



FINANCIALS

INVOICE INQUIRY (PAYMENT DETAILS)

User Tutorial

Instructional Support Services
Texas Woman's University
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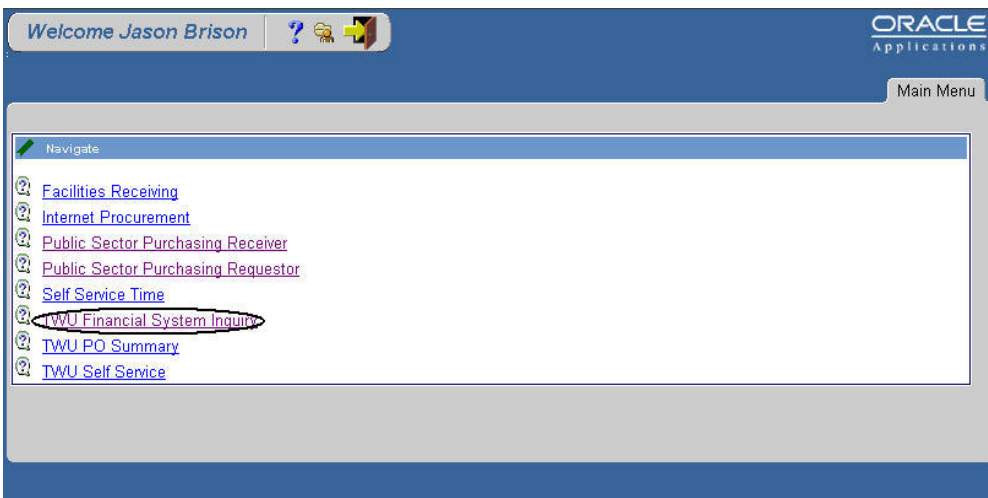
1. **Double Click** on the Phoenix icon on your desktop.



2. **Enter** Portal username in the Username field.
3. **Enter** Portal password in the Password field.
4. **Click** on the Connect button.



5. **Click** on TWU Financial System Inquiry

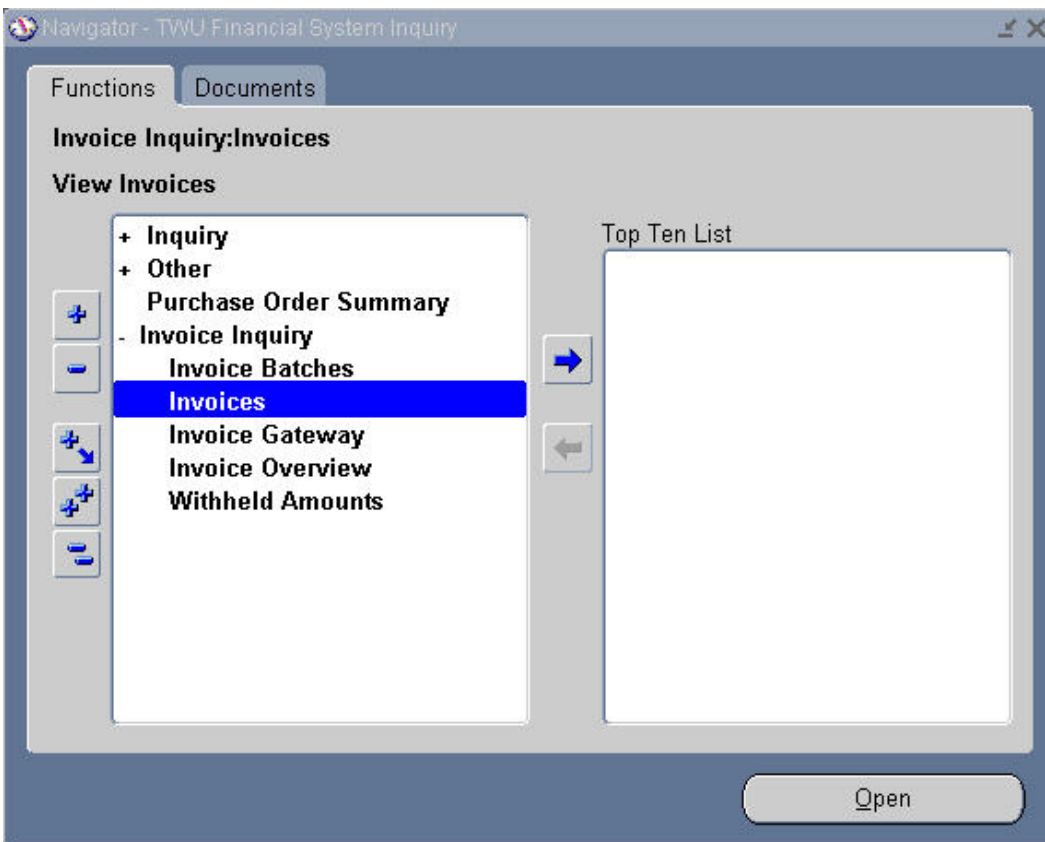


A series of windows will begin to open. All 3 Phoenix windows must remain open. Windows may be minimized by selecting the minus sign (-) in the upper right-hand corner of the window. Closing these windows will result in disconnection from the Phoenix Application.



6. **Double click** on Invoice Inquiry.

7. **Double click** on Invoices.



The Find Invoices form will appear. This form offers various search criteria. This document will cover the Supplier section located at the top of this form.

Only transactions that have transitioned to the Payables level may be queried.

8. **Enter** the search criteria in the corresponding field (ex. Purchase Order number in the PO Num field). The Name, Site, Number and Taxpayer ID fields all have an LOV (List of Values) that can be used.

The image shows a section of a software interface titled "Supplier". It contains several input fields: "Name", "Site", and "PO Num" on the left; "Number", "Taxpayer ID", and "PO Shipment:" (a dropdown menu) on the right. The fields are arranged in a grid-like fashion.

9. **Click** on the Find button in the lower right hand corner.

The image shows the full "Find Invoices" form. It is divided into several sections: "Supplier" (with Name, Site, PO Num, Number, Taxpayer ID, and PO Shipment dropdown), "Invoice" (with Number, Type, Amounts, Dates, Terms, Pay Group, Invoice Batch, and Currency), "Invoice Status" (with Paid, Accounted, and Status dropdowns), "Holds" (with Status, Name, and Reason dropdowns), "Voucher Audit" (with Category, Name, and Numbers), and "Invoice Template" (with Number and Period Type). At the bottom, there are buttons for "Calculate Balance Owed...", "Clear", "New", and "Find". The "Find" button is circled in red.

The Invoices form will appear. The Amount Paid area displays the amount paid on transaction.

- **If the Name, Site, Number or Taxpayer ID field was queried, all transactions for that supplier will be listed. Select the specific transaction of interest and complete step 10.**

10. Click on the Overview button, located at the bottom of the form.

The screenshot shows the 'Invoices (Texas Woman's University)' window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, Invoice Amount, Withheld Amount, and Prepaid Amount. The table contains four rows of invoice data. Below the table are tabs for '1 General', '2 Holds', '3 View Payments', '4 Scheduled Payments', and '5 View Prepayment Applications'. The 'General' tab is active, showing 'Amount Paid' (USD 595.00), 'Invoice Status' (Validated, Accounted Yes), and 'Approval Status' (Approval Not Required, Pending Approver). A 'Description' field contains 'REGFEE/ALLISON PETERSON TO ATTEND BLACKBOARD USERS CONF. 2/25'. A 'Summary' section shows 'Holds' as 0 and 'Distribution Total' as 595.00. At the bottom, there are buttons for 'Overview' and 'Distributions', with 'Overview' circled in red.

The Invoice Overview form displays current payment information for the specific transaction queried.

The Actual Payments area in the lower right hand corner displays the check number and date the payment was issued.

Note the Due Date in the Scheduled Payments section. Payment will not be made until the due date.

The screenshot shows the 'Invoice Overview (Texas Woman's University)' window. It displays detailed invoice information: Supplier (Customguide Inc), Site (MINNEAPOLIS MN), Supplier Num (4280), Taxpayer ID (41-1948369), Invoice Num (5462), Type (Standard), Date (06-OCT-2003), Batch Name (101603-JMS), Currency (USD), Amount (875.00), Voucher (12978), PO Number (887), Unpaid Amount (0.00), Receipt Num, Unapplied Amount, and Settlement Date. The 'Invoice Status' section shows Paid (Yes), Accounted (Yes), Status (Validated), and Approval (Not Required). The 'Description' is 'RENEWAL'. Below are sections for 'Scheduled Payments' and 'Actual Payments'. The 'Scheduled Payments' table has one row: USD, 875.00, 0.00, 31-OCT-2003. The 'Actual Payments' table has one row: Held (checkbox), Paid By (1119 - Check), Paid On (03-NOV-2003). At the bottom, there are buttons for 'Payment Overview', 'View Receipt', 'Supplier', and 'Invoices'.