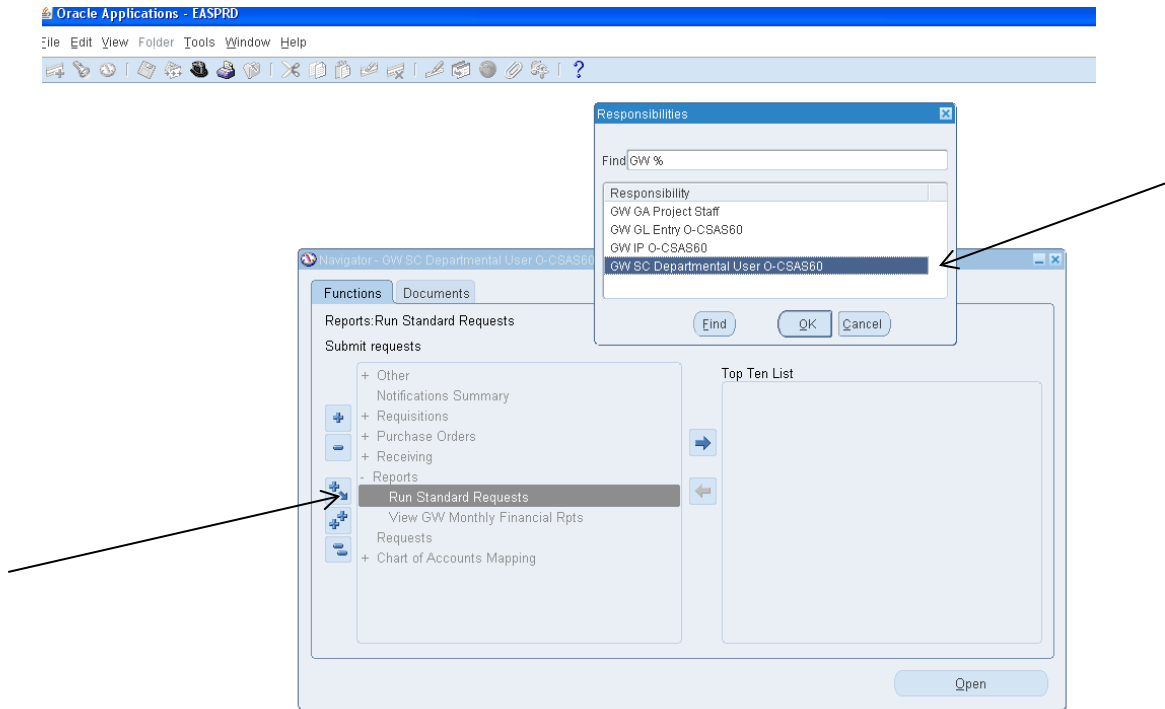


## How to Run an Accounts Payable Invoice Inquiry Report AP-255

1. Navigate to **GW SC Departmental User** and select **Reports > Run Standard Requests**.



2. Select **Single Request** (default) and click **OK**.

3. In the Name field, click the ellipsis (...) and select **Accounts Payable Invoice Inquiry Report [AP-255] [XML]** and click OK.

4. Now it is time to set the parameters for the information you want to obtain.

- **Supplier Name:** Provide the name of the organization or individual the payment went to and hit 'enter'. You can enter a partial name and the system will show you options. Be sure to select the correct option, even if a business has more than one registered name. Also, after you select the organization/individual the *Parameters screen* will close and bring you back to the *Run this Request screen*. It's OK, simply double click in the Parameters field and it will take you back to complete the rest of the parameters.
- **Invoice Number:** Provide the invoice number if you know it (optional)
- **PO Number:** Provide the purchase order number if you know it (optional)
- **Invoice Date From/To:** Provide the date or date range you are interested in.
- **AFF/PTA:** Provide the budget/accounting information (optional). For grants choose PTA and for departmental funds, choose AFF and enter at least the organization # the invoice was paid from.

## How to Run an Accounts Payable Invoice Inquiry Report AP-255

**Example:** You want to confirm that a payment to the Smithsonian was processed and paid by Accounts Payable.

Put your cursor in the **Supplier Name** field and enter “Smithsonian”. You will be given multiple options that have “Smithsonian” in the name. Highlight the correct one and click OK.

Completed

Parameters

Supplier Name **smithsonian**

Invoice Number

PO Number

Invoice Date From **22-SEP-2017**

Invoice Date To **22-SEP-2017**

Invoice Type

Supplier Name

Find SMITHSONIAN %

Supplier Name

SMITHSONIAN BOOKS AND RECORDINGS

SMITHSONIAN CENTER FOR MATERIALS

SMITHSONIAN FOLKWAYS RECORDINGS

**SMITHSONIAN INSTITUTION**

SMITHSONIAN INSTITUTION PRESS

Find OK Cancel

The system auto-populates the **Invoice Date From & Invoice Date To** so change those dates to include the period in which you paid the invoice. You may also perform a search over numerous years as in this example (see below).

By clicking on **AFF/PTA** you may enter the funding source that you paid the invoice from. In this example we want to search Org # 154801. By leaving the “Account” and “Funding Source” blank, the system will search all natural accounts and all funds under the org 154801. If it was paid from a grant, select the PTA option instead and enter the “Project”, “Task” and “Award”.

Parameters

Supplier Name **SMITHSONIAN INSTITUTION**

Invoice Number

PO Number

Invoice Date From **22-SEP-2013**

Invoice Date To **22-SEP-2017**

Invoice Type

**AFF/PTA** **AFF**

Project

Task

Award

Accounting Flexfield

Summary Or Detail **Detail**

Debug Flag **Yes**

Accounting Flexfield

Low High

Entity

Account

Organization **154801** **154801**

Funding Source

Net Asset Class

Function

Location

Activity

Future

OK Cancel Clear Help

OK Cancel Clear Help

invoice type

AFF/PTA **PTA**

Project

Task

Award

Accounting Flexfield

## How to Run an Accounts Payable Invoice Inquiry Report AP-255

- Once parameters are set, click **OK** and then **Submit** to submit the report request
- As the report is being processed, click **Refresh Data** to update the status. Once the report is generated the phase will say "Completed" and the status will say "Normal". Click **View Output** to open the report.

The screenshot shows a window titled "Requests" with a table of request entries. The first row is highlighted in green, indicating it is selected. The table columns are Request ID, Name, Parent, Phase, Status, and Parameters. Below the table are several action buttons: Hld Request, View Details..., View Output, Cancel Request, Diagnostics, and View Log....

Request ID	Name	Parent	Phase	Status	Parameters
22837199	Accounts Payable Invoice I		Pending	Standby	1, Y, SMITHSONIAN INSTITUT
22837168	Accounts Payable Invoice I		Completed	Normal	1, Y, RICOH USA INC, , , 2014
22837155	Accounts Payable Invoice I		Completed	Normal	1, Y, FEDEX FREIGHT EAST
22837127	Accounts Payable Invoice I		Completed	Normal	1, Y, CANON USA INC, , , 201
22837096	Accounts Payable Invoice I		Completed	Normal	1, Y, XEROX CORP, , , 2016
22828135	GL-324A Budget Performar		Completed	Normal	1000, 1, 5603, Jul-17, 155601,
22761327	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .58951.153202
22742520	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .41911.122049
22714268	GL-324A Budget Performar		Completed	Normal	1000, 1, 5603, Sep-17, 153201
22713990	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, ..153201.RGD

- The report will be in a spreadsheet format. **Save** report as an Excel file.

The screenshot shows an Excel spreadsheet with the following data:

Supplier	Invoice Number	Invoice	Status	Invoice Line	Dist. Line	Description	Invoice Dist	Accounting Field/IPTA	Direct Dept/Check	Check	Check	Cleared	Check Address	
SMITHSONIAN INSTITUTION	152013	24-Oct-13	APPROVED	1		SP131NMMH (HULL-WALSKI) SUMMER 13 (HULL-WALSKI, SOLANKI)	0,164.50	UN 55561 154001 C100001 G INS FB 000000.000000	200255596	0,164.50		19-Jun-13	19-Jun-13	OFFICE OF RESEARCH TRAINING & SERV BOX 37012 VICTOR BLDG 5000 MRC 302 WASHINGTON DC 20009
SMITHSONIAN INSTITUTION	12014	7-Jan-14	APPROVED	1		FA 13 NPPH SHELLEY STUFMAN HAWKS	53,820.00	UN 55561 154801 C100001 G INS FB 000000.000000	200258975	108,675.00		29-Jan-14	29-Jan-14	OFF OF FELLOWSHIPS & GRANTS PO BOX 37012 VICTOR BLDG 5000 MRC 302 WASHINGTON DC 20009
				4		FA 13 NASH BRENNAN HORNSH	28,910.00	UN 55561 154801 C100001 G INS FB 000000.000000						
				5		FA 13 NPPH CHRISTENSEN	15,525.00	UN 55561 154801 C100001 G INS FB 000000.000000						
SMITHSONIAN INSTITUTION	122014	7-Jan-14	APPROVED	1		FA 13 INTERNSHIP NAPH EVANS	2,070.00	UN 55561 154801 C100001 G INS FB 000000.000000	200258361	8,280.00		15-Jan-14	15-Jan-14	OFF OF FELLOWSHIPS & GRANTS PO BOX 37012 VICTOR BLDG 5000 MRC 302 WASHINGTON DC 20009