



Process Documentation

Department:

Customer Support

Last Updated:

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NAME OF PROCESS

Invoice Inquiry by Vendor [Roleplay]

Use Case / Objectives

This guide will walk you through the process for launching the Invoice Inquiry screen where you can review information for an A/P vendor invoice.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for all tasks are available in the Reference Glossary. To view these definitions, either click the screen name in the task or scroll to the end of the documentation, where the glossary is located.

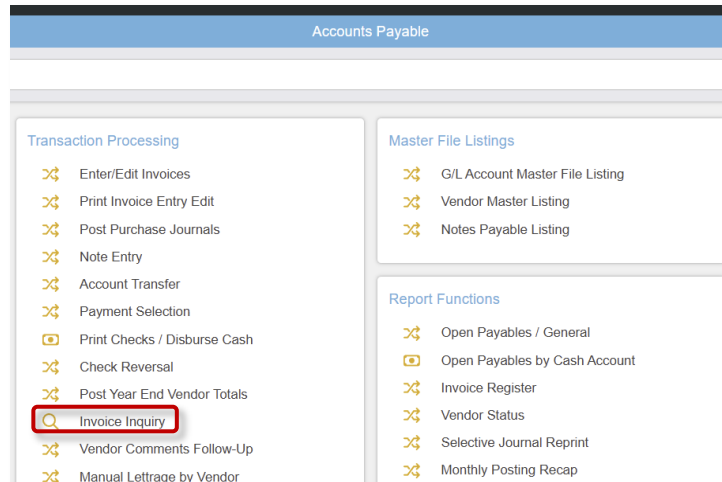
Menu options to access:

Accounts Payable => Invoice Inquiry

Vendor Invoice Inquiry

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Payable** screen does not automatically appear, select **Accounts Payable** from the left toolbar.
3. In the **Transaction Processing** section, click on the **Invoice Inquiry** option.



- a. The **Invoice Inquiry** screen opens.

The screenshot shows the 'Invoice Inquiry' screen. At the top left, it displays the date and time '2/26/25 21:13:16'. The title 'Invoice Inquiry' is at the top right. The screen contains several input fields and checkboxes:

- Vendor number :
- Invoice number :
- Purchase order # :
- Check number :
- Invoice Due Date :
- Open Invoices (Y/N) :
- Paid Invoices (Y/N) :
- From Invoice date :
- To Invoice Date :

4. Type in the **Vendor number** field, pressing F4 to search.

5. Type any additional information in the corresponding fields; press Enter to continue.
 - a. The **Invoice Inquiry - Invoice List** screen opens for the entered Vendor.

2/26/25 21:23:01 Invoice Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Vend. No.

1=Select 5=User Defined

Vend #	Vendor Name	Invoice Number	Description	Inv.Date	Opn/Chk Amount
<input type="checkbox"/> 163	Vendor for testing only	INVT1	Vendor for testing only;INVT1	7/01/22	1,100.00
USD TOTAL --->					1,100.00

6. Press F7 on your keyboard or click on F07 Toggle Description in the **Display Functions** menu to display filters to focus the list by invoice payment select number and halt code.

2/26/25 21:34:37 Invoice Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Vend. No.

1=Select 5=User Defined

SEL #	HC	EMPLOYEE	DATE	
<input type="checkbox"/> 163	Vendor for testing only	INVT1	7/01/22	
Invoice currency: USD Pay select #: 1315 Halt Cd: Clear/Vd date: Employee: W6448LB Date: 11/08/23				
USD TOTAL --->				1,100.00

7. Press F11 on your keyboard or click on F11 Unfold in the **Display Functions** menu to hide or display a second line of detail for each invoice.

2/26/25 21:39:06 Invoice Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Vend. No.

1=Select 5=User Defined

Vend #	Vendor Name	Invoice Number	Description	Inv.Date	Opn/Chk Amount
<input type="checkbox"/> 163	Vendor for testing only	INVT1	Vendor for testing only;INVT1	7/01/22	1,100.00
Invoice currency: USD Pay select #: 1315 Halt Cd: Clear/Vd date: Employee: W6448LB Date: 11/08/23					
USD TOTAL --->					1,100.00

8. Type 1 in the **X** column next to the desired invoice.
NOTE: Use the filter fields above the columns to search.

2/26/25 21:23:01 Invoice Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Vend. No.

1=Select 5=User Defined

X	Vend #	Vendor Name	Invoice Number	Description	Inv.Date	Opn/Chk Amount
<input checked="" type="checkbox"/>	163	Vendor for testing only	INVT1	Vendor for testing only;INVT1	7/01/22	1,100.00
USD TOTAL --->						1,100.00

9. Press Enter.

- a. The Invoice Inquiry - Review screen opens for the selected invoice(s).

```

2/26/25 21:43:46                               Invoice Inquiry                               Sys: DEMO V12
                                                Cmp: RM Loc: DMO

Assignee No. :                               Name:                               Halt Code   :
Vendor No.   : 163                            Name: Vendor for testing only      Location    : DMO       Employee:  W6448LB
Invoice No.  : INVT1                          Type: I                             Invoice Code :           Date    : 11/08/23
P.O. Number :                               P.O. Reference:                   Currency Code : USD     Clear/Vd:
Recurring Qty: Paid:                          Mult. Invoices: N                 Original Amount: 1100.00
1099 Income : (Y/N)                          Prepaid Code : N (Y/N)            Current Balance: 1100.00
Check Number :                               Check Date   :                     Check Amount :           Pay Code:  K
Disc. Percent:                               Discount Date :                    Sequence Number: 1833   Batch No: 0000011730
Invoice Date : 7/01/22                       Due Date    : 7/11/22              Payment Select#: 1315
Invoice Desc.: Vendor for testing only;INVT1  A/P Reference :

8-DETAIL DESCRIPTION
--- Disbursements ---      --- Discounts ---
0  Acct.#                Amount D/C  Acct.#                Amount Equip #
1  1245-0001-0000-00    1,100.00  D

2120-0000-0010-00    1,100.00  A/P Account  ----- Messages -----

Press Enter to continue.
    
```

- 10. Press F5 on your keyboard or click on F05 Enable Date in the Display Functions menu to enable the *Discount Date* and the *Due Date* fields, updating them if desired.

```

2/26/25 21:48:14                               Invoice Inquiry                               Sys: DEMO V12
                                                Cmp: RM Loc: DMO

Assignee No. :                               Name:                               Halt Code   :
Vendor No.   : 163                            Name: Vendor for testing only      Location    : DMO       Employee:  W6448LB
Invoice No.  : INVT1                          Type: I                             Invoice Code :           Date    : 11/08/23
P.O. Number :                               P.O. Reference:                   Currency Code : USD     Clear/Vd:
Recurring Qty: Paid:                          Mult. Invoices: N                 Original Amount: 1100.00
1099 Income : (Y/N)                          Prepaid Code : N (Y/N)            Current Balance: 1100.00
Check Number :                               Check Date   :                     Check Amount :           Pay Code:  K
Disc. Percent:                               Discount Date :                    Sequence Number: 1833   Batch No: 0000011730
Invoice Date : 7/01/22                       Due Date    : 7/11/22              Payment Select#: 1315
Invoice Desc.: Vendor for testing only;INVT1  A/P Reference :

8-DETAIL DESCRIPTION
    
```

- 11. Press Shift+F3 on your keyboard or click on F15 Journal Inquiry in the Display Functions menu to open the Invoice G/L Journal Transaction Inquiry screen. **NOTE: Press F12** to return to the Invoice Inquiry - Review screen.

```

2/26/25 21:56:39                               Invoice G/L Journal Transaction Inquiry       Sys: DEMO V12
                                                Cmp: RM Loc: DMO

A/P Invoice #: INVT1
Options: 5-Display journal
0 Movement # Journal_ref Date Account number Account description Debit Credit Ltq # Description
1 10035422 APY-00000156 7/11/22 12450001000000 MERCHANDISE INVENTORY ACCT 1100.00 Vendor for testing
2 10035422 APY-00000156 7/11/22 212000000001000 ACCOUNTS PAYABLE - TRADE - 1100.00 Vendor for testing

Totals: 1100.00 1100.00
    
```

- 12. Press Enter to continue or press F3 to exit.

Reference Glossary

Field Definitions for Tasks

Invoice Inquiry

- **Vendor Number** - Enter the number of the vendor whose invoice(s) you want to review. If you do not know the number, press F4 to search for it.
- **Invoice Number** - If applicable, enter the number of the specific invoice you want to review.
- **Purchase Order Number** - If applicable, enter the number of the purchase order for which you want to review invoices.
- **Check Number** - If applicable, enter the number of your organization's check for which you want to review invoices.
- **Invoice Due Date** - To see a list of all invoices for all vendors with the same due date, leave the previous fields blank and enter the due date in this field.
- **Open Invoices** - Indicate whether you want to include open invoices in the review list.
- **Paid Invoices** - Indicate whether you want to include paid invoices in the review list.
- **From Invoice Date** - If applicable, enter the starting date for the range of invoice dates that you want to review. The invoice date is the date assigned to the invoice when it was entered in the system. It is generally the date on the invoice or the date it was entered. It is not the due date or posting date.
- **To Invoice Date** - If applicable, enter the ending date for the range of invoice dates that you want to review. The invoice date is the date assigned to the invoice when it was entered in the system. It is generally the date on the invoice or the date it was entered. It is not the due date or posting date.

Invoice Inquiry - Invoice List

- **Vendor Number** - Displays the number of the vendor who sent the invoice.
- **Vendor Name** - Displays the vendor's name.
- **Invoice Number** - Displays the number from the vendor invoice.
- **Description** - Displays the description assigned to the invoice.
- **Invoice Date** - Displays the date that was assigned to the invoice when it was entered in the system. It is generally the date on the invoice or the date it was entered. It is not the due date or posting date.
- **Open/Check Amount** - Displays the open amount on the invoice or the amount of the check paid against the invoice.
- **Employee** - Displays the ID of the user who last entered a transaction against the invoice.
- **Date** - Displays the date that a transaction was last posted against the invoice.
- **F7** - Toggle Description
- **Select Number** - Enter an invoice payment select number for which you want to filter the list.

- *Halt Code* - Enter the halt code (H1 through H7) for which you want to filter the list.