Objectives

By the end of this exercise, you will be able to:

- Use the APInquire and POInquire Panels
- Perform Common Queries
- Understand effective search techniques
- Find Vendor addresses and phone numbers

Content

1. Purchase Order Inquiry
2. Purchase Order Activity Summary
3. PO Accounting Entries
4. Voucher Inquiry (Accounts Payable)
5. Vendor Look Up
1. Purchase Order Inquiry

Navigation: Purchasing Menu/Purchase Orders/Review PO Information/Purchase Orders

1. Enter 562037 in the PO ID field.
2. Click on Search.

The Purchase Order screen is organized in three sections:

1. Identifying and status information such as PO ID and PO Status
2. Header information such as: Vendor, Buyer, Amounts and Taxes. Also has links to windows with more details such as Vendor Details and Header Details.
3. Line information with details of each item on the Purchase Order.

3. Under Lines click on an Item Description to view complete description then click on Return to return to main Purchase Order Inquiry window.
4. Click on the Schedule icon to view information such as Due Date.
5. Click on the Distribution/ChartField icon on the far right to view ChartField combination.

6. Click on Details/Tax tab to view HST, VAT and currency.

7. Click on icon to view the VAT details.
8. Click on Return to return to Distributions for Schedule window.

9. Click on Return to return to the Purchase Order Inquiry Schedules window

10. At the top right of the screen click on Return to Main Page link.

11. Click on Header Details link.

12. View PO Details (Vendor name, PO Date, Budget Status), Currency and Process Control Option (Hold or Dispatch).

13. Click on Return to return to main Purchase Order Inquiry window.

14. Click on Vendor Details link to View Vendor address and terms.

15. Click on Return to main Purchase Order Inquiry window.

16. Click on Return to Search to inquire on another Purchase Order.

17. Enter Purchase Order Date 04/13/2012 This will narrow your search to inquire only on Purchase Orders with a date of August 14th, 2012. You can also search by Vendor ID or Purchase Order Reference.

18. Select Purchase Order from list.
2. Purchase Order Activity Summary

The Purchase Order Activity Summary allows you to review the accumulated activities for a Purchase Order. If an invoice has been applied to the Purchase Order you can view the invoice details. From the invoice details you can navigate to get to the Voucher ID and the Payment Information.

**Navigation:** Purchasing Menu/Purchase Orders/Review PO Information/Activity Summary

1. **Enter** 562034 in the PO ID field.
2. **Click** Search

### Activity Summary

- **Business Unit:** UWO
- **Purchase Order:** 562034
- **PO Status:** Dispatched
- **Vendor:** Your Company
- **Merchandise Amount:** 5,300.00 CAD
- **Merchandise Receipt:** 0.00 CAD
- **Merchandise Returned:** 0.00 CAD
- **Merchandise Invoice:** 2,000.00 CAD
- **Merchandise Matched:** 2,000.00 CAD

### Activity Details

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Item Description</th>
<th>Unit</th>
<th>Order Qty</th>
<th>Amount Ordered</th>
<th>Currency</th>
<th>Amount Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Oak desk - #7679</td>
<td>EA</td>
<td>1.0000</td>
<td>2,000.00</td>
<td>CAD</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Big comfortable chair - #60007</td>
<td>EA</td>
<td>1.0000</td>
<td>1,000.00</td>
<td>CAD</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Matching side chairs - #866076</td>
<td>EA</td>
<td>2.0000</td>
<td>1,500.00</td>
<td>CAD</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Bookshelf - #4643</td>
<td>EA</td>
<td>1.0000</td>
<td>700.00</td>
<td>CAD</td>
<td></td>
</tr>
</tbody>
</table>

3. **Click** on the Invoice tab.
4. Click on the Invoice icon to go to the invoice.

5. Click on Voucher number 02201544 to go to the Voucher Inquiry window. You may want to maximize this window.

6. Scroll down to view Voucher Inquiry Results.

7. Click on the Payment Information icon to view payment information.

If a cheque has not been issued for this invoice you can click on Scheduled Payment to see when the cheque will be issued.

3. PO Accounting Entries

PO Accounting Entries is an inquiry that lets you see how entries will be charged to your accounts and reflected on your statements.
Navigation: Purchasing Menu/Purchase Orders/Review PO Information/PO Accounting Entries

1. Enter 562034 in the From PO ID and To PO ID fields.

2. Under ChartFields select GL Unit UWO.

3. Click on OK.

Trans Types
PO_POENC - transactions created when the Purchasing Dept creates a PO
REVERSAL - transactions created when Accounts Payable posts a Voucher to the PO
Western PeopleSoft Financials
Purchasing and Accounts Payable Inquiry

4. Voucher Inquiry (Accounts Payable)

**Navigation:** Accounts Payables Menu/Review Accounts Payables Info/Vouchers/Voucher

1. **Enter** 02201546 in the From Voucher ID and To Voucher ID field.

2. **Click** on Search.

3. **Scroll** down to view the Voucher Inquiry Results.

4. **Click** on More Details tab.

5. **Click** on Detail Lines icon to view voucher detail.

   A new window will open showing the voucher details, including the Purchase Order number. You will likely want to maximize this window. When you are finished reviewing this information, **click** in the top right corner of your screen to close the window.

6. **Click** on the Voucher Details tab.

7. **Click** on the Payment Information icon or if a cheque has not been issued, on the Scheduled Payments link.

8. **Click** on Payment Reference ID 4594046 to go to the Payment Inquiry window.

9. **Scroll** down to the Payment Inquiry Results to view the Payment Date or Scheduled Payments.

10. When you are finished reviewing this information, **click** Back to Voucher Payments then Back to Voucher Inquiry to return to the main Voucher Inquiry window.
Inquiring on Expense Reports and Cheque Requisitions

**Expense Reports** which are not entered online are entered in PeopleSoft, by Accounts Payable staff, as Vouchers. The Expense Report number preceded by “E” is the Voucher number

- If you search for an Expense Report by Voucher the Set ID must be AP_TR.
- If you search for an Expense Report by Invoice the Set ID must be UWO

When **Cheque Requisitions** are entered in PeopleSoft the Cheque Requisition number preceded by a “C” is used for both the Voucher and Invoice number.

The following Search activity demonstrates this.

1. On the main Voucher Inquiry window **click on Clear** to inquire on another Voucher.

2. **Select** From Business Unit AP_TR and To Business Unit AP_TR.

3. **Enter** C123456 in the From Invoice ID field.

4. **Select** AP_TR for the Set ID.

5. **Click** on Search.

6. **Scroll** down to view the Voucher Inquiry Results list of Expense Report.

**5. Vendor Look Up**

You can look up Vendors based on the Vendor ID number, Short Name or Long Name. You can use partial values in any of these fields to build a list in which to search for a particular vendor.

**Navigation:** Vendors/Vendor Information/Add/Update/Vendor
1. To search for Matheson Gas Products, enter either “Matheson Gas Products” in the Name field or if you know only the first few characters of the Vendor Name enter “Math” in the Short Vendor Name field.

2. Click on Search.

3. In the Search Results list, click on Matheson Gas Products.

4. Click on the Identifying Information tab.

   The Identifying Information window will give you the Vendor Name in the name fields. If the Vendor Name is more than 40 characters, the Name 2 field will also be used.
   The Short Vendor Name is 10 characters in length.

5. Click on the Address tab to view Address and Phone Information.