Document Inquiries

In general terms, Document Inquiries:

- Focus on information for a specific Document.
- Frequently do not have drill down capabilities.
- Help Accounts Receivable and Payable personnel find current account information on-line.

You can find these inquiries by accessing the Reporting/Inquiry Menu (RFM) through the Main Menu (MAIN).

From the Reporting/Inquiry Menu, choose the Document Inquiry Menu (DIM).

We will now look at these Document Inquiries in more detail.
(2) CAM COST ACCOUNTING MENU
(3) DT DOCUMENT TRACKING MENU
(4) FIN FINANCIAL DATA ENTRY MENU
(5) PR PROFILE MAINTENANCE MENU
(6) PAY PAYMENT PROCESSING MENU
(7) RFM REPORTING/INQUIRY MENU
(8) SYS SYSTEM CONTROL MENU

(2) DIM DOCUMENT INQUIRY MENU
(3) FI FINANCIAL INQUIRY MENU
(4) HELP HELP FACILITIES MENU
(5) RPTM REPORTING MENU
(6) TRMT TRANSMITTAL PROCESSING MENU

(10) 105 PROJECT INQUIRY BY PROJECT/PH
(11) 106 PROJECT INQUIRY BY AOBJ/GLA
(12) 14 LINKED CASH INQUIRY
56 Project Transaction Inquiry

The 56 screen reads the Accounting Event (AE) Table and displays supporting detail financial information. The AE Table contains the full accounting classification for every financial transaction that posts to any other financial table.
Enter the Agency, Project and Balance Type (BT). You can find valid BT values on the **D05 Balance Type Profile**. Examples include:

- 12 – Cash Revenue  
- 14 – Accrued Revenue  
- 17 – Accrued Expenditures  
- 20 – Transfer In, Cash

You can restrict the inquiry further by entering the Effective Date Range.

The system displays transactions in descending order by date.

You may elect to view records from the Active Accounting Event (AE) or Inactive Accounting Event (INAE) Tables by changing the value in the REC TYPE: field to either A (for active) or I (for inactive).

The **F8**-NEXT PAGE will scroll through the list of transactions.
The **59** screen reads the Document Financial (**DF**) Table containing the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, and due to/from account.

It includes:

- Vendors from the **52 Systemwide Vendor Profile** and the **34 Agency Vendor Profile**.
- Only documents that have a balance **greater than zero**.

The inquiry screen lists documents related to a particular vendor in chronological order, oldest first.

The Vendor Number, Vendor Mail Code, Document Type, and Fiscal Year are all required fields.

The **33 Document Control Profile** defines the Document Types. They include:

- **AR** – Account Receivable
- **BT** – Balanced Transfer
- **EE** – Encumbrance
- **PO** – Purchase Order (ADPICS)
- **VC** – Voucher Payable (ADPICS)
- **VP** – Voucher Payable (R*STARS)

While entering a financial transaction in a batch, you can **LINK TO:** this screen to find the appropriate reference document. Type an ‘s’ in the **S** column and press **F9-INTERRUPT** to return to the transaction entry screen.

**NOTE:** Only documents with a Document Balance not equal to zero will appear on the **59** screen.
64 Document Record Inquiry

Like the 59 screen, the 64 screen also pulls its data from the DF Table.

Enter the Agency code in the AGY: field and the Document Number in the first field of the DOC NO/SFX/CLASS field: R*STARS will display each suffix of the document.

- You can narrow the search to a particular transaction by entering the suffix in the second field.
- You can scroll through the document by pressing F5-NEXT.
- If there is a date in the CLOSE DATE field, additional transactions cannot post to this document.
- This inquiry provides an on-line document balance.

The D05 BTs include:

- 01 – Original Amount
- 02 – Adjustments
- 03 – Liquidations
- 04 – Payments / Collections
- 05 – Interest / Discount
67 Grant Transaction Inquiry

The 67 screen reads the AE or INAE tables depending on the REC TYPE entered.

Enter the Agency Number, Grant Number, and Balance Type.

The D05 BTs include:

- 12 – Cash Revenue
- 13 – Payments Outstanding
- 15 – Cash Expenditures
- 27 – Advances Made
- 28 – Amount Billed

You can further limit the search by entering an Effective Date Range.

The Grant Phase Budget Level Indicator on the D47 Grant Number Profile will determine if you can inquire by Grant Phase.

The system displays the transactions in descending order by date.
68 Contract Record Inquiry

The 68 screen reads the Contract Financial Table. This Table maintains expenditure and encumbrance data. The 30 Contract Profile maintains the budget amount for the contract.

Enter the Agency Number and Contract Number from the 30 profile.

The inquiry includes the following 30 profile BTs:

- 01 – Encumbrances
- 02 – Expenditures
The 84 screen reads the AE or INAE tables depending on the REC TYPE entered.

This screen shows all of the accounting detail for a particular transaction, including Program Cost Account (PCA) and Index, Comptroller and Agency Object, Vendor Name and Number, Document and Reference Document Number, Warrant Number (PMT-NO), Grant Number, and Amount.

In most cases, you will access this screen through a drill down. You may enter some of the key elements manually to retrieve an accounting event directly on this screen. Press F5-NEXT to scroll the records that the system retrieves for any given criteria.

Each additional element added to the screen filters the available data.

### Entering the:

<table>
<thead>
<tr>
<th>Batch Agency</th>
<th>Shows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All posted transactions for a batch agency in chronological order</td>
<td></td>
</tr>
<tr>
<td>+ Batch Date</td>
<td>All posted transactions for a specific batch agency and date in chronological order</td>
</tr>
<tr>
<td>+ Batch Type</td>
<td>All posted transactions that meet these criteria in chronological order</td>
</tr>
<tr>
<td>+ Batch Number</td>
<td>All posted transactions in that particular batch, in sequence number order</td>
</tr>
<tr>
<td>+ Batch Sequence Number</td>
<td>A specific transaction that meets the criteria</td>
</tr>
</tbody>
</table>

Pressing F2-85 takes you to the 85 screen.

Pressing F7-86 takes you to the 86 screen.
Press **F4**-PRIOR to scroll backward in the batch, displaying the prior record within the *same batch number*.

Press **F5**-NEXT to scroll forward to the *next sequential record, regardless of the batch number*.

### 85 Vendor Transaction Inquiry

```
S085  UC: 10   STATE OF OREGON  02/11/14 11:50 AM   
LINK TO:   VENDOR TRANSACTION INQUIRY   Prod   PAGE 0001   
VEND NO/MC: 1931174595 000   AGY: 140   DOC TYPE: VP   INV#:   
VEND NAME: FOX BLUEPRINTING COMPANY INC   
REC TYPE: A   APPR FUND:   FUND:   EFF DATE RANGE: TO 021114   
DOC NO / SFX   REF DOC/SFX   INVOICE #   TC   PDT   PMT- #   DATE   APPR DT   
AP FUND FUND INDEX PCA AY COBJ AOBJ  TRANS AMT R S   
VP017838 001   S97401   222 MA 122397288 020514 021014   455.00   
   3400 3010 12301 12301 15 4201 4216   
VP017663 001   S97512   222 MA 122329575 011414 012414   58.50   
   3400 3011 51309 51309 15 4201 4216   
Z37 END OF LIST   
F1-HELP F2-84 F7-PRIOR PG F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT   
```

The **85** screen also reads the *AE* or *INAЕ* tables depending on the REC TYPE entered.

Minimally, the system needs the Vendor Number and Document Type to do the search. You may further restrict the inquiry by entering the Agency Number, Vendor Mail Code, and/or Vendor Invoice Number. You can also change the Effective Date Range.

If you do not know the Vendor Number, you have two help features available:

- Place your cursor in the VEND NAME field and press **F1-HELP**. The system will go to the **3A Vendor Alpha Inquiry** screen. When you have found the vendor, press **F9-INTERRUPT** to return to the **85** screen.

- If you know the first few digits of the vendor number in sequence you can enter them in the VEND NO field and press **F1-HELP**. The program interrupts to the **3N Vendor Number Inquiry** screen. Use **F8-NEXT PAGE** to scroll through the numbers until you find the appropriate vendor. Then, select it and press **F9-INTERRUPT** to return to the **85** screen.

You do not need to enter the document type if you know the **D22 Appropriated Fund** or the **D23 Fund Number**.
### 86 Document Transaction Inquiry

<table>
<thead>
<tr>
<th>AGY: 656</th>
<th>DOCUMENT NO/SUFFIX: EE000515</th>
<th>REC TYPE: A</th>
<th>EFF DATE RANGE: TO 101111</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUR DOC/SFX</td>
<td>INDEX</td>
<td>PCA</td>
<td>AY</td>
</tr>
<tr>
<td>EE000515 001</td>
<td>31340</td>
<td>69400</td>
<td>15</td>
</tr>
<tr>
<td>EE000515 002</td>
<td>31340</td>
<td>69400</td>
<td>15</td>
</tr>
<tr>
<td>EE000515 003</td>
<td>31340</td>
<td>69400</td>
<td>15</td>
</tr>
</tbody>
</table>

**INTERRUPTED FUNCTION RESTARTED**

F1-HELP F2-84 F7-PRIOR PG F8-NEXT PG F9-INTERRUPT ENTER-INV CLEAR-EXIT

The 86 screen also reads the $AE$ or $INAE$ tables depending on the REC TYPE entered.

Enter the Document Agency and Number. You may narrow the search by entering the Document Suffix or Effective Date Range. The system displays the transactions in descending order by date.

You can view individual transactions by entering an ‘s’ in the $S$ column and pressing F2-DETAIL. The system will go to the 84 screen.
37 Document Tracking Inquiry


Entries may include initial entry of transactions, changes, and deletions. Enter the Document Agency and Number and the Fiscal Year.

The D44 Action Code Profile defines the Action Codes. Use Agency 000. Some valid Action Codes include:

- 002 – Incorrect amount
- 004 – Duplicate payment
- 100 – System generated, add document
- 123 – ADPICS voucher release
- 200 – System generated, batch released
- 588 – System generated, change document
- 599 – System generated, partial payment
- 660 – 60 day delinquent notice
- 700 – System generated, document has error(s)
- 800 – System generated, undefined vendor

Notice the NOTE field in the upper right hand corner of the screen. If this field has a Y, someone has attached a note to the document. Press Home, type ‘note’ in the LINK TO: field and press F9 - INTERRUPT. The system will display the note. Press F9 to return.