

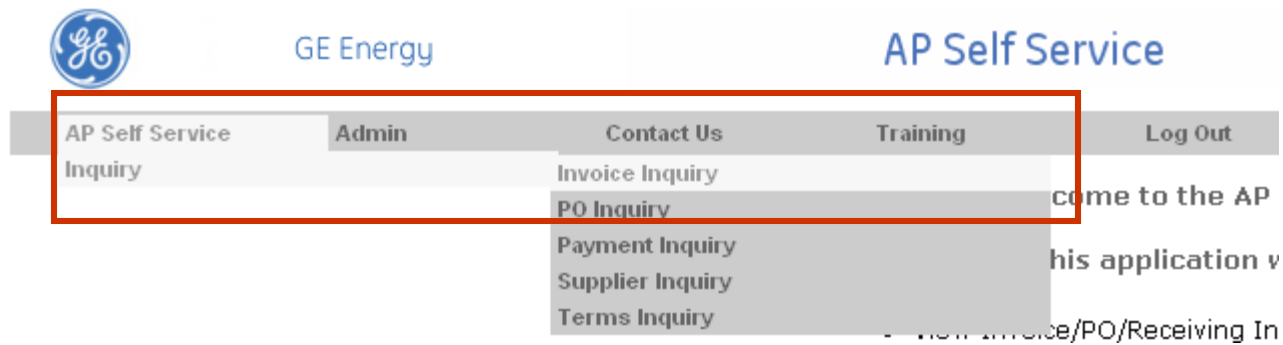
# Invoice Inquiry

V1.0 11/26/2007

# Invoice Inquiry

- Invoice inquiry is used to search for invoice related information such as status and expected payment date.
- Using this tool users can search for invoices across all supplier #'s they have access to.

# Invoice Inquiry



Select AP Self Service then Inquiry and Invoice Inquiry

# Search Parameters

Invoice Inquiry

Voucher #:	<input type="text"/>	Invoice #:	<input type="text"/>
PO #:	<input type="text"/>	Buyer E-mail:	<input type="text"/>
From Date:	<input type="text"/>	To Date:	<input type="text"/>
Gross Amount From:	<input type="text"/>	Gross Amount Up to:	<input type="text"/>
GSL #:	<input type="text"/>	Remit Site #:	<input type="text"/>
Status:	All <input type="button" value="v"/>		

Enter search criteria the click submit to search for any matching results.

The inquiry was designed to fetch a few hundred results. If the search times or errors out restrict the search criteria.

The asterisks '\*' character is a wildcard character. Enter "\*" after at least three characters application will return any partially matched value.

- For example: Entering 123\* in the invoice number field will return 123A, 1234, 123B..etc.

# Search Parameters

## Invoice Inquiry

Voucher #:	<input type="text" value="1"/>	Invoice #:	<input type="text" value="2"/>
PO #:	<input type="text" value="3"/>	Buyer E-mail:	<input type="text" value="4"/>
From Date:	<input type="text" value="5"/>	To Date:	<input type="text" value="5"/>
Gross Amount From:	<input type="text" value="6"/>	Gross Amount Up to:	<input type="text" value="6"/>
GSL #:	<input type="text"/>	Remit Site #:	<input type="text"/>
Status:	<input type="text" value="All"/>		

- 1. Voucher:** The unique internal identifying number assigned to the invoice.
- 2. Invoice #:** Indicates the reference number from the invoice document.
- 3. PO #:** Indicates the Purchase Order number.
- 4. Buyer Email:** Email associated with Buyer for the Purchase Order.
- 5. From– To Date:** Indicates the date the supplier generated the invoice. The date on the invoice. Needs to follow the format of MM/DD/YYYY. User can select date from the calendar function also.
- 6. Amount From –To:** Indicates the total amount of the invoice in Transactional Currency, or the amount that is displayed on the invoice – the entered currency. Needs to be a numeric field

# Search Parameters

## Invoice Inquiry

Voucher #:	<input type="text"/>	Invoice #:	<input type="text"/>
PO #:	<input type="text"/>	Buyer E-mail:	<input type="text"/>
From Date:	<input type="text"/>	To Date:	<input type="text"/>
Gross Amount From:	<input type="text"/>	Gross Amount Up to:	<input type="text"/>
GSL #:	<input type="text" value="7"/>	Remit Site #:	<input type="text" value="8"/>
Status:	All <input type="text" value="9"/>		

- 7. GSL #:** Supplier Number – first 6 digits of the 9 digit Supplier Number.
- 8. Remit Site #:** Pay Site Code – last 3 digits of the 9 digit Supplier Number.
- 9. Status:** The status of the invoice. The user can select to view all invoices falling under a certain status.

The statuses are as follows:

- All: All invoices, including invoices that have been cancelled, on hold, paid, and those that are unpaid but not on hold.
- All Active: All invoices except the cancelled invoices, including Hold, Paid, Accounted, Approved, Never Approved
- Paid: All invoices that have Paid.
- Accounted: When all invoice lines are accounted and ready to pass to the GL. These invoices are not on Hold and ready to pay.
- Approved: Invoice that are not on Hold and have not paid.
- Never Approved: Invoices that have not paid, nor on HOLD, and have not been approved.
- Hold: All invoices that are currently on a HOLD.

# Search Results

Currently You Are Viewing Records: 1 to 20

Modify Search

New Search

Download

1 2

O.U. #	GSL #	Site #	Inv. #	Inv. Date	PO #	Inv. Status	Inv. Curr Code	Inv. Amt	Funct. Amt	Pay Curr. Code	Pay Curr. Amnt	Pay Date	Pymt #	Voucher #
2003	100001	101	A01-339272-339272	11/10/2006		PAID	USD	500	500	USD	500	11/13/2006	112403	150061081

The results will display in pages of twenty. Use the page numbers to navigate through each page.

Each page contains three buttons;

- > **Modify Search:** Return to original search screen in order to input additional values.
- > **New Search :** Return to blank search screen.
- > **Download:** Download all results to excel.

# Search Results

Currently You Are Viewing Records: 1 to 20

[Modify Search](#)

[New Search](#)

[Download](#)

1 2

O.U. #	GSL #	Site #	Inv. #	Inv. Date	PO #	Inv. Status	Inv. Curr Code	Inv. Amt	Funct. Amt	Pay Curr. Code	Pay Curr. Amnt	Pay Date	Pymt #	Voucher #
2003	100001	101	A01-339272-339272	11/10/2006		PAID	USD	500	500	USD	500	11/13/2006	112403	150061081

- O.U. #:** Short name of GE operating unit of the site that was billed.
- GSL #:** Six digit GE Supplier Number.
- Site #:** Three digit site number where payment is disbursed.
- Inv. #:** Invoice number from invoice document.
- Inv. Date:** Date on invoice document.
- PO #:** Purchase order number of invoice is billed to a PO.
- Invoice Status:** Status of invoice.
- Inv. Curr Code:** Currency of invoice.
- Inv Amt:** Gross amount of invoice.
- Func Amt:** Gross amount of invoice converted to functional currency of GE business.
- Pay Curr Code:** Currency invoice is paid in.
- Pay Curr Amnt:** Gross amount of the invoice that has been paid.
- Pay Date:** Date payment was disbursed.
- Payment #:** Payment number.
- Voucher #:** Internal sequencing number generated by AP system.



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# Details

Each blue value when selected, will display a details page. The remainder of this training will cover the invoice details screen. The PO, Supplier and Payment Detail pages are explained in their respective training documents.

Invoice Details						
Supplier Name: XXXX INCORPORATED		GSL #: 19XXXX		Remit Site #: 1XXXX		
Invoice #: 33XXXX		Voucher #: 12021XXXX		PO #: 41005XXXX		
Invoice Status: PAID		Invoice Type: STANDARD		Invoice Source: ESS		
Payment Terms						
2.50% DISCOUNT IF PAID IN 15 DAYS, NET 90 WITH DAILY TIERS						
Misc.						
Invoice Date: 10/06/2006		Invoice Keyed Date: 10/06/2006		Payment Date: 10/13/2006 12:10:00		
Disc Due Date: 10/13/2006		Approval Date: 10/12/2006		Net Due Date: 01/04/2007		
Invoice Gross Amt: 844.00		Invoice Curr. Code: USD		Functional Amount: 844.00		
Discount Amount: 25.24		Tax Amount: 0.00		Freight Amount: 0.00		
Payment Curr. Amt: 818.76		Payment Curr. Code: USD		Exchange Rate:		
Payment #: 200002XXXX		Payment Method: CHECK		Discount Amount Paid: 25.24		
Contacts						
Buyer Email: XXXXXXXX XXXX@PS.GE.COM						
Inv. Line #	PO Line #	Ship Line #	Line Type	Description	QTY	Total Amt
1	1	1	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	4.0	422.00
1	1	3	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	4.0	422.00
2	1	1	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	2.0	211.00
3	1	1	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	2.0	211.00
3	1	2	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	2.0	211.00
Last Change Date: 06/13/2007				Last Changed By: 5742		
<a href="#">Invoice Life Cycle</a> <a href="#">Close</a> <a href="#">Download</a> <a href="#">Print</a>						

# Invoice Details

## Invoice Details

Supplier Name: XXXX INCORPORATED	GSL #: 19XXXX	Remit Site #: 1XXXX
Invoice #: 33XXXX	Voucher #: 12021XXXX	PO #: 41005XXXX
Invoice Status: PAID	Invoice Type: STANDARD	Invoice Source: ESS

## Payment Terms

2.50% DISCOUNT IF PAID IN 15 DAYS, NET 90 WITH DAILY TIERS

- The Supplier Information:** Name, GSL and Pay Site
- Invoice #:** Indicates the reference number originated by the supplier for their invoice.
- Voucher #:** The unique internal identifying number assigned to the invoice.
- PO #:** Purchase order number where the invoice is billed.
- Invoice Status:** Current status of the invoice. The statuses are as follows:
  - Cancelled:* Invoice has been cancelled.
  - Hold:* Invoice cannot pay due to one or more Holds. A Hold prevents the payment of the invoice. A Hold can be automatic, such as a Receiving Hold, or manual, as in the case of a Vendor Hold.
  - Paid.* Invoice has Paid.
  - Accounted:* When all invoice lines are accounted and ready to pass to the GL. These invoices have are not on Hold and ready to pay
  - Approved:* Invoice that are not on Hold and have not paid.
  - Not Approved:* Invoice that have not been paid and are not approved
- Invoice Type:** The type of invoice. These include Credits, Debits, Prepayments and Standard Invoices.
- Invoice Source:** The source of the invoice.
- Payment Terms:** The discount %, discount days, net days. If Tiered is stated, then the discount rate is prorated according to the day that the payment is authorized.

# Invoice Details

Misc.		
Invoice Date: 10/06/2006	Invoice Keyed Date: 10/06/2006	Payment Date: 10/13/2006 12:10:00
Disc Due Date: 10/13/2006	Approval Date: 10/12/2006	Net Due Date: 01/04/2007
Invoice Gross Amt: 844.00	Invoice Curr. Code: USD	Functional Amount: 844.00
Discount Amount: 25.24	Tax Amount: 0.00	Freight Amount: 0.00
Payment Curr. Amt: 818.76	Payment Curr. Code: USD	Exchange Rate:
Payment #: 200002XXXX	Payment Method: CHECK	Discount Amount Paid: 25.24

Contacts
Buyer Email: XXXXXXXX XXXX@PS.GE.COM

1. **Invoice Date:** Date on the invoice.
2. **Disc Due Date:** Date invoice will be paid with a discount if eligible.
3. **Invoice Gross Amount:** Total amount of the invoice
4. **Discount Amount:** Discount amount eligible
5. **Payment Curr. Amt:** Total amount paid.
6. **Payment #:** Payment number of invoice.
7. **Invoice Keyed Date:** Date invoice was manually entered into AP system.
8. **Approval Date:** Date invoice was approved for payment.
9. **Invoice Curr. Code:** Currency code of invoice.
10. **Tax Amount:** Tax amount charged on invoice.
11. **Payment Curr Code:** Currency code of payment.
12. **Payment Method:** The method in which the invoice was paid.
13. **Payment Date:** The date the invoice was paid.
14. **Net Due Date:** Date invoice is due for payment.
15. **Functional Amount:** Amount of invoice converted to functional currency of GE business unit's location.
16. **Freight Amount:** Amount of freight charged on invoice.
17. **Exchange Rate:** Conversion rate for foreign currency invoice.
18. **Discount Amount Paid:** The amount of discount taken if eligible.

# Invoice Details

Inv. Line #	PO Line #	Ship Line #	Line Type	Description	QTY	Total Amt
1	1	1	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	4.0	422.00
1	1	3	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	4.0	422.00
2	1	1	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	2.0	211.00
3	1	1	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	2.0	211.00
3	1	2	ITEM	COUPLING,FLEXMASTER 90 DEGREE,2,VITON,200 PSIG	2.0	211.00

- 1. Inv. Line #:** Indicates the line number of the invoice.
- 2. PO Line #:** Indicates the PO Line Number that is tied to that specific Invoice Line Number.
- 3. Ship Line #:** The Shipment Line tied to the PO Line.
- 4. Line Type:** Type of Line (Tax, Item, Freight)
- 5. Description:** The description of the goods/service for that invoice line.
- 6. QTY:** The Quantity that is on the invoice.
- 7. Total Amt:** The Total Amount of the Invoice Line. (The Quantity \* the Unit Price).

# Invoice Details



The bottom of the details screen displays three buttons.

- > Invoice Life Cycle: Summary of the life cycle of invoice

Invoice Life Cycle

Invoice #: 33XXXXX

Event	Description	Date and Time
Invoice Created	1559	10/06/2006 12:10:00
# Of Total Holds	0	
Invoice Status	PAID	
Invoice Accounted		10/13/2006 12:10:00
Invoice Approval	Y	10/12/2006
Invoice Cancelled		
Invoice Paid	Y	10/13/2006 12:10:00

[Close](#)

- > Close: Close screen
- > Download: Download details to excel.
- > Print: Print screen.