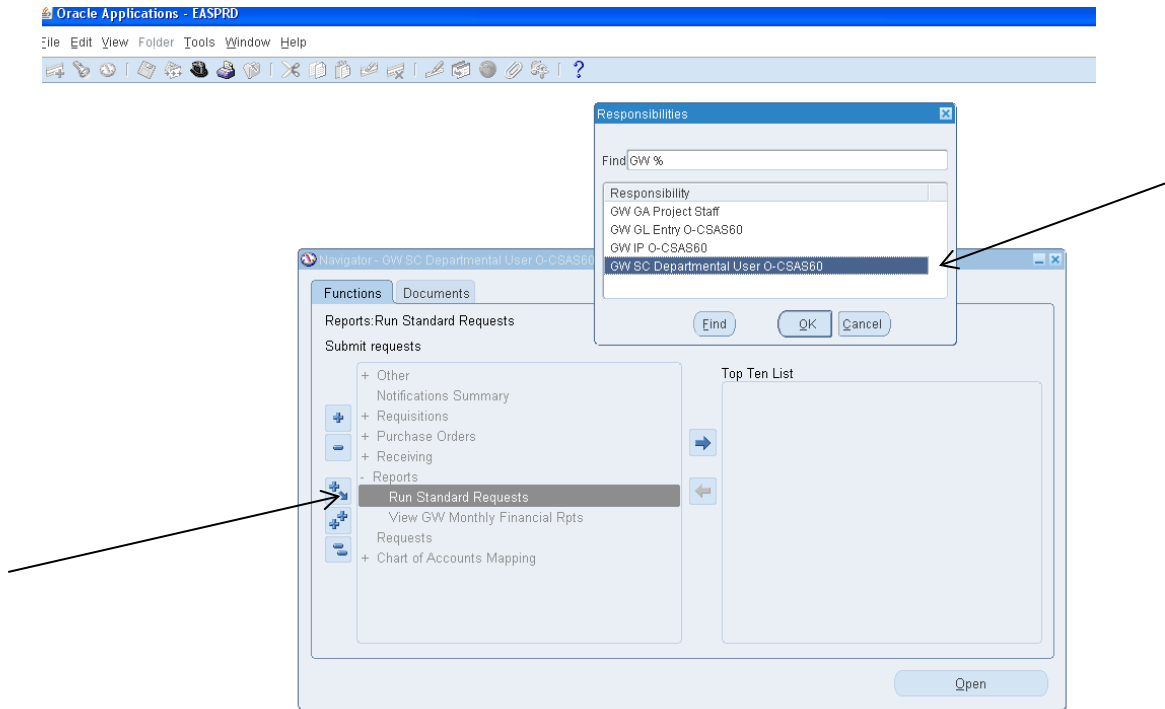# *How to Run an Accounts Payable Invoice Inquiry Report AP-255*

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.

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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.

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".

5. Once parameters are set, click **OK** and then **Submit** to submit the report request

6. 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.

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