On-Line Inquiry Facility

All employees with LOGONID’s and access to the IMS Operating System automatically have access to the Accounts Payable System inquiry functions. Inquiry can be made into the status of all documents entered on-line through APS as well as all documents paid through the vendor batches system that have been successfully loaded to APS prior to payment. Summary information, as well as detailed document information may be reviewed online.

After logging onto the IMS Operating System, select APS from the SYSTEM MENU and depress enter. The APS MENU below will be displayed. Following is an explanation of the PF keys found on the APS MENU. These PF keys can be used from any screen within the APS in order to navigate between screens or functions.

PF1 To display the DOCUMENT ENTRY/MAINTENANCE MENU (functions on this menu are not available unless you have update access to APS)
PF2 To display the DOCUMENT INQUIRY MENU
PF3 To display the APS PAYMENT CYCLE PARAMETERS
PF4 To display the APS CODE TABLES
PF9 To transfer to the PURCHASING SYSTEM
PF10 To re-display the APS MENU
PF11 To transfer to the SYSTEM MENU
PF12 To logoff the IMS Operating System

After depressing the PF2 key, the screen shown on the following page will be displayed. The inquiry options most frequently used by departments when searching for an invoice are DCL and PDH. DCL will display invoice and accounting information for all documents not yet purged from the online detail system to the online purged summary file.
Following is an explanation for inquiry on DCL and PDH, along with the available selection criteria for locating a document or vendor payment. Enter a V in the ACTION field and either DCL or PDH in the CODE field and tab down to the applicable fields to enter one of the selection criteria.

**DCL**  Summary vendor or document information for invoices and credit memos that have not been purged
Inquiring A/P Document Status

Selection Criteria: one of the following
- enter DOCUMENT NBR only to view a specific document
- enter VENDOR NBR and BANK ID (0001 for a University payment, 0002 for a Foundation payment) to view all documents for a specific vendor
- enter PO/REQ number with the appropriate prefix to view all documents processed against a specific purchase order, requisition or transmittal
- enter the CHECK NBR (all 8 digits, including the leading zeros) and BANK ID to view all documents paid/deducted on a specific check number

PDH Summary vendor or document information for invoices and credit memos that have been purged to PDH (Purged Document History); only the vendor document information is available for on-line review; accounting distributions and line item information cannot be reviewed on-line but may be extracted from the history files via SAS or QMF jobs.

Selection Criteria:
- enter VENDOR NBR and BANK ID to view all documents paid to or deducted from a specific vendor
- enter DOCUMENT NBR only to view a specific document
- enter PO/REQ with appropriate prefix to view all documents paid/deducted against a specific purchase order, requisition or transmittal
- enter CHECK NBR (all 8 digits) and BANK ID to view documents on a specific check

Document Information Display:

VENDOR NBR - payee number under which the document was entered and paid
PO NBR - the purchase order number or the requisition number against which the document was entered and paid
DOC TYPE - indicates the type of document and screen on which the detail document entry may be viewed
DOCUMENT NBR - the vendor's invoice number or other assigned document number under which the document was entered for payment
DOC ST - the status of the document; see CODE TABLE for explanation of the code (eg PD for paid; CP for credit memo pending)
DOCUMENT AMT - total amount of invoice or check request (excludes accrued sales tax)
CHECK NBR - check number on which the document was paid
CHECK DATE - date check was printed
CNTLGRP NBR - the APS control group number assigned to the batch of documents in which the document was entered

Viewing the Detail Information for a Document Displayed:
- Tab down to the document to be reviewed and enter an "S" in the "S"(elect) field and depress the enter key to view the detail invoice and accounting distribution information

Following is an explanation of each of the remaining inquiry functions available on the menu, along with the required selection criteria, to assist you in utilizing these on-line inquiry facilities. Always enter a V in the ACTION field and the three letter code in the CODE field, and tab down to the applicable fields to enter one of the selection criterias below.
CDC  Detailed credit memo information
   Selection Criteria:
   - enter VENDOR NBR, DOCUMENT NBR and DOC TYPE
   or,
   - enter VENDOR NBR and BANK ID, or
   - enter the purchase order number, if known, prefixed by the appropriate PO prefix (or X)
   Entry of an "S"(select) next to the document displayed from the CDC inquiry will automatically display CDC for credit memo details

CGA  Lists control groups entered by departments other than Accounts Payable that have not been "released" by Accounts Payable
   - Can be used by departments to monitor the timely release by Accounts Payable of the departmental additions to APS
   Selection Criteria:  none

CGH  Provides summary information and status of documents entered in a specific control group
   Selection Criteria:
   - enter control group number in CNTL GRP NBR field

CGR  Provides listing of control groups being entered or in the process of balancing;
   Used to monitor the timely balancing of all control groups entered
   Selection Criteria:  none

CPO  Not Available - Future Development

DPO  Not Available - Future Development

IDC  Detail document information for a specific invoice
   Selection criteria
   - to review detail information on an ID document displayed from the DCL screen, enter an S in the S(elect) field and depress the ENTER key -the IDC screen will automatically be displayed
   - enter VENDOR NBR, DOCUMENT NBR and DOC TYPE (ID)

IPO  Not Available - Future Development

MCR  Detail check request information for a specific check request entered by the Accounts Payable department

ODC  Use to view check requests set up for on-demand payment; after the check is printed, the document is no longer available for viewing on ODC
   Selection criteria:  none available

POL  Not Available - Future Development

RCL  Not Available - Future Development