

AIS – SIU Unit Payables Inquiry Quick Reference

Step	Instructions	Other Information
1	<p>Log on and access the SIU Unit Payables Inquiry responsibility.</p> <ul style="list-style-type: none"> • Open Netscape. • In the address field key in http://ums2.siu.edu:8000/SIU/. • Press Enter. • Click on AIS Production System twice. • Key in User Name, press Tab. • Key in Password, click Connect button. • Select SIU Unit Payables Inquiry responsibility. • Double click SIU Invoices. 	<p>The results of the query will be limited to the invoices distributed to you assigned unit(s).</p> <p>Alternate address: http://www.siu.edu/ais. Click on Login to AIS Production System.</p> <p>The Find Invoices window will open.</p>
2	<p>Finding invoices. From the Find Invoices window complete at least one entry in either the Supplier or Invoice section.</p> <ul style="list-style-type: none"> • Supplier Section (Best to enter only one field): <ul style="list-style-type: none"> ○ Name: <ul style="list-style-type: none"> ▪ Key in portion of name; press Tab. ▪ Select from list of values if available. ○ PO #: <ul style="list-style-type: none"> ▪ Key in PO #. ▪ Press Tab (name will auto-fill). • Invoice Section (most often used are number and amounts): <ul style="list-style-type: none"> ○ Invoice #: <ul style="list-style-type: none"> ▪ Key in invoice # ending with a % sign. ▪ Press Tab. ○ Amount: <ul style="list-style-type: none"> ▪ Key in the low dollar amount or the exact amount, press Tab. ▪ Either key in high dollar amount or leave in the exact amount. ○ Date: <ul style="list-style-type: none"> ▪ Key in earliest date, press Tab. ▪ Key in latest date. • Invoice Status Section: <ul style="list-style-type: none"> ○ Cannot use until information is entered into the Supplier or Invoice section first. ○ Most often used is the 'Paid' criteria to limit to only paid or only outstanding unpaid invoices. • Click the Find button. 	<p>Enter the most useful criteria. It is best to enter only one from the list. Always look at your toolbar when there are no results. You may have a message.</p> <p>Employee names will be in Mixed case and vendors (including individuals) will be UPPER case.</p> <p>The invoice number is case sensitive. Invoices that contain letters in them are entered in UPPER case (of course there are always exceptions).</p> <p>The date is the date of the invoice – not when entered of paid.</p> <p>The Invoices (SIU) window will open. If the window does not open, read the message on the toolbar.</p>
3	<p>View choices: From the Invoices (SIU) window:</p> <ul style="list-style-type: none"> • View needed information from online invoice window. Use the scroll bars to view additional information • Export into Excel <ul style="list-style-type: none"> ○ Click Action from the menu; click Export ○ Click Open It, click OK. • View Distribution (Account information) <ul style="list-style-type: none"> ○ Click the Distribution button ○ Click Action, Close Window to close the Distribution screen and return to the Invoice screen • View Overview (payment information) <ul style="list-style-type: none"> ○ Click Overview button ○ Click Action, Close Window to close the Overview screen and return to the Invoice screen. 	<p>If you export into Excel, you will get the information as you see it in the columns on the Invoices (SIU) window. The Warning window opens. The file will open in Excel.</p> <p>Note: if 'Paid By' = 'Multiple', this means one of two things. Either the check has been voided or the check has been voided and reissued.</p>