row 🌐 Iools									
Voucher Match Supplier Classification Codes									
Order Number 326229 OP	*			Branch/ Plant					
Voucher Num. PV				Batch	902206				
Supplier 29819		COMPUTER CORNER	R INC						
Invoice Num. 1234	Co.	03876							
Gross Amount	Тах			Taxable Amt.					
Invoice Date 03/03/2017	Discount Amt.			Retained Amt.					
G/L Date 03/29/2017 ×				Remaining					
Records 1 - 1									
P Order Number	Supplier	Quantity To Voucher	Tr. UoM	Amount To Voucher	Retained Amount	Percentage Retained	Prev. Amt. Retained	Retainage To Release	Due Date

Processes and Results
At the 'Voucher Enter 3-Way Match – Voucher Match' form, complete the following required (R) fields.
3. Click in the 'Order Number' field, enter the purchase order number. (R)
4. Click in the 'Supplier' field, enter the supplier's address book number. (R)
5. Click in the 'Invoice Num.' field, enter the suppliers' invoice number. (R)
6. Click in the 'Co.' field, enter the company number. (R)
7. Click in the 'Invoice Date' field, enter the invoice date. (R)
8. Verify the 'G/L Date' field, will default to the current date.

Voucher Entry with Match - CG/CP/NC - Voucher Match

\checkmark		Form	🗮 <u>R</u> ow 💮	<u>T</u> ools			
		Fav	orites/				
	Voucher March	h					
	Order Num e	er Foi	r m		×		
	Voucher Num	n. R	eceipts To Ma	tch			
	Supplier	0	rders To Matc	h		COMPUTER CORNER INC	
	Invoice Num.		elease Retaina	age	Co.	03876	
	Gross Amour	^{nt} R	ecost Voucher	s	Тах		
	Invoice Date	F	reight To Matc	h	Discount Amt.		
	ore Date	Li	ne Defaults				

Function	Processes and Results
Enter Voucher Information	9. Click the 'Form' exit button.

10. Select 'Receipts to Match' from the form exit.

Voucher	Entry v	vith Mate	h - CG/CP	/NC - S	elect Receipts to Match														
< a :	×≡	<u>Row</u> (3)	<u>T</u> ools																
Order Nun	nber	326229	0	•	03876	Branch/Plant	*												
Supplier 29819 COMPUTER CORNER INC						RNER INC Receipt Date	*												
Item Number *				thru	*														
Account N	Account Number *				Recost														
						Summary													
Records 1	1 - 2																		
	Order Co	Ln Ty	Order Number	Or Ty	Description Line 2	Description		Tr. UoM	Quantity Open	(Unit Price	\supset	Amount Open)	Account Number	Line Number	Receipts Number	Receipt Type	Receipt Co
	03876	J	326229	OP	Professional License	FQC 08930 Microsoft Wind	lows 10	EA		1.00	1	159.5500		159.55	K150567.6320	1.000	427639	ov	03876
	03876	J	326229	OP		Shipping		EA				.0000		12.77	K150567.6320	2.000	427639	ov	03876

Function	Processes and Results
Enter Voucher Information	11. At the 'Select Receipts to Match' form, verify the Amount(s) and Account Number(s).

Voucher Entry with Match - CG/CP/NC - Select Receipts to Match

x	C 🗙 🚍 Bow 🛞 Iools														
Order Number Supplier Item Number Account Number	326229 29819 * *	0	P	03876 COMPUTER C	COMPUTER CORNER INC		t • • • • • • • • • • • • • • • • • • •								
Records 1 - 2															
Co Co Ln Order Or Description Number Ty Line 2		Description Line 2	Descripti	n	Tr. UoM	Quantity Open	Unit Price	Amount Open	Account Number	Line Number					
🖌 🖉 🖉 🖉	J	326229	OP	Professional License	FQC 0893	80 Microsoft Windows 10	EA	1.00	159.5500	159.55	K150567.6320	1.000			
03876	J	326229	OP		Shipping		EA		.0000	12.77	K150567.6320	2.000			

Note: There are (2) line items, if you click 'OK' it will only pick up the first line item.

- If there are (2) separate invoices, <u>select each line separately</u>, that way you have all separate invoice numbers.
- If you have (1) invoice with all amounts, you select <u>all</u> the line items and process the lines at once.

In the example above, all the line items are selected in the grid to process the voucher, since there is only (1) invoice number.

Function	Processes and Results
Enter Voucher Information	If everything is correct, determine how many invoices you have.
	12. Select the line number(s) in the grid according to the invoice.
	13. Click the 'OK' button.

Voucher Entry - 3-Way Match - Voucher Match

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V	ouch	er Ma	atch Supp	lier Cla	ssification Codes											
On	der N	lumbe	er 3	26129	OP	00010	В	anch/ Plant	115	012						
Vo	uche	r Nun	n. 21	238903	PV	00010	B	atch	901777							
Su	pplie	r	2	31060			GOVCONNECTION INC									
Inv	roice	Num.	5	3709282		Co.	00010									
Gr	oss A	mou	nt 5,	246.53		Тах	Ta	axable Amt.								
Inv	voice	Date	04	4/22/201	6	Discount Amt.	R	Retained Amt.								
G/I	G/L Date 05/03/2016				6		R	emaining								
Reco	ords	1 - 3														
	X	O P	Order Number	Or Ty	Supplier	Description 1	Expense Account	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Due Date	Subledger	Sub Type	Line Number
		1	3261	L29 OP	281060	30952328 L9K63UT	115012.4230	EA	2.0	2.00	2,997.56	2,997.56	05/22/2016			1.000
		1	3261	129 OP	281060	ABOOK 15 G2 COR	115012.4230	EA	1.0	1.00	2,248.97	2,248.97	05/22/2016			2.000

At the 'Voucher Entry - 3-Way Match – Voucher Match' form, on the next available line in the grid, you may enter tax amount or take out retainage if applicable.

- The handling code can be updated.
- < OR > make changes to the Address Book number.

Function	Processes and Results
Enter Voucher Information	CONTINUEif tax, retainage, handling code, etc., need to be added, continue to step 17 below.
	 If NO further entry is required such as tax, retainage, handling code, etc., click the 'OK' button.
	15. Record your Prev Document and Batch Numbers on the invoice.
	16. Click the 'Close' button to exit.

To Add A Tax Line

If tax is being taken out of the payment, use this form by adding another line and enter a negative tax amount.

Vou	oucher Entry with Match - CG/CP/NC - Voucher Match																	
\checkmark		×Ę	Eorm 🗮 Ro	w @ 1	Tools													
Vot	iche	r Match	Supplier Class	sificatio	n Codes													
0	rder	Number	326229		OP	03876		Branch/ Plant		K150567								
V	ouch	her Num. 2238934 PV 03876				03876		Batch		902208								
S	uppli	er	29819			CO	MPUTER CORNER INC											
In	voice	e Num.	1234		Co		03876											
G	Gross Amount 172.32 Tax				x		Taxable Amt.											
In	voice	e Date	03/03/20	17	Dis	count Amt.		Retained Amt.										
G	/L Da	ate	03/29/20	17				Remaining										
		1.2																
Rec	oras	1-3	Order	0.					T .	Order	0		A		0-1		1 in a	Order
	X	P	Number	Ty	Supplier	Expense Account	Description 1		UoM	Quantity	To	o Voucher	To Voucher		Amount		Number	Co
		1	326229	OP	29819	K150567.6320	FQC 08930 Microsoft V	Vindows 10	EA	1	.00	1.00	1	59.55		159.55	1.000	03876
		1	326229	OP	29819	K150567.6320	Shipping		EA					12.77		12.77	2.000	03876
		୍																

Fu	nction

Processes and Results

17. On the next available line in the grid, click in the OP (Match Processing) field.

18. Click on the 'visual assist' button.

Select User Define Co	ode
Y Q X F Eorm	ஞ Tools
Product Code	43 Procurement
User Defined Codes	VM Voucher Match Options
Description	
Records 1 - 6 Customize	Grid Grid Format Name1
Code	Description
0	Bypass Payment of Line
0 1	Match Quantity / Amount
4	Create New Order Line
5	Freight Distribution Line
0 7	Match and Close Balance
9	Cancel Balance of Line

Function	Processes and Results
Enter Voucher Information	19. At the 'Select User Define Code' form, select 'Code 4' (Create New Order Line).20. Click the 'Select' button.

Vol	ucher En	try with	h Match ·	CG/C	P/NC - Vo	oucher Matcl	ı										
\checkmark	∎ ×	F, Eor	m <u>= R</u> o	w @	Tools												
Vo	oucher Mat	ch Su	pplier Clas	sificatio	on Codes												
	Order Number 326229 OP 03876					03876			Branch/ Plant	K150567							
	Voucher Nu	her Num. 2238937 PV 03876					Batch	902211									
Supplier 29819				COMF	COMPUTER CORNER INC												
	Invoice Num. 1234 Co.				0	3876											
	Gross Amount 158 53 Tax					Taxable Amt.											
	Invoice Date	е	03/03/20	17		Discount Amt.			Retained Amt.								
	G/L Date		03/29/20	17					Remaining								
Re	ecords 1 - 4																
	0 P	Orc	der mber	Or Ty	Descriptio	in 1		Supplier	Description 2	Expense Account	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Line Number	Order Co
] 1		326229	OP	FQC 08930	Microsoft Windo	ws 10	29819	Professional License	K150567.6320	EA	1.00	1.00	159.55	159.55	1.000	03876
] 1	1 326229 OP Shipping			29819		K150567.6320	EA			12.77	12.77	2.000	03876			
] 4	4 326229 OP Software Support			29819		K150567.6320				13.79-		4.000	03876			
		0															

Function	Processes and Results
Enter Voucher Information	21. At the 'Voucher Match' form, click in the Order Number field, enter the purchase order number.
	22. Click in the 'Order Type' field, enter the order type.
	23. Click in the 'Supplier' field, enter the address book number.
	24. Click in the 'Expense Account' field, enter the account number.
	25. Click in the 'Amount To Voucher' field, enter the negative total amount.Click the minus sign then enter the amount.
	26. Click in the next 'available line' in the grid, to view your entry.
	Note the 'Description 1' field, defaults with the description of the expense account.

To enter a Retainage

If retainage is being taken out of the payment, you would do that on this form adding another line and minus out the amount.

Vouche	er Entry	with Match -	CG/C	P/NC - Vouch	her Match										
/ 💼	XĘ	Eorm 📃 Rov	• @	<u>T</u> ools											
Vouch	er Match	Supplier Class	sificatio	n Codes											
Order	r Number	326229		OP	03876		Branch/ Plant	K150567							
Vouc	her Num.	2238937		PV	03876		Batch	902211							
Supp	lier	29819			CO	MPUTER CORNER	INC								
Invoid	ce Num.	1234		Co.) .	03876									
Gross	s Amount	118.53		Tax	IX		Taxable Amt.								
Invoid	ce Date	03/03/20	17	Dis	scount Amt.		Retained Amt.								
G/L C	Date	03/29/20	17				Remaining								
Record	s 1 - 5														
	C P	Order Number	Or Ty	Description 1		Supplier	Description 2	Expense Account	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Line Number	Order Co
	1	326229	OP	FQC 08930 Micro	rosoft Windows 10	29819	Professional License	K150567.6320	EA	1.00	1.00	159.55	159.55	1.000	03876
	1	326229	OP	Shipping		29819		K150567.6320	EA			12.77	12.77	2.000	03876
	4	326229	OP	Software Suppor	nt	29819		K150567.6320				13.79-		4.000	03876
	4	326229	DP	Sales Tax-Currer	ent Yr	29819		107001.1221				40.00-		5.000	03876
	- Q														

Function	Processes and Results
Enter Voucher Information	27. Click the 'Visual Assist' button in the OP (Match Processing) field.
	28. At the 'Select User Define Code' form, select code 4 (Create New Order Line).
	29. Click the 'Select' button.
	30. Click in the 'Order Number' field, enter the order number.
	31. Click in the 'Order Type' field, enter the order type.
	32. Click in the 'Supplier' field, enter the address book number.
	33. Click in the 'Description 1' field, enter a description.
	 Click in the 'Expense Account' field, enter the amount to voucher as a negative amount.
	Click the minus sign first then, enter the amount.

To Enter a Handling Code

NOTE: If errors occur during data entry on fields in the header, correct them from the header. The system does not allow changes to the grid until corrections are made to fields in the header. When making corrections to fields in the header, the system automatically updates the corresponding data in the grid.

Voucl	her Entry	with Match -	CG/C	P/NC - V	oucher Match							
~ 🗈	i X ң	Eorm 🗮 Rov	N (3)	<u>T</u> ools								
Vouc	her Match	Supplier Class	sificatio	n Codes								
Ord	ler Number	326229		OP	03876				Branch/ Plant	K150567		
Vou	icher Num.	2238937		PV	03876				Batch	902211		
Sup	oplier	29819				COMF	UTER CORNER	INC				
Invo	pice Num.	1234			Co.	03	3876					
Gro	ss Amount	118.53			Тах				Taxable Amt.			
Invo	oice Date	03/03/20	17		Discount Amt.				Retained Amt.			
G/L	Date	03/29/20	17						Remaining			
Recor	rds 1 - 5											
	Ø P	Order Number	Or Ty	Descriptio	on 1		Supplier	Desci	iption 2	Expense Account	Hdl Cod	Line Number
	1	326229	OP	FQC 0893	80 Microsoft Windows	10	29819	Profe	ssional License	K150567.6320	्	1.000
	1	326229	OP	Shipping			29819			K150567.6320		2.000
	4	326229	OP	Software S	Support		29819			K150567.6320		4.000
	4	326229	OP	Sales Tax-	Current Yr		29819			107001.1221		5.000
h												
Fur	nction						Processe	s an	d Results			
Ent Info	ter Voud ormatio	cher n	35.	Click in	the 'Hdl cod' f	ield.						
			36.	Click th	e 'Visual Assis	ť bu	tton.					

Sel	ect Use	r Define C	Code			
/	a x	<mark>₽, E</mark> orm	(i) Tools			
Pro	oduct Cod	e	00	Foundation E	Environment	
Us	er Defined	I Codes	HC	Special Hand	dling Code-A	/P Pymt
De	scription					×
Rec	cords 1 - 6	<u>Customize</u>	e Grid Grid Format Na	ame1 🗸 📊	1	
Red	cords 1 - 6	<u>Customize</u>	e Grid Grid Format Na	ame1 🗸 📊	1	
Rec	cords 1 - 6 Code	<u>Customize</u>	e Grid Grid Format Na Description	ame1 🗸 📊	1 🗐	
Rec	cords 1 - 6 Code	<u>Customize</u>	e Grid Grid Format Na Description Default	ame1 🔽 📊		
Rec O	cords 1 - 6 Code	<u>Customize</u>	e Grid Grid Format Na Description Default Remittance Attachme	ame1 🔽 ,		
Rec Image: Control of the second s	Code	<u>Customize</u>	Grid Format Na Description Default Remittance Attachme	ame1 💌 , ent - Mailed ent - Pickup		
Red Image: Control of the second s	Code	<u>Customize</u>	Grid Format Na Oescription Default Remittance Attachme Remittance Attachme Pickup by Payee	ame1 🔽 - ent - Mailed ent - Pickup		
Rec 0 0 0 0	cords 1 - 6 Code 1 2 3 4	<u>Customize</u>	Crid Grid Format Na Description Default Remittance Attachme Rickup by Payee Pickup by Program/D	ame1 🔽 - ent - Mailed ent - Pickup Dept.		

The **Select User Define Code** form provides code options on how your supplier/customer will be paid.

• For this training you will select code (4) Pickup by Program/Dept.

Sel	ect User Define C	ode
\mathbf{x}	🔍 🗙 🕂 Eorm	(i) Tools
Pro	duct Code	00 Foundation Environment
Use	er Defined Codes	HC Special Handling Code-A/P Pymt
De	scription	
L		
Rec	ords 1 - 6 <u>Customize</u>	Grid Format Name1 🗸 🏦
	Code	Description
0		Default
0	1	Remittance Attachment - Mailed
0	2	Remittance Attachment - Pickup
0	3	Pickup by Payee
•	4	Pickup by Program/Dept.
0	5	Manual Check

Function	Processes and Results
Enter Voucher Information	37. Select 'Code 4' from the grid. (Pick up by program/department).
	38. Click the 'Select' button.

Voucher Entry with Match - CG/CP/NC - Voucher Match

vouche	ermatch												
Order	r Number	326229		OP	03876				Branch/ Plant	K150567			
Vouch	her Num.	2238937		PV	03876				Batch	902211			
Suppl	lier	29819				COM	IPUTER CORNER	INC					
Invoic	ce Num.	1234			Co.	C	03876						
Gross	s Amount	118.53			Тах				Taxable Amt.				
Invoic	ce Date	03/03/20	17		Discount Amt.				Retained Amt.				
G/L D	ce Date)ate	03/03/20 03/29/20	17 17		Discount Amt.				Retained Amt. Remaining				
G/L D Records	ce Date Date s 1 - 5 P	03/03/20 03/29/20 Order Number	17 17 Or Ty	Descripti	Discount Amt.		Supplier	Descripti	Retained Amt. Remaining	Expense Account	Hdl	i	Line Number
G/L D Records	s 1 - 5 P 1	03/03/20 03/29/20 Order Number 326229	17 17 Or Ty OP	Descripti FQC 0893	Discount Amt. on 1 0 Microsoft Windows	s 10	Supplier 29819	Descripti	Retained Amt. Remaining tion 2 onal License	Expense Account K150567.6320	Hdl Coc 4	i	Line Number 1.000
G/L D Records	ce Date Date	03/03/20 03/29/20 03/29/20 07der Number 326229 326229	17 17 Or Ty OP OP	Descripti FQC 0893 Shipping	Discount Amt. on 1 0 Microsoft Windows	s 10	Supplier 29819 29819	Descripti Professio	Retained Amt. Remaining tion 2 onal License	Expense Account K150567.6320 K150567.6320	Hdl Coc 4	1	Line Number 1.000 2.000
G/L D	 a Date b J - 5 c O p p A p A 	03/03/20 03/29/20 03/29/20 03/29/20 03/29/20 03/29/20 03/20 03/20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	17 17 Or Ty OP OP OP	Descripti FQC 0893 Shipping Software	Discount Amt. on 1 0 Microsoft Window: Support	s 10	Supplier 29819 29819 29819	Descripti Professio	Retained Amt. Remaining tion 2 onal License	Expense Account K150567.6320 K150567.6320 K150567.6320	Hdl Coc 4 4 4	i i	Line Number 1.000 2.000 4.000
Function	Processes and Results												
------------------------------	---												
Enter Voucher Information	39. Click in the 'Hdl cod' field, in the next line item in the grid.												
	40. Enter the 'handling code' and repeat steps for each line number(s) in the grid.												

To Change Address Book Number

Voucher Entry with Match - CG/CP/NC - Voucher Match ✓ 🔟 🗙 म, Eorm 🔜 Row 🌐 Tools Voucher Match Supplier Classification Codes Order Number Branch/ Plant K150567 326229 OP 03876 Voucher Num. 2238937 PV 03876 Batch 902211 Supplier COMPUTER CORNER INC 29819 Invoice Num. Co. 1234 03876 Тах Gross Amount 118.53 Taxable Amt Invoice Date Discount Amt. Retained Amt. 03/03/2017 G/L Date 03/29/2017 Remaining Records 1 - 5 Payee Number Line] 🗭 <mark>0</mark> Order Or Hdl Description 1 Supplier Description 2 Expense Account Number Ту Cod Number 1 326229 OP FQC 08930 Microsoft Windows 10 29819 Professional License K150567.6320 4 1.000 Q 326229 OP K150567.6320 2.000 29819 4 29819 1 Shipping] 4 326229 OP Software Support 29819 K150567.6320 4 29819 4.000 326229 OP Sales Tax-Current Yr 29819 107001.1221 4 4 29819 5.000 h.

Address Book number change is done here in the Payee Number field.

Function	Processes and Results
Enter Voucher Information	41. Click in the 'Payee Number' field in the grid.
	42. Enter the new 'Address Book Number' or use the 'Visual Assist' button for search.

To Enter a Check Remark

Vouch	er Entry	with Match -	CG/C	P/NC - Vo	oucher Matc	h								
/ 🗈	×д	Eorm 🗮 Rov	v (i)	Tools										
Vouch	er Match	Supplier Class	ificatio	on Codes										
Orde	r Number	326229 OP 03876			Branch/ Plant	K150567								
Vouc	her Num.	2238937		PV	03876			Batch	902211					
Supp	lier	29819				COM	PUTER CORNER	INC						
Invoi	ce Num.	1234			Co.	0	3876							
Gros	s Amount	Amount 118.53 Tax				Taxable Amt.								
Invoi	ce Date	Discount Amt.				Retained Amt.								
G/L I	Date	03/29/20	17					Remaining						
Record	s 1 - 5												-	
	0 P	Order Number	Or Ty	Descriptio	on 1		Supplier	Description 2	Expense Account	Hdl Cod	Payee Number	Line Number	Check Remark	Tr. UoM
	1	326229	OP	FQC 0893	30 Microsoft Wind	ows 10	29819	Professional License	K150567.6320	4	2981 Q	1.000		EA
	1	326229	OP	Shipping			29819		K150567.6320	4	29819	2.000		EA
	4	326229	OP	Software S	Support		29819		K150567.6320	4	29819	4.000		
	4	326229	OP	Sales Tax-	Current Yr		29819		107001.1221	4	29819	5.000		

If you enter a remark in the **Check Remark** field, it will print on the check stub along with the invoice number information.

V	oucher Entry with Match - CG/CP/NC - Voucher Match														
\sim		XF,	Eorm <u>Rov</u>	v 💮	Tools										
	/ouche	Match	Supplier Class	ificatio	n Codes										
	Order	Number	326229		OP 03876			Branch/ Plant	K150567						
	Vouch	er Num.	2238937		PV	03876		Batch	902211						
	Supplier 29819 COMPUTER CORNER INC														
	Invoice	voice Num. 1234 Co. 03876													
	Gross	Amount	118.53			Tax		Taxable Amt.							
	Invoice	Date	03/03/20	17		Discount Amt.		Retained Amt.							
	G/L Da	ite	03/29/20	29/2017			Remaining								
1	ecords	1 - 5													
I		O P	Order Number	Or Ty	Description	11	Supplier	Description 2	Expense Account	Hdl Cod	Payee Number	Line Number	Check Remark	Tr. UoM	Order Quantity
		1	326229	OP	FQC 08930	Microsoft Windows 10	29819	Professional License	K150567.6320	4	2981 Q	1.000		EA	1.00
		1	326229	OP	Shipping		29819		K150567.6320	4	29819	2.000		EA	
		4	326229	OP	Software Su	ipport	29819		K150567.6320	4	29819	4.000			
1		4	326229	OP	Sales Tax-C	urrent Yr	29819		107001.1221	4	29819	5.000			

Function	Processes and Results
Enter Voucher Information	43. Click in the 'Check Remark' field and enter a remark.
	44. Click the 'OK' button, when all entry is complete.

Voucher Entry with Match - CG/CP/NC - Voucher Match

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Voucher Match Sup	oplier Classification Codes				
Order Number	OP	ż		Branch/ Plant	
Voucher Num.	PV		Prev Doc. 2238937	Batch	902211
Supplier					\smile
Invoice Num.		Co.			
Gross Amount		Тах		Taxable Amt.	
Invoice Date	03/29/2017	Discount Amt.		Retained Amt.	
G/L Date	03/29/2017			Remaining	

Function	Processes and Results
Enter Voucher Information	45. Record your Prev Document and Batch Numbers.

Voucher Entry - 3-Way Match - Voucher Match

🗸 🗎 🗙 🕂 f	Form = Row	(j) Tools					
Voucher Match \$	Supplier Classif	ication Codes					
Order Number Voucher Num.	1	OP	*	Prev Doc.	2238903	Branch/ Plant Batch	901777
Supplier Invoice Num.			Co.				
Gross Amount	25/00/004		Tax			Taxable Amt.	
G/L Date	05/03/2016	3	Discount Ann.			Remaining	
I 		r					
Function					Processe	es and Results	
Enter Vouch Information	her າ	46. Click 1	the 'Close' b	utton to e	xit.		

To verify your 3-Way Match voucher process, navigate to the link below:

EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu >	Accounts Payable Inquiry
	Supplier Master Information
	Que Supplier Ledger Inquiry
	Que Supplier Payment Inquiry
	Q Open Requisitions
	Q Open Receipts

Function	Processes and Results
Verify Voucher Match Information	1. At the 'Accounts Payable Inquiry' menu, select 'Open Receipts'.

Open	Recei	ipts by Sup	pplie	r - Work Wi	th Purchase Re	ceipts												
 <th>\times</th><th>Eow (</th><th>(i) <u>T</u>o</th><th>ols</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th>	\times	Eow ((i) <u>T</u> o	ols														
Doc. N	lumber	*						Branch/	Plant •			Voucher	ed					
Order I	Number	326229	- 0	*				Line Nu	mber *			_						
Supplie	ier	*						G/L Dat	e 03	3/29/2017								
Item N	lumber	*						Disp	alay Supplier Ite	em								
Accour	int	*						Batch										
Record	rds 1 - 5																	
										_								
	Doc Ty	Order Numbers	Or Ty	Line Number	Amount Received	Document Number	Account Number	Order Co	2nd Item Number	Supplier Number	Trans UOM	Prev Qty Vouchered	Branch/Plant	Quantity Vouchered	Amount Vouchered	Receipt Line	Order Suffix	Sec UOM
P	v	326229	OP	1.000	159.55	2238937	K150567.6320	03876		29819	EA	1.00	K150567	1.00	159.55		1 000	EA
D P	v	326229	OP	2.000	12.77	2238937	K150567.6320	03876		29819	EA		K150567		12.77		1 000	-
																		EA
	v	326229	OP	4.000	13.79-	2238937	K150567.6320	03876		29819	EA		K150567		13.79-		000	EA
PN	v)	326229 326229	OP OP	4.000	13.79- 40.00-	2238937 2238937	K150567.6320 107001.1221	03876 03876		29819	EA		K150567 K150567		13.79- 40.00-		000	EA EA

Function	Processes and Results
Verify Voucher Match Information	2. Enter the purchase order in the 'Order Number' field.
	3. Select the 'Vouchered' button.
	Note: the Doc Ty (Document Type) changed from OV to PV.
	4. Click 'Close' to exit.

Multi-Voucher Single Supplier



Multiple Voucher Entry Programs

To quickly enter many vouchers for one or more suppliers, use one of the multiple voucher entry methods. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Use one of these multiple voucher entry programs:

- Multi Voucher-Single Supplier (P0411)
- Multi Voucher-Multi Supplier (P0411)

You can use the multiple voucher entry methods only to add vouchers. To change, delete, or void them, you must use the Standard Voucher Entry program (P0411).

The multiple voucher entry methods have other limitations. You cannot use them to enter this information:

- Multiple pay items
- Multiple lines of GL distribution
- Asset ID
- Asset ID speed coding
- Split pay items
- Special bank accounts
- Special GL offsets
- Special payment handling
- Automatic reversing entries
- Discounts
- Taxes
- Zero invoice amounts
- Prepaid vouchers
- Logged vouchers
- Recurring vouchers

The system creates a voucher for each detail line and updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.



Use the Multi Voucher-Single Supplier program when you create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different GL offset and bank accounts. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

For a voucher with multiple companies:

- The GL distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.

When you pay the voucher, the system uses the AP trade account, bank account, and offset accounts for discounts associated with the company.

Information about vouchers for multiple companies is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

Note. No intercompany settlements are created when you enter a voucher for multiple companies.

Use these guidelines when entering vouchers for multiple companies:

- If you entered a voucher on the Multi Company Single Supplier form, you must change it on this form.
- When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.
- When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.

Note. Vouchers created to distribute amounts to different GL offset and bank accounts must be processed using the automatic payment process; you cannot use the manual payment process.

Working with Vouchers

To review, change, delete, or void a voucher, it must first be located. Voucher information is stored in the Account Payable Ledger and Account Ledger tables. The system assigns a batch type of V for vouchers. Listed below are the types of vouchers used in Oracle JD Edwards:

Code	Description	Description 2	Code	Description	Description 2
Р	Payables		РК	Automatic Payment	Hard Coded use in A/P
P0	Legislative	Data-Port	PL	Voucher Logging	Hard Coded use in Vchr Log
P1	A/P Drafts	Hard Coded use in A/P	PM	Manual Voucher	Hard Coded use in A/P
P2	TANF Vouchers	Data-port (CWA)	PN	Manual Payment	Hard Coded use in A/P
P3	Scholarship Vouchers	Data-port	PO	Void Payment	Hard Coded use in A/P
P4	Foster Care	Data-port	PP	Periodic Invoice	
P5	General Assistance Vouchers	Data-port	PQ	Manual Billing	
P6	Initial Grant Vouchers	Data-port	PR	Recurring Voucher	Hard Coded use in A/P
P7	LIHEAP	Data-port	PS	Special Voucher	
P8	CCDF-Child Care Provider	Data-Port	PT	Electronic Funds Transfer	TZ Cash Basis EFT
P9	WIA-Workforce	Data-Port	PV	Voucher	
PA	Credit Note Reimbursements	Hard Coded use in A/P, A/R	PW	Withholding	Hard Coded use in A/P
PB	BACS Electronic Funds Transfer	Hard Coded use in A/P	PX	Proprietary Fund Budget Change	
PC	Percent Complete FASTR Entry		ΡΥ	Payment Order - EDI Only	Hard Coded use in A/P
PD	Debit Memo		PZ	A/P Cash Basis	
PE	Change to Voucher Amount	Hard Coded use in A/P	RP	Direct Payments	
PF	Recurring Billing		UP	Used Produt	
PG	Gain/Loss on Exchange Rate	Hard Coded use in A/P	WP	Planning Work Orders	
PH	P Card Transactions		YP	PCard Upload	
PI	Physical Inventory	Hard Coded to Phys Inventory			

Locating Vouchers

Via Menus

▼ EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable :	> Daily Processing > Supplier & Voucher Entry
	Speed Voucher Entry
	Standard Voucher Entry
	June 2010 - 3-Way Match
	Other Voucher Entry Methods +
	Uvucher Journal Review
	Post Vouchers to G/L
	Voucher Journal Report
	Mame Search
	Supplier Master Information
	Supplier Ledger Inquiry
	Application: P0411, Form: W0411G, Version: ZJDE0001

Function	Processes and Results
To Locate Vouchers	1. Select 'Supplier Ledger Inquiry' from the Supplier & Voucher Entry menu.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

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Supplier Number		× O												
Date From	Т	hru		۲	Invoice C) G/L								
Recurring	Summarize		O Paid	Open	() Withheld	() All								
Batch Number *					Disp	olay Audit								
Payments	Payments Purchase Orders Supplier Master													
No records found.		- 1	-1											
Purchase Order	Document Doc Number Type	e Number	Document Type	Doc Co	Invoice Date	G/L Date	Due Date	Supplier Number	Gross Amount	Open Amount				
~~														
<														
Batch	Payment History	G/L Distribution	Purchase Rec	eipts										

Function	Processes and Results
To Locate Vouchers	 2. At the Supplier Ledger Inquiry form, to limit the search, complete any of the following fields then, click 'Find'. Supplier Number Date From Thru Batch Number To limit the documents displayed by date, click one of the following options: Invoice G/L To limit the documents displayed by pay status, click one of the following options: Paid Open Withheld All To display only recurring vouchers, click the 'Recurring Vouchers' option. To display pay items in summary format, click the 'Summarized' option. If you do not do this, the system displays pay items in detail format, with one line per pay item. Click the 'Find' button to display the documents that meet the search criteria.

View Document Types

Supplier Ledger Inquiry - Supplier Ledger Inquiry									
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Supplier Number *									
Date From Thru	۲	Invoice OG/	L						
Recurring Summarize	◯ Paid ◯ Open ◯ Withheld ④ All								
Batch Number *		Display	Audit						
Payments Purchase Orders Supplier Master									
No records found.									
Image: Purchase Order PO Doc Type Document Number Doc Type G/L	Gross Op Amount An	pen Invoice mount Numb	e er	Invoice Date	Co	Supplier Number	Document Type	Pay Stat	

Function	Processes and Results
To Locate Vouchers	3. You can view the different types of Document Types by clicking in the 'Doc Type' field.
	4. Click the 'Visual Assist' button.

Sel	lect User D	efine Cod	e			?	х
\checkmark	$\mathcal{Q} \times \mathcal{P}$	<u>F</u> orm 💮	<u>T</u> ools				
Pr	oduct Code		00	Foundation Environment			
Us	er Defined Co	des	DT	Document Type - All Documents			
De	escription						
De	escription 2						
Re	cords 1 - 36	-		Customize Grid 1			
	• P*						
	Code	Description		Description 2			
۲	Р	Payables			~		
0	P0	Legislative		Data-Port			
0	P1	A/P Drafts		Hard Coded use in A/P			
0	P2	TANF Vouch	ers	Data-port (CWA)			
0	P3	Scholarship	Vouchers	Data-port			
0	P4	Foster Care		Data-port			
0	P5	General Assi	stance Vouchers	Data-port			
0	P6	Initial Grant	Vouchers	Data-port			
0	P7	LIHEAP		Data-port	~		

Function	Processes and Results
To Locate Vouchers	5. At the 'Select User Defined Code' form, click in the QBE field above the 'Code' column.
	6. Enter the desired 'Doc Type' to view.
	7. Click the 'Find' button.

To Locate Vouchers using a Document Number & Summarized

Supplier Ledger Inquiry - Supplier Ledger Inquiry													
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Supplier Number *													
Date From 10/01/2003 Thru 06/30/2005 O Invoice OG/L													
Recurring Summarize	Recurring Summarize Open Owithheld Open All												
Batch Number *		Display Au	dit										
Payments Purchase Orders Supplier Master													
No records found.	No records found.												
68465 ×													
Image: Purchase Document Doc Invoice Doc Order Number Type Number Context	oc Invoice o Date	G/L Due Date Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number						

Function	Processes and Results
To Locate Vouchers	 At the 'Supplier Ledger Inquiry' form, enter the 'Date From' and 'Thru' date fields. For training enter: 10/01/03 - 6/30/05
	2. Select the 'G/L' radio button.
	3. Select the 'Summarize' box.
	 Click in the QBE field above the 'Document Number' column, enter the document number in the QBE Line.
	5. Click the 'Find' button.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

	2	+ 🗆 🔲	X H Eon	m 🖚	Row 63 Lools										
Su	oplier	Number *													
Da	te Fro	m 10	0/01/2003	Thr	u 06/30/2005				€ G/L						
	Recu	urring 🔽	Summarize			(⊃Paid ⊖O	pen 🔿 Wit	thheld 💿 All						
Ba	tch Nu	imber *							Display Audit	t					
	Payments Purchase Orders Supplier Master														
Rec	Records 1 - 4														
			68465]
	X	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
			68465	P5	1850+1/13/2004	02215	01/12/2004	01/12/2004	General Assi	93683	128.00		22916	Р	Paid in Full
			68465	PV	871-7757/10-03	00010	10/01/2003	01/06/2004	Voucher	28853	.29		20576	Р	Paid in Full
		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	Voucher	28694	427.12		164220	P	Paid in Full

Search displays all vouchers with multiple pay items in a summarized **single pay item** format, for date 10/01/03 to 06/30/05 for document number 68465.

Supplier Ledger Inquiry - Supplier Ledger Inqui

✓ Q + □ □ × F, Eorm = Row ⊕ Iools														
Supplie	Number													
Date Fr	om [10/01/2003	Thr	u 06/30/2005				⊙ G/L						
Rec	Recurring Summarize OPaid Open Withheld OAll													
Batch N	Batch Number • Display Audit													
P	Payments Purchase Orders Supplier Master													
Records	s 1 - 4													
		68465												
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
		68465	P5	1850+1/13/2004	02215	01/12/2004	01/12/2004	General Assi	93683	128.00		22916	Р	Paid in Full
		68465	PV	871-7757/10-03	00010	10/01/2003	01/06/2004	Voucher	28853	.29		20576	Р	Paid in Full
	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	Voucher	28694	427.12		164220	P	Paid in Full
										555.41				

Function	Processes and Results											
To Locate Vouchers	 6. Uncheck the 'Summarize' box. 7. Click the 'Find' button. 											

Supplier Ledger Inquiry - Supplier Ledger Inquiry

\checkmark																
6	Supplie	r Number 🔹														
						_		<u> </u>								
	Date F	rom 1	0/01/2003	Thr	06/30/2005			O Invoice	() G/L							
	Recurring Summarize Paid Open Withheld All															
E	Batch Number * Display Audit															
	Payments Purchase Orders Supplier Master															
R	lecords 1 - 11															
			68465													
C		Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
C			68465	P5	1850+1/13/2004	02215	01/12/2004	01/12/2004	01/12/2004	General Assi	93683	128.00		22916	Р	Paid in Full
C			68465	PV	871-7757/10-03	00010	10/01/2003	01/06/2004	01/06/2004	Voucher	28853	.29		20576	Р	Paid in Full
C		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	39.98		164220	Р	Paid in Full
		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	74.95		164220	Р	Paid in Full
C		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	59.94		164220	Р	Paid in Full
C		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	99.99		164220	Р	Paid in Full
C		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	2.38		164220	Р	Paid in Full
C		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	84.95		164220	Р	Paid in Full
C		00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	4.95		164220	Р	Paid in Full
C	O0068465 68465 PV C0405 0002 68465 00520 06/03/2005 06/25/2005 07/03/2005 Voucher 28694 59.98 164220 P Paid in Full													Paid in Full		
												555.41	-			

Search now displays all vouchers with multiple pay items in an unsummarized format, breaks down purchase order 68465 by line items.

Function	Processes and Results
To Locate Vouchers	8. Click the 'Close' button to exit.

Reverse an Unpaid Voucher

	EnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow FMIS Inquiry Menu \rightarrow Financials \rightarrow Accounts
Via Menus	Payable \rightarrow Daily Processing \rightarrow Supplier & Voucher Entry \rightarrow Supplier Ledger Inquiry



Function	Processes and Results
Reversing a Voucher	1. Select 'Supplier Ledger Inquiry' from the Supplier & Voucher Entry menu.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

	ā ×	F, Eorm 🛼	Row 🚯 Tools												
Supplier Number	246142		× Q _{YAZ}												
Date From		Thr	1		Invoice G/L										
Recurring	Summari	ze		(○ Paid ○ Open ○ Withheld ④ All										
Batch Number The Display Audit															
Payments Purchase Orders Supplier Master															
No records found.															
Purchase Order	Docum Numbe	ent Doc er Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount					
Functio	n				Proc	esses ai	nd Result	ts							
Reversing a Voucher 2. Enter the address book number in the 'Supplier Number' field or other pertinent information to retrieve the voucher. 3. Click the 'Find' button.															

Sup	plie	r Ledger Inq	uiry - Supplie	er Led	iger Inquiry														
~	Q	+ 🗇 🗎	× F, Eorr	n 🗮	Row 💮 Tools														
Su	pplier	Number 🛛	46142		¥47														
		-		The	182	_		. Invesion	0.01										
Da	ite Fri	om		Ihr	u			 Invoice 	∪ G/L										
	Rec	urring	Summarize			(⊖ Paid ⊖ O	pen 🔿 Wit	hheld 💿 A	All									
Ba	tch N	umber *						[Display Au	dit									
	P	ayments	Purchase Ord	ers	Supplier Master														
Re	cords	1 - 18																	9
	X	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co	Batcl Type
\checkmark		00326797	2239479	PV	TC164	03590	02/26/2018	02/26/2018	03/28/2018	Voucher	246142	850.00	850.00	902804	A	Approved for Payment	YAZ	03590	v
		00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	1,817.44		900810	Р	Paid in Full	YAZ	03590	v
		00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	5,700.00		900810	Р	Paid in Full	YAZ	03590	V
		00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	355.50		900810	Р	Paid in Full	YAZ	03590	V
		00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	10/23/2015	Voucher	246142	357.97-		900810	Ρ	Paid in Full	YAZ	03590	V
		00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	9,870.00		835125	Ρ	Paid in Full	YAZ	03590	v
		00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	500.06		835125	Р	Paid in Full	YAZ	03590	V
		00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	19.74		835125	Р	Paid in Full	YAZ	03590	V
		00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	09/08/2014	Voucher	246142	470.00-		835125	Ρ	Paid in Full	YAZ	03590	V
		00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	14,306.25		788221	Ρ	Paid in Full	YAZ	03590	v
		00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	1,001.66		788221	P	Paid in Full	YAZ	03590	V
		00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/23/2013	Voucher	246142	681.25-		788221	P	Paid in Full	YAZ	03590	V
		00288059	1915/49	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	18,506.25		777611	P	Paid in Full	YAZ VAZ	03590	V
		00288059	1915749	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	08/27/2013	Voucher	240142	3,930.75		777611	P	Paid in Full	VAZ	03590	v
		00200035	1435991	PV	OFC OF LEGESLA	00010	05/17/2010	06/24/2010	07/17/2010	Voucher	246142	126.50		556921	p	Paid in Full	YA7	00010	v
			1280487	PV	09-01	00010	04/01/2009	08/04/2009	05/01/2009	Voucher	246142	143.00		476719	P	Paid in Full	YAZ	00010	v
								,- 44000				54,762.66	850.00						
	C																		
		Batch	Payment Histo	ory	G/L Distribution	Pu	Irchase Receipt	5											

In order to reverse a voucher, the Open Amount must displayed an open amount and the Pay Status Code must be other than Paid in Full.

Supplie	r Ledger	Inquiry - Suppl	ier Led	lger Inquiry															
Y Q	+ 🗆	🗎 🗙 🖳 Eo	m 🗮	Row 🚯 Tools															
Supplie	r Number	246142		YAZ.															
Date Fr	tle From Thru 💿 Invoice 🔾 G/L																		
Rec	□ Recurring □ Summarize ○ Paid ○ Open ○ Withheld ④ All																		
Batch N	Batch Number * Display Audit																		
P	ayments	Purchase Or	rders	Supplier Maste															
Records	: 1 - 18																		C
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Op Am	en nount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co	Batch Type
	00326797	223947	9 PV	TC164	03590	02/26/2018	02/26/2018	03/28/2018	8 Voucher	246142	2 85	0.00	850.00	902804	А	Approved for Payment	YAZ	03590	V
	00325699	223734	6 PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	5 Voucher	246142	2 1,81	7.44		900810	Р	Paid in Full	YAZ	03590	V

Function	Processes and Results
Reversing a Voucher	4. Select the vouchered item(s) in the grid to reverse.
	5. Click the 'Select' button.

	Tonin test Tools																
Supplier	Favorites	YAZ		Business Unit		К	101103										
Invoice Gross A	Form		Voucher/ Ty/ Co Payment Terms	2239479	F Paymer	₽V nt Inst	03590										
Tax Am	Reverse 🦛		Company	03590	Batch N	lumber	902804										
Taxable	e Amount		Invoice Date	02/26/2018													
Retaine	Retained Amount		G/L Date	02/26/2018													
Record	ds 1 - 1																
6	Account Number	Amount Matched	Retained Amount	Quantity Matched	им	Ln Ty	Order Number	Or Ty	Line Number	Order Co	Receipt Line	Address Number	Pymt Terms	Pay Stat	Tax Y/N	Tx Expl	2nd Item Number
۲	K101103.6530	850.00			EA	J	326797	01	1.000	03590	1	246142		А	N		INV# TC164

Supplier Ledger Inquiry - Voucher Match Reversals

Function	Processes and Results
Reversing a Voucher	6. At the 'Voucher Match Reversals' form, click the 'Form' exit button.
	7. Select 'Reverse' from the form exit.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

~ L	Q	+ 🗇 🗎	× F Eom	n 🗮	Row (6) Tools													
Su	pplier	Number 24	6142		YAZ													
Da	te Fro	m		Thr	1			 Invoice 	⊖ g/L									
	Recurring Summarize Paid Open Withheld All																	
Ba	Batch Number • Display Audit																	
	Pa	yments	Purchase Ord	ers	Supplier Master													
Rec	cords	1 - 18																
	X	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co
\checkmark		00326797	2239479	PV	TC164	03590	02/26/2018	02/26/2018	03/28/2018	Voucher	246142	850.00	850.00	902804	A	Approved for Payment	YAZ	03590
		00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	1,817.44		900810) P	Paid in Full	YAZ	03590

Function	Processes and Results
Reversing a Voucher	8. At the 'Supplier Ledger Inquiry' form, click the 'Find' button to refresh the form.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

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Date	e From		Inn	u			 Invoice 	GIL											
	Recurring	Summarize			C	⊃Paid ⊖O	pen 🔿 Wit	hheld 💿 A	II										
Bato	th Number *						[Display Au	tit										
Payments Purchase Orders Supplier Master																			
Reco	ords 1 - 17																	C	ustomize Grid
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co	Batch Type	Batch Type Desc
	00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	1,817.44		900810	Р	Paid in Full	YAZ	03590	v	Voucher Entr
	00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	5,700.00		900810	Р	Paid in Full	YAZ	03590	v	Voucher Entr
	00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	355.50		900810	Р	Paid in Full	YAZ	03590	v	Voucher Entry
	00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	10/23/2015	Voucher	246142	357.97-		900810	Р	Paid in Full	YAZ	03590	v	Voucher Entr
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	9,870.00		835125	Ρ	Paid in Full	YAZ	03590	v	Voucher Entry
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	500.06		835125	Р	Paid in Full	YAZ	03590	v	Voucher Entr
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	19.74		835125	Р	Paid in Full	YAZ	03590	V	Voucher Entr
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	09/08/2014	Voucher	246142	470.00-		835125	Р	Paid in Full	YAZ	03590	v	Voucher Entr
	00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	14,306.25		788221	Р	Paid in Full	YAZ	03590	V	Voucher Entr
	00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	1,001.66		788221	Р	Paid in Full	YAZ	03590	v	Voucher Entr
	00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/23/2013	Voucher	246142	681.25-		788221	Р	Paid in Full	YAZ	03590	V	Voucher Entr
	00288059	1915749	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	18,506.25		777611	Р	Paid in Full	YAZ	03590	v	Voucher Entr
	00288059	1915749	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	3,956.73		777611	Р	Paid in Full	YAZ	03590	V	Voucher Entr
	00288059	1915749	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	08/27/2013	Voucher	246142	881.25-		777611	Р	Paid in Full	YAZ	03590	v	Voucher Entr
		1435991	PV	OFC OF LEGESLA	00010	06/17/2010	06/24/2010	07/17/2010	Voucher	246142	126.50		556921	Ρ	Paid in Full	YAZ	00010	v	Voucher Entr
		1280487	PV	09-01	00010	04/01/2009	08/04/2009	05/01/2009	Voucher	246142	143.00		476719	Р	Paid in Full	YAZ	00010	v	Voucher Entr
											53,912.66								

	,	

Function	Processes and Results									
Reversing a Voucher	 9. At the 'Supplier Ledger Inquiry' form, the 'Open Amount' field has no open amounts and document number 2239479, is no longer in the grid. You are now ready to reenter the voucher. If this is a complete reversal, where the receipt needs to be corrected. Notify the receiver to reverse, correct or cancel the receipt. 10. Click the 'Close' button to exit. 									

Query: A

Revising Unposted Voucher

It is possible to change or delete an unpaid voucher before it is posted. However, one <u>cannot</u> change the following key fields:

- Document Number
- Document Type
- Document Company
- Company
- Supplier Number
- G/L Date
- Currency Code

To change the information in a key field, take one of the following actions:

- Delete the voucher and reenter it.
- Copy the voucher, make changes, click OK then delete the original voucher.

The system allows payment of an unposted voucher if it is approved. Once a pay item has been paid, it cannot be changed unless the payment is voided.

Voucher information is stored in the A/P Ledger and Account Ledger tables.

Voucher batch information is stored in the Batch Control table.





Function	Processes and Results
To Revise Unposted Vouchers	1. Select 'Supplier Ledger Inquiry' from the 'Supplier & Voucher Entry' menu.

S	upplier Ledger Inquiry - Supplier Ledger Inquiry	
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	Supplier Number 319072	
	Date From Thru	Invoice OG/L
	Recurring Summarize	○ Paid ○ Open ○ Withheld ④ All
	Batch Number *	Display Audit
	Payments Purchase Orders Supplier Master	

Function	Processes and Results
To Revise Unposted Vouchers	At the 'Supplier Ledger Inquiry' form, to limit the search, complete any of the following fields then, click the 'Find' button.
	Supplier Number Data Fram
	Batch Number
	 To limit the documents displayed by date, click one of the following options: Invoice G/L
	To limit the documents displayed by pay status, click one of the following options: Paid
	Open
	 Withheid All
	To display only recurring vouchers, click the Recurring Vouchers option:
	To display pay items in summary format, click the 'Summarized' option.
	 If you do not do this, the system displays pay items in detail format, with one line per pay item.

Supplie	Supplier Ledger Inquiry - Supplier Ledger Inquiry														
✓ Q ⁴) 🗙 F, E	m -	Row 👸 Tools											
Supplier	r Number	319072	/	NORTHWE	ST RIVER S	UPPLIES									
Date From Thru O Invoice O G/L															
Rec	Recurring Summarize Paid Open Withheld OPen														
Batch N	lumber *							Display	Audit						
Р	Payments Purchase Orders Supplier Master														
No recor	rds found.			1								T			
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc	Invoice Date	G/L Date	Due Date	Document Type	Supplier	Gross	Open Amount	Batch		

For training you will search using the supplier address book number.

Function	Processes and Results
To Revise Unposted Vouchers	 In the 'Supplier Number' field, enter the supplier address book number. Click the 'Find' button.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

<u>v</u> Q	+ 🗆 🗎	X F, Eor	m 🗮	Row () Tools													
Supplie	r Number 3	19072		NORTHWES	T RIVER S	UPPLIES											
Date Fr	om		Thr	u			 Invoice 	⊖ G/L									
Rec	urring	Summarize			0		pen 🔿 Wil	hheld)	All								
Batch N	lumber *						[Display Au	dit								
P	Payments Purchase Orders Supplier Master																
Records	Lecords 1 - 12																
														_			
	Order	Number	Дос Туре	Number	Co	Date	G/L Date	Due Date	Type	Number	Amount	Amount No	atch umber	Pay Stat	Pay Status Code	Supplier Number Desc	Co
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	611.90		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	169.92		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	50.96		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	50.96		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	67.96		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	84.96		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	67.96		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	36.51		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	36.51		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	63.71		872679	Р	Paid in Full	NORTHWEST R	03955
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	23.00		872679	Р	Paid in Full	NORTHWEST R	03955
											1,264,35						

Supplier Ledger Inquiry - Supplier Ledger Inquiry Q + Image: Control of the second secon



Function	Processes and Results
To Revise Unposted Vouchers	 Select the 'Voucher' record in the grid. Click the 'Select' button.

Supplier Ledger Inquiry - Ente	r Voucher - Payment Information
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ocument No/Typ	/Co 2239480 F	V 00010	Batch No	902806	Prev Doc						
Sompany * 00010 GENERAL FUND											
Supplier Number \star 189576 MIL Business Unit 1											
Invoice Number TA396011 Discount % Default Payment Terms											
IVOICE INUITIDEI	TA396011	Disc	count %	Deladit i ayını	ciii i ciiiis						
voice Number	05/03/2016	G/L Date ★ 0	ount % 9/30/2017	Service/Tax E	Date 02/01/20)18					
voice Date	05/03/2016	G/L Date ★ 0	9/30/2017	Service/Tax [Date 02/01/20	018					
voice Date	05/03/2016	G/L Date ★ 0	ount %	Service/Tax [Date 02/01/20)18		Customize Grid	910		. ↑ ↓.
Records 1 - 2	05/03/2016	G/L Date * 0	50unt % 9/30/2017	Service/Tax E	Date 02/01/20	Due		Customize Grid py	910 Pav	▼ Pvmt	<u>↑</u> ↓
Records 1 - 2	Gross Amount	G/L Date * 0	Jount % 9/30/2017	Service/Tax E Tax Rate/Area	Tax Ex	Due Date	Remark	Customize Grid pyt	910 Pay Status	Pymt Terms	1099 Flag
Records 1 - 2 Pay Itm 001	Gross Amount 880.00	G/L Date * 0	Jount % 9/30/2017 Tax Amount	Service/Tax E	Tax Ex	Due Date 06/02/2016	Remark	Customize Grid py Hdl Cod 5	910 Pay Status A	Pymt Terms	1099 Flag

Function	Processes and Results
To Revise Unposted Vouchers	 On Enter Voucher-Voucher Payment Information, change the information in any field that is not a key field and click OK.
	Note: If the gross amount is changed, the system automatically displays Enter Voucher-G/L Distribution to prompt a change in the amount of the G/L distribution and verify that they balance.

On the above example to locate a voucher, select any voucher.

- Notice the fields that cannot be changed are grayed out.
- Change the gross amount, click OK.
- Note that the G/L Distribution form appears but that the amount cannot be directly changed.
- Instead, another entry must be made. The following shows how the \$850.00 expense is reduced by \$100.00 by making another entry to decrease Fee Expense by that much.
- The \$850.00 amount cannot be directly modified.

Function	Processes and Results							
To Revise Unposted Vouchers	 At the 'Enter Voucher-G/L Distribution', change the value in the following field to create a balancing entry: 							
	 Account Number Amount 6. Optionally, change the text in the Explanation – Remark field and click 'OK'. 							

Vouche	r Entry wi	th Match - CG/CP/N	IC - G/L Distribu	tion						
\times \vdash Form \equiv Row $\textcircled{0}$ Iools										
Documer	Document No/Typ/Co 2239490 PV 02697 Batch Number 902840									
Supplier		36084	Explanation	CHEE, TOM						
G/L Date	•	04/09/2018								
Records	1 - 3									
X	Account Nu	imber *	Account Description		Amount	Explanation -Remark-	Co			
0	2697.0	515	Received Not Vouch	ered	850.00	Consulting Fee	02697			
۲	K070723	.8350	Support Cost-Personal A		100.00-	Support Cost-Personal A	02697			
\circ	0									
<										
	Ai	mount	Remain	ning						

Speed Status Change

Use **Speed Status Change** application to verify Handling code and Payee Address fields when it comes to Three-Way match entries.

When you are inquiring into purchase orders you will note that you are NOT able to view the Handling Code or if the document was remitted to a different AB Number. If changes need to be made to the Handling Code or the Payee Address field you will use this form.

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might decide to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you now pay.

If you entered the voucher using either the Standard Voucher Entry program or the Speed Voucher Entry program (P0411SV), you can use the Speed Status Change program to make changes that do not affect the voucher posting. Making changes using the Speed Status Change program can be more efficient than using the Standard Voucher Entry because:

- You can locate and change more than one voucher at a time.
- The system does not reopen the batch, so you do not need to post it again.

Via Menus	Via MenusEnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow Financials \rightarrow Accounts Payable \rightarrow Daily Processing \rightarrow Automatic Payment Processing \rightarrow Speed Status Change										
▼ EnterpriseOne Menus > Fina	ncials > Accounts Payable > Daily Processing >	Automatic Payment Processing									
		ZJDE0001									

Function	Processes and Results
Speed Status Change	1. Select 'Speed Status Change' from the Automatic Payment Processing menu.

Wor Su G/ Pa	k wit	th Speed S X = Rov Number k Account us	Status C (39556		ARTMENT OF PUBL	IC S							
No	record	s found.											
	2	Document Number	Doc Type	Alpha Name	Account Number	Business Unit	Open Amount	Hdl Cod	Invoice Date	Invoice Number	Co	Hdl Cod Description	Doc Co Description
~													
<													
	Globa	l Update		Split									

Powerform, Global Update, Split power button available.

Function	Processes and Results
Speed Status Change	 At the 'Work with Speed Status Change' form, enter the address book number in the 'Supplier Number' field or other pertinent information using the header or QBE line. Click the 'Find' button.

from man opeca otatao onange	Work with	Speed	Status	Change
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\checkmark	9		<u>R</u> ow	to to	ols									
5	Supplier	Number	Fa	vorites		ARIZONA DEF	PARTMENT OF PUBLI	сs						
•	3/L Ban	k Account	Ro	w										
	Pay Stat	tus	0	Global L	Jpdate									
			s	Single P	'ay Item 🖊									
ŀ			5	Split										
R	Records 1 - 3 Attachments		ents											
L														
ł	X	Document Number	t	Doc Type	Alpha Name		Account Number	Business Unit	Open Amount	Hdl Cod	Invoice Date	Invoice Number	Co	Hdl Cod Description
	1	223	7640	7640 PV ARIZONA DEPARTMENT		IT OF PUBLIC SAFETY	10.0120.02	1	44.00	4	10/13/2015	FA14-AZ-0940 TO 0942-00	04042	Pickup by Program/Dept.
]				Pay Status 'A'				44.00)				
]				Grand Total				44.00)				
	<													
	Globa	al Update			Split									

Function	Processes and Results
Speed Status Change	4. At the 'Work with Speed Status Change' form, select the line item in the grid to change.
	5. Click the 'Row' exit.
	6. Select 'Single Pay Item' from the row exit.

Update Single Pay	tem											
X F, Form Icols												
Supplier	99556 ARI	ZONA DEPARTMENT OF PUB	LIC S									
Doc No/Type/Co	2237640 PV	04042	Pay Ite	m 001								
PO No/Type/Co			G/L Off	fset								
Invoice Number	FA14-AZ-0940 TO 0942-	00	Invoice	Date 10/13/2015								
Due Date ★	11/12/2015 × 🗓	Pay Status	A	Approved for Payment								
Open Amount	44.00	Payment Instrument		Default (A/R & A/P)								
Discount Taken		Payment Handling Code	4	Pickup by Program/Dept.								
Net Amount	44.00	Category Code - 07		Default								
Payee Number	99556	ARIZONA DEPARTMENT O	RTMENT OF PUBLIC S									
Approver Number												
G/L Bank Account	10.0120.02	Genera	al Fund Disb	ursement								
Remark	046											
Business Unit ★	1	Netting Status	0									
Pay When Paid		Pay When Paid Group Nun	nber									

At the 'Update Single Pay Item' form, you can update any of the fields highlighted.

For training purposes, the Payment Handling Code will be changed from 4 to 3.

Update Single Pay	ltem			
VX F Eorm ()	Tools			
Supplier	99556 AF	ZONA DEPARTMENT OF PUB	LICS	
Doc No/Type/Co	2237640 PV	04042	Pay Item	001
PO No/Type/Co			G/L Offset	
Invoice Number	FA14-AZ-0940 TO 0942	2-00	Invoice Date	10/13/2015
Due Date \star	11/12/2015	Pay Status	A Approv	ved for Payment
Open Amount	44.00	Payment Instrument	Defaul	t (A/R & A/P)
Discount Taken		Payment Handling Code	Pickup	by Payee
Net Amount	44.00	Category Code - 07	Default	t
Payee Number	99556	ARIZONA DEPARTMENT OI	F PUBLIC S	
Approver Number				
G/L Bank Account	10.0120.02	Genera	al Fund Disbursement	t
Remark	046			
Business Unit \star	1	Netting Status	0	
Pay When Paid		Pay When Paid Group Num	iber	

Function	Processes and Results
Speed Status Change	7. At the 'Update Single Pay Item' form, click in the 'Payment Handling Code' field,
	8. Enter a code '3' (Pickup by Payee).
	9. Click the 'OK' button.

Work wit	th Speed St	atus C	hange												
~ Q [V Q X \eqsim Row @ Iools														
Supplier	Number	99556 ARIZONA DEPARTMENT OF PUBLIC S													
G/L Ban	k Account	*													
Pay Stat	tus	*	2												
Deserte	4 2														
Records	1-3							1	1						
	Document Number	Doc Type	Alpha Name	Account Number	Business Unit	Open Amount	Hdl Cod	Invoice Date	Invoice Number	Co	Hdl Cod Description	Doc Co Description			
	2237640	PV	ARIZONA DEPARTMENT OF PUBLIC SAFETY	10.0120.02	1	44.00	3	10/13/2015	5 FA14-AZ-0940 TO 0942-00	04042	Pickup by Payee	'638 NCFS/ICWA			
			Pay Status 'A'			44.00									
			Grand Total			44.00									
<															
Globa	al Update		Split												

Function	Processes and Results
Speed Status Change	10. The Hdl Code Description was updated, click the 'Close' button to exit.

Deleting Unposted Voucher – Supplier Ledger Inquiry

When deleting an unposted voucher on the **Supplier Ledger Inquiry** form, delete either an entire voucher or a pay item for the voucher that has not been paid.

Alternatively, delete an unposted voucher on the **Voucher Entry Journal Review** form. The functionality of this form is similar to the Supplier Ledger Inquiry form.

The primary difference is that the **Voucher Entry Journal Review** form displays summarized information only. Because of that, it is possible to **delete an entire voucher**, but <u>not</u> an individual pay item.

When deleting an unposted voucher on the **Voucher Entry Journal Review** form, the system updates the Voucher Entry Journal Review form, and the deleted voucher no longer displays.

Regardless of whether deleting an unposted voucher on the Supplier Ledger Inquiry form, or on the Voucher Entry Journal Review form, the system does <u>**not**</u> provide an audit trail. If an audit trail is desired or necessary, post the batch and then void the voucher.

Via Menus	EnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow FMIS Inquiry Menu \rightarrow Financials \rightarrow Accounts Payable \rightarrow Daily Processing \rightarrow Supplier & Voucher Entry \rightarrow Supplier Ledger Inquiry
EnterpriseOne Menus > FI	MIS Master Directory > Financials > Accounts Payable > Daily Processing > Supplier & Voucher Entry
	🥥 Speed Voucher Entry
	Standard Voucher Entry
	💻 Voucher Entry - 3-Way Match
	Other Voucher Entry Methods +
	🥥 Voucher Journal Review
	Post Vouchers to G/L
	Voucher Journal Report
	🥥 Name Search
	Supplier Master Information
	Supplier Ledger Inquiry
	S Application: P0411, Form: W0411G, Version: ZJDE0

Function	Processes and Results
To Delete Unposted Voucher(s)	1. From the Supplier & Voucher Entry menu, select 'Supplier Ledger Inquiry'.

Supp	lier	Ledger Ind	quiry - Suppl	ier Led	ger Inquiry											
~ <	λ	+ 🗇 🖻) × ₹, ₽	rm 🗮	<u>R</u> ow () <u>T</u> ools											
-					-											
Sup	blier	Number	190482		JO											
Dat	Date From Thru Invoice G/L															
	Recurring Summarize Paid Open Withheld Image: All															
Bate	Batch Number * Display Audit															
	Payments Purchase Orders Supplier Master															
Nor	core	ds found.														
	X	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
~<																
<																
	E	Batch	Payment His	tory	G/L Distribution	Pu	rchase Receip	ts								

Function	Processes and Results
To Delete Unposted Voucher(s)	 2. At the 'Supplier Ledger Inquiry' form, enter the supplier number in the 'Supplier Number' field. If the supplier number is unknown, enter pertinent information using the QBE line to retrieve the voucher you are deleting. 3. Click the 'Find' button.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

upplier Number	190482		JO.											
ate From		Thr	u			 Invoice 	⊖ G/L							
Recurring	Summarize			C	Paid O	nen OWit	hheld 🔘 4	1						
							_							
atch Number *						l	Display Au	dit						
Payments	Purchase Ord	ers	Supplier Master											
ecords 1 - 17														
														1
Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
	2238892	PV	PY910.1	03477	11/27/2015	11/30/2015	12/01/2015	Voucher	190482	600.00	600.00	901526	A	Approved for Paym
	2095919	PV	T350373	00010	10/07/2014	11/12/2014	11/06/2014	Voucher	190482	203.84		847174	Р	Paid in Full
	2034635	PV	EMER PAY ADV 6/	00010	06/19/2014	06/19/2014	07/19/2014	Voucher	190482	130.00		823124	Р	Paid in Full
	2031250	PV	SAL PAY ADV PPE	00010	06/09/2014	06/10/2014	07/09/2014	Voucher	190482	354.00		821263	Р	Paid in Full
	1735824	PV	EMERG ADVANCE	00010	06/19/2012	06/19/2012	07/19/2012	Voucher	190482	350.00		711950	Р	Paid in Full
	1716531	PH	223959-1716531	00010	04/15/2012	04/30/2012	04/30/2012	P Card Trans	190482	10.00		703034	Р	Paid in Full
	1704149	PV	FAM EMER PAY A	00010	03/29/2012	03/29/2012	04/28/2012	Voucher	190482	250.00		697774	Р	Paid in Full
	1602842	PH	190209-1602842	00010	07/16/2011	07/28/2011	07/16/2011	P Card Trans	190482	35.00		649107	Р	Paid in Full
	1475510	PV	EMERGYADV	00010	09/16/2010	09/16/2010	10/16/2010	Voucher	190482	200.00		579707	Р	Paid in Full
	1469074	PV	T161192	03625	07/27/2010	09/03/2010	08/26/2010	Voucher	190482	497.00		574790	Р	Paid in Full
	1448664	PV	TA161192	00010	07/27/2010	07/23/2010	08/26/2010	Voucher	190482	200.00		564354	Р	Paid in Full
	1380621	PV	SALARY ADV 02/2	00010	02/26/2010	02/26/2010	03/28/2010	Voucher	190482	57.00		525912	Р	Paid in Full
	1340757	PV	EMERGENCY ADV	00010	11/24/2009	11/24/2009	11/24/2009	Voucher	190482	296.00		504210	P	Paid in Full
	956529	PV	EMERG ADVANCE	00010	01/15/2008	01/15/2008	01/15/2008	Voucher	190482	300.00		353635	P	Paid in Full
	874876	PV	1329083	00010	08/15/2007	08/30/2007	09/14/2007	Voucher	190482	627.71		329158	P	Paid in Full
	861151	PV	TA329083	00010	08/15/2007	08/09/2007	08/09/2007	Voucher	190482	300.00		325970	Р	Paid in Full
1										4,410.55	600.00			

Batch Payment History G/L Distribution Purchase Receipts

You cannot delete line items or pay items that are on purchase orders from Open Receipts. Reserved only for those not tied to the original purchase order such as code 4 added new lines.

You cannot delete a voucher once it has been paid or partially paid.

Supplie	upplier Ledger Inquiry - Supplier Ledger Inquiry															
< Q	′ Q, + 🗇 🖻 X 円, Eorm ☴ Bow @ Lools															
Supplier Number 190482 JO																
Date Fre	Date From Thru O Invoice O G/L															
Recurring Summarize Open Owithheld OAll																
Batch I	umber *						Dis	play Audit								
Pa	ayments	Purchase Or	ders	Supplier Master												
Records	1 - 17															
	Purchase Order	Document Number	Doc Type	Invoice Number		Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
		2238892	PV	PY910.1		03477	11/27/2015	11/30/2015	12/01/2015	Voucher	190482	600.00	600.00	901526	A	Approved for Payment

Function	Processes and Results
To Delete Unposted Voucher(s)	4. Select the voucher or pay item from the grid to be deleted.5. Click the 'Delete' button.

L	Message from webpage	Х
L	Are you sure that you want to delete the selected item?	
	OK Cancel	

Function	Processes and Results
To Delete Unposted Voucher(s)	6. At the 'Message from webpage' form, click OK to delete the entire voucher.
	Note: If you are unsure, you can click the 'Cancel' button.

Voucher Entry with Match - CG/CP/NC - Supplier Ledger Inquiry

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Function	Processes and Results						
To Delete Unposted Voucher(s)	7. Click the 'Find' button to refresh the form.						
	Note: The voucher selected for deletion will no longer be displayed in the grid.						

Supplier Ledger Inquiry - Supplier Ledger Inquiry

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Function	Processes and Results
To Delete Unposted Voucher(s)	8. Click the 'Close' button to exit.

Delete an Unposted Voucher – Voucher Journal Review

EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing >	Supplier & Voucher Entry
	Jest Speed Voucher Entry
	Standard Voucher Entry
	Journal Way Match
	Other Voucher Entry Methods +
	<u>Voucher Journal Review</u>
	Application: P0011, Form: W0011A, Version: ZJDE0002

Function	Processes and Results
To Delete an Unposted Voucher(s)	1. Select 'Voucher Journal Review' from the Supplier & Voucher Entry menu.

Voucher Journal Review - Work With Batches

\checkmark		<u>Row</u> () Tools		
	Batch Number / Type	* V	Voucher Entry	
	Unposted Batches	O Posted Batches	◯ All Batches	○ Pending

Function	Processes and Results
To Delete an Unposted Voucher(s)	2. At the 'Work With Batches' form, click the 'Find' button.

Voucher Journal Review - Work With Batches

<	′ Q × 円, Eorm ☴, Row @ Iools									
В	atch Numbe	r / Type	901541	V	Voucher Ent	iry				
C	Unposte	d Batches	O Posted B	atches	O All Batches	O Pendi	ng			
Р	revious Bato	h Number / Typ	e	901541	V					
Re	Records 1 - 15 Customize Grid PY910									
E										
	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID	Restatement Status	52 Period Status
	v	901777	05/03/2016	A	Approved	500,886-	1-	TU04_AMS		
	v	901541	01/25/2016		Pending	4,750-	1-	TU04_AMS		

Function	Processes and Results						
To Delete an Unposted Voucher(s)	 Select the batch number in the grid, to be delete. Click the 'Select' button 						
Voucher(3)	4. Click the 'Select' button.						

Voucher Journal Review - Voucher Entry Journal Review								
🗸 🔎 🛅 🗙 🕂 Eorm 🚍 Row 🌐 Tools								
Bato	h Number/T	уре	90	1541 V Vo	ucher Entry			
Rec	ords 1 - 2				Customize	Grid 📩 🔛		
	Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount		
	PV	2238897	03337	AMERICAN BARCODE AND RFID	01/25/2016	47.50		
				Total		47.50		

Function Processes and Results						
To Delete an Unposted Voucher(s)	5. At the 'Voucher Entry Journal Review' form, select the 'Voucher Number' in the grid.6. Click the 'Delete' button.					



Function	Processes and Results
To Delete an Unposted Voucher(s)	7. At the 'Message from the webpage' form, click the 'OK' button.

Voucher Journal Review - Voucher Match Reversals

×Р	Eor	m 💮 Tools																
Supplier 247734 AMERICAN BARCODE Business Unit																		
Invoice	e Num	ber PY910.2	Voucher/ Ty/ Co	2238897	PV	03337												
Gross	Gross Amount 47.50 Payment Terms			Payment I	nst													
Tax Amount Company 03337				03337	Batch Nur	mber 901541												
Taxable Amount Invoice Date 01/21/2016																		
Retair	Retained Amount G/L Date 01/25				t.													
Reco	ords 1	- 2																
	8	2nd Item Number	Account Number	Amoun Matche	nt ed	Retained Amount	Quantity Matched	U	M Order Numb	er Ty	r Order / Co	Line Number	Receipt Line	Address Number	Ln Ty	Pymt Terms	Pay Stat	Tax Y/N
۲			K0830118.4420		32.50		1.	00 EA	3259	01 OF	03337	3.000	1	247734	J		А	Ν
0			K0830118.4420		15.00		1	1.00 EA	325	901 OP	03337	4.000		1 247734	J		Α	Ν

Function	Processes and Results						
To Delete an Unposted Voucher(s)	8. At the 'Voucher Match Reversals' form, click the 'Cancel' button.						

Voucher Jo	urnal Review	- Voucher	Entry Journ	al Review
voucher ou	/ullial iteview	- vouchei	Linuy oourn	anteriew

~	Q +	🖬 🗙 F	Ţ <u>F</u> orm ☴	Row (Tools						
Bate	Batch Number/Type 901541 V Voucher Entry									
Rec	Records 1 - 2 Customize Grid 1									
	Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount				
	PV	2238897	03337	AMERICAN BARCODE AND RFID	01/25/2016	47.50				
				Total		47.50				

Function	Processes and Results					
To Delete an Unposted Voucher(s)	9. At the 'Voucher Entry Journal Review' form click the 'Close' button.					

Delete a Voucher Pay Item

Function	Processes and Results
To Delete Voucher Pay Item	 4. To delete a voucher pay item: Choose the voucher and click Select. On Enter Voucher Payment Information, choose the pay item and click Delete. Click OK to confirm the deletion. Click OK again. On Enter Voucher G/L Distribution, change the Amount field to adjust for the pay item you deleted Click OK.

Working with Voucher Batches

Reviewing Vouchers

When reviewing vouchers for posting, it is possible to display a list of batches based on such things as their status. For example, a user may want to review all batches with a posting status pending. If the batch review security feature is activated, the system might not list all batches. Instead, the system lists only the batches that the user is authorized to review and approve.

When reviewing a list of batches, access transaction details for a specific voucher batch. For example, it is possible to review the number of vouchers within a batch. One can also select a specific voucher or journal entry. If adding, changing, or voiding a voucher in a batch that has been posted, the system changes the batch status from posted to the default entry status (either pending or approved). The batch must be posted again. The system posts only the changed transactions.

Via Menus	$\begin{array}{l} \mbox{EnterpriseOne Menus} \rightarrow \mbox{FMIS Master Directory} \rightarrow \mbox{Financials} \rightarrow \mbox{Accounts Payable} \rightarrow \mbox{Daily} \\ \mbox{Processing} \rightarrow \mbox{Supplier \& Voucher Entry} \rightarrow \mbox{Voucher Journal Review} \end{array}$								
EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing > Supplier & Voucher Entry									
	Suppl	ier & Voucher Entry	Speed Voucher Entry						
	Manu	al Payment Processing +	Standard Voucher Entry						
	Auton	natic Payment Processing +	Voucher Entry - 3-Way Match						
	Ассон	ints Payable Reports	Other Voucher Entry Methods						
	Data I	Port •	<u>Voucher Journal Review</u>						
	PCard	l Upload Wells Fargo 🔹 🕨	Post Vouchers to G/L Application: P0011, Form: W0011A, Version: ZJDE0002						

Function	Processes and Results					
Reviewing Vouchers	1. From the Supplier & Voucher Entry menu, select 'Voucher Journal Review'.					

Vou	cher Jo	urnal Revi	ew - Work	With Bate	hes						
~	α Χ	<mark>≓, E</mark> orm	Row 🙆	<u>T</u> ools							
Ba	atch Numb	er / Type	ż	V	Voucher	Entry					
C	Unposted Batches OPosted Batches OAll Batches OPending										
No	records fo	und.							Customize Grid	PY910	▲ ▲
	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID	Restatement Status	52 Period Status	Cash Basis Status

When the 'Voucher Journal Review - Work With Batches' form is displayed, the 'Unposted Batches' radio button and a batch type V for Voucher Entry defaults.

Vo	oucher Journal Review - Work With Batches											
\checkmark	C Eorn 🚍 Row 🚯 Tools											
E	Batch Number / Type * Voucher Entry											
	Unposted Batches O All Batches O Pending											
									Quality			123
Re	cords 1 - 33	5 	(Customize	Grid PY910	Y ⊥	<u></u>
	901537											
	Batch Batch Batch Status Difference Difference User Restatement 52 Period Cash Basis Type Number Date Status Description Amount Documents ID Status Status Status											

Function	Processes and Results								
Reviewing Vouchers	 2. Click the 'Find' button, to display all batches < OR > enter the batch number in the 'Batch Number' field to limit the search. Click 'Find'. 								

Voucher Journal Review - Work With Batches

Batch Num	Batch Number / Type * Voucher Entry									
Unposted Batches		O Posted E	Batches	O All Batches	O Pendi	ng				
ecords 1 -	1							Customize Grid	PY910	v .
ecords 1 -	901537							Customize Grid	PY910	v .
ecords 1 - Batch Type	1 901537 Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID	Customize Grid Restatement Status	PY910 52 Period Status	Cash Bas Status

Function	Processes and Results						
Reviewing Vouchers	3. Select the batch from the grid then click 'Select'.						

Voucher Journal Review - Voucher Entry Journal Review

Batcl	h Number/T	уре	90	Pavorites	her Entry	
Rec	ords 1 2			Row	Customize	Grid 📩 🗐
				G/L Distr		
7	Voucher Type	Voucher Number	Voucher Company	Voucher	∋/L)ate	Gross Amount
☑	PV	2238895	03337	AMERICAN BARCODE AND RFI	D 01/25/2016	2,475.56
				Total		2,475.56

Function

Processes and Results

Reviewing Vouchers	4. At the 'Voucher Entry Journal Review' form, select the voucher in the grid.
	5. Click the 'Row' exit button.
	6. Select 'Voucher' from the row exit.

Vouch	her .	Journal	Review -	Voucher Mat	ch Reversals															
×F	₹, Eo	orm 🛞 🔅	Tools																	
Suppl	lier		247734	A	MERICAN BARCODE	Business Uni	t		K083	30118										
Invoid	e Nu	mber	PY910		Voucher/ Ty/ Co	2238895		PV		03337										
Gross	Gross Amount		2,475.56	475.56 Payment Terms			Payment Inst													
Tax A	Tax Amount				Company	03337	Bato	ch Numb	ber	901537										
Taxa	Taxable Amount				Invoice Date	01/25/2016														
Retai	Retained Amount				G/L Date	01/25/2016														
Rec	ords	1 - 2																		
	X	Account I	lumber	Amount Matched	Retained Amount	Quantity Matched	UN	и Ц Т	n y	Order Number	Or Ty	Line Number	Order Co	Receipt Line		Address Number	Pymt Terms	Pay Stat	Tax Y/N	Tx Expl
۲		K08301	18.4210	2,225.7	'1	1.	00 EA	J		325901	OP	1.000	03337		1	247734		А	Ν	
0		K08301	18.4420	249	85	5	.00 EA	J		325901	OP	2.000	03337		1	247734		A	N	

Function	Processes and Results							
Reviewing Vouchers	 7. At the 'Voucher Match Reversals' form, verify all information from document to what is entered in the system. AB Number, Co Number, Invoice Number, Business Unit, etc., before approving batch. 8. Click the 'Close' button. 							

Voucher Journal Review - Voucher Entry Journal Review

\checkmark	Q + 1	🖻 🗙 F	🔨 Eom	Row 💮 Tools						
Bato	ch Number/T	уре	90	1. Favorites	her Entry					
Rec	Records 1 - 2			Row	Customize Grid 1					
				G/L Distr						
	Voucher Type	Voucher Number	Voucher Company	Voucher	∋/L)ate	Gross Amount				
✓	PV	2238895	03337	AMERICAN BARCODE AND RFID	01/25/2016	2,475.56				
				Total		2,475.56				

Function	Processes and Results
Reviewing Vouchers	9. At the 'Voucher Entry Journal Review' form, click the 'Row' exit.
	10. Select 'G/L Distr' from the row exit.

Vouc	her Journal Review	v - G/L Distribution														
X	FL Eorn 🗮 Bow 🛞 Iools															
Docur	ment No/Typ/Co 2238895 PV 03337 Batch Number 901537															
Suppl	ypler 247734 Explanation AMERICAN BARCODE AND RRID															
G/L D	Date 01/25/2016															
Reco	rds 1 - 3															
	Account Number *	Account Description	Amount	Explanation -Remark-	Co	G/L Date	Units	PO Doc Co	Purchase Order	PO Doc Type	1099 Flag	JE Line Number	Pay Itm	LT	PO Sfx	Tax Item No
۲	3337.0515	Received Not Vouchered	2,225.71	P4301-0000A-1DO ZEBRA CARD	03337	01/25/2016	1.00	03337	00325901	OP		1.0	001	AA	000	0
0	3337.0515	Received Not Vouchered	249.85	8D0015-440 ZEBRA, YMCKO	03337	01/25/2016	5.00	03337	00325901	OP		2.0	002	AA	000	0
0						01/25/2016										
<																
	Amount	Remaining	1													

Function	Processes and Results
Reviewing Vouchers	 At the 'G/L Distribution' form, verify all information from document to what is entered In the system. Supplier AB Number, Co. Number, Account Number, PO Number, Amount, etc. Note: If you need to enter additional voucher(s) into an existing batch continue to step 12 below. If batch review is complete, click the 'Cancel' button. Click the 'Close' button at 'Voucher Entry Journal Review' form.

Voucher Journal Review - Voucher Entry Journal Review

/ (2 +		₹ Eorm =	Row (Tools						
Batc	h Number/T	уре	ż	V Voucher Entry						
Records 1 - 2 Customize Grid										
	Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount				
✓	PV	2238895	03337	AMERICAN BARCODE AND RFID	01/25/2016	2,475.56				
				Total		2,475.56				

Function	Processes and Results
Adding a Voucher(s)	If you need to enter additional voucher(s) into an existing batch: 14. Click the 'Add' button at the 'Voucher Journal Review - Voucher Entry Journal review' form.

Vouch	er Journa	al Review - Enter \	/oucher - Paym	ent Information												
	C F Eon	m 🗮 Row 🛞 Iook	5													
Docume	Jocument No/Typ/Co Batch No 902907 Prev Doc															
Compan	y *			Approver												
Supplier	Number 🜟			Business Unit												
Invoice I	Number		Disco	ount % Default Payment T	erms											
Invoice I	Date		G/L Date \star 📃	Service/Tax Date												
Record	is 1 - 1												C	ustomize Grid PY910	v (t. 1. 🔐
8	Pay Itm	Gross Amount	Amount To Distribute	G/L Bank Account Number	Open Amount	Remark	Taxable Amount	1099 Flag	Payee Number	Pay Status	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Non-Taxable Amount	No. Pym
۲	001															
Gross		Disc	Т	ax Taxable												

Function	Processes and Results					
Adding a Voucher(s)	15. At the 'Enter Voucher – Payment Information' form, complete voucher information.					
	16. Click the 'OK' button to confirm.					

Voucher Journal Review - Journal Entry Prompt

V G Tools							
Preliminary Distribution Account							
Amount	13.20						
Account Number	K0830118.4450	Postage, Courier, Shipp					
Explanation - Remark	Additional Charge						
Track Taxes							
Tax Expl Code							
Tax Rate/Area							

Function	Processes and Results
Adding a Voucher(s)	17. At the 'Journal Entry Prompt' form, enter the account number in the 'Account Number' field.
	18. Click the 'OK' button.
	19. Click 'Cancel' at the 'Payment Information' form.
	20. Click 'Close' at 'Voucher Entry Journal Review' form to exit.

Approving Vouchers

Upon reviewing the vouchers, if you are a batch approver you may approve your batches.

Based on the Accounts Payable Office procedures, Accounts Payable will approve or delete any entries that do not comply with accounts payable.

▼ Er	EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing > Supplier & Voucher Entry										
	Function Processes and Results										
Ap Vo	Approving Vouchers 1. Select 'Voucher Journal Review' from the Supplier & Voucher Entry menu.										
Vou	/oucher Journal Review - Work With Batches										
~	✓ 🔍 🗙 🕂 Eorm 🚍 Row 🍪 Iools										
Ва	Batch Number / Type 901537 V Voucher Entry										
	Unposte	ed Batches	O Posted B	atches	◯ All Batches	O Pendi	ng				
Pr	evious Bat	ch Number / Typ	pe	901537	V						
Rec	ords 1 - 33	3						\frown			
	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID			
	V	902582	09/07/2017		Pending	200,000-	1-	SCI			
	v	902581	09/07/2017		Pending	100,000-	1-	SO			
	v	902580	08/23/2017	U	In Use			GBIL			
	v	902321	06/20/2017	A	Approved	2,500-	2-	TU09E_MGR			
	v	902320	06/19/2017		Pending	2,700-	2-	TU09E_MGR			
	v	902319	06/18/2017		Pending	50,000-	1-	TU09E_MGR			
	v	902196	03/22/2017	U	In Use		1-	SC			
	v	902161	12/08/2016		Pending	10,000-	1-	SCI			
	v	902160	12/08/2016		Pending	10,000-	1-	SCC			
	v	902158	12/08/2016		Pending	10,000-	1-	SCC			
	v	902155	12/05/2016	E	Error	151,200-	5-	TU09E_MGR			
	v	901777	05/03/2016	A	Approved	500,886-	1-	TU04_AMS			
	v	901541	01/25/2016		Pending	4,750-	1-	TU04_AMS			
	v	901537	01/25/2016	A	Approved	247,556-	1-	TU04_AMS			
	v	901526	01/22/2016		Pending	60,000-	1-	TU04_AMS			

Function	Processes and Results
Approving	 Click the 'Find' button. When the 'User ID' field is blank, the grid will display all the
Vouchers	Unposted Batches.

Note the 'Status Description' column, there are different statuses for the batches. A batch must be a 'Approved' in order to Post.

A batch with '**Pending**' status will need to be revised before posting.

A batch with '**In Use**' status indicates the user is still working with that batch.

• Although sometimes you will have to revise the status to pending, verify with user before revising the status.

A batch with '**Error**' status needs to be reviewed by the user or Accounts payable PowerUser.

Working with a batch with 'Pending' status



Function	Processes and Results
Approving Vouchers	 At the 'Voucher Journal Review - Work With Batches' form, select the batch or batches In the grid that you want to approve.
	4. Click the 'Row' exit.
	5. Select 'Batch Approval' from the row exit.


Optional: You may approve <u>multiple batches</u> after step 5 above. This option allows you to approve all the batches with one click.

Vo	Voucher Journal Review - Batch Approval								
\checkmark	\times	<mark>⊨, E</mark> orm	🚯 <u>T</u> ools						
	Batch	Number/Typ	e	902749	V				
Pending - Batch is ready to post									



Function	Processes and Results
Approving Vouchers	6. At the 'Batch Approval' form, select radio button 'Approved – Batch is ready to post'.
	7. Click the 'OK' button.
	Note: If you selected more than one batch to post, the next batch would appear, repeat step 6 and 7 until all selected batches have been processed.

Vou	Voucher Journal Review - Work With Batches									
Batch Number / Tyre Favorites				:he	her Entry					
Unpost of Batches			Row tches O Pending							
			Batch Appro	Batch Approval						
	/		Revise	- 1 H						
Re	ords 1 - 4.		Batch Review	ws 🕨						
1			Post by Bate	h 🖌 📃					TU09E_MGR	
Þ	Batch Type	Batch Number	Subsystem (G/L Post	Differer Amoun	nce t	Difference Documents		User ID	
	v	902321	06/20/2017 A	Approved		2,500-		2-	TU09E_MGR	
☑	v	902320	06/19/2017 A	Approved		2,700-		2-	TU09E_MGR	
☑	v	902319	06/18/2017 A	Approved		50,000-		1-	TU09E_MGR	
	v	902155	12/05/2016 E	Error		151,200-		5-	TU09E_MGR	

Notice Batch Number 902320 and 903219, status description change from Pending to Approved you are now ready to post the batches.

Function	Processes and Results
Approving Vouchers	8. At the 'Work With Batches' form, select the batches with 'Approved' status from the grid.
	9. Click the 'Row' exit button.
	10. Select 'Post to Batch' from the row exit.

Printer Selection

Printer Selection	Print P	roperty Document Setup	Advanced
		Printer Name Printer Location	\\NNOOCPRNT\OOC-Dell5310n ACCTS PAYABLE
		Printer Model	LASER PRINTER
		Number of Copies	1 x Range: 1 - 9999

Function	Processes and Results
Approving Vouchers	11. At the 'Printer Selection' form, click the 'OK' button.

Note: If you selected more than one batch to post, the next batch will appear, repeat step 11 until all selected batches have processed.

Vou	/oucher Journal Review - Work With Batches									
~	a x	<mark>₽, E</mark> orm =	<u>R</u> ow 🚯 <u>1</u>	ools						
Ba	atch Numb	er / Type	*	V	Voucher E	intry				
	Unposted Batches OPosted Batches OAll Batches OPending									
Rec	cords 1 - 4				_					
									TU09E_MGR	
	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents		User ID	
	v	902321	06/20/2017	A	Approved	2,500-		2-	TU09E_MGR	
	v	902320	06/19/2017	A	Approved	2,700-		2-	TU09E_MGR	

·	502520	00/13/201/	~	Approved	2,700	2	TOODE_HOR
V	902319	06/18/2017	A	Approved	50,000-	1-	TU09E_MGR
V	902155	12/05/2016	E	Error	151,200-	5-	TU09E_MGR

Function	Processes and Results
Approving Vouchers	12. At the 'Work With Batches' form, deselect the check mark in the grid.

Voucher Journal Review - Work With Batches

Batch Number / Type * Voucher	Entry
Unposted Batches O Posted Batches O All Batches	es O Pending

Rec	Records 1 - 4									
								TU09E_MGR		
	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID		
	v	902321	06/20/2017	A	Approved	2,500-	2-	TU09E_MGR		
	v	902320	06/19/2017	A	Approved	2,700-	2-	TU09E_MGR		
	v	902319	06/18/2017	A	Approved	50,000-	1-	TU09E_MGR		
	v	902155	12/05/2016	E	Error	151,200-	5-	TU09E_MGR		

Function	Processes and Results
Approving Vouchers	13. click the 'Find' button to refresh the form.

Vo	ucher Jou	urnal Reviev	v - Work W	ith Batch	nes						
\checkmark	QX	F Eorm 🗮	. <u>R</u> ow 👸 <u>T</u>	ools							
E	atch Numbe	er / Type	Row (a) Iools Voucher Entry OPosted Batches O All Batches O Pending Customize Grid PY910 V 1								
	 Unposte 	ed Batches	O Posted B	atches	◯ All Batches	○ Pendi	ng				
Re	cords 1 - 1								Customize Grid	PY910	✓ ±
								TU09E_MGR			
	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID	Restatement Status	52 Period Status	Cash Basis Status
] V	902155	12/05/2016	E	Error	151,200-	5-	TU09E_MGR			

Function	Processes and Results
Approving	 Batches are no longer displayed, this confirms the batches are posted, click the
Vouchers	'Close' button to exit.

Accounts Payable Inquiries

Inquiries in Oracle JD Edwards are programs used to view data without printing a report. These are view only and data cannot be changed in the inquiry screens.

Supplier (Address Book) Inquiry

To view information on suppliers that the Navajo Nation conducts business with Oracle JDE Address Book system is an online form of files that contain names, addresses and phone numbers. The address book system is a central repository of information that is shared among all JDE modules.

	Via Menus EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Accounts Payable Inquiry → Supplier Master Information (P04012 / ZJDE0001)						
_							
1	EnterpriseOne Menus >	FMIS Master Directory > FMIS Inquiry Menu > Accounts Payable Inquiry					
		Supplier Master Information					
		Supplier Ledger Inquiry					
		Supplier Payment Inquiry					
		Open Requisitions					
		🥥 Open Receipts					

▼ EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing	> Supplier & Voucher Entry
	Speed Voucher Entry
	June 2012 Standard Voucher Entry
	💻 Voucher Entry - 3-Way Match
	Other Voucher Entry Methods +
	Voucher Journal Review
	Post Vouchers to G/L
	Voucher Journal Report
	Jame Search
	Supplier Master Information
	Supplier Ledger Inquiry
	Supplier Payment Inquiry

Function	Processes and Results
Supplier Master Information Inquiry	 From the Accounts Payable Inquiry menu, select 'Supplier Master Information' < OR > from the Supplier & Voucher Entry menu, select 'Supplier Master Information'.

Supplier Master Info	mation - Work With Supplier Master							
Q + 🗇 🗎	🗙 🗮 Rev 🔀 Report 🚯 Tools							
Alpha Name		Display Phone						
Search Type V		Display Address						
No records found.						<u>(</u>	Customize Grid	1
Address Number	Alpha Name	Individual Tax ID	C M	Long Address	Industry Class	Sch Typ	Tax ID	

This form enables you to perform supplier master searches to view information specific to a supplier. Accounts Payable uses address book information for supplier payments.

To view supplier records

Supplier Master Information - Work With Supplier N	laster				
V Q T 🗇 🗎 X 🚍 Row 🖉 Report 🍈 Iool	3				
Alpha Name	Display Phone				
Search Type V	☑ Display Address				
No records found.	_	Customize 0	Grid rwms	~	1
Sch Address Alpha Typ Number Name	Long Address	Industry Class	Tax ID	Individual Tax ID	C M

Function	Processes and Results
Supplier Master Information	 At the 'Supplier Master Information – Work With Supplier Master' form, check the 'Display Phone' and the 'Display Address' boxes.
	2. Click the 'Find' button.
	Note the Search Type field in the header, defaults to 'V' (Suppliers). You may change the search type.

Supplier Master Information - Work With Supplier Master

\checkmark	Q	+ () 🖬 🗙	🗮 Row 🔣 Report 🌐 Tools									
Alp	ha Na	me	_		✓ Display Phone								
Sea	arch T	ype	V		✓ Display Address								
Re	cords	1 - 100	к <						Custor	mize Grid rwms	~	1 E L	
	X	Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Industry Class	Individual Tax ID	C M	
۲		v	99990004	ANDY MILL	24 SAINTSBURY	IRVINE	714	675-3821					~
0		V	9999012	SOMMER, PAUL	23907 BRECKENRIDGE FOREST DR	SPRING							
0	Ø	V	323744	GUILLA M NOTHSTINE	PO BOX 736	FRUITLAND							
0		v	323736	THE ESSENTIAL COMPANY	495 Houghton Muffin Blvd.	Pittsburgh	877	827-8900					
0		V	323144	STARK, TONY	10880 MALIBU POINT	MALIBU	855	6826982	HOM				
0		v	323062	STARK INDUSTRIES WEST	10880 MALIBU POINT	MALIBU							
0		V	322633	STARK INDUSTRIES	6511 AVENUE OF THE AMERICAS	NEW YORK							
0		V	322595	TEMPE DOWNTOWN COURTYARD	PO BOX 741574	ATLANTA				7000			

Function	Processes and Results
Supplier Master Information	The first 100 records are displayed in the grid, you may use the QBE line to narrow your search.
	3. Click the 'Close' button exit.

To view a specific supplier

SI	upplie	er Ma	ster Informa	ation - Work	k With Supplier	Master					
\checkmark	Q	+		< 🗮 Row	🖄 Report 👸 Too	ols					
• A	lpha N	ame	*Rache	ers*			Display Phone				
S	Search	Туре	V			-	Display Address				
I	No records found.						Customiz	e Grid rwms	~	18	
	Ø	Sch Typ	Address Number	Alpha Name			Long Address	Industry Class	Tax ID	Individual Tax ID	C M

Function	Processes and Results
Supplier Master Information Inquiry	To view information on a specific supplier.
	 Enter the supplier's name in the 'Alpha Name' field. You must use the asterisks (*) wild cards at the beginning and ending of the name you are searching for.

2. The 'Search Type' field defaults to 'V' for (Supplier).
 To view the phone number and address, check the 'Display Phone Number' and 'Display Address' boxes.
4. Click the 'Find' button to retrieve the information.

5	Supplier Master Information - Work With Supplier Master						
\sim	' Q -	+ 🗇		Report (Tools			
	Alpha Nam	ie			Display Phone		
	Search Typ	pe	M] Q	✓ Display Address		

Although the Search Type defaults to 'V' you have the option to change it.

Supplier Mas	upplier Master Information - Work With Supplier Master											
✓ Q +	🗆 🗈 🗡	🗮 Row 🔣 Report 🍈 Iools										
Alpha Name	"Rachers"		Display Phone									
Search Type V Display Address												
Records 1 - 4	Records 1 - 4											
								_				
Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address	Industry Class	Tax ID	Individual Tax ID	C M
• v	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661	5200	850323137		
0 V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661	5200	850323137		
0 V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323137		
0 / V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137	5200	850323137		

If you have access to the 'Long Address' field, there are notations made by the Accounts Payable staff, these notes are created to warn of duplication of address book numbers created over time.

• The notes recommends which address book number to use.



The 'Attachment' button indicates an attachment for address book number 28661 exist. Note: These notes are created by the Accounts Payable staff, instructions to all users.

Media Object View	ver	
×		
Text1	REC'D UPDATED ACH APPLICATION - UPDATED BANK INFORMATION @ VENDOR'S REQUEST. CHANGED FROM WASHINGTON FEDERAL TO PINNACLE BANK.	9/5/14
TOAT		

When you click the 'Attachment' button, the 'Media Object Viewer', form displays the text message.

Silip	Süpplier Master Information - Work With Supplier Master											
\checkmark	✓ Q, + □ □ × Ξ, Bow 12 Regot ⊕ Icols											
Alp	Alpha Name *Rachers* Joisplay Phone											
Search Type V					✓ Display Address							
Re	Records 1 - 4											
	X	Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address	Industry Class	Tax ID
0		v	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661	5200	850323137
0		v	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661	5200	850323137
0		v	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323137
۲	Ø	V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137	5200	850323137

The Tax ID field is an important field, this identification code is required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Attention Accounts Payable users: The Supplier Master record supplies the default value for the tax ID for 1099 processing.

Silip	Sÿpplier Master Information - Work With Supplier Master											
\checkmark	/ Q, + 🗇 🗎 X 🔜 Bow 🖄 Report 🐵 Iools											
Alph Sea	Alpha Name "Rachers" I Display Phone Search Type V Display Address											
Red	cords 1	- 4									Customize	e Grid rwms
	X	Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address	Industry Class	Tax ID
0	V	/	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661	5200	850323137
0	V	/	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661	5200	850323137
0	v	/	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323137
۲	ØV	/	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137	5200	850323137

The Search Type field, this code specifies the kind of address book record to search for.

Supp	lie	r Mas	ter Informatio	on - Work With Supplier Master		Select User De	efine Code		
/ (2	+		🗮 Regort 💮 Tools		V O X E. Form (B) Iools			
Alpha	a Na ch T	me ype	*Rachers* V		 Display Phone Display Address 	Product Code User Defined Cod	01 Address Book	k	
11001	(Description			
	X	Sch Typ	Address Number	Alpha Name	Address Line 1				
\bigcirc		V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019				
\bigcirc		V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	Records 1 - 32	Customize Grid Grid Format Name1 🗸	1	
\bigcirc		V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSION/				
۲	Ø	V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	Code	Description		
						ОТ	TANF	~	
						⊖ TAX	Tax Authorities		
						🔿 тс	Transportation Carriers		
						○ v	Suppliers		
						⊖ VP	Suppliers - Preferred		
						⊖ vx	Duplicate Vendor Entry		
						⊖ w	Warehouse		
						⊖ x	Ex-employees		
						O Z2	Data Rep Test	~	

Search Type (Sch Typ): *Do not use* 'Sch Typ': VX or X to pay invoices, these are inactive address book numbers.

Supplier Master Information - Work With Supplier Master								
~ Q	+		-	Report 👸 Tools				
Alpha N	lame	*Rachers*		Favorites		✓ Display Phone		
Search	Туре	V		Row		Display Address		
Record	is (- 4			Phone				
				Who's Who				
8	Sch Typ	Address Number	Alp Na	Attachments		Address Line 1	City	
0	V	232383	RAC	Bank Account		PO BOX 2019	GALLUP	
0	V	184019	RAC		ES	PO BOX 1987	GALLUP	
ϕ	v	103506	RAC	AVB REVISION	ES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	
0	° v	28661	RAC	Regional Info		PO BOX 2019	GALLUP	
-				Commodity Structure				
				Direct Connect				

Function	Processes and Results
Supplier Master Information Inquiry	5. To view additional Information on a specific supplier, select the 'Address Number' from the grid.
	6. Click the 'Row' exit button.
	7. Select the option from the row exit to view. For this training, select Who's Who.

Supplier Master Information - Who's Who

Work With Supplier Master Who's	Who		
🗸 🔍 🗎 🗙 🕂 Eorm 🚍	Row < > 👸 Tools	_	
Address Number 28661	Favorites	VENT	Display Phone
	Row		Display Address
	Detail		
Records 1 - 3	Phones		
Line Alpha ID Name	Email / Internet	Mailing Name	
0 RACHERS OFFI	Itelated Felson	RACHERS OFFIC	E EQUIPMENT
1 BEGAY, ERLINE L	Alternate Address	EGAY, ERLINE L	
	Attachments		

Function	Processes and Results
Supplier Master Information Inquiry	 At the 'Who's Who' form, click the 'Row' exit button. This allows you to drill further to view specific information.
	9. Select an option from the row exit to view.10. Click the 'Cancel' button to exit.

Su	Supplier Master Information - Work With Supplier Master													
\checkmark	Q		+ (7 🖬 🗙	🗮 Row 🔣 Report 💮 Tools									
A	lpha I	Nar	ne	*Rachers*		Display Phone								
s	earch	1 Ту	pe	V		✓ Display Address								
R	Records 1 - 4													
L														
L	8	×	Sch Typ	Address Alpha Number Name		Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address			
	C	1	V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661			
C	C	1	V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661			
C	C	1	V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661			
e	0	8	V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137			

Back at the 'Work With Supplier Master' form, you can view specific supplier information. Since AB# 28661 this is the <u>only</u> valid AB# for Rachers, let's explore the specific information.

Function	Processes and Results
Supplier Master Information Inquiry	 To view specific supplier information, select Address Number (AB#) 28661 from the grid. The first line item in the grid is selected by default.
	2. Click the 'Select' button.

Supplier Master Information - Supplier Master Revision

Work With Supplier Master	Supplier Master Revision		
∕ 🗙 🕂 <u>F</u> orm <	> 👸 Tools		
Supplier Number Long Address Number	28661 <u>RACHERS OFFICE EQU</u> 850323137	IPMENT	
Vouchers Purchasing 1	Purchasing 2 G/L Distribution Tax Information EDI	Information	
Credit Message	·	Hold Payment N	
Payment Terms - A/P	Net 30 Days	Float Days	
Payment Instrument	T Elec Funds Transfer(A/R & A/P)	Pre-Note Code	
Factor/Special Payee	28661 RACHERS OFFICE EQUIPMENT	Payment Creation	
Parent Number		By Supplier	
Approver Number		◯ By Pay Item	
		O By Voucher	
		O By Contract	

At the 'Supplier Master Revision' form, you have additional tabs across the form that store specific information for this supplier.

Supplier Ledger Inquiry

You may need to view data on certain suppliers for various reasons. To view the data, navigate to the following menu below.

Via Menus	EnterpriseOne Menus \rightarrow FMIS Master \rightarrow Supplier Ledger Inquiry	nterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Accounts Payable Inquiry Supplier Ledger Inquiry										
EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu > Accounts Payable Inquiry												
		Supplier Master Information										
		Supplier Ledger Inquiry										
		S Application: P0411, Form: W0411G, Version: ZJDE0001										

Function	Processes and Results
Supplier Ledger Inquiry	1. Select 'Supplier Ledger Inquiry' from the Accounts Payable Inquiry menu.

;	Supplier Ledger	Inquiry - Supplier Ledger Inquiry
() 🔍 + 🗉	
	Supplier Number	× Q

This form enables you to perform supplier searches to view specific financial information of a supplier and applicable transactions.

The '**Select**' button selects the record or row you select in the grid and pulls up detail information on suppliers by document.

The 'Find' ____ button finds all available transactions by document number, or any search specified.

The 'Close' \times button exits you from the form.

Supplier Ledger Inquiry - Supplier Ledger Inquiry		
🗸 🔾 🕂 🗇 菌 🗙 🕂 Eorm 🚍 Row 🌐 Iools		
Supplier Number × Q		
Date From Thru	Invoice G/L	
Recurring Summarize	○ Paid ○ Open ○ Withheld ④ All	
Batch Number *	Display Audit	
Payments Purchase Orders Supplier Master		
No records found.	Lier Ledger Inquiry - Supplier Ledger Inquiry	
Purchase PO Doc Document Doc G/L Order Type Number Type Date	Open Gross Pay Invoice Amount Amount Stat Number	

To narrow the search, use the following fields:

- Date from
- Date thru
- Batch number
- Detail QBE line

Supp	plier	Ledger Ind	luiry - Si	upplier Led	ger Inq	uiry					
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Sup	oplier	Number		د	د O _ر						
Dat	te Fro	m		Thru				 Invoid 	e OG/L		
	Recu	urring	Summariz	е			O Paid)Open ◯V	/ithheld		
Bat	tch Nu	umber *							Display	Audit	
	Pa	yments	Purcha	se Orders	Supp	ier Master				_	
Nor	record	ds found.				1		_			
	Ø	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	

Additional radial buttons can help to further narrow your search:

- Invoice
- G/L
- Recurring
- Summarize
- Paid
- Open
- Withheld
- Display Audit

Supplier Ledger Inquiry - Supplier Ledger Inquiry	
\checkmark Q $+$ \square \blacksquare X \land Eorm $=$ Row $$ Iools	
Supplier Number 30000 × QJ-HAUL	
Date From Thru	Invoice G/L
Recurring Summarize	○ Paid ○ Open ○ Withheld ④ All
Batch Number *	Display Audit
Baumanta Burshasa Ordara Supplier Master	
Payments Purchase Orders Supplier Master	

Function	Processes and Results
Supplier Ledger Inquiry	 Note the default is in the 'Supplier Number' field, so you can enter the supplier address book number directly. 2. Enter the supplier address book number in the 'Supplier Number' field. If the AB# is unknown, select the visual assist button to search. At the 'Address Book Long Number Search' form, enter the name of the supplier in the 'Name Search' field. Click the 'Find' button. To view the alpha name and the address book number. Some suppliers may have several supplier numbers. Select the Address Book number in the grid. Click the 'Select' button.

phie	r Ledger Ind	uiry - S	upplier Ledg	er Inq	uiry									
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Supplier	Number 2	0000	~	0,,,,,										
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Date Fro	om		Thru				 Invoice 	⊖ G/	L					
Reci	urring	Summariz	e			O Paid (Open OWithh	eld 🤅) All					
Batch N	umber *							Dieplay	Audit					
								Display	Audit					
Pa	ayments	Purcha	ase Orders	Suppl	lier Master									
Records	1 - 38													
	Purchase Order	PO Doc Type	Document Number	Doc Туре	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	Invoice Date	Co	Supplier Number	Document Type	Pay Status Code
	00304025	OP	2080500	PV	10/06/2014		2,707.00	Р	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
	00304025	OP	2080500	PV	10/06/2014		200.00	Р	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
	00291361	OP	1954553	PV	11/22/2013		2,385.00	P	4034223	11/02/2013	00010	30000	Voucher	Paid in Full
	00281567	OP	1885250	PV	06/06/2013		2,106.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
	00281567	OP	1885250	PV	06/06/2013		150.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
			1879149	PV	05/22/2013		50.00	P	3923662	05/15/2013	00010	30000	Voucher	Paid in Full
	00273013	OP	1813391	PV	12/03/2012		1,802.50	Р	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
	00273013	OP	1813391	PV	12/03/2012		404.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
			1807365	PV	11/19/2012		5.00	P	3800981	10/31/2012	00010	30000	Voucher	Paid in Full
	00272208	OP	1804357	PV	11/14/2012		413.60	P	3780814	09/30/2012	02317	30000	Voucher	Paid in Full
	00271908	OP	1798880	PV	11/01/2012		202.00	P	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
	00266293	OP	1758594	PV	08/09/2012		2,052.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
	00266293	OP	1758594	PV	08/09/2012		150.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
			1755132	PV	08/01/2012		5.00	Р	3732287	07/11/2012	00010	30000	Voucher	Paid in Full
			1743692	PV	07/05/2012		245.24	Р	3677316	04/11/2012	00010	30000	Voucher	Paid in Full
			1713514	PV	04/25/2012		5.00	Р	3675412A	04/07/2012	00010	30000	Voucher	Paid in Full
	00260802	OP	1709968	PV	04/12/2012		292.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
	00260802	OP	1709968	PV	04/12/2012		42.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
	00255586	OP	1668779	PV	01/04/2012		1,881.00	Р	3606337	12/14/2011	00010	30000	Voucher	Paid in Full

38 records displayed for specific supplier AB# 30000.

pplie	er Ledger In	quiry - S	upplier Ledg	jer Inq	uiry									
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upplie	er Number	30000	×	Q.114	14111									
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Jale F	TOTI		Thru					00						
Re	curring	Summariz	e			○ Paid	Open OWithh	eld () All					
Batch	Number *							Display	Audit					
F	ayments	Purcha	ase Orders	Supp	lier Master									
ecord	s 1 - 38													
9	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	Invoice Date	Co	Supplier Number	Document Type	Pay Status Code
]	00304025	OP	2080500	PV	10/06/2014		2,707.00	Р	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
]	00304025	OP	2080500	PV	10/06/2014		200.00	Р	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
	00291361	OP	1954553	PV	11/22/2013		2,385.00	Р	4034223	11/02/2013	00010	30000	Voucher	Paid in Full
	00281567	OP	1885250	PV	06/06/2013		2,106.00	Р	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
l	00281567	OP	1885250	PV	06/06/2013		150.00	Р	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
			1879149	PV	05/22/2013		50.00	Р	3923662	05/15/2013	00010	30000	Voucher	Paid in Full
	00273013	OP	1813391	PV	12/03/2012		1,802.50	Р	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
	00273013	OP	1813391	PV	12/03/2012		404.50	Р	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
			1807365	PV	11/19/2012		5.00	Р	3800981	10/31/2012	00010	30000	Voucher	Paid in Full
	00272208	OP	1804357	PV	11/14/2012		413.60	Ρ	3780814	09/30/2012	02317	30000	Voucher	Paid in Full
	00271908	OP	1798880	PV	11/01/2012		202.00	Р	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
	00266293	OP	1758594	PV	08/09/2012		2,052.00	Р	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
	00266293	OP	1758594	PV	08/09/2012		150.00	Р	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
			1755132	PV	08/01/2012		5.00	Р	3732287	07/11/2012	00010	30000	Voucher	Paid in Full
			1743692	PV	07/05/2012		245.24	Р	3677316	04/11/2012	00010	30000	Voucher	Paid in Full
			1713514	PV	04/25/2012		5.00	Р	3675412A	04/07/2012	00010	30000	Voucher	Paid in Full
	00260802	OP	1709968	PV	04/12/2012		292.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
1	00260802	OP	1709968	PV	04/12/2012		42.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
1	00255586	OP	1668779	PV	01/04/2012		1,881.00	p	3606337	12/14/2011	00010	30000	Voucher	Paid in Full

Use the horizontal scrollbar to view more data, by sliding it to the right.

Sup	upplier Ledger Inquiry - Supplier Ledger Inquiry														
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Su	ippliqu	r Number 🛛 🖪	0000	~	0,,,,,										
C			0000		- U-n	AUL			0.0						
Di	ate Fr	om		Thru				 Invoice 	G	L					
	Rec	curring	Summariz	e			O Paid	Open OWithh	eld () All					
Bi	atch N	lumber *		1					Display	Audit					
	P	ayments	Purcha	ase Orders	Suppl	lier Master									
Re	ecords 1 - 38														
	X	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	Invoice Date	Co	Supplier Number	Document Type	Pay Status Code
		00304025	OP	2080500	PV	10/06/2014		2,707.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
		00304025	OP	2080500	PV	10/06/2014		200.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
		00291361	OP	1954553	PV	11/22/2013		2,385.00	Ρ	4034223	11/02/2013	00010	30000	Voucher	Paid in Full
		00281567	OP	1885250	PV	06/06/2013		2,106.00	Р	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
		00281567	OP	1885250	PV	06/06/2013		150.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
				1879149	PV	05/22/2013		50.00	P	3923662	05/15/2013	00010	30000	Voucher	Paid in Full
		00273013	OP	1813391	PV	12/03/2012		1,802.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
		00273013	OP	1813391	PV	12/03/2012		404.50	Ρ	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
				1807365	PV	11/19/2012		5.00	Р	3800981	10/31/2012	00010	30000	Voucher	Paid in Full
		00272208	OP	1804357	PV	11/14/2012		413.60	Р	3780814	09/30/2012	02317	30000	Voucher	Paid in Full
		00271908	OP	1798880	PV	11/01/2012		202.00	P	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
		00266293	OP	1758594	PV	08/09/2012		2,052.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
		00266293	OP	1758594	PV	08/09/2012		150.00	Ρ	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
				1755132	PV	08/01/2012		5.00	Ρ	3732287	07/11/2012	00010	30000	Voucher	Paid in Full
				1743692	PV	07/05/2012		245.24	Р	3677316	04/11/2012	00010	30000	Voucher	Paid in Full
				1713514	PV	04/25/2012		5.00	Р	3675412A	04/07/2012	00010	30000	Voucher	Paid in Full
		00260802	OP	1709968	PV	04/12/2012		292.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
		00260802	OP	1709968	PV	04/12/2012		42.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
		00255586	OP	1668779	PV	01/04/2012		1,881.00	Ρ	3606337	12/14/2011	00010	30000	Voucher	Paid in Full
		Batch	Payme	nt History	G/L D	istribution P	urchase Rece	eipts							

The Supplier Ledger Inquiry form is referred to as a *Power form*. You can access further details of a specific record through these buttons. Power buttons are short cut navigations, instead of using the Row and Form exits.

- 1. Select a record from the grid.
- 2. Click one of the following buttons displayed on the form.
 - Payments
 - Purchase Orders
 - Supplier Master
 - Batch
 - Payment History
 - G/L Distribution
 - Purchase Receipts

Supplier Ledger Inquiry - Supplier Ledger Inquiry													
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Supplier Number *		Favorites											
Date From		Form											
	Summari	Payments Inquiry											
Batch Number *		Recycle Vchrs											
		Purc	hase (Orders									
Payments	Purch	Supp	olier Ma	aster									
Records 1 - 38		Pay	When	Paid									
		Netti											
Purchase Order	Docume Number		Туре	Numb	er								
00304025	20	80500 P	PV 4212655										

These buttons create a short cut since you have to navigate to access the forms using the 'Form' exit.

Sup	plie	r Ledger Inq	uiry - Suppli	er l	_edger Inquiry
\checkmark	Q	+ 🗇 🗎	X R, Eon	m	Eow 💮 Tools
Su	pplier	Number *		_	Favorites
Da	te Fro	m		Row	
	Rec	urring	Summarize	Batches	
Ва	tch N	umber *			Summary
C					Payment History
	Pa	ayments	Purchase Ord	lers	Revise Recurr Vchrs
Re	cords	1 - 38			G/L Distribution
					Purchase Receipts
	X	Purchase Order	Document Number	Di Tj	Multi Company
		00304025	2080500	PV	Pay When Paid Detail
		00304025	2080500	PV	Attachments
		00291361	1954553	PV	Perional Info
		00281567	1885250	PV	Regional mil

This short cut also applies to the 'Row' exit.

Search using a Purchase Order number

Supp	upplier Ledger Inquiry - Supplier Ledger Inquiry																
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Supp	lier Number	30000		U-HAUL													
Date	Date From Thru Invoice O G/L																
	□ Recurring □ Summarize ○ Paid ○ Open ○ Withheld ● All																
Batc	Batch Number • Display Audit																
	Dumanta Durchana Ordere Supplier Master																
Reco	rds 1 - 38	T dichase ore		Supplier Ma	JUCI												
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co
	00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	2,707.00		840974	Р	Paid in Full	U-HAUL	00010
	00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	200.00		840974	Р	Paid in Full	U-HAUL	00010
	00291361	1954553	PV	4034223	00010	11/02/2013	11/22/2013	12/02/2013	Voucher	30000	2,385.00		792691	Р	Paid in Full	U-HAUL	00010
	00281567	1885250	PV	3923662A	00010	05/15/2013	06/06/2013	06/14/2013	Voucher	30000	2,106.00		764823	Р	Paid in Full	U-HAUL	00010

When searching with a purchase order number using the QBE column 'Purchase Order', notice the (2) zeros in from of the purchase order in the grid.

Supplier Ledger	r Inquiry - Suppli	er Led	ger Inquiry												
✓_ A + □	\sim_{-} + 🗇 🖻 \times \mathbb{R}_{c} Eorm \gtrsim Bow (i) Icols														
Supplier Number	Supplier Number 30000 U-HAUL .														
Date From	Vale From Thru Invoice O G/L														
Recurring Summarize Open Owithheld Open															
Batch Number	Batch Number														
Payments	Purchase Or	ders	Supplier Maste	r											
Records 1 - 38	_														
246944]	
Drder	e Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc
00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	2,707.00		840974	Р	Paid in Full	U-HAUL
00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	200.00		840974	Р	Paid in Full	U-HAUL

Function	Processes and Results
Supplier Ledger Inquiry – Search using PO Number	 Using the QBE line, Purchase Order column, enter the purchase order number using the wild cards (*) before and after the purchase order number.
	5. Click the 'Find' button.

Supp	olier Ledg	er Inq	uiry - Suppli	er Led	ger Inquiry												
\checkmark (2 + (7 🗎	× F, Eor	m 🗮	Row 🚯 Tools												
Sup	plier Numbe	r 3(0000		II-HAIII												
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	Demande Dembers Optime Dember Harden																
	Payments Purchase Orders Supplier Master																
Rec	ords 1 - 3																
	2469	44															
	Purch Order	ase	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc
	002469	44	1607084	PV	3506892A	00010	07/13/2011	08/08/2011	08/12/2011	Voucher	30000	1,855.0)	650779	Р	Paid in Full	U-HAUL
	00246944 PV 3506892A 00010 07/13/2011 08/08/2011 08/12/2011 Voucher 30000 150.00 650779 P Paid in Full U-HAUL											U-HAUL					
												2,005.0)				
<																	
	Batch		Payment Hist	ory	G/L Distribution	Pur	chase Receipts	5									

Function	Processes and Results
Supplier Ledger Inquiry – Search using PO Number	The purchase order is retrieved in the grid, you can use all the search tools available on the form to find information about this order.
	6. Click the 'Close' button to exit.

Supplier Payment Inquiry

You may need to view data on certain payments for various reasons. To view records navigate to the menu listed below.

Via Menus	$\begin{array}{l} \mbox{EnterpriseOne Menus} \rightarrow \mbox{FMIS Master Directory} \rightarrow \mbox{FMIS Inquiry Menu} \rightarrow \mbox{Accounts Payable Inquiry} \\ \rightarrow \mbox{Supplier Payment Inquiry} \end{array}$

EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu >	Accounts Payable Inquiry
	Supplier Master Information
	Supplier Ledger Inquiry
	Supplier Payment Inquiry
	Application: P0413M, Form: W0413MB, Version: ZJDE0002

Function	Processes and Results
Supplier Payment Inquiry - Work With Payments	1. Select 'Supplier Payment Inquiry' from the Accounts Payable Inquiry menu.

Supplier Payment I	nquiry - Work with Paymer	nts												
	C FL Eorm 🗮 Row 🍈 Iool	s		_										
Payee Number	i i	× Q												
Payment Number	*													
Bank Account Number	*													
From Date	*	Thru Date	*											
Supplier Ledger														
No records found														
ine rooma.	1				1	1				1		1		
Payment Type	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number		Payment Amount	Post Status	Pay Inst	Payment Instrument	Cleared Date	Bank Account Number	Void Date	Batch Number
Batches														

The **Supplier Payment Inquiry** form enables you to perform payment searches using any of the header and QBE fields to view a check number, or information for a specific supplier.

The **Select** button selects the record or row you highlight in the grid and pulls up detail information on payments.

The **Find** button finds all payments in order by payment number or finds payments specific to search items entered.

The **Close** button exits you from the form.

To narrow the search the following fields can be completed:

- Payment Number
- Bank Account Number
- From Date
- Thru Date
- QBE Line in the grid

To search for payment information

Supplier Payment Inquiry - Work with Payments										
🗸 🔍 🔲 🗙 🕂 Eorm 🚍 Bow 🛞 Iools										
Payee Number 135018 AVIATION LABORATORIES Payment Number Back Account Number										
From Date Supplier Ledger	Bank Account Number * From Date 01/01/2004 Thru Date 12/31/2005 Supplier Ledger									
No records found.										
Payment Paym Type Type	nent Description	Payment Number	Payment Date	Payee Number	Payee Address Number	Payment Amount	Post Status	Pay Inst	Payment Instrument	

Notice a visual assist button in the 'Thru Date' field, click this button to view a calendar, select a date from the calendar.

Function	Processes and Results					
Supplier Payment Inquiry - Work With Payments	 At the 'Work with Payments' form, enter the supplier address book number in the 'Payee Number' field. If the supplier's address book number is unknown, click the visual assist button. At the Address Book Long Number Search form, enter the name of the supplier in the Name Search field. Click the Find button. To view the alpha name and the supplier address number. Some suppliers may have several supplier numbers. Select the supplier in the grid Click the Select button. To narrow the search, click in the 'From Date' field, enter a from date. Click the 'Find' button. 					

Supplier Payment Inquiry - Work with Payments ✓ Q + 🗎 X Ft, Eorm 🗮 Row @ Iools Payee Number 135018 AVIATION LABORATORIES Payment Number * Bank Account Number * From Date 01/01/2004 Thru Date Supplier Ledger Records 1 - 2 Payment Type Desc Post Status Pay Inst Payment Instrument Payment Number Payee Numbe Payee Address Number Paymen Amount Cleared Date Bank Account Numbe Payme Type Paymen Date ۲ РК 06/07/2005 135018 AVIATION LABORATORIES 2,248.14- D Default (A/R & A/P) 06/07/2005 10.0120.02 natic Pa 2,248.14-ΟΣ < Batches

All payments for the specific supplier are displayed. The 'Payment Number' field, displays the check number (488430).

Supplier Payment Inquiry - Work with Payments													
✓ Q + 🖬 X 円, Eorm ☴, Row @ Iools													
Payee Number 135018 AVIATION LABORATORIES													
Payment Number *													
Bank Acco	Bank Account Number •												
From Date		01/01/2004	Thru	Date 12/3	1/2005								
Supplie	r Ledger												
Records 1	- 2												
	_												
🖉 P	ayment ype	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number	Payment Amount	Post Status	Pay Inst	Payment Instrument		Cleared Date	Bank Account Number
Pk	K Automatic Payment 48430 06/07/2005 135018 AVIATION LABORATORIES 2,248.14- D Default (A/R & A/P) 06/07/2005 1							10.0120.02					
Ο Σ 2,248.14-													
	4												

Use the horizontal scrollbar to view more fields and data.

To view addition information

Oracle / PeopleSoft Proprietary & Confidential

Supplier Payment Inquiry - Work with Payments										
$/ \bigcirc + \square \times \not{\mathbb{R}}$ Eorm \equiv Row \textcircled{O} Iools										
Payee Number	Favorites		AVIA	AVIATION LABORATORIES						
Payment Number	Form									
Bank Account Number	Supp Ldgr									
From Date	Netting		te 12/3	te 12/31/2005						
Supplier Ledger										
Records 1 - 2										
Payment Paym Type Type	Payment Payment Type Description		Payment Date	Payee Number	Payee Address Number					
PK Auton	natic Payment	488430	06/07/2005	135018	AVIATION LABO					
ΟΣ										
<										
Batches										

Function	Processes and Results
Supplier Payment Inquiry - Work With Payments	6. Note: The first line item in the grid is selected by default.You may select a different line item in the grid if there were more line items.
	7. Click the 'Form' exit button.You may select an item from the form menu, to view further options.

Sup	Supplier Payment Inquiry - Work with Payments										
\checkmark	Q	+ 🗈 >	< 🕂 Eorm 🗮 !	<u>R</u> ow	(i) Tools						
Pa	iyee N	lumber	135018	Fa	vorites		AVIATION LABORATORIES				
Pa	ymen	t Number	ź	R	ow.						
Ba	ink Ac	count Number	×	1	Attachments						
Fr	om Da	ite	01/01/200	Batches			12/31/2005				
	Supp	lier Ledger		I	Pymt Entry						
Re	cords	1 - 2		I	Pymt Sum						
					√oid Pymt						
	X	Payment Type	Payment Type Description		Payment Number	Payment Date		Payee Number	Payee Address Number		
۲		РК	Automatic Payment		488430	06/07	/2005 13501		AVIATION LABORATORIES		
0	Σ										
	C 📃										
	В	atches									
	Fu	Inction			Pr	ocesses an	d Re	sults			
Supplier Payment Inquiry - Work With 8. Click the 'Row' exit button.											

Open Receipts Inquiry

Payments

٠

You may need to view data to determine the status of receipts of ordered items on purchase orders. You can view open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which vouchers need to be processed. You can review the amount and quantity open for each receipt.

You may select an item from the row exit menu, to view further options.

Via Menus	$ \begin{array}{ c c c c c } \mbox{EnterpriseOne Menus} \rightarrow \mbox{FMIS Master Directory} \rightarrow \mbox{FMIS Inquiry Menu} \rightarrow \mbox{Accounts Payable Inquiry} \\ \mbox{\rightarrow Open Receipts} \end{array} $
-----------	---

▼ EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu >	Accounts Payable Inquiry
	Supplier Master Information
	Supplier Ledger Inquiry
	Supplier Payment Inquiry
	Qpen Requisitions
	Qpen Receipts
	Application: P43214, Form: W43214A, Version: ZJDE0001

Function	Processes and Results
Open Receipt Inquiry	1. Select 'Open Receipts' from the Account Payable Inquiry menu.

Open Receipts - Work With Purchase Receipts

\checkmark	Q >	⊘≂	Row (3) Too	ols											
Do	. Numb	er *	*		*			Branch/Plant	*		Vouchered				
Ore	er Num	ber 👔	C	P	*			Line Number	*		Closed Lines				
Su	plier	*						G/L Date	04/03/201	7					
Iter	n Numbe	*						Display St	upplier Item						
Ace	ount	*						Batch							
No	records	found.													
	Rev	Doc Ty	Order Numbers	Or Ty	Line Number	Account Number	Amount Received	Amount Not Vouchered	Document Number	Order Co	2nd Item Number	Supplier Number	Quantity Received	Quantity Not Vouchered	Receipt Line

This form enables you to search for purchase orders that are Received but Not Vouchered, Vouchered and Closed Lines of purchase order receipts.

Open Receipt	Open Receipts - Work With Purchase Receipts									
<pre>< Q X 3</pre>	\checkmark Q $\times =$ Row $\textcircled{3}$ Iools									
Doc. Number Order Number	*		*			Branch/Plant Line Number	*		Vouchered	
Supplier	* G/L Date 04/							17		
Item Number	*					Display S	upplier Item			
Account	*					Batch				
No records found.										
Rev Doo	Order Numbers	Or Ty	Line Number	Account Number	Amount Received	Amount Not Vouchered	Document Number	Order Co	2nd Item Number	Supplier Number

You may change the Order Type field from default OP to O1 to display generated purchase orders from contracts (OC).

To check an order to see whether any vouchers have been created.

Open Receip	Open Receipts - Work With Purchase Receipts											
✓ Q 🗙	Row () Tools											
Doc. Number	* * *	Branch/Plant *	Vouchered									
Order Number	60768 OP *	Line Number *	Closed Lines									
Supplier	*	G/L Date 04/03/2017										
Item Number	ź	Display Supplier Item										
Account	ź	Batch										

Function	Processes and Results
Open Receipt Inquiry	 At the 'Work With Purchase Receipts' form, enter the purchase order number in the 'Order Number' field.
	2. Verify the Order Type field, change if applicable.
	3. Click the 'Find' button.

Open Receipts - Work With Purchase Receipts

<pre></pre>	<u>Row</u> (iii) Tools		
Doc. Number	* * *	Branch/Plant *	/ouchered
Order Number	60768 OP *	Line Number *	
Supplier	ż	G/L Date 04/03/2017	
Item Number	*	Display Supplier Item	
Account	*	Batch	

Function	Processes and Results					
Open Receipt Inquiry	4. Click the 'Vouchered' box in the header.					

Open Receipts - Work With Purchase Receipts

\checkmark	QX	Eow	(i) Too	ols										
Do	c. Number	*	*	*			Bra	anch/Plant	*	Vouchered				
Or	der Numbe	er 60768	0	*			Lin	ne Number	*					
Su	pplier	*					G/	L Date	04/03/201	17				
Iter	tem Number *						Display Supplie	r Item						
Ac	count	ź					Ba	tch						
Re	Records 1 - 2													
	Doc Ty	Order Numbers	Or Ty	Line Number	Account Number	Amount Received	Amount Vouchered	Document Number	Order Co	2nd Item Number	Supplier Number	Quantity Received	Receipt Line	Doc Co
	PV	60768	OP	1.000	113014.5720	124.28	124.28	240406	00010	C#60030991	28652	2		00010
]					124.28	124.28			TOTAL				

The system displays the order detail lines with the quantity and amount entered on the voucher.

	Code	Description
۲	PV	Voucher

PV Document Type represents voucher.

Open Receipts - Work With Purchase Receipts									
Come 🗧 Book 😇 Looks									
Doc. Number Order Number Suppler Hem Number Account	Branch/Plant • Line Number • G/L Date 02/26/2018 Display Supplier Item Batch	Vouchered Closed Lines							
Records 1 - 5	2nd Item Amount ered Number Not Vouchered	Supplier Order Trans Document Number Co UOM Number Branch/P	lant Suffix Line Received						

If the 'Order Number' is unknown, use the header fields or QBE fields to narrow your search such as the fields listed below:

- Document Number
- Order Number
- Branch/Plant
- Supplier AB#
- Item Number
- Account
- QBE Line

Function	Processes and Results
Open Receipt Inquiry	 Enter the purchase order number in the 'Order Number' field. Verify the 'Order Type' field, change if applicable. Oliek the 'Eind' butter.
	3. Click the Find button.

0	pen Re	ceipts	- Work With	n Pure	chase Rece	eipts													
\checkmark	a a	× =	Row () To	ols															
1	Doc. Num	ber	*		*			Bran	ch/Plant *			Vouchered							
	Order Nur	nber	326065	OP	*			Line	Number *			Closed Lines							
1	Supplier		*					G/L (Date 0	4/03/2017									
	tem Num	ber	*						Display Supplier It	em									
1	Account		•					Batcl	h										
	Dopordo	1 5																	
	Recolus	1-5										_				1	1		1
	Rev	Doc Ty	Order Numbers	Or Ty	Line Number	Amount Received	Amount Not Vouchered	Document Number	Account Numbe	er Order Co	2nd Item Number	Supplier Number	Trans UOM	Quantity Received	Branch/Plant	Receipt Line	Order Suffix	Sec UOM	LotNumb
		OV	326065	5 OP	1.000	650.00	650.00	427487	K130576.713	0 03175		262991	EA	500.00	K130576		1 000	EA	
		ov	326065	5 OP	2.000	219.90	219.90	427487	K130576.442	0 03175		262991	EA	2.00	K130576		1 000	EA	
		ov	326065	5 OP	3.000	2,200.00	2,200.00	427487	K130576.454	0 03175		262991	EA	2000.00	K130576		1 000	EA	
		ov	326065	5 OP	4.000	879.12	879.12	427487	K130576.713	0 03175		262991	EA	999.00	K130576		1 000	EA	
		Ŭ				3,949.02	3,949.02				TOTAL								

At the **Work With Purchase Receipts** form, a list of items ordered of the purchase order is displayed in the grid.

- Note: In the grid the **Doc Ty** (Document Type) field displays **OV**. That indicates that this purchase order has **NOT** been vouchered.
- Note: the **Amount Not Vouchered** field, the amount is displayed, this is also an indication that the receipt has **NOT** been vouchered.

	Code	Description	Description 2
۲	OV	Do Not UseReceiving Docum	Hard Coded to Receiving

Document Type (OV) represents a processed *purchase order receipt*. Meaning the purchase order receipt was processed by Purchasing however, has not been voucher match by Accounts Payable.

View actual receipt date processes

Open Receipts - Work With Purchase Receipts								
🗸 Q X 🔜	Row 👸 Tools							
Doc. Number	Favorites			Branci				
Order Number 3	1005 00 Davis			Line N				
Supplier *	ROW			G/L D				
Item Number 🔹	Account Distribution			Di				
Account *	Attachments	Batch						
Records 1/5	Detail Information							
	B.O. Dotail Browno							
Rev Doc Ty	Journal Entries	Amount Received	Amount Not Vouchered	Document Number				
ov 🗹	A/B Lodger	650.00	650.00	427487				
ov 🗌	AVF Ledger	219.90	219.90	427487				
ov	Receipt Routing	2,200.00	2,200.00	427487				

Function	Processes and Results
Open Receipt Dates and Address	1. Select a detail line from the grid.
Book Information	2. Click the 'Row' exit button.
	3. Select 'Detail Information' from the row exit.

Open Receipts - Purchase Receipt Detail								
Work With Purc	Work With Purchase Receipts Purchase F							
X 🕂 Eorm	< > @	<u>T</u> ools						
Fav	vorites							
Order 1	328063	90	03175					
ine Ni For	m							
eceip Lo	ot Detail	ov .	03175					
Supplie Ad	ddress Numbers	;						
Accoun	rder Dates	0578.7130						
Operati Jo	ournal Entries							
R	eceipt Routing							

Function	Processes and Results					
Open Receipt Dates and Address Book Information	 At the Purchase Receipt Detail tab Select 'Order Dates' from the form 	, click the 'Form' exit button. exit menu.				
Open Receipts -	Dates					
X 💮 Tools						
Ordered	04/15/2016					
Canceled						
Requested	04/15/2016					
Promised Delivery	04/15/2016					
Original Promised	04/15/2016					
Received	05/02/2016					
Receipt G/L	05/05/2016					

At the 'Open Receipts – Dates' form, all the dates pertaining to the purchase order process are displayed.

- The Receipt G/L date is the date the purchase order receipt was posted to the General Ledger.
- If the 'doc type' (Document Type) is 'OV', counting from the 'Receipt G/L' displayed above, you can determine the number of days a receipt has been *pending a voucher match* process.

To view who processed the Receipt by address book number

Function	Processes and Results
Open Receipt Dates and Address Book Information	6. Click the 'Closed' button.

Open Receipts - Purchase Receipt	Open Receipts - Purchase Receipt Detail					
Work With Purchase Receipts Purchase R	Receipt Detail					
X Form < > (3) Tools						
Favorites						
rder I	03175					
line Ni Form						
eceip Lot Detail	03175					
Souplie Address Numbers						
Item Nu Order Dates						
Accour						
Operati Journal Entries						
Receipt Routing						

Function	Processes and Results
Open Receipt Dates and Address Book Information	 At the 'Purchase Receipt Detail' tab, click the 'Form' exit button. Select 'Address Numbers' from the form exit menu.

Open Receipts - Address Numbers



At the 'Open Receipts – Address Numbers' form, address book numbers correspond with name(s) of who process the purchase order.

Function	Processes and Results
Open Receipt Dates and Address Book Information	9. Click the 'Close' button to exit.

Operating Budget (BA)/Commitment Inquiry

The purpose of checking the Operating Budget is to check at what level funds are available. The level number classifies accounts in the general ledger. You can have levels up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed.

Budget amounts are set at level of detail 6. Object accounts are only expensed at a level of detail 7.

If the situation arises when the budgeted amount is at a lower level of detail (e.g. level 5) than the expense object account (e.g. level 7), the Budget Comparison inquiry rolls up to allow inquiry at the budgeted amount level.

Budgeting provides a projection of future expenses and revenues. Using budget inquiry, you can compare actual amounts to your projections and use the information to improve your budgeting process.

Г	
Via Menus	EnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow FMIS Inquiry Menu \rightarrow Work with Navajo Nation
	Funds \rightarrow Trial Balance/Ledger Comparison with Encumbrances



Function	Processes and Results							
Checking the	 Select T/B Ledger Comparison with Encumbrances from the Work with Navajo Nation							
Budget	Funds menu.							

T/B Ledger Comparison with Encumbrances - Trial Balance / Ledger Comparison

\checkmark	/ Q ← Eow ŵ Tools									
Sk Le Le Ty	Skip to Account * 118005.5700 Select / Skip To Ledger Type 1 BA Budget Amount Level Of Detail 7 Period / Date Ledger Type 2 AA General Ledger LT 1 Thru Date 03/31/2016 1 Type/Subledger * LT 2 Thru Date 103/31/2016 1									
No	records found	i.								
	Level Of Detail	Account Number	Posting Edit Code	Account Description	1	Ledger 1 Balance	1	Ledger 2 Balance	Variance Balance	Ledger 1 Period Balance

Function	Processes and Results
Checking the Budget	 2. At the 'Trial Balance / Ledger Comparison' form, enter the business unit, separator, and a LOD 5 object code in the 'Skip To Account *' field. If the object number is not known, click on the visual assist button.
	 3. Deselect the check mark from the 'Select / Skip' To box. This allows the grid to expand to show a detailed breakdown of the current budget.
	 4. Enter identical dates to reflect the last day of the current month in the 'LT 1 Thru Date' and 'LT 2 Thru Date' fields. Dates <u>must</u> be identical.
	5. Click the 'Find' button.

T/B Ledger Comparison with Encumbrances - Trial Balance / Ledger Comparison

\checkmark	V Q X 🗮 Bow 🛞 Iools													
Skip	to Account	* 118005.5	700	Select / Skip To										
Ledg	ger Type 1	BA	Budget	Amount Leve	l Of Detail 7 Perio	d / Date								
Ledg	ger Type 2	AA	Genera	I Ledger LT 1	Thru Date 03/31/20	16								
Тур	e/Subledger	-		LT 2	Thru Date 03/31/20	16								
Rec	ords 1 - 44										Customize	Grid Grid Fo	ormat Name2 🗸	1.
	Level Of Detail	Account Number	Posting Edit Code	Account Description	Budget Amount Balance	General Ledger Balance	Variance Balance	Budget Amount Peri	General Ledger Per	Variance Period Balance	% Variance	Period % Variance	Account ID	
	2		N	UTILITIES - DGS										
	6	118005.5710	в	Energy	3,341,373.00		3,341,373.00				100.00		03546981	
	7	118005.5720		Electric		27,594.40	27,594.40-						03547001	
	7	118005.5730		Natural Gas		1,723.42	1,723.42-						03547010	
	7	118005.5740		Propane		239.75	239.75-						03547028	
	6	118005.5710	в	Energy	3,341,373.00	29,557.57	3,311,815.43				99.12		03546981	
	6	118005.5750	в	Services	371,746.00		371,746.00				100.00		03547044	

Notice the **General Ledger Balance** column currently has a balance of 29,557.57 from previous encumbrances.

The BA checks the annual operating budget. If this budget is not checked, the encumbrance may exceed the budget amount for a particular account; therefore, causing an overexpenditure on that particular budget. It is important to correctly enter an operating budget encumbrance using the correct version for the proper budget ledger to be viewed.

T/B Ledger C	omparison with	n Encumbra	ances - Trial Balance /	/ Ledger Comparison							
✓ Q X	🗮 Row 🚯 Iools										
Skip to Account	* 118005.5	700	Select / Si	kip To							
Ledger Type 1	BA	Budget	Amount	Level Of Detail 7 Period	d / Date						
Ledger Type 2	Ledger Type 2 AA General Ledger LT 1 Thru Date 03/31/2016										
Type/Subledger	*			LT 2 Thru Date 03/31/20	16						
Records 1 - 44										Customize	Grid G
Level Of Detail	Account Number	Posting Edit Code	Account Description	Budget Amount Balance	General Ledger Balance	Variance Balance	Budget Amount Period Balance	General Ledger Period Balance	Variance Period Balance	% Variance	Perior Variar
2		N	UTILITIES - DGS								
6	118005.5710	в	Energy	3,341,373.00		3,341,373.00				100.00	
7	118005.5720		Electric		27,594.40	27,594.40-					
7	118005.5730		Natural Gas		1,723.42	1,723.42-					
7	118005.5740		Propane		239.75	239.75-					

The blue subtotal lines at LOD 6, displays a budget balance of 3,311,815.43 as of 03/31/2016.

Capital Job/Contracts & Grants Budget (JA)/Commitments Inquiry

Job Cost (Contracts & Grants) provides a method of capturing material and labor expenses and production statistics at a lower reporting level than the standard general ledger. Using job cost, you can track labor and materials as well as production statistics by job. Actual expenses and statistics applied to jobs are then summarized with the general ledger expenses and statistics for financial reporting. The program is primarily used to view job and project commitment details on an account-by-account basis. The budget is also for viewing subcontract commitments. These budgets are set up for particular jobs or contracts and should be handled differently than the annual operating budget. Once again, it is important to select the correct version upon entering the commitment to ensure the proper ledger is encumbered.

The Job Cost (JA) account number will always begin with the letter K for contracts, C for capital projects, and N for non-capital projects.





Function	Processes and Results					
Checking the Budget Job Cost	1. Select 'Contract or Grant Status Inquiry' from the 'Work with Contracts & Grants menu.					

	Contract or Grant Status Inquiry - Job Status Inquiry												
`	V Q												
1	Display Additional Selections Project Options Columns Job Codes Account Codes More Columns												
	Job Number K030714 CG JOM HEADSTART-CHINLE Thru Date/Period Job Posting Edit N Level of Detail 9 Column Version NN (Blank = User ID) Subledger												
	orm	Actio	ons										
			Subco	ontracts	Cha	ange Mgmt	Profit Recogn	ition Sa	ve Columns				
1	Row	Actio	ns										
	Progress Entry Select One 💌 🔊 Commitment Inquiry Budget by LT												
1	Records 1 - 35												
		X	L D	Cost Type	Account Description		Original Budget Amt	Revised Budget Amt	Actual Amount	Budget Balance	Open Commit Amount	P E	% Revised Spent

Function	Processes and Results				
Checking the Budget Job Cost	 At the 'Job Status Inquiry' form, enter the K account number in the 'Job Number' field. 				
	 3. Click in the 'Thru Date/Period' field, enter a date to reflect the last day of the current month. Although the Thru Date/Period field defaults with the current date, always enter a date that is the last day of the current month for an accurate financial budget. 4. To narrow your expense ranges in the grid go to step 5, otherwise click the 'Find' button. 				

Contract or Grant Status Inquiry - Job Status Inquiry

~	🗸 🔾 🔀 Eorm 🚍 Row 🔣 Report 🌐 Tools								
	Display	Additional Selections	Project	Options Columns	Job Code	Account Codes	More Columns		
	Skip Fr	om/Thru					Display	To Date	
	Skip F	rom Cost Code:	*	Skip From Cos	t Type:	4000 ×	Display Zero Accounts	 Inception 	
	Skip T	hru Cost Code:	*	Skip Thru Cost	t Type:	ż	Display Header Accounts	Cumulative	
							Display Header Description	OPeriod	

Function	Processes and Results			
Checking the Budget Job Cost (Optional Steps)	 5. Select the 'Additional Selections' tab. 6. Click in the 'Skip From Cost Type:' field, enter an expense range. This is the beginning expense range, enter 4000. 			

Contract or Grant Status Inquiry - Job Status Inquiry										
🗸 🔍 🗙 🕂 Eorm 🚍 R	ow 🤣 Report 👸 Tools									
Display Additional Selection	s Project Options Columns Job Codes	Account Codes More Co	olumns							
Skip From/Thru		Display		To Date						
Skip From Cost Code:	* Skip From Cost Type:	4000 Disp	play Zero Accounts	Inception						
Skip Thru Cost Code:	* Skip Thru Cost Type:	5000 × Disp	play Header Accounts	O Cumulative						
		Disp	play Header Description	OPeriod						

Function	Processes and Results
Checking the Budget Job Cost (Optional Steps)	 7. Click in the 'Skip Thru Cost Type:' field, enter a thru expense range. This is the thru expense range, enter 5000. 8. Click the 'Find' button.

Contract or Grant Status Inquiry - Job Status Inquiry

spla	ay	Addi	tional Sele	ctions Project Options Co	lumns Job Codes Ac	count Codes More C	Columns			
kip	Fro	om/Thr	u			Display			To Date	
Skij	p Fr	om Co	st Code:	* Skip Fro	m Cost Type: 400	00 Di	splay Zero Accounts		Inception	
Skij	p Th	nru Cos	t Code:	* Skip Thr	u Cost Type: 500	00 Dis	splay Header Accour	nts	O Cumulative	
						Di	splay Header Descri	otion	OPeriod	
8	<i>i</i>	L	Cost	Account	Original Budget Amt	Revised Budget Amt	Actual Amount	Budget Balance	Open Commit Amount	F
	(5	4300	Data Conv-Supplies	1,910.24					В
	ł	5	4100	Office Supplies & Equipme	1,910.24					
	(5	4410	Operating Supplies	15,599.81	52,706.21		52,706.21		в
	7	7	4421	Data Conv-Gen Op Supp		15,599.81	15,599.81			Ι
		6	4410	Operating Supplies	15,599.81	68,306.02	15,599.81	52,706.21		
	1	5	4400	Operating Supplies	15,599.81	68,306.02	15,599.81	52,706.21		
	4	4	4000	Supplies	17,510.05	68,306.02	15,599.81	52,706.21		

The **Actual Amount** and the **Open Commitment Amount** columns indicate expensed and encumbered purchase orders against the budget.

The blue subtotal lines at LOD 6, **Cost Type** 4410, displays a **Budget Balance** of 52,706.21 as of 03/31/2006.

Glossary

Definitions

Duplicate voucher/invoice notification – system feature that alerts user that same supplier invoice number was already entered on another voucher. Prevents duplicate payments.

Invoice – a bill from a provider of goods and services, requesting payment.

Payment group - vouchers that have similar information, such as the same bank account and payment instrument. This allows the system to process similar vouchers in the same way. You use the payment groups when you review and write payments.

Payment processing – the process where a payment records are matched one-toone to vouchers in the system. In other words, one payment record corresponds to only one (not multiple) voucher. Can be done manually or automatically.

Procurement – A process where goods and services are first ordered. In procurement, vouchers are automatically created when the (1) purchase order, (2) supplier invoice, and (3) receipt match.

Posting – The process following voucher entry and approval when the vouchers are recorded in the company's accounting records. Without posting, a company does not have the most current report of its balances and performance.

Purchase order – In procurement, a specific request to order goods and services from a specific provider of goods and services.

Recurring Voucher – A type of voucher that occurs with a consistent frequency. For example, the maintenance contract agreement must be paid on the first of every month.

Redistribution – the process when logged vouchers are removed from the suspense account and reassigned the appropriate G/L account.

Supplier management – Knowledge about and relationships established with suppliers so as to leverage an organization's purchasing power for better terms and conditions.

Three-way matching – Matching purchase order, receipt document, and vouchers.

Voucher – a document produced by the purchaser of goods and services to represent the details contained on the provider's invoice (product number, description, quantity, cost per unit) in order to prepare for payment processing.

Understanding G/L Date Warnings

When entering a transaction, the system edits the G/L date against the open period in the company constants. If entering a voucher with a G/L date that is not in the current or next accounting period, a warning or an error message is generated.

In the example below, if the company constant in the G/A system is set with the current period equal to 06, and transactions are entered to periods 06 and 07 (June and July), a warning or an error message would NOT occur because these are open periods. This is known as a "two-period" window. If a transaction is entered outside the two-period window, a message will appear.



Error messages

PYEB – You entered a G/L date in the prior year.

PBCO - You entered a G/L date before the current period.

PACO - You entered a G/L date that is after the two-period window.

WACO - You entered a G/L date in a future year.

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