Instructions for Accessing ALLN01 for Check Queries and Information

These instructions are for departments interested in learning whether an invoice or payment request has been processed by accounting and whether or not the payment has cleared the bank.

The features that let you do this are in ALLN01. In order to access ALLN01, you must log into COMPLETE the main frame access function.

In order to query Accounts Payable data, you will need access to 'COMPLETE' and ALLN01. If your Department Security Administrator (DSA) is unable to grant you access, please have the DSA contact Information Systems and Computing, at isc.security@isc.ucsb.edu .

You will also need access to the 'CI' and 'VE' functions, available on the "Financial Systems Functions All-In-One Main Menu." Your DSA should be able to grant access to these functions for staff in the department.

At the "Financial Systems Functions Main Menu" you will see a list of options. Your options may be different than the ones shown in the demo depending upon your individual access. Logon according to the instructions given by your department security administrator.

For example, if you want to look up a vendor and find out whether the invoice has been processed, and whether or not a check a check has been issued and cleared the bank. You should have the following APEX menu choices:

"CI" for checks and invoices or
"VE" for Vendor File Inquiries

Verify your 4 letter department code is correct, and press "enter."

If you select "CI" this will bring you to the Check/Invoice Subsystem Query Menu. Here you will see a list of options.

CN – For looking up invoice information by Check Number
VN – For looking up invoice information by the Vendor Name
PR – For looking up invoice information by Purchase Order and Reference Number
VI – For looking up invoice information by vendor ID# and invoice#
RE – For looking up invoice information by Reference Number

If you need to determine if an invoice has been processed for payment use the selection, "VN", for vendor name.

You will now be at the INVOICE SUBSYSTEM - QUERY INVOICES BY VENDOR NAME screen.

In the first field, Vendor Name, enter the full name of the vendor. For example use Advanced Office Automation.

In the next field, *invoice date*, enter the date of the invoice. This needs to be entered in the format of year, month, and day. (2002 06 20)

The most recent invoices that have been paid will appear first. You may have to scroll through the data using the PF7 and PF8 keys to find the invoice you are researching.

CAUTION: Inconsistently vendored historic data may group so the most recent invoices do not appear first. It is important to search on name exactly as vendored, or scroll forward until you encounter invoice dates in the range that meets your criteria.

Match the invoice number in the column to the invoice you are requesting.

You will now have a substantial amount of information.

On the first line, you have following fields:

Vendor Name
Invoice Date – This is the date provided by the vendor on the invoice.
Scheduled Pay Date – This is the date the invoice is scheduled to be paid. This is typically 14 days after it is received and processed in Accounting, unless the invoice is due earlier or later.

Invoice Gross – This is the total amount due according to the invoice.

Amount Owing – This column is usually blank for an invoice that has already been paid.

The next line has the following fields:

Invoice # - This is the number provided by the vendor on the invoice.

Check # - This is the number of the check that actually pays the vendor. Many times vendors will want to know the check number as proof of payment. By doing this query, you can easily tell them – *without having to call Accounting.*

Check date – This is the next working day after the scheduled pay date and is the date the check is written.

Clear Date – This is the day the check cleared the bank. If this field is populated, you know the check has already cleared the bank and the vendor has received payment.

Invoice Net – This is the amount of the check sent to the vendor.

Notice at the top of the screen, where it says, "Position cursor or enter screen value to select," this feature allows you to get more information. For example, if you move the cursor to under the first invoice displayed, and press enter, you will get even more information about the invoice, such as the reference number, and the department's low value or PO number used to pay the invoice. At this point, you can also scroll right or left and the system will provide more detail.

You can drill down even further, by moving the cursor under the low value number, and you can get the entire account information, such as loc-account-fund-sub-object code. Project, cost center, and cost type would also be displayed here if they were used. The options to move right or left are still available, however this is as far down as you can drill down in the query.

Return to the main menu.

In addition, at the bottom of the screen you can enter a "Y" in the "Invoice Detail" field," and it will give you additional information such as any Use Tax assessed or the payment.

If the 'Clear Date' field is empty. This check has not cleared the bank.

If you have any additional questions, please contact Accounts Payable or refer to the Accounting Services & Controls web site at http://www.accounting.ucsb.edu/