

ONESolution General Information

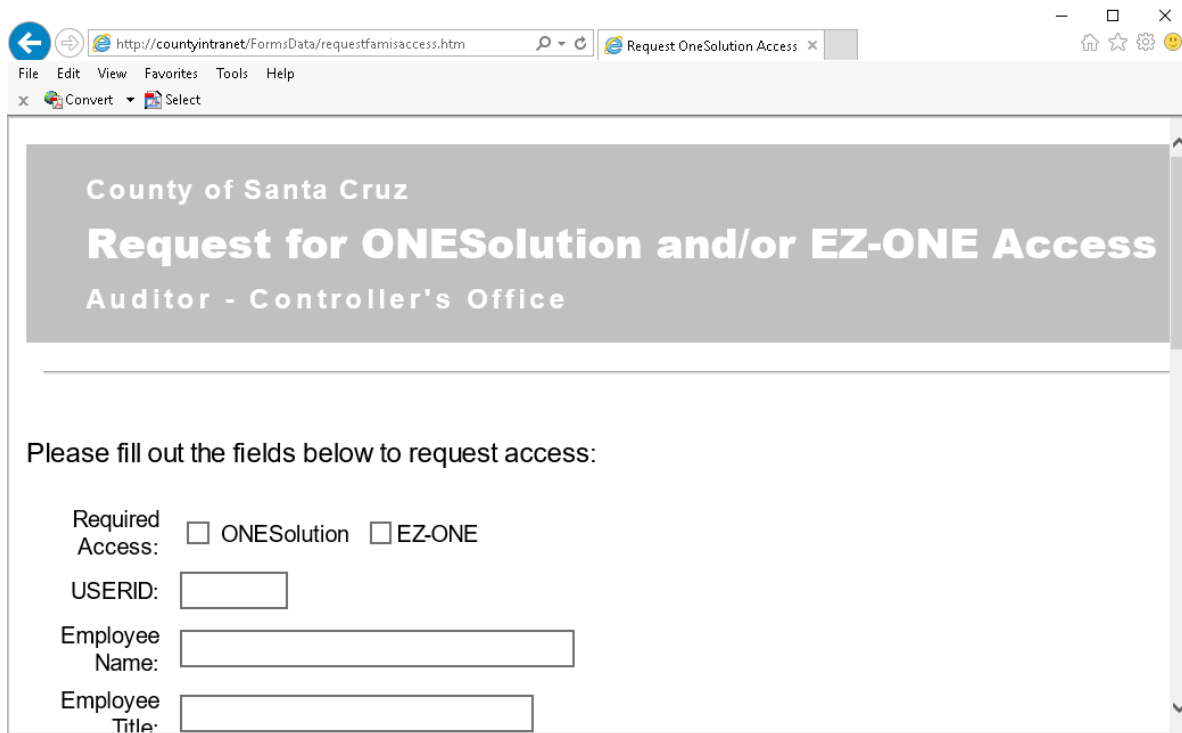
Contents

- Requesting Access and Logging in to ONESolution..... 2
- ONESolution Home Screen 3
- Default Settings..... 14
- Workflow..... 18
 - Transaction Originator 18
 - Transaction Approver 19
 - Workflow Reports 22
- ONESolution Finance Modules Overview 25
 - Accounts Payable 25
 - Accounts Receivable 25
 - Cash Receipts 25
 - Contract Management..... 25
 - Fixed Assets..... 25
 - Grant Management..... 25
 - Journal Entry 25
 - Purchasing..... 25
- ONESolution Data Entry Screen Customization 25
 - Grid Mode 25
- Searching for Transactions..... 29
- Sorting in Grid Mode..... 31
- Inquiry Screens..... 33
 - GLIQ- Account Balance Inquiry 33
 - POIQ- Purchasing Inquiry 34
 - PEIQ- Vendor Inquiry 35

Requesting Access and Logging in to ONESolution

To request access to the ONESolution system, a supervisor or the DCC for your department should fill out the online request form on the County's intranet site

<http://countyintranet/FormsData/requestfamisaccess.htm>

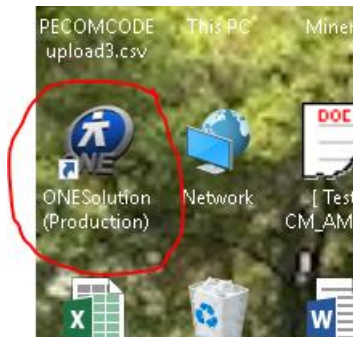


The screenshot shows a web browser window with the URL <http://countyintranet/FormsData/requestfamisaccess.htm>. The page title is "Request OneSolution Access". The main heading reads "County of Santa Cruz Request for ONESolution and/or EZ-ONE Access Auditor - Controller's Office". Below the heading, the text says "Please fill out the fields below to request access:". The form includes a "Required Access:" section with two checkboxes: "ONESolution" and "EZ-ONE". Below this are three input fields: "USERID:", "Employee Name:", and "Employee Title:".

The auditor's office will record the security settings for the new user, and will submit a request to ISD for the new user's ONESolution access and security.

Once a user has been granted access to the ONESolution system the user can log on as follows:

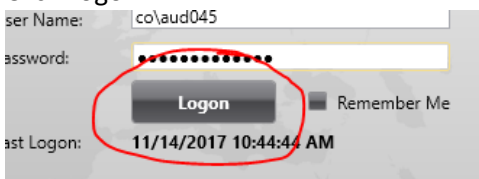
1. Double click the ONESolution Production icon on your computer desktop



2. Enter your User Name beginning with co\ and password. Your password is the same that you use to log on to your workstation computer unless you are part of an outside district and ISD has specifically assigned you a password.



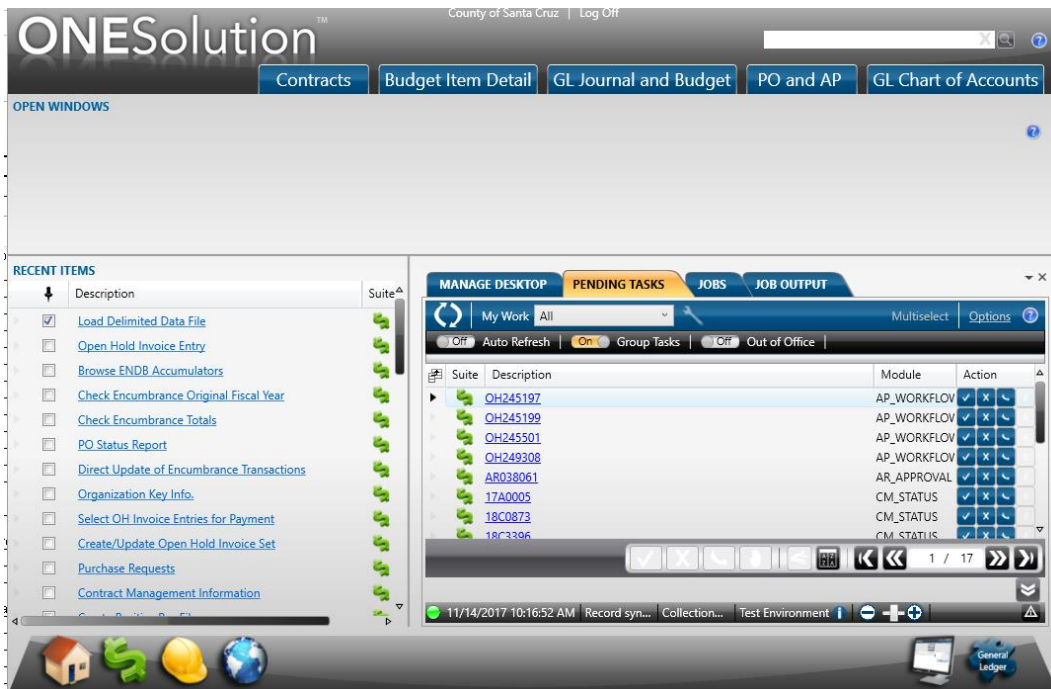
3. Click Logon



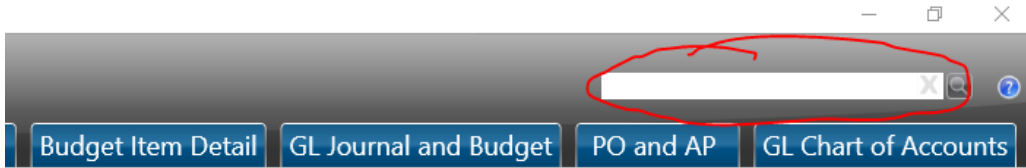
4. The ONESolution home screen will load after several moments

ONESolution Home Screen

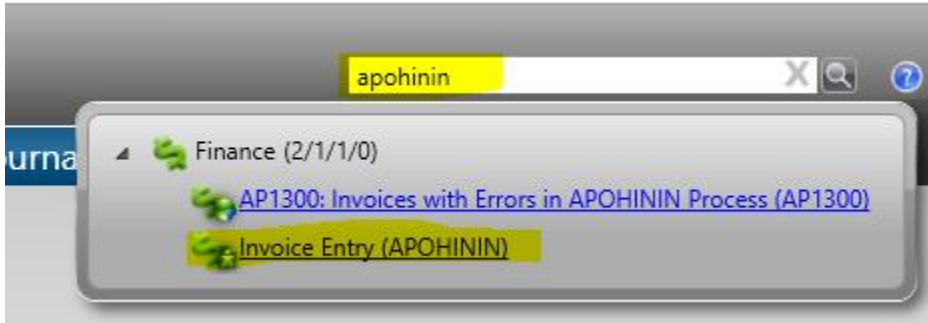
The ONESolution Home screen is the initial point of navigation when you log in to the ONESolution system.



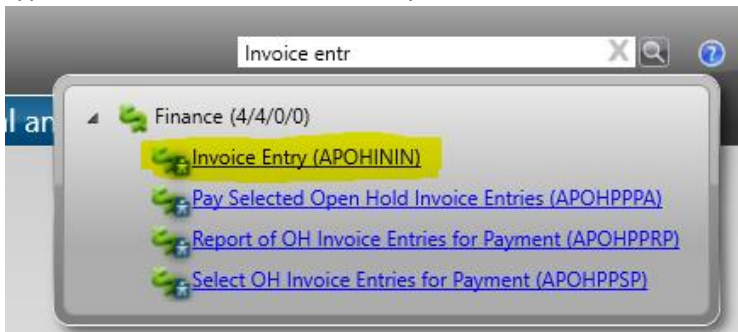
1. The search field



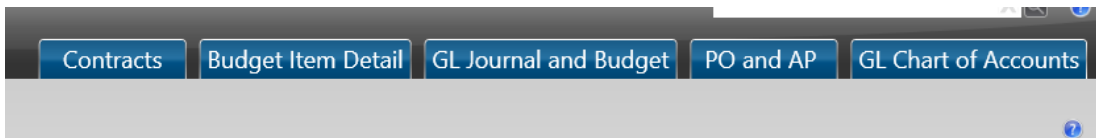
This is one of the most common points of access to the various ONESolution modules. Each module has a screen mask which can be entered directly into the search field. The example below is the invoice entry screen where the screen mask is APOHININ.



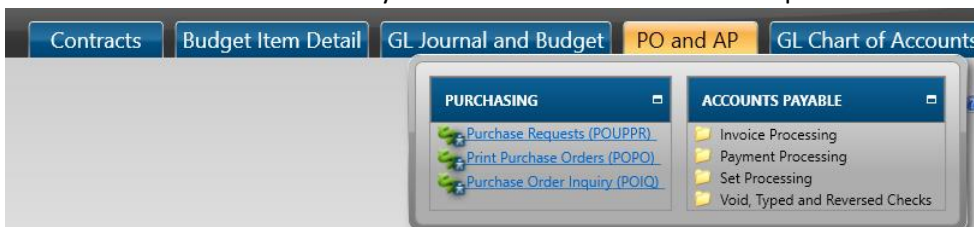
In addition to entering the screen mask, you can enter the description of the screen. As you type, the list of screens will modify itself



2. Module tabs



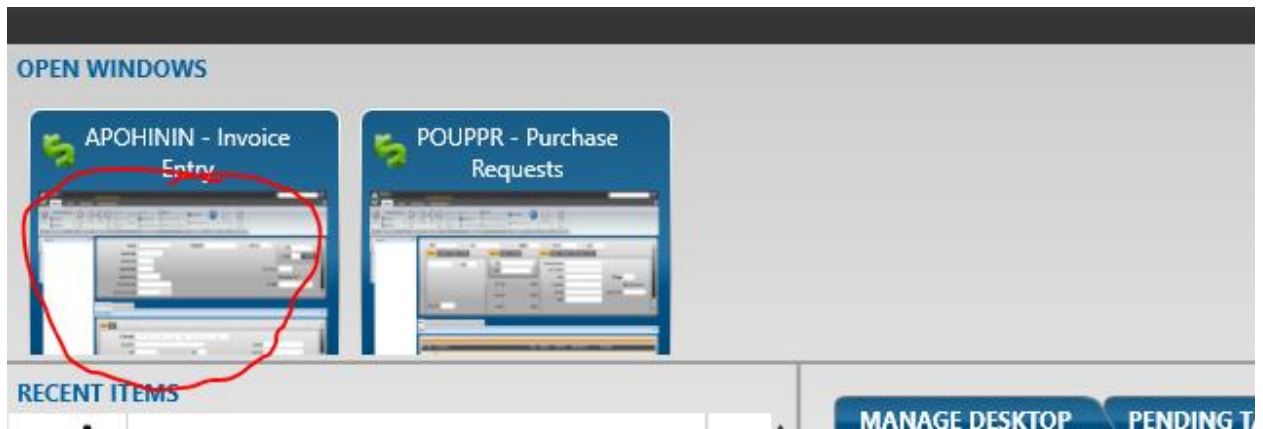
Each tab contains the commonly used screens based on business process



3. Open Windows



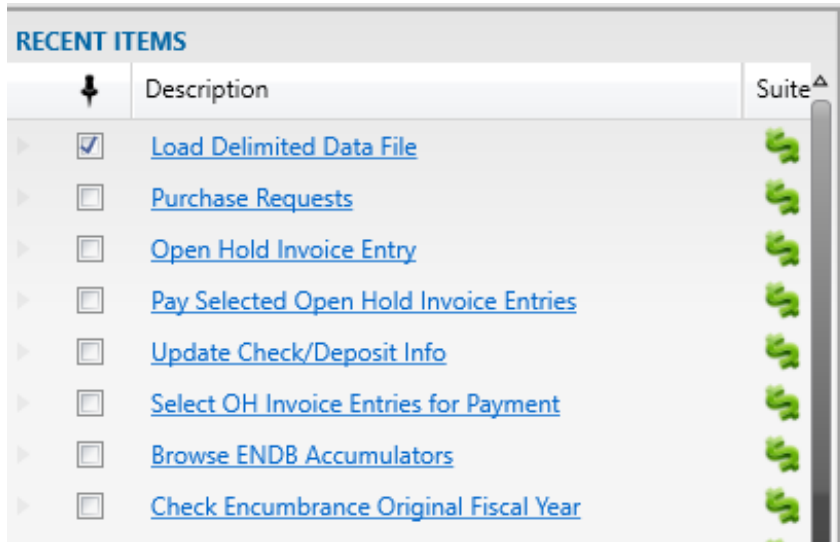
As you complete work in ONESolution you will likely have multiple screens and modules open at once. You can see the screens you currently have open in the Open windows area. If you would like to access one of the screens, just click the image of the screen located in the Open Windows area.











If you would like to close one of the windows you have open, you can click the Close button



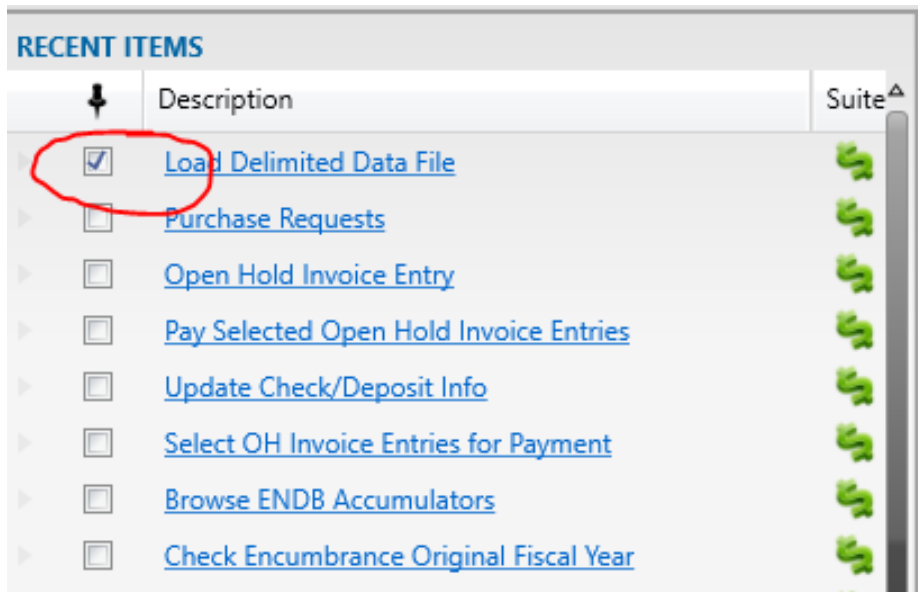
4. Recent Items











	Description	Suite [▲]
<input checked="" type="checkbox"/>	Load Delimited Data File	
<input type="checkbox"/>	Purchase Requests	
<input type="checkbox"/>	Open Hold Invoice Entry	
<input type="checkbox"/>	Pay Selected Open Hold Invoice Entries	
<input type="checkbox"/>	Update Check/Deposit Info	
<input type="checkbox"/>	Select OH Invoice Entries for Payment	
<input type="checkbox"/>	Browse ENDB Accumulators	
<input type="checkbox"/>	Check Encumbrance Original Fiscal Year	

This is a list of the screens and utilities you access in ONESolution on a regular basis.

If there is a specific screen that you would like to always see on this list, you can click the check mark under the pin icon to “pin” the item to your recent items

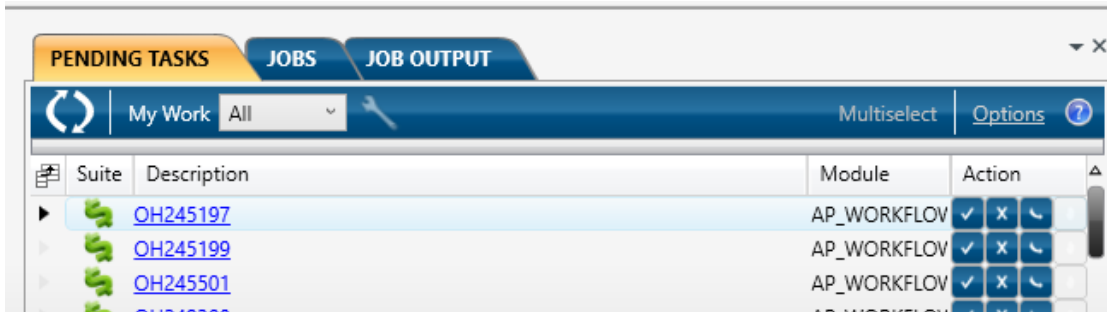


	Description	Suite [▲]
<input checked="" type="checkbox"/>	Load Delimited Data File	
<input type="checkbox"/>	Purchase Requests	
<input type="checkbox"/>	Open Hold Invoice Entry	
<input type="checkbox"/>	Pay Selected Open Hold Invoice Entries	
<input type="checkbox"/>	Update Check/Deposit Info	
<input type="checkbox"/>	Select OH Invoice Entries for Payment	
<input type="checkbox"/>	Browse ENDB Accumulators	
<input type="checkbox"/>	Check Encumbrance Original Fiscal Year	

Please note that if there is a system upgrade, which happens several times each year, you will lose your recent items. You may want to take a screen shot of your recent items and save it somewhere so you can quickly restore your recent items with your desired list.

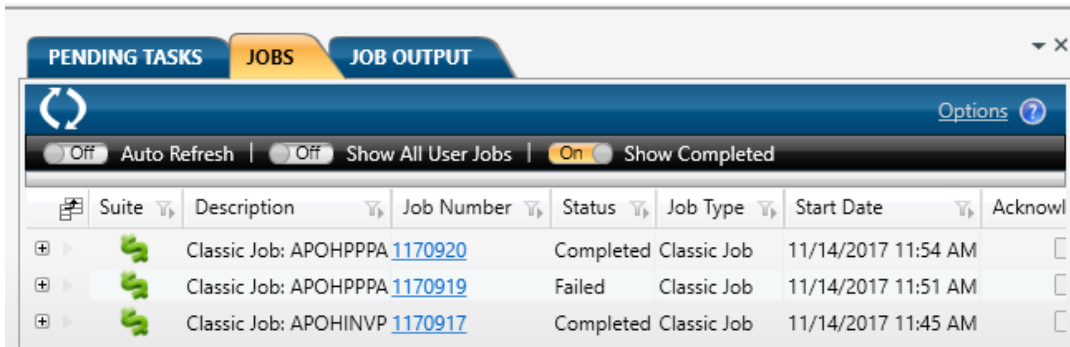
Also, these settings depend on the workstation you use. If you get a new computer, or use computers at several different work stations, you will not see the same settings.

5. Pending Tasks Tab



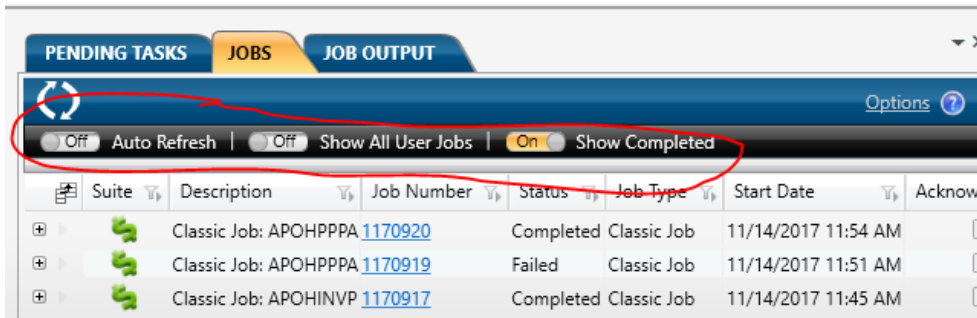
The Pending Tasks tab is where you can see workflow items that are waiting for your approval or the approval from someone in a group which you are a part of. The specifics of this tab will be covered in a separate Workflow section.

6. Jobs tab

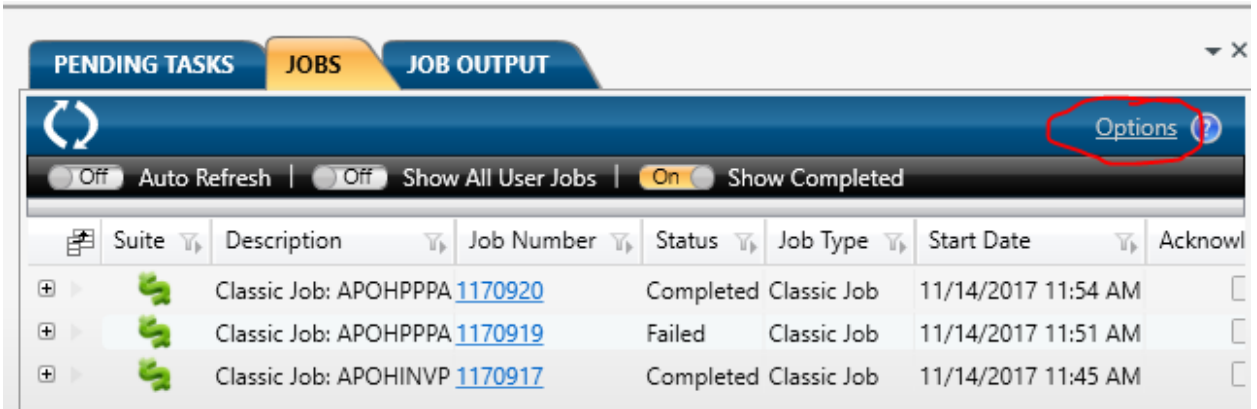


If you run a job in ONESolution you will see the status of your job and access the resulting reports from the job in the Jobs tab.

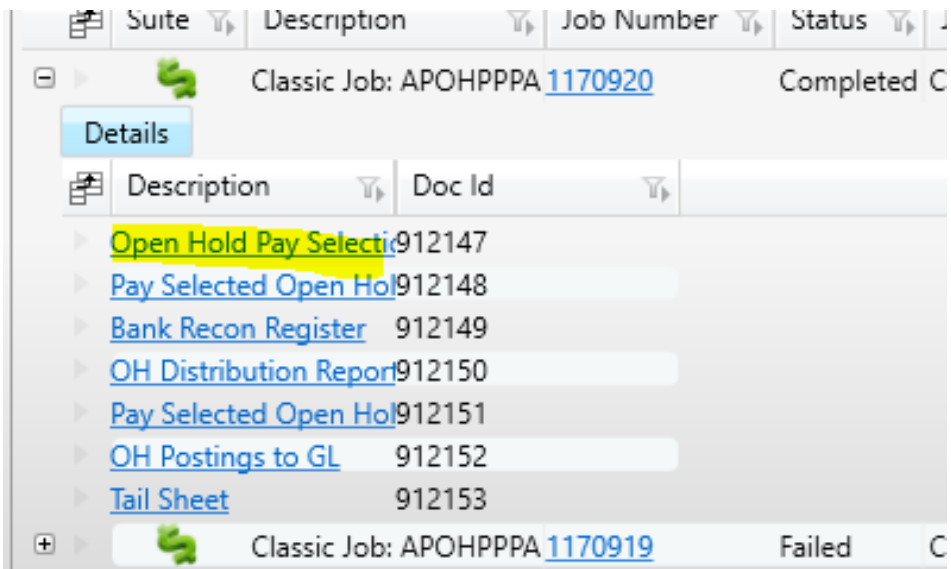
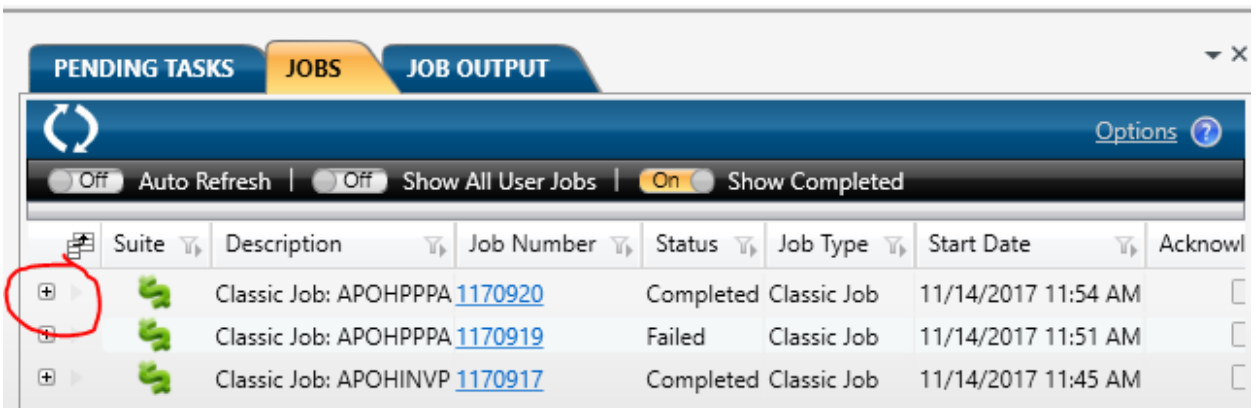
The recommended setting for the jobs tab are shown here:



If you don't see the area where the jobs tab setting are, click the Options link:



When you run a job such as a batch proof listing you will receive a Job Number. The job number will appear in the Jobs tab. Once the status of the job is completed, click the "+" to open the job and access the report

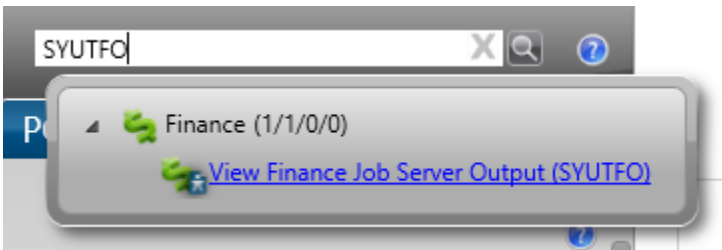


Don't click the blue job number. This is a partial tail sheet for your job and the information will likely not be useful to you unless your job failed and you are trying to determine why.

Suite	Description	Job Number	Status
Classic Job: APOHPPPA		1170920	Completed
Details			
Description	Doc Id		
Open Hold Pay Selecti	912147		
Pay Selected Open Ho	912148		
Bank Recon Register	912149		
OH Distribution Report	912150		
Pay Selected Open Ho	912151		
OH Postings to GL	912152		
Tail Sheet	912153		
Classic Job: APOHPPPA		1170919	Failed

7. Job Output tab

Note: The functionality that was available on the Job Output tab is now available from screen mask SYUTFO



PENDING TASKS JOBS JOB OUTPUT

Go <http://sczas84/Finance/login/login.aspx?ReturnUrl=%2ffinance%2fdocuments%2ffifasoutput.aspx> Favorites

Santa Cruz County ONESolution Login

Sign in to continue

User Name

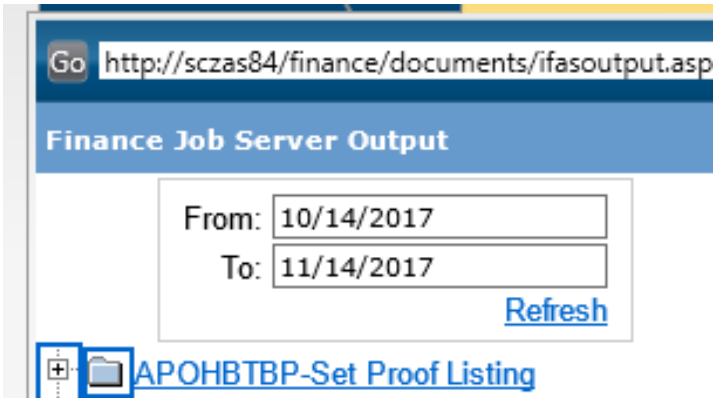
Password

Submit

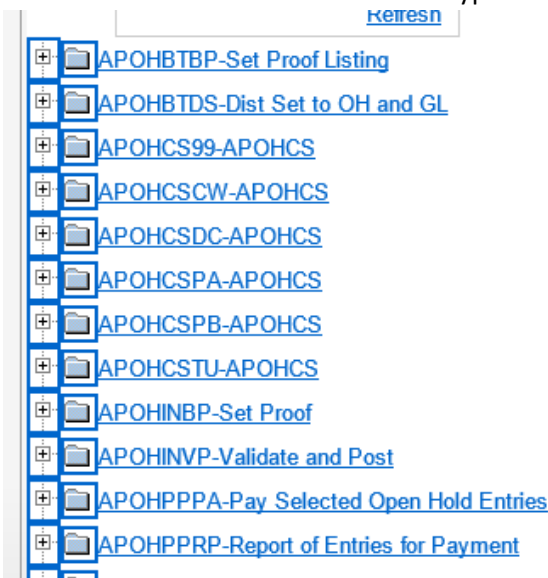
[Help](#)

This is how you can access the archive of any job run in ONESolution. You use the same log in credentials you used to log into ONESolution. The SYUTFO screen does not require a log on.

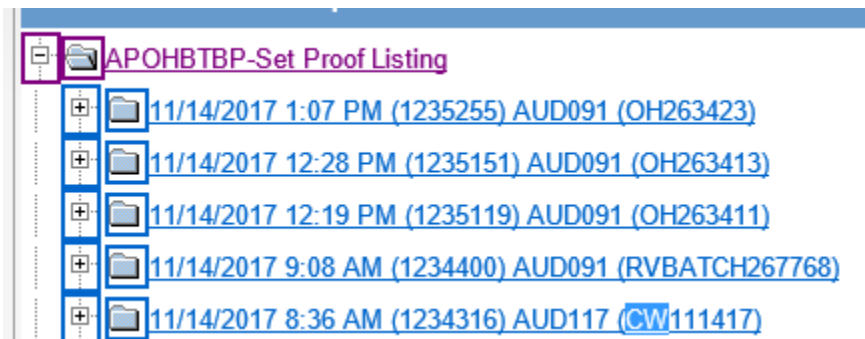
If you know the date range when the transaction happened you can enter the correct range of dates and click Refresh



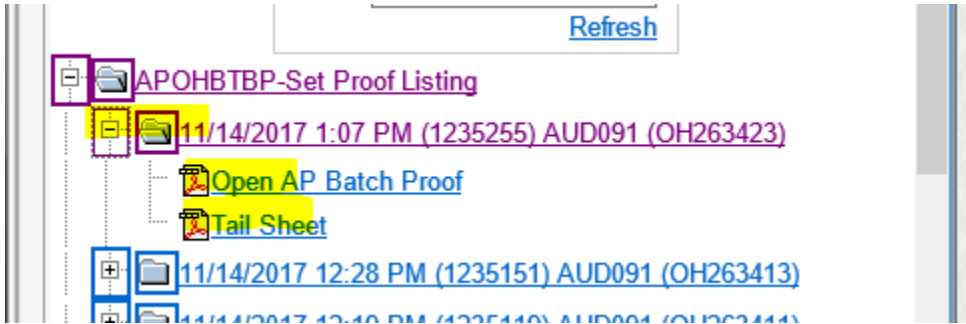
There will be a list of all the different types of jobs that happened during that date range.



Click the "+" to expand that job type and you will see a complete listing of each job run during the date range. The list is sorted by date and time, and shows the user ID of the person who ran the job and Set ID for the transaction it was related to

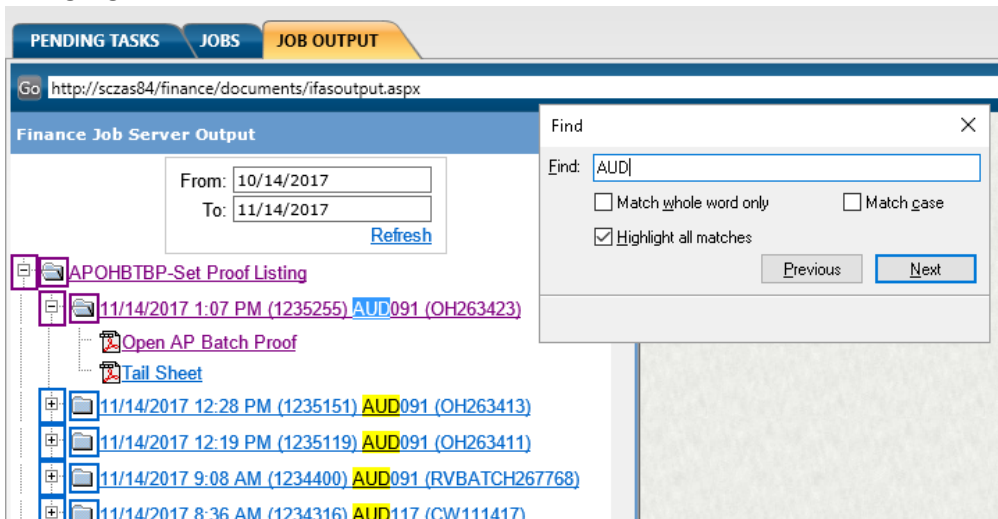


When you find the specific job, click the “+” to expand the specific job, to see all the reports that were generated with the job.



Clicking the report link will open a .PDF version of the report

You can use Ctrl+F to search for specific set IDs or user IDs. As you type, the matching results will be highlighted

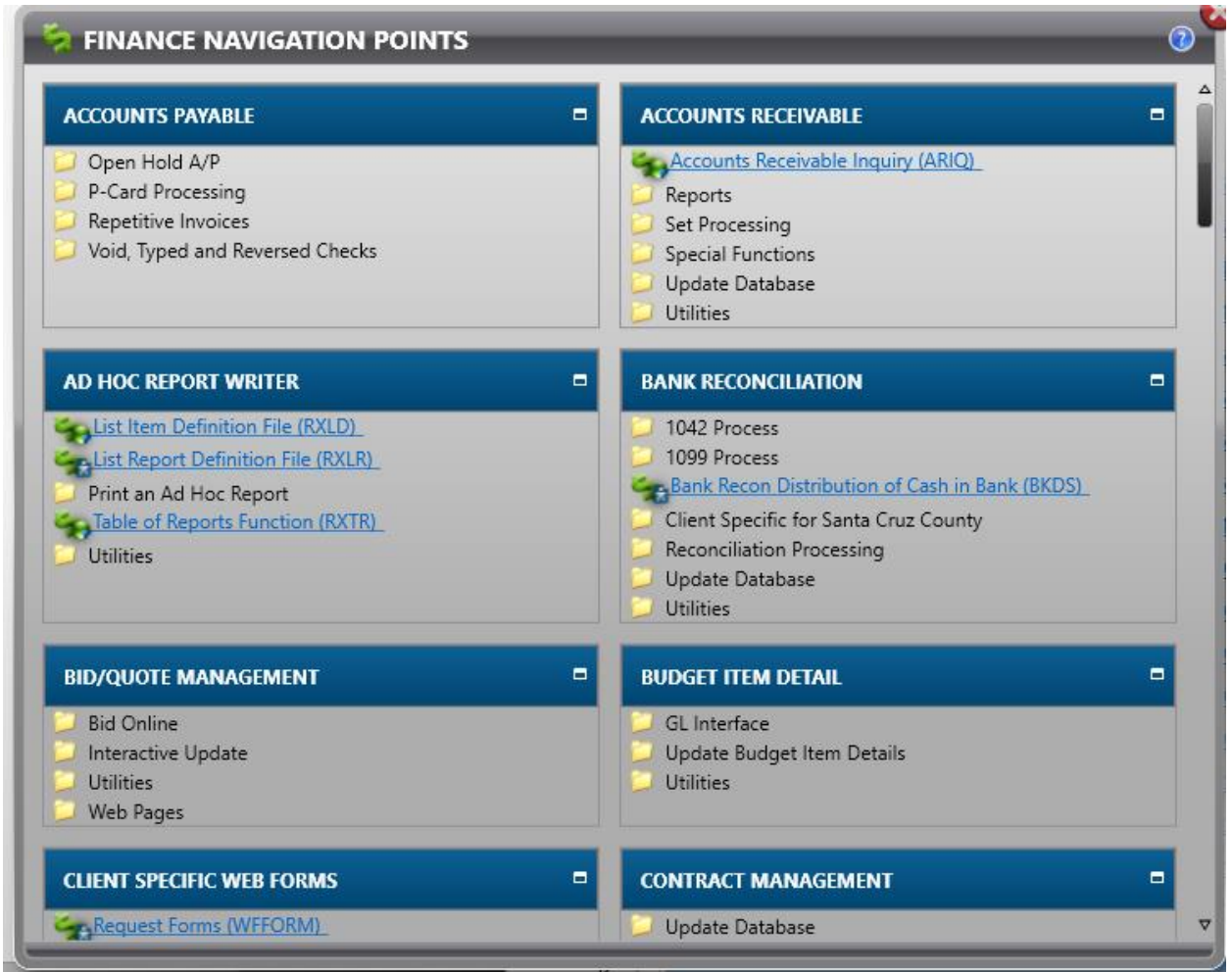


8. Finance icon



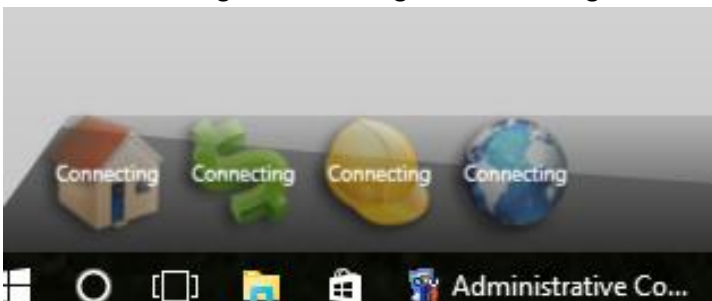
Clicking the finance icon is another way to navigate to different screens in ONESolution. It can also be an indicator if there is a system issue.

Click the icon



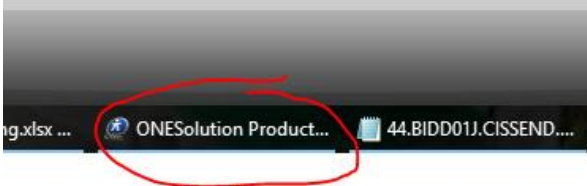
An alphabetical list will appear with all the different areas in ONESolution. You will likely see some items that are grey. This indicates that you don't have security access to those areas.

If there is a system issue of some kind, the finance icon may appear dull and may have the words "Connecting" or something similar showing over the icon

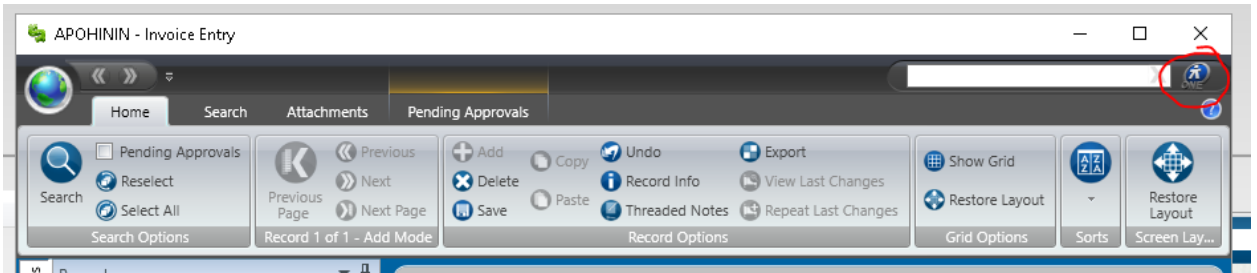


9. Navigating Back to the Home Screen

While you are using ONESolution you may need to navigate back to the home screen. You can do this by clicking the item on your computer open window taskbar that says ONESolution and shows the round blue icon

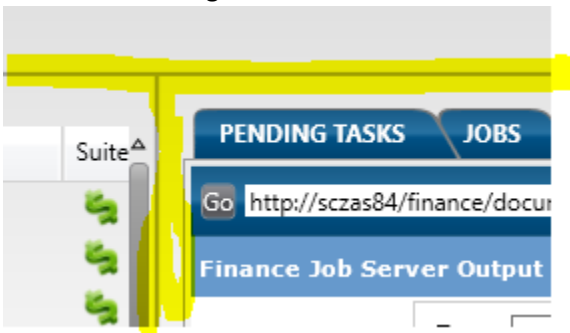


Or, if you are using one of the ONESolution screens, you can click the round blue icon in the top right corner of the screen next to the search bar



10. Resizing Fields on the Home Screen

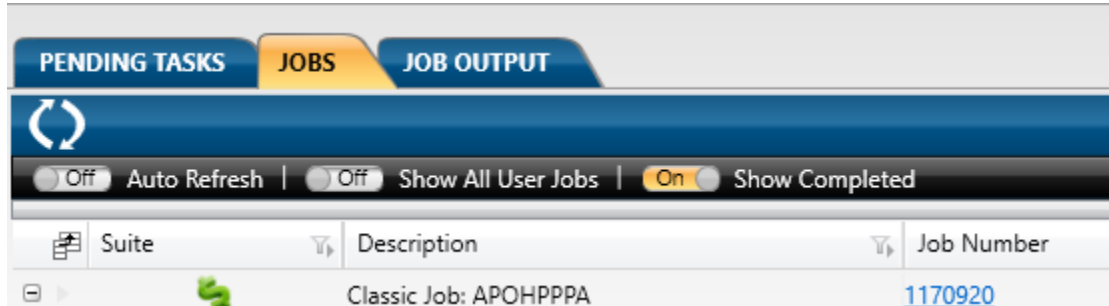
Hover your cursor over any of the dividing lines on the Home screen and when you see the cursor with two parallel lines and arrows point in opposite directions, you can drag the line in either direction to change the size of the field.



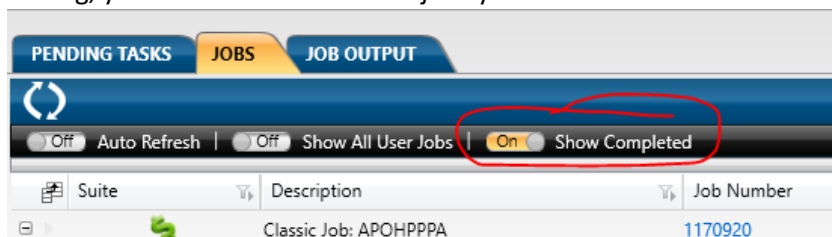
Default Settings

When you begin using ONESolution there are several default settings that should be changed immediately.

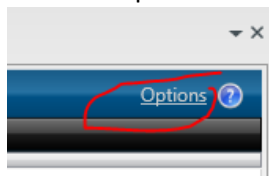
1. Jobs Tab on ONESolution Home Screen



The screen shot shows the suggested settings for the Jobs tab. The most important setting to change is the Show Completed setting. If this is off, every job that you run will disappear as soon as it is complete and you won't be able to access the reports you ran. Once you change this setting, you will be able to see the jobs you ran.



Click the Options link to see these settings if you don't see them already



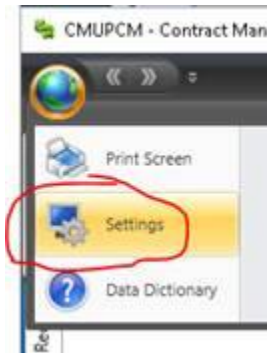
2. Show Attachments

When you access a module in ONESolution and enter a transaction, you will likely need to attach backup documentation to the transaction. You will have to make a change to your settings in order to do this.

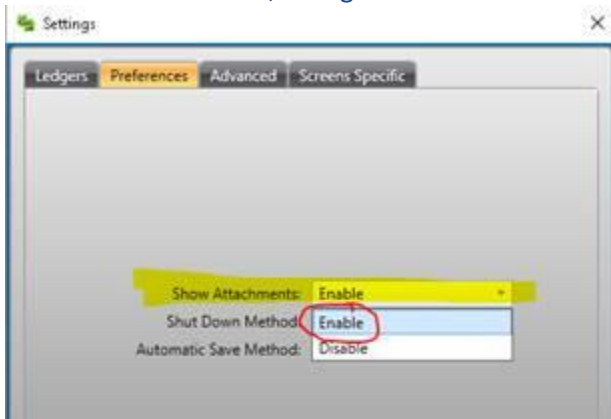
Click the Globe icon in the top left corner of the screen



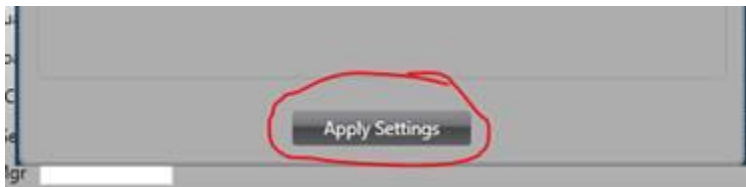
Select Settings



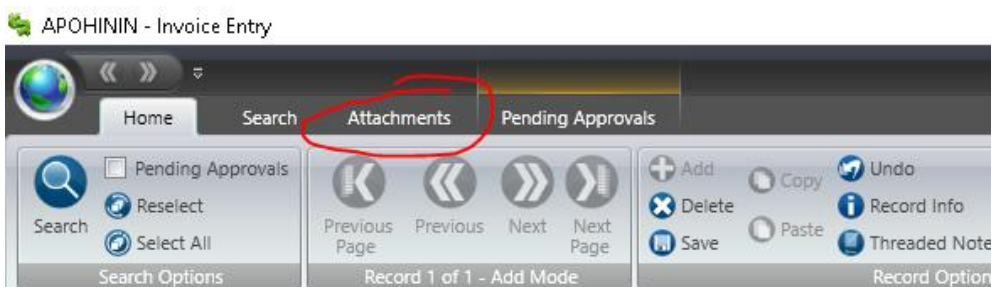
In the Preferences tab, change Show Attachments to Enable



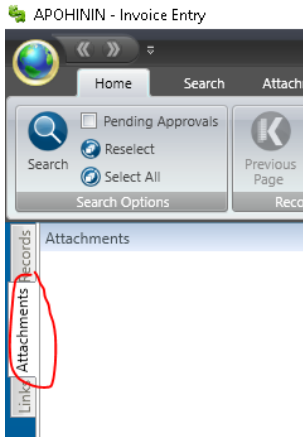
Click Apply Settings



You will now see the Attachments tab at the top of your screen for adding new attachments



And an Attachments tab on the left side of your screen for viewing attached documents



3. Pending Approvals

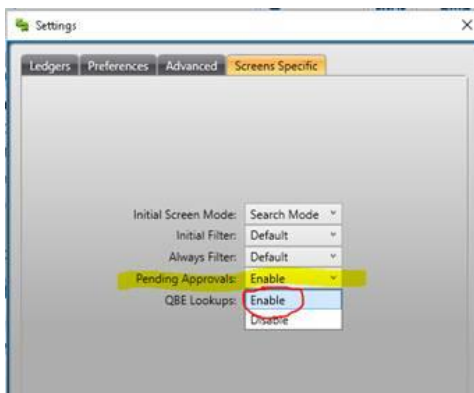
Click the Globe icon in the top left corner of the screen



Select Settings



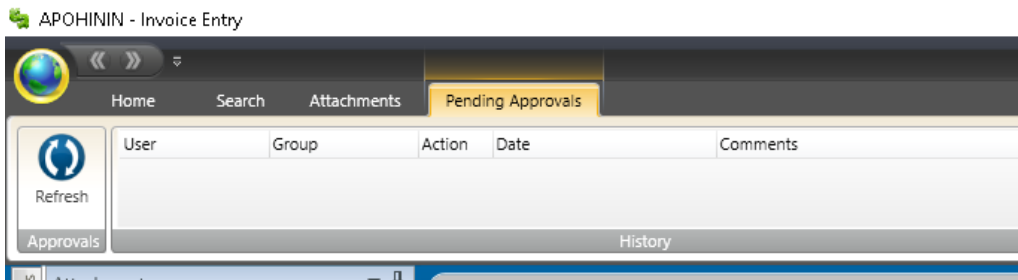
In Screen Specific tab, change Pending Approvals to Enable



Click Apply Settings



You will now see a Pending Approvals tab at the top of your screen where you can approve transactions and see where transactions are in the Workflow process



Workflow

Most transactions entered into ONESolution are connected to an electronic Workflow approval process so that transactions can be thoroughly reviewed prior to posting the transaction.

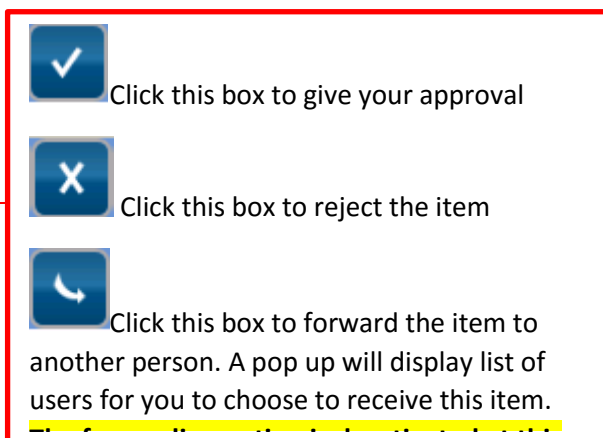
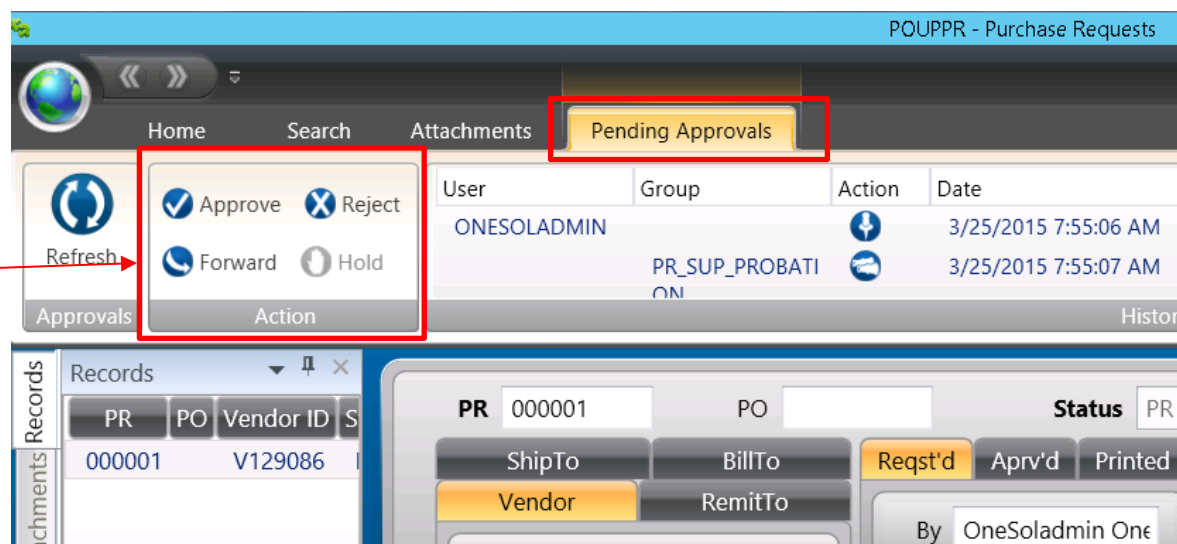
Transaction Originator

When you enter a transaction in ONESolution you will initiate the Workflow process by doing the first approval of a transaction. This approval indicates that you are completely finished with the data entry portion of the transaction and you have attached all the required documentation.

There are two options for completing the initial approval of a transaction

1. Pending Approvals Tab

Click the Pending approvals tab in the module. The buttons shown below will be available for you to use. If you are the transaction originator you will likely not use the Reject option. Do not use the Forward option. This does not work correctly.

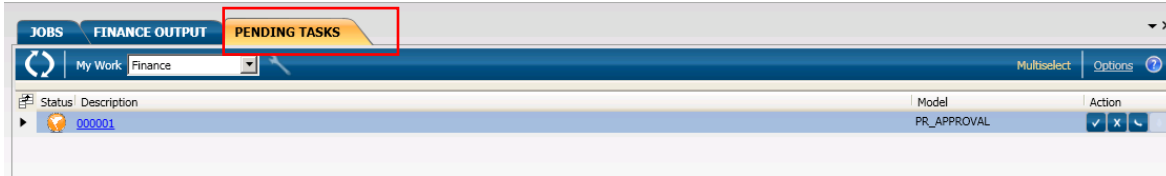


After you give your approval, a Comments box will appear. You do not need to enter a comment, but you may. The comment will be visible in the Pending Approvals tab and will be associated with the transaction forever.

Transaction Approver

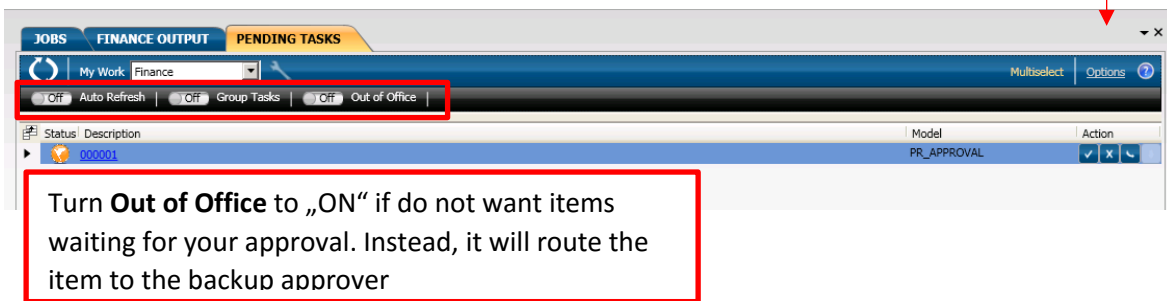
Pending Tasks Tab

1. To view what is waiting for your approval, click on the „PENDING TASKS“ tab

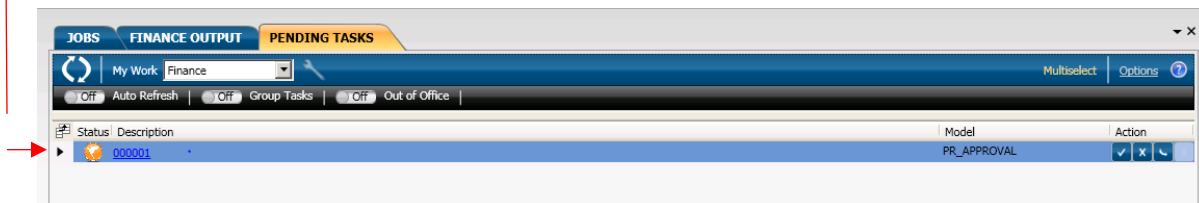


2. Click on „Options“ to display additional options

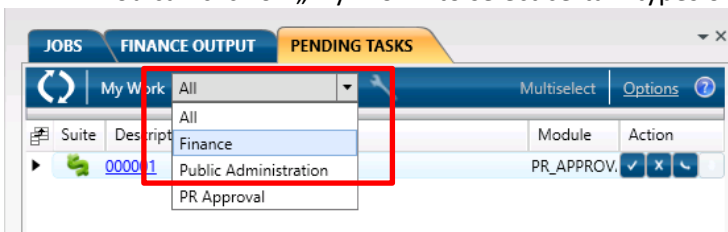
Turn Group Tasks to „ON“ if you want




3. To view the details of the item before giving your approval, click on the item on the list and it will take you to the screen and display the data.





4. You can click on „My Work“ to select certain types of items waiting for you to approve:

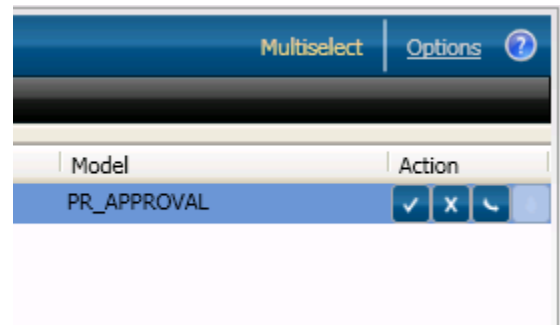


5. To approve or reject the item click on the appropriate box under Action

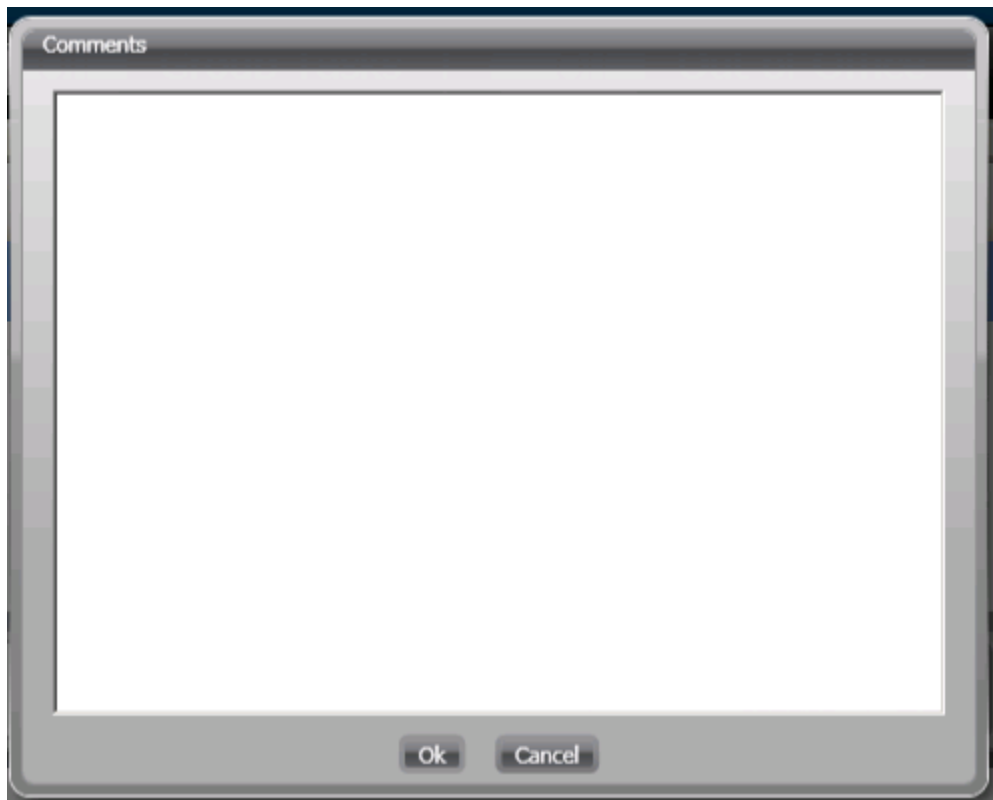
 Click this box to give your approval

 Click this box to reject the item

 Click this box to forward the item to another person. A pop up will display list of users for you to choose to receive this item.



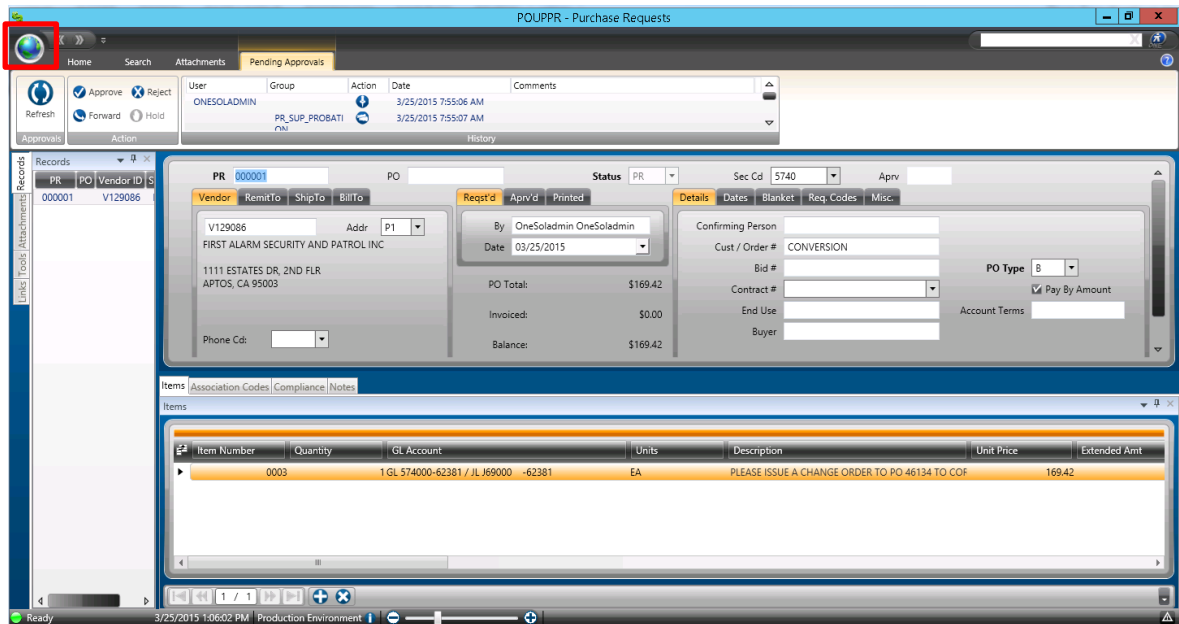
6. Comment box will pop up when you either approve, reject or forward. Key in your comment and click „OK“



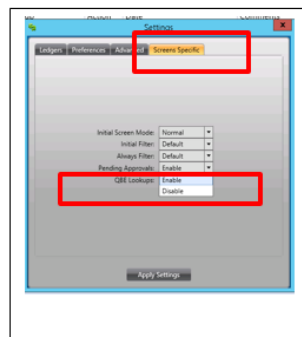
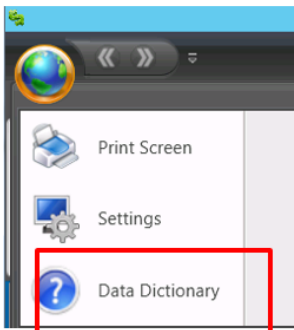
Pending Approvals Tab

2. Go to the desired screen for which you may have pending approvals by typing the screen mask in the right corner, or by clicking on recent items if available:
 - a. POUPPR for Purchase Requests
 - b. APOHININ for Claims/AP transactions
 - c. ARBTCRUB for Cash Receipts
 - d. GLJEUM for Journal Entries
 - e. CMUPCM for Contracts

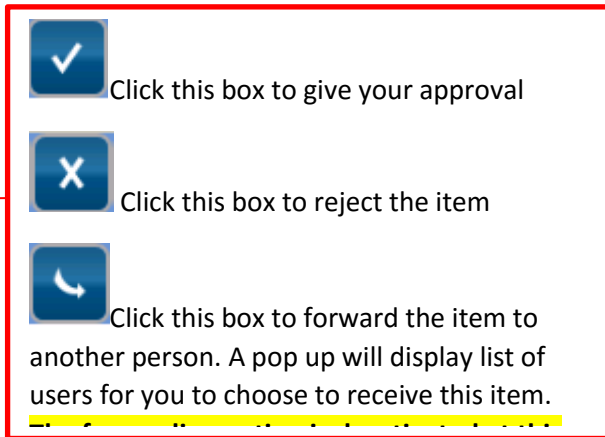
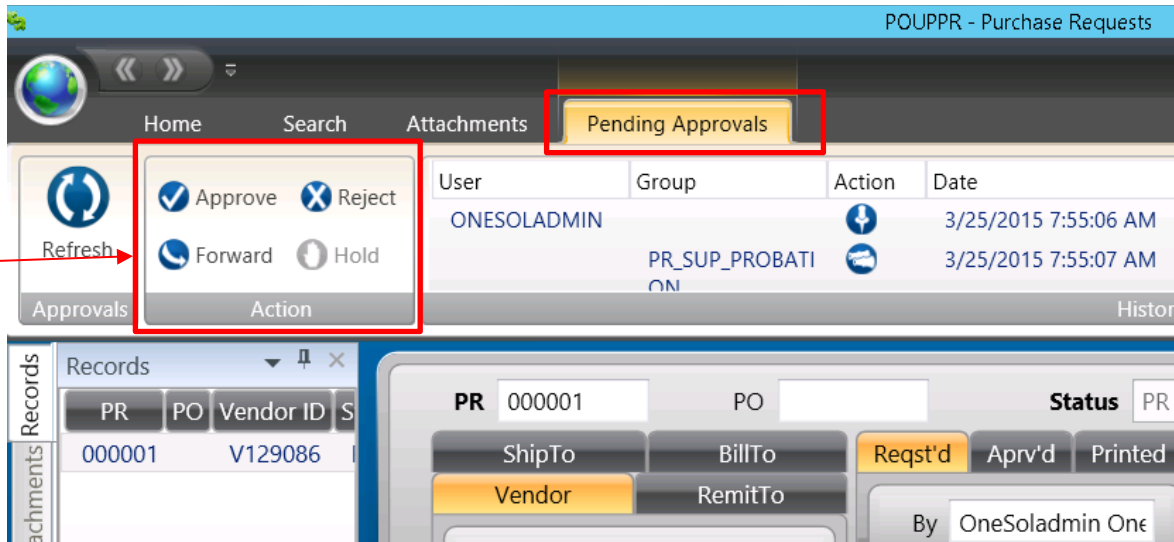
3. Enable the „Pending Approvals“ by clicking on the



4. Click on „Settings“ to open the settings option, click on „Screens Specific Tab and choose „Enable“ for Pending Approvals. Then click „Apply Settings“. NOTE: this is a one-time setting. You do not need to perform this action again.



5. Pending Approvals Tab should now be available:

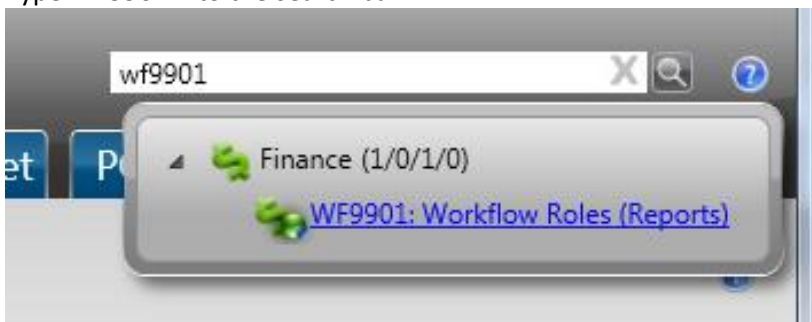


Workflow Reports

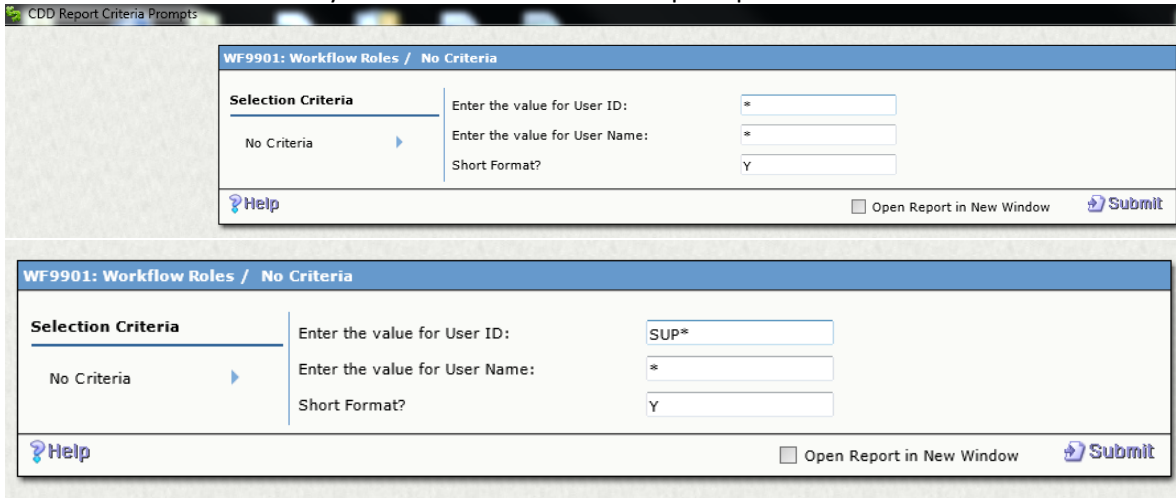
WF9901: Workflow Roles

This CDD report is run to see what workflow roles have been assigned to a specific user.

1. Type WF9901 into the search bar



- Enter the selection criteria you would like to use on the prompt screen



- Click the Submit button



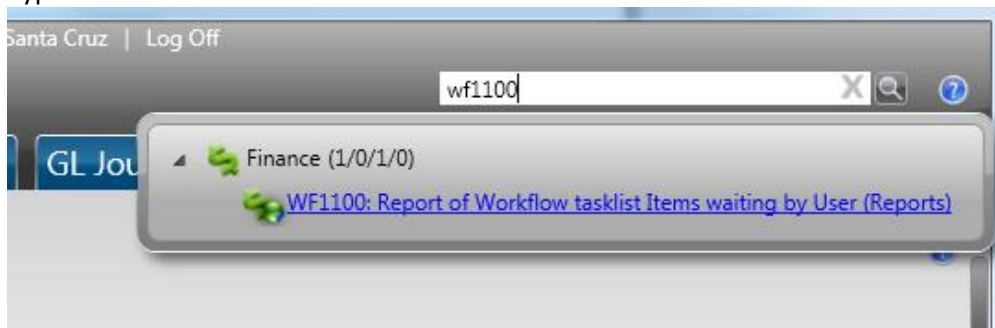
- A report will appear which shows the workflow roles that are assigned to the user or users that match the selection criteria you entered on the prompt screen

Role ID	AP_SUP_COURTS	Role Title	AP_SUP_COURTS	
	3.00 SUP392	James Owen		james.owen@santacruzcourt.org
Role ID	CR_APRV_COURTS	Role Title	CR_APRV_COURTS	
	1.00 SUP392	James Owen		james.owen@santacruzcourt.org
Role ID	CR_ENTRY_COURTS	Role Title	CR_ENTRY_COURTS	
	1.00 SUP320	Lynne McClain		lynne.mcclain@santacruzcourt.org
	2.00 SUP151	Aurora Magana		aurora.magana@santacruzcourt.org

WF1100: Report of Workflow task list Items waiting by User

This CDD report shows all the items waiting for approval from a specific user or in a specific workflow.

- Type WF1100 into the search bar



2. Enter the selection criteria you would like to use on the prompt screen

WF1100: Report of Workflow tasklist Items waiting by User / Default

Selection Criteria	Enter the value for IFAS User ID	*
	Enter the value for Workflow Model ID	*
No Criteria		
Default		

Open Report in New Window

WF1100: Report of Workflow tasklist Items waiting by User / Default

Selection Criteria	Enter the value for IFAS User ID	AUD045
	Enter the value for Workflow Model ID	*
No Criteria		
Default		

Open Report in New Window

3. Click the Submit button



4. A report will appear which shows the items that are pending approval from the user or users that match the selection criteria you entered on the prompt screen

Santa Cruz County

Pending workflow tasklist items by IFAS user

User ID: AUD045 **Report Date:** 06/09/2016

Model ID: AP_WORKFLOW
Model Description: Invoice Approval

Instance Description	Assigned	Activity ID
Set: OH125500~ Vendor: V102496~ Invoice: TEST16H01296~ Date: 9/11/2015~ Amount: 1,000.00	02/16/16 16:05	A1
Set: UPLOADTEST011~ Vendor: V69~ Invoice: TEST125~ Date: 3/28/2016~ Amount: 100.00	06/07/16 16:39	A1
Set: UPLOADTEST011~ Vendor: V69~ Invoice: TEST126~ Date: 3/28/2016~ Amount: 900.00	06/07/16 16:39	A1
Set: UPLOADTEST011~ Vendor: V69~ Invoice: TEST129~ Date: 3/28/2016~ Amount: 150.00	06/07/16 16:39	A1
Set: UPLOADTEST011~ Vendor: V69~ Invoice: TEST130~ Date:	06/07/16 16:39	A1

ONESolution Finance Modules Overview

Accounts Payable

Data Entry Screen: APOHININ

Accounts Receivable

Data Entry Screen: ARBTARUB

Cash Receipts

Data Entry Screen: ARBTRUB

Contract Management

Data Entry Screen: CMUPCM

Fixed Assets

Data Entry Screen: FAUPAS

Grant Management

Data Entry Screen: GMUPGM

Journal Entry

Data Entry Screen: GLJEUM

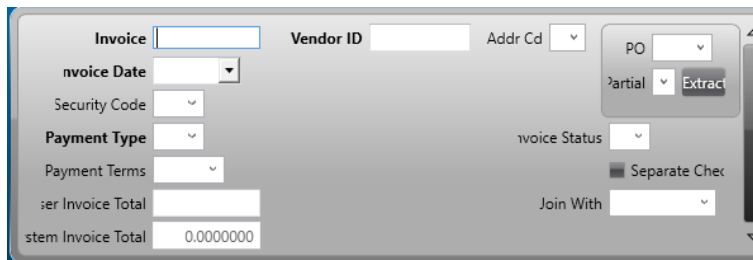
Purchasing

Data Entry Screen: POUPPR

ONESolution Data Entry Screen Customization

Grid Mode

Most ONESolution Screen open data fields organized like this:

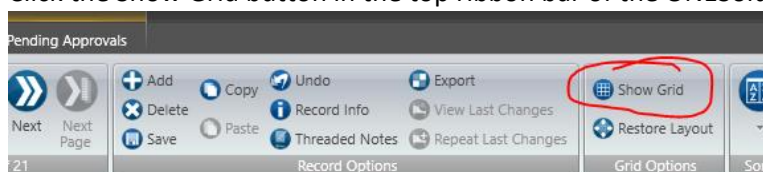


The screenshot shows a data entry form with the following fields and controls:

- Invoice: [Text Field]
- Vendor ID: [Text Field]
- Addr Cd: [Dropdown]
- PO: [Dropdown]
- Invoice Date: [Dropdown]
- Security Code: [Dropdown]
- Payment Type: [Dropdown]
- Payment Terms: [Dropdown]
- Invoice Status: [Dropdown]
- Number Invoice Total: [Text Field]
- System Invoice Total: 0.0000000
- Partial: [Dropdown]
- Extract: [Button]
- Separate Check: [Checkbox]
- Join With: [Dropdown]

Alternately, users can switch their screen to Grid mode. Grid mode changes the data fields to be more linear which can simplify data entry. Grid Mode can also be customized by the user based on their preferences.

1. Click the Show Grid button in the top ribbon bar of the ONESolution screen



- The data from the top portion of the screen will appear in a linear configuration. If you have multiple records, you will see all of these records stacked on top of each other

Invoice	Vendor ID	Addr Cd	Invoice Date	Security Code
CKTEST	V127396	R1	01/15/2015	1210
CKTEST2	V127396	R1	01/15/2015	1210
CKTEST1	V127396	R1	01/15/2015	1210
CKTEST3	V127396	R1	01/15/2015	1210
CKTEST9	V127396	R1	01/15/2015	1210

- The information showing in the bottom section of the screen will be related to the record highlighted in the upper section

Invoice Details Invoice Text 1099-S

Invoice Details

Main Misc

GL Account GL 122100 61410 JL PKEY OBJ WO

Description New Ck Test

PO# P/F P

Due Date 01/16/2015 1099 Flag: D 1099 Dft: Tax 1

Received Date Relate To EX Tax 2

- The information in the bottom section can also be set in Grid Mode by using the button at the bottom of the screen

Authorized Date

Div GEN

Second Ref

Misc

Product ID

Switch in and out of Grid Mode (Ctrl+G)

- The information from the bottom section of the screen will now appear in a linear configuration

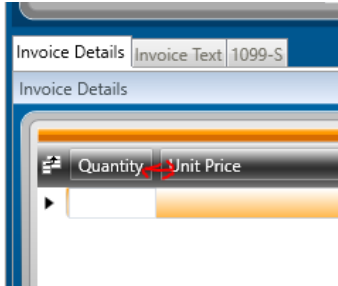
Invoice Details Invoice Text 1099-S

Invoice Details

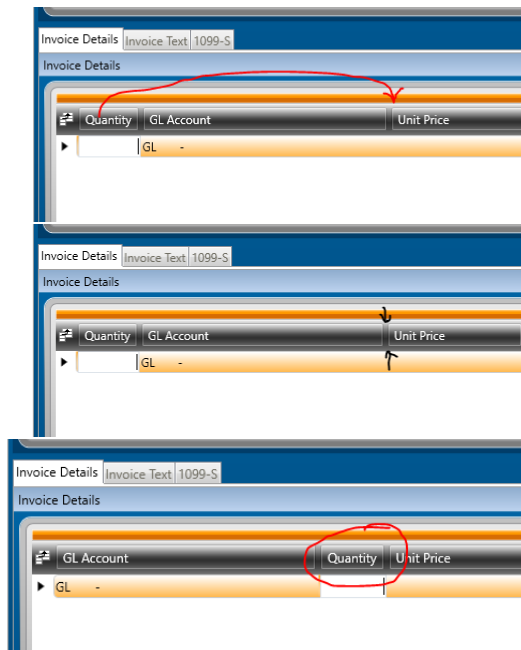
Quantity	Unit Price	GL Account	Extended Amount	Description
1	9,978,311.21	GL 122100-61410	9,978,311.21	New Ck Test

6. Grid mode can be customized in a variety of ways to meet your data entry preferences. We suggest moving all the fields you always enter data into to the left side of the screen in the order you like to do the data entry.

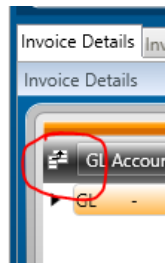
a. Resizing Fields – Hold your cursor between the field headings and drag left and right to adjust the width of the field



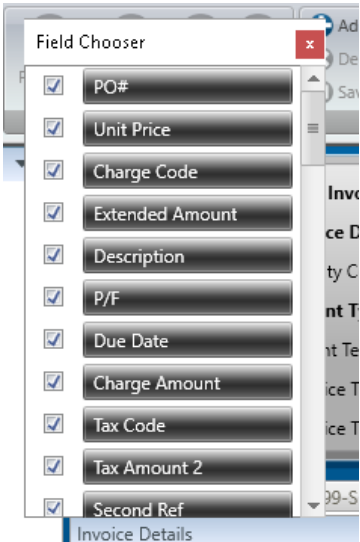
b. Moving Fields – Click the field heading you would like to move, then drag the field to the desired location and drop the field when you see two arrows indicating the new location for the field.



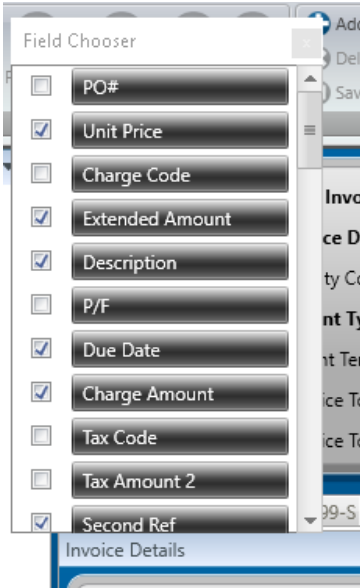
c. Removing Fields – You can remove fields from view that you don't ever want to enter data into. Click the column icon at the left end of the column titles



The field chooser dialog box opens with check boxes for each field



Uncheck the box next to any field you don't want to see



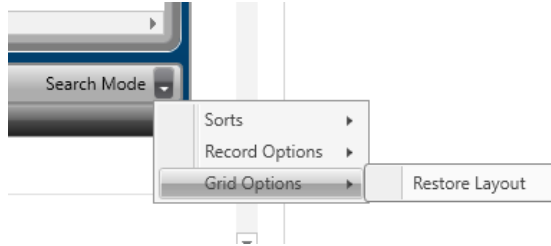
- d. Restoring grid layout – Sometimes you make a mistake when customizing the grid mode. To restore the layout of the top section click the Restore Layout button in the top section



To restore the layout in the bottom section, click the arrow button on the bottom right corner of the screen



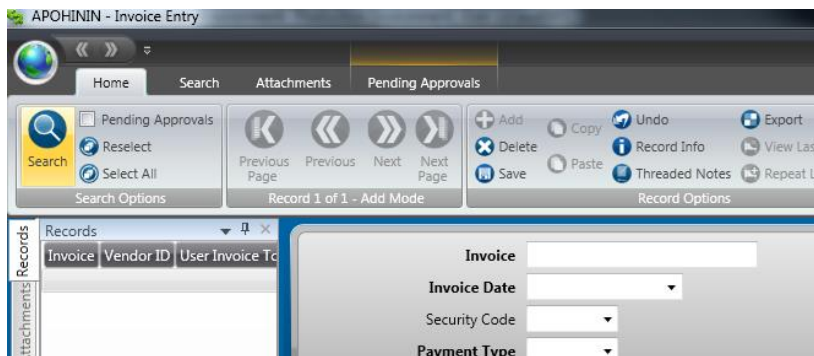
Select Grid Options and click Restore Layout



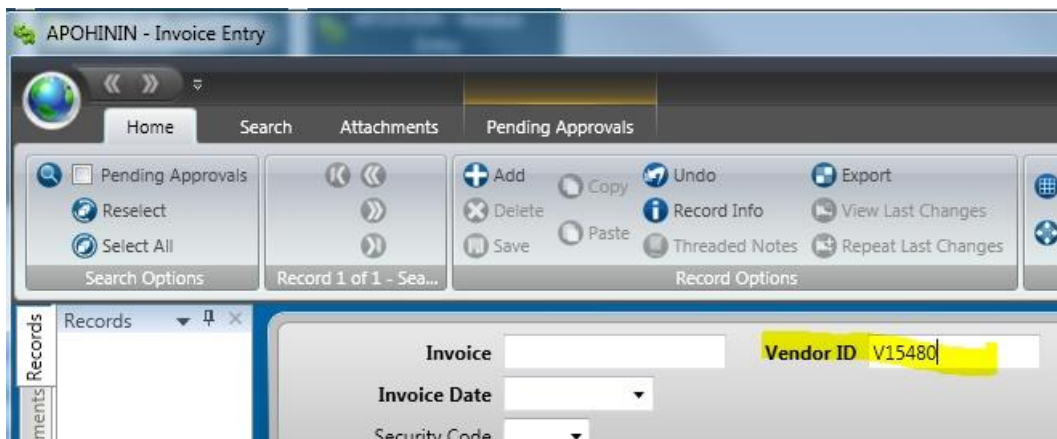
Searching for Transactions

Any Screen in ONESolution can be used to search for transactions that match search criteria you select.

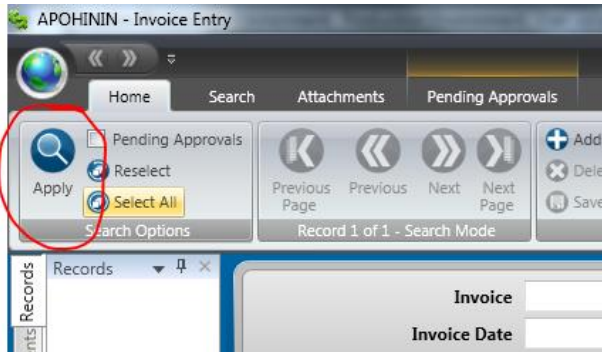
1. Go to the desired transaction screen in ONESolution and click the Search button:



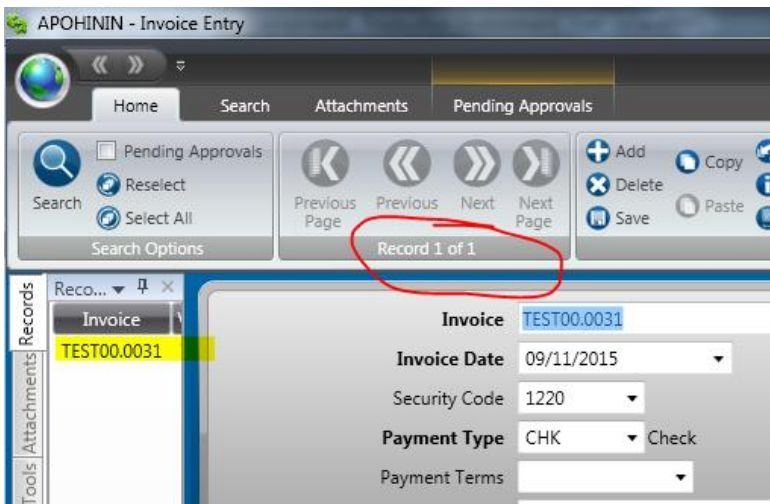
2. All of the fields on the screen will blank out. You can enter selection criteria into most fields to retrieve all the transactions that match the entered selection criteria.



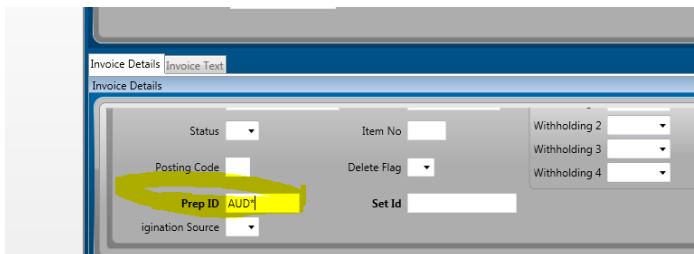
- Click the apply button to retrieve the matching search results.



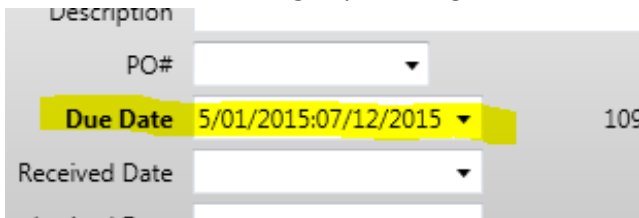
- The Records column on the left side of the screen will populate with all the items that match your entered criteria, which you have security access to view.



- You can search for partial information by entering an asterisk as a wild card



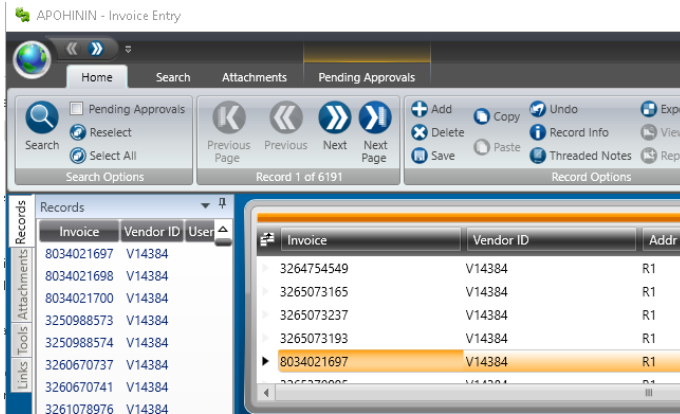
- You can search for a range by entering a :



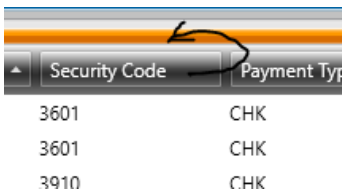
- Generally all fields can be used as search fields, but you might discover that some fields work better than others, and some fields may not work at all.

Sorting in Grid Mode

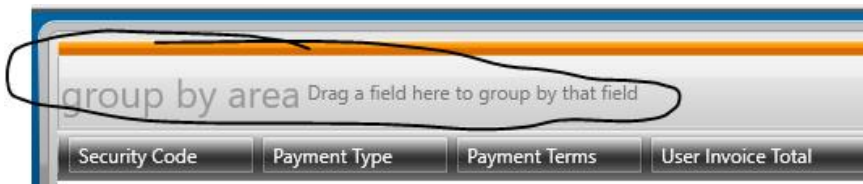
When you have completed a search and have a long list of matching transactions, you might want to sort the transactions by certain criteria. If I am looking at all the accounts payable records for a specific vendor or any other search criteria, I can sort them by any of the column headings.



Drag the column heading you want to sort the information by into the orange line above the column headings



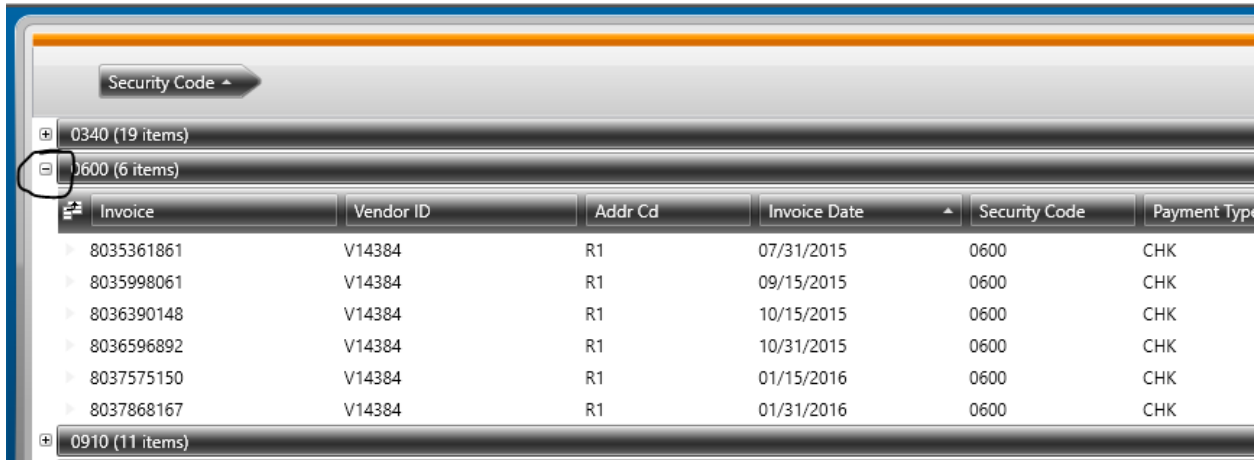
The area above the column headings will expand and you can drop the column heading into the expanded area



Now, the data is sorted so you can see how many items for each sort criteria



And you can expand the sort items to see the matching transaction details



Security Code ▾

+ 0340 (19 items)

- 0600 (6 items)

Invoice	Vendor ID	Addr Cd	Invoice Date	Security Code	Payment Type
8035361861	V14384	R1	07/31/2015	0600	CHK
8035998061	V14384	R1	09/15/2015	0600	CHK
8036390148	V14384	R1	10/15/2015	0600	CHK
8036596892	V14384	R1	10/31/2015	0600	CHK
8037575150	V14384	R1	01/15/2016	0600	CHK
8037868167	V14384	R1	01/31/2016	0600	CHK

+ 0910 (11 items)

Inquiry Screens

GLIQ- Account Balance Inquiry

This screen will show specific information related to GL/JL Keys and Objects including Account Balances, Transactions, Un-posted Transactions, Encumbrances, Un-posted Encumbrances, and Budget Adjustments.

1. Enter information into the top section of the screen related to the GL/JL Key and object you would like information on

Org Key	Object	Description	Budget	Status
P19008	62330	DPW-REAL PROPRT / DPW SERVICES-GEN	0.00	A

2. Expand the tabs in the lower portion of the screen to see information about the selection you have made

- Account Balance by Period
- Transactions
- Unposted Transactions
- Encumbrances
- Unposted Encumbrances
- Unposted Budget Adjustments

3. Click the arrow to expand the Total Exp and Enc area of the Account Information window

Account Information

Description: DPW-BOULDER CREE / DPW SERVICES-GEN
Fiscal Year: 2016
Balance Type: DR
Current: 0.00
Total Exp & Enc: 4.94
Unencumbered Balance: -4.94

- This will show more encumbrance information

Account Information

Description: DPW-BOULDER CREE / DPW SERVICES-GEN
 Fiscal Year: 2016
 Balance Type: DR
 Current: 0.00
 Posted: 4.94
 Unposted: 0.00
 Encumbrances: 0.00
 Unposted Encumbrances: 0.00
 Pre-Encumbrances: 0.00
 Total Exp & Enc: 4.94
 Unencumbered Balance: -4.94

- Currently we are not able to export any information on this screen to Excel. Once we upgrade to version 15.3, you will be able to export information from the Transactions tab to Excel

Fiscal Year	Period	Date	Description	Debit
2016	02	08/03/2015	acct#1360-4889-9	\$4.94

POIQ- Purchasing Inquiry

This screen will show information related to POs and Contracts

- Enter your selection into any of the fields in the top section of the screen

PR Number: PO Number: Contract Number: Requisitioned by:
 Approved by: Buyer: Vendor ID: Vendor Name:
 PO Status: PO Type:

PR Number: PO Number: 16C0097A Contract Number:
 Approved by: Buyer: Vendor Name:
 PO Status: PO Type:

- As you enter a selection, the lower portions of the screen will populate based on what you enter

The screenshot displays the 'Purchase Order Summary' section of the PEIQ Vendor Inquiry screen. At the top, a 'Results' table shows the following data:

PR	PO	Contract #	By	AprvBy	Buyer	Vendor ID	VendorName	Status
000085	16C0097A	16C0097A	AUD045	Kevin Bratcher		V99999	VENDORLESS VENDC	PP

Below the table, the 'Purchase Order Summary' form is populated with the following information:

- PR: 000085, PO: 16C0097A, Status: PP, Sec Cd: 5900, Aprv: APRV
- Vendor: V99999, Vendor Name: VENDORLESS VENDOR, Address: 701 OCEAN STREET, ROOM 100, SANTA CRUZ, CA 95060
- By: AUD045, Date: 07/06/2015
- PO Total: \$150,000.00, Invoiced: \$86,435.60
- Contract #: 16C0097A
- PO Type: C, Pay By Amount:

- Click to expand the tabs in the lower portion of the screen to see information related to your selection

The screenshot shows the 'Items' tab expanded in the lower portion of the screen. The 'Items' tab is highlighted with a red circle. The 'Items' table contains the following data:

Item Number	Quantity	GL Account	Units
0001	1	GL 591000-62386...	EA

Below the 'Items' table, there are several expandable sections:

- Encumbrances
- Receiving
- Distributed Invoices
- Not Distributed Invoices

- None of the information on this screen can be exported to Excel

PEIQ- Vendor Inquiry

This screen will show general information about vendors including POs, invoices, and payments.

1. Enter your selection into any of the fields in the top section of the screen

Name:	ID:	Tax ID:	SSN:	Status:
PR#:	PO#:	Invoice #:	Check Number:	Prod Id:
City:	State:	Country:	Zip:	

Name:	ID: V15480	Tax ID:
PR#:	PO#:	Invoice #:
City:	State:	Country:

2. As you enter a selection, the lower portions of the screen will populate based on what you enter

Purchase Requisitions/Orders

Invoices

Invoice	Invoice Date	Description	Dist Amount	Account	Status
▶ 6821	08/28/2015	RX FORMS	\$37.94	GL 361231-62223	PD
▶ 6821	08/28/2015	RX FORMS	\$302.69	GL 361231-62223	PD
▶ 6696	07/01/2015	SHIPPING CHARGE	\$19.21	GL 361331-62223	PD
▶ 6696	07/01/2015	PRINTING RX FORMS	\$298.93	GL 361331-62223	PD
▶ 6605	04/22/2015	RX SECURITY FORMS	\$37.94	GL 361231-62223	PD
▶ 6605	04/22/2015	RX SECURITY FORMS	\$302.59	GL 361231-62223	PD

3. Click to expand the tabs in the lower portion of the screen to see information related to your selection

Purchase Requisitions/Orders

Invoices

Invoice	Invoice Date	Description	Dist Amount	Account	Status
▶ 6821	08/28/2015	RX FORMS	\$37.94	GL 361231-62223	
▶ 6821	08/28/2015	RX FORMS	\$302.69	GL 361231-62223	
▶ 6696	07/01/2015	SHIPPING CHARGE	\$19.21	GL 361331-62223	
▶ 6696	07/01/2015	PRINTING RX FORMS	\$298.93	GL 361331-62223	
▶ 6605	04/22/2015	RX SECURITY FORMS	\$37.94	GL 361231-62223	
▶ 6605	04/22/2015	RX SECURITY FORMS	\$302.59	GL 361231-62223	

Payments

Bank ID	Document Type	Number	Amount	Status
▶ 02	CHK	00479631	\$340.63	CX
▶ 02	CHK	00471692	\$340.56	CX
▶ 02	CHK	00463059	\$340.53	CX
▶ 02	CHK	00461044	\$415.55	CX

Products

4. None of the information on this screen can be exported to Excel
5. This screen is particularly useful to see the status of a check issued to a vendor. In the Payments tab, a status of CX indicates that the check has been cashed, A status of IS means the check has been printed, but has not been cashed yet.

Bank ID	Document Type	Number	Amount	Status	Date
02	CHK	00479631	\$340.63	CX	10/19/2015
02	CHK	00471692	\$340.56	CX	08/11/2015