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APSO20                                DOCUMENT INQUIRY MENU

ACTION ==>  (A/ADD, C/CHANGE, D/DELETE, V/VIEW) CODE ==>

VENDOR NBR ==>                DOCUMENT NBR ==>                PO/REQ ==>

DOC TYPE ==>  CNTL GRP NBR ==>                CHECK NBR ==>                BAN ID

==>

      ACTION  CODE    DESCRIPTION

      V      CDC--- CREDIT MEMO DIRECT CHARGE

      V      CGA--- CONTROL GROUP AUTH RELEASE

      V      CGH--- CONTROL GROUP HEADER

      V      CGR--- CONTROL GROUP REVIEW

N/A  V      CPO--- CREDIT MEMO PURCHASE ORDER

      V      DCL--- DOCUMENT LIST

N/A  V      DPO--- DEBIT MEMO PURCHASE ORDER

      V      IDC--- INVOICE DIRECT CHARGE

N/A  V      IPO--- INVOICE PURCHASE ORDER

      V      MCR--- MISCELLANEOUS CHECK REQUESTS

      V      ODC--- ON DEMAND CHECK RELEASE

      V      PDH--- PURGED DOCUMENT LIST

N/A  V      POL--- PURCHASE ORDER LIST

N/A  V      RCL--- RECEIVING LIST

      PF9 - PURMENU      PF10 - APSMENU      PF11 - SYSMENU      PF12 -

LOGOFF
    
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Following is an explanation for inquiry on DCL and PDH, along with the available selection criteria for locating a document or vendor payment. Enter a **V** in the ACTION field and either **DCL** or **PDH** in the CODE field and tab down to the applicable fields to enter one of the selection criteria.

**DCL** Summary vendor or document information for invoices and credit memos that have not been purged

to PDH (Purged Document History); vendor document information, accounting distributions, and line item information can still be reviewed on DCL documents by entering an S in the S(elect) field on DCL.

Selection Criteria: one of the following

- enter DOCUMENT NBR only to view a specific document
- enter VENDOR NBR and BANK ID (0001 for a University payment, 0002 for a Foundation payment) to view all documents for a specific vendor
- enter PO/REQ number with the appropriate prefix to view all documents processed against a specific purchase order, requisition or transmittal
- enter the CHECK NBR (all 8 digits, including the leading zeros) and BANK ID to view all documents paid/deducted on a specific check number

**PDH** Summary vendor or document information for invoices and credit memos that have been purged to PDH (Purged Document History); only the vendor document information is available for on-line review; accounting distributions and line item information cannot be reviewed on-line but may be extracted from the history files via SAS or QMF jobs.

Selection Criteria:

- enter VENDOR NBR and BANK ID to view all documents paid to or deducted from a specific vendor
- enter DOCUMENT NBR only to view a specific document
- enter PO/REQ with appropriate prefix to view all documents paid/deducted against a specific purchase order, requisition or transmittal
- enter CHECK NBR (all 8 digits) and BANK ID to view documents on a specific check

Document Information Display:

**VENDOR NBR** - payee number under which the document was entered and paid

**PO NBR** - the purchase order number or the requisition number against which the document was entered and paid

**DOC TYPE** - indicates the type of document and screen on which the detail document entry may be viewed

**DOCUMENT NBR** - the vendor's invoice number or other assigned document number under which the document was entered for payment

**DOC ST** - the status of the document; see CODE TABLE for explanation of the code (eg PD for paid; CP for credit memo pending)

**DOCUMENT AMT** - total amount of invoice or check request (excludes accrued sales tax)

**CHECK NBR** - check number on which the document was paid

**CHECK DATE** - date check was printed

**CNTLGRP NBR** - the APS control group number assigned to the batch of documents in which the document was entered

Viewing the Detail Information for a Document Displayed:

- Tab down to the document to be reviewed and enter an "S" in the "S"(select) field and depress the enter key to view the detail invoice and accounting distribution information

Following is an explanation of each of the remaining inquiry functions available on the menu, along with the required selection criteria, to assist you in utilizing these on-line inquiry facilities. Always enter a V in the ACTION field and the three letter code in the CODE field, and tab down to the applicable fields to enter one of the selection criterias below.

- CDC** Detailed credit memo information  
Selection Criterias:  
- enter VENDOR NBR, DOCUMENT NBR and DOC TYPE  
or,  
- enter VENDOR NBR and BANK ID, or  
- enter the purchase order number, if known, prefixed by the appropriate PO prefix (or X)  
Entry of an "S"(select) next to the document displayed from the CDC inquiry will automatically display CDC for credit memo details
- CGA** Lists control groups entered by departments other than Accounts Payable that have not been "released" by Accounts Payable  
- Can be used by departments to monitor the timely release by Accounts Payable of the departmental additions to APS  
Selection Criteria: none
- CGH** Provides summary information and status of documents entered in a specific control group  
Selection Criteria:  
- enter control group number in CNTL GRP NBR field
- CGR** Provides listing of control groups being entered or in the process of balancing;  
Used to monitor the timely balancing of all control groups entered  
Selection Criteria: none
- CPO** Not Available - Future Development
- DPO** Not Available - Future Development
- IDC** Detail document information for a specific invoice  
Selection criteria  
- to review detail information on an ID document displayed from the DCL screen, enter an S in the S(elect) field and depress the ENTER key -the IDC screen will automatically be displayed  
- enter VENDOR NBR, DOCUMENT NBR and DOC TYPE (ID)
- IPO** Not Available - Future Development
- MCR** Detail check request information for a specific check request entered by the Accounts Payable department
- ODC** Use to view check requests set up for on-demand payment; after the check is printed, the document is no longer available for viewing on ODC  
Selection criteria: none available
- POL** Not Available - Future Development
- RCL** Not Available - Future Development