SMARTStream® Financials Inquiry

Version 6.5.03

www.musc.edu/fsm/sstrain

Table of Contents

Review of 'Introduction to SmartStream Financials'

SmartStream is the official financial system used by MUSC. SmartStream includes the following:

- Procurement documents including Requisitions, Purchase Orders, Blanket Releases, and Receipts are entered into SmartStream. Once they have been entered, all documents can be inquired upon. SmartStream entry is completed by the appropriate Procurement area or by departments that have been "Rolled-out".
- Invoices that are entered by the appropriate Accounts Payable and contain all payment information.
- Additionally, the general ledger contains ALL posted journals by UDAK. So you can inquire on all the postings from interface and invoice transactions.

You should have already completed the two following web tutorials:

1. 'Understanding the UDAK' web tutorial to learn more about the User Defined Accounting Key. The UDAK contains 6 elements: Entity, Account, Unit, Project, Reporting, Year

2. 'Introduction to SmartStream web tutorial to learn the SmartStream including, logging in, setting up Activity List, SmartStream Tools, and basic navigation.

You should know how to:

- Log on to SmartStream: Remember that the Log on ID is always ALLCAPS. The password is usually all lower case letters, unless you changed it.
- Setup Activity List
- Basic navigation in the Activity windows using File/Open and Drilldown
- Understand the SmartStream tools available

Activity List Steps

SmartStream allows you to create and organize your own activity lists in a way that is most efficient for your job.

Creating New Activity Lists

- Press the New button  , or choose File, New.
- There are three items of information that you must specify on this window:

Object Type	*Click the Activity List radio button*
Object Location	*Highlight Activity List.*
Activity List Name	*Type the desired List name*

- Click **OK**.
- The 'Customize Activity List' window opens.
  Activities can be selected by using standard Windows features:
  - Double click a single activity.
  - Highlight activity(s) and press **Copy>>.**
  - To **select a range of consecutive activities:** Select the first activity, hold down the <Shift> key and select the last one.
  - To **select non-consecutive activities**, select the first activity, hold down the <Ctrl> key and select each activity you want to include
  - **Reorder** arrows allow you to reorganize the list of activities in necessary.
  - Click **OK**

Modifying an Activity List

- Highlight the activity list you want to modify.
- Select the Desktop menu, click 'Customize Activity List'.
- The Customize Activity List window appears (same window as creating a new Activity List).
- Modify the list as desired using the Copy>> and Remove<< buttons.
- Click OK

Deleting an Activity

- Highlight the activity: click on the Button or use the delete key.

Deleting an Activity List

Note: You must delete all activities before you can delete the Activity List.

- Select all the items from the list and click the button or select the delete key.
- The Activity List can now be deleted from the Activity List Folder.

Common Activity windows for Inquiry Users

Activity	Inquiry Use
Account Balance	Inquiry on ledger balance for UDAK, with monthly totals for a particular fiscal year • Type in full UDAK tabbing between fields • Enter fiscal year • Select desired Amount Class Type from drop down list (ACTUAL or BUDFUND) • **OR** File/Open search
Account Balance List	Inquiry on ALL fiscal year to date totals for a UDAK • Enter full UDAK tabbing between fields • **OR** File/Open search
Chart of Accounts	Provides UDAK element descriptions and all valid UDAK combinations • Use File/Open to search for valid UDAKs **or** • Use Browse button to search for UDAK element descriptions etc.
Invoice	View Invoice information including payment information • Use File/Open to search for Invoices by Invoice #, PO #, Vendor ID
Posted Journals	Inquire/search for Posted Journals by Journal ID • Use File/Open to search by Journal ID
Purchase Order	View/search for Purchase Orders and Releases • Open by PO#: Select Site, enter PO#, press tab • **OR** Use File/Open to search by RQ#
Receipt Inquiry	Inquire on receipts entered against POs • Use File/Open to search by PO#
Requisition	View Requisitions • Open by RQ#: Select Site, enter RQ#, press tab.
Requisition Approval Status	Inquire on the approval process of Requisitions • Open by RQ#: Select Site, enter RQ#, press tab.
Unposted Journals	Window used to enter journals, and can be viewed until 'posted' • Use File/Open to search by Journal ID

Chapter 2 Using SmartStream Financials

Introduction

- This chapter will introduce you to the inquiry capabilities available within SmartStream.

- You will be introduced to the Ledger, Payables, and Purchasing windows.

- You will learn how to use the inquiry windows most efficiently and how to navigate between different windows.

Following this chapter you should be able to:

Inquire on the following:

- UDAK elements and valid combinations
  - Chart of Accounts
- Procurement activities
  - Requisition
  - Requisition Approval Status
  - Purchase Order
  - Purchase Order Inquiry
  - Receipt
- Payables
  - Invoice
- General Ledger
  - Account Balance
  - Account Balance List

- Locate answers to questions, such as:

  - Is the UDAK still active?

  - Was a Purchase Order issued by Procurement?

  - Was the purchase received?

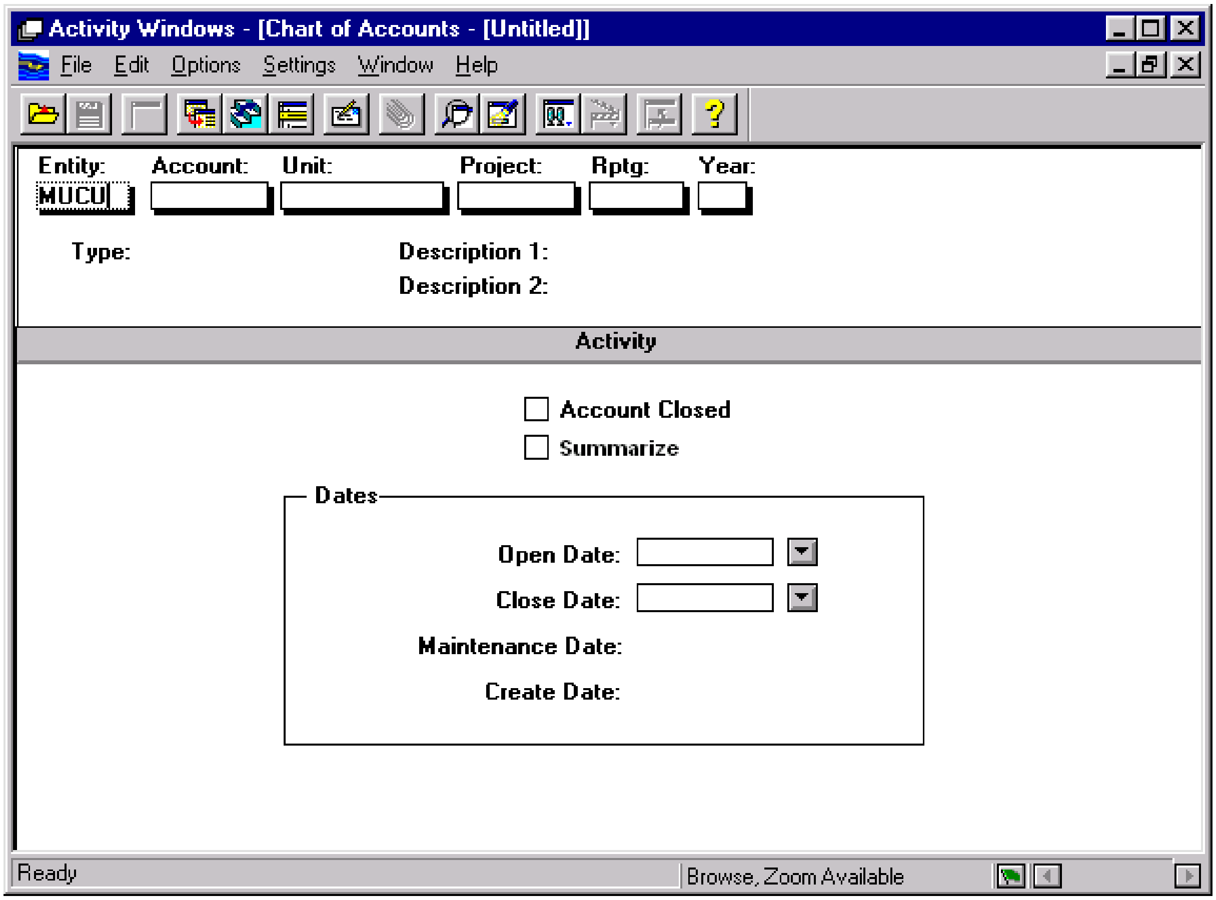
  - Was the invoice paid? When?

- Drilldown from a Ledger balance to the originating entry.

Chart of Accounts for UDAK Inquiry

Each component of the UDAK (Entity, Account, Unit, Project, Reporting, and Year) is considered an element of the UDAK.

The Chart of Accounts activity can be used to inquire on any element(s) of the UDAK and to browse for descriptions of each element(s).

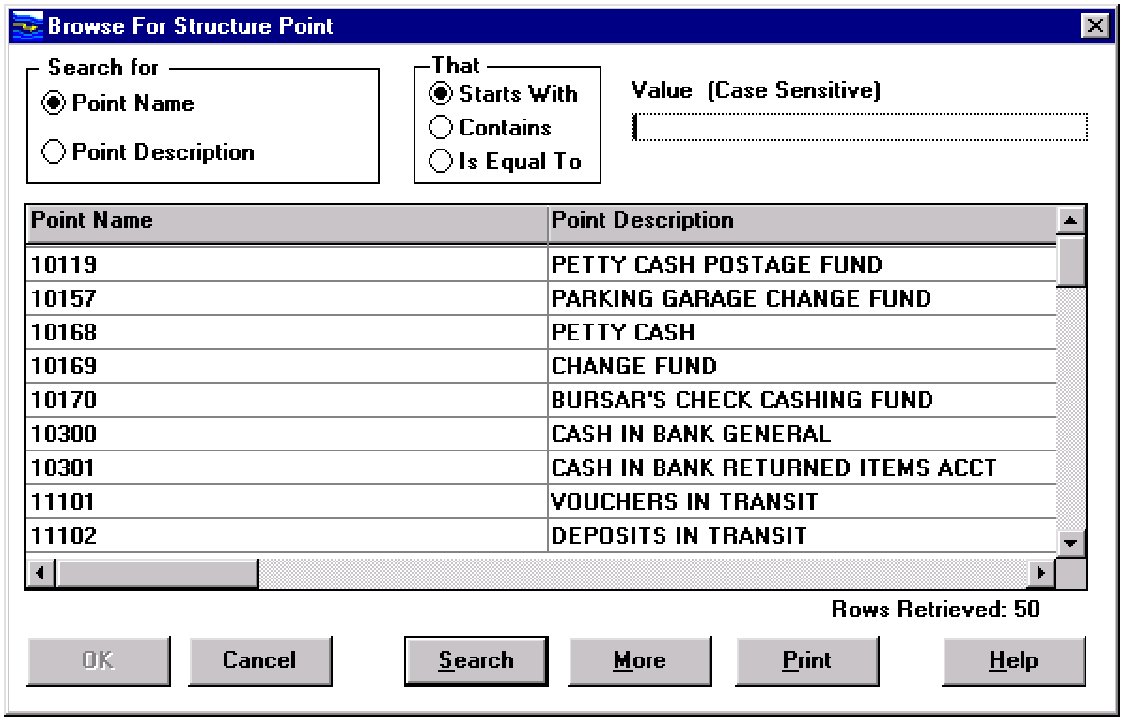


Browse for Element

If you are not sure of the number or description of a specific element, it can be retrieved by using the Browse feature. For example, if you have an account number that you want to know the description of, or if you need to find a specific account number.

- Enter the Entity
- Click in the element field you are searching on *(Click in Account)*
- Click the Browse button .

Chart of Accounts - Element Browse



- All Accounts set up for MUCU in the Chart of Accounts are displayed in numeric sequence.
- A description of each account is provided

Chart of Accounts - Number Browse
To search by Account number for the description:

1. Select: “Point Name” in the Search for field
   “Starts With” in the That field

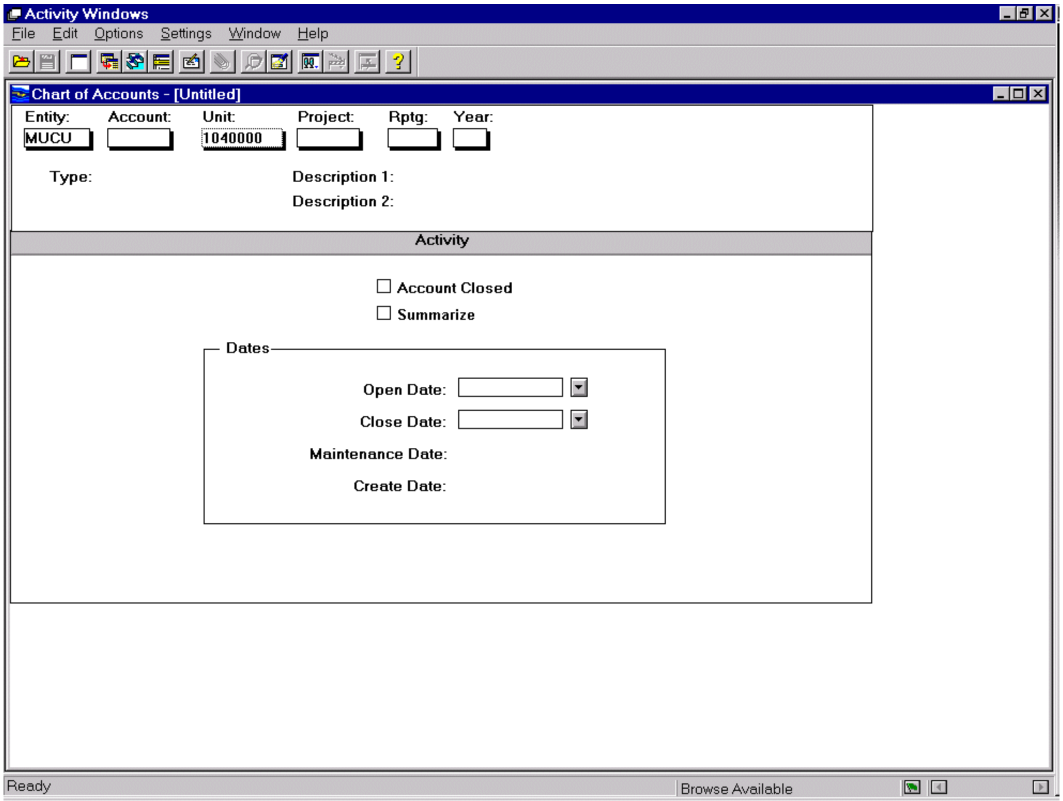
   Enter Account number to search for in the Value field.
   Enter 50125 in the Value field.
2. Click on Search button

The description of the Account Number can be found in the Point Description field.

Chart of Accounts - Description Browse
To search by the description of an account for a specific Account number:

1. Select “Point Description” in the Search for field
   “Contains” in the That field
   Enter The first few letters of the description of the Account in the Value field.
   Enter TEMP in the Value field.
   NOTE: THE VALUE FIELD IS CASE SENSITIVE. ENTER ALL DESCRIPTIONS IN UPPER CASE.
2. Click on Search button

Chart of Accounts - Valid UDAK Inquiry



To search for valid UDAKS, enter criteria to search for. For example, if you want to find all account numbers that are set up for your Entity and Unit:

- Enter the Entity, then click in the Unit field with your mouse (do NOT tab) and enter the Unit number. *Enter Unit 1040000*

- Click File, Open
- Click Search

All valid UDAK's for this Entity/Unit combination will be returned.
For more specific searches add more criteria. (i.e. Project number)

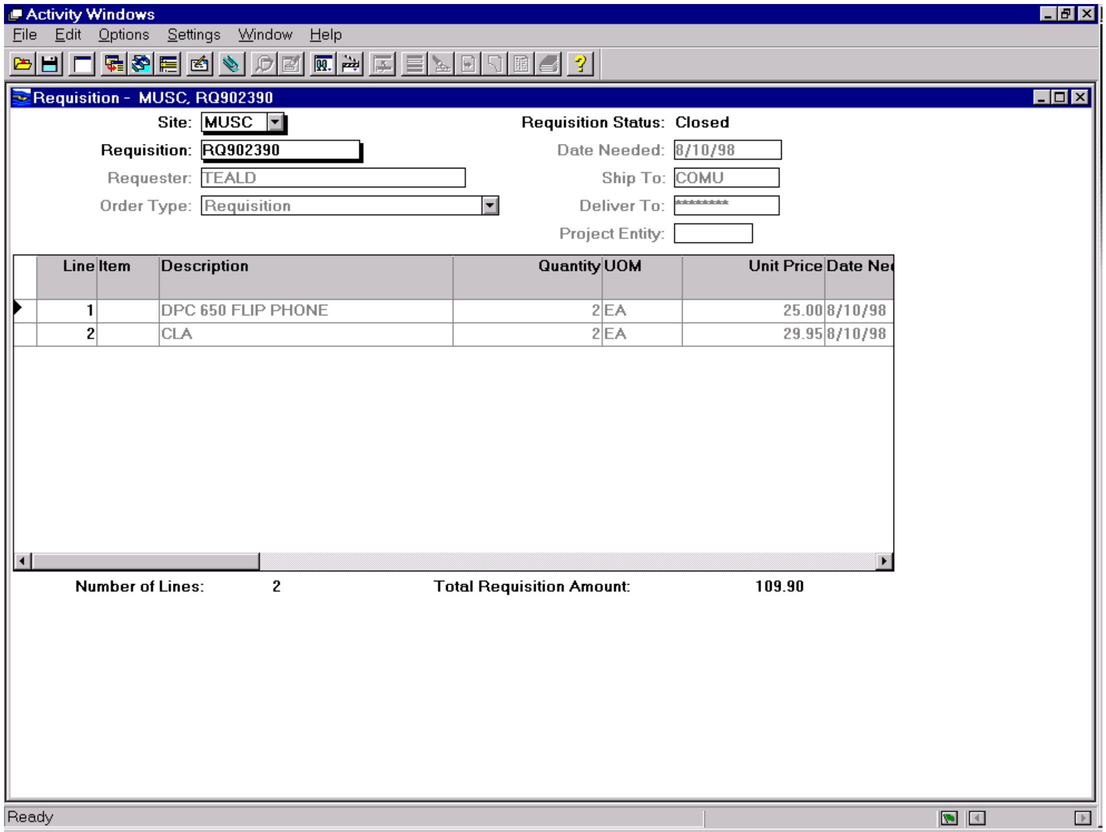
Note: The default order of the results is by ascending account number. Double-clicking the column heading can modify the order in which the rows are displayed. For example, modify the order to view by Account description1. *Double-click the Account Description1 column heading. Notice the column heading is now underlined.*

Scroll to the right to view account status (O=Open, I=Inactive)
SELECT ACCOUNT 22001 FOR PROJECT 10322. Note closed date.

Procurement Documents

The next series of pages will describe inquiry on the Procurement activity windows.

Requisition - Main View



From the Browser:

- **Select the Requisition Activity**

To inquire on a requisition you will need one piece of information:

- Requisition number **Enter RQ149632**
- Make sure the correct Site is selected (MUSC or MUHA)
- Enter the RQ or HRQ number (MUHA req's start with H)
- Press the Tab key

The Main View will provide you with:

- Status of the requisition (see Requisition Status chart on the next page)
- The requester
- Ship to Address
- Date needed
- Description of Item ordered
- Project Entity is not Used

Actions:

- View Attached Purchase Orders

Click on the Actions button and select View Attached Purchase Orders.

Features for Most Activity Windows:

Adjust Column Width - The column width can be adjusted by putting your mouse pointer on the line in between the column headings. The pointer will change to a forward/backward arrow. Click and drag the line to the desired width.

Move Column Headings - To move a column, click on the column heading you want to move, and drag to the desired location. The desktop will automatically save this layout.

Reset Grid - Select the Edit menu, and Reset Grid Settings to return the columns to their original settings.

On many windows within SmartStream, you will see the following buttons:

 **Views:** Indicates that the Activity window has multiple views. This is necessary because there are many fields of information to be displayed. It would be confusing to display all of the information on one window.

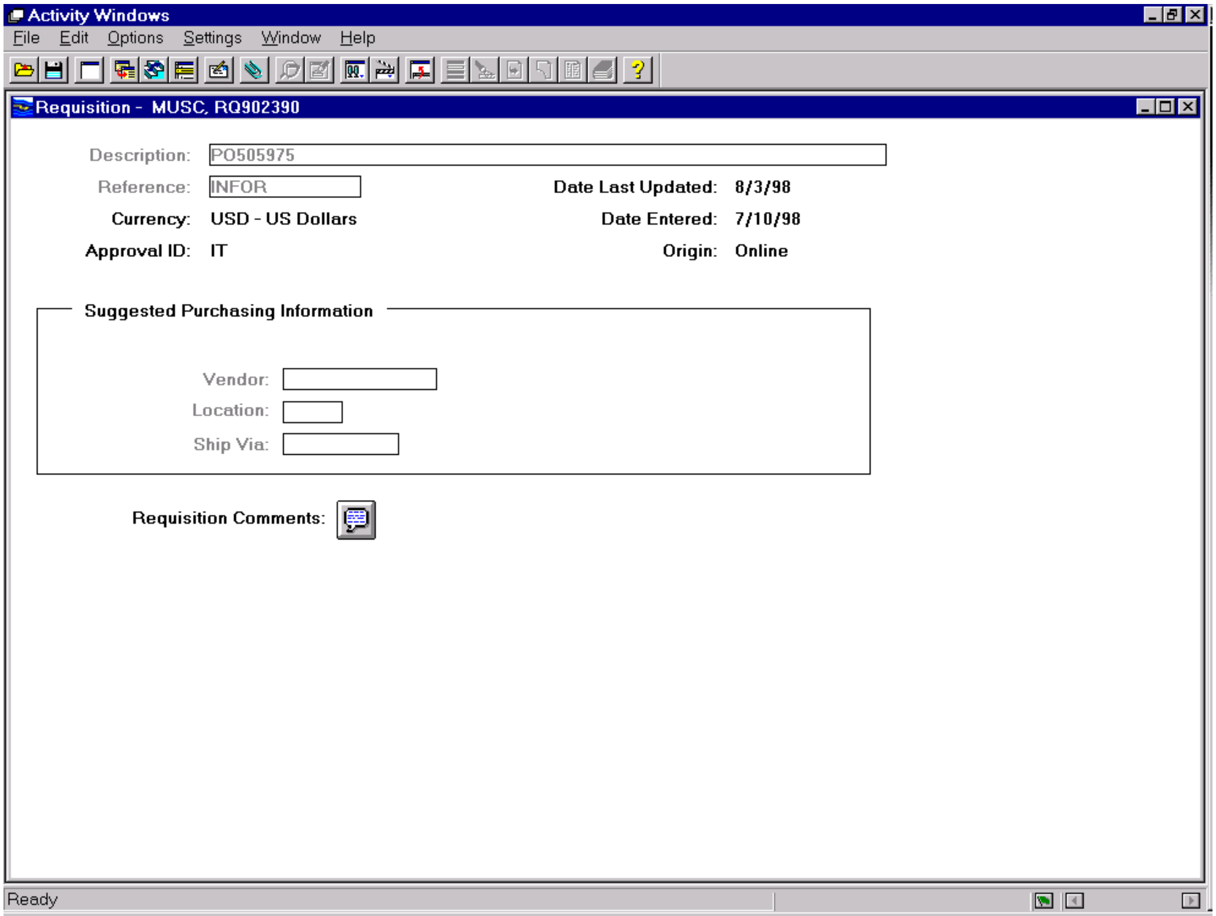
 **Actions** List of available actions associated with a particular view.

***Note*:** You can also right-click the mouse anywhere in the window to obtain a drop down list of views and actions for each Activity List window.

Requisition Status Chart

Status	Description
New	A requisition not saved.
New:Incmpl	A requisition saved as incomplete.
New:Fwd	A requisition saved and sent for approval.
New:Papprv	A requisition saved and waiting for the approval review to begin.
New:InAppr	A requisition during the approval review.
New:Reject	A rejected requisition.
Open:Appr	An approved requisition.
Closed	A requisition that completed the processing cycle. All its requisition lines must have a status of Assn:Cmplt, Assn:Part, Issd:Part, Issd:cmplt, Closed or Canceled.
Canceled	A requisition with all of its lines canceled.

Requisition - Header Detail View



The Header Detail view will provide you with:

- Description- Purchase Order # will be displayed in this field
- Reference- Left blank unless needs to be approved by Controller or Radiation Safety

CONTR	Requisitions for food and entertainment and other expenses that must be approved by the Controller.
RADIA	Radiation Safety

- Approval ID- Group that will handle the approval process

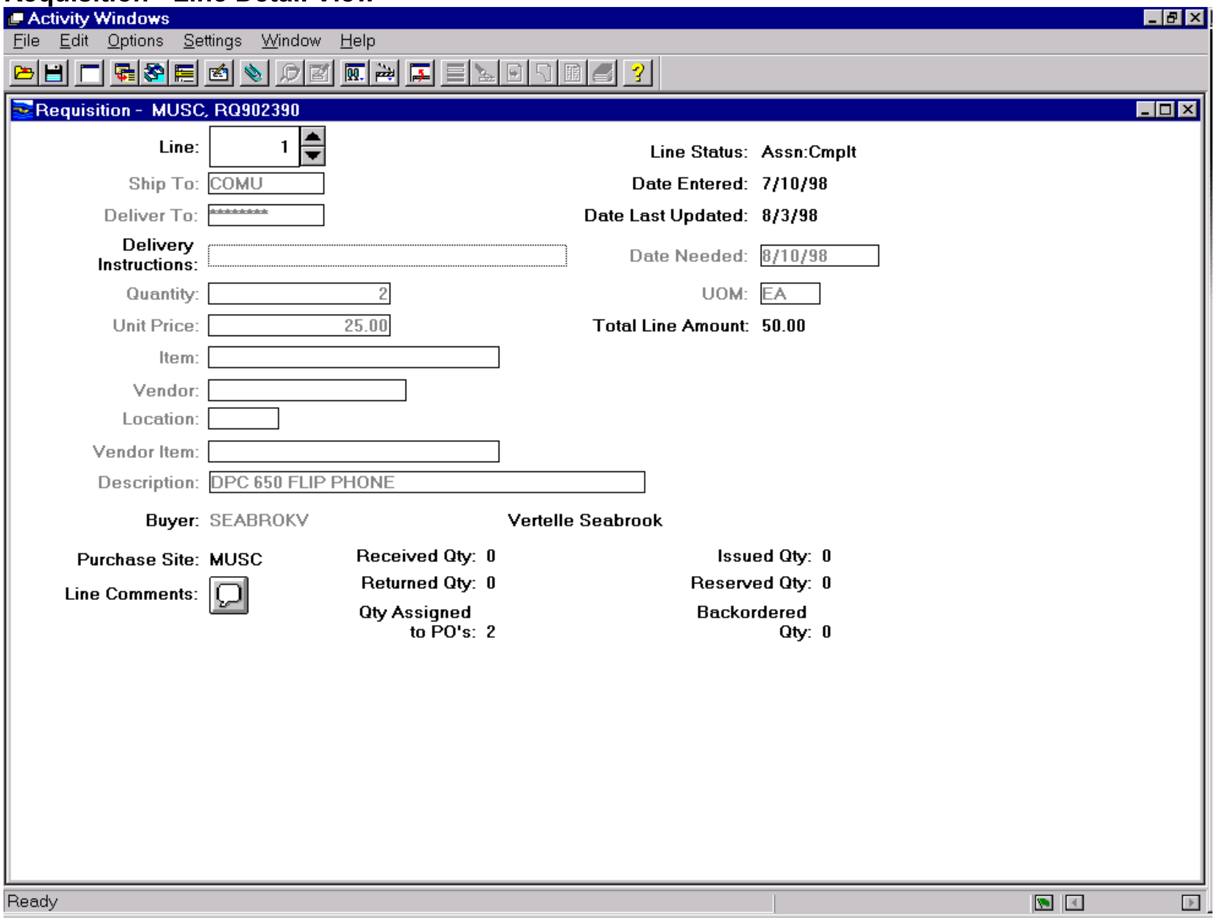
- Comments button

Any special notations regarding a requisition may be viewed in the Comment area.

- Comments may also be indicated in the Line View.
- If the Comments button is blank, there are no comments. Comment Button will be next to “Type” if there is a comment. Type indicates what audience the comment is intended for and defualts to All.
- Click **Close** to close the comments window.

-  **Return to Main View Button:** click on to return to the Main View from any other view.

Requisition - Line Detail View



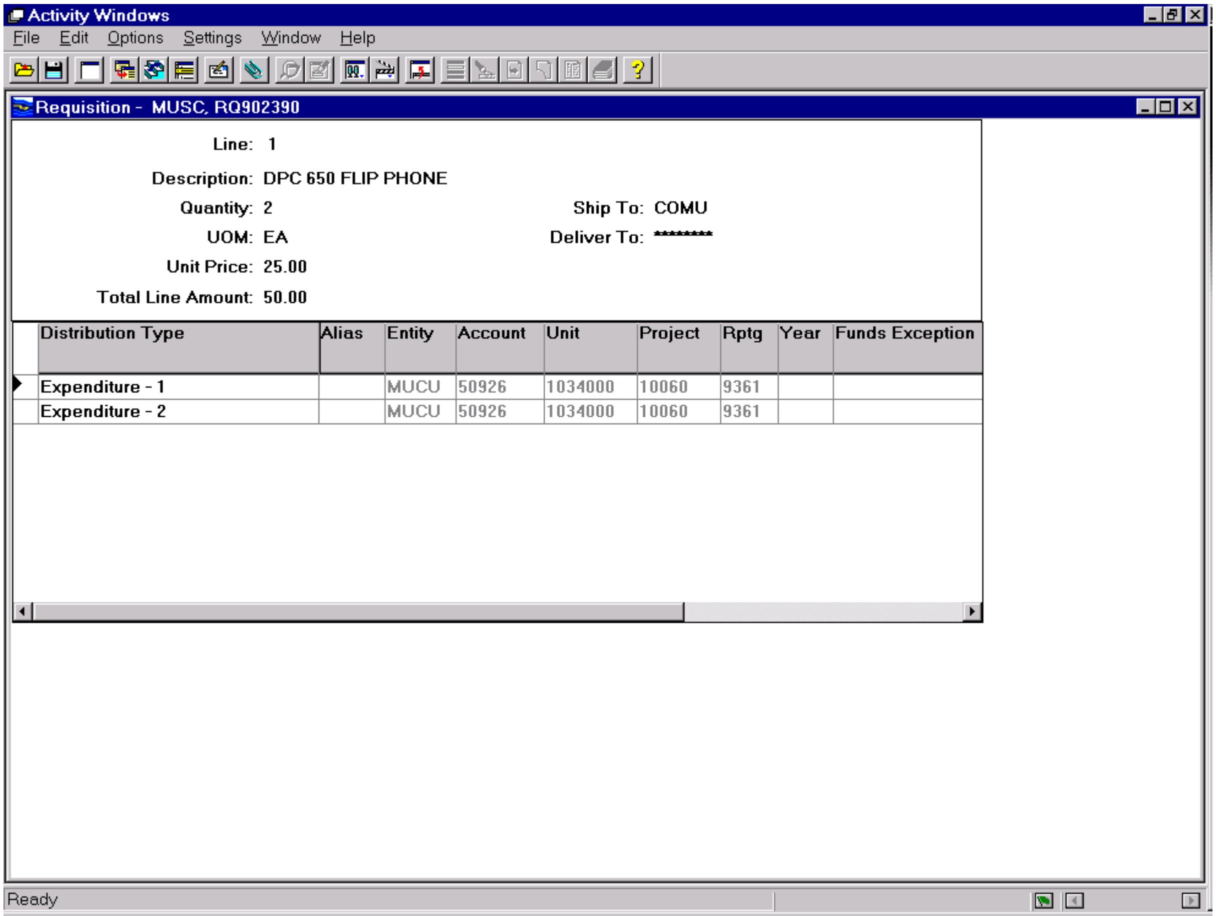
- If you have multiple items for a vendor on one requisition, you can view each line item on the screen.
- Scroll to the line item using the line arrows. A status is provided for each line.

- Comments for a specific line.

Actions

- View attached Purchase Orders
- Go to a specific line of the requisition.

Requisition - Accounting Distribution View

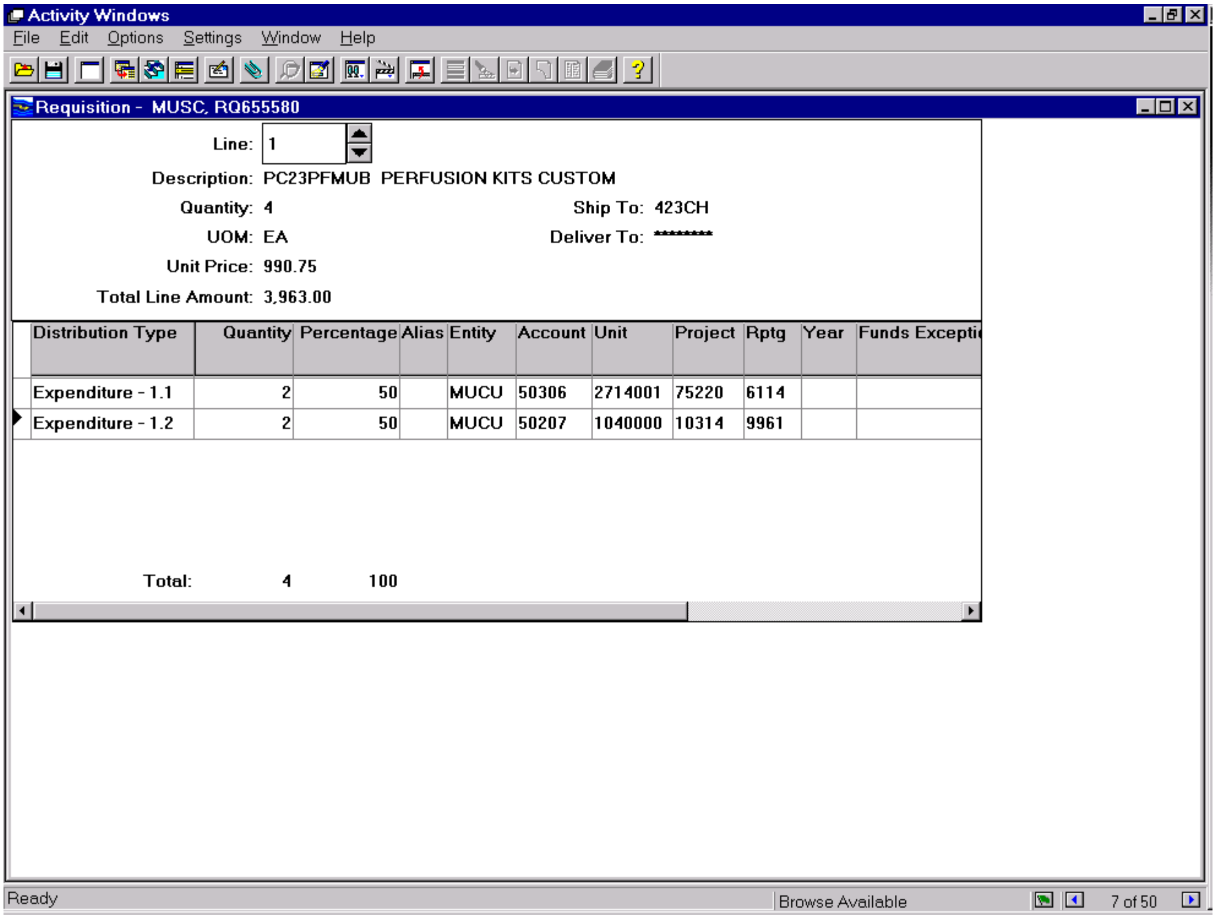


The Accounting Distribution view shows the ledger account (UDAK) that will be charged for the purchase. If multiple UDAKs are being charged for a single line, go to the Line Accounting Distribution View

Actions

- There are no actions associated with this view.

Requisition – Line Accounting Distribution View

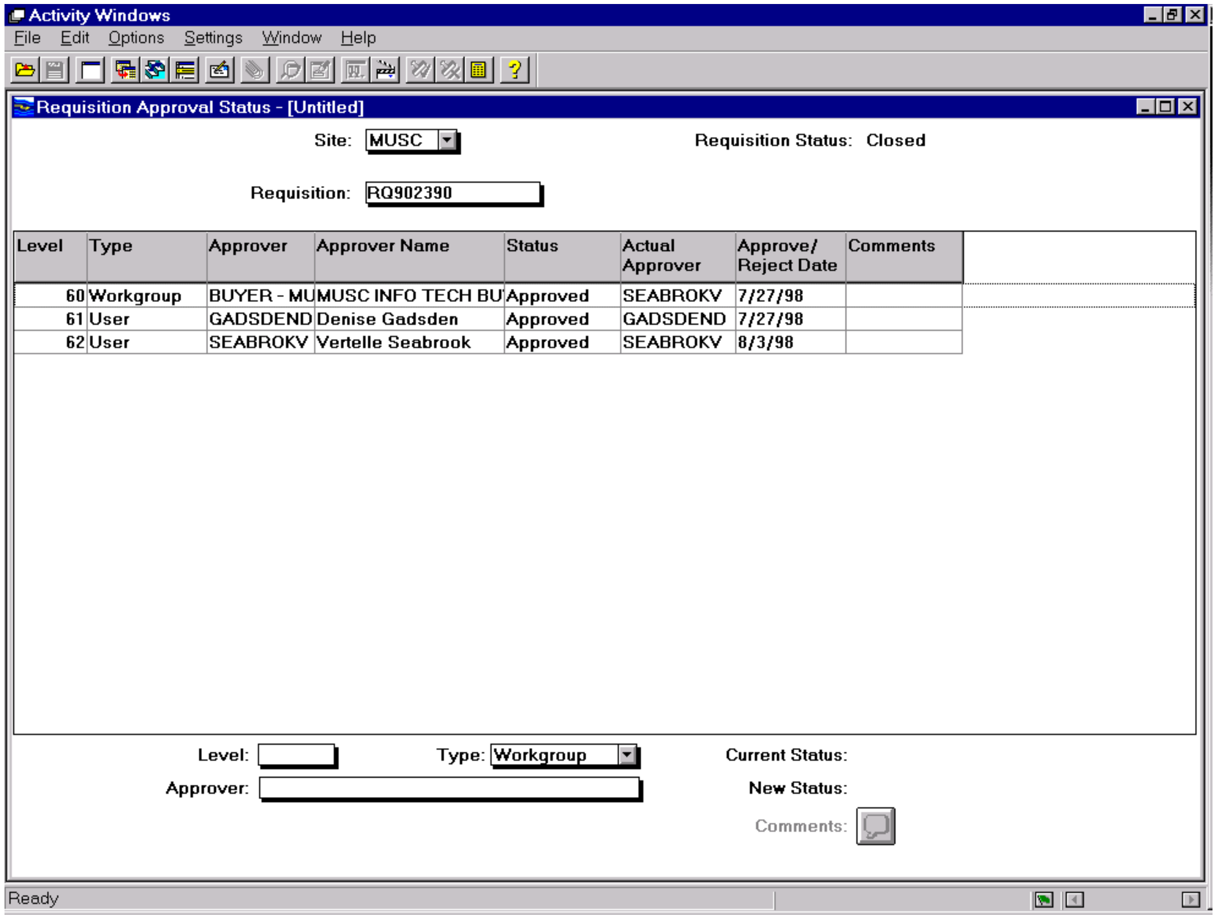


This window displays multiple UDAKS which were charged for a single item. (Also known as split-funding)

Actions:

- Go to a specific line of the requisition.

Requisition Approval Status



From the Browser:

- **Select the Requisition Approval Status Activity**
- **Make sure your Site is selected (MUSC or MUHA)**
- **Type in the RQ or HRQ number**
- **Press TAB**

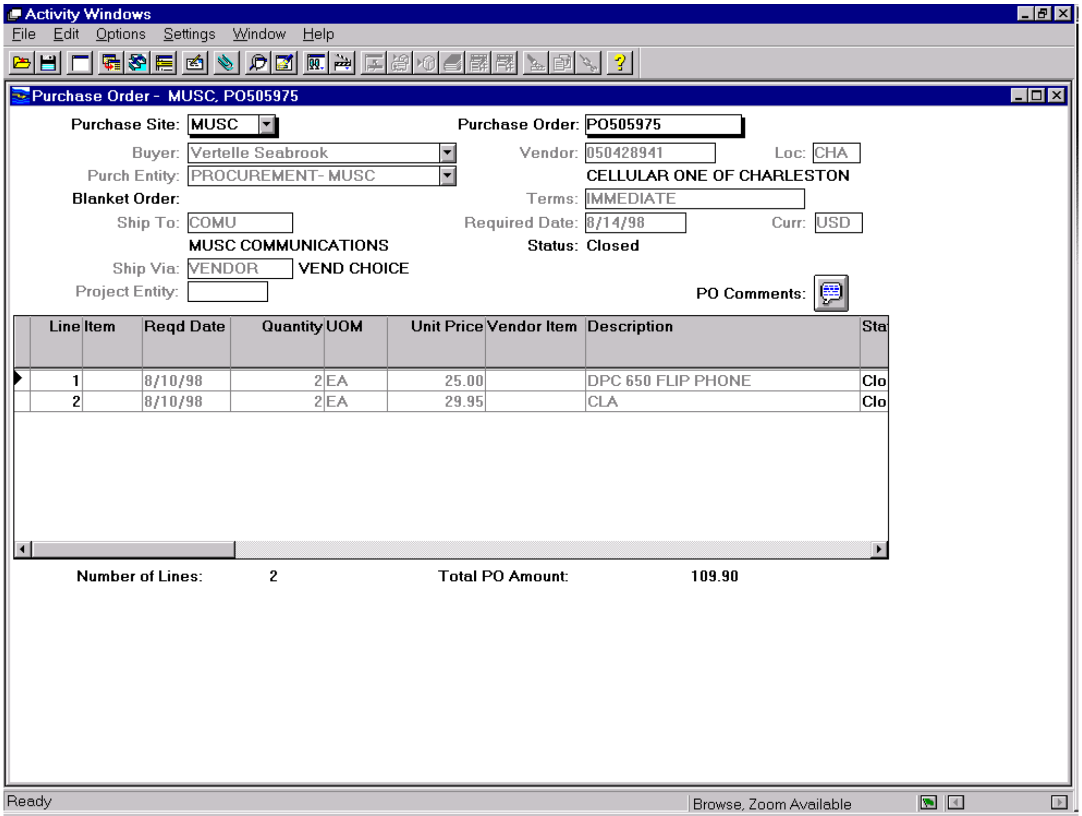
Enter RQ149632

The Requisition Approval Status shows where the requisition is in the approval process and who will be or has approved the Requisition.

Actions

- You can go to the requisition from this view.

Purchase Order - Main View



From the Browser:

- **Select the Purchase Order activity**

If you know the PO # - Enter Purchase Order # and Tab *Enter PO642022*

To search for a PO with a requisition #:

-Click the Open button
-Specify search criteria: ‘Customer’ contains ‘requisition #’ (*RQ149632*)
-Click the Search button
-Double click anywhere in the PO row to 'return the value'

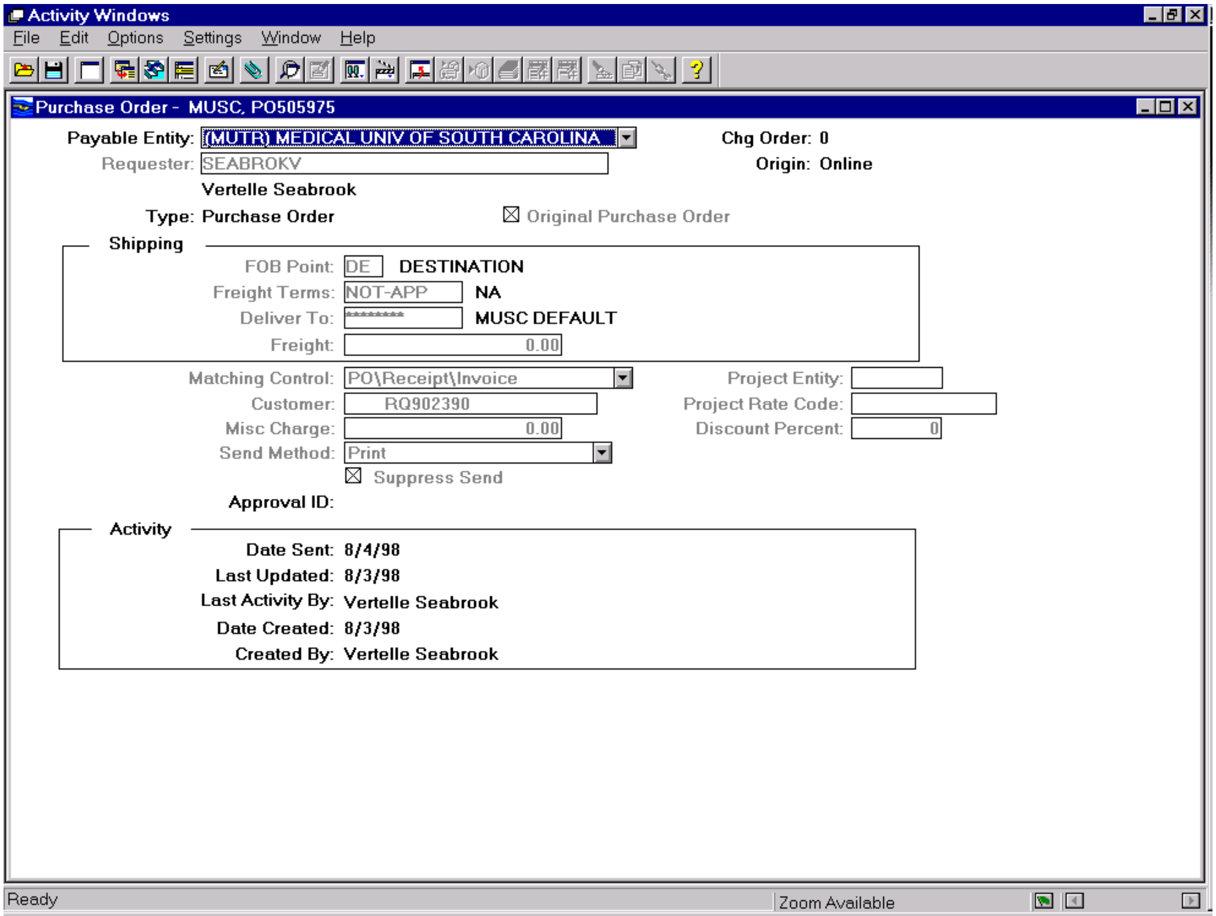
The Main view provides:

- Vendor information
- Buyer information
- Information on items ordered
- PO status

Actions

- Review Matched Invoices:
- Review Receipts:
- Go to Line

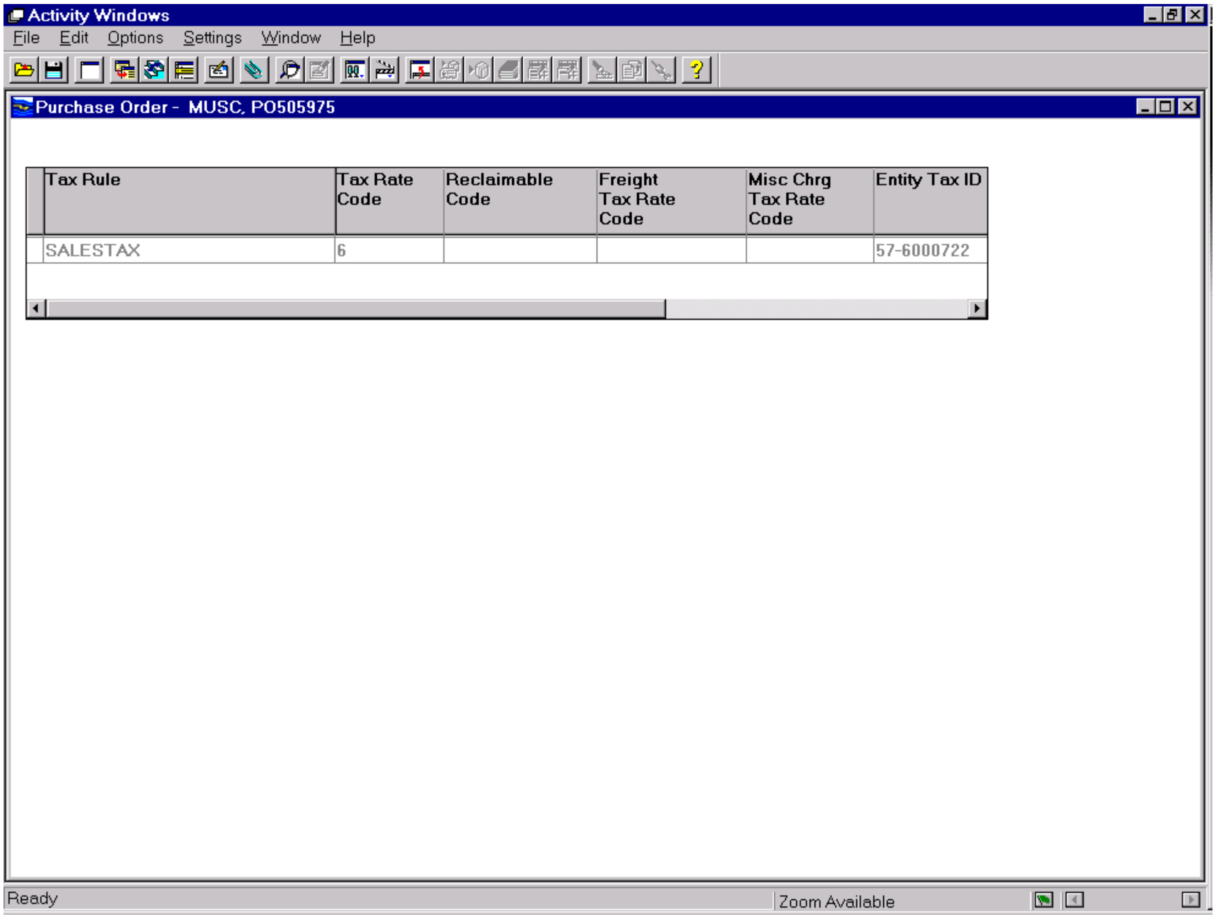
Purchase Order – Document Detail



This view provides:

- Detailed shipping information.
- Requisition #
- Activity Details

Purchase Order – Document Tax

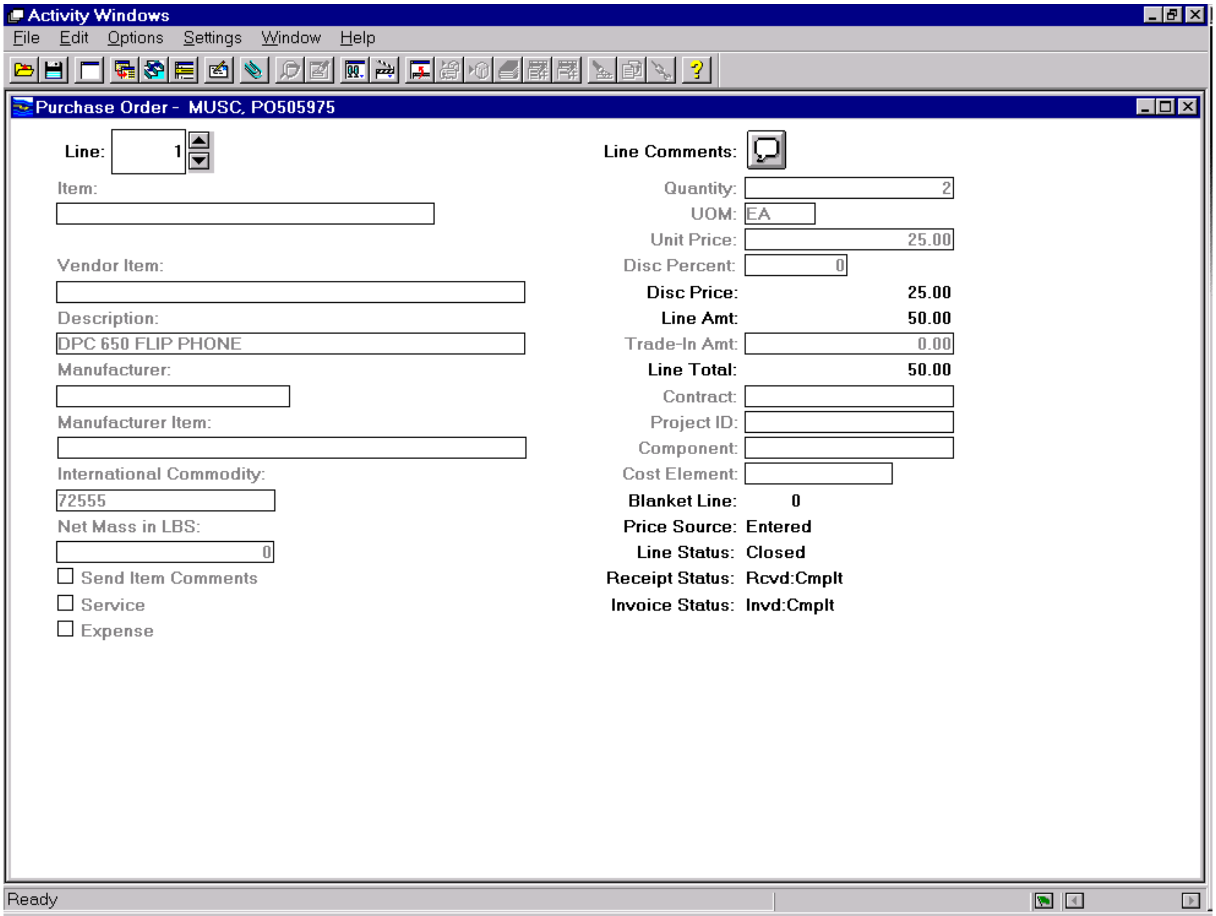


Provides Tax Rule and Tax Rate Code for

Actions

- Review Matched Invoices
- Review Receipts

Purchase Order - Line Detail

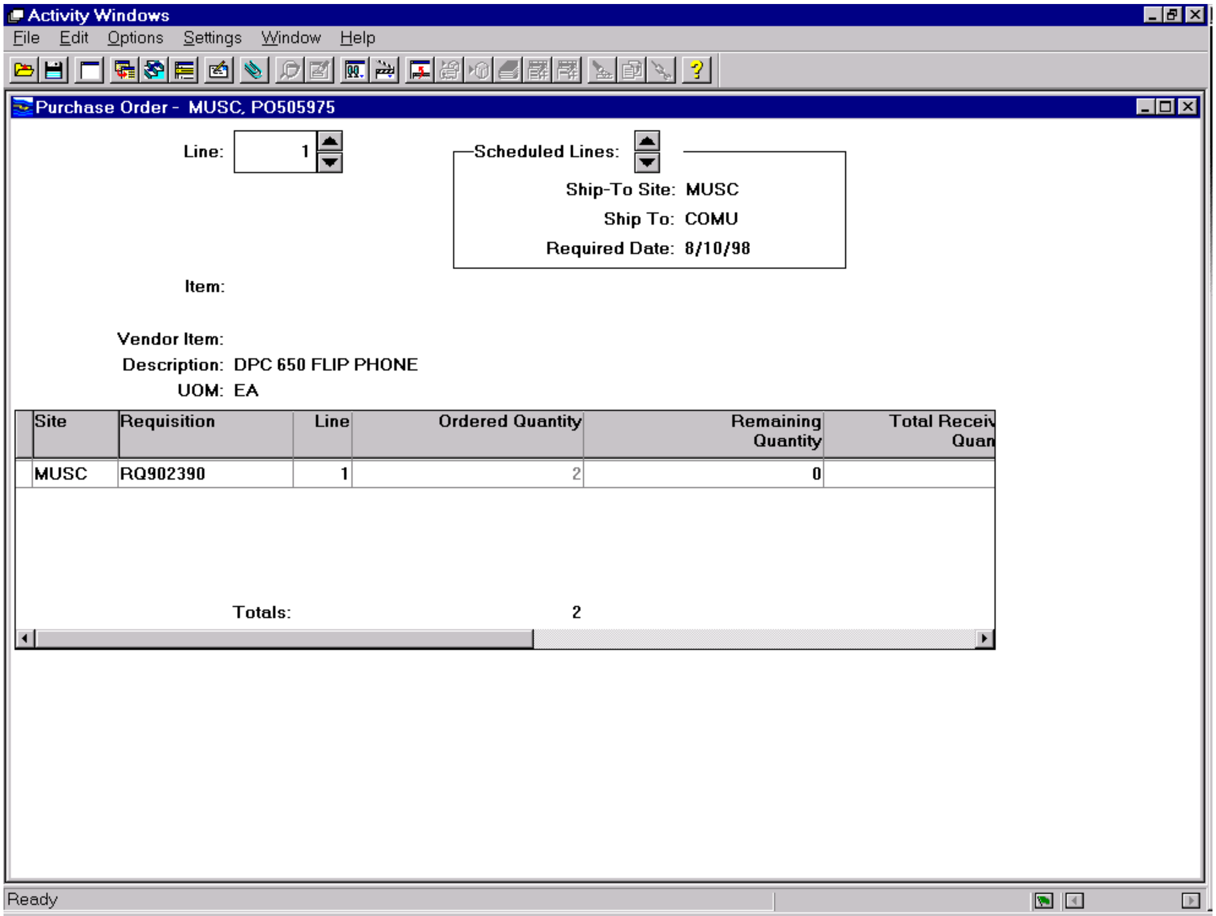


The Line Detail view provides:

- Detailed information about the items ordered.
- Receipt line status
- Invoice line status
- Line comments

Actions: -Go to line
-Review Receipts
Matched Invoices

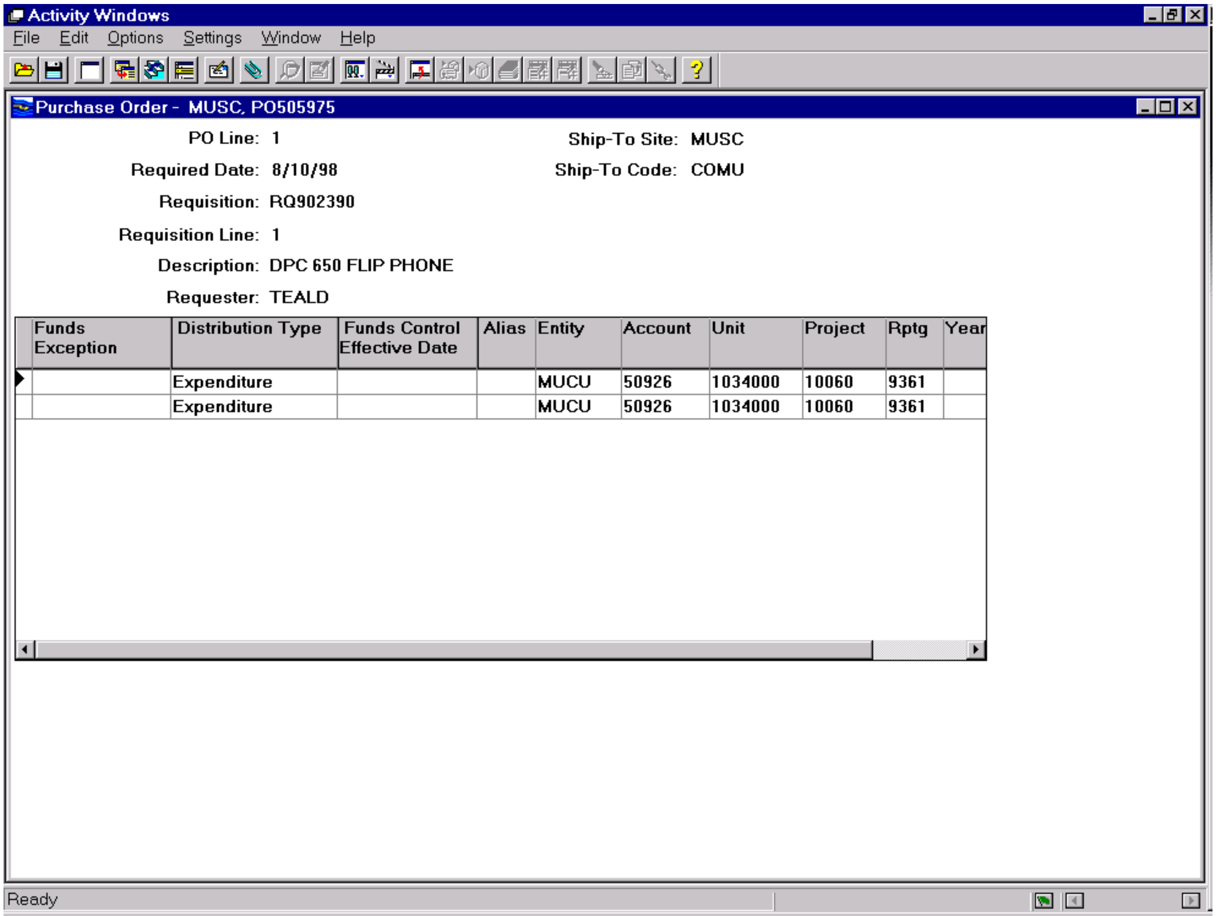
Purchase Order - Attached Requisitions



The Attached Requisition view displays any requisition(s) associated with the purchase order.

Actions: -Go to line
-Review: Requisition
Requisition Line Comments

Purchase Order - Accounting Distribution



The Accounting Distribution view provides:

- Ledger account (UDAK) being charged.

Actions:

- Review Requisition
- Review Requisition Line Comments

Exercise 1 - Purchase Order

Find the purchase order for RQ149632 and answer the following questions:

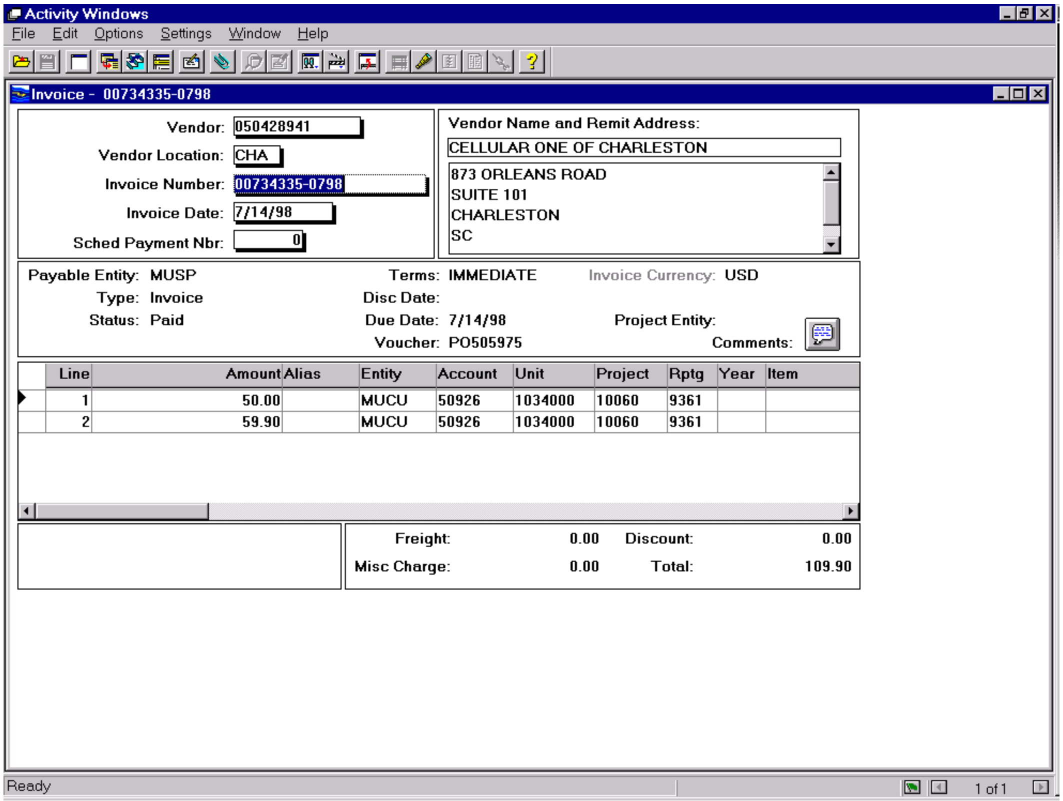
What is the PO#? ____________________________

What is the status of the purchase order? ____________________________

Who is the Buyer? ____________________________

What project is being used for all 5 lines was charged? ____________________________
(Remember- Project is part of the UDAK)

Payables
Invoice - Main View



From the Browser:

- **Select the Invoice Activity**
- **Click on File Open: Enter the following search criteria:**

  Payment Request Number contains ***76326***

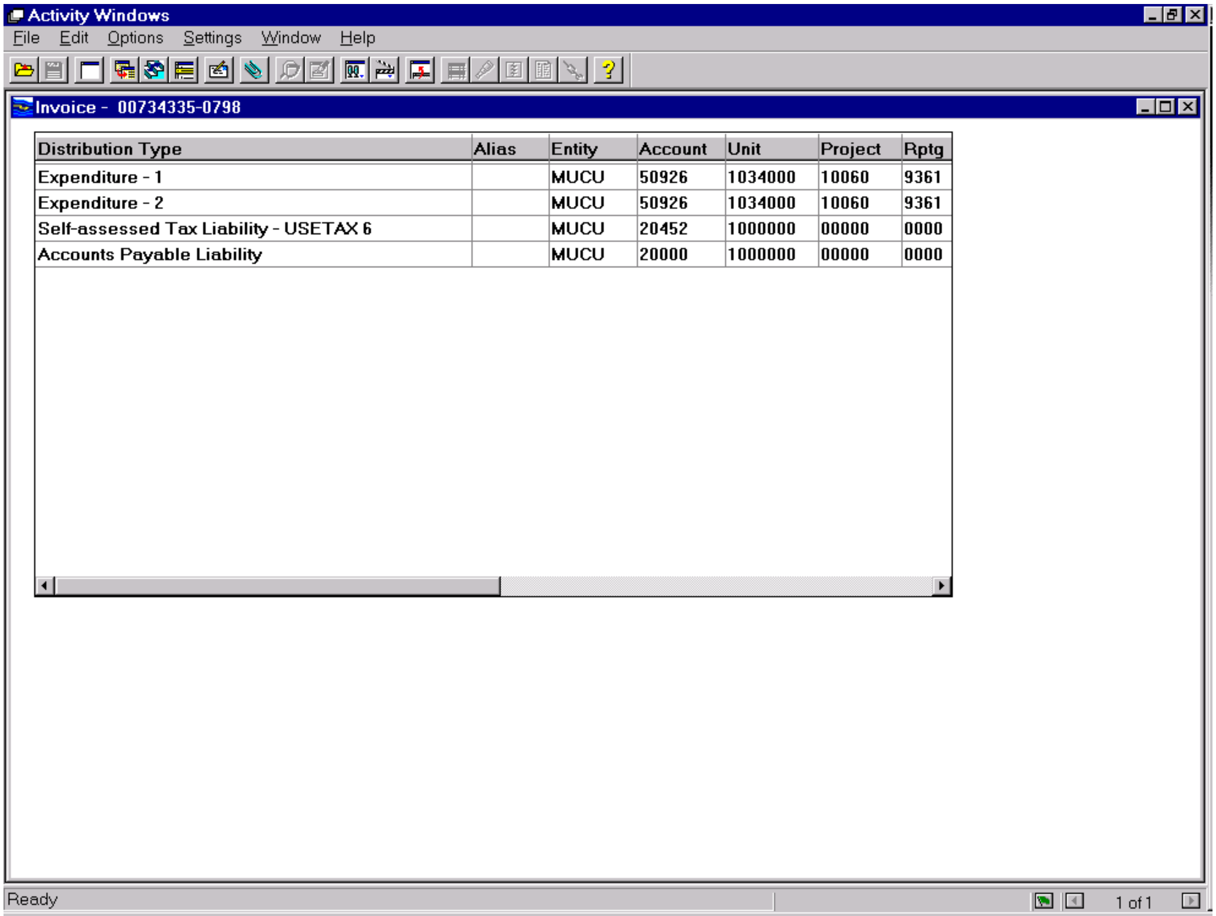
This View provides basic information about each invoice including:

- Invoice Number (Payment Request Number) and Date
- Vendor Identifier, Location, Name and Address
- **Invoice Status**: Progress of the invoice through processing cycle. Invoices will usually display the following status's:
  - Awaiting Match
  - Canceled
  - Complete (matched)
  - In Exception
  - On Hold
  - Paid (not paid until the due date)
- **Voucher**- PO #, Release #, TR#, DV# or Req.# (for Req.'s with no PO)(i.e. Direct Pays)
- Project Entity – Not used
- Ledger Account (UDAK) being charged

Actions

- Quick List/ Vendor Search
- Review Purchase Order
- Review Matched Invoices
- Go to a specific line

Invoice - Accounting Distributions

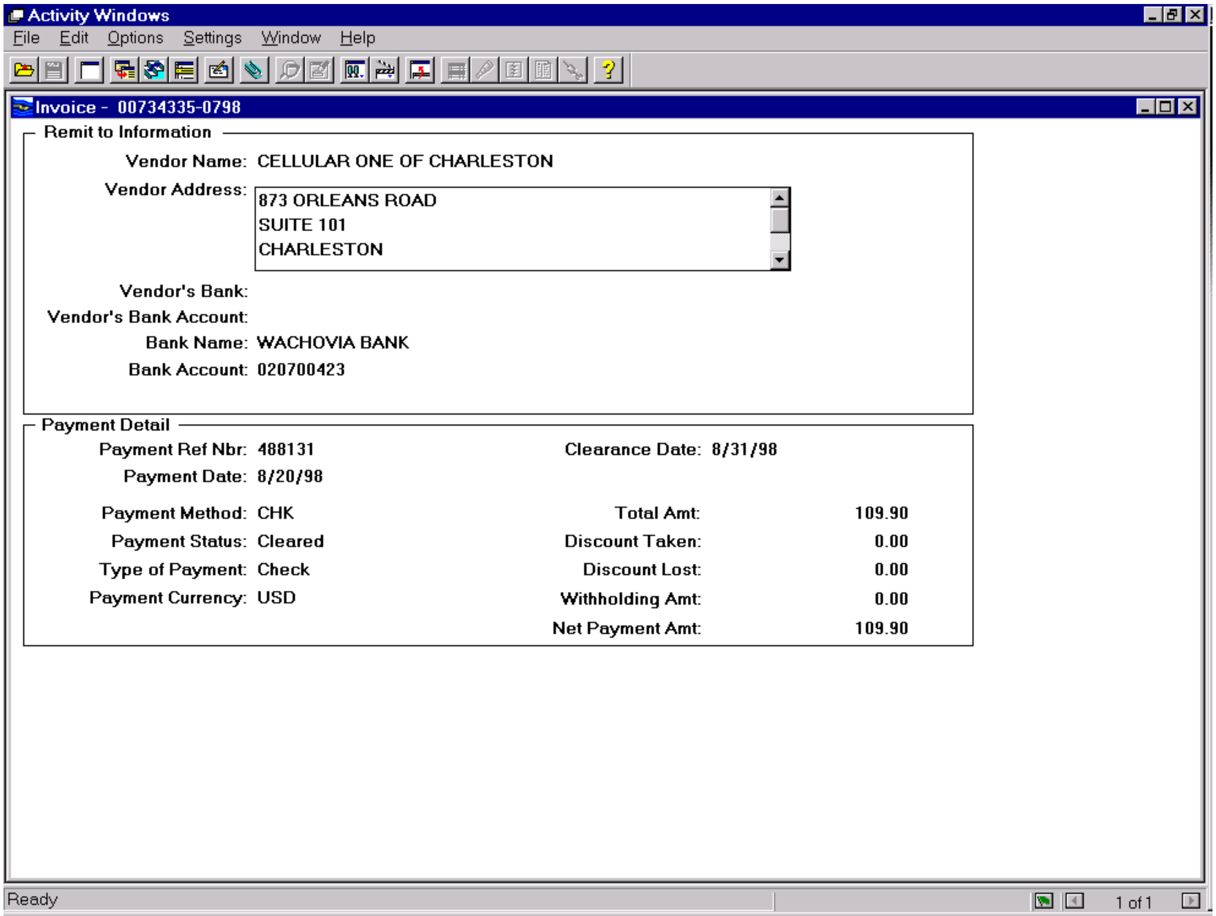


This view provides details on how the invoice will post to the ledger accounts.

Actions

- There are no actions associated with this view.

Invoice - Payment Information



This view provides details about the Payment including:

- Payment Reference Number (Check Number)
- Date of Payment (Check Date)
- Payment Method (Check, Manual Check, etc.)
- Payment Status
  Canceled
  Paid
  Replaced
  Voided
  Open
- Discounts
- Clearance Date Date Check Cleared the Bank

Invoice Inquiry

If you know the **Invoice Number**

- Go to File: Open
- Enter search criteria
  'Payment Request Number'   contains   ########
- Click the **SEARCH** button

If you know the **Purchase Order #**

NOTE: Use this method to find the Invoice for PO's, DV's, Releases, TR's, and Req.'s (for Direct Pays only). Replace the PO # with the DV # or TR # (ex. TR125301)

- Go to File: Open
- Enter the following search criteria:
  'Payment Request Voucher Number'   *contains*   PO#
  Inquire on PO500923.
- Click the **SEARCH** button

If you know the Requisition #:

- Open the Requisition activity. Enter the Req. # and press tab.
- Click on the Actions button and select View Attached Purchase Orders.
- Click on the Actions button, Select Review, Matched Invoices
- Select the Invoice line and click on the Zoom to Invoice button

OR

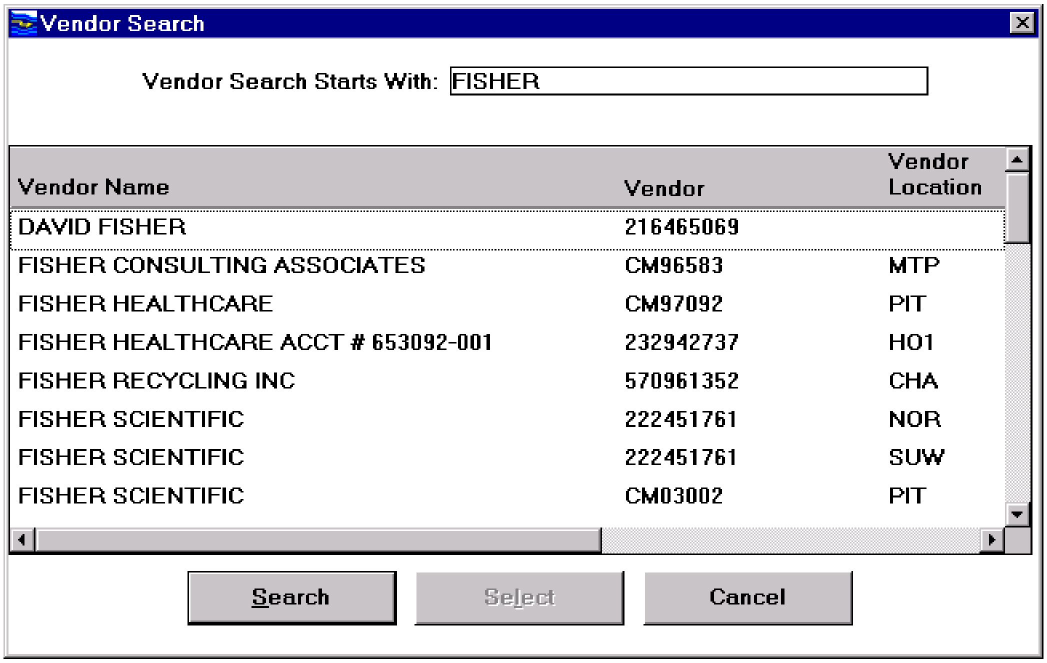
- Open the Purchase Order activity.
- Go to File: Open
- Enter the following search criteria:
  'Customer'   *contains*   Req. #. i.e.. RQ149632
- Click the **Search** button, and return the value to the window.
- Select the PO line that you want to see the Invoice for.
- Select Review, Matched Invoices.
- Select the Invoice line and click on the Zoom to Invoice button.

If you know the **Vendor**

- From the Invoice window/Main View
- Go to the **Actions** button and select Quick List
  Vendor Search Starts with: Enter 'FISHER'
- **SEARCH**

***Note*:** The value is case sensitive; generally all Upper Case is used.
The search will only return exact matches.

Vendor – Quick List



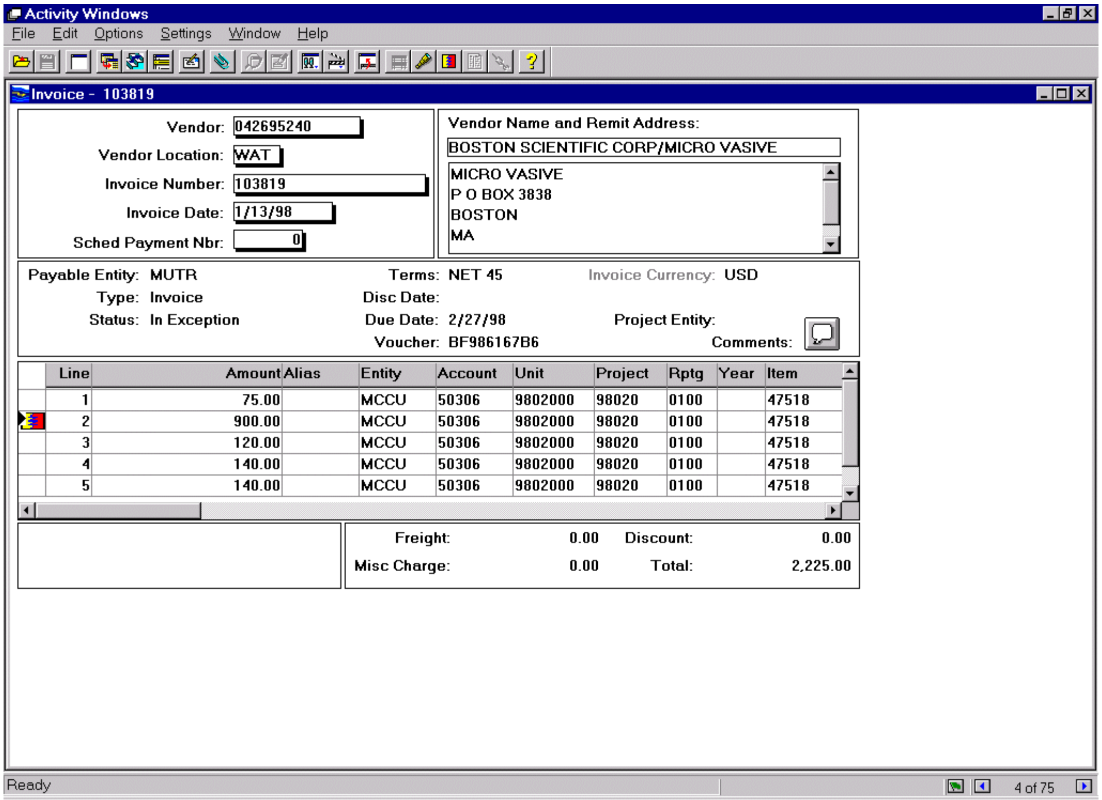
- Enter the Vendor (upper case) you are looking for
- Highlight the vendor you are searching for and double-click on the line
- You will be returned to the Main View of the Invoice Window and the Vendor information you selected will be filled in.
- Click on the **Open** button
- Click on the **Search** button

All the invoices for that vendor will be returned to the window. Double-click the invoice you want to inquire on.

Clear Screen

Invoice Matching Exceptions

Note: In cases of matching exceptions, Procurement should be contacted.

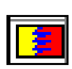


- **Click on File Open: Enter the following search criteria:**

Payment Request Number contains 103819

- If an invoice status is ‘In Exception’ the line will be flagged with the  Exception Error Indicator.

*Term: **Matching Exception**: SmartStream compares items that are received to items that are invoiced for each Purchase Order. If items received differ from what is invoiced (i.e. billed for 10 when only received 6), this creates a matching exception. When a matching exception is created by invoiced amounts exceeding received amounts, the invoice will not be paid until the discrepancy is cleared up. When the received amount exceeds the invoiced amount, the invoiced amount will be paid.*

- Highlight the flagged line and:
    - Click on  from the toolbar **OR**
    - Select from Actions ‘Review Matching Exception’.
    - You will be brought to the ‘Matching Exception Window’.

Exercise 2 - Invoices

Find the Invoice for requisition RQ149632 and answer the following questions.

1. What is the Purchase Order #? ______________________

2. What is the Invoice #? ______________________

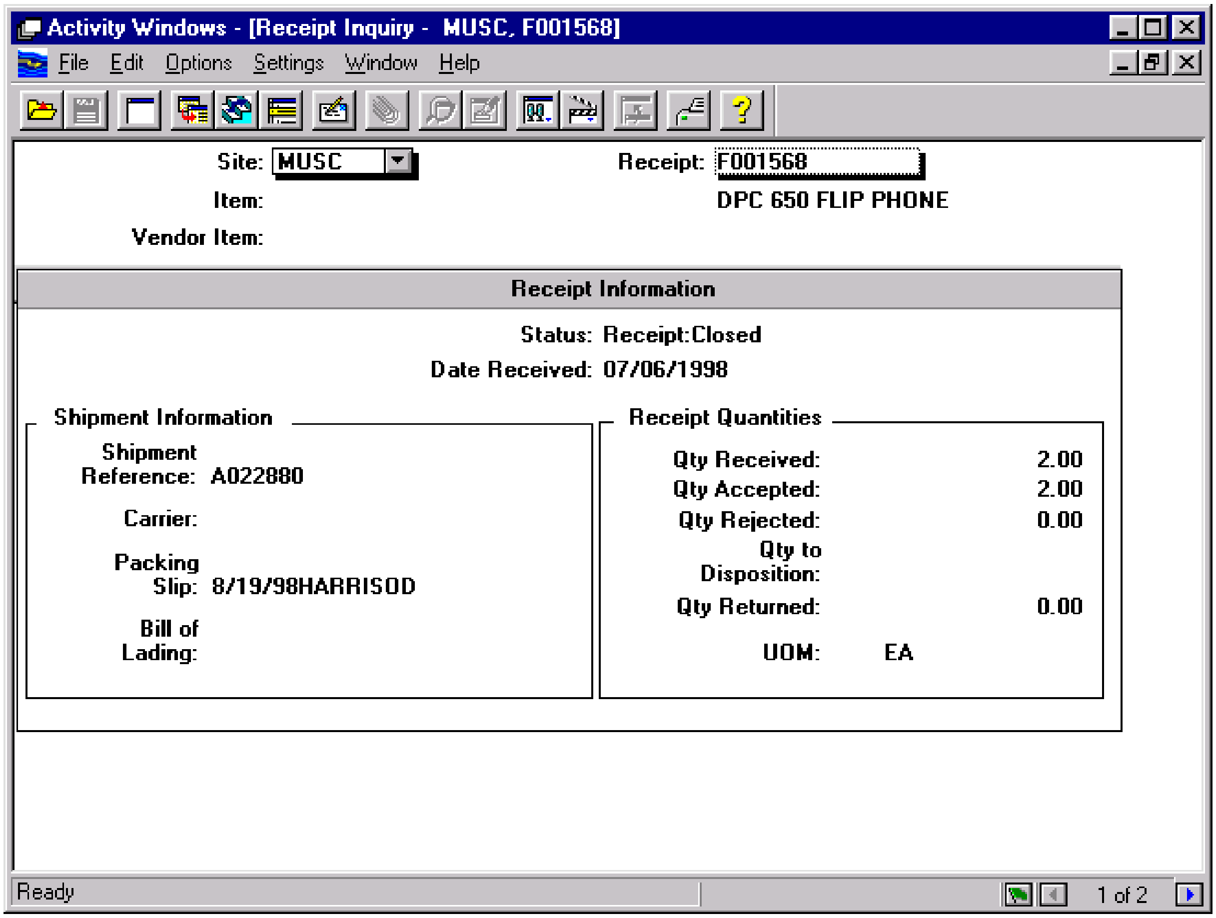
3. What is the status of the Invoice? ______________________

4. What UDAK was charged? ______________________

5. What is the Check Number? ______________________

6. Has the check cleared? If yes, what date? ______________________

Receipt Inquiry

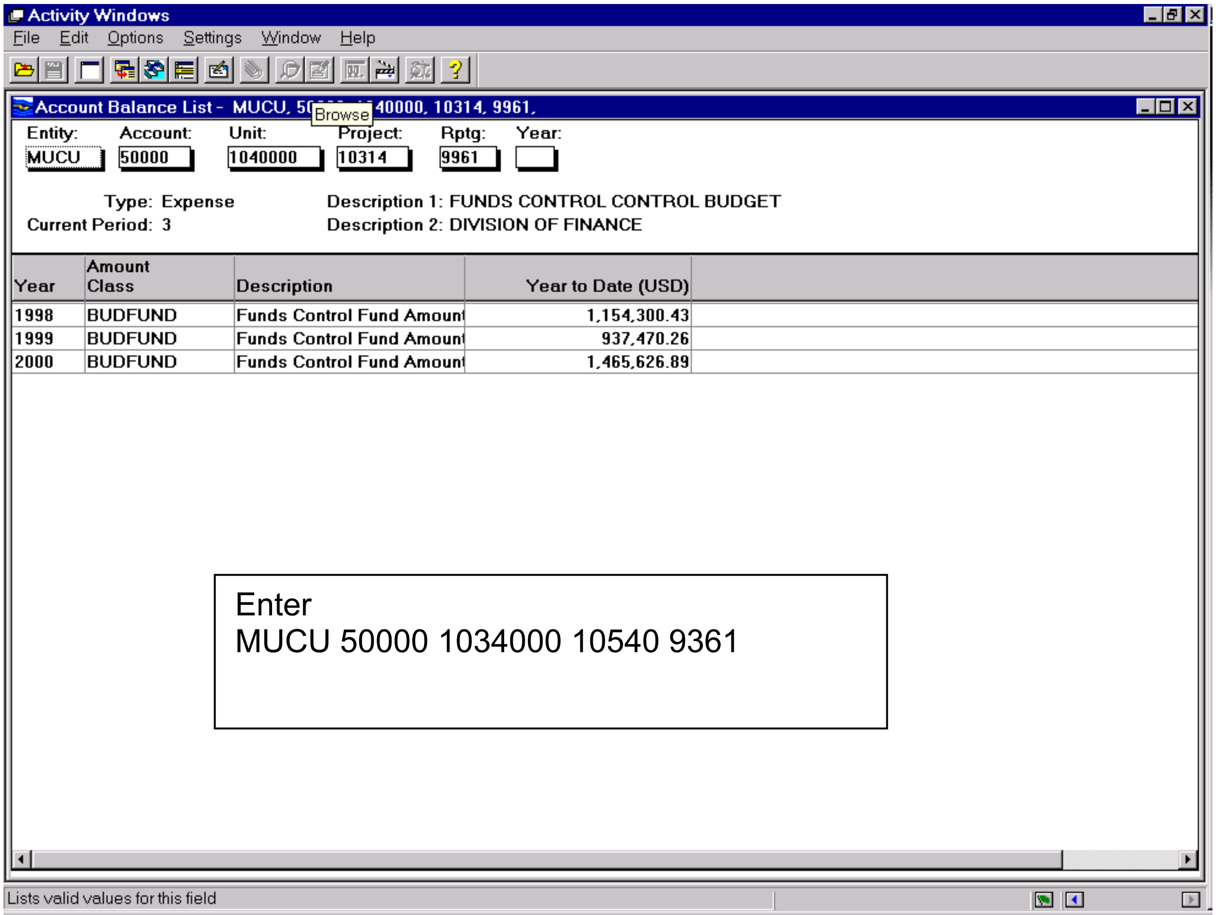


Use the Receipt Inquiry activity to view receipts that have been entered for a purchase order or release. The Receipt Information displayed includes the Status, Packing Slip (entry date and user), and Qty Received.

- From the Browser, Open the *Receipt Inquiry* activity.
- Click the **Open** button.
- Specify the following criteria:
  'Order ID Contains POXXXXXXX' Enter PO642022
- Highlight the desired row(s) you wish to inquire on.
- Click **OK.**
- Use the blue scrolling arrows to navigate between multiple rows.

Close the activity.

Ledger Balances -
Account Balance List



From the Browser:

- **Select the Account Balance List Activity from the Inquiry Activity List**
- **Enter the UDAK -tabbing between fields**

The Account Balance List window:

- presents a summary of all balances by amount class for a specific account
- provides Year to Date Totals for each.

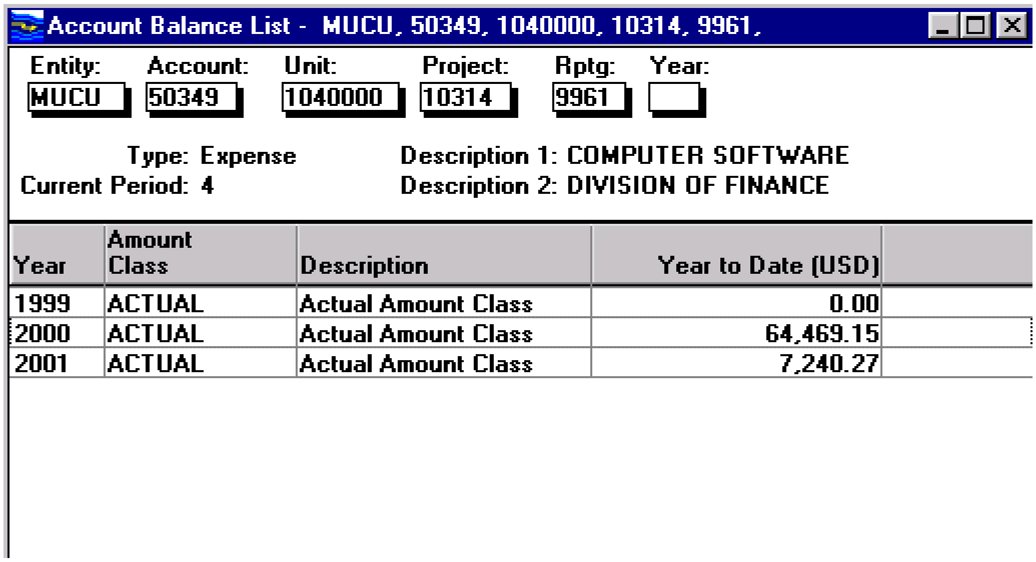
Account Class Types include:

Budget	BUDFUND
Actual	ACTUAL

Note: Account 50000 holds the Total Funds Control Budget for a UDAK combination. No actuals post to this account. Use Account 50000 for inquiries regarding budget

To inquire on the same UDAK, with a different account #: Highlight the account number and modify (do not tab). Change Account Number to 50349; Click the green flag .

Account Balance List



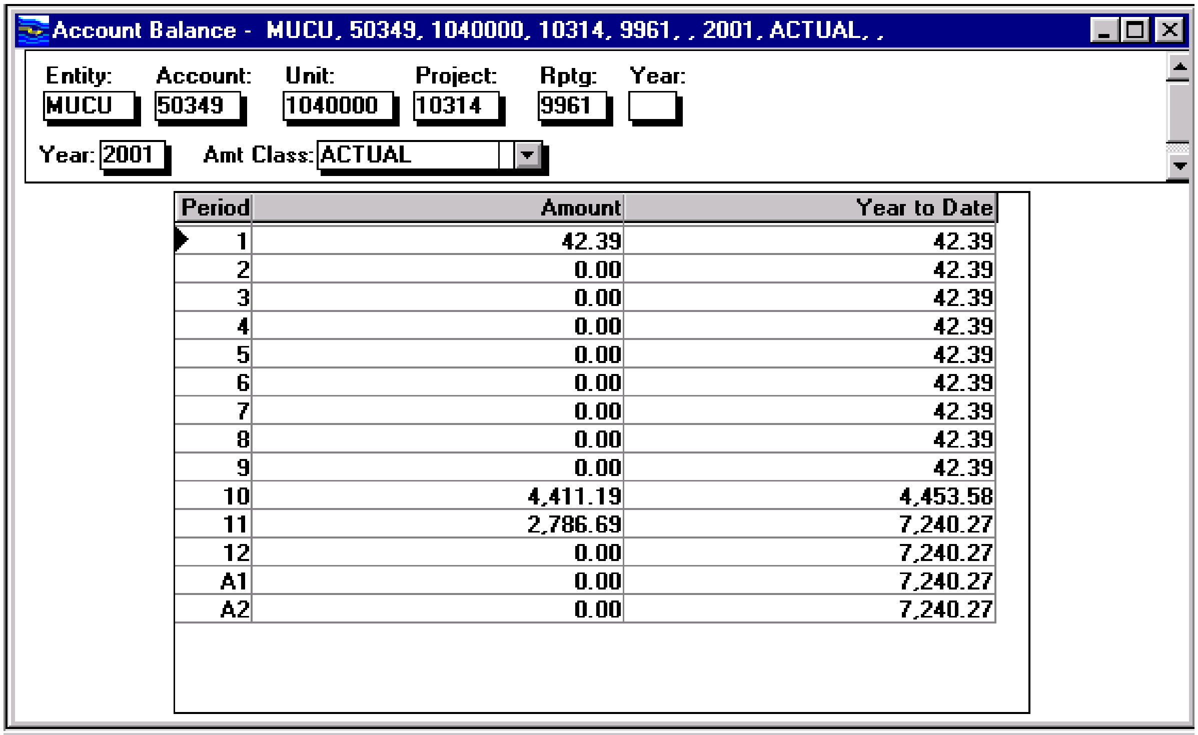
Year	Amount Class	Description	Year to Date (USD)
1999	ACTUAL	Actual Amount Class	0.00
2000	ACTUAL	Actual Amount Class	64,469.15
2001	ACTUAL	Actual Amount Class	7,240.27

For accounts reflecting expenditures you will see an ACTUAL amount class if actual amounts have been posted.

If you wish to view the underlying transactions for a specific Amount Class Type:
Double Click on the line and you will be brought to the Account Balance Window.

Select 2003 ACTUAL

Ledger Balances - Account Balance



The Account Balance window can also be accessed through the Browser. This window shows a period by period analysis of the account balance.

From the Browser:

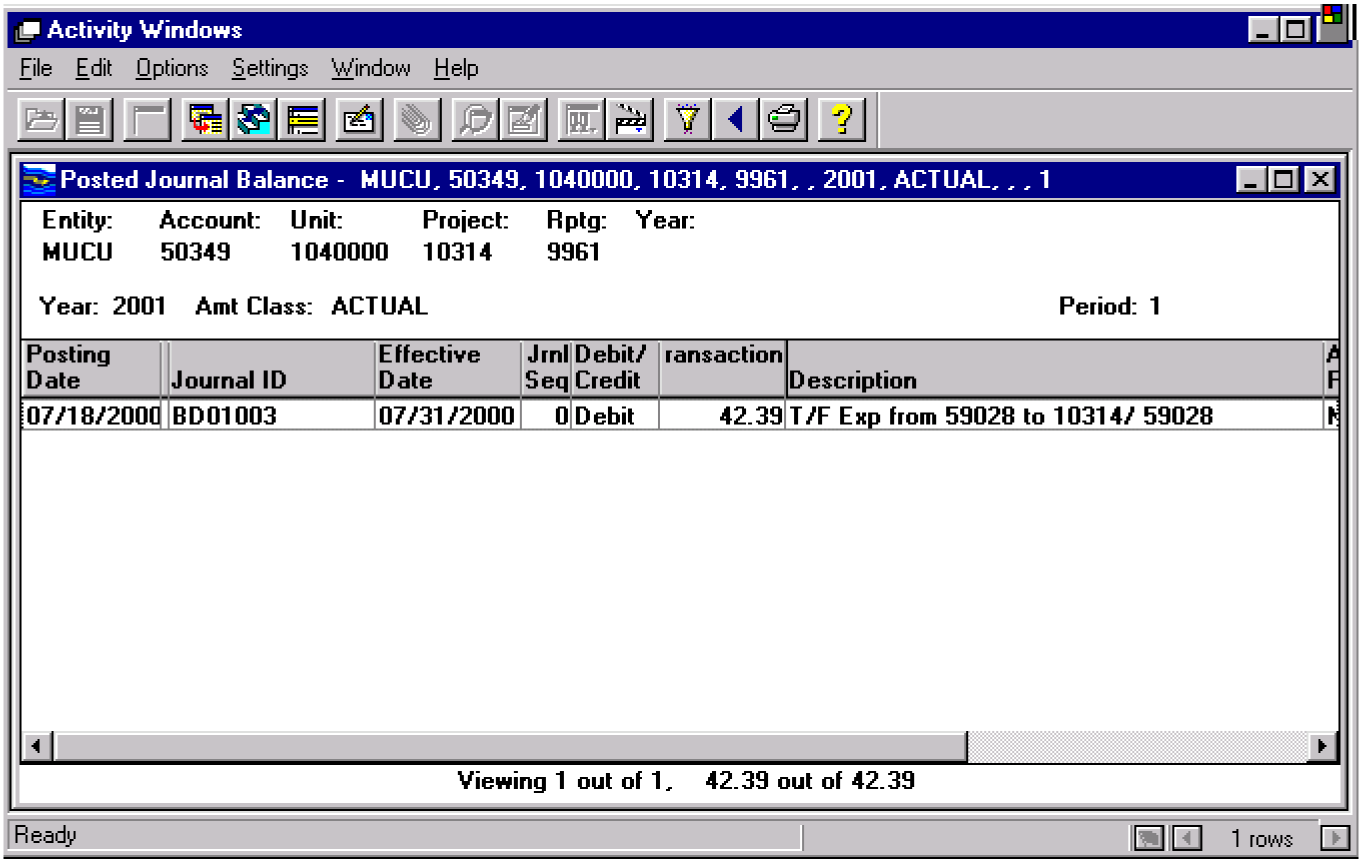
- Select the Inquiry Activity List
- Select the Account Balance Activity
- Tab between fields, enter the Accounting Key, Year and Amount Class (from the drop-down list).

To view the underlying transactions for a Balance:

- Double-click the period you wish to view.

Select Period 7

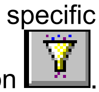
Posted Journal Balance



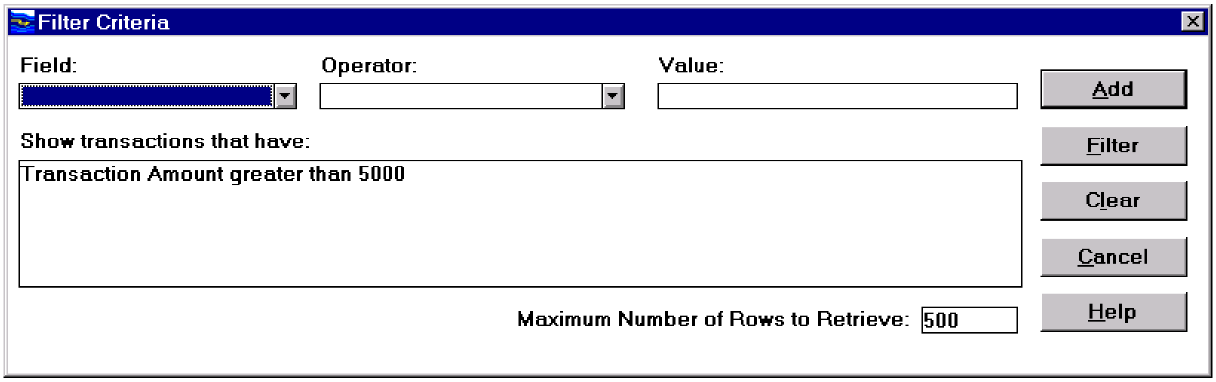
The Posted Journal Balance window shows **all** the underlying transactions that have posted to the account balance for the period selected **(including paid invoice and interface transactions)**. The following information is provided for each transaction:

- Journal ID
- Ledger Effective Date
- Debit/Credit Indicator
- Transaction Amount
- Transaction Description

If there are too many transactions to be viewed easily for inquiry purposes, you can filter the transactions and view only those that meet your specific criteria.

To filter the transactions, click on the Filter button .

Posted Journal Balance - Perform a Filter



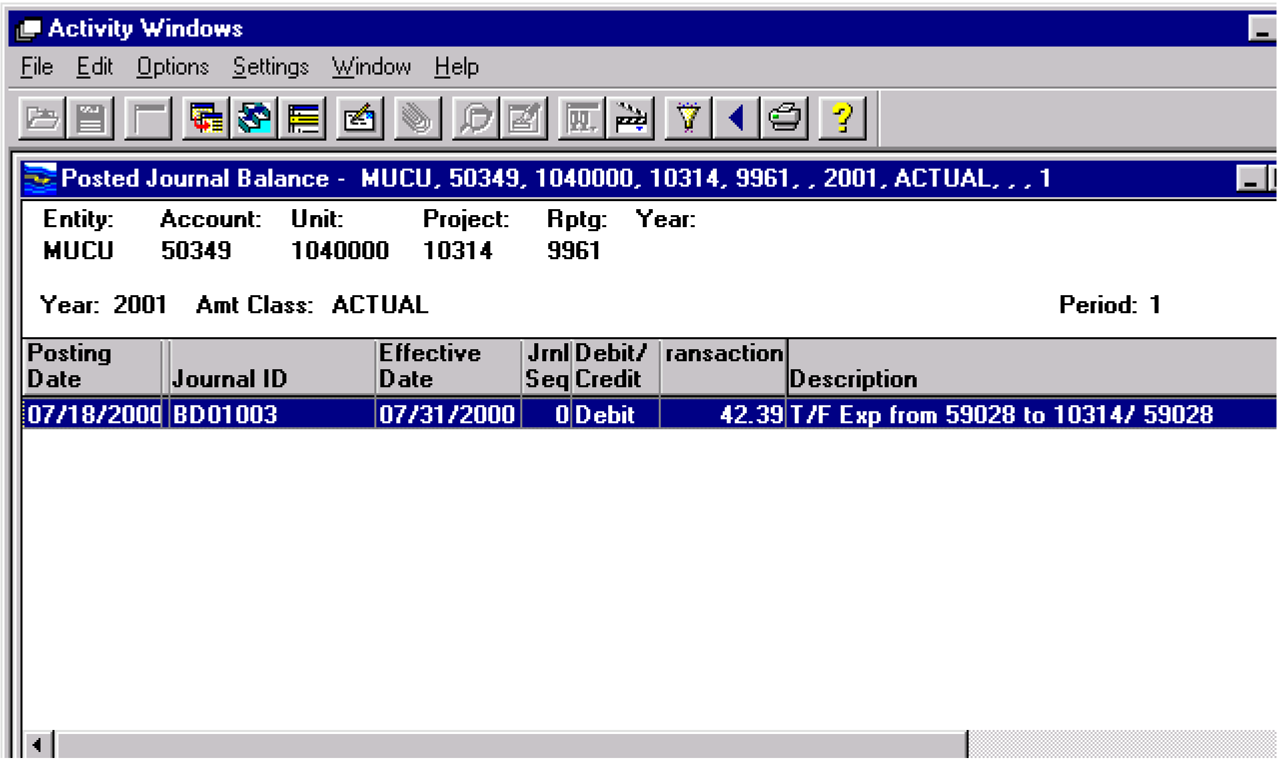
To filter transactions do the following:

- Select your criteria from the Field drop-down list (i.e., Transaction Amount, Transaction Date, etc.)
- Select an operator from the Operator drop-down list (i.e., equals, greater than, etc.)
- Type in the Value
- Click on **Add** to add the filter criteria
- Click on **Filter** to view the filtered transactions

NOTE: The maximum number of rows displayed can be increased or decreased each time you run a filter.

It will automatically revert back to its default number each time.

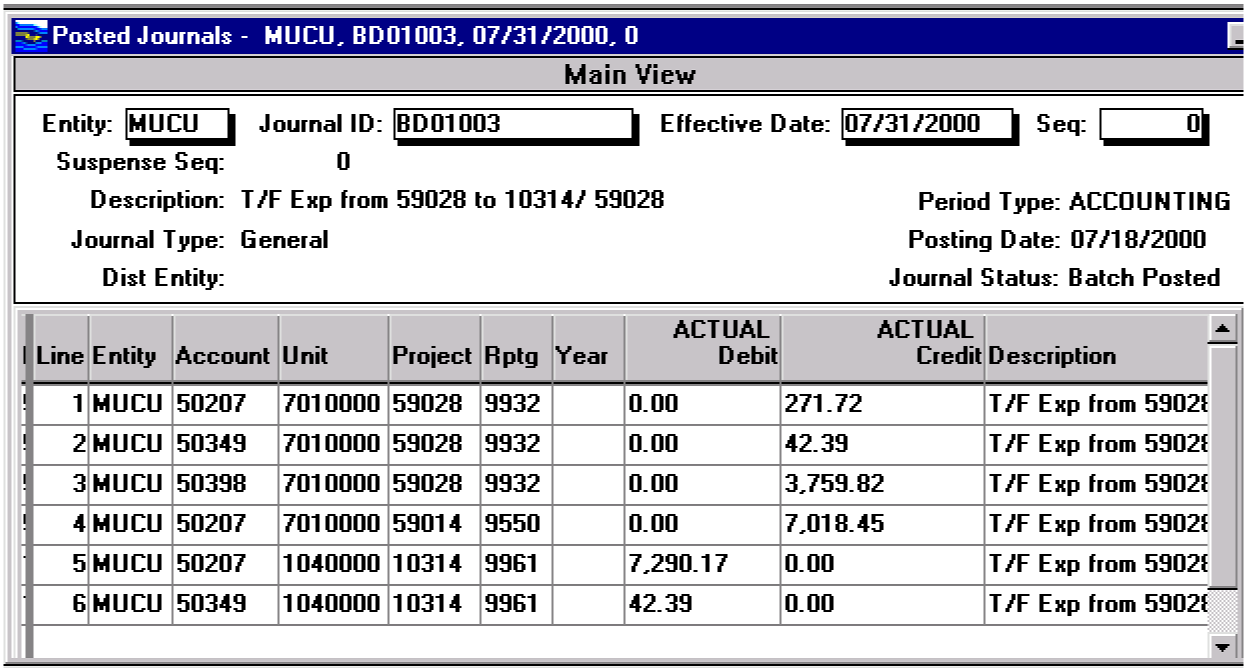
Posted Journal Balance



To perform an inquiry on an entire journal:

- Highlight the Journal ID line you wish to inquire on.
- Click on the **Actions** button and select: *Zoom to Posted Journal*.

Posted Journal


Posted Journals - MUCU, BD01003, 07/31/2000, 0

Main View

Entity: MUCU Journal ID: BD01003 Effective Date: 07/31/2000 Seq: 0

Suspense Seq: 0

Description: T/F Exp from 59028 to 10314/ 59028 Period Type: ACCOUNTING

Journal Type: General Posting Date: 07/18/2000

Dist Entity: Journal Status: Batch Posted

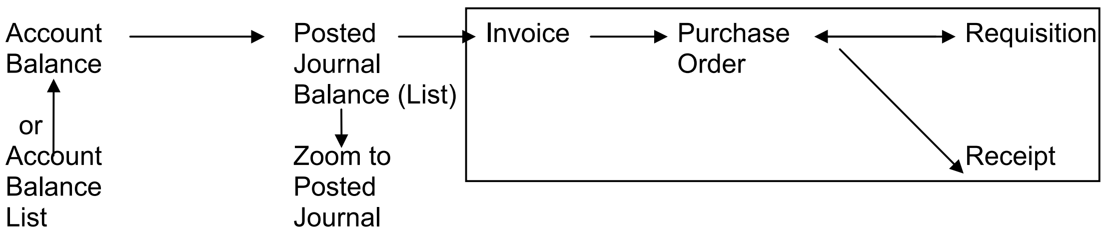
Line	Entity	Account	Unit	Project	Rptg	Year	ACTUAL Debit	ACTUAL Credit	Description
1	MUCU	50207	7010000	59028	9932		0.00	271.72	T/F Exp from 5902
2	MUCU	50349	7010000	59028	9932		0.00	42.39	T/F Exp from 5902
3	MUCU	50398	7010000	59028	9932		0.00	3,759.82	T/F Exp from 5902
4	MUCU	50207	7010000	59014	9550		0.00	7,018.45	T/F Exp from 5902
5	MUCU	50207	1040000	10314	9961		7,290.17	0.00	T/F Exp from 5902
6	MUCU	50349	1040000	10314	9961		42.39	0.00	T/F Exp from 5902

The Posted Journal window displays the journal detail. The Additional Control View provides you with information regarding who created the journal.

Drilldown

Earlier in this section, you were introduced to the individual windows. Now you will learn how to complete a Drilldown. This is SmartStream's automatic capability to guide you from one level of detail to the next.

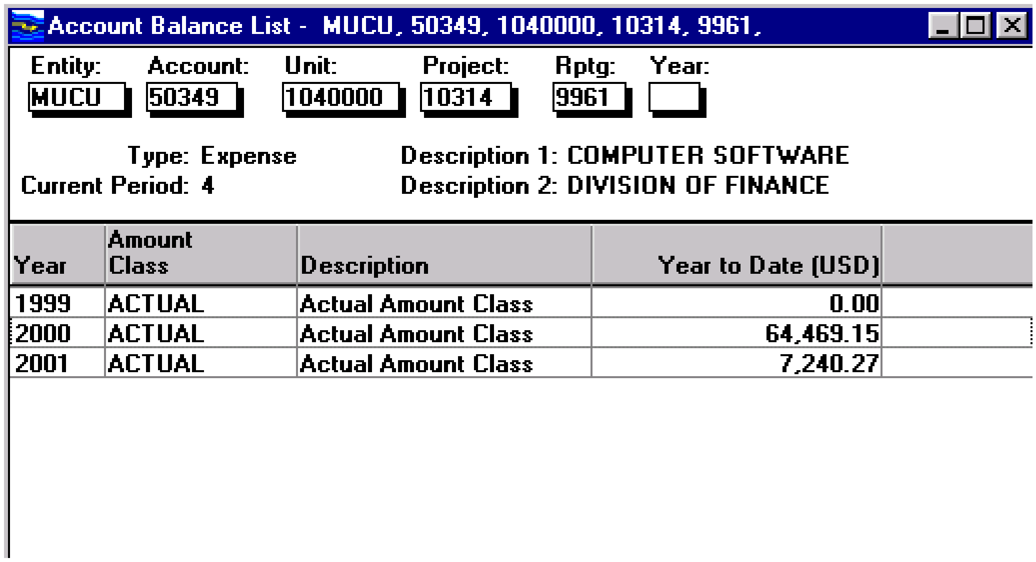
For invoice transactions only!



You always start a <u>complete</u> Drilldown from:

- Account Balance List window or
- Account Balance window

Account Balance List



Note: Use this activity if you want to view all available years and amount class types.

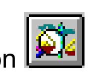
If you start your Drilldown from the Account Balance List window:

- Enter the UDAK information and open the file.

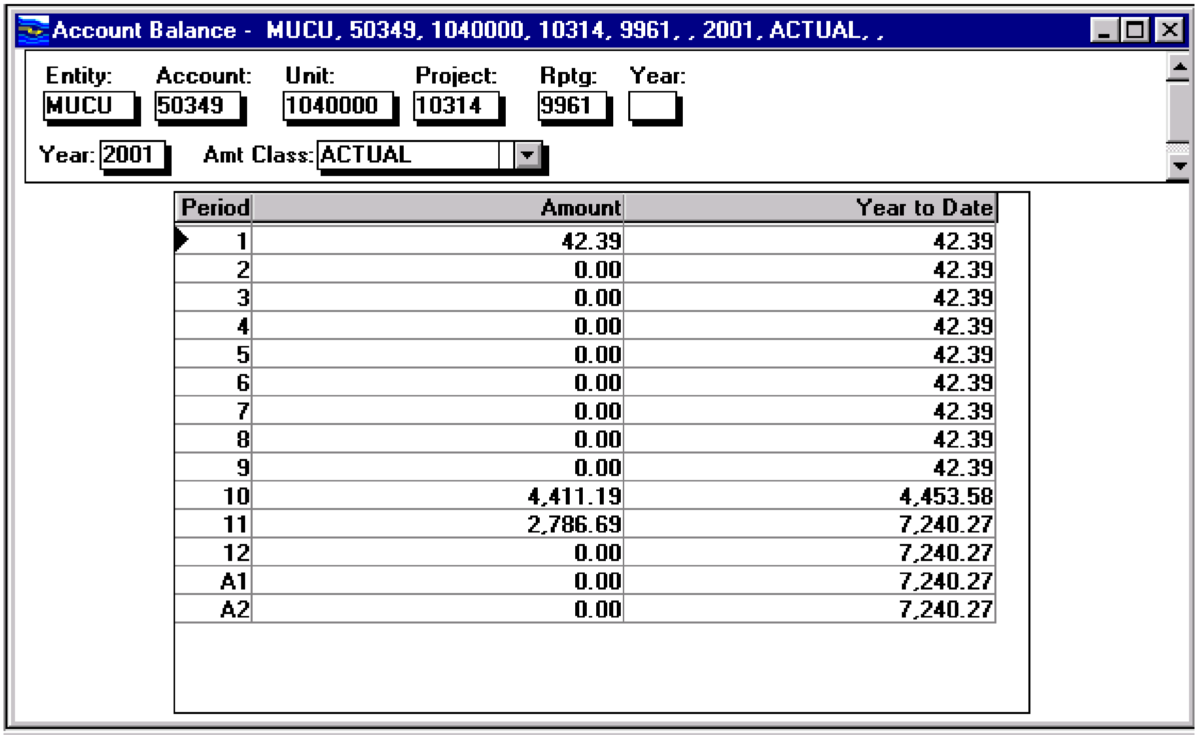
  MUCU 50349 1050000 10363 1061
- Highlight the type of balance you want to view.

  Select 2004 ACTUAL

- *Select Actual*

- Double-click **or** press the Show Balances button  .

Account Balance Window



Period	Amount	Year to Date
1	42.39	42.39
2	0.00	42.39
3	0.00	42.39
4	0.00	42.39
5	0.00	42.39
6	0.00	42.39
7	0.00	42.39
8	0.00	42.39
9	0.00	42.39
10	4,411.19	4,453.58
11	2,786.69	7,240.27
12	0.00	7,240.27
A1	0.00	7,240.27
A2	0.00	7,240.27

The window above displays the results when you select the year and amount class type that you want to view. Notice that you drilled down to the Account Balance window.

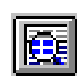
NOTE: You can start your Drilldown from the Account Balance activity if you know the year and amount class type that you want to view.

- Enter the UDAK information
- Enter the year
- Enter the amount class (balance type).

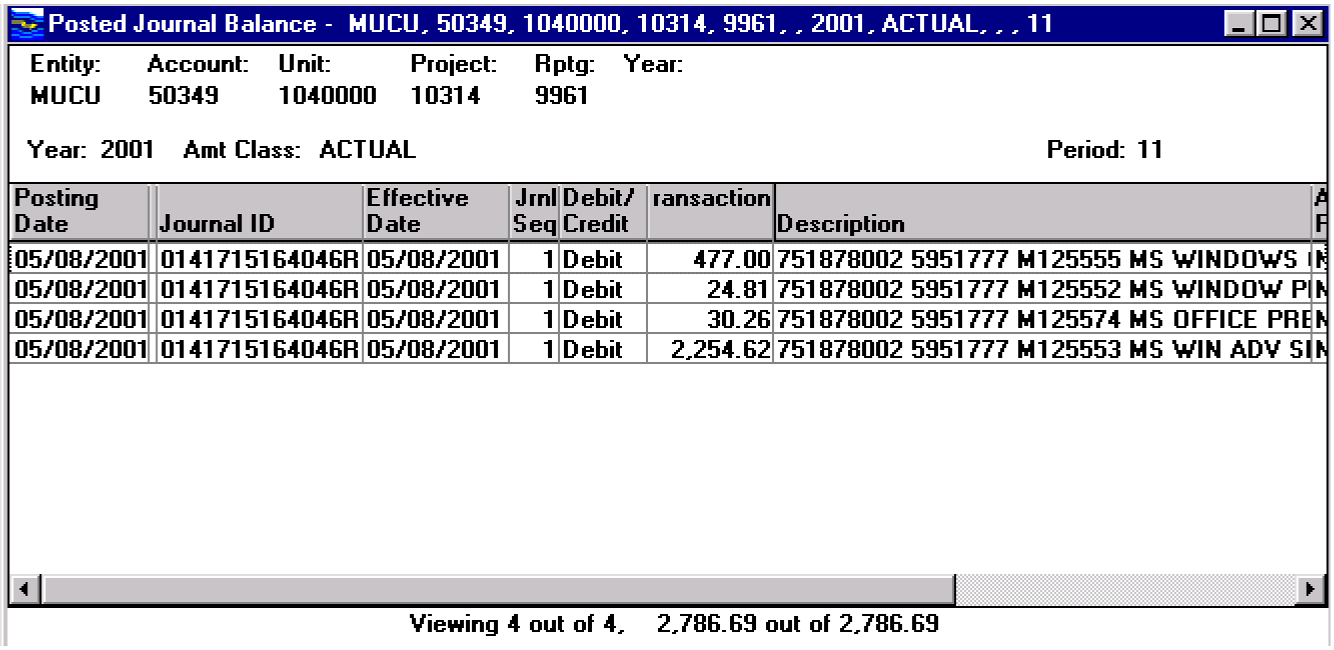
To Drilldown to the Posted Journals window:

- Highlight the period you want to view

    Select PERIOD 4

- Double-click **OR** Press the Zoom to Posted Journal Balance button  .

Posted Journal Balance


Posted Journal Balance - MUCU, 50349, 1040000, 10314, 9961, , 2001, ACTUAL, , , 11

Entity:	Account:	Unit:	Project:	Rptg:	Year:
MUCU	50349	1040000	10314	9961	

Year: 2001 Amt Class: ACTUAL Period: 11

Posting Date	Journal ID	Effective Date	Jrnl Seq	Debit/ Credit	ransaction	Description
05/08/2001	0141715164046R	05/08/2001	1	Debit	477.00	751878002 5951777 M125555 MS WINDOWS
05/08/2001	0141715164046R	05/08/2001	1	Debit	24.81	751878002 5951777 M125552 MS WINDOW PI
05/08/2001	0141715164046R	05/08/2001	1	Debit	30.26	751878002 5951777 M125574 MS OFFICE PRE
05/08/2001	0141715164046R	05/08/2001	1	Debit	2,254.62	751878002 5951777 M125553 MS WIN ADV SI

Viewing 4 out of 4, 2,786.69 out of 2,786.69

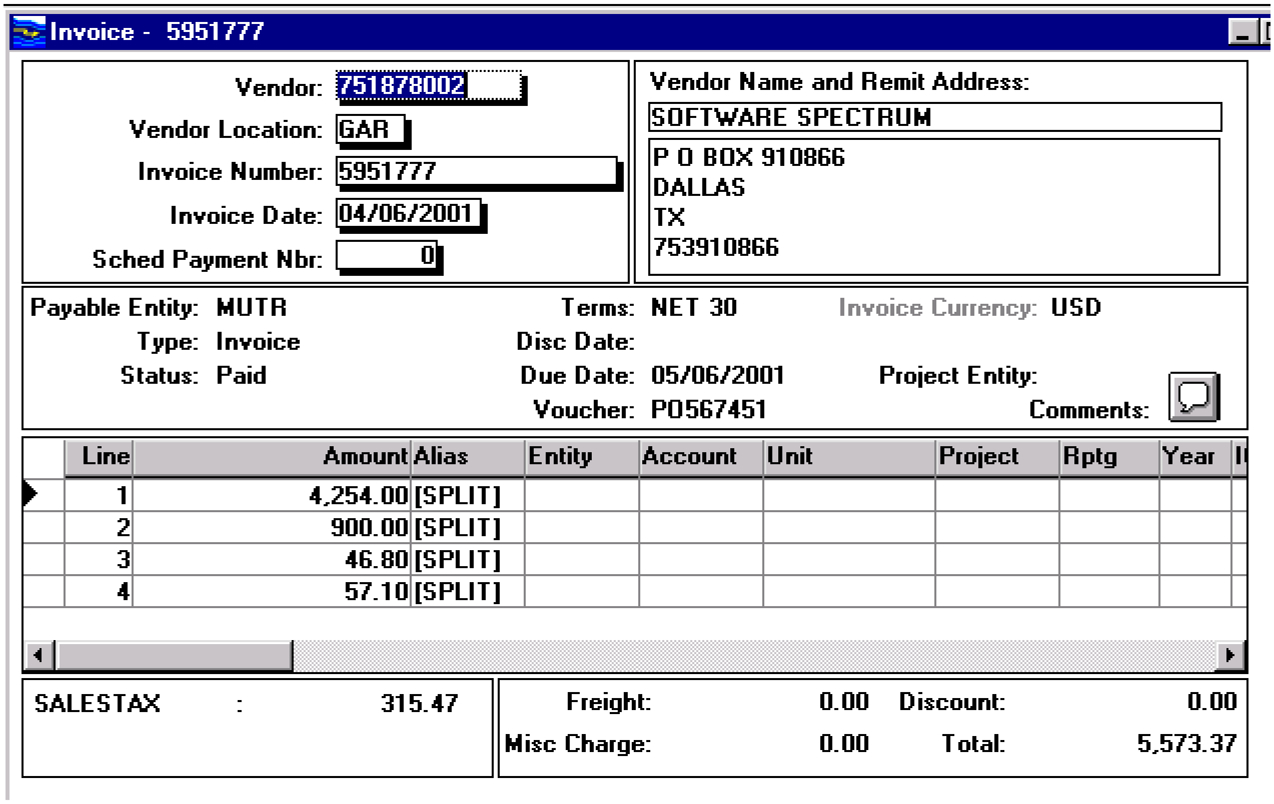
This window displays all the transactions that have updated the account balance for the selected period. You will see the following information for all transactions:

- Journal ID
- Ledger effective date
- Amount and debit/credit indicator
- Descriptive information

Double-click the transaction to inquire on the invoice.

Note: If the transaction came from a non-GEAC system (i.e. Student Accounting, Cash Receipts, etc.), you will remain on the Posted Journal Balance window. This will indicate the end of the Drilldown.

Invoice


Invoice - 5951777

Vendor: 751878002

Vendor Location: GAR

Invoice Number: 5951777

Invoice Date: 04/06/2001

Sched Payment Nbr: 0

Vendor Name and Remit Address:

SOFTWARE SPECTRUM

P O BOX 910866
DALLAS
TX
753910866

Payable Entity: MUTR

Type: Invoice

Status: Paid

Terms: NET 30

Disc Date:

Due Date: 05/06/2001

Voucher: P0567451

Invoice Currency: USD

Project Entity:

Comments:

Line	Amount	Alias	Entity	Account	Unit	Project	Rptg	Year
1	4,254.00	[SPLIT]						
2	900.00	[SPLIT]						
3	46.80	[SPLIT]						
4	57.10	[SPLIT]						

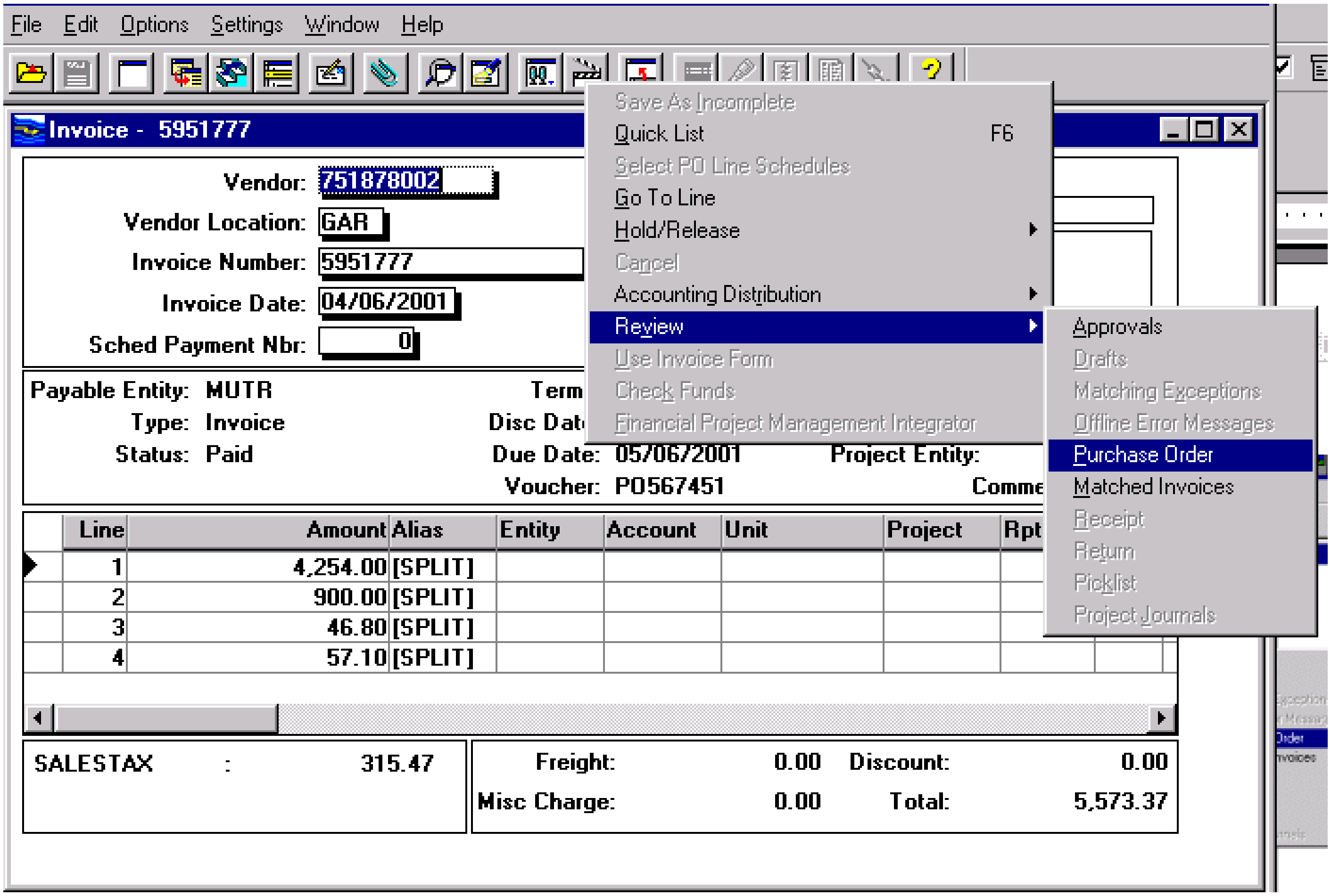
SALESTAX : 315.47

Freight: 0.00 Discount: 0.00

Misc Charge: 0.00 Total: 5,573.37

Note: All views and actions are available to complete your inquiry. (Pgs 43-49)

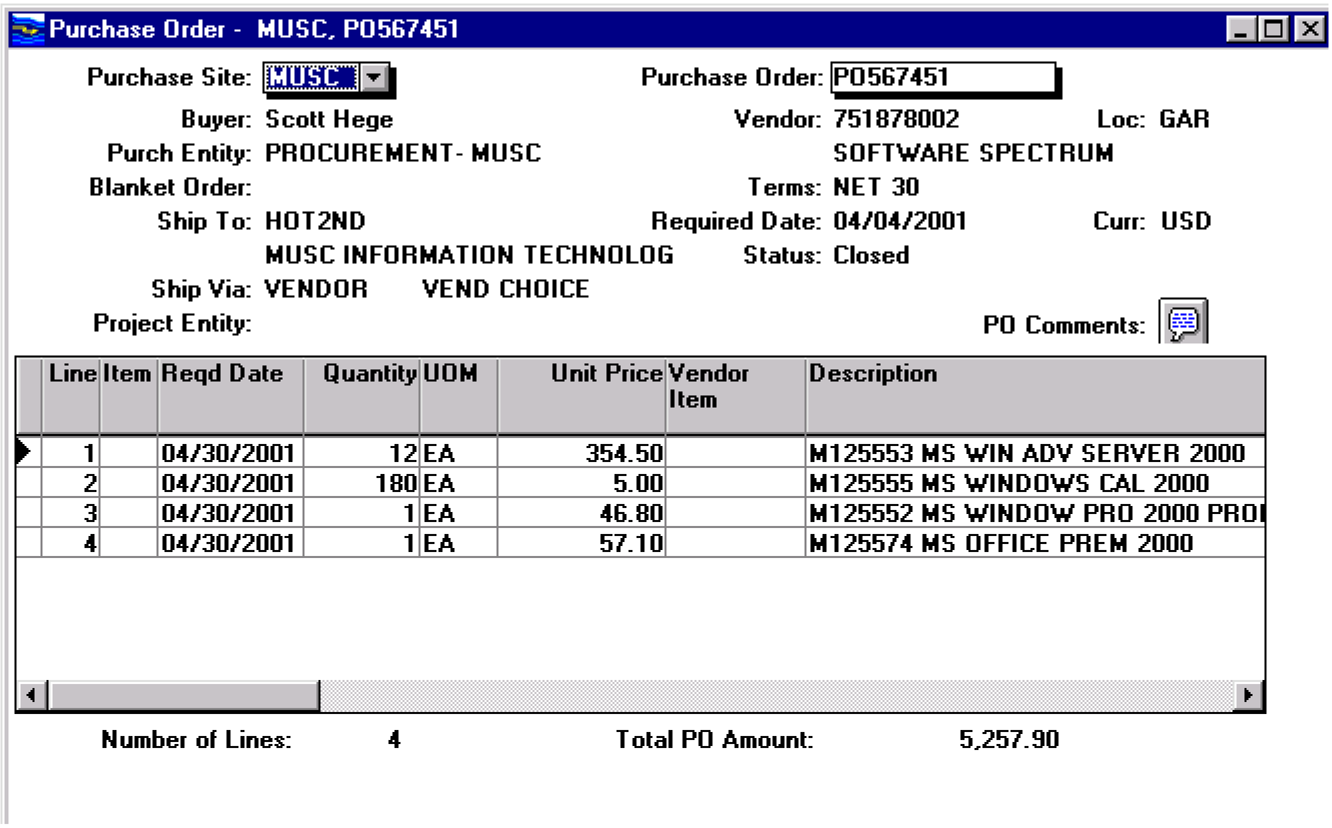
Review Purchase Order



To review the Purchase Order:

- Highlight the line that you want to inquire further on.
- Press the Actions button  .
- Choose Review, Purchase Order.

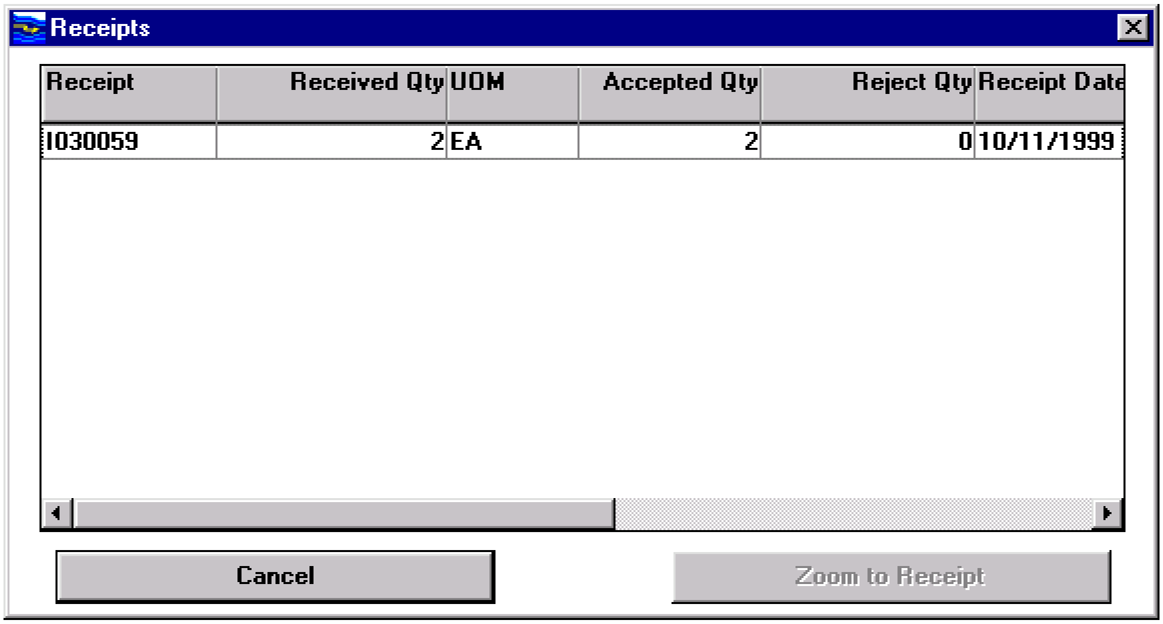
Purchase Order



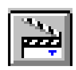
Line	Item	Reqd Date	Quantity	UOM	Unit Price	Vendor Item	Description
1		04/30/2001	12	EA	354.50		M125553 MS WIN ADV SERVER 2000
2		04/30/2001	180	EA	5.00		M125555 MS WINDOWS CAL 2000
3		04/30/2001	1	EA	46.80		M125552 MS WINDOW PRO 2000 PROI
4		04/30/2001	1	EA	57.10		M125574 MS OFFICE PREM 2000

On the Purchase Order window, you may review quantity, price, date required, etc. All of the views are available to complete further inquiry.

Attached Receipts

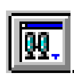


To view Receipts:

- Click on the Actions button  .
- Choose Review, Receipts.
- Select the receipt line
- Click on Zoom to Receipt

To view Attached Requisitions

To view any attached requisitions:

- Press the Views button .
- Choose Attached Requisitions.
- Click on the Actions Button 
- Select Review, Requisition.

Exercise #3 - Drilldown

Perform a complete Drilldown based on **2004 ACTUAL period 3** starting with the Account Balance window and answer the questions below.

MUCU	50349	1070000	10275	1061

What is the invoice #? ____________________

What is the check # (pmt ref #)? ____________________

What is the purchase order #? ____________________

What is the requisition #? ____________________

What is the status of the receipt? ____________________