



# Invoice Overview & Invoice Inquiry: Invoice Inquiry

## Overview & Concepts

Invoice Inquiry provides much of the same information as Invoice Overview. Depending on your needs, you may decide to use only Invoice Overview, only Invoice Inquiry or a combination of both.

- After completing this learning cycle, you should be able to
  - Find invoices for a specific supplier.
  - Select an invoice and review the information available from a multi-record layout.
  - Access Distribution information for the selected invoice.

## Find Invoices Window

- The navigation path from the Oracle E-Business Suite Home Page to the Find Invoices window is:  
**SIU Unit Payables Inquiry > SIU Invoices**
- The Find Invoices window opens.
- **Note:** Some of the fields appearing on this Find window, Supplier Name, Number, etc. also appeared on the Find Invoices window in a previous learning cycle, Invoice Overview. In addition to the fields previously mentioned, this window contains extra fields, which allow you to enter more specific search criteria that limits the number of records retrieved. **The Calculate Balance Owed...** button is also a feature not found on the previous Find Invoices window. Clicking this button opens a window requiring additional information. Once the additional information is entered, it calculates the total amount owed to the Supplier for all campuses. You would still have to drill down through the various invoices to determine how much your department owed the specific Supplier.
- You can enter search criteria in any field that is enabled (white background). Sometimes fields will automatically change from grayed out/ disabled to white/ enabled, when you enter search criteria in an associated field.
- As before, the Supplier Name field is one of the most commonly used search fields. Remember, you can type a portion of the Supplier's Name in the Name field and press the "Tab" key to display a shortened LOV. You can then select the Supplier you need from the picklist.
  - For the demonstration, we searched for the Supplier **Bax Global**.
  - The Supplier Name, Number and Taxpayer ID fields are populated when we return to the Find Invoices window.
- After you have located the Supplier and if you have the Invoice Number, you may now enter that number in the Number field of the Invoice region.
  - Including the Invoice number here eliminates the need to scroll through numerous invoices from this Supplier to find the one you are looking for.
  - For demonstration we used Invoice # 429594502.

**Note:** Searching on only the Invoice number, prior to locating the Supplier, could result in several invoices with the same number being returned, but from different Suppliers.

- Once the search criterion is entered, click the **Find** button; all records matching the search criteria are displayed on the Invoices (SIU Operating Unit) window.

**Remember:** Use the Vertical Scroll Bar to review the entire list or use the arrow keys on your keyboard to move the Current Record Indicator up and down through the records, as you view them. Click and drag the Horizontal Scroll Bar to the right to view the information in the columns furthest to the right.

**Note:** If this is a window you view often, we recommend that you customize the layout of this multi-record block so the information you need for invoice queries is readily displayed when you open the window. See Unit 2: Navigation, Module 7: Folders

- At the bottom of the Invoices window are the tabbed regions. These regions provide additional information for the selected record.
  - Since we reviewed all of these in the previous learning cycle, we won't go over them again here.
- If an asterisk (\*) appears in the Description field, it indicates an attachment was sent with the check.



## Distributions

At the bottom of the window are two enabled buttons: **Overview** and **Distributions**. We already discussed Invoice Overviews in a previous learning cycle, so we'll skip that and only discuss Distributions.

- Locate the desired invoice from the Invoices (SIU Operating Unit) window. For demonstration purposes, Invoice 429594502 was selected.
  - Notice as you scroll through the Invoices that the information in the tabbed region changes with each Invoice.
- Click on the **Distributions** button.
- The Distributions (SIU Operating Unit) window opens.
- The Invoice Number and the Supplier Name should appear in the Title Bar of the window.
- In the example chosen for demonstration, two lines were displayed; one debit and one credit.
  - Your Invoice may not have two lines.
  - Because this particular Invoice was cancelled, the exact same coding string was used to restore accounts to their original status. This is called "zeroing out".
- The **Amount** of the credit or debit and the GL Date field are available from this view.
- Click in or Tab to the Account field.
  - To view the entire contents of the field, press Ctrl+E on the keyboard or select the Edit menu/ Edit Field to open the Accounting Flexfield window.
  - The Accounting Flexfield window allows you to identify the string of numbers with a field name and description. Specifically notice the Budget Purpose number is 20052 (Purchasing Services).
- Click OK to close the Accounting Flexfield window.
- The Invoice Distributions DFF window opens automatically. This window does not pertain to Fiscal Officers or Delegates, but appears when you close the Accounting Flexfield window. It is completed by Central Business Office employees for tax reporting purposes on international students and Suppliers.
- Click **OK** again to close the Invoice Distribution window.
- This completes the Invoice Inquiry learning cycle. In Production you can continue to select invoices and view the information available or close this window.
- To return to the Navigator use the Close Form icon on the Toolbar or use the Oracle icon and select Close from the drop down menu until you return to the Navigator.