

Quick Reference Guide

Invoice Inquiry

UNI e-Business Suite

FINDING INVOICE INFORMATION

The Find Invoice form is used to access invoice or payment information. A search can be completed by entering a variety of search criteria. The more criteria included, the more restrictive the search will be. The selections below give the most widely used means of searching for invoice information.

Invoice number - The Invoice number is known and you wish to view information related to this specific number

Supplier name or supplier number - Invoice number is unknown, but the supplier is known (this will return **all** orders).

Date range - Date range coupled with a supplier name is a means of limiting the number of possible purchase order numbers that match the query.

- 1) Login to UNI e-Business Suite and select your FIN responsibility.
- 2) Click on Invoice Inquiry to open the Find Invoices form.
- 3) Search by one of the parameter instructions.

Search by Invoice number

Enter the number in the number field of the Find Invoices form. Click the Find button to initiate the search.

Review the information in the Invoices form because there may be more than one invoice with the number that you entered. When you have identified that invoice that you wish to view, use the up and down arrow key to highlight the blue square on the left side of the form. Click the Overview button to display information related to this invoice (see next illustration).

Note: If any of the search criteria entered is incorrect, there will be no return on the search.

The Invoice Overview will show the invoice number, invoice status, check number and date the check was cut, plus other information regarding the transaction (see illustration below).

Search by Supplier and Date Range

A search for invoice information using a supplier name or number and date range can be used if an Invoice number is unknown.

Select a Supplier name from the List of Values in the Supplier field or enter a Supplier number in the number field. Entering only a supplier name or number will display **all** orders a supplier has received (this could include several years).

It is recommended to also enter a date range to restrict the search. To enter a date range, click on the Date Range tab and enter the beginning and ending dates in the fields following Order. The format for entering dates is DD-Mon-YYYY (e.g. 03-Jul-2003) or dates can be selected from the calendar in the List of Values (LOV).

Click the Find button to initiate the search.

For questions, please contact the Help Desk at 3-5555 or email ebusiness@uni.edu.

For questions about this document, please contact Pat Whitt at 3-6881.