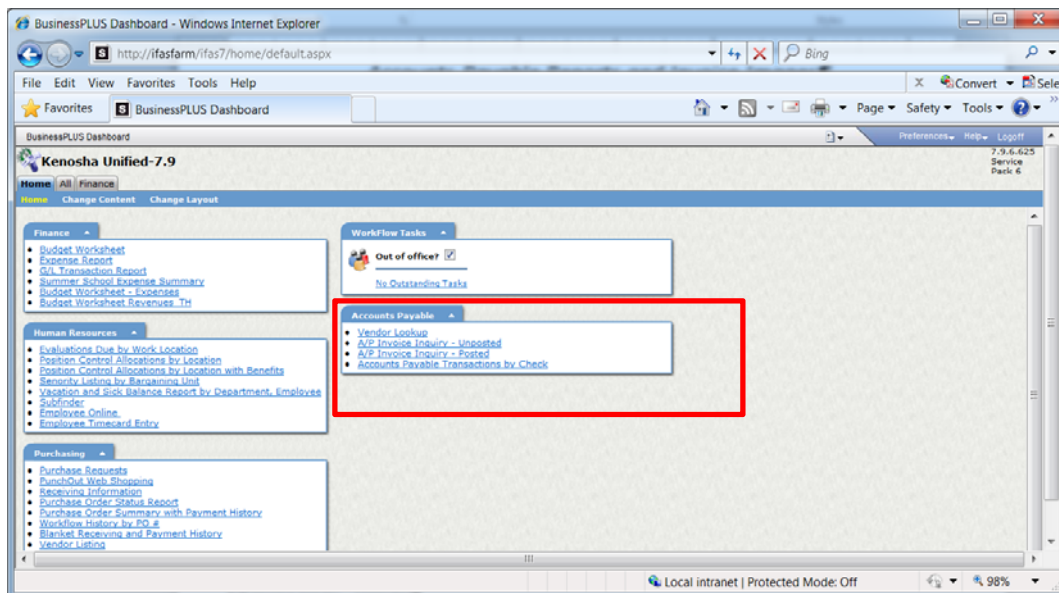


Accounts Payable Reports and Invoice Images

The reports are easily accessible on the dash board under the Accounts Payable Section



Invoice Images are available on a number of reports including:

1) A/P Invoice Inquiry – Unposted: Invoices that are found on this option have been scanned by Accounts Payables staff and have not yet been posted to the General Ledger.

The Invoices are on this report because:

- 1) In process of being enter and will be posted at the end of the day
- 2) Waiting for the requestor to receive upon the PO in Bi-Tech
- 3) Waiting for a pricing or quantity discrepancy to be resolved
- 4) Waiting for a PO number to be assigned to the Invoice
- 5) Waiting for other type of invoice/PO discrepancy to be resolved

2) A/P Invoice Inquiry – Posted: Invoices that are found on this report have been scanned by Accounts Payables, are received upon, and posted to the General Ledger.

The Invoices are on this report because:

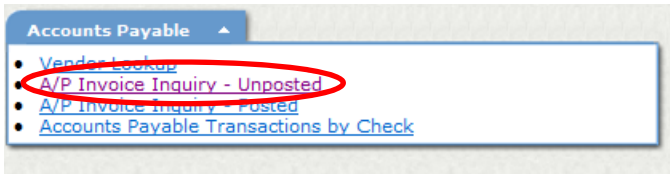
- 1) Ready to be paid
- 2) Have been paid

3) Accounts Payable Transaction by Check: Invoices that are found on this report have been paid.

4) Purchase Order Status Report: This report is under the PO section and Invoice images are available on this report under the "Open Hold Activity".

Access to the images is brought up the same way for all the reports. To access the invoice image hover over the **invoice number**; a camera will appear; click on invoice field, and the invoice will open up. There can be multiple pages attached so it may take a few moments to appear. It also may request your Bi-Tech user id and password.

A/P Invoice Inquiry – Unposted



Invoices that are found on this option have been scanned by Accounts Payables staff and have not yet been posted to the General Ledger.

The Invoices are on this report because:

- 1) In process of being enter and will be posted at the end of the day
- 2) Waiting for the requestor to receive upon the PO in Bi-Tech
- 3) Waiting for a pricing or quantity discrepancy to be resolved
- 4) Waiting for a PO number to be assigned to the Invoice
- 5) Waiting for other type of invoice/PO discrepancy to be resolved

A screenshot of the 'AP1200_DD_SM: AP Unposted Batch Report Drill Down / default' form. It contains three input fields: 'Enter the value for 'BATCH ID':', 'Enter the value for 'INVOICE NUMBER':', and 'Enter the value for 'VENDOR NUMBER':'. Each field has a '*' symbol in the input area. There is a 'Help' icon on the left and a 'Submit' button on the right.

HOW TO:

To Look up an invoice enter the Invoice number, vendor number (PEID), or Batch ID.

Easiest look up is by the Invoice number or vendor number.

Normally you would not know the Batch ID unless you have received the "Batch ID" from A/P staff or via workflow email.

When looking up by Invoice number it is a good idea to use the wildcard (wildcards = "*" or "%") before and after then number.

A screenshot of the 'AP1200_DD_SM: AP Unposted Batch Report Drill Down / default' form. The 'INVOICE NUMBER' field is populated with '*1142840280*'. The 'BATCH ID' and 'VENDOR NUMBER' fields are empty. There is a 'Help' icon on the left and a 'Submit' button on the right.

Kenosha Unified-7.9									
AP Unposted Set Detail									
Set ID: OHB00785			Requestor Step				Report Date: 11/16/2012		
Invoice	Invoice Date	User Invoice Total	Vendor ID	Vendor Name					
11428402802	07/25/2012	1,199.60	V00508	STAPLES ADVANTAGE					
GL Ledger	Org Key	Object	JL Ledger	Org Key	Object	Description	Ext Amount		

To access the invoice image hover over the **invoice number**; a camera will appear; click on invoice field, and the invoice will open up. There can be multiple pages attached so it may take a few moments to appear. It also may request your Bi-Tech user id and password.

Invoice Image

Documents Online Attachments - Windows Internet Explorer

Attached Documents 080212-invoice (Doc ID: 139472) Page 1 of 1

080212 Invoice 8/2/2012
Doc ID: 139472 Pages: 1

STAPLES

Billing Inquiries
(866) 485-6704
Product/Shipments Inquiries
(888) 238-6329

Order # 26302263-001
Order Contact
Order Ref # C033854
Phone #
Order Date 07/24/12
Acct Executive BRENT BRENNER
Payment Terms NET PMT IN 30 DAYS
Due Date 08/24/12
Prompt Values
1. DEPT - L424P1 INDIAN TRAIL ACADEMY-424
2. PO - C033854
3. -
4. -

Invoice Number 114228021
Invoice Date 07/25/12
Customer Number 16676920

100508

KENOSHA UNIFIED SCHOOL DIST 1
3600 52ND STREET
KENOSHA, WI 53144-2664

Ship To: INDIAN TRAIL ACADEMY-424
INDIAN TRAIL ACADEMY
6800 60TH ST
KENOSHA, WI 53144-7830

INVOICE

Order Line#	CEXP Product#	Customer Product#	Product Description	Order UOM	Qty Ord	Qty Ship	Unit Price	Extended Price
1	STP135848		PPR,CPY,20#,92B,LTR,WE	CT	40	40	29.99	1,199.60

Done Local intranet | Protected Mode: Off 125%

If there are multiple pages simply double click on the page to open it up in full page mode.

Documents Online Attachments - Windows Internet Explorer

Attached Documents 081512VD-INVS Doc ID: 143040 3 Pages Help

081512VD-INVS 8/15/2012
Doc ID: 143040 Pages: 3

Three thumbnail images of invoice pages are displayed.

Local intranet | Protected Mode: Off 125%

Use the icons on the top of the screen to return to thumbnail view, navigate between the pages, zoom, & rotate page.

Documents Online Attachments - Windows Internet Explorer

Attached Documents

081512VD-
INVS 8/15/2012
Doc ID: 143040 Pages: 3

081512VD-INVS (Doc ID: 143040) Page 1 of 3

KRANZ

Kranz, Inc.
2200 DeKoven Ave.
Racine, WI 53403
262-638-2200

V01050 INVOICE

Please Remit to: Kranz, Inc.
2200 DeKoven Ave.
Racine, WI 53403

Order #	6523094-00
Page #	1
UPC Vndr	000000
Ship Point	Kranz Service Departmen
Via	Kranz Truck
Terms	Net 30
Ordered	08/06/12
P/O	08/06/12
Picked	08/06/12
Shipped	08/06/12
invoiced	08/06/12
Printed	08/06/12 10:52

Bill To	Kenosha Unified School Dist 1 3600 52nd St 44121 Accounts Payable Dept Kenosha, WI 53144	Ship To	Tremper Senior High School 8560 26th Avenue Loc # 121-381148 Kenosha, WI 53143
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Taken By: kag1 Sales in: 3000 Sales out: 1031 Placed by: Customer P/O: tremper ticket 12662

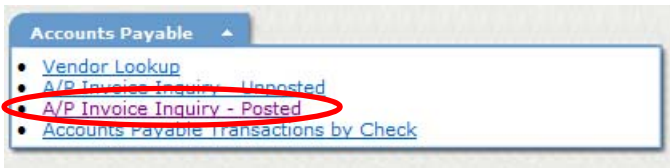
Product	UPC	Quantity	Quantity	Quantity	Qty.	Unit	Price	Discount	Amount
Ln#	And Description	Item#	Ordered	B.O.	Shipped	UM	Price	Multiplier	(Net)
	this is a credit card order								
	ticket 12662								
	tornado 90/140								
	011626								
	repaired hole in the tank								
	replaced bad drain hose								
1	56381921	00000	1	0	1	each	32.00	each	0.00 32.00

Done

Local intranet | Protected Mode: Off

125%

A/P Invoice Inquiry – Posted
(Also known as “Open Hold Accounts Payable Invoice Inquiry”)



Invoices that are found on this report have been scanned by Accounts Payables, are received upon, and posted to the General Ledger.

The Invoices are on this report because:

- 1) User ID is authorized to G/L account numbers that Invoice will be/has been paid with
- 2) Ready to be paid
- 3) Have been paid

HOW TO:

Look-up can be done by vendor name, vendor number (PEID), Invoice #. It defaults the current fiscal year as the start date and uses the current date for the report.

Easiest look up is by the vendor number.

When looking up by Vendor name or Invoice number it is a good idea to use the wildcard (wildcards = "*" or "%") before and after then name/number.

A screenshot of a web form titled 'AP Invoice Inquiry - Posted / No Criteria'. It contains five input fields with labels: 'Enter the value for \'Vendor Name\':', 'Enter the value for \'Vendor ID\':', 'Enter the value for \'Invoice #\':', 'Enter the Start Date:', and 'Enter the Report Date:'. The first three fields have asterisks (*) entered. The Start Date is 7/1/2012 and the Report Date is 11/16/2012. There are calendar icons next to the date fields. At the bottom left is a 'Help' link and at the bottom right is a 'Submit' button.

If the invoice has been paid it will have a check number and dates as shown below and if it is ready to be paid the check number and check date will be blank. To see the invoice image hover over the invoice number and the camera will appear.

A screenshot of a web browser window showing the 'AP Invoice Inquiry - Posted' report. The browser title is 'AP Invoice Inquiry - Posted - Windows Internet Explorer'. The page number is 'Page 23 of 24'. The report title is 'Kenosha Unified School District No. 1 Accounts Payable Posted Invoices' with the date range '9/1/2012 - 11/16/2012'. The report is generated by 'LLL OH AP INV INQUIRY KUSD ifas'. The report contains a table with the following columns: PO #, Invoice #, Inv. Date, Item Amt., Item #, Description, Check #, and Check Date. The table lists several invoices, including PO34711 and PO34712, with their respective items and amounts. The check numbers and check dates are also provided for each item.

PO #	Invoice #	Inv. Date	Item Amt.	Item #	Description	Check #	Check Date
C034711	114892977	10/05/2012	121.02	0008	Toner Cartridge, 304A (CC533A)	00488234	11/08/2012
C034711	114892977	10/05/2012	120.99	0009	Toner Cartridge, 304A (CC531A)	00488234	11/08/2012
C034711	114892977	10/05/2012	34.40	0003	Pastels 30% Recycled Colored C	00488234	11/08/2012
C034712	114892984	10/05/2012	53.56	0001	X-ACTO Heavy-Duty Paper Trimme	00488234	11/08/2012
C034712	114892984	10/05/2012	3.84	0002	Str Stix, Plastic, 5", 1,000	00488234	11/08/2012
C034712	114892984	10/05/2012	38.28	0003	Oriole Presharpened Pencils, N	00488234	11/08/2012
C034712	114892984	10/05/2012	25.64	0004	Scotch Magic Tape Refills, 1"	00488234	11/08/2012
C034712	114892984	10/05/2012	0.13	0005	Paper Clips, #1, Smooth, 1000/	00488234	11/08/2012

Accounts Payable Transaction by check



Invoices that are found on this report have been scanned by Accounts Payables, are received upon, posted to the General Ledger and a check has been cut to the vendor.

The Invoices are on this report because:

1) Payment has been made to the vendor

HOW TO:

Look-up can be done by PO, vendor number (PEID), Account number, or check number. The report defaults the start date to the current fiscal year and defaults the report date to the current date.

Accounts Payable Transactions by Check / prompt for vendor #	
Enter the PO #:	*
Enter the Vendor ID:	*
Enter the Start Date:	7/1/2012 
Enter the Report Date:	11/16/2012 
Enter the Org Key:	*
Enter the Object:	*
Enter the Starting Check Number:	00000000
Enter the Ending Check Number:	99999999

 Help

 Submit

For example when vendor number is entered it will list all checks for a vendor. To see the invoice image hover over the invoice number and the camera will appear.

Check #	Check Date	RV Stat	Invoice	Invoice Date	PO #	Account #	Location Description	Description	Amount
11/16/2012 13:50:43 Kenosha Unified School District No. 1 Accounts Payable Transactions by Check 07/01/2012 through 11/16/2012 Page: 1									
ap tran01 rpt ifas									
Vendor: V00298 CDW									
00485196	07/19/2011		M591045	07/02/2011	P051536	817-2222-083 / 2448		C2G TRULINK MULTI-FUNCTION CON	90.63
00485196	07/19/2011		M619145	07/03/2011	C033284	805-2664-000 / 2361		ACAD MS SEL SQL SRV STD 2012	2,887.24
00485196	07/19/2011		M784902	07/09/2011	P051589	421-2225-000 / 2411		MS OFFICE 2010 STD LICENSE	606.20
Total for Check # 00485196									3,584.07
Vendor: V00298 CDW									
00485336	07/26/2011		N145733	07/17/2011	P051697	102-1100-000 / 2411		messenger laptop bags	348.12
00485336	07/26/2011		N205130	07/18/2011	P051697	102-1100-000 / 2411		messenger laptop bags	406.14
00485336	07/26/2011		N263940	07/19/2011	P051697	102-1100-000 / 2411		messenger laptop bags	715.58
Total for Check # 00485336									1,469.84
Vendor: V00298 CDW									
00485465	08/02/2011		N127800	07/17/2011	B006269	805-2546-000 / 2324		CDW-G BLANKET / ACCT: 805-2546	38.30
00485465	08/02/2011		N420681	07/24/2011	P051756	421-2225-000 / 2440		HP LaserJet pro 400 color MFP	699.00
00485465	08/02/2011		N420681	07/24/2011	P051756	421-2225-000 / 2440		HP 305A Toner cartridge = cyan	119.99
00485465	08/02/2011		N420681	07/24/2011	P051756	421-2225-000 / 2440		HP 305A Toner cartridge = Yellow	119.99
00485465	08/02/2011		N420681	07/24/2011	P051756	421-2225-000 / 2440		HP 305A Toner cartridge = magenta	119.99
00485465	08/02/2011		N420681	07/24/2011	P051756	421-2225-000 / 2440		HP 305A Toner cartridge = Black	83.99
Total for Check # 00485465									1,181.26

Vendor Look Up

New report on the Accounts Payable Section



The vendor Lookup – can be used to look up the available vendor addresses and their address codes

A screenshot of a web form titled 'VENDOR_LISTING_TNH / No Criteria'. The form has two input fields: 'Enter the value for 'NAME':' and 'Enter the value for 'PEID':'. Both fields have a '*' character in the input area. At the bottom left is a 'Help' link with a question mark icon, and at the bottom right is a 'Submit' button with a blue arrow icon.

It is important to select the correct address code i.e. P1, B1 so that the vendor check will go to the correct address.

A screenshot of a web browser displaying a 'Vendor Listing Report'. The report is titled 'Vendor Listing Report' and shows a list of vendor addresses and their corresponding address codes. The browser window title is 'VENDOR_LISTING_TNH - Windows Internet Explorer'. The report is displayed on 'Page 1 of 1'.

Vendor ID	Vendor Name		
V00298	CDW		
	120 S RIVERSIDE PLAZA		
	CHICAGO	IL	60606
	75 REMITTANCE DR,STE 1515		B1
	CHICAGO	IL	606751515
	120 S RIVERSIDE PLAZA		P1
	CHICAGO	IL	60606
	535 CONNETICUT AVE		P2
	NORWALK	CT	06854
	75 REMITTANCE DRIVE		P3
	CHICAGO	IL	60675-1515
	7077 COLLECTION CENTER DR		R1
	CHICAGO	IL	60693-0072