

Accounts Payable 6B

User Documentation for the Navajo Nation

Consulting Services provided by

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ACCOUNTS PAYABLE MENU	
ADDRESS BOOK OVERVIEW	
W-9 Request for Taxpayer Identification Number and Certification	7
VOUCHER PROCESSING	
Standard Voucher Entry	
Speed Vouchers	
3-WAY MATCH VOUCHER ENTRY	
MULTI-VOUCHER SINGLE SUPPLIER	
MULTI COMPANY-SINGLE SUPPLIER	
WORKING WITH VOUCHERS	
Locating Vouchers	
View Document Types	
Reverse an Unpaid Voucher	
Revising Unposted Voucher	
Speed Status Change	55
Deleting Unposted Voucher – Supplier Ledger Inquiry	59
Delete an Unposted Voucher – Voucher Journal Review	
Delete a Voucher Pay Item	
WORKING WITH VOUCHER BATCHES	
Reviewing Vouchers	
Approving Vouchers	
ACCOUNTS PAYABLE INQUIRIES	
SUPPLIER (ADDRESS BOOK) INQUIRY	75
SUPPLIER LEDGER INQUIRY	
SUPPLIER PAYMENT INQUIRY	
Open Receipts Inquiry	
OPERATING BUDGET (BA)/COMMITMENT INQUIRY	
CAPITAL JOB/CONTRACTS & GRANTS BUDGET (JA)/COMMITMENTS INQUIRY	
UNDERSTANDING G/L DATE WARNINGS	
LIST OF CONTACTS	
	10/

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 relationships with its suppliers so that goods are received and paid on time, according to 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.

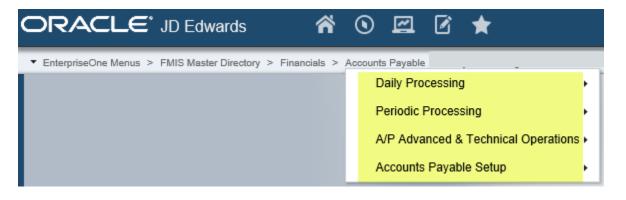
Processing Invoices

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 a most timely, accurate, and efficient manner possible. Before paying it's 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 process. The procedures we will go through will focus on the processes for Daily and the Periodic processes.

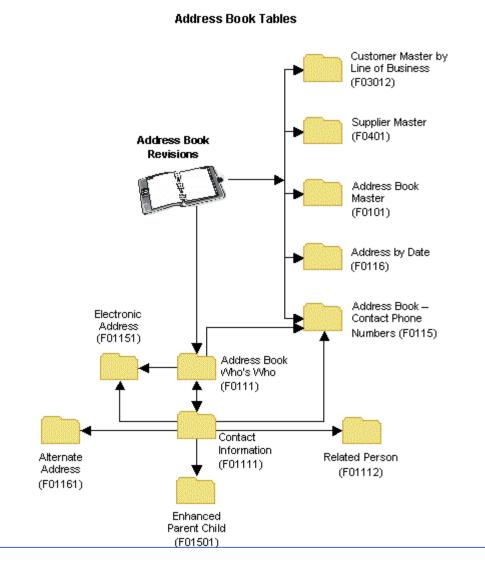
Address Book Overview

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.



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 mailing 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 in 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 the Form W-9 and the payment made are reported on a Form 1099.

The second purpose 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. 1 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 disregrared from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate 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 1 to 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. transactions by brokers) Form 1099-S (proceeds from real estate transactions)

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 (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)

- * 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	Revisions -	Work With Address	es								
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Alpha Name				Display Phone							
Search Type	*			Display Address							
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	1						223009648				
Sch Typ	Address Number	Long Address	Alpha Name		Address Line 1	City	Tax ID	Prefix	Phone Number	Phone Type	Industry Class
V V	345605		SHI		290 DAVIDSON AVE	SOMERSET	223009648	512	541-3371		

Address Book Revisions - Address Book Revision

	Work With Addresses	Address Book	Revision				
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	Alpha Name ★		SHI				
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l							
	Tax ID	- (223009648				
	Search Type 🜟		V	Suppliers	:		
	Business Unit		1		MODEL BALA	NCE SHEET	

Address Book Revis	ions - Address Book Revisio	on	
Work With Addresses	ddress Book Revision		
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Address Number	345605		
Address Book Mailing	Additional 1 Additional 2 Re	lated 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:

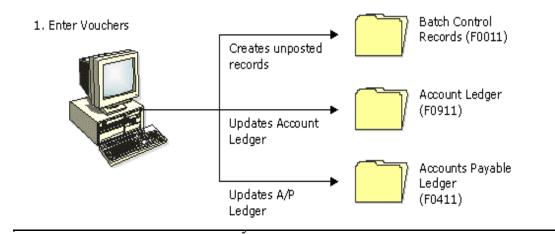
- Review and approve voucher batches
- Add vouchers to existing batches
- Place a batch in pending status so it cannot be posted until further analysis is completed.
- Review and change individual vouchers and journal entries.

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.

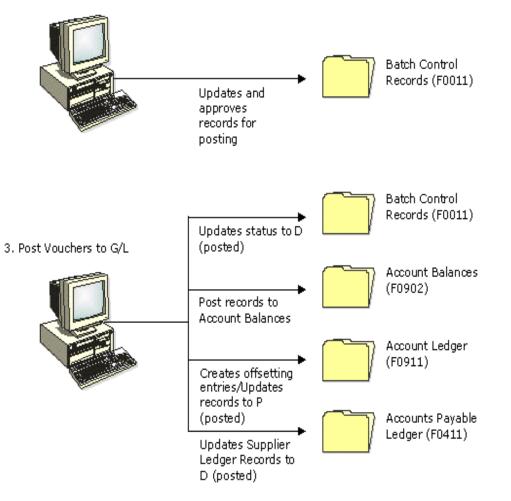
POST – After entry, and review / approval, the vouchers are posted to the company's accounting records (general ledger). The system performs a number of automatic tasks during the posting process. When a voucher entry is posted, the post program:

- 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 Process	sing > Supplier & Voucher Entry
	Speed Voucher Entry
	Standard Voucher Entry
	Uoucher Entry with Match - Tribal Funds
	Uoucher Entry with Match - CG/CP/NC
	Other Voucher Entry Methods
	Other Voucher Entry Methods
	Uvucher Journal Review
	Post Vouchers to G/L
	Voucher Journal Report
	Mame Search
	Supplier Master Information
	Supplier Ledger Inquiry
	Que Supplier Payment Inquiry

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

Standard Voucher Entry - Supplier Le	dger Inqui	ry					
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Supplier Number	× °						
Date From The	u			Inv	voice () g/L	
Recurring Summarize		C) Paid	Open C	Withheld	() All	
Batch Number *					Dis	splay Audit	
Payments Purchase Orders	Supplier	Master					
No records found.							
C Number	Batch Number	Document Number	Doc Туре	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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Suppli	er N	umber \star	189576	MIL		Business Unit	- 1						
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Gross			Disc	T	x	Taxat	ble						

Function	Processes and Results
Enter Voucher Information	At the 'Enter Voucher-Payment Information' form, complete the following required (R) fields:
	3. Click in the 'Company*' field, enter the company number. (R)
	4. Click in the 'Supplier Number*' field, enter the supplier's address book number. (R)
	5. Click in the 'Invoice Number' field, enter the invoice number. (R)
	6. Click in the 'Invoice Date' field, enter the invoice date. (R)
	7. Click in the 'G/L Date' field, enter the current date. (R)
	8. Click in the 'Business Unit' field, enter the business unit. (R)
	 Optional fields (O) Document Type/No/Co (O) Payment Terms Code (O) Service/Tax Date (O) 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.

Standard Voucher Entry - Enter Voucher - Payment Information

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Docur	nent	No/Typ/	Co	00010	Batch No	902806	Prev Doc							
Comp	any	*	00010 G	ENERAL FUND										
Suppli	ier Nı	umber 🕯	189576	MIL		Business Uni	t	1						
Invoic	e Nu	mber	TA396011	Di	iscount %	Default Paym	ent Terms							
Invoic	e Dat	te	05/03/2016	G/L Date \star	09/30/2017	Service/Tax [Date 02/01/2	2018						
Reco	ords	1 - 2								Customize G	rid py	910	~	1.↓
	<i>7</i>	1 - 2 Pay Itm	Gross	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Customize G	Hdl Cod	910 Pay Status	► Pymt Terms	1099 Flag
	X	Pay							Remark	<u>Customize C</u>	Hdi	Pay	Pymt	1099
	2	Pay Itm	Amount					Date	Remark	<u>Customize C</u>	Hdi	Pay Status	Pymt	

Function	Processes and Results
Enter Voucher Information	 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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0	(002								\bigcirc		
Gross	88	0.00	Disc	Ta	ax.	Taxab	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
ullet		Default
\bigcirc	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 a 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. 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
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De	scription	I	
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C C C C C C C C C C C C C C C C C C C	Code 1 2	Description Default Remittance At Remittance At	tachment - Mailed tachment - Pickup ee

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

	ТХД	Eorm 📃 Row 💮	Tools									
)ocum	ent No/Typ/	Co	00010	Batch No	902806	Brev Doc						
compa	iny 🗙	00010 Gl	ENERAL FUND									
upplie	er Number 🕯	189576	MILFOF	RD, ELMER L.	Business Uni	t	1					
voice	Number	TA396011	Dis	count %	Default Paym	ent Terms						
ivoice	Date	05/03/2016	G/L Date \star 0	9/30/2017	Service/Tax [Date 02/01/2	2018					
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Recor	ds 1 - 2	Gross	Taxable	Tax	Tax	Tax	Due	Remark	Н	l Pay	Pymt	1099
Recor	rds 1 - 2 Pay Itm	Gross Amount	Taxable	Tax	Tax	Tax	Due Date	Remark	He	l Pay	Pymt	1099

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. 13. Click the 'OK' button to access the G/L distribution form and continue entering the
	voucher.

Standard Voucher Entry - G/L Distribution

	t No/Typ/Co 2239480	PV 00010	Batch Number	902806						
upplier	189576	Explanation MIL								
/L Date	09/30/2017	Amt To Distribute 880.00								
	03/30/2011	000.00								
tecords 1		Account	A	Explanation	0.	Sub	Sub-		в	10
	Account Number *	Account Description	Amount	Explanation -Remark-	Co	Sub Type	Sub- ledger	LT	B C	10 Fla
X		Account Description Meals / Lodging			Co 00010	Sub Type		LT	B C	10 Fl
	Account Number *	Description	800.	-Remark-					BC	10 FI
X	Account Number * 101007.3521	Description Meals / Lodging	800.	-Remark- 00 Council Delegate	00010			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)

Ē	🖬 🗙 🕂 Eorm 🗮 Row 🌐 Iools										
ocui	ument No/Typ/Co 2239480 PV	00010	Batch Number	902806							
ippl	plier 189576 Explana	on MIL									
	Date 09/30/2017 Amt To E	atributa ana an									
- 0	Date 09/30/2017 Amt To E	stribute 880.00									
eco	ords 1 - 3										
	ords 1 - 3		Amount	Explanation -Remark-		Co	Sub Type	Sub- ledger	LT	B C	10 Fla
	Account Number * Accou	tion				Co 00010	Sub Type		LT	B C	10 Fla
)	Account Number * Accound Description	tion Lodging	800.00	-Remark-	C		Sub Type			BC	10 Fla
[Account Number * Accound Description 101007.3521 Meals /	tion Lodging	800.00	-Remark- Council Delegate	C	00010	Sub Type		AA	BC	10 Fi

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 - Supplier Ledger Inquiry 📋 🗙 🕂 Eorm 🗮 Row 🍈 Tools Supplier N Invoice Date From Thru ⊖ G/L Recurring Summarize ○ Paid ○ Open ○ Withheld ● All Batch Number Display Audit Payments Purchase Or Supplier Master rds 1 - 2 Rec Document Purchase Order Doc Type Doc Co Invoice Date G/L Date Due Date Document Type Supplier Number Gross Amount Open Amount Batch Number Pay Stat Pay Status Code Invoice Number Number TA396011 05/03/2016 09/30/2017 06/02/2016 Voucher 880.00 2239480 PV 00010 189576 880.00 902806 A Approved for Paymer 880.00 880.00 < Batch Payment History G/L Distribution Purchase Receipts

You can verify your entry thru 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

Speed Voucher Entry - Speed Voucher Entry

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 done 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 > F	Financials > Accounts Payable > Daily Processing > Supplier & Voucher Entry			

 EnterpriseOne Menus > 	Financiais >	Accounts Payable	> Daily Processing	23	supplier & voucher Entry
					Speed 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'.

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

 Function
 Processes and Results

 To Enter a Speed
 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

Supplier Number	190482	JOE, VICTOR A.		Prev Doc	
Company 🗙	03477 N	IDWA/WIA	Doc No/Type/Co		
nvoice Number	RRPY910		PO No/Type/Co		
Invoice Amount	126.72	Service/Tax Date		Scount %	
nvoice 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 Voucher Entry - Speed Voucher Entry							
~	/ 💼 🗙 😓 Row 🕂 Eorm 🌐 Tools							
	Sup	plier	Number	190482	JOE.		Prev Doc	
	Cor	npany	/ *	03477 NDW	ANVIA	Doc No/Type/Co		03477
	Invo	oice N	lumber	RRPY910		PO No/Type/Co		
	Invo	oice A	mount	126.72	Service/Tax Date	04/11/2016	% Discount	
	Invo	oice D	ate	04/08/2016	Tax Expl Code		Business Unit	107020
	G/L	Date		04/11/2016	Tax Rate/Area		Payment Terms	
	Due	e Date	•	05/08/2016	Tax Amount		Pay Status	A
	Approver No			Taxable Amount		Cat Code 07		
	Pay	ment	Remark	PY910trng			Batch Number	929100
	Am	t to D	istr	126.72				
	Rec	ords	1 - 3					
		X	Account Number		Account Description	Amount	Explanation -Remark-	
	$^{\circ}$		K0809001.3611		Meals / Lodging		120.00 PY910trng	
	\bigcirc		K0809001.3113		Mileage		6.72 PY910trng	
	ullet		1	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							
	✓						
Supplie	er Number	190482	JOE, VICTOR A	A.	Prev I	Doc	
Compa	ny \star	03477 NDWA	W/W/A	Doc	No/Type/Co		03477
Invoice	Number	RRPY910		POI	No/Type/Co		
Invoice	Amount	126.72	Service/Tax Date	04/11/2	2016	% Discount	
Invoice	Date	04/08/2016	Tax Expl Code		Busin	ess Unit	107020
G/L Da	te	04/11/2016	Tax Rate/Area		Paym	ent Terms	
Due Da	ite	05/08/2016	Tax Amount		Pay S	tatus	A
Approv	Approver No		Taxable Amount	Taxable Amount		Cat Code 07	
Payme	Payment Remark PY910tmg				Batch	Number	929100
Amt to	Distr	126.72					
Record	s 1 - 3						
Ø	Account Number		Account Description		Amount	Explanation -Remark-	
\circ	K0809001.3611		Meals / Lodging		120.00	PY910trng	
0	K0809001.3113		Mileage		6.72	PY910trng	
۲		0		[
<							
	Amount	126.72	F	Remaining			

Function	Processes and Results			
To Enter a Speed Voucher	After completing the detail area 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 \star	03477	NDWAWIA	Doc	No/Type/Co				
Invoice Number			POI	No/Type/Co				
Invoice Amount		Service/Tax Date				% Discount		
Invoice Date		Tax Expl Code			Busine	ss Unit		
G/L Date	04/11/2016	Tax Rate/Area			Payme	nt Terms		
Due Date		Tax Amount			Pay Sta	atus		
Approver No		Taxable Amount			Cat Co	de 07		
Payment Remark					Batch N	Number	929100	
Amt to Distr								
Records 1 - 1								
Account Number		Account Description		Amount		Explanation -Remark-		
•								
<								
Amount			Remaining					
			- 23 -				Revised	

levised 02/22/2018

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.

3-Way Match Voucher Entry

(Most commonly used by NN A/P Section)

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

. .

RECEIPT WITH YOUR PAYMENT								
Federal ID No.	Invoice No.	invoice Date						
52-1837891	53709282	04/22/2016						

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- E UGENE 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	DEPT	(888)294-0268	CUSTOMER	SERV	(800)998-0008
-------	-------	---------------	--------	------	---------------	----------	------	---------------

Date of Order Order No. Customer Purchase Order No. Terms Date Shipped Account No. Shipped Via 04/14/16 51546323 Net 30 SMALL PKG 7447658 04/22/16 326/29-00 Quantity _ _ Back Item No. Unit Price Description Extension Ordered Ordered Shipped 2 30952328 2 SMART BUY Z240T WKSTN E3-1240V 1,498.7800 2,997.56 SER.# 2UA6161MXW MFG# L9K63UT#A3A SER.# 2UA6161MXX HFG# L9K63UT#ABA 1 1 17862643 L5.6" 17 4810MQ 256GB 16GB 2,248.9700 2,248.97 SER.# CND54759K6 MFG# F1M39UT#ABA For electronic funds transfers, please remit to Citizens Bank: - ACH Payments: ASA # 2110-70175, Account # 1510875272 - WIRE Payments: ABA # 0115-00120, Account # 1510875272 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 soon as they are evaluable. 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		PLEASE ENCLOSE THE RECEIPT WITH YOU	
	000	05 744765	8 537092820	0000524653
l				

Eddien V2MI

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

 Via Menus
 EnterpriseOne Menus → FMIS Master Directory → Financials → Accounts Payable → Daily

 Via Menus
 Processing → Supplier & Voucher Entry → Voucher Entry - 3- Way Match

Oracle / PeopleSoft Proprietary & Confidential

▼ EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing >	Supplier & Voucher Entry	
	Speed Voucher Entry	
	Januard Voucher Entry	
	Joucher Entry - 3-Way Match	
	Application: P0411, Form: W0411G, Version: ZJDE0	007

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						
\checkmark Q + 🗇 \times F, Eom \equiv Row $$ Iools						
Supplier Number × Q						
Date From Thru			Invoice	e ⊖G/L		
Recurring Summarize	◯ Paid ◯ Open ◯ Withheld					
Batch Number *	Display Audit					
Payments Purchase Orders Supplier Master No records found Image: Supplier Master Image: Supplier Master						
Document Doc Document Number Type Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross 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

🗸 🗎 🗙 🕂 Eom	n 🗮 <u>R</u> ow 💮 <u>T</u> ools									
Voucher Match Sup	plier Classification Codes									
Order Number	326229 OP *				Branch/ Plant					
Voucher Num.	PV				Batch	902206				
Supplier	29819		COMPUTER CORNER	RINC						
Invoice Num.	1234 Co.		03876							
Gross Amount	Tax				Taxable Amt.					
Invoice Date	03/03/2017 Disc	count Amt.			Retained Amt.					
G/L Date	03/29/2017 ×				Remaining					
Records 1 - 1										
D Change P Order	Item Number	Supplier	Quantity To Voucher	Tr. UoM	Amount To Voucher	Retained Amount	Percentage Retained	Prev. Amt. Retained	Retainage To Release	Due Date

Function	Processes and Results
Enter Voucher Information	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

🗸 🖻 🗙 🏝	Form 📃 Row 🚯 Tools		
T	Favorites		
Voucher Mach			
Order Num er	Form	ź	
Voucher Num.	Receipts To Match		
Supplier	Orders To Match		COMPUTER CORNER INC
Invoice Num.	Release Retainage	Co.	03876
Gross Amount	Recost Vouchers	Тах	
Invoice Date G/L Date	Freight To Match	Discount Amt.	
	Line 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 with Match - CG/CP/NC - Select Receipts to Match

Order Nun Supplier Item Numt Account N Records 1	oer umber	326229 29819 * *	O		03876 COMPU	TER CORNER INC	Branch/Plant Receipt Date thru Recost	* * *											
	-																		
	Order Co	Ln Ty	Order Number	Or Ty	Description Line 2	Descripti	on	Tr. UoM	Quantity Open	(Unit Price	\supset	Amount Open)	Account Number	Line Number	Receipts Number	Receipt Type	Recei Co
	03876	J	326229	OP	Professional License	FQC 089	30 Microsoft Windows	10 EA		1.00		159.5500	\sim	159.55	K150567.6320	1.000	427639	ov	03876
	3876		326229			Shipping		EA				.0000		12.77	K150567.6320	2.000	427639	014	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

voucher Entry w	nun mate	11-03/0F	////////	elect Receipts to	o wateri								
🖌 🔍 🗙 🎫	<u>R</u> ow (ii) I	Tools											
Order Number	326229	0	P	03876		Branch/Plant	*						
Supplier	29819				COMPUTER CORNER INC	R INC Receipt Date *	*						
Item Number	*					thru	*						
Account Number	*					Recost							
						Summary							
Records 1 - 2													
Co Order	Ln Ty	Order Number	Or Ty	Description Line 2	Descrip	tion	Tr. UoM	Quantity Open		Unit Price	Amount Open	Account Number	Line Number
O3876 O3876 O	J	326229	OP	Professional Licens	e FQC 08	930 Microsoft Windows 1	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

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

- If there are (2) separate invoices, select each line separately, 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 all 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.

Voud	cher	r Ent	try - 3-V	Vay Matel	h - Voucher N	latch										
< t		×	F Eom	n 🗮 Row	(i) Tools											
V	ouch	er Ma	atch Su	pplier Clas	sification Codes											
Ore	der N	lumbe	er	326129	OP	00010		Branch/ Plant	1150	12						
Vo	ucher	r Nun	n.	2238903	PV	00010		Batch	901777							
Su	Supplier			281060			30VCONNECTION INC									
Inv	oice	Num.		53709282		Co.	00010									
Gro	oss A	mour	nt	5,246.53		Тах		Taxable Amt.								
Inv	oice	Date		04/22/2016		Discount Amt.		Retained Amt								
G/I	L Dat	е		05/03/2016				Remaining								
Reco																
	X	0 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	1	3	26129 OP	281060	30952328 L9K63UT	115012.4230	EA	2.00	2.00	2,997.56	2,997.56	05/22/2016			1.000
	1	1	3	26129 OP	281060	ABOOK 15 G2 COR	115012.4230	EA	1.00	1.00	2,248.97	2,248.97	05/22/2016			2.000
	1															

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 update.
- 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.

	\rightarrow	< 氏」	Form <u>Rov</u>	• @:	Tools										
/oucl	her N	Match	Supplier Class	ificatio	n Codes										
Ord	er Nu	umber	326229		OP	03876		Branch/ Plant		K150567					
Vou	cher	Num.	2238934		PV	03876		Batch		902208					
Supplier Invoice Num. Gross Amount Invoice Date			29819 1234 172.32			0	COMPUTER CORNER INC								
		Num.			C	D.	03876								
		mount			Та	ах		Taxable Amt.							
		Date	03/03/20	17	Di	scount Amt.		Retained Amt							
G/L	Date	e	03/29/20	17				Remaining							
G/L	Date	•	03/29/20	17				Remaining							
			03/29/20	17				Remaining							
core	ds 1	- 3						Remaining		Outra		Amount	Que de la	1100	0.1
core		- 3	03/29/20 Order Number	Or Ty	Supplier	Expense Account	t Description 1	Remaining	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Line Number	Ord Co
ecore	ds 1	-3	Order	Or Ty	Supplier 29819						To Voucher	To Voucher			

Function	Processes and Results
Enter Voucher Information	17. On the next available line in the grid, click in the OP (Match Processing) field.
	18. Click on the 'visual assist' button.

	Sel	ect Use	r Define C	code
5		a x	<mark>₩, E</mark> orm	(B) Tools
	Pro	duct Code	•	43 Procurement
	Use	r Defined	Codes	VM Voucher Match Options
	Des	cription		
	Rec	ords 1 - 6	Customize	Grid Format Name1 🗸 🏦
		Code		Description
	0	Code		Bypass Payment of Line
	0	1		Match Quantity / Amount
	Ă	4		Create New Order Line
I		т -		
	0	5		Freight Distribution Line
	0	7		Match and Close Balance
	0	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.

Voucher Entry	with Match -	CG/CP/NC	- Vouche	r Match										
- 🗇 - K	<u>Form</u> <u>Row</u>	() <u>T</u> ools												
Voucher Match	Supplier Class	ification Code	8											
Order Number	326229	OP	038	76		Branch/ Plant	K150567							
Voucher Num.	2238937	PV	038	76		Batch	902211							
Supplier	29819				MPUTER CORNER	INC								
Invoice Num.	1234		Co.		03876									
Gross Amount	158.53		Tax			Taxable Amt.								
Invoice Date	03/03/201	17	Disco	unt Amt.		Retained Amt.								
G/L Date	03/29/201	7				Remaining								
Records 1 - 4														
	Order Number	Or Desc	ription 1		Supplier	Description 2	Expense Account	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Line Number	Order Co
1 1	326229		8930 Microso	ft Windows 10	29819	Professional License	K150567.6320	EA	1.00			159.55		03876
	326229	-			29819		K150567.6320	EA	100	2100	12.77	12.77		03876
4	326229		are Support		29819		K150567.6320				13.79-	_		03876

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 first then, enter the amount.
	26. Click in the next 'available line' in the grid, to view your entry.
	Notice 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.

	×	F,	Eorm Rov	· @ 1	ools										
ouch	ner Ma	tch	Supplier Class	ificatior	Codes										
Orde	er Num	nber	OP 03876			Branch/ Plant	K150567								
Vouc	cher Ni	um.	2238937				Batch	902211							
Supp	plier		29819			COMPUTER CORNER	INC								
Invoi	ice Nu	m.	1234		Co.	03876									
Gros	s Amo	ount	118.53		Tax		Taxable Amt.								
Invoi	ice Dat	te	03/03/20	17	Discount Amt.		Retained Amt.								
Invoi G/L I		te	03/03/20		Discount Amt.		Retained Amt. Remaining								
		te			Discount Amt.										
G/L I					Discount Amt.										
G/L I	Date	5	03/29/20		Discount Amt.	Supplier		Expense Account	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Line Number	Orde
G/L (Date is 1 - 5	5	03/29/20	Or Ty			Remaining	Expense Account K150567.6320			To Voucher		Amount	Number	Co
G/L (Date Is 1 - 5 R P	5	03/29/20 Order Number	Or Ty OP	Description 1		Remaining Description 2 Professional License		UoM	Quantity	To Voucher	To Voucher	Amount 159.55	Number	Co 0387
G/L I	Date ds 1 - 5 P 1	5	03/29/20 Order Number 326229	Or Ty OP OP	Description 1 FQC 08930 Microsoft Windows 1	10 29819	Remaining Description 2 Professional License	K150567.6320	UoM EA	Quantity	To Voucher	To Voucher 159.55	Amount 159.55 12.77	Number 1.000	Co 0387 0387

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.

 34. 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.

Voucher Entry	with Match	- CG/C	P/NC - Voucher Matcl	h						
- 🗇 🗙 R	<u>Form</u> = R	ow 🚯	Tools							
Voucher Match	Supplier Cla	ssificatio	on Codes							
Order Number	326229	OP 03876	OP 03876			Branch/ Plant	K150567			
Voucher Num.	223893	PV 03876			Batch	902211				
Supplier	29819			COMPUTER CORNER INC						
Invoice Num.	1234		Co.	0	3876					
Gross Amount	118.53		Tax				Taxable Amt.			
Invoice Date	03/03/2	2017	Discount Amt.				Retained Amt.			
G/L Date	03/29/2	2017					Remaining			
Records 1 - 5										
□ 🖉 P	Order Number	Or Ty	Description 1		Supplier	Descrip	otion 2	Expense Account	Hdl Cod	Line Number
1	326229) OP	FQC 08930 Microsoft Wind	FQC 08930 Microsoft Windows 10		29819 Professional License		K150567.6320	୍	1.000
1	32622	9 OP	Shipping	hipping		29819		K150567.6320		2.000
4	32622	9 OP	Software Support	Software Support		29819		K150567.6320		4.000
4	32622	9 OP	Sales Tax-Current Yr	les Tax-Current Yr				107001.1221		5.000
Function					Processes	and I	Results			
Enter Vouch Information	er	35. C	Click in the 'Hdl cod	' field.						

36. Click the 'Visual Assist' button.

Sel	ect User	Define C	ode	
~	a x	<mark>₩, E</mark> orm	(j) Tools	
Pro	oduct Code		00 Foundation Environment	
Us	er Defined	Codes	HC Special Handling Code-A/P Py	/mt
De	scription			×
Red	ords 1 - 6	Customize	e Grid Grid Format Name1 🗸 🏦	
	Code		Description	
۲			Default	
0	1		Remittance Attachment - Mailed	
0	2		Remittance Attachment - Pickup	
0	3		Pickup by Payee	
0	4		Pickup by Program/Dept.	
0	5		Manual Check	

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
Des	scription	
Rec	ords 1 - 6 Customize	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

Vouch	her Match	Supplier Class	ificatio	on Codes									
Orde	er Number	326229		OP	03876				Branch/ Plant	K150567			
Vouc	cher Num.	2238937		PV	03876				Batch	902211			
Supp	plier	29819				COM	PUTER CORNE	RINC					
Invoi	ice Num.	1234			Co.	C	13876						
Gros	ss Amount	118.53			Тах				Taxable Amt.				
Invoi	ice Date	03/03/20	17		Discount Amt.				Retained Amt.				
G/L E		03/03/20			Discount Amt.				Retained Amt. Remaining				
G/L I	Date ds 1 - 5	03/29/20	17						Remaining		Hd	1	Line
G/L I	Date			Descriptio			Supplier	Descr		Expense Account	Hd		Line Number
G/L I	Date ds 1 - 5	03/29/20 Order	Or Ty			s 10			Remaining	Expense Account K150567.6320			
G/L I	Date ds 1 - 5 Q P	03/29/20 Order Number	Or Ty OP		on 1	s 10		Profes	Remaining iption 2		Co		Number 1.000
G/L I	Date ds 1 - 5 0 p 1	03/29/20 Order Number 326229	Or Ty OP OP	FQC 0893	on 1 D Microsoft Window:	s 10	2981	9 Profes	Remaining iption 2	K150567.6320	Co 4		Number

Revised 02/22/2018

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

) X	Currentian (-tion Contra								
Vou	cher Mato	supplier C	lassific	ation Codes								
Or	Order Number 326229 Voucher Num. 2238937 Supplier 29819		229	OP 03876			Branch/ Plant		K150567			
Vo			8937	PV	03876			Batch	902211			
Su			19		(COMPUTER CORN	IER INC					
Inv	voice Num	. 1234	ļ		Co.	03876						
Gr	oss Amou	nt 118.	53		Тах			Taxable Amt.				
Inv	voice Date	03/0	3/2017		Discount Amt			Retained Amt.				
					Discount Ant.			Retained Am.				
G/	L Date	03/2	9/2017		Discount Ant.			Remaining				
	ords 1 - 5		9/2017		Discount Ann.							
Reco		03/2 Order Number		Description 1		Supplier	Descriptio	Remaining	Expense Account	Hdl Cod	Payee Number	Line Number
Reco	ords 1 - 5	Order	9/2017 Or Ty			Supplier 29819		Remaining	Expense Account K150567.6320			Line Number 1.000
Reco	ords 1 - 5 O P	Order Number	9/2017 Or Ty OP					Remaining n 2		Cod	Number	Number
Reco	O P 1	Order Number 326229	9/2017 Or Ty OP OP	FQC 08930 N	ficrosoft Windows 10	29819		Remaining n 2	K150567.6320	Cod 4	Number	Number 1.000

Address Book number change is also 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

Vouche	er Entry	with Match ·	CG/C	P/NC - Vo	oucher Match	1									
~ 🗈	XĘ	Eorm 📃 Ro	w @	Tools											
Vouche	er Match	Supplier Clas	sificatio	on Codes											
	Number	326229		OP	03876			E	Branch/ Plant	K150567	-				
Vouc	her Num.	2238937		PV	03876			E	Batch	902211					
Suppl	lier	29819				COM	PUTER CORNER	INC							
Invoid	e Num.	1234			Co.	0	3876								
Gross	Amount	118.53			Тах			1	Faxable Amt.						
Invoid	e Date	03/03/20	17		Discount Amt.			F	Retained Amt.						
G/L D)ate	03/29/20	17					F	Remaining						
Records															
	P	Order Number	Or Ty	Descriptio	in 1		Supplier	Descriptio	on 2	Expense Account	Hdl Cod	Payee Number	Line Number	Check Remark	Tr. UoM
	1	326229	OP	FQC 0893	0 Microsoft Wind	ows 10	29819	Professio	nal 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	upport		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.

١	ouche	r Entry	with Match -	CG/C	CP/NC - V	oucher Match										
~	1	×ң	Eorm 🗮 Rom	w @	Tools											
	Vouche	r Match	Supplier Class	sificatio	on Codes											
	Order	Number	326229		OP	03876			Branch/ Plant	K150567						
	Vouch	er Num.	2238937	,	PV	03876			Batch	902211						
	Suppli	er	29819				COM	PUTER CORNER	INC							
	Invoice	e Num.	1234			Co.	0	3876								
	Gross	Amount	118.53			Tax			Taxable Amt.							
	Invoice	e Date	03/03/20)17		Discount Amt.			Retained Amt.							
	G/L Da	ate	03/29/20)17					Remaining							
	Records	1 - 5														
		O P	Order Number	Or Ty	Descriptio	on 1		Supplier	Description 2	Expense Account	Hdl Cod	Payee Number	Line Number	Check Remark	Tr. UoM	Order Quantity
		1	326229	OP	FQC 0893	30 Microsoft Windo	ws 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 S	Support		29819		K150567.6320	4	29819	4.000			
		4	326229	OP	Sales Tax-	Current 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

🗸 🖻 🗙 F.	<u>F</u> orm <u> </u>				
Voucher Match	Supplier Classification Codes				
Order Number	OP	*		Branch/ Plant	
Voucher Num.	PV	Pr	rev 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

🗸 🗇 🗙 🕂 Eorm 🚍 E	tow (3) Tools
Voucher Match Supplier Class	sification Codes
Order Number Voucher Num. Supplier Invoice Num. Gross Amount O5/03/2 G/L Date 05/03/2	
Function	Processes and Results
Enter Voucher Information	46. Click the 'Close' button to exit.

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

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

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

Open Receipts by Supplier - Work With Purchase Receipts \bigcirc \times \equiv <u>R</u>ow <u>T</u>ools \checkmark Vouchered Doc. Number . Branch/Plant . OP * Line Number . Order Number 326229 G/L Date Supplier 03/29/2017 Item Number Display Supplier Item Account Batch Records 1 - 5 Order Numbers Or Ty Line Number Amount Received Document Number Order Co 2nd Item Number Supplier Number Trans UOM Prev Qty Vouchered Branch/Plant Quantity Vouchered Receipt Line Order Suffix Sec UOM Amount Vouchered Account Number 159.55 K150567.6320 326229 OP 1.000 2238937 03876 29819 EA K150567 1.00 159.55 1 000 EA 1.00 D PV 12.77 326229 OP 2.000 12.77 2238937 K150567.6320 03876 29819 EA K150567 1 000 EA] PV 326229 OP 4.000 13,79-2238937 K150567.6320 03876 29819 EA K150567 13.79-000 EA 03876 326229 OP 5.000 40.00-107001.1221 29819 EA K150567 40.00-000 EA PV 2238937 TOTAL 118.53 118.53

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

Multi-Voucher Single Supplier

EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing :	> Supplier & Voucher Entry	
	Speed Voucher Entry	
	Generation Standard Voucher Entry	
	💻 Voucher Entry - 3-Way Match	
	Other Voucher Entry Methods	Voucher Logging Entry
	Uoucher Journal Review	Uoucher Detail Report
	Post Vouchers to G/L	Standard Voucher Entry
	Z Voucher Journal Report	Recurring Voucher Inquiry
	🖳 Name Search	Recurring Voucher Report
	Jupplier Master Information	Recycle Recurring Vouchers
	Supplier Ledger Inquiry	Prepayment Voucher Entry
	Supplier Payment Inquiry	Prepayment Selection
		Multi Voucher-Single Supplier
		Multi Voucher-Multi Supplier
	ΟL	Multi Company-Single Supplier
		Pay When Paid Voucher Entry Methods >
		Voucher Journal Review
		Post Vouchers to G/L
		Voucher Journal Report

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:

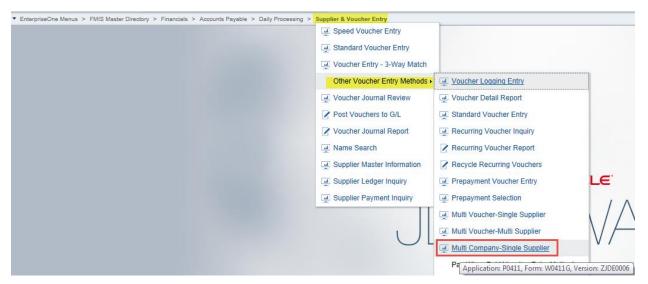
- Multi Voucher-Single Supplier (P0411)
- Multi Voucher-Multi Supplier (P0411)

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		PK	Automatic Payment	Hard Coded use in A/P
PO	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		PY	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	

 $\begin{array}{l} \mbox{EnterpriseOne Menus} \rightarrow \mbox{FMIS Master Directory} \rightarrow \mbox{FMIS Inquiry Menu} \rightarrow \mbox{Financials} \rightarrow \mbox{Accounts} \\ \mbox{Payable} \rightarrow \mbox{Daily Processing} \rightarrow \mbox{Supplier & Voucher Entry} \rightarrow \mbox{Supplier Ledger Inquiry} \\ \end{array}$

EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable >	Daily Processing > Supplier & Voucher Entry
	Speed Voucher Entry
	Januard Voucher Entry
	Voucher Entry - 3-Way Match
	Other Voucher Entry Methods >
	Voucher 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

\checkmark	Q	+ 🗇 🗎	X Ft Eon	m 🔍	Row (B) Tools								
s	upplier	Number		>	, O,								
	ate Fro	m		Thru			۲	Invoice C	G/L				
[Recu	urring	Summarize			O Paid) Open	Withheld					
B	atch Ni	umber *						Disp	lay Audit				
	Pa	yments	Purchase Ord	ers	Supplier Master								
N	o record	ds found.											
	X	Purchase Order	Document Number	Doc Туре	Invoice Number	Document Type	Doc Co	Invoice Date	G/L Date	Due Date	Supplier Number	Gross Amount	Open Amount
<<													
<u> </u>													
	<												
	E	Batch	Payment Histo	огу	G/L Distribution	Purchase Rece	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: Invoice G/L To limit the documents displayed by pay status, 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. 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					
🗸 🔾 🕂 🗇 菌 🗙 🕂 Eorm 🚍 Bow 🌐 Iools					
Supplier Number *					
Date From Thru	Invoice G/L				
Recurring Summarize	O Paid Open O Withheld O All				
Batch Number *	Display Audit				
Payments Purchase Orders Supplier Master					
				1	
Purchase PO Doc Document Doc G/L Order Type Number Type Date	Gross Open Invoice Amount Amount Number	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.

Se	Select User Define Code ? 🗖 🗴							
\checkmark	Q X P	Eorm 🛞	<u>T</u> ools					
Pr	oduct Code		00 F	oundation Environment				
U	User Defined Codes		DT					
De	Description							
De	escription 2							
Re	cords 1 - 36			Customize Grid 🕺 📌				
	• P*							
	Code	Description		Description 2				
۲	Р	Payables			^			
0	PO	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	 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									
🗸 🔎 🕂 🗇 💼 🗙 🏹 Eorm 🗮 Row 🛞 Iools									
Supplier Number *									
Date From 10/01/2003 Thru 06/30/2005	Date From 10/01/2003 Thru 06/30/2005 O Invoice O/L								
Recurring Summarize	С	Paid O	Dpen 🔿	Withheld 🔘	All				
Batch Number *				Display A	udit				
Payments Purchase Orders Supplier Master									
No records found.									
68465 ×									
Image: Purchase Document Doc Invoice Order Number Type Number	Doc Co	Invoice Date	G/L Date	Due 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

Sup	ppilei	Number	ŧ												
Dat	te Fr	om	10/01/2003	Thr	u 06/30/2005				● G/L						
	Rec	urring 🗸	Summarize			\sim) Paid O	pen 🔿 Wir	thheld All						
Bat	tch N	*							Display Audi	t					
	P	ayments	Purchase Ord	lers	Supplier Master										
Rec		ayments 1 - 4		lers	Supplier Master										
Rec	ords	1 - 4	68465			Dee	Invision	0.1	Desumant	Cumpling	Cross	Onen	Pateb	Dav	Dav
Rec		1 - 4		Doc Type	Supplier Master	Doc Co	Invoice Date	G/L Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Co
Rec	ords	1 - 4 Purchase	68465 Document	Дос Туре	Invoice			Date			Amount	Amount		Stat	Pay Status Co Paid in Full
	ords	1 - 4 Purchase	68465 Document Number	Doc Type P5	Invoice Number	Co	Date 01/12/2004	Date	Type General Assi	Number	Amount 128.00	Amount	Number	Stat P	Status Co
	ords	1 - 4 Purchase	68465 Document Number 68465	Doc Type P5 PV	Invoice Number 1850+1/13/2004	Co 02215	Date 01/12/2004 10/01/2003	Date 01/12/2004	Type General Assi Voucher	Number 93683	Amount 128.00	Amount	Number 22916	Stat P P	Status Co Paid in Ful

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 Inquiry
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Supplied	Number 🛛													
Date Fro	om [10/01/2003	Thr	06/30/2005				€ G/L						
Rec		Summarize			C) Paid O	pen 🔿 Wit	thheld 💿 All						
Batch N	umber *						[Display Audit	I					
	ayments	Purchase Ord	iers	Supplier Master										
		68465		Supplier Master										
			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 Coo
Records	1 - 4 Purchase	68465 Document	Дос Туре	Invoice Number			Date						Stat	Status Co
Records	1 - 4 Purchase	68465 Document Number	Doc Type P5	Invoice Number 1850+1/13/2004	Co	Date 01/12/2004	Date	Type General Assi	Number	Amount		Number	Stat P	
Records	1 - 4 Purchase	68465 Document Number 68465	Doc Type P5 PV	Invoice Number 1850+1/13/2004 871-7757/10-03	Co 02215	Date 01/12/2004 10/01/2003	Date 01/12/2004	Type General Assi Voucher	Number 93683	Amount 128.00		Number 22916	Stat P P	Status Co Paid in Ful

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

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplie	Number	ŧ													
Date Fr	om	10/01/2003	Thr	u 06/30/2005				€ G/L							
Rec	urring	Summarize			0	Paid O	oen OWit	hheld)	411						
Batch N						0.	1	Display Au							
D atom 1	-						l	Display Au	an						
P	ayments	Purchase Ord	lers	Supplier Master											
Records	1 - 11														
		68465													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 Cod
		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
		68465	PV	871-7757/10-03	00010	10/01/2003	01/06/2004	01/06/2004	Voucher	28853	.29		20576	Р	Paid in Full
	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	39.98		164220	Ρ	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
	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
	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
	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
	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
	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
	00068465	68465	DV/	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	59.98		164220	P	Paid in Full

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	$Payable \to Daily \ Processing \to Supplier \ \& \ Voucher \ Entry \to Supplier \ Ledger \ Inquiry$



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

Supplier Ledger Inquiry - Supplier Ledger Inquiry

✓ Q ⁴	F 🗇 🗎	×	<mark>₩, E</mark> or	m =	Row 🚯 Tools	3										
Supplier	Number 2	46142		,	< Q _{YAZ}											
Date Fro	om			Thru			Invoice G/L									
Rec	urring	Summa	arize			(○ Paid ○ Open ○ Withheld ● All									
Batch N	umber *								Display	Audit						
Pa	Payments Purchase Orders Supplier Master															
No recor	ds found.															
	Purchase Order	Docu Num	iment ber	Doc Туре	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount				
F	unction						Proces	ses and	I Results							
	Reversing a /oucher 2. Enter the address book number in the 'Supplier Number' field or other pertinent information to retrieve the voucher. 3. Click the 'Find' button.															

		X F, Eor																
Supplier	Number	246142		YAZ.														
Date Fr	om		Thr	u			 Invoice 	⊖ G/L										
Rec	urring	Summarize			(Paid O	pen 🔿 Wit	hheld 💿 A	JI									
Batch N	lumber •						Г	Display Au	42									
							L		210									
P	ayments	Purchase Ord	ders	Supplier Master														
ecords	1 - 18																	
	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	B
]	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
1	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	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	9,870.00		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	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	Р	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	Р	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	Р	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	Р	Paid in Full	YAZ	03590	v
]	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
]	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
]	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
]		1435991		OFC OF LEGESLA			06/24/2010			246142	126.50		556921		Paid in Full	YAZ	00010	V
]		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
]											54,762.66	850.00						

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	er Ledger	Inquiry - Supp	lier Leo	lger Inquiry														
Y Q	+ 🗇	🗎 🗙 🖳 E	orm 🗮	Row 🚯 Tools														
Supplie	r Number	246142		YAZ.														
Date Fr	rom		Th	ru			Invoice	⊖ G/L										
Rec	curring	Summarize			C	Paid O	pen 🔿 Wit	hheld 🔘	IIA									
Batch N	Number	ŧ.					[Display Au	ıdit									
P	ayments	Purchase O	rders	Supplier Master														
Records	s 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	Open Amount	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	Voucher	246142	850.0	850.00	902804	A	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	Voucher	246142	1,817.4	1	900810	Р	Paid in Full	YAZ	03590	V

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

Xuppler Favorites Invoice h Tax Amk Reverse Taxable Amount	YAZ Voucher/ Ty/ Co Payment Terms Company Invoice Date		PV Payment Inst Batch Number	101103 03590 902804									
Retained Amount	G/L Date	02/26/2018											
Records 1 - 1													
Account Number Amount Matched	Retained Amount	Quantity Matched	UM Ln Ty	Order C Number T	Or Line Ty Number	Order Co	Receipt Line	Address Number	Pymt Terms	Pay Stat	Tax Y/N	Tx Expl	2nd Item Number
K101103.6530 8	850.00		EA J	326797 O	01 1.000	03590	1	246142		A	Ν		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

í Q	Q + □ ≤ × F _v Form ⇒ Row (⊕ Icols																
Suppl	er Number	246142		YAZ													
Date I	rom		Thr	u			 Invoice 	⊖ g/L									
R	curring	Summarize			C) Paid O	pen 🔿 Wif	thheld I I A	ui.								
Batch	Satch Number • Display Audit																
	Payments	Purchase Or	iers	Supplier Master													
Record	ls 1 - 18																
	Purchase Order	Document Number	Doc Туре	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
✓	00326797	2239479	PV	TC164	03590	02/26/2018	02/26/2018	03/28/2018	Voucher	246142	850.0	850.00	902804	ŧ 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	1,817.4	4	90081	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

Supplie	r Number	246142		YAZ															
Date Fr	om		Thr	u			 Invoice 	⊖ G/L											
Rec	urring	Summarize			0	Paid Og	en O Wit	hheld 💿 A	IL										
Batch N	lumber *						r	Display Au	4.2										
							L												
P	ayments	Purchase Ord	ers	Supplier Master															
Records	1 - 17																	Ca	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		90081	0 P	Paid in Full	YAZ	03590	v	Voucher E
	00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	5,700.00		90081	0 P	Paid in Full	YAZ	03590	v	Voucher E
	00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	355.50		90081	0 P	Paid in Full	YAZ	03590	v	Voucher E
	00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	10/23/2015	Voucher	246142	357.97		90081	0 P	Paid in Full	YAZ	03590	v	Voucher E
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	9,870.00		83512	5 P	Paid in Full	YAZ	03590	V	Voucher E
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	500.06		83512	5 P	Paid in Full	YAZ	03590	v	Voucher E
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	19.74		83512	5 P	Paid in Full	YAZ	03590	V	Voucher E
	00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	09/08/2014	Voucher	246142	470.00		83512	5 P	Paid in Full	YAZ	03590	v	Voucher E
	00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	14,306.25		78822	1 P	Paid in Full	YAZ	03590	V	Voucher E
	00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	1,001.66		78822	1 P	Paid in Full	YAZ	03590	v	Voucher E
	00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/23/2013	Voucher	246142	681.25		78822	1 P	Paid in Full	YAZ	03590	v	Voucher E
	00288059	1915749	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	18,506.25		77761	1 P	Paid in Full	YAZ	03590	v	Voucher E
	00288059	1915749	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	3,956.73		77761	1 P	Paid in Full	YAZ	03590	v	Voucher E
	00288059	1915749	PV	01 / MAR 19- JUN	03590	06/14/2013	08/27/2013	08/27/2013	Voucher	246142	881.25		77761	1 P	Paid in Full	YAZ	03590	v	Voucher E
		1435991	PV	OFC OF LEGESLA	00010	06/17/2010	06/24/2010	07/17/2010	Voucher	246142	126.50		55692	1 P	Paid in Full	YAZ	00010	v	Voucher E
		1280487	PV	09-01	00010	04/01/2009	08/04/2009	05/01/2009	Voucher	246142	143.00		47671	9 P	Paid in Full	YAZ	00010	v	Voucher E
											53,912.66								

Batch	Payment History	G/L Distribution	Purchase Receipts

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.

Supplier Ledger Inquiry - Supplier Ledger Inquiry	
V Q 🚽 📅 🛱 💥 🐺 Eorm 🚍 Row 🛞 Iools	
Supplier Number 319072	
Date From Thru	Invoice G/L
Recurring Summarize	○ Paid ○ Open ○ Withheld ④ All
Batch Number *	Display Audit
Payments Purchase Orders Supplier Maste	

Processes and Results
At the 'Supplier Ledger Inquiry' form, to limit the search, complete any of the following fields then, click the 'Find' button.
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.

Supplier Ledger In	quiry - Suppl	lier Led	ger Inquiry									
) X F, E	orm -	Row (3) Tools									
Supplier Number	319072	~		ST RIVER S	UPPLIES							
Date From		Thr	1			Invo	ice 🔾 G/	L				
Recurring	Summarize			(Paid ()	Open 🔿	Withheld 🤅	All				
Batch Number *							Display	Audit				
Payments	Purchase O	rders	Supplier Mast	er								
No records found.												
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

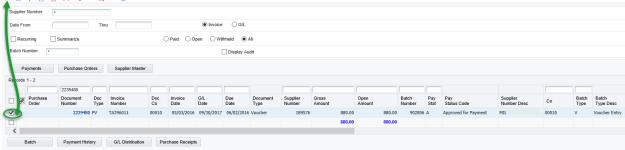
For training you will search using the supplier address book number.

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

Q	+ 🗆 🛙		n 🗮	Row (3) Tools													
Supplie	r Number	319072		NORTHWE	ST RIVER S	JPPLIES											
Date Fr	rom		Thru	1			 Invoice 	⊖ G/L									
Rec	curring	Summarize			(Paid O	pen 🔿 Wif	hheld 💿 A	JI								
Batch N	Number *						[Display Au	dit								
P	ayments	Purchase Ord	ers	Supplier Mast	ter												
Records	s 1 - 12																
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc	Invoice Date	G/L Date	Due Date	Document Type	Supplier	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	С
7	00314156	2166156		272770	03955					319072	611.90	Anivan	872679		Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	169.92		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	50.96		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	50.96		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	67.96		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	84.96		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	67.96		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	36.51		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	36.51		872679	9 P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	63.71		872679	P	Paid in Full	NORTHWEST R	. 03
	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	23.00		872679	P	Paid in Full	NORTHWEST R	. 03

Supplier Ledger Inquiry - Supplier Ledger Inquiry



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

ocum)	nent No/Typ/C	2239480 P	00010	Batch No	902806	Prev Doc						
compa	any 🗙	00010 Gl	ENERAL FUND									
upplie	er Number 🐈	189576	MIL		Business Unit	t 1	I					
nvoice	e Number	TA396011	TA396011 Discount % Default Payment Terms									
voice	e Date	05/03/2016	G/L Date ★		Service/Tax E	Date 02/01/2	018					
ivoice	e Date	05/03/2016	G/L Date ★		Service/Tax [02/01/2	018					
ivoice	e Date	05/03/2016	G/L Date ★		Service/Tax E	Date 02/01/2	018					
	e Date rds 1 - 2	05/03/2016	G/L Date ★		Service/Tax [Date 02/01/2	018		Customize Grid py	910	Y	±⊥
Recor		05/03/2016 Gross Amount	G/L Date *		Service/Tax E	Date 02/01/2	018 Due Date	Remark	Customize Grid py Hdl Cod	910 Pay Status	Pymt Terms	1099 Flag
Recor	rds 1 - 2	Gross	Taxable	09/30/2017 Tax	Tax	Тах	Due	Remark	Hdl	Pay	Pymt	1099

Function	Processes and Results
To Revise Unposted Vouchers	6. 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	 7. 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'.

Doc	ument N	o/Typ/Co 2239490	PV 02697		Batch Number	902840	
Supplier 3		36084	Explanation	Explanation CHEE, TOM			
G/L Date		04/09/2018					
Rec	ords 1 -	3					
Rec		3 ccount Number ★	Account Description		Amount	Explanation -Remark-	Co
				chered			
Rec	🖗 Ad	count Number *	Description		850.00	-Remark-	Co 02697 02697
0	🖗 Ad	2697.0515	Description Received Not Voud		850.00	-Remark- Consulting Fee	02697

Speed Status Change

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

As your inquiring on Purchase Orders you will notice 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 done with the Handling Code or the Payee Address field then, you would 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.

	EnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow Financials \rightarrow Accounts Payable \rightarrow Daily
Via Menus	Processing \rightarrow Automatic Payment Processing \rightarrow Speed Status Change

EnterpriseOne Menus > Financials > Accounts Payable > Daily Processing >	Automatic Payment Processing
	Speed Status Change
	Application: P0411S, Form: W0411SA, Version: ZJDE0001
	-

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

	-	n Speed S											
Sup	plier N	lumber	99556	× Q ARIZONA	DEPARTMENT OF PUB	LIC S							
G/L	Bank	Account											
Pay	Statu	IS	*										
New		found.											
NOR	ecoras	tound.	_										
	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
«													
<													
(Global	Update		Split									

Powerform, Global Update, Split power button available.

Function	Processes and Results
To 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.
	3. Click the 'Find' button.

Work wi	th Speed	l Sta	itus C	hange									
×	X 🔍	<u>R</u> ow	To	ols									
Supplier	Supplier Number Favorites				ARIZONA DEPARTMENT OF PUBLIC S								
G/L Bar	G/L Bank Account		w										
Pay Sta	Pay Status Global		Blobal L	Jpdate									
		s	ingle P	ay Item 🖊									
		S	plit										
Records	1 - 3	A	ttachm	ents									
	Document Number		Doc Type	Alpha Name		Account Number	Business Unit	Open Amount	Hdl Cod	Invoice Date	Invoice Number	Co	Hdl Cod Description
	223	7640	PV	ARIZONA DEPARTMEN	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)						
<													
Glob	al Update			Split									

Function	Processes and Results
To 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 Item													
V X F, Form 💮 Tools													
Supplier	99556 ARIZONA DEPARTMENT OF PUBLIC S												
Doc No/Type/Co	2237640 PV	04042	Pay Ite	m 001									
PO No/Type/Co			G/L Of	fset									
Invoice Number	FA14-AZ-0940 TO 0942	-00	Invoice	Date 10/13/2015									
Due Date \star	11/12/2015 × Co	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	F 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													

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

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

Update Single Pay Item											
VX F Eorm ()	Tools										
Supplier	99556 AR	IZONA DEPARTMENT OF PUE	BLIC S								
Doc No/Type/Co	2237640 PV	04042	Pay Item	001							
PO No/Type/Co			G/L Offset								
Invoice Number	FA14-AZ-0940 TO 0942	-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	Default (A/R & A/P)								
Discount Taken		Payment Handling Code	Pickup by Payee								
Net Amount	44.00	Category Code - 07	Default								
Payee Number	99556	ARIZONA DEPARTMENT O	F PUBLIC S								
Approver Number											
G/L Bank Account	10.0120.02	Gener	al Fund Disbursement	t							
Remark	046										
Business Unit ★	1	Netting Status	0								
Pay When Paid		Pay When Paid Group Nur	mber								

Function	Processes and Results
To 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	with Speed S	tatus C	hange												
~ Q		0 I	ools												
Suppl	ier Number	99556 ARIZONA DEPARTMENT OF PUBLIC S													
G/L E	ank Account	•													
Pay S	status	lus *													
Record	ls 1 - 3														
	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		
	223764	0 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)								
<															
Gl	obal Update		Split												

Function	Processes and Results
To 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 > FMIS 	Master Directory > Financials > Accounts Payable > Daily Processing > Supplier & Voucher Entry
	Speed Voucher Entry
	🥥 Standard Voucher Entry
	June 2010 Voucher Entry - 3-Way Match
	Other Voucher Entry Methods +
	June 2010 Voucher Journal Review
	Post Vouchers to G/L
	Voucher Journal Report
	Mare Search
	Supplier Master Information
	Supplier Ledger Inquiry
	Application: P0411, Form: W0411G, Version: ZJDE0001

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

Sup	Supplier Ledger Inquiry - Supplier Ledger Inquiry															
~	🗸 🔔 🕂 🗇 💼 🗙 🖳 Eorm 🗮 Row 🌐 Iools															
Su	Supplier Number 190482 JO															
Da	Date From Thru 💿 Invoice 🔾 G/L															
	Recurring Summarize Open Withheld All															
Ba	Batch Number *															
	Payments Purchase Orders Supplier Master															
No	record	ds found.			1											
	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
**																
4																
		latch	Payment His	tory	G/L Distribution	Pu	urchase Receip	ots								

Function	Processes and Results
To Delete Unposted Voucher(s)	 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. Click the 'Find' button.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier	Number	190482		JO.											
Date Fr	om		Thr	u			 Invoice 	⊖ G/L							
Rec	urring	Summarize			0	Paid O	pen 🔿 Wit	hheld) A	1						
Batch N		,						_							
Duton n							l	Display Au	dit						
P	ayments	Purchase Ore	lers	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 Payme
		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	Р	Paid in Full
		956529	PV	EMERG ADVANCE	00010	01/15/2008	01/15/2008	01/15/2008	Voucher	190482	300.00		353635	Р	Paid in Full
		874876	PV	T329083	00010	08/15/2007	08/30/2007	09/14/2007	Voucher	190482	627.71		329158	Р	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
											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.

Supplier	r Ledger Ir	nquiry - Suppli	er Led	ger Inquiry												
~ Q	\checkmark Q + 1 \square \square X \square Econn $=$ Bow \circledast Icols															
Supplier	Suppler Number 190482 JO															
Date Fro	Date From Thru															
Recurring Summarize OPaid Open Withheld OAI																
Batch !	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	А	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	×
L L	Are you sure that you want to delete the selected item?	
	OK Cancel	

Function	Processes and Results						
To Delete Unposted Voucher(s)	 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

✓ Q + □ □ × F, Eorm = Row @ Tools

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

Supplier Ledger Inquiry - Supplier Ledger Inquiry

\checkmark Q + 🗇 🗎 X F, Eorm $=$ Row () Iools	
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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	
	Speed Voucher Entry	
	Standard Voucher Entry	
	June 2010 - 3-Way Match	
	Other Voucher Entry Methods +	
	Woucher Journal Review	
	Application: P0011, Form: W00	11A, 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

\sim		Row () Tools			
	Batch Number / Type	* V	Voucher Entry		
	Unposted Batches	O Posted Batches	◯ All Batches	O Pending	

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

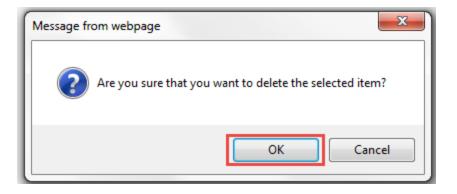
Voucher Journal Review - Work With Batches

(a x	F, Eorm 🚍	<u>R</u> ow 🚯 <u>T</u>	ools						
Ва	atch Numbe	er / Type	901541	V	Voucher Ent	iry				
	Unposte	d Batches	O Posted B	atches	All Batches	O Pendi	ng			
Pr	evious Bato	ch Number / Typ)e	901541	V					
Rec	ords 1 - 15								Customize Grid	PY910
	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	А	Approved	500,886-	1-	TU04_AMS		
v	v	901541	01/25/2016		Pending	4,750-	1-	TU04_AMS		

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

Voucher Journal Review - Voucher Entry Journal Review									
\checkmark \bigcirc \blacksquare \times \blacksquare Eorm $=$ Row $$ Tools									
Batch Number/T	уре	90	V Vo	ucher Entry					
Records 1 - 2				Customize	Grid 1				
Uoucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount				
PV				0.4 /0.5 /0.0.4 C					
	2238897	03337	AMERICAN BARCODE AND RFID	01/25/2016	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

Supplier	247734	AMERICAN BARCODE	Business Unit														
nvoice Number	PY910.2	Voucher/ Ty/ Co	2238897	PV	033	37											
Gross Amount	47.50	Payment Terms		Payment I	Inst												
Tax Amount		Company	03337	Batch Nun	mber 901	541											
Taxable Amount		Invoice Date	01/21/2016														
Retained Amount		G/L Date	01/25/2016 ×	i Co													
Records 1 - 2		G/L Date			Detriesd	0.000	124.		Order	0.	-4 11	Dessie	Address	1-	Durat	Davi	
Retained Amount Records 1 - 2 Records 2nd Item Number		G/L Date	01/25/2016 × Amoun Matche	nt	Retained Amount	Quant Match			Order Number	Or C Ty C	rder Line o Numb	Receipt er Line	Address Number	Ln Ty	Pymt Terms	Pay Stat	
Records 1 - 2			Amoun	nt				UM	Order Number 325901	ту С		er Line		Ту			

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

Voucher J	ournal Revi	iew - Voucher	Entry Jou	rnal Review
Voucilei o	ournal Revi	ew - vouchei		Indi Keview

\checkmark	Q +	🖬 🗙 F	₹, <u>F</u> orm =	Row 🚯 Tools		
Bat	ch Number/T	уре	90	1541 V Vo	ucher Entry	
Re	cords 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)	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 of 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 detail 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 Di	rectory > Financials > Accounts Payable >	Daily Processing > Supplier & Voucher En	try						
		Supplier & Voucher Entry	Speed Voucher Entry						
		Manual Payment Processing	Standard Voucher Entry						
		Automatic Payment Processing	Voucher Entry - 3-Way Match						
		Accounts Payable Reports	Other Voucher Entry Methods						
		Data Port	Voucher Journal Review						
		PCard 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'.

ouc			ew - Work		nes						
Bat	ch Numb	er / Type	ż	V	Voucher I	Entry					
	Unpost	ed Batches	OPosted	d Batches	O All Batche	3 O P	ending				
No re	ecords fou	und.							Customize Gri	d 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	icher Jou	Irnal Review	w - Work V	Vith Batc	hes							
\checkmark	CANCEL Form = Row @ Iools											
E	Batch Number / Type * Voucher Entry											
	 Unposte 	d Batches	O Posted I	Batches	◯ All Batches	⊖ Pend	ing					
Re	cords 1 - 33								Customize (Grid PY910	▼ Ì≣	
		901537										
	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID	Restatement Status	52 Period Status	Cash Basis Status	

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

Voucher Journal Review - Work With Batches

Bato	h Numbe	er / Type	*	V	Voucher En	iry				
۲) Unposte	ed Batches	O Posted	Batches	◯ All Batches	⊖ Pendi	ng			
ecor	rds 1 - 1							Customize Grid	1 PY910	v 1
ecoi	rds 1 - 1	901537						Customize Grid	1 PY910	v t

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

Voucher Journal Review - Voucher Entry Journal Review

Batch Number/1	Гуре	9	D1: Favorites	her Entry	
Records 1-2			Row	Customize	Grid 📩 🖃
			G/L Distr		
Voucher Type	Voucher Number	Voucher Company	Voucher 4	∋/L Date	Gross Amount
V 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.

Voucher Journal Review - Voucher Match Reversals X F Eorm 💮 Tools AMERICAN BARCODE ... Business Unit Supplier 247734 K0830118 Invoice Number Voucher/ Ty/ Co PV PY910 2238895 03337 Gross Amount Payment Terms Payment Inst 2,475.56 Tax Amount Company 03337 Batch Number 901537 Taxable Amount Invoice Date 01/25/2016 Retained Amount G/L Date 01/25/2016 Records 1 - 2 Retained Amount Quantity Matched Order Or Number Ty Line Order Number Co Address Number Amount Matched Ln Ty Receipt Line Pymt Terms Pay Stat Tax Y/N 🖉 Account Number UМ 1.00 EA 325901 OP K0830118.4210 2,225.71 1.000 03337 247734 А Ν J ۲ 1 0 K0830118.4420 249.85 5.00 EA J 325901 OP 2.000 03337 247734 А Ν 1

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 (2 + 1	🖻 🗙 F	天 <u>F</u> orm	Row 63 Tools	_			
Batcl	h Number/Ty	уре	90	1. Favorites	her Entry			
Reco	Records 1 - 2			Row	Customize Grid 1			
				G/L Distr				
	Voucher Type	Voucher Number	Voucher Company	Voucher	3/L Date	Gross Amount		
\checkmark	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.

Tx Expl

\times H	Eorm 🗮 Row () Tools														
Docume	nt No/Typ/Co 22	38895 PV 03337	Batch	Number 901537												
Supplier G/L Date Records	01/25/20		MERICAN BARCODE /	AND RFID												
	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 N
	Account Number * 3337.0515				Co 03337	G/L Date 01/25/2016							ltm	LT AA	PO Sfx 000	Tax Item N
X		Description	2,225.71	-Remark-			1.00	Co 03337	Order	Type		Number	ltm 001			Item N
X	3337.0515	Description Received Not Vouchered	2,225.71	-Remark- P4301-0000A-1DO ZEBRA CARD	03337	01/25/2016	1.00	Co 03337	Order 00325901	Type OP		Number 1.0	ltm 001	AA	000	Item N

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

\checkmark	Q +	🖬 🗙 F	Ęorm ☴	Row (Tools		
Bat	ch Number/T	уре	ż	V Vol	ucher Entry	
Re	cords 1 - 2				Customize	Grid 📩 🖃
	Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount
\checkmark	✓ 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.

Voucher Journ	nal Review - Enter	Voucher - Payn	ent Information												
🗎 🗙 🖳 E	orm 🗮 <u>R</u> ow 🛞 Ioo	ls													
Document No/Typ/	Co		Batch No 902807 F	rev Doc											
Company ★			Approver												
Supplier Number	•		Business Unit												
Invoice Number		Disc	ount % Default Payment	Ferms											
Invoice Date		G/L Date \star 🗌	Service/Tax Date												
Records 1 - 1													Customize Grid PY9	10 🗸	土土副
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
O01															
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

.

`	/ Ools		
	Preliminary Distribut	tion 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.

•	EnterpriseOne Menus > FMIS Master Directory > Financials > Accounts Payable > Daily Processing > Supplier & Voucher Entry												
		Functi	on	Processes and Results									
	Approving Vouchers 1. Select 'Voucher Journal Review' from the Supplier & Voucher Entry menu.												
v	ou	cher Jo	urnal Reviev	v - Work W	ith Batc	hes							
~	1	a X	F Eorm	<u>R</u> ow 👸 <u>T</u>	ools								
	Ba	tch Numb	er / Type	901537	V	Voucher E	Entry						
	(Unpost	ed Batches	O Posted B	atches	O All Batches	s 🔿 Pendi	ng					
	Pr	evious Bat	ch Number / Typ	be	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				
X		V	902160	12/08/2016		Pending	10,000-	1-	SCC				
		v	902158	12/08/2016		Pending	10,000-	1-	SCO				
		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.

Notice 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 PowerUser.

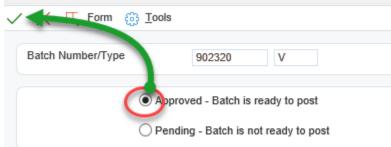
Working with a batch with 'Pending' status

Voucher Journal Review - Work With Batches

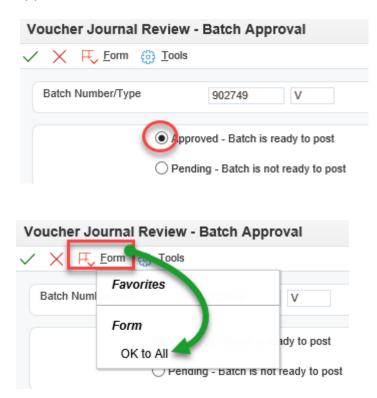
Ba	atch Numbe	er / Type	Favorites	h	er Entry					
(Unposte	ed Batches	Row	tc	hes OPen	ding				
			Batch Approval	-						
			Revise							
lec	cords 1 - 4		Batch Reviews					Customize Gri	d PY910	✓ [↑]
				,			TU09E_MGR			
]	Batch Type	Batch Number	Post by Batch Subsystem G/L	Status	Difference Amount	Difference Documents	TU09E_MGR User ID	Restatement Status	52 Period Status	
			Post by Batch	Status		Documents	User			Cash Basis
	Type V	Number 902321	Post by Batch Subsystem G/L	Post	Amount	Documents	User ID			Cash Basis
	Type V V	Number 902321 902320	Post by Batch Subsystem G/L 06/20/2017 A	Post Approved	Amount 2,500	Documents 2)- 2	User ID - TU09E_MGR			Cash Basis

Function	Processes and Results
Approving Vouchers	3. 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.

Voucher Journal Review - Batch Approval



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



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 will appear, repeat step 6 and 7 until all selected batches have been processed.

Vou	cher Jou	ırnal Review	- Work With E	latches			
/ (a x	F Eorm	Row 💮 Tools				
Ba	tch Numbe	er / Tyre	Favorites	her En	try		
	Unpost	d Batches	Row tches O Pending				
			Batch Approv	val			
L	/		Revise				
Re	ords 1 - 4		Batch Review	vs 🕨			
1			Post by Batc	h			TU09E_MGR
Þ	Batch Type	Batch Number	Subsystem 0	G/L Post	Difference Amount	Difference Documents	User ID
☑	v	902321	06/20/2017 A	Approved	2,500-		2- TU09E_MGR
\checkmark	v	902320	06/19/2017 A	Approved	2,700-		2- TU09E_MGR
\checkmark	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

✓ × F, Eorm (Dis Tools		
Printer Selection	Print Property D	ocument Setup	Advanced
	Printer Nam Printer Loca Printer Mod	ation	\\NNOOCPRNT\OOC-Dell5310n ACCTS PAYABLE LASER PRINTER
	Number of		LASER PRINTER

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.

Ba	atch Numb	er / Type	ż	V	Voucher Er	ntry		
	Unpos	ed Batches	O Posted B	atches	◯ All Batches	O Pendi	ing	
_								
ec	cords 1 - 4							
lec	cords 1 - 4							TU09E_MGR
	cords 1 - 4 Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	TU09E_MGR User ID
	Batch	Batch		Status			Documents	User
	Batch Type	Batch Number	Date	Status A	Description	Amount	Documents 2	User ID
	Batch Type V	Batch Number 902321	Date 06/20/2017 06/19/2017	Status A A	Description Approved	Amount 2,500-	Documents 2	User ID - 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

\checkmark	Q × F Eorm	Eow 🚯 Tools		
	Batch Number / Type	* V	Voucher Entry	
	Unposted Batches	O Posted Batches	◯ All Batches	

Rec	ords 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.

(a x	F, Eorm 📃	<u>R</u> ow 💮 <u>T</u>	ools								
Ba	atch Numb	ber / Type	×	V	Voucher E	Entry						
(Unpos	ted Batches	O Posted B	atches	O All Batches	s O Pendi	ng					
ec	ords 1 - 1:	1							Customize Grid	PY910	~	1
ec	ords 1 - 1	1						TU09E_MGR	Customize Grid	PY910	~	1
ec	ords 1 - 1 Batch Type	1 Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	TU09E_MGR User ID	Customize Grid Restatement Status	PY910 52 Period Status	Cash E Status	

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	$ \begin{array}{l} \mbox{EnterpriseOne Menus} \rightarrow \mbox{FMIS Master Directory} \rightarrow \mbox{FMIS Inquiry Menu} \rightarrow \mbox{Accounts Payable Inquiry} \\ \rightarrow \mbox{Supplier Master Information (P04012 / ZJDE0001)} \end{array} $
▼ 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
	Januard Voucher Entry
	💻 Voucher Entry - 3-Way Match
	Other Voucher Entry Methods +
	Querter Journal Review
	Post Vouchers to G/L
	Voucher Journal Report
	Jame Search
	Supplier Master Information
	June 2012 Supplier Ledger Inquiry
	Supplier Payment Inquiry

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

Suppli	ier N	Master Info	rmation - Work With Supplier Master						
 <th>+</th><th>- 🗇 🗎</th><th>🗙 📃 Row 🔀 Report 🌐 Tools</th><th></th><th></th><th></th><th></th><th></th><th></th>	+	- 🗇 🗎	🗙 📃 Row 🔀 Report 🌐 Tools						
Alpha I	Name	•		Display Phone					
Search	і Туре	e V		Display Address	s				
No rec	ords	found.						1	Customize Grid 1
8		ddress lumber	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

Supplie	r Mas	ter Informati	on - Work Witl	n Supplier Mast	er				
$^{\prime}$ Q	+	7 🖬 🗙	🗮 <u>R</u> ow 🔣 Re	eport 🚯 <u>T</u> ools					
Alpha Na	me				Display Phone				
Search T	уре	V			Display Addres	s			
No recor	da foun	d				Custom	ize Grid rwms	V	1
NUTECON		u.					ize Gild Twills		
	Sch	Address	Alpha		Long	Industry	Tax	Individual	С
X	Тур	Number	Name		Address	Class	ID	Tax ID	м

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.
	Notice the Search Type field in the header, defaults to 'V' (Suppliers). You may change the search type.

Supplier Master Information - Work With Supplier Master

/	Q	+ () 🖬 🗙	🗮 Row 🔀 Report 👸 Tools								
Alph	na Na	me	_		✓ Display Phone							
Sea	Irch T	уре	V		Jisplay Address							
Rec	cords	1 - 100	К <						Cust	omize Grid rwms	~	181
	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	ном			
$^{\circ}$		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

	+ [tion - Work With Su		_				
Alpha Nar Search Ty No record	/pe	*Rachers	5*	2	Display Phone	Custom	ize Grid rwms	V	1.
X		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. It is always wise to use the asterisks (*) wild cards at the beginning of and at the end of the name you are searching.

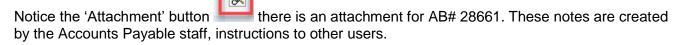
2. The 'Search Type' field defaults to 'V' for (Supplier).
To view the phone number and address, check the 'Display Phone Number' and 'Display Address' boxes.
4. Click the 'Find' button to retrieve the information.

Supplier Maste	r Information - Work With Supplier Master	
✓ Q + 🗇	🗎 🗙 🗮 Row 🔀 Report 🌐 Tools	
Alpha Name		Display Phone
Search Type		✓ Display Address

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

				on - Work With Supplier Master										
· (ς.	+ 0) 🖻 🗙	🗮 Regori 💮 Iools										
lpha	a Nan	ne	"Rachers"	•	Display Phone									
Sear	ch Ty	pe	V		Display Address									
Reco	ords 1	1 - 4									Custor	nize Grid rwms	~	,†
	100	_									000101			
[2	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		
		/	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323137		
0	· · · ·	*												

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 provide recommendations on which address book number to use.



Media Ob	ject Viewer
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REC'D UPDATED ACH APPLICATION - UPDATED BANK INFORMATION @ VENDOR'S REQUEST. CHANGED FROM WASHINGTON FEDERAL TO PINNACLE BANK. 9/5/14 Text1

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

i∰ppli	ier I	Mast	ter Informatio	n - Work With Supplier Master								
 Q 	- +	+ 0	7 🖬 🗙	🔁 Row 🔀 Report 💮 Tools								
Alpha N	Name	e	*Rachers*		✓ Display Phone							
Search	Тур	be	V		✓ Display Address							
Record	ds 1	- 4									Custor	nize Grid rwms
		Sch	Address	Alpha	Address			Phone	Phone	Long	Industry	Тах
8		Тур	Number	Name	Line 1	City	Prefix	Number	Туре	Address	Class	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
•	٧		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.

Q	+ 1		<u>Row</u> Report 💮 Tools								
Alpha N	ame	*Rachers*		✓ Display Phone							
earch	Гуре	V		✓ Display Address							
Records	1 - 4									Custor	nize Grid IV
Ø	Sch	Address	Alpha	Address	City	Prefix	Phone	Phone	Long	Industry	Тах
	Тур	Number	Name	Line 1	ony	TTOIL	Number	Туре	Address	Class	ID
0	V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661	5200	850323
	v	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661	5200	8503231
0		103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323
0	V										

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

supp	ne			on - Work With Supplier Master		Se	lect User Define	Code		
$^{\prime}$	2	+		🔜 Row 🔣 Report 🍈 Tools		\checkmark		1 @ I	ools	
Alpha Searc			*Rachers*		 ✓ Display Phone ✓ Display Address 		oduct Code	0		
Reco	rds	1 - 4					ser Defined Codes	S	T Search Type	;
	(Ø	Sch	Address	Alpha	Address	De	escription	I		
		Тур V	Number 232383	Name RACHERS OFFICE EQUIPMENT	Line 1 PO BOX 2019					
0		V		RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	Re	cords 1 - 32 Custor	nize Grid	Grid Format Name1 🗸	<u>↑</u>
С		V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSION					
	Ø	V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019		Code	Des	cription	
						0	т	TAN	:	
						0	TAX	Tax	Authorities	
						0	тс	Tran	sportation Carriers	
						0	v	Supp	liers	
						0	VP	Supp	liers - Preferred	
						0	VX	Dupl	cate Vendor Entry	
						0	W	Ware	house	
						0	х	Ex-e	nployees	
						0	Z2	Data	Rep Test	

Search Type: Do not use 'Sch Typ' VX or X to pay invoices, these are inactive AB#'s.

Supplier Master Information - Work With Supplier Master Row Report 6 Tools ✓ Q + Ē Alpha Name Favorites *Rachers* Display Phone Search Type ۷ ✓ Display Address Row Records - 4 Phone Who's Who Alp Address Sch Address × City Тур Number Na Line 1 Attachments v 232383 RAC PO BOX 2019 GALLUP Bank Account 184019 RAC ES PO BOX 1987 GALLUP v A/B Revision 103506 RAC v εs DAMON PROFESSIONAL BUILDING WINDOW ROCK Regional Info ν 28661 RAC 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 Row	MENT	Display Phone
Records 1 - 3	Detail		
Line Alpha Name	Email / Internet Related Person	Mailing Name	
O RACHERS OFF BEGAY, ERLINE	Alternate Address	RACHERS OFF	ICE EQUIPMENT
	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.

(Q	+	7 🖬 🗙	🔁 Row 🔣 Report 🝈 Tools						
Alpł	ha Na	ime	*Rachers*		✓ Display Phone					
Sea	arch T	уре	V		✓ Display Address					
Red	cords	1 - 4								
	X	Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address
0		v	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 286
0		v	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661
		v	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 2866
0										

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

Vork With Supplier Master	Supplier Master Revision			
X 🕂 Eorm < C C	> 🚯 <u>T</u> ools			
Supplier Number Long Address Number	28661 850323137	RACHERS OFFICE EQUIPMEN		
Vouchers Purchasing 1 Credit Message	Purchasing 2 G/L Distril	bution Tax Information EDI Inform	Hold Payment	Ν
Payment Terms - A/P	Net 30 Day	<i>ys</i>	Float Days	N
Payment Instrument	T	Elec Funds Transfer(A/R & A/P)	Pre-Note Code	
Factor/Special Payee	28661 R	RACHERS OFFICE EQUIPMENT	Payment Creation	
Parent Number			By Supplier	
Approver Number			O 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 MenusEnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow FMIS Inquiry Menu \rightarrow Accounts Payable Inquiry \rightarrow 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: ZJDE00			

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	× °,

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	
🗸 🔾 🕂 🗇 🛅 🗙 🎮 Eorm 🚍 Row 😳 Iools	
Supplier Number	
Date From Thru	Invoice G/L
Recurring Summarize	Paid Open Withheld OAll
Batch Number *	Display Audit
Payments Purchase Orders Supplier Master	
No records found.	
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

Suppli	er Ledger Ind	quiry - Si	upplier Led	ger Inq	uiry					
~ Q	+ 🗇 🗖	i X F	F <u>F</u> orm 🚍	Row 👸	Tools					
Suppli	er Number		3	< 0 <u>ر</u>					_	
Date F	From		Thru	1			 Invoic 	e 🔾 G/L		
R	ecurring	Summariz	e			O Paid (⊖Open ⊖W	/ithheld 🦲) All	
Batch	Number *]					Display /	Audit	
	Payments	Purcha	se Orders	Suppl	ier Master					
No rec	ords found.									
	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 \times Eorm $=$ Row $$ Iools	
Supplier Number 30000 × QJ-HAUL	
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
Supplier Ledger Inquiry	 Notice 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.
	3. Click the 'Find' button.

Supplier	Number	30000	×	҄҄Ҷ <i>и</i> -н	IAUL									
Date Fr	om [Thru				Invoice	G	L					
Rec	urring	Summariz	e			O Paid	Open OWithh	eld (All 					
Batch N		-				-		Display						
Caton	-							Display	Audit					
P	ayments	Purcha	ase Orders	Supp	lier Master									
Records	1 - 38													
	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 Co
	00304025	OP	2080500	PV	10/06/2014		2,707.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Fu
	00304025	OP	2080500	PV	10/06/2014		200.00	Р	4212655	08/04/2014	00010	30000	Voucher	Paid in Fu
	00291361	OP	1954553	PV	11/22/2013		2,385.00	Р	4034223	11/02/2013	00010	30000	Voucher	Paid in Fu
	00281567	OP	1885250	PV	06/06/2013		2,106.00	Р	3923662A	05/15/2013	00010	30000	Voucher	Paid in Fi
	00281567	OP	1885250	PV	06/06/2013		150.00	Р	3923662A	05/15/2013	00010	30000	Voucher	Paid in Fu
			1879149	PV	05/22/2013		50.00	Р	3923662	05/15/2013	00010	30000	Voucher	Paid in Fu
	00273013	OP	1813391	PV	12/03/2012		1,802.50	Р	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Fu
	00273013	OP	1813391	PV	12/03/2012		404.50	Р	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Fu
			1807365	PV	11/19/2012		5.00	Р	3800981	10/31/2012	00010	30000	Voucher	Paid in Fu
	00272208	OP	1804357	PV	11/14/2012		413.60	Р	3780814	09/30/2012	02317	30000	Voucher	Paid in Fu
	00271908	OP	1798880	PV	11/01/2012		202.00	Р	3776240	09/21/2012	02317	30000	Voucher	Paid in Fu
	00266293	OP	1758594	PV	08/09/2012		2,052.00	Р	3732287A	07/11/2012	00010	30000	Voucher	Paid in Fu
	00266293	OP	1758594	PV	08/09/2012		150.00	Р	3732287A	07/11/2012	00010	30000	Voucher	Paid in Fu
			1755132	PV	08/01/2012		5.00	Р	3732287	07/11/2012	00010	30000	Voucher	Paid in Fu
			1743692	PV	07/05/2012		245.24	Р	3677316	04/11/2012	00010	30000	Voucher	Paid in Fu
			1713514	PV	04/25/2012		5.00	Ρ	3675412A	04/07/2012	00010	30000	Voucher	Paid in Fu
	00260802	OP	1709968	PV	04/12/2012		292.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Fu
	00260802	OP	1709968	PV	04/12/2012		42.00	Р	3675412	04/07/2012	00010	30000	Voucher	Paid in Fu
	00255586	OP	1668779	PV	01/04/2012		1,881.00	P	3606337	12/14/2011	00010	30000	Voucher	Paid in Fu

38 records displayed for specific supplier AB# 30000.

Supplie	er Number	30000	×	QU-H	IAUL									
Date F	rom		Thru				Invoice	⊖ G/	L					
		1				0.0.1			2.41					
Re	curring	Summariz	e			○ Paid	Open OWithh	eld () All					
Batch	Number *							Display	Audit					
	Payments	Purcha	se Orders	Sunn	lier Master									
		1 dicite		Supp										
Record	ls 1 - 38													
	Purchase Order	PO Doc Type	Document Number	Doc Туре	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	Invoice Date	Со	Supplier Number	Document Type	Pay Status Co
	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 Ful
	00281567	OP	1885250	PV	06/06/2013		2,106.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Ful
	00281567	OP	1885250	PV	06/06/2013		150.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Ful
			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	Ρ	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 Ful
			1807365	PV	11/19/2012		5.00	P	3800981	10/31/2012	00010	30000	Voucher	Paid in Ful
	00272208	OP	1804357	PV	11/14/2012		413.60	P	3780814	09/30/2012	02317	30000	Voucher	Paid in Ful
	00271908	OP	1798880	PV	11/01/2012		202.00	Ρ	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
	00266293	OP	1758594	PV	08/09/2012		2,052.00	Ρ	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	P	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		04/25/2012		5.00		3675412A	04/07/2012			Voucher	Paid in Full
	00260802	OP	1709968	PV	04/12/2012		292.00		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

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

Supplier	Number	30000	×	Q U-Н	ALU									
Date Fr			Thru	10-11	AUL		Invoice	G	л					
Date Fr	om		inru				Invoice	00						
Rec	urring	Summariz	e			O Paid	Open OWithh	eld	All					
Batch N	umber *							Display	/ Audit					
P	ayments	Purcha	se Orders	Suppl	lier Master									
Records	1 - 38													
	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 Cod
	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	P	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
	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	Ρ	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	Ρ	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	Р	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
	00266293	OP	1758594	PV	08/09/2012		2,052.00	Ρ	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	Ρ	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

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

- 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 Inqu	uiry - S	upplie	r Led	ger Inc	luiry
🗸 🔾 🕂 🗇 🗎	\times F	∓, <u>E</u> orn	י ⊒,	Row 6	3 <u>T</u> ools
Supplier Number *		Favo	rites		
Date From		Form	The		
Recurring S	Summari	Pay	ments	Inquiry	
Batch Number *		Rec	ycle Vo	chrs	
		Pur	chase (Orders	
Payments	Purch	Sup	plier M	aster	
Records 1 - 38		Pay	When	Paid	
		Net	ting		
Purchase Order	Docum. Number		Туре	Numbe	Fr
00304025	20	080500	PV	421265	5

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

S	up	plier	r Ledger Inq	uiry - Suppli	er l	edger Inquiry						
\sim	(2	+ 🗇 🗎	X R, Eon	m	<u>Row</u> 💮 Tools						
	Sup	plier	Number *		_	Favorites						
	Dat	e Fro	m			Row						
		Recu	urring	Summarize		Batches						
	Bat	ch Ni	umber *			Summary						
						Payment History						
		Pa	ayments	Purchase Ord	lers	Revise Recurr Vchrs						
	Rec	ords	1 - 38			G/L Distribution						
						Purchase Receipts						
		X	Purchase Order	Document Number	Di Tj	Multi Company	Doct Туре					
	✓		00304025	2080500	PV	Pay When Paid Detail	Vouch					
			00304025	2080500	PV	Attachments	Vouch					
			00291361	1954553	Regional Info	Vouch						
			00281567	1885250	PV		Vouch					

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

Search using a Purchase Order number

Supplie	er Ledger In	quiry - Suppli	er Led	lger Inquiry													
~ Q	+ 🗇 🕯	🗎 🗙 🖳 Eon	m 🗮	Row 🚯 Tools													
Supplie	er Number	30000		U-HAUL													
Date F	rom		Thr	u			Invoice	⊖ g/L									
Re	curring	Summarize			() Paid () O	pen 🔿 Wit	thheld) A	AII.								
Batch	Number *						I	Display Au	dit								
-	ayments	Purchase Ord	lers	Supplier Maste	er (
	s 1 - 38	T alonado ora	.0.0	ouppilor maste													
	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.

$^{\prime}$ O	+ 🗇		m =	Row (i) Tools												
	- U		··	Terr (2) Teers												
Suppli	ier Number	30000		U-HAUL												
Date I	From		Thru	u			 Invoice 	⊖ G/L								
R	ecurring	Summarize			C) Paid O O	oen 🔿 Wit	hheld 💿 A	JI							
Batch	Number	Ŕ					Γ	Display Au	dit							
							L									
	Payments	Purchase Ord	lers	Supplier Maste	۶r											
	ds 1 - 38															
	ds 1 - 38 *246944*	_														
Record		Document Number	Дос Туре	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 [
Record	*246944* Purchase		Туре					Date	Туре					Stat		Supplier Number E 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.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number 30000 U-HAUL																
ouppilo	- Humbon	30000		U-HAUL												
Date Fr	rom		Thr	u			 Invoice 	⊖ G/L								
Recurring Summarize Paid Open Withheld All																
Batch Number • Display Audit																
Payments Purchase Orders Supplier Master																
Pa	ayments	Purchase Ord	ers	Supplier Mas	ter											
P: Records	-	Purchase Ord	ers	Supplier Mas	ter											
	-	Purchase Ord	ers	Supplier Mas	ter											
	s 1 - 3 *246944*	Purchase Ord	Doc Type	Supplier Mas	ter Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount		Pay Stat	Pay Status Code	Supplier Number Des
Records	s 1 - 3 *246944* Purchase	Document	Дос Туре	Invoice	Doc		Date		Туре			Amount		Stat		Supplier Number Des U-HAUL
Records	s 1 - 3 *246944* Purchase Order	Document Number	Doc Type PV	Invoice Number	Doc Co	Date 07/13/2011	Date	Date 08/12/2011	Type Voucher	Number	Amount 1,855.00	Amount	Number	Stat P	Status Code	Number Des
Records	s 1 - 3 *246944* Purchase Order 00246944	Document Number 1607084	Doc Type PV	Invoice Number 3506892A	Doc Co 00010	Date 07/13/2011	Date 08/08/2011	Date 08/12/2011	Type Voucher	Number 30000	Amount 1,855.00	Amount	Number 650779	Stat P	Status Code Paid in Full	Number Des

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	EnterpriseOne Menus → FMIS Master Direct → Supplier Payment Inquiry	ctory \rightarrow FMIS Inquiry Menu \rightarrow Accounts Payable Inquiry
▼ EnterpriseOne Menus >	FMIS Master Directory > FMIS Inquiry Menu >	Accounts Payable Inquiry
		Jupplier Master Information
		Supplier Ledger Inquiry
		Supplier Payment Inquiry
		Application: P0413M, Form: W0413MB, Version: ZIDF0002

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 Payme	nts												
(< Q +) ■ ×	Eorm 🗮 Row 🍈 Ioo	ls												
Payee Number	i	×Q												
Payment Number	•			1										
Bank Account Number	*													
From Date	*	Thru Date	*	1										
Supplier Ledger				_										
No records found.						_				_				
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.

Oracle / PeopleSoft Proprietary & Confidential 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

Supp	lier	Payment I	nquiry - Work with Payments								
\checkmark C	\mathbf{X}		🗧 🕂 Eorm 📃 Row 💮 Tools								
Paye	e Nu	umber	135018		AVIATION LABORA	ATORIES					
Payn	Payment Number *										
Bank	Bank Account Number *										
From	Dat	e	01/01/2004 Th	iru Date	12/31/2005 × D	50					
s	uppl	ier Ledger									
No re	cord	s found.									
[X	Payment Type	Payment Type 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 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 'Thru Date' field, enter a thru date. Click the 'Find' button.

Supplier Payment Inquiry - Work with Payments												
/ Q + 🖻 X	F Eorm 📃 Row	Tools										
Payee Number	135018		AVIA	TION LABORAT	ORIES							
Payment Number *												
Bank Account Number *												
From Date	From Date 01/01/2004 Thru Date 12/31/2005											
Currelian Ladran												
Supplier Ledger												
Records 1 - 2									-			
	yment pe Description	Payment Number	Payment Date	Payee Number	Payee Address Number	Payment Amount	Post Status	Pay Inst	Payment Instrument		Cleared Date	Bank Account Number
PK Aut	omatic Payment	488430	06/07/2005	135018	AVIATION LABORATORIES	2,248.14-	D		Default	(A/R & A/P)	06/07/2005	10.0120.02
ΟΣ						2,248.14-						
<												
Batches												

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

' Q	+		nquiry - Work with											
Payee Payme			135018		AVIA	TION LABORAT	ORIES							
Payment Number Bank Account Number														
From [Date		01/01/2004	Thru	Date 12/3	1/2005								
Su	pplier	Ledger												
Record	ds 1 -	2												
8		ayment /pe	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number	Payment Amount	Post Status	Pay Inst	Payment Instrument		Cleared Date	Bank Account Numb
-	РК		Automatic Payment	488430	06/07/2005	135018	AVIATION LABORATORIES	2,248.14-	D		Default	(A/R & A/P)	06/07/2005	10.0120.0
۲								2,248.14-						

Use the horizontal scrollbar to view more fields and data.

To view addition information

Supplier Payment I	n <mark>quiry - Wo</mark> rk with I	Payments			
✓ Q + 🖻 X	F <u>F</u> orm <u></u> Row	(i) Tools			
Payee Number	Favorites		AVIA	ORIES	
Payment Number	Form				
Bank Account Number	Supp Ldgr				
From Date	Netting		1/2005		
Supplier Ledger					
Records 1 - 2					
Payment Type	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number
• РК	Automatic Payment	488430	06/07/2005	135018	AVIATION LABO
ΟΣ					
<					
Batches					

Function	Processes and Results
Supplier Payment Inquiry - Work With Payments	 6. Notice 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.

Su	Supplier Payment Inquiry - Work with Payments									
\checkmark	Q	+ 🖻	🗙 🕂 Eorm 🚍	<u>R</u> ow	() <u>T</u> ools					
F	Payee N	lumber	135018	Favorites			AVIATION LABORATORIES			
F	aymen	t Number	*	Row						
E	Bank Ac	count Numbe	*	4	Attachments					
F	rom Da	ate	01/01/200	Batches			12/31/2005			
	Supp	olier Ledger		Pymt Entry						
R	Records 1 - 2			Pymt Sum						
				۱	/oid Pymt					
	X	Payment Type	Payment Type Description		Payment Number	Payment Date		Payee Number	Payee Address Number	
(РК	Automatic Payment	:	488430	06/07	/2005	135018	AVIATION LABORATORIES	
(Σ									
	<									
	B	atches								
	Fun	oction			Pro	cesses and	Resu	ults		
S 111	nnliar	Daymont								

Function	Processes and Results
Supplier Payment Inquiry - Work With Payments	 8. Click the 'Row' exit button. You may select an item from the row exit menu, to view further options.

Open Receipts Inquiry

You may need to view data to determine 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.

\rightarrow Open Receipts	Via Menus	EnterpriseOne Menus \rightarrow FMIS Master Directory \rightarrow FMIS Inquiry Menu \rightarrow Accounts Payable Inquiry \rightarrow Open Receipts
-----------------------------	-----------	--

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

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

Ope	n Rec	eipts	- Work With	n Purc	chase Rece	eipts									
<	a >	⊘≂	Row (3) Too	ols							\frown				
Doc	Numb	er *	*		*			Branch/Plant	*		Vouchered				
Orde	er Numl	ber 👔	0	P	*			Line Number	*		Closed Lines				
Sup	plier	*						G/L Date	04/03/201	7					
Item	Numbe	er 🔹						Display S	upplier Item						
Acco	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 Receip	en Receipts - Work With Purchase Receipts									
<pre>< Q X</pre>	<u>= R</u> ow &	<u>T</u> ools								
Doc. Number Order Number Supplier	* * *		*			Branch/Plant Line Number G/L Date		17	☐ Vouchered ☐ Closed Lines	
Item Number Account	*					Display S Batch	upplier Item			
No records four	nd.									
Rev Do	c Order Numbe	Or rs 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 Receipt	Open Receipts - Work With Purchase Receipts								
Q X	Row 👸 Iools								
Doc. Number	* *	Branch/Plant	ż	Vouchered					
Order Number	60768 OP *	Line Number	*	Closed Lines					
Supplier	ź	G/L Date	04/03/2017						
Item Number	*	Display Supplie	er Item						
Account	*	Batch							

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

Open Receipts - Work With Purchase Receipts

V Q X I	Row (3) Tools	
Doc. Number	* *	Branch/Plant *
Order Number	60768 OP *	Line Number *
Supplier	*	G/L Date 04/03/2017
Item Number	ż	Display Supplier Item
Account	ź	Batch

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

Open Receipts - Work With Purchase Receipts

✓ Q X	🗮 <u>R</u> ow 🚷 I	ools										
Doc. Number * * *						anch/Plant	*	Vouchered				
Order Number	60768	OP *			Lin	e Number	*					
Supplier	*				G/I	L Date	04/03/201	17				
Item Number	*					Display Supplie	er Item					
Account	ż				Ba	tch						
Records 1 - 2												
	rder Or umbers 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			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. *To view Purchase Orders Not Vouchered.*

Open Receipts - Work With Purchase Receipts									
V 🔍 🗙 🗮 Row 💮 Iools									
Doc. Number • • • • • • • • • • • • • • • • • • •	Branch Line Ni G/L Da Dis Batch	umber *	Vouchered Closed Lines						
Records 1 - 5									
Rev Doc Line Order Or Amount Ty Number Numbers Ty Received	Account Number Quantity Not Vouchered	2nd Item Amount Number Not Vouchered	Supplier Order Tran Number Co UOM		Int Order Receipt Suffix Line	Quantity 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. Click the 'Find' button.

Open Receipts - Work With Purchase Receipts

\checkmark	Q >	< ⇒	Row () Io	ols															
Do	c. Numb	er 🔹			*			Bran	ch/Plant *			Vouchered							
Or	der Num	ber 3	26065	OP	*			Line	Number *			Closed Lines							
Su	pplier							G/L [Date 04/0	3/2017									
Ite	m Numb	er *							isplay Supplier Item										
Ac	count	*						Batcl	n										
Re	Records 1 - 5																		
	Rev	Doc Ty	Order Numbers	Or Ty	Line Number	Amount Received	Amount Not Vouchered	Document Number	Account Number	Order Co	2nd Item Number		Trans UOM	Quantity Received	Branch/Plant	Receipt Line	Order Suffix	Sec UOM	LotNumber
] /	ov	32606	5 OP	1.000	650.00	650.00	427487	K130576.7130	03175		262991	EA	500.00	K130576	1	000	EA	
]	ov	32606	5 OP	2.000	219.90	219.90	427487	K130576.4420	03175		262991	EA	2.00	K130576	1	000	EA	
	1	ov	32606	5 OP	3.000	2,200.00	2,200.00	427487	K130576.4540	03175		262991	EA	2000.00	K130576	1	000	EA	
		ov	32606	5 OP	4.000	879.12	879.12	427487	K130576.7130	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.

In the grid notice the **Doc Ty** (Document Type) field displays **OV**. That indicates that this purchase order has <u>NOT</u> been vouchered.

Notice the **Amount Not Vouchered** field, the amount is displayed, this is also an indication that the receipt has <u>NOT</u> been vouchered.

Code	Description	Description 2		
ov 🗸	Do Not UseReceiving Docum	Hard Coded to Receiving		

OV is the Document Type of a purchase order receipt processed. 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 🗙 🔜	Row 👸 Tools							
Doc. Number	Favorites			Brand				
Order Number 3	000 100	-		Line I				
Supplier *	Row			G/L D				
Item Number *	Account Distribution			D				
Account *	Attachments			Batch				
Records 1/5	Detail Information							
	P.O. Detail Browse							
Rev Doc Ty	Journal Entries	Amount Received	Amount Not Vouchered	Document Number				
ov 🖌	A/P Lodgor	650.00	650.00	427487				
ov ov	A/P Ledger	219.90	219.90	427487				
ov 🗌	Receipt Routing	2,200.00	2,200.00	427487				

Open Receipts - Work With Purchase Receipts

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

Open Receipts - Purchase Receipt Detail							
Work With Pure	Work With Purchase Receipts Purchase R						
X 🕂 Form	$\langle \rangle$ \otimes	<u>T</u> ools					
Fa	vorites						
Drder 1	326063	02	03175				
ine Nu Fo	rm						
eceip L	ot Detail		03175				
	ddress Numbers	;					
Iten Nu Accoun	order Dates						
Operati J	ournal Entries						
F	Receipt Routing						

Function	Processes and Results
Open Receipt Dates and Address Book Information	4. At the Purchase Receipt Detail tab, click the 'Form' exit button.5. Select 'Order Dates' from the form 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

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.

05/05/2016

• If the 'doc type' (document Type) was 'OV', counting from this date, you can determine the number of days the receipt has been pending for voucher match process.

Receipt G/L

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 Detail

Work With Purc	hase Receipts	Purchase Receipt Detail				
X <u> F</u> orm	< > @	Tools				
Fav	orites					
rder I	32608	5 02	03175			
line Nt For	m					
leceip Lo	ot Detail		03175			
St. plie Ad	dress Numbers	S				
Item Ni	rder Dates					
Accoun	dor Datos					
Operati Jo	urnal Entries					
R	eceipt 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						
\mathbf{b}	K 💮 Tools						
	Supplier	262991	PSA WORLDWIDE CORP.				
	Ship To	300624	DBHS-PREVENTION				
	Buyer Number	1					
	Carrier Number						
	Ordered By	161398	WILI				
	Received By	1000039					

At the 'Open Receipts – Address Numbers' form, address book numbers corresponds 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 rises where 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.

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

EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu >	Work with Navajo Nation Funds
	Trial Balance Ledger Comparison
	T/B Ledger Comparison with Encumbrances
	Trial Bala Application: P09210A, Form: W09210AA, Version:

Function	Processes and Results
Checking the	 Select 'T/B Ledger Comparison with Encumbrances' from the Work
Budget	with Navajo Nation Funds menu.

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

\checkmark										
Leo	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 Fype/Subledger * LT 2 Thru Date 05/31/2016									
No	records found	d.								
	Level Of Detail	Account Number	Posting Edit Code	Account Description		Ledger 1 Balance	Ledger: Balance		Variance Balance	Ledger 1 Period Balance

Function	Processes and Results
Checking the Budget	 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. 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. 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. Click the 'Find' button.

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

/	Row () Iool	•										
Skip to Accou	nt * 118005.5	700	Select / Skip To									
Ledger Type	BA	Budge	Amount Level C	of Detail 7 Perio	d / Date							
Ledger Type	AA	Gener	al Ledger LT 1 Ti	nru Date 03/31/20	16							
Type/Subledg	er 🗌		LT 2 T	nru Date 03/31/20	16							
										Customine		rmat Name2 🗸
Records 1 - 4	1									Customize	Gild Gild Fo	rmat Name2 🗸
Records 1 - 4		Posting Edit Code	Account Description	Budget Amount Balance	General Ledger Balance	Variance Balance	Budget Amount Perio	General Ledger Per	Variance Period Balance	% Variance	Period % Variance	Account ID
Level Of	Account	Posting Edit Code N	Account Description UTILITIES - DGS	Budget Amount Balance	General Ledger Balance		Budget Amount Perio	General Ledger Per	Variance Period Balance	%	Period %	
Level Of Detail	Account	Edit Code	Description	Budget Amount Balance 3,341,373.00			-	General Ledger Per	Variance Period Balance	%	Period % Variance	
Level Of Detail	Account Number	Edit Code	Description UTILITIES - DGS			Balance 3,341,373.00	-	General Ledger Per	Variance Period Balance	% Variance	Period % Variance	Account ID
Level Of Detail 2 6	Account Number 118005.5710	Edit Code	Description UTILITIES - DGS Energy			Balance 3,341,373.00 27,594.40-		General Ledger Per	Variance Period Balance	% Variance	Period % Variance	Account ID 03546981
Level Of Detail 2 6 7	Account Number 118005.5710 118005.5720	Edit Code	Description UTILITIES - DGS Energy Electric		27,594.40	Balance 3,341,373.00 27,594.40- 1,723.42-		General Ledger Per	Variance Period Balance	% Variance	Period % Variance	Account ID 03546981 03547001
Level Of Detail 2 6 7 7 7	Account Number 118005.5710 118005.5720 118005.5730	Edit Code	Description UTILITIES - DGS Energy Electric Natural Gas		27,594.40 1,723.42 239.75	Balance 3,341,373.00 27,594.40- 1,723.42- 239.75-		General Ledger Per	Variance Period Balance	% Variance	Period % Variance	Account ID 03546981 03547001 03547010

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 over expenditure to 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 (Comparison wit	h Encumbra	ances - Trial Balance / Ledg	er Comparison							
✓ Q X		5									
Skip to Account * 118005 5700 Select / Skip To Ledger Type 1 BA Budget Amount Level Of Detail 7 Ledger Type 2 AA General Ledger LT 1 Thru Date 0331/2016 Type/Subledger • LT 2 Thru Date 0331/2016											
Records 1 - 44										Customize	
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	Perio Varia
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-					
6	118005.5710	в	Energy	3,341,373.00	29,557.57	3,311,815.43]			99.12	4

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 tack 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.

Via Menus	$\label{eq:FMIS} \begin{array}{l} \mbox{EnterpriseOne Menus} \rightarrow \mbox{FMIS Master Directory} \rightarrow \mbox{FMIS Inquiry Menu} \rightarrow \mbox{Work with Contracts & Grants} \rightarrow \mbox{Contract or Grant Status Inquiry} \end{array}$

EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu > Work with Contracts & Grants

 Image: Contract or Grant Status Inquiry

 Image: Contract or Grant Status Inquiry

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

С	Contract or Grant Status Inquiry - Job Status Inquiry											
\checkmark	Q	←	Com -	Dow 📿 Pe	mort 🔅 Tools							
Display Additional Selections Project Options Columns Job Codes Account Codes More Columns												
Job Number K030714 CG JOM HEADSTART-CHINLE Thru Date/Period 3/31/2006 Job Posting Edit N Level of Detail 9												
	Colum	in Versio	n NN		(Blank = User ID)	S	ubledger	ź				
Fo	Form Actions											
		Subc	ontracts	Cł	nange Mgmt	Profit Recogn	ition Sa	ve Columns				
Ro	w Acti	ons										
	Progress Entry Select One 💌 🔊 Commitment Inquiry Budget by LT											
F	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

splay Additional Select	tions Project	Options Columns Job Cod	les Account Codes	More Columns	
Skip From/Thru				Display	To Date
Skip From Cost Code:	*	Skip From Cost Type:	4000 ×	Display Zero Accounts	 Inception
Skip Thru Cost Code:	*	Skip Thru Cost Type:	*	Display Header Accounts	Cumulativ
				Display Header Description	O Period

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.

	Co	ontract or Grant Status	Inquiry - Job St	atus Inquiry			
`	~	🔍 🗙 🕂 Eorm 🚍	<u>R</u> ow <u> Rep</u> ort 🤅	<u>T</u> ools			
	0	Additional Selection	ons Project Opti	ons Columns Job	Codes Account Codes	More Columns	
		Skip From/Thru				Display	To Date
		Skip From Cost Code:	*	Skip From Cost Type:	4000	Display Zero Accounts	 Inception
		Skip Thru Cost Code:	*	Skip Thru Cost Type:	5000 ×	Display Header Accounts	Cumulative
						Display Header Description	O Period

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

Skip F	rom/Th	nru		Display		To Date			
		ost Code: ost Code:		n Cost Type: 400 Cost Type: 500	00 Dis	splay Zero Accounts splay Header Accour splay Header Descrij		 Inception Cumulative Period 	
cords	1 - 8								
Ø	L D	Cost Type	Account Description	Original Budget Amt	Revised Budget Amt	Actual Amount	Budget Balance	Open Commit Amount	P E
	6	4300	Data Conv-Supplies	1,910.24					в
	5	4100	Office Supplies & Equipme	1,910.24					
	6	4410	Operating Supplies	15,599.81	52,706.21		52,706.21		в
	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		
	5	4400	Operating Supplies	15,599.81	68,306.02	15,599.81	52,706.21		
			a	17,510.05	68,306.02	15,599.81	52,706.21		
ļ	4	4000	Supplies	17,510.05	00,300.02	10,000.01	52,100.21		

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.

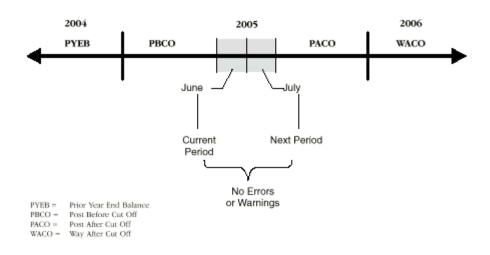
Three-way matching – Matching purchase order, receipt document, and vouchers.

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.

List of Contacts

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