

Search for Invoices

Scope

This section describes how to use SFA FMS to Search for an Invoice.

System References

N/A

Policy

N/A

Responsibility

SFA Financial Partner Manager.

Distribution

N/A

Ownership

N/A

Activity Preface

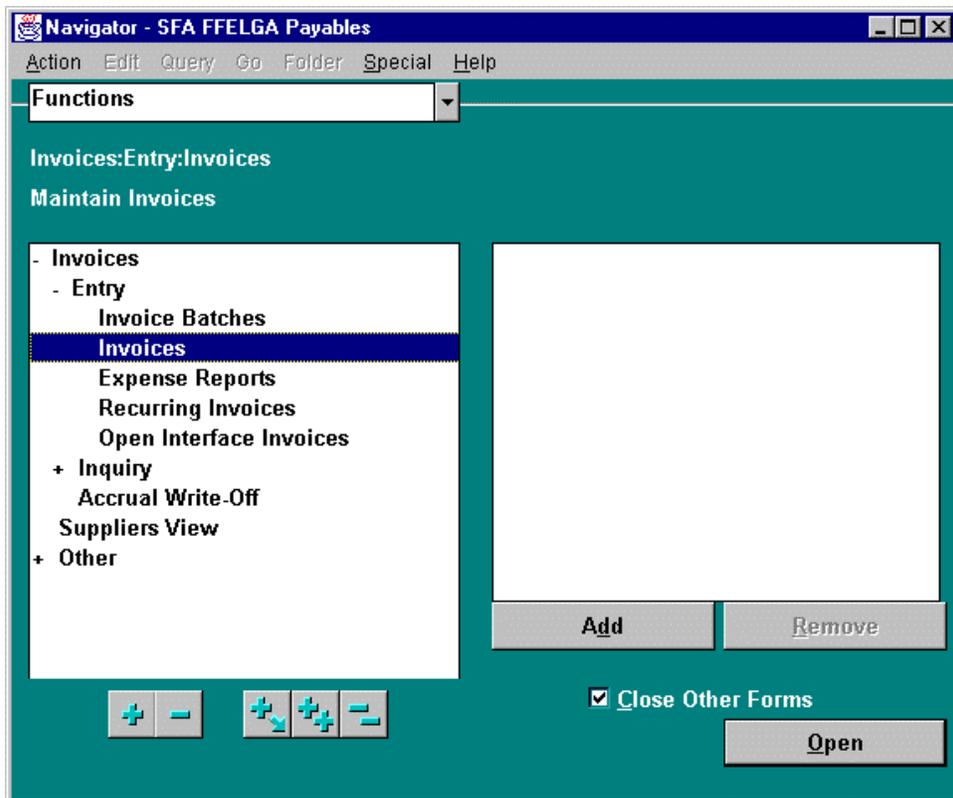
This activity is performed whenever the Financial Partners Manager needs to search for an Invoice.

This procedure continues from:

Approve Invoice [PROG0008]

Search for Invoices Reports-SFA Financial Partner Manager

1. Double-click **Invoices**. The Invoices submenu appears.
2. Double-click **Entry**. The Entry submenu appears.
3. Click Invoices.
4. Click the **Open** button. The “Find Invoices” window appears. Search to find the invoices that you need to review and approve.



FYI: The SFA FFELGA Payables responsibility can search to find invoices using any field or combination of fields on the “Find Invoices” window; however, you must select something in the Supplier or Invoice sections in order to limit the search by the other sections. Some useful search criteria include:

Supplier: Name – select a specific GA Name from the List of Values to find all the invoices for one specific GA.

Invoice: Number – select %MMMYYYY% to find an invoice from a particular Monthly Report.

Invoice: Pay Group – select GA Pay Group from the List of Values to find all the invoices for GAs. Combine this with the Date or Status option to narrow your search.

Invoice: Date – select a specific date range to find invoices that were created in a certain time period. This option is helpful to narrow your search results when using one of the other search options.

Invoice: Status – select a status from the drop-down list to find invoices on which you need to take action. The status includes Never Approved, Needs Reapproval, and Approved. This option can only be used if you have also selected a search criteria in the Supplier or Invoice sections.

The screenshot shows the 'Find Invoices' window with the following sections and fields:

- Supplier:** Name, Number, Site, Taxpayer ID, PO Num, PO Shipment (dropdown).
- Invoice:** Number, Terms (dropdown), Type (dropdown), Pay Group (dropdown), Amounts (range), Invoice Batch, Dates (range), Currency (dropdown).
- Invoice Status:** Paid (dropdown), Posted (dropdown), Status (dropdown).
- Holds:** Status (dropdown), Name, Reason.
- Voucher Audit:** Category, Name, Numbers (range).
- Invoice Template:** Number, Period Type.

Buttons at the bottom: Calculate Balance Owed..., Clear, New, Find.

5. Tab to the field in which you would like to search. Type the invoices that you would like to find or click the **List of Values** icon to select from a list of valid values.
6. Click **Find**. The “Invoices (SFA FMS)” window appears with the invoices that match your search listed.

The screenshot shows the 'Invoices (SFA FMS)' window with a menu bar (Action, Edit, Query, Go, Folder, Special, Help) and a toolbar. The main area contains a table of invoices with the following data:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	25-OCT-2000	235M092000	USD	2,153,030.
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Summary statistics at the bottom of the window:

- Batch Control Total: []
- Actual Total: []
- Amount Paid: USD [] 0.00
- Holds: 0
- Status: Never Approved
- Desc: GA 235 Monthly Financial Report. Month: 8 Fiscal Year: 2000
- DistributionTotal: <215,263.53>
- Posted: No

Buttons at the bottom: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions.

The Form 2000 GA Invoice numbers follow the convention:

###Mmmyyyy

is the three- digit GA code

M indicates the invoice originated from a monthly report

mm is two-digits representing the month of the report yyyy is four-digits representing the year of the report

Standard Invoice

The screenshot shows the 'Invoices (SFA FMS)' application window. The title bar includes 'Invoices (SFA FMS)' and standard window controls. The menu bar contains 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. On the right side, there are input fields for 'Batch Control Total' and 'Actual Total'. Below these is a small icon and a checkbox. The main area is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amou. The table contains five rows of invoice data. The third row is highlighted with a blue selection box. Below the table, there are summary statistics: 'Amount Paid' (USD 0.00), 'Holds' (0), 'DistributionTotal' (2,153,030.80), 'Status' (Approved), and 'Posted' (No). The description is 'GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000'. At the bottom, there are several buttons: 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M062000	USD	882,274.
Standard	GA Instituti	100073	GA-SHOF	26-OCT-2000	235M092000	USD	2,153,030.
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid: USD 0.00
 Holds: 0
 DistributionTotal: 2,153,030.80
 Status: Approved
 Posted: No
 Desc: GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

- Double-click the row of the invoice that you need to review. The blue box at the front of the row will indicate that that invoices has been selected.

-OR-

- Click the row of the invoice that you need to review and click the **Distributions** button. The “Distributions (SFA FMS) - # name” window appears. This window shows the amount and account mapping for each of the lines MR-1 through MR-16 of the GA Form 2000 Monthly report.

Distributions (SFA FMS) - 235M082000, GA Institution Name 235

Action Edit Query Go Folder Special Help

Invoice Total <215,263.53>
Distribution Total <215,263.53>

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	375,742.42		19-OCT-2000	0230X01.B.01.218001.ENNC00
2	Item	0.00		19-OCT-2000	0230X01.B.01.218001.ENNC00
3	Item	92,929.03		19-OCT-2000	0230X01.B.01.218001.ENNC00
4	Item	0.00		19-OCT-2000	0230X01.B.01.218001.ENNC00
5	Item	18,685.35		19-OCT-2000	0230X01.B.01.218001.ENNC00
6	Item	0.00		19-OCT-2000	0230X01.B.01.218001.ENNC00

Account Description: FEELP Loans-Liq.CATEGORY B.Year 2001.Loan Guarantee .PROGRAM ANALYS
Status: Never Approved PO Number:
Posted: No

Prorate... 1 Reverse 1 View PO Calculate Tax

9. Use the **scroll bars** to review the details of each line. Click the **Account** field and then click the **List of Values** icon to see the complete ACCS for any line. The “SFA COA” window appears.

SFA COA

Fund: 0230X01 FEELP Loans-Liquidating (FFY 2001)
Fund Category: B CATEGORY B - DIRECT
Budget Fiscal Year: 01 Year 2001
Account: 218001 Loan Guarantee Liability
Organization: ENNC0000 PROGRAM ANALYSIS
Limitation: BB7 FFELP-F COLL NON-FED SRCS
Object Class: 44000 Temp Object Class
Activity: 959 Lori -- Test
CFDA: 032 FED FMLY EDUCATION LOANS
Cohort Year: CY SFA Default Cohort Year
Sector: 0 SFA Default Sector
Source Code: GA Guaranty Agencies
Cost Code: LRDO GA Partnerships
Institution: GA235 GA Institute 235

Clear Cancel OK

FYI: Although it is possible to make changes to the amounts and account mapping on the Distributions window, any changes to the account mapping should be made by SFA CFO on the FFEL Account Mapping “SFA Accounting Segments” window. The GA

should make any changes to the amounts in these lines as an adjustment in the next month Form 2000.

10. Click the **X** button to close the “SFA COA” window. The “Distributions (SFA FMS) - #, GA Name” window appears.
11. Click the **X** button to close the “Distributions (SFA-FMS) -# GA name window. The “Invoices (SFA FMS) - #” window appears.

The screenshot shows the 'Invoices (SFA FMS)' window with a menu bar (Action, Edit, Query, Go, Folder, Special, Help) and a toolbar. The main area contains a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amo. Below the table is a summary section with fields for Amount Paid (USD 0.00), Holds (0), Distribution Total (2,153,030.80), Status (Never Approved), and Desc (GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000). At the bottom, there are buttons for Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, and Distributions.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	25-OCT-2000	235M092000	USD	2,153,030.
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Batch Control Total:
 Actual Total:

Amount Paid: USD

Holds: Distribution Total:

Status: Posted:

Desc:

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

12. Click the **Overview** button to view an overview of the invoice. The “Invoice Overview (SFA FMS)” window appears with summary information about the invoice supplier, status, holds, payment schedule, and actual payments.

Invoice Overview (SFA FMS)

Action Edit Query Go Folder Special Help

Supplier: GA Institution Name 235 Site: GA-SHORT-235
 Supplier Num: 100073 Taxpayer ID: 235
 Invoice Num: 235M092000 Batch Name: FFEL235M092000
 Type: Standard Currency: USD
 Date: 25-OCT-2000 Amount: 2,153,030.80
 Voucher: Unpaid Amount: 2,153,030.80
 PO Number: Unapplied Amount:
 Description: GA 235 Monthly Financial Report. Mo Settlement Date:

Invoice Status

Paid: No
 Posted: No
 Status: Never Approved

Active Hold Reason

Scheduled Payments

Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
USD	2,153,030.80	2,153,030.80	15-NOV-2000	<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Actual Payments

Payment Overview View PO Supplier Invoices

13. Click the **X** button to close the “Invoice Overview (SFA FMS)” window”. The “Invoices (SFA FMS) - #” window appears.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	25-OCT-2000	235M092000	USD	2,153,030.
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid: USD 0.00

Holds: 0 Distribution Total: 2,153,030.80
 Status: Never Approved Posted: No
 Desc: GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000

Actions... 1 Holds Payments Match
 Scheduled Payments Overview Distributions

14. Click the **Scheduled Payments** button to see the payment due date and payment method. The “Schedule Payments (SFA-FMS) - #, GA name” window appears.

Scheduled Payments (SFA FMS) - 235M092000, GA Institution Name 235

Action Edit Query Go Folder Special Help

Payment Currency **USD** Invoice Amount **2,153,030.80**
 Amount Paid **0.00** Gross Amount Total **2,153,030.80**

Scheduled Payments

Hold Payment Priority Payment Method **Discount**

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Date	Amount
<input type="checkbox"/>	15-NOV-2000	2,153,030.80	99	Electronic		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Amount Remaining **2,153,030.80**
 Discount Amount Remaining **0.00**

15. Click the **X** button to close the “Schedule Payments (SFA FMS) - #, GA Name” window. The “Invoices (SFA FMS) - #” window appears.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

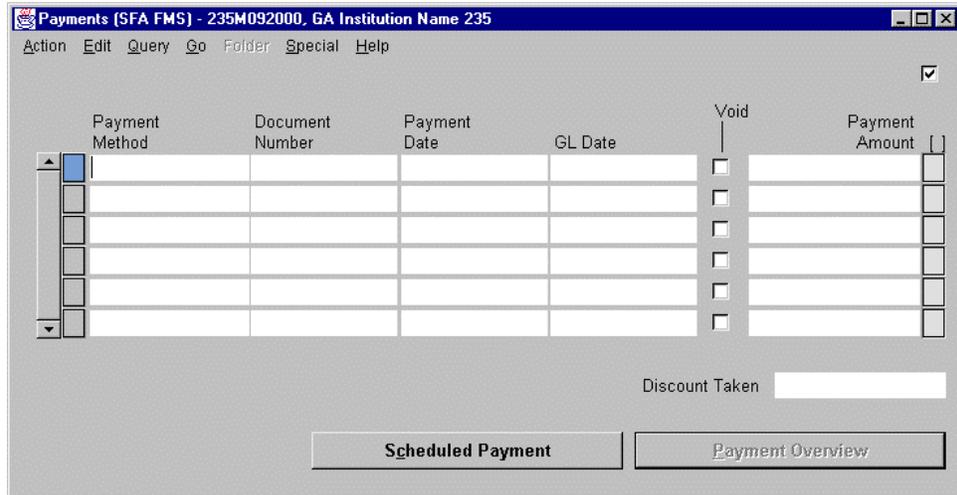
Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
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Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid **USD 0.00**

Holds **0** DistributionTotal **2,153,030.80**
 Status **Never Approved** Posted **No**
 Desc **GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000**

16. Click the **Payments** button to view any payments made for the invoice.



17. Click the X button to close the “Payments” window. The “Invoices(SFA FMS)-#” window appears.

End of activity.

