Chapter 6

Accounts Payable

OVERVIEW - ACCOUNTS PAYABLE

Navigation Path: MCW Payable End-User Inquiry > Invoices > Invoices

Overview

Accounts Payable Inquiry enables quick review of the status of invoices, payments and other high-level information including supplier information. Accounts payable inquiries can be performed in four windows:

- **Invoices** - view all invoices for a specific supplier or purchase order.
- **Invoice Overview** - view summary information for a specific invoice.
- **Payments Overview** - view summary information for a specific payment.
- **Suppliers** - view detailed information for specific supplier or find a particular type of supplier.

As VPD security is enabled on Accounts Payable, users will only be able to view transactions posted to cost centers for which they are authorized.
Queries Using the Invoices Window

1. To begin the query, select Invoices > Invoices from the MCW Payable End-User Inquiry menu. The Find Invoices window will then appear. This window will help to specify the search criteria to identify the invoices needed.

2. Querying by a Supplier Name or PO Num (Purchase Order Number) is the most frequent inquiry; however, queries can be done on any field with a white background.

Unpaid invoices can be queried by selecting Invoice Type "Standard" and then choosing Invoice Status "Unpaid".

Enter the Supplier Name to limit the search to a specific supplier.

Enter a Purchase Order Number to query a specific order.

Select the Find button to execute the query.
3. Select the **Find** button to view the results of the search. The **Invoices** window will appear. Access the scrollbar to view detailed information by invoice. Scroll down to view additional invoices resulting from the search. The most recent invoice will be displayed first.

Additional information can be viewed by selecting any of the tabs found at the bottom of the **Invoices** window.

- The **General** tab displays information relative to the status of the invoice.
- The **Holds** tab displays any pending or previous hold against the invoice. Information pertaining to why an invoice is on hold and corresponding dates can be viewed from this window. Information regarding the release of the invoice can also be obtained from this window.
- The **View Payments** tab is used to view invoice payment information for invoices which have been paid. This window will include Payment Method, Document (Check) Number, Payment Date, and Payment Amount information. From this screen, the **Payment Overview** window can be accessed which has complete payment information including the check status.
- The **Scheduled Payments** tab is used to view the scheduled payment date and amount of the invoice. This tab is typically accessed prior to payment being made against an invoice. If payment has been made, refer to the **View Payments** tab.
- The **View Prepayment Applications** tab displays functionality currently not being used by MCW.
In addition to the tabbed information, more data can be retrieved by selecting one of the buttons found at the bottom of the **Invoices** window.

- The **Overview** button is used to view summary information for an invoice.
- The **Distributions** button is used to view account information for an invoice.

Further queries can be performed directly within the **Invoices** window by setting the window to query mode. To set the window to query mode, select **F11**. Fields that can be queried will turn blue. Enter specific search criteria in one or more of the available fields. Select **Ctrl + F11** to execute the search.
Queries Using the Invoice Overview Window

1. To begin the query, select **Invoices > Invoice Overview** from the **MCW Payable End-User Inquiry** menu. The **Find Invoices** window will then appear. This window will help to specify the search criteria to identify the invoices needed.

2. Information can be entered in any fields that are white. Enter a **Supplier Name** to query invoices based upon the supplier or enter an **Invoice Number** to query a specific invoice. Voucher numbers are not used.

3. Select the **Find** button to execute the search. The **Invoice Overview** window will appear. Use the **Page Down** key to view summary information for all invoices associated with the search. The most recent invoice will appear first.
Additional information can be viewed by selecting the **Invoices** button. The **Invoices** window (shown below) will appear when this button is selected.

- The **General** tab displays information relative to the overall status of the invoice.
- The **Holds** tab displays any pending or previous hold against the invoice. Information pertaining to why an invoice is on hold and corresponding dates can be viewed from this window. Information regarding the release of the invoice can also be obtained from this window.
• The **View Payments** tab is used to view invoice payment information for invoices which have been paid. This window will include Payment Method, Document (Check) Number, Payment Date, and Payment Amount information. From this screen, the **Payment Overview** window can be accessed which has complete payment information including the check status.

![Payment Overview Window]

Select the Payment Overview button to view additional payment information.
• The **Scheduled Payments** tab is used to view the scheduled payment date and amount of the invoice. This tab is typically accessed prior to payment being made against an invoice. If payment has been made, refer to the **View Payments** tab.

![Image of Scheduled Payments tab](image1)

The *Due Date* field represents the date the check is scheduled to cut.

• The **View Prepayment Applications** tab displays functionality currently not being used by MCW.

In addition to the tabbed information, more data can be retrieved by selecting one of the buttons found at the bottom of the **Invoices** window.

• The **Overview** button returns the user to the **Invoice Overview** window.

• The **Distributions** button is used to view account information for an invoice.

![Image of Distributions window](image2)

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PAYMENT INQUIRY

**Navigation Path:** MCW Payable End-User Inquiry > Payments > Payments Overview

**Queries Using the Payments Overview Window**

1. To begin the query, select Payments > Payments Overview from the MCW Payable End-User Inquiry menu. The Find Payments window will then appear. This window will help to specify the search criteria to identify the invoices needed.

![Find Payments Window](image)

2. Information can be entered in any fields that are white. Enter a Payment Number to query on a specific payment or enter a Supplier Name to query on payments made to a specific supplier. Entering information in multiple fields will further limit the search. Please note: this window may return data rather slowly.
3. Select the **Find** button to execute the search. The **Payment Overview** window will appear. Use the **Page Down** key to view all payments made to the specified supplier. Payments are shown in numerical order.

**Note:** The Status would indicate Reconciled - Unaccounted if the check was cashed.
Queries Using the Suppliers Window

1. To begin the query, select **Suppliers** from the **MCW Payable End-User Inquiry** menu. The **Suppliers** window will appear. This window will provide general supplier information including different sites with addresses, phone numbers, and payment terms.

2. Querying by **Supplier Name** (i.e. American Medical Association), **Supplier Number**, **Alternate Name** (i.e. AMA) and **Supplier Type** will be the most frequent inquiries; however, queries can be done on any fields with a white background. Queries by **Supplier Type** are a great way to locate established suppliers for a particular product or service.

3. Select the **Find** button to execute the search. The **Suppliers Site** window will appear. Use the **Page Down** key to view various sites of a supplier if applicable.
FREQUENTLY ASKED QUESTIONS

➤ **How can I tell the status of an invoice?**

You can query an invoice by accessing the Accounts Payable responsibility. Select **Invoices > Invoices**. Enter all known information to retrieve the desired invoice. For example, a query can be done by the PO number or by the invoice number. Once the information is entered, select the **Find** button. Information relative to the invoice will appear. Displayed at the bottom of the **Invoices** window is an area which indicates the status of the invoice. Additional information can be accessed by selecting the appropriate tab or button. Note that we are not using invoice approvals.

➤ **How can I tell if a check has been cashed?**

Once the invoice is queried from the **Invoice** window, select the **View Payments** tab. From there, select the **Payment Overview** button. Note, from the **Invoice Summary** window, the **Payment Overview** button can be accessed directly. The **Status** field within this window refers to the payment. **Reconciled - Unaccounted** indicates that the check has been cashed. The cleared amount and cleared date indicate when it was cashed and for how much. The status of **Negotiable** indicates that the check has not yet been cashed. The status of **Voided** indicates that the check was voided.

➤ **How can I find the check number for an invoice?**

There are several ways in which this information can be retrieved. The **Invoice Overview** window contains an area called **Actual Payments** which displays the check number. The **View Payments** tab, which can be accessed from the **Invoices** window, also displays this information.

➤ **How can I see the invoices that have been paid against a Purchase Order like I did with the AP90.4 screen in Lawson?**

Using the Accounts Payable responsibilities, the **Invoices** window will provide this information. When the **Find Invoices** window appears, enter the Purchase Order Number. Select the **Find** button. All invoices paid against this order will be displayed.

This information may also be accessed via the Purchasing responsibilities. Access the **Purchase Orders > Purchase Order Summary**. When the **Find Purchase Orders** window appears, enter the purchase order number. Select the **Find** button. When the **Purchase Order Headers** information appears, select **Tools > View Invoices** from the toolbar. A list of all invoices paid against that order will appear.
How can I see all of my invoices that were paid to a certain supplier?

Using the Accounts Payable responsibilities, access the Invoices window. When the Find Invoices window appears, enter the supplier name or number. Select the Find button. All invoices paid to that supplier will appear.