

Inquiry – Invoices

You can find invoices to respond to supplier inquiries, including questions regarding invoice payment status, invoice payment date, reasons an invoice has not been paid and total balance due for a supplier or supplier site.

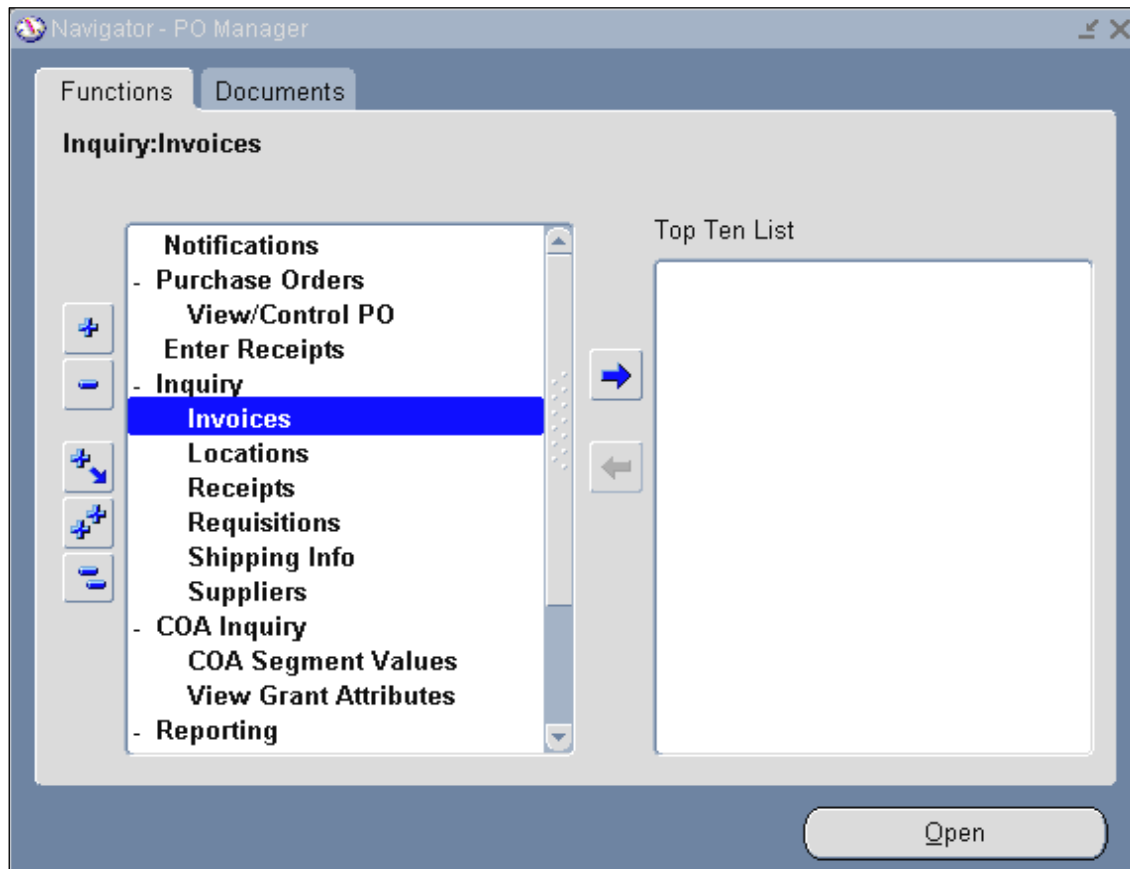
In the Find Invoices window, you can enter a variety of criteria, including invoice status and ranges for invoice amounts and invoice dates. You then choose Find to navigate to the Invoices window, where BEN displays all invoices that match your search criteria.

From the Invoices window, you can navigate to other windows to review or adjust scheduled payments, distribution holds, related payments, and more.

*☞ You can quickly open an invoice you have saved as an icon on your Navigator. When you have the invoice open click on **File>Place on the Navigator**. Later, if you choose the icon in the Documents region of your Navigator, you will automatically open the invoice.*

To find an invoice using the Find Invoices window select the **PO Manager** responsibility from the **BEN Financials Homepage**.

- Click on **Inquiry>Invoices** navigational path
- Click on **[Open]** or **double click** on the path's end



Inquiry - Invoices (continued)


- Enter search criteria using one field or a combination of fields. For example you can use:

- 1) PO # or
- 2) Supplier and Invoice # or
- 3) Supplier and amount range

Tip: It is not recommended that you use Supplier as the only search criteria

- The Invoices form opens

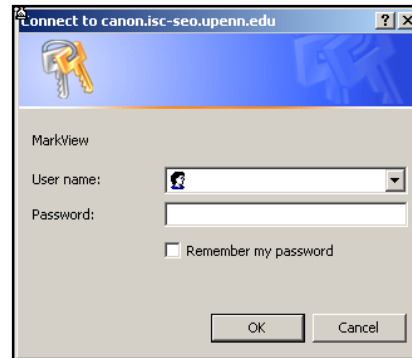
Note the paperclip with the piece of paper on the toolbar

- To review an image of the invoice, click on the **Attachments**  icon on the Toolbar to invoke MarkView software. Accounts Payable creates an electronic image of supplier invoices and C-368 forms and the attached invoice.

Items not imaged include: C-1, C-1A, and C-368 forms (when used for travel purposes), petty cash reimbursement requests and supporting document (contracts, competitive bids) for Purchase Orders.

Inquiry - Invoices (continued)

- Enter your BEN Financials User name and Password to retrieve the invoice
- View the invoice below



Connect to canon.isc-seo.upenn.edu

MarkView

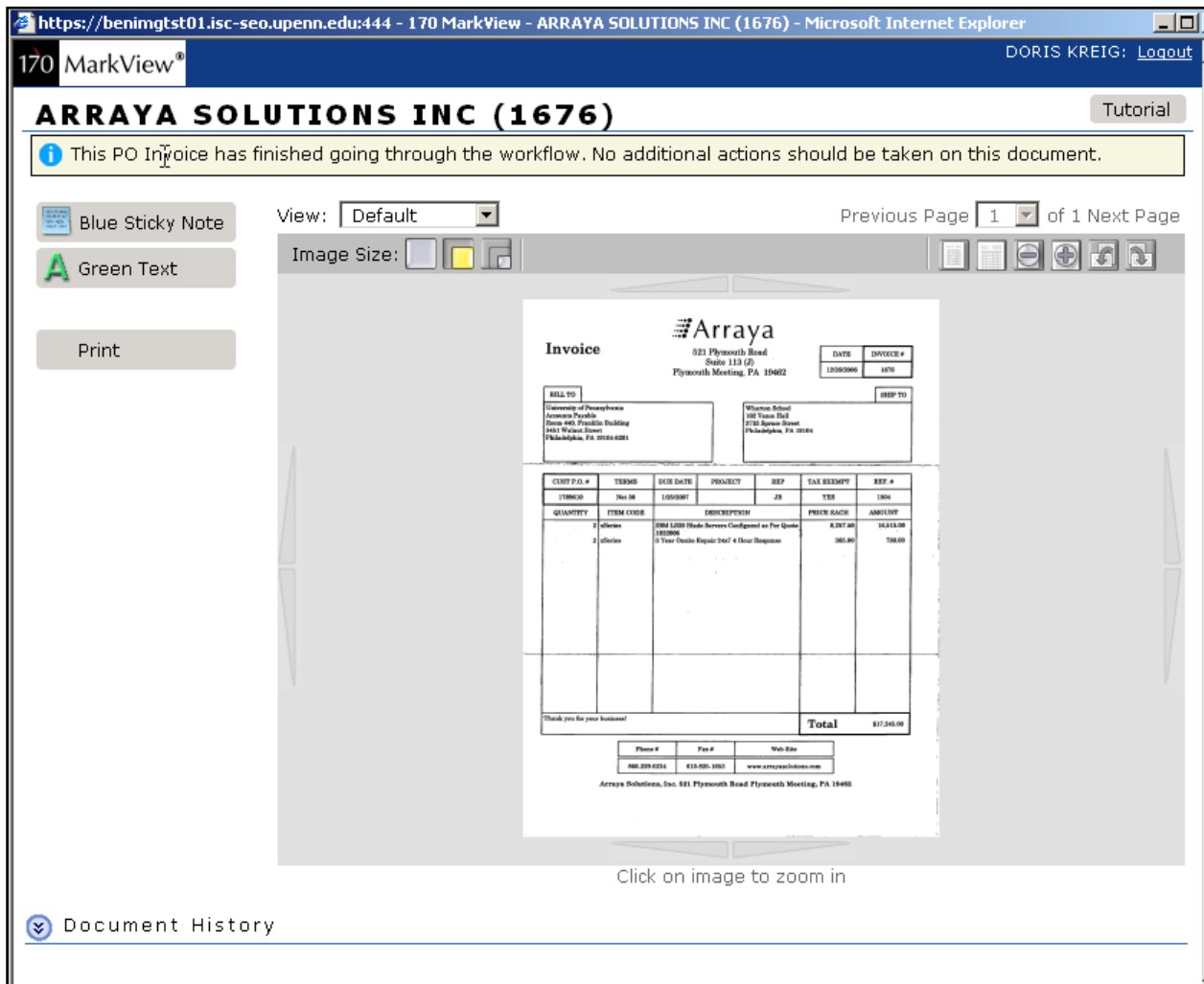
User name:

Password:

Remember my password

OK Cancel

For more information regarding 'Invoice Images' see the 'BEN Pays Invoice Imaging User Guide' <http://www.finance.upenn.edu/ftd/documentation/benpays.pdf>



170 MarkView® DORIS KREIG: Logout

ARRAYA SOLUTIONS INC (1676)

Tutorial

This PO Invoice has finished going through the workflow. No additional actions should be taken on this document.

Blue Sticky Note
Green Text
Print

View: Default Previous Page 1 of 1 Next Page

Image Size:

Arraya

821 Plymouth Road
Suite 113 (2)
Plymouth Meeting, PA 19402

DATE: 12/29/06
INVOICE #: 979

BILL TO	SHIP TO
University of Pennsylvania Arts and Sciences Room 440, Franklin Building 3437 Walnut Street Philadelphia, PA 19104-6281	Wharton School 220 Thayer Hall 3725 Spruce Street Philadelphia, PA 19104

QTY	ITEM CODE	DESCRIPTION	PRICE	AMOUNT
2	170000	IBM L200 Node Servers Configured as Per Quote	4,387.50	8,775.00
2	170000	3 Year Onsite Repair 24x7 4 Hour Response	500.00	1,000.00
Total				9,775.00

Think you're your business!

Phone # Fax # Web Site
866.339.4224 610.925.1000 www.arrayasolutions.com
Arraya Solutions, Inc. 821 Plymouth Road Plymouth Meeting, PA 19402

Click on image to zoom in

Document History

Inquiry - Invoices (continued)

- In order to view the PO from the Invoice Inquiry menu path, click on **[Overview]** or **[Distributions]**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid A
Standard	ARRAYA SC	237786	PLYMOU	26-DEC-2006	1676	USD	17,245.00		

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid: USD 17,245.00

Invoice Status: Status **Validated**, Accounted **Yes**

Approval Status: Approval **Not Required**, Pending Approver

Description: INV 1676 PO 1789610

Summary: Holds 0, Distribution Total 17,245.00

Overview Distributions

Num	Amount	Account	GL Date	Description	PO Line Num	PC
2	730.00	070-0752-2-010704-5331-7573-3	17-JAN-2007	Arraya Quote# 1022006 - 3 Year Onsite Repai	2	1
1	16,515.00	070-0752-2-010704-1831-7573-3	17-JAN-2007	Arraya Quote# 1022006 - IBM LS20 Blade Se	1	1

Invoice Total: 17,245.00
Distribution Total: 17,245.00

Supplier: ARRAYA SOLUTIONS INC Site: PLYMOUTHMTG-1

Supplier Num: 237786 Taxpayer ID: 1314

Invoice Num: 1676 Type: Standard Date: 26-DEC-2006

Batch Name: 092290TA Currency: USD Amount: 17,245.00

Voucher: Unpaid: 0.00

PO Number: 1789610 Release: Unapplied: Settlement Date: Description: INV 1676 PO 1789610

Receipt Num: Active Hold: Reason:

Invoice Status: Paid **Yes**, Accounted **Yes**, Status **Validated**, Approval **Not Required**

Scheduled Payments: USD 17,245.00, Remaining 0.00, Due Date 25-JAN-2007

Actual Payments: Paid By 2035358 - Check, Paid On 30-JAN-2007

Payment Overview View Receipt Invoices

[Invoices] takes you back to the form above

Inquiry - Invoices (continued)

The **Invoices** form will list all invoices charged against the specified purchase order. Your first indication as to whether or not a payment was processed is the Amount Paid field. If no payment is reflected in this field the invoice may have been placed on 'Hold'.

Holds

The **Holds** field will indicate the number of holds against a particular invoice. Click on the **Holds** tab to ascertain the type(s) of hold against the invoice.

The screenshot displays the 'Invoices (University of Pennsylvania)' application. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below this is a table with the following data:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid A
Standard	ARRAYA SC	237786	PLYMOU	26-DEC-2006	1676	USD	17,245.00		

Below the table, there are tabs for '1 General', '2 Holds', '3 View Payments', '4 Scheduled Payments', and '5 View Prepayment Applications'. A callout box labeled 'Holds Tab' points to the '2 Holds' tab. The 'Holds' tab is active and shows a table with the following data:

Hold Name	Hold Reason	Held By	Hold Date	Release Name	Release Reason	Released By	Release Date
Qty Rec	Quantity billed excee	System	17-JAN-2007	Matched	Passed matching co	System	29-JAN-2007
Qty Rec	Quantity billed excee	System	17-JAN-2007	Matched	Passed matching co	System	29-JAN-2007

Below the holds table, there are four sections: 'Purchase Order', 'Shipment Quantity', 'Receipt', and 'Receipt Quantity'. The 'Purchase Order' section shows: Number 1789610, Release, Line 1, Ship To WH-WCIT-102. The 'Shipment Quantity' section shows: Ordered 2, Billed 2, Received 2, Accepted 0. The 'Receipt' section shows: Number, Line, Date. The 'Receipt Quantity' section shows: Billed, Received, Accepted. At the bottom, there are buttons for 'Overview' and 'Distributions'.

For more information regarding 'Holds' see the 'BEN Pays Invoice Imaging User Guide' <http://www.finance.upenn.edu/ftd/documentation/benpays.pdf>

Inquiry - Invoices (continued)

View Payments

If a payment has been processed click on the **Payment** Tab to access detailed payment information, such as the payment method, check/document number and payment date, etc.

*Note: **Payment Terms** - Checks are produced based upon the payment terms that are assigned to the supplier.*

- a. **Employees** are created with terms of "Net 2" which means that a check will be generated two days after the **invoice date** that is entered in the Accounts Payable system when the particular form is processed.
- b. Most **suppliers** are created with payment terms of "Net 30" which means the payment will be made **30 days AFTER the invoice date**. However, some suppliers have a payment term of immediate due to a prompt pay discount offer with the supplier.

Terms
Net 30

- Click on **[Payment Overview]**

Inquiry - Invoices (continued)

View Payments (continued)

- The Payment Overview form has more information about the check, Supplier address and Bank

Supplier

Name: ARRAYA SOLUTIONS INC
 Taxpayer ID: 1314
 Number: 237786 Site: PLYMOUTHMT
 Address: 521 PLYMOUTH RD SUITE 113-J
 PLYMOUTH MEETING, PA 19462
 United States

Bank

Name: WACHOVIA-PA
 Account: Trustees of the University of Pennsylv
 Payment Document: Checks
 Payment Method: Check

Number: 2035358
 Currency: USD
 Amount: 17,245.00
 Date: 30-JAN-2007
 Batch: 300107-JC-PAY4
 Voucher:
 Status: Reconciled Unaccounte
 Cleared Amount: 17,245.00
 Cleared Date: 06-FEB-2007
 Void Date:
 Maturity Date:

Number	Amount Paid	GL Date	Description
1676	17,245.00	30-JAN-2007	INV 1676 PO 1789610

Invoice Overview Payments

- Click on **[Payments]** for more information regarding the payment

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr	Batch Name	Account
Batch	Trustees of the U	Checks	2035358	30-JAN-2007	17,245.00	USD	300107-JC-PAY4	USD

Invoices

Number	Date	Amount	GL Date	Payment Amount
1676	26-DEC-2006	17,245.00	30-JAN-2007	17,245.00

Description: INV 1676 PO 1789610

Accounted: Yes

View Processes Payment Overview

Inquiry - Invoices (continued)

View Credit Memo w/Image

- Below is a sample of a credit memo with the corresponding invoice image in the Invoices form

Batch Control Total
Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
CR-7417-12751	18-FEB-2009	(4.54)		Check	(4.54)	Net 30
INV-7316-12751	17-FEB-2009	8.31		Check	8.31	Net 30

1 General 2 Holds

Amount Paid

USD 0.00

Description

170 MarkView

Invoice #CR-7417-12751

Quick Links to Details: [PO Line Details](#) [Accounting](#) [Related PO Invoices](#) [Document History](#)

This Pre-Approved Invoice has finished going through the workflow. No additional actions should be taken on this document.

Supplier: TELROSE CORPORATION Date: 02/18/2009 Amount: -4.54 USD Terms: Net 30 Terms Date: 02/18/2009

Rendered Invoice EDI GATEWAY

Supplier: TELROSE CORPORATION (14321)
Supplier Site: PHILADELPHIA-6
Invoice Number: CR-7417-12751
Invoice Amount: -4.54
Invoice Date: 18-FEB-2009
Freight Amount: 0.00
Creation Date: 18-FEB-2009
Line Count: 1

No.	Type	Line Description	Qty	Price	Amount
1	ITEM	Sanford(R) Sharpie(R) Flip Chart(TM) Markers, Set Of 8 Colors (PO Number 12751, Line 1)	-1	4.54	-4.54
Total:					-4.54

Click on image to zoom in

PO Line Details

Invoice Dist Line Number	Invoice Dist Amount	Invoice Unit Price	Invoice Quantity	PO Number	PO Line Number	PO Unit Price	PO Currency	PO Quantity	PO Item Description	Quantity Ordered	Quantity Received
1	-4.54	4.54	-1	12751	1	4.54	USD	1	Sanford(R) Sharpie(R) Flip Chart (TM) Markers, Set Of 8 Colors	1	0

Accounting

Related PO Invoices

Document ID	Invoice Number	Supplier	Document Type	Description	Attachment
	INV-7316-12751	TELROSE CORPORATION	PO INVOICE	TELROSE CORPORATION (14321) (INV-7316-12751)	02/17/2009

Document History



Inquiry - Invoices (continued)

Sample Cancelled Check

- Below is a sample of how a 'cancelled' check appears in the Invoices form

Invoices (University of Pennsylvania)

Batch Control Total Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
124000	04-APR-2009	0.00	Inv 124000 PO 13560	Check	0.00	Net 30

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid USD 0.00

Invoice Status
 Status **Cancelled**
 Accounted **No**

Approval Status
 Approval **Not Required**
 Pending Approver

Description Inv 124000 PO 13560 Summary

Invoices (University of Pennsylvania)

Batch Control Total Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
124000	04-APR-2009	0.00	Inv 124000 PO 13560	Check	0.00	Net 30

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	10006	22-APR-2009	22-APR-2009	<input checked="" type="checkbox"/>	200.00	0.00
Check	10006	22-APR-2009	23-APR-2009	<input checked="" type="checkbox"/>	(200.00)	0.00

Payment Overview

Payment Overview (University of Pennsylvania)

Supplier

Number **10006**

Currency **USD**

Amount **200.00**

Date **22-APR-2009**

Batch **Quick Payment: ID=10006**

Voucher

Status **Voided**

Cleared Amount

Cleared Date

Void Date **23-APR-2009**

Maturity Date

Supplier Name **HAMILTON PRESS INC**

Taxpayer ID

Number **5135** Site **BERLIN-1**

Address **1042 INDUSTRIAL DRIVE
WEST BERLIN INDUSTRIAL CENTER
BERLIN NJ 08009**

Bank Name **WACHOVIA-PA**

Account **Trustees of the University of Pennsylv**

Payment Document **Checks**

Payment Method **Check**

Invoices

Number	Amount Paid	GL Date	Description
124000	200.00	22-APR-2009	Inv 124000 PO 13560
124000	(200.00)	23-APR-2009	Inv 124000 PO 13560

Invoice Overview Payments

Inquiry - Invoices (continued)

Sample Cancelled and Reissued Check

- Below is a sample of how a 'cancelled' and 'reissued' check appears in the Invoices form

Invoices (University of Pennsylvania)

Batch Control Total: Actual Total:

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
125000	20-MAY-2008	4,500.00	Inv 125000 PO 13561	Check	4,500.00	Net 30

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid: 4,500.00

Invoice Status: Status Accounted

Approval Status: Approval Pending Approver

Description: Inv 125000 PO 13561

Invoices (University of Pennsylvania)

Batch Control Total: Actual Total:

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
125000	20-MAY-2008	4,500.00	Inv 125000 PO 13561	Check	4,500.00	Net 30

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
check	10007	22-APR-2009	22-APR-2009	<input checked="" type="checkbox"/>	4,500.00	0.00
Check	10008	23-APR-2009	23-APR-2009	<input type="checkbox"/>	4,500.00	0.00
Check	10007	22-APR-2009	22-APR-2009	<input checked="" type="checkbox"/>	(4,500.00)	0.00

Payment Overview

Payment Overview (University of Pennsylvania)

Number: Currency: Amount: Date: Batch: Voucher: Status:

Cleared Amount: Cleared Date: Void Date: Maturity Date:

Supplier

Name: Taxpayer ID: Number: Site: Address:

Bank

Name: Account: Payment Document: Payment Method:

Invoices

Number	Amount Paid	GL Date	Description
125000	(4,500.00)	22-APR-2009	Inv 125000 PO 13561
125000	4,500.00	22-APR-2009	Inv 125000 PO 13561

Invoice Overview Payments