



Onslow County Schools Purchasing Dept

**Online Purchasing Training**

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**Invoice & Payment Lookup – Option 22**

# INVOICE & PAYMENT LOOKUP

1. Type "22" for Vendor PO Inquiry and press "enter".

The screenshot shows a terminal window titled "DHORNAGES2" with a menu for "SunPac Financials Purchasing Menu". The menu is organized into three columns:

- SunPac Financials**
  - 4/09/07
  - PO Processing
    - 1 PO Entry/Adj (V1)
    - 2 PO Entry/Adj (V2)
    - 3 PO Edit Report
    - 4 Approve POs
    - 5 Print POs
    - 6 Cancel/Uncancel PO
    - 7 Purchasing Jrnl
    - 8 Hold/Release POs
    - 9 Enter PO Receipts
  - Inquiry/Update
    - 13 System File
    - 14 Vendor File
    - 15 PO History File
    - 16 PO Comments File
- Purchasing Menu**
  - Inquiry/Lookup
    - 20 GL Account Inquiry
    - 21 Vendor PO Inquiry
    - 22 Vendor AP Inquiry
  - File Sort/List
    - 26 Vendor Sort/List
    - 27 System File List
  - NCEP Functions
    - 32 Username X-Reference
    - 33 Vendor Name Matching
    - 34 Participation Rpt
    - 35 NIGP Commod. Import
- Rev 6.03 FY:7 ADM:670**
  - Rprts/Oth Functions
    - 39 Change MBE Code
    - 40 Open POs by Account
    - 41 Open POs by Vendor
    - 42 Opn POs/Ship-To Code
    - 43 Move POs To Hist
    - 44 Purge PO History
    - 45 Commodity Codes Rpt
    - 46 PO Status List
    - 47 Recycle Codes Report
    - 48 MBE Codes Report
    - 49 PO Hist By Account
    - 50 Multi PO Cancel
    - 51 YR End Roll
    - 52 POs Needing Approval
    - 53 Vendor/Commodities
    - 54 Vendor/Commod. Rpt

At the bottom of the menu, there is a prompt "Select Function: 22" with a red arrow pointing to the number "22". Below this prompt is a row of function shortcuts: F3=Exit, F6=NCEP, F7=About, F8=Messages, F10=CmdEntry, F18=Printouts.

The terminal footer shows "MA b" on the left, "22/021" in the center, and "128 I902 - Session successfully started" and "Xerox Doc Centre 220/230 PS2 on 10.1.7.18" on the right.

## INVOICE & PAYMENT LOOKUP

2. The (C)losed Invoices are the invoices that have been paid and checks printed. The (O)pen Invoice are invoices that have been keyed into the AS400 and are waiting for the check to be printed on the next check printing schedule.  
**Note:** You will normally use the Default (C)losed Invoices when using this screen.
3. The current fiscal year is defaulted. Change the year if you need to go to the previous fiscal Year.  
(Example: “8” is current 2007/2008 year, “7” is the last fiscal year 2006/2007, etc)
4. Choose the option of how you want to lookup the invoice/payment and press “enter”.

SunPac Financials PO Vendor/Invoice Inquiry      Rev 6.03 Fiscal YR: 7

Enter Type Of Invoices To View: C  
(O)pen Invoices  
(C)losed Invoices

Enter Access Path: 2  
1. Invoice Number  
2. Vendor / Invoice Number  
3. Batch# / Vendor#  
4. PO Lines Paid

Enter Fiscal Year Code: 7

F3=Exit

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## INVOICE & PAYMENT LOOKUP

5. Type the vendor's number and press "enter"

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO Vendor/Invoice Inquiry Rev 6.03 Fiscal YR: 7

Enter Type Of Invoices To View: C  
(0)pen Invoices  
(C)losed Invoices

Enter Access Path: 2  
1. Invoice Number  
2. Vendor / Invoice Number  
3. Batch# / Vendor#  
4. PO Lines Paid


Enter Fiscal Year Code: 7

Enter Vendor Number: 101496  
Invoice Number: \_\_\_\_\_ (optional)

F3=Exit F6=Vendor Lookup F9=Prev Screen

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## INVOICE & PAYMENT LOOKUP

6. If you don't know the vendor number press the "F6 Key" to lookup the vendor.

SunPac Financials PO Vendor/Invoice Inquiry      Rev 6.03 Fiscal YR: 7

Enter Type Of Invoices To View: C  
(O)pen Invoices  
(C)losed Invoices

Enter Access Path: 2  
1. Invoice Number  
2. Vendor / Invoice Number  
3. Batch# / Vendor#  
4. PO Lines Paid

Enter Fiscal Year Code: 7

Enter Vendor Number: 101496  
Invoice Number: \_\_\_\_\_ (optional)

F3=Exit   F6=Vendor Lookup   F9=Prev Screen

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## INVOICE & PAYMENT LOOKUP

7. Type the name of the vendor and press “enter”
8. “Y” is the default for “On Hold”, “Registered”, and “Unregistered”
9. “M” is the default for “(M)aster File”  
(NOTE: “(S)taging File” will not have any Invoices/Payments)

VENDOR NUMBER LOOKUP

Enter --> Vendor Short-Name:  or

MBE Code:  or Tax ID:  or

NCEP ID#  /

Show --> On Hold?  Y Registered?  Y Unregistered?  Y

Visit Vendor (M)aster File or Vendor (S)taging File?  M

F12=Cancel

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## INVOICE & PAYMENT LOOKUP

10. Select the vendor, type the “sequence number” and press “enter”
11. Press “enter” again to view the invoices and payments for the vendor you chose.

Seq	Name	Tax ID	MBE	Vendor#	NCEP ID#
1	*BENDER BURKOT EAST COAST - SC	561258323	720	3006	
2	BENDER-BURKOT SCHOOL SUPPLIES	561258323	720	101496	561258323
3	*BENDER-BURKOT SCHOOL SUPPLIES	561258323	720	101497	561258323
4	ANGELETTE S BENDER - c/o NEW B	*****	790	2576	

Enter Seq No:

F1=Next F2=Prev F6=View2 F7=View3 F8=View4 F12=Cancel

- NOTE:**
- Invoice payment information for Registered E-Procurement Vendors is not transferred from the old vendor number to the new six digit E-Procurement vendor number.
  - All invoice payments for purchase orders will be paid to the vendor number listed on the printed PO.
  - Invoices can be paid to vendors that are on EP Hold.

**Remember, vendor numbers that are put on HOLD will have an “\*” before the vendor name.**

## INVOICE & PAYMENT LOOKUP

12. Select the Invoice/Payment number you wish to view, type the “sequence number” and press “enter”.
13. Use the “F1 Key” to view the next set of invoice numbers for that vendor.


DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO Vendor/Invoice Inquiry Rev 6.03 Fiscal YR: 7  
Closed Invoices Invoice Summary  
Vendor: 101496 BENDER-BURKOT SCHOOL SUPPLIES Page: 45

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Ln	Invoice Number	Inv Date	Due Date	FP	Batch#	Stat	Amount
1	139586	1/29/07	1/29/07	7	0129CJS	PAID	269.06
2	139588	1/29/07	1/29/07	7	0129CJS	PAID	317.78
3	139594	1/29/07	1/29/07	7	0129CJS	PAID	201.63
4	139595	1/29/07	1/29/07	7	0129CJS	PAID	228.50
5	139599	1/29/07	1/29/07	7	0129CJS	PAID	239.60
6	139644	1/29/07	1/29/07	7	0129CJS	PAID	2.44-
7	139663	2/19/07	2/19/07	8	ST021907	PAID	872.41
8	139676	2/05/07	2/05/07	8	0205LHS	PAID	154.86
9	139686	2/05/07	2/05/07	8	0205LHS	PAID	367.19
10	139689	3/12/07	3/12/07	9	0312F	PAID	107.43
11	139695	2/19/07	2/19/07	8	ST021907	PAID	229.86
12	139696	2/25/07	2/25/07	8	0225S	PAID	211.35
13	139698	2/19/07	2/19/07	8	ST021907	PAID	228.06
14	139700	2/19/07	2/19/07	8	ST021907	PAID	265.89

Enter Line Number For More Info: 1 

F1=Next F2=Prev F3=Exit F5=Chg View F9=Prev Screen

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## INVOICE & PAYMENT LOOKUP

14. To view the Invoice/Payment details, press "F5 Key" for a line summary.

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO Vendor/Invoice Inquiry      Rev 6.03 Fiscal YR: 7  
Closed Invoices      Invoice Header  
Adm: 670    Vendor: 101496    Invoice: 139586      Occ-No: 000

Fiscal Period: 07    Invoice Batch: 0129CJS      Inv Amount: 269.06  
Invoice Date: 1/29/07    Due Date: 1/29/07      Locked By:

Mdse : 252.05  
Discount: .00    Percent: .00    Auto Dist: N  
Freight : .00    Percent: .00    Auto Dist: N      Income tax:  
Sales tx: 17.01    Percent: .00    Auto Dist: N      .00


Prior Year :      Over Budget : N      Status: PAID  
Prior Period :    Over \$ Limit : N      Type: AP  
Separate Check: N    Approval Name: /

Remit BENDER-BURKOT SCHOOL SUPPLIES      Audit Information:  
To: BENDER-BURKOT SCHOOL SUPPLY      User : DEBBIEB  
DEPT 184 PO BOX 30727      Program: ACPXFR  
CHARLOTTE NC 28230-0727      Date : 2/02/07  
Time : 10:04:40  
Source Sys:

F1=Next    F2=Prev    F3=Exit    **F5=Line Summary**    F9=Prev Screen    =

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## INVOICE & PAYMENT LOOKUP

15. This screen shows all the information you need regarding the invoice paid.
16. Use the “F9 Key” Previous Screen to move back to the previous screen and the “F3 Key” to exit the invoice/payment view completely.

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO Vendor/Invoice Inquiry      Rev 6.03 Fiscal YR: 7  
Closed Invoices      Invoice Line Information

Adm: 670 Vendor: 101496 Invoice: 139586      Occ-No: 000 Line: 1  
Account: 1.5100.061.411.335.335.00 Invoice Desc: STATE INSTRUCTIONAL SUPPL

Invoice Batch: 0129CJS      Line Status : PAID      Check Information:  
Check Batch : APCHK-0127      Fiscal Period : 7      Type : CK      Form: S  
Sales Tax Bat:      Department :      Number: 905822  
Inc Tax Batch:      Discountable: N      Date : 2/02/07  
PO No : 705521      Freightable : Y      Amount: 269.06  
PO Line : 1 Details? N      Taxable : Y      Voided: 0/00/00

Mdse : 252.05      1099 Flag: N      FA Proc?      User : DEBBIEB  
Discount: .00      Tax Due: 17.01      Program: ACPXFR /  
Freight : .00      Addl Tax: .00      Date : 2/02/07  
Sales tx: 17.01      Tax Accr: .00      Time : 10:04:40  
Inc. tax: .00      ST% 4.25      CT% 2.50      LT% .00      EP# 263 / 000

UERS: Name: BENDER-BURKOT SCHOOL SUPPLIES  
PR Account:  
Install Pay Ind:      EE-PR Ded Flag:

F1=Next    F2=Prev    F3=Exit    F5=PO Line Info    F9=Prev Screen

