

University of St Andrews

Aptos10 User Notes

AP and PO Enquiries

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Revision History

Version	Date	Author	Comments
1	14/03/2006	Karen Porteous	
2	27/03/2006	M.L. Woodcock-Kroble	
3	01/05/2007	Karen Porteous	
4	14/12/2009	Ian Fowler	
5	23/11/2015	Karen Porteous	Revised for Aptos10.05
6	08/12/2016	Karen Porteous	Information added re obtaining payment information from the invoice entry screen

1. Purchase Order Enquiries

1.1. Purchase Order Enquiries using the PO enquiry screen

PO Management → Purchase Ordering → PO Enquiries → PO List Enquiry

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

1.2. Purchase Order Enquiries using the PO entry screen

PO Management → Purchase Ordering → Update → Purchase Orders

- 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

➤ **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.

1.3. 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 **Invoices, Receipts or Returns** from the **ENQUIRIES** 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 e.g. 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 **Payments** from the **ENQUIRIES** menu, 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.

2. Accounts Payable Invoice Enquiries

2.1. Supplier Enquiry

Accounts Payable →Suppliers →Supplier Enquiries →Supplier Enquiry

➤ Enter the supplier code in the **Supplier** field.

If you don't know the code

- Click on the down arrow
- CLEAR
- Enter either
 - ◆ the prefix, the first few letters of the vendor name and wildcard
- or
- ◆ part of the supplier name – ensure you enter a wildcard around this
- SEARCH

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.

➤ RETRIEVE

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

➤ Select the appropriate 'match types' for your search

- **Unmatched and part matched (default)** – this will show all outstanding invoices and credit notes
 - **Matched** – this will show all paid invoices and credit notes and the payments
 - Enter a date range if required
 - Click on the Transactions tab.
- Transactions matching your search criteria will be displayed
- 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.

Narrowing your search

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

Date	Trx Type ▲	Reference	Match Type	Current
29-Feb-2012	APC	88516434	(Custom)	
18-Aug-2014	API	962266031	(Blanks)	
19-Aug-2014	API	962284302	(Non blanks)	
01-Sep-2014	API	962401754	88516434	
			962266031	
			962284302	

- Hovering over the column name will cause a filter icon to appear in the top right of the column name
- Click on the filter and a list will be displayed

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

- The trx type is the type of entry.
 - ◆ **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.
- The reference field contains
 - ◆ **API** – the supplier invoice number
 - ◆ **APC** – the supplier credit note number
 - ◆ **APB** – the BACS reference number

- ◆ **APQ** – the cheque number

Drilling down on the reference number for an invoice or credit note will take you to the invoice entry screen from where it is also possible to view a scanned copy of the invoice (see section 3)

- In the Transaction Amount column
 - ◆ **Dr** refers to a credit note
 - ◆ **Cr** is an invoice.
- The 'trx amount' column shows the value of the invoice / credit note / payment and needs to be read in conjunction with the currency
- Within the paid column
 - ◆ **Y** – the invoice or credit note has been included on a payment run and been fully settled. The 'o/s trx amount' column will be 0.00 for these
 - ◆ **P** – the invoice or credit has been included on a payment run but only partially settled. The amount in the 'o/s trx amount' column is the amount remaining to be settled

Drilling down on the entry in the paid column indicates which 'match batch' the entry was included in.

Drilling down on the match batch will show the details of the payment the entry was included in.

If an invoice is unpaid, Accounts Payable will be able to advise why and when it is likely to be paid. All supplier queries about payment should be directed to Accounts Payable

- Within the mismatch column
 - ◆ **Y** indicates this invoice is in mismatch. It will not be paid until the mismatch has been cleared

2.2. Invoice enquiries via Invoice List Process

Accounts Payable → Supplier Invoices → AP Supplier Enq → Creditor → Invoice List Process

- Complete at least one of the selection criteria.

Any known information can be used but the most common criteria are

Invoice	➤ Enter the invoice / credit note number you are looking for Part of a number can be entered but remember to use a wildcard
Type	➤ If known, select the type of invoice / credit note In most cases all will be selected
Status	➤ If known, select the status of the invoice / credit note In most cases all will be selected

- Click on the invoice list enquiry tab

Invoices / credits matching your search criteria will be shown

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

- The invoice reference field contains the supplier invoice / credit note number
Drilling down on the reference number for an invoice or credit note will take you to the invoice entry screen (this is explored in more detail in section 3)
- Status – this is the status of the invoice
 - ◆ **REG** – registered
 - ◆ **AUT** – authorised
 - ◆ **SFP** – scheduled for payment
 - ◆ **PAY** – paid
- Gross Invoice Total is the total of the invoice / credit note

- ◆ **Dr** refers to a credit note
- ◆ **Cr** is an invoice.
- The 'in workflow' column indicates that the invoice is currently in workflow for approval by the appropriate budget holder or delegated authority

3. The Invoice Entry Screen

- Retrieve the invoice you wish to look at via a PO enquiry (see section 1) or an AP enquiry (see section 2)

The invoice you are interested in will be shown in the AP invoice entry screen

AP - Invoice 937751 - AP3G101

Number: 963479564 Supplier: POFFJIC005 OFFICE DEPOT UK LTD Reference: 937751 Date: 02-Dec-2014 Status: Scheduled For Payment

General | Notes | Document References | Payment Information | Tax & Currency

Company: 1/CO - Universit... Currency: GBP - ... Posting Date: 13-Jan-2015 Received Date: 02-Dec-2014 Address: ORD

Account: ... Match To PO Payment Held

Control Totals: Net: 0.00 Tax: 0.00 Gross: 0.00 Invoice Totals: Net: 11.49 CR Tax: 2.30 CR Gross: 13.79 CR

In Workflow Import Receipt: PO:

View Doc.

Lin	Pro...	Descrip...	UOM	Qty.	Price	Net	Tax	Gross	D...	Trx. Type	Ledger	Account	Tax Code	Loca...	Ch...	D6...	Disc. Amt.
>	0001	VWBB211...	EAC	1	11.49	11.49	2.30	13.79	CR	APE	GL	1-SML0-XER...	N	MO...	<input type="checkbox"/>	<input type="checkbox"/>	

Line: General | Line: Accounts | Line: References

Tax Code: N Trx. Type: APE Accounts Payable Expense Lin Location: MOD001 School of Modern Languages

Line Totals: Net: 11.49 Tax: 2.30 Gross: 13.79 Discount:

Matching: PO: MOD 938 1 Receipt:

3.1. Checking when an invoice was paid

- Select **View Payments** from the **OPTIONS** menu

The invoice payment enquiry screen will be shown displaying the payment run

Invoice Payment Enquiry - AP3G228

Invoice: 963479564 Supplier: POFFJIC005

Payment Run	Payment Method	Payment Status	Cheque Number	Trx Ref	CB Ledger	CB Account Code	CB Account	Status
>	4570	BACS	Paid		CB	1-EXP	Expenditure ...	Unrecon

- Drill on the payment run number

This will show the payment run entry screen

Payment Run Entry

Payment Run: 000004570 Payment Date: 12-Feb-2015 Status: Paid

Cashbook Account: CB 1-EXP Payment Run Under Workflow Control

Currency: GBP - POUNDS STERLING Entered By: Belj Thomson

Payment Method: BACS - BACS PAYMENT On: 12-Feb-2015 Notes:

Include	Payment Request	Entered By	Entered Date	Authorised	Currency Code	Amount
>	<input checked="" type="checkbox"/>	000005281	Belj Thomson	12-Feb-2015	GBP	2,678,678.54 CR

This shows the payment date and payment method.

Drilling on the payment request number would show the full make-up of the run the invoice was included on.

When you have obtained the details required

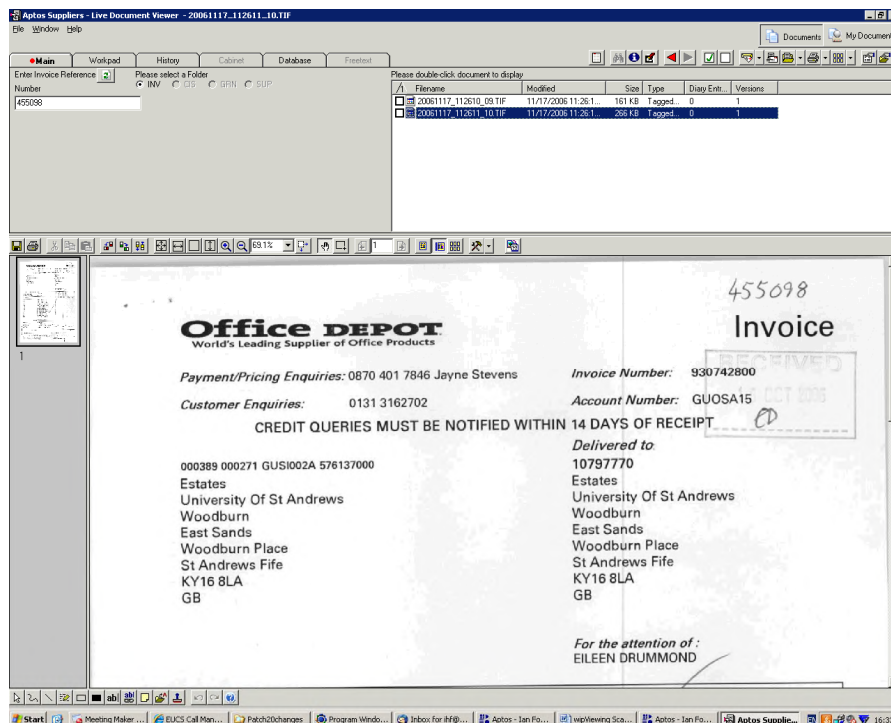
- Close the payment run entry screen
- Close the invoice payment enquiry screen to return to the invoice entry screen

3.2. Viewing Scanned Images

- Click the VIEW DOC icon
 - If this is not visible
 - Select CYCLOPS from the INTERFACES menu

The cyclops viewer will open

Images or documents available to view

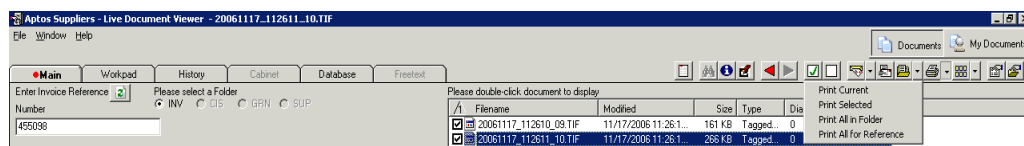


A list of documents, linked to the chosen invoice, is in the top right corner of the screen.

- 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.

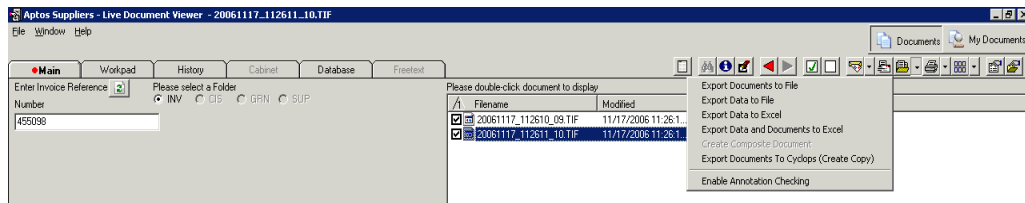
To print a copy of the document

- 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



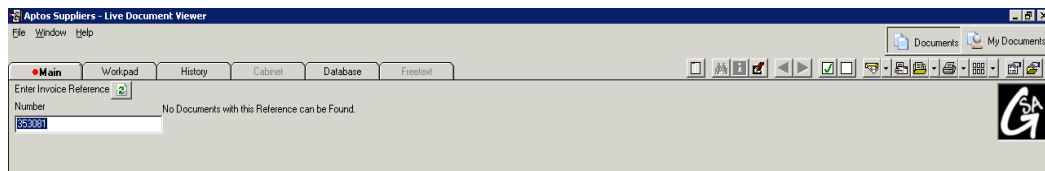
- Navigate to a folder on your PC or shared drive (all shown as CLIENT drive letters)
- SAVE
- A copy of the document is now saved

When you've finished looking at the linked documents:

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

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 'Supplier Invoice' screen

Incorrect Documents

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