

## How to Search within AP Inquiry

### Pre-requisites:

- \* Via Oracle, ensure RIT employee holds a responsibility that has AP Inquiry in the title.

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### Accessing AP Inquiry



#### Don't see an AP Inquiry Responsibility?

Speak with the financial manager in your department to determine if you are the correct staff member to hold AP Inquiry responsibility. If so, your supervisor can request this be added for you via the Service Center.

Navigate to your Oracle web home screen:

1. Select the responsibility that includes 'INQ' or 'INQUIRY' in the title.

#### Examples include:

- RIT - AP - IHST INQUIRY - 86000-86999
- RIT - GL - HON PROGM RPT, INQ, & PRL - 62500-62508
- RIT - GL - CTO RPT & INQ - 15025

2. Choose Invoice Workbench in the right menu



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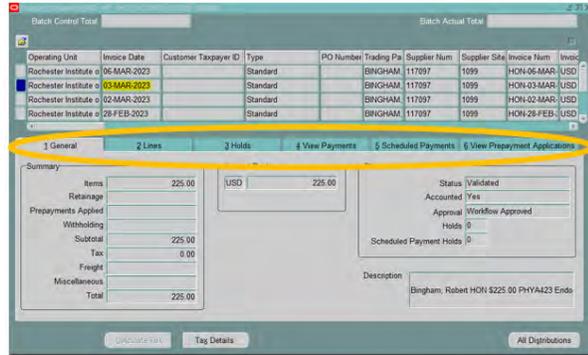
### Search for Item of Interest

Use known information (supplier number, PO number, supplier name) to search for invoices/payments.

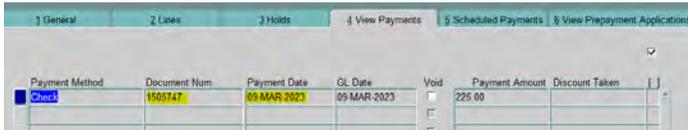
**\*Item to Note - the % sign is a wildcard in Oracle - put this symbol at the beginning/end of your search to yield more search results.**

## Finding Payment Information

- The search will yield invoices that have been entered into Oracle for processing.
- Find the invoice of interest and click on the line in which it resides.
  - Details for that invoice will generate in the six tabs across the bottom half of the window.



### Was it paid?



Click on the 'View Payments' tab to find check/electronic payment number, amount, and date of processing.

### When will it be paid?

Click on the 'Scheduled Payments' tab to locate due date - item will be processed on last available AP payment run prior to the due date listed.



### The payment was processed - has the check cleared?

Click on the 'View Payments' tab and then 'Payment Overview' in the bottom right corner.

The new window that generates will tell you when the check cleared and if it's been reconciled.



**NOTE: The checks are cleared during the monthly reconciliation process - this is done once a month after the previous month's close.**

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### Tips for Lookup



When the invoice listing is available, the user is able to click on the title of the invoice date or invoice number column, drag it to the left of the screen, and sort in ascending/descending order. Once the column is over on the left, click on the title of the column to sort.



Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoic
Rochester Institute o		Standard		BINGHAM	117097	1099	02-MAR-2023	HON-02-MAR-	USD
Rochester Institute o		Standard		BINGHAM	117097	1099	28-FEB-2023	HON-28-FEB-	USD
Rochester Institute o		Standard		BINGHAM	117097	1099	23-FEB-2023	HON-23-FEB-	USD
Rochester Institute o		Standard		BINGHAM	117097	1099	03-NOV-2022	HON-03-NOV-	USD

Operating Unit	Invoice Date	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Num	lr
Rochester Institute o	16-FEB-2018		Standard		BINGHAM,	117097	66 CRAB	HON 02/16/18	U
Rochester Institute o	21-FEB-2018		Standard		BINGHAM,	117097	66 CRAB	HON 02/21/18	U
Rochester Institute o	28-FEB-2018		Standard		BINGHAM,	117097	66 CRAB	HON 02/28/18	U
Rochester Institute o	01-MAR-2018		Standard		BINGHAM,	117097	66 CRAB	HON 03/01/20	U

Items paid with an international wire will not show as entered until the wire has been completely processed.

