

# Data Warehouse Accounts Payable Invoice Inquiry

There are three ways to look for invoice payment information in EZ Access in the **Accounts Payable section** (see Figure 1).



Figure 1

**Paid Invoices Inquiry** (see Figure 2) will display payment dates, types (check or direct deposit) and payment numbers. The *Total Payment Amt* will be higher than the invoice amount when multiple invoices are included on the payment to the vendor. The payment settlement date is currently blank for all PeopleSoft payments and doesn't mean the check hasn't cleared the bank.

| Voucher ID | Vendor Name            | Vendor ID | Invoice No  | Invoice Date | Amount | Payment Type   | Payment No | Payment Status | Payment Date | Payment Settlement Date | Total Payment Amt |
|------------|------------------------|-----------|-------------|--------------|--------|----------------|------------|----------------|--------------|-------------------------|-------------------|
| S0176596   | BUSINESS MACHINES PLUS | 205999    | 15564       | 20150618     | 72.00  | Check          | 0002752247 | Paid           | 20150720     |                         | 716.00            |
| S0178273   | BUSINESS MACHINES PLUS | 205999    | 15563       | 20150618     | 500.00 | Check          | 0002752247 | Paid           | 20150720     |                         | 716.00            |
| 10002566   | EMI PHOTOGRAPHY        | 405947    | DP0074      | 20150630     | -7.00  | Check          | 0002751165 | Paid           | 20150710     |                         | 250.00            |
| S0176530   | FEDEX                  | 415457    | 5-070-50080 | 20150619     | 8.21   | Check          | 0002752351 | Paid           | 20150720     |                         | 759.61            |
| S0179158   | OFFICEMAX              | 408301    | 125781      | 20140113     | 56.64  | Direct Deposit | 6500402    | Paid           | 20150714     |                         | 6,194.46          |
| 10004902   | RESIDENCE INN MARRIOTT | 303393    | TR/1001     | 20150720     | -10.00 | Check          | 0002752444 | Paid           | 20150720     |                         | 15,155.20         |
| 10004903   | RESIDENCE INN MARRIOTT | 303393    | G2094       | 20150717     | -15.00 | Check          | 0002752445 | Paid           | 20150720     |                         | 7,317.36          |
| S0178925   | SPHERION STAFFING LLC  | 401873    | 13704953    | 20150621     | 675.00 | Check          | 0002752604 | Paid           | 20150721     |                         | 675.00            |

Figure 2

**Unpaid Invoices Inquiry** (see Figure 3) will display tentative payment dates for invoices that have not yet paid but are scheduled to be paid. Accounts payable data are refreshed nightly so invoices with tentative payment dates of 7/24 could appear in the Paid Invoices Inquiry on 7/25. Charges for the unpaid invoices may appear in your ledger as soon as the invoice is scheduled to be paid.

| Entry Date | Auth Desc Long   | Purchase Order No | Lvpa No | Dash No | Tentative Payment Date | Invoice Desc One               |
|------------|------------------|-------------------|---------|---------|------------------------|--------------------------------|
| 20150703   | Gateway Invoices | GW0000103593      |         |         | 20150724               | APPLEONE_01-3692524            |
| 20150713   | Gateway Invoices | GW0000103593      |         |         | 20150730               | APPLEONE_01-3700878            |
| 20150716   | Gateway Invoices | GW0000103593      |         |         | 20150807               | APPLEONE_01-3707670            |
| 20150709   | Gateway Invoices | GW0000005996      |         |         | 20150724               | CANON SOLUTIONS AME_4016303583 |
| 20150713   | Gateway Invoices | GW0000005996      |         |         | 20150724               | CANON SOLUTIONS AME_4016304685 |
| 20150717   | Gateway Invoices | GW0000108436      |         |         | 20150815               | DELL_XJR1CTK33                 |
| 20150716   | Gateway Invoices | GW0000017957      |         |         | 20150809               | FEDEX_5-091-82109              |
| 20150720   | Gateway Invoices | GW0000017957      |         |         | 20150816               | FEDEX_5-099-04579              |
| 20150703   | Gateway Invoices | GW0000106290      |         |         | 20150731               | OFFICEMAX_990071Jul0115        |
| 20150703   | Gateway Invoices | GW0000105909      |         |         | 20150729               | OFFICEMAX_957858Jun2915        |


Figure 3

**Invoice Inquiry (Within Department)** (see Figures 4 & 5) displays both paid and unpaid invoices, but does not include a tentative payment date for the unpaid invoices.

| Apex Ref No     | Total Payment amt | Invoice Amt | Payment Type Desc | Payment Type | Payment No | Payment Date | Invoice Status Desc      |
|-----------------|-------------------|-------------|-------------------|--------------|------------|--------------|--------------------------|
| 201507TEV220007 | 0.00              | 245.19      | Check             | CHK          |            |              | Not Selected For Payment |
| 201507TEV220007 | 210.86            | 245.19      | Direct Deposit    | EFT          | 6501229    | 20150723     | Paid                     |
| 201507ONL235944 | 802.39            | 802.39      | Direct Deposit    | EFT          | 6501219    | 20150723     | Paid                     |
| 201507TEV170009 | 456.25            | 456.25      | Direct Deposit    | EFT          | 6500877    | 20150720     | Paid                     |
| 201507TEV170010 | 2,294.91          | 2,294.91    | Direct Deposit    | EFT          | 6500918    | 20150720     | Paid                     |
| 201507ONL174592 | 3,726.04          | 1,863.02    | Check             | CHK          | 0002752223 | 20150717     | Paid                     |
| 201507ONL174591 | 3,726.04          | 1,863.02    | Check             | CHK          | 0002752223 | 20150717     | Paid                     |
| 201507TEV170005 | 122.21            | 122.21      | Check             | CHK          | 0002752368 | 20150720     | Paid                     |
| 201507ONL174594 | 86.00             | 86.00       | Check             | CHK          | 0002752225 | 20150717     | Paid                     |
| 201507ONL204867 | 18,980.10         | 10,027.80   | Check             | CHK          | 0002752591 | 20150721     | Paid                     |

Figure 4

Drilling down to the detail for any record will display the actual payment date or the tentative payment date:

**Payment Detail** 

| Tentative Payment Date |                         | Payment Number           |                     | Payment Amt |  |
|------------------------|-------------------------|--------------------------|---------------------|-------------|--|
| 2015-08-15             |                         |                          |                     | 615.21      |  |
| Payment Type           | Payment Settlement Date | Total Payment Amt        | Payment Cancel Date |             |  |
| Check                  |                         |                          |                     |             |  |
| Special Handling Code  | Special Handling Desc   | Special Handling Contact |                     |             |  |
| RE                     | Regular Payment         |                          |                     |             |  |
| Remittance Date        | Remittance Remark One   | Remittance Remark Two    |                     |             |  |
| --                     |                         |                          |                     |             |  |

Figure 5