

University  
of  
St Andrews

Finance Department  
Aptos9 User Notes

Aptos Enquiries



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## Change History

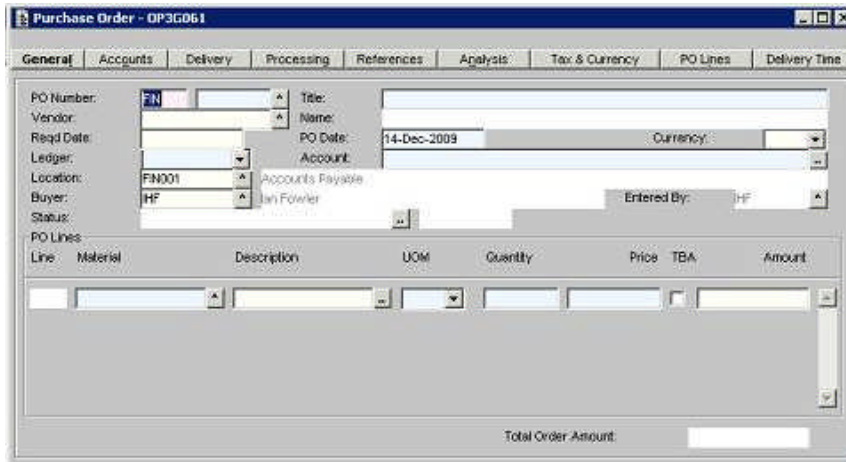
Version	Date	Author
1	14 March 2006	Karen Porteus
2	27 March 2006	M.L. Woodcock-Kroble
3	1 May 2007	Karen Porteous
4	14 December 2009	Ian Fowler
5	27 May 2010	Neil Sinclair



# 1. Purchase Order Enquiries

## 1.1. Purchase Order Enquiries using the PO entry screen

Menu Path: PO Management - Purchase Ordering - Update - Purchase Orders



The main Purchase Order entry screen can be used to make a variety of enquiries. To retrieve the PO you require:

- CLEAR the screen,
- Enter search criteria in **at least one** of the following fields:

PO Prefix	➤	Type your PO prefix.
PO number	➤	Enter the PO number (with or without the prefix)
Title	➤	Enter part of the PO Title, with a wildcard.
This field is case sensitive.		
Vendor	➤	Enter the Vendor Code, or part of the code and a wildcard
PO Date	➤	Enter PO date
Location	➤	Enter the delivery location
Buyer	➤	This is actually the user who will Approve the Purchase Order. Enter the username of the buyer

- Hit **RETRIEVE**.

A set of POs is returned which fits the search criteria you entered.

- Use PAGE UP and DOWN, or NEXT and PREVIOUS OCCURRENCE, to scroll through your POs.

**Note:** You can search on any combination of the above criteria, by entering details in the relevant fields.

Once the Purchase Order is retrieved:

- Click once on the PO line on which you want to enquire in the lower part of the screen
- Select **Enquiries** then **Invoices, Receipts** or **Returns** from the pull-down menu.
  - Whichever option you select, you can access the other enquiries by clicking on the appropriate tab.



- All 3 enquiries show the same information in the top part of the screen - PO amount and quantity, quantity received, quantity returned, invoice amount and invoice quantity.
- There are also 3 tick boxes - receivable, fully received and fully invoiced. Note that the fully invoiced box may remain unticked even when the invoice has been input.

*Invoice enquiries*

The invoice details are shown in the bottom half of the screen, including the invoice status eg Scheduled for Payment or Paid. Scheduled for Payment means the invoice is due to be paid in the next payment run. From this screen, you can drill down to the invoice entry screen. This screen shows all lines of the invoices, and you can check the accounts to which the lines were charged on the accounts tab.

While on the Invoice Enquiries screen, you could:

- Select **Enquiries, Payments** to view the payments screen showing payments made against that invoice.
- ACCEPT out to return to the PO enquiries screen.

*Receipt enquiries*

In the bottom part of the screen, the details of the receipts for that PO are shown. Drilling down takes you into the Receipt screen.

- ACCEPT out to return to the PO enquiries screen.

*Return enquiries*

Details of the Returns are shown in the bottom part of the screen. Drilling down takes you to the Returns screen.

- ACCEPT out to return to the PO enquiries screen.

## 1.2. Purchase Order Enquiries using the PO enquiry screen

**Menu Path: PO Management - Purchase Ordering - Enquiries - PO List Enquiry**

- Enter the relevant details for the required search
- Click either of the 2 following buttons:



## Aptos Enquiries

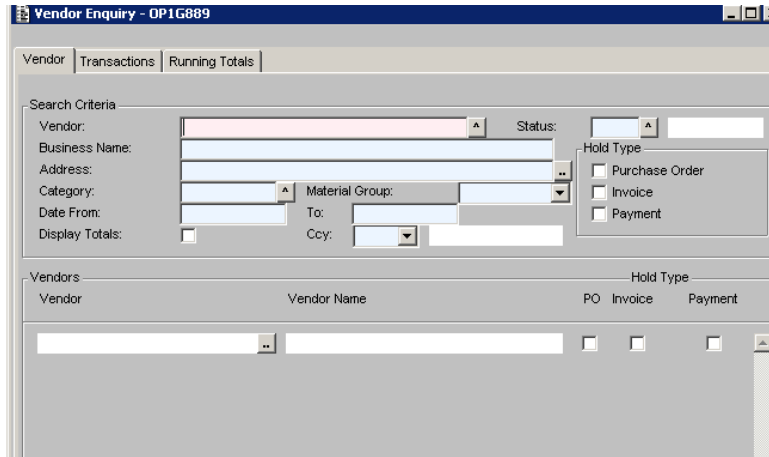
- **PO** - Selects all POs matching the search criteria summarised at Purchase Order level. For more information on any particular PO, drill down to the main PO screen. You can then perform other queries from this screen, as in Enquiry 1.1.
- **PO Line** - Displays all lines matching the search criteria on a PO line by line basis. Again, you can drill down to the main PO screen.



## 2. Accounts Payable Invoice Enquiries

### 2.1 Invoice Enquiries from Invoice Search Screen

**Menu Path: Accounts Payable - AP Vendor Invoices - Enquiries - Creditor - Vend/Inv Search**



- Enter the vendor code in the **Vendor** field.

If you don't know the code

- Drill down
- CLEAR
- Enter the prefix, the first few letters of the vendor name and wildcard.
- RETRIEVE

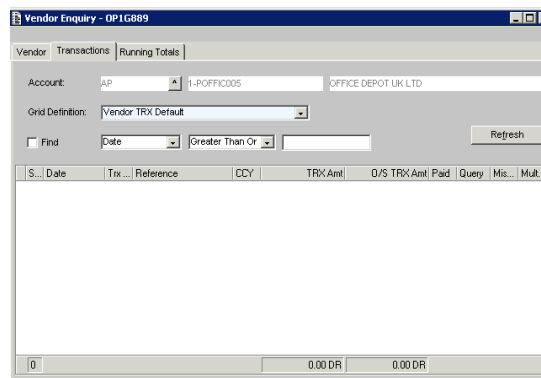
The matching vendors will be displayed.

- Double click on the vendor on which you wish to enquire, to take you back to the enquiry screen.

- Hit RETRIEVE

The vendor code and name appear in the lower part of the screen.

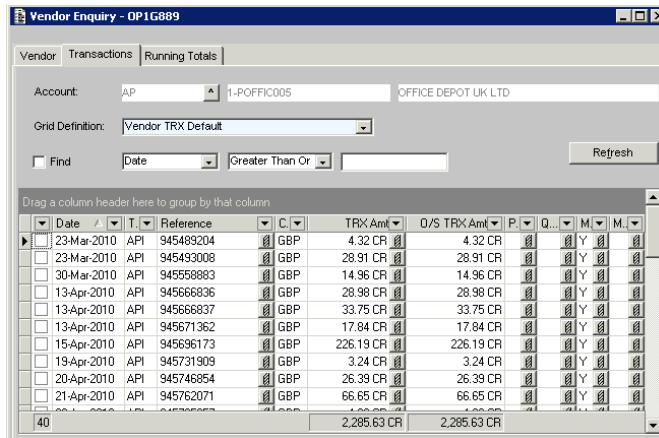
- Click on the Transactions tab.





- Click REFRESH.

All outstanding invoices or credit notes appear.



- Click on the relevant column headings, to sort by date, reference (invoice number), amount or outstanding amount.
- Clicking once sorts in ascending order
- Clicking again sorts in descending order.

You can now scroll through the list to find the invoice in question more easily.

At any stage of your enquiry, you can change the selection of invoices that you can view:

- Select **View**, then either:
  - **Display Outstanding** (default view) - displays outstanding invoices and credits
  - **Display Paid** - only displays paid invoices and credits
  - **Display All** - displays all invoices and credits

#### Narrowing your search

In many cases, there will be a large number of invoices for the Vendor, so you may wish to search for a particular invoice:

- Click the Find checkbox in the Display Criteria part of the screen.
- Select an appropriate option from the drop-down menu in the next field.
  - you can select either Date (Invoice Date), Type, Reference (Invoice Number), Currency (always GBP), Trx Amount (invoice or credit amount) or O/S Amount (outstanding amount).
  - the most **useful searches** are date, reference and trx amount.
- Select from 'Greater than or Equal to', 'Less than or Equal to', 'Equal to' or finally 'Between' from the next drop-down menu.
- Enter the date, reference or amount on which you want to search, in the final field.

**Note:** If you selected between, you must complete both fields

- Click on REFRESH (or RETRIEVE)

The items will appear in the bottom part of the screen.



To understand the enquiry screen better, bear the following in mind:

- The second column displays the document type.
  - API is an Invoice
  - APC is a credit note
  - APB is a BACS payment (directly into the vendor's bank account)
  - APQ is a cheque payment.
- In the Transaction Amount column
  - Dr refers to a credit note
  - Cr is an invoice.
- Invoices or Credits displaying a Y in the Paid column have been paid. The outstanding amount for these will display zero.

### *Paid Invoices:*

If an invoice displays a Y in the Paid column it has been paid.

- Click on the Y to view the payment details.

This takes you to the **Matching History Summary** screen. The **Date** (not the trx date) displayed at the top of the screen is the date of the payment run. BACS payments reach the bank accounts 2 working days after this date. Cheques are posted second class.

- Scroll up or down and find the APB (BACS) or APQ (Cheque) entry.

The amount for this entry (which will always be a Dr) is the total amount paid to the vendor in that payment run. The APIs and APCs listed are all those invoices and credits that were included in the payment.

- ESCAPE or ACCEPT to return to the main screen.

### *Unpaid Invoices:*

If an invoice line does not have a Y in the Paid column it is unpaid at present.

- Click on the drill down button to the right of the Transaction Amount, to check when it is likely to be paid.

This takes you to the **Transaction Details** Screen.

- From the drop down menu, select **Actions, Source**.

You will now be viewing the **Vendor Invoice** screen, which is the main Invoice Entry screen used by Finance.

- Click on the **Payment** tab, and you will see the **Due Date** for the invoice.
  - The invoice will be paid in the next suitable payment run after this date (depending on Rank).
  - You could also click on the PO tab to check which PO the invoice relates to.
- ESCAPE or ACCEPT to return to the main screen.



To view the invoice:

- Click on the drill down button to the right of the reference number.
- To then view a scanned image of the invoice, please refer to Section 3

If you need to check the payment method for the supplier

- Select Enquiries, Supplier Account Details.

The **Payables Ledger Account Details** screen will appear. The most important parts of this screen are as follows:

- **Payment Profile** - Indicates the payment terms for the vendor eg standard terms, 14 days etc and determines when the invoice is due for payment.
  - **Account Rank** - Indicates the payment method for the vendor and together with the due date determines when the invoice will be paid.
  - **Rank 1** - BACS Suppliers - paid directly into their bank account.
  - **Rank 3** - Monthly Cheque - irregular cheque payment.
  - **Rank 4** - Urgent Cheque suppliers - payment run prepared several times a week.
- **Accept** back to the main screen to continue your enquiry.

Once the invoice/credit on which you wish to enquire is displayed, you can check whether the invoice has been paid and if not, when it is due to be paid.

## 2.2 Invoice enquiries from Invoice List screen

**Menu Path: Accounts Payable - AP Vendor Invoices - Enquiries - Creditor - Invoice List**

- Enter the invoice number in the **Invoice** field.
  - If invoice number is only partly known, a wildcard (\*) can be used either side of the partly known number



- If invoice number is unknown, any of the other fields on this screen can be used to narrow down your search

➤ Click RETRIEVE

Any invoices matching the specified search criteria will be listed

	Invoice Refere...	Vendor	Invoice Date	Status	Currency	Gross Total	Gross Ctrl...
>	123499	PCAMBR005	02Jul2001	PAY	GBP	110.45 CR	0.00 DR

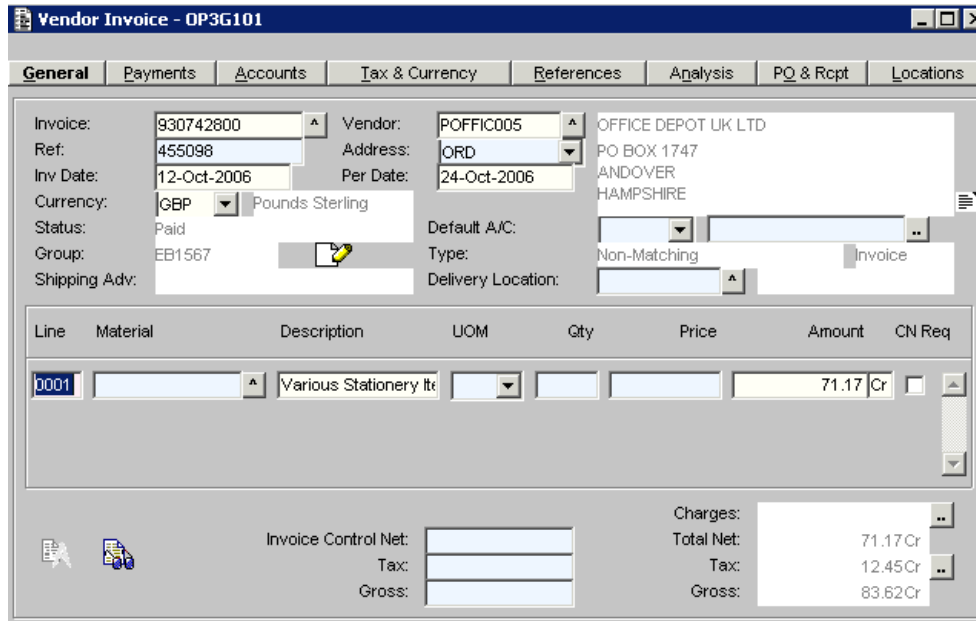
*To view the invoice:*

- Click on the drill down button to the right of the reference number.
- To then view a scanned image of the invoice, please refer to Section 3



### 3. View the invoice image(s) within Aptos

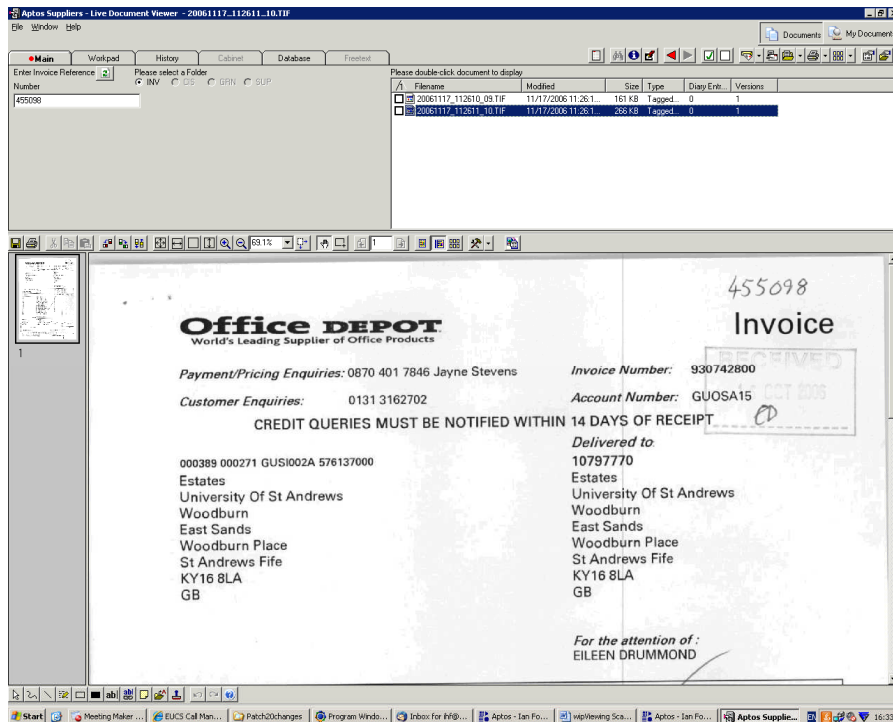
- Retrieve the invoice you wish to look at (See Section 2)



- Click the  icon in the bottom left of the 'Vendor Invoice' screen.

The 'document viewer' window appears

#### 3.1. Images or documents available to view



A list of documents, linked to the chosen invoice, is in the top right corner of the screen.



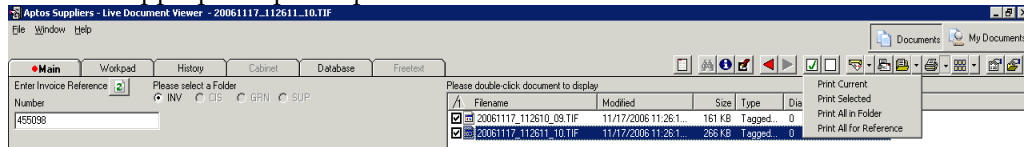
- Double-click on the document/image you want to view

The document appears in the lower half of the screen, with a list of thumbnails corresponding to the pages in the document.

- Click each thumbnail in turn, to view a larger version of the page.

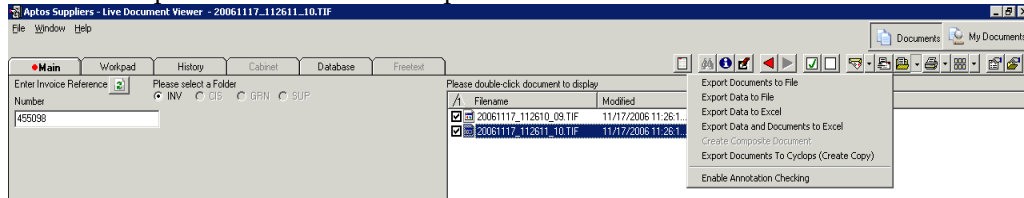
To print a copy of the document

- Select the appropriate print option

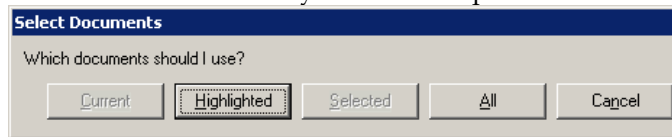


To save a local copy of the document:

- Click the 'export documents to file' option'



- Select which documents you wish to export



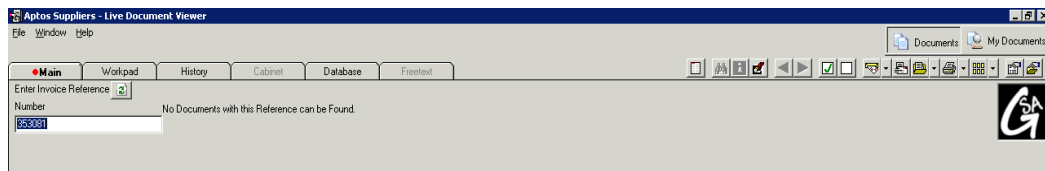
- Navigate to a folder on your PC or shared drive (all shown as CLIENT drive letters)
- SAVE
- A copy of the document is now saved

When you've finished looking at the linked documents:

- Close the screen to return to the 'Vendor Invoice' screen

### 3.2. No images or documents available to view

If there aren't any invoice images or other documents linked to this invoice, the 'document viewer' window contains the following message next to the invoice reference number:



- Close the screen to return to the 'Vendor Invoice' screen

### 3.3. Incorrect Documents

If there is an incorrect image attached to an invoice, please email [accpay@st-andrews.ac.uk](mailto:accpay@st-andrews.ac.uk), quoting the reference number of the invoice, and the Accounts Payable team will look into this further