### GALAXY Permit APPO

<table>
<thead>
<tr>
<th>Title</th>
<th>Function</th>
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<tbody>
<tr>
<td>AP02 Invoice Display</td>
<td>AP02</td>
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<tr>
<td>AP03 Invoice List</td>
<td>AP03</td>
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<tr>
<td>AP04 Vendor Display</td>
<td>AP04</td>
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</table>
The invoice display function provides access to the invoice header information, the details of each line of the invoice, check information, and vendor name. This task is secured by distribution account.
AP02
Invoice Display

Fund, Unit-Dept, Object, Source-Prefix and Source-Suffix are the secured fields in this task.

Each user must be authorized by the Dean, Director, or his/her designee to view the distribution accounts found on the invoice detail lines.
To access AP02, you can search by Document Control Number.

- Type “?” in the Invoice Number field. Press Enter.
- You will be prompted for the Disbursement Request form Document Control Number.
- Type the Document Control Number. Press Enter.
ENTER INVOICE NUMBER OR '?' FOR DOCUMENT CTRL NUMBER SEARCH

TITLE : AP02 - INVOICE DISPLAY
FUNCTION: AP02
INVOICE : ____________________ - __
PO : ____________ ___ __ __ OR VENDOR: __________ __

VENDOR NAME:

INVOICE DATE: ____________________
PROMOTION NUMBER:
DUE DATE : __________
PAYMENT STATUS:
GROSS AMOUNT: __________
PAYMENT DATE :
AMOUNT PAID :

PO NUMBER :
CHECK NUMBER :
BTCH/WK ORDR: / CHECK DATE :
DISPOSITION : CHECK AMOUNT :
COMMENT :

ITEM LINE |______-DISTRIBUTION______| A/U EFF DATE AMOUNT

NEXT ITEM: 0_ LAST ITEM:

0 4,13
ENTER INVOICE NUMBER OR '?' FOR DOCUMENT CTRL NUMBER SEARCH

**TITLE** : AP02 - INVOICE DISPLAY

**FUNCTION** : AP02

**INVOICE** : ?___________________ - ___

**PO** : _________________ OR **VENDOR** : __________

**ENTER DOCUMENT CONTROL NUMBER OR ESCAPE (E)**

**DOCUMENT CONTROL NUMBER**: __________

**SEL** | **INVOICE NUMBER** | **VENDOR NAME** | **DATE** | **AMOUNT**

(E) ESCAPE OPTION: _
When the Disbursement Request form has been processed by Accounts Payable, AP02 will display the following information:

- Invoice number
- Vendor number
- Vendor name
- Invoice date
- Invoice due date
- Invoice gross amount
- Purchase order number
- Work order number
- Check disposition
- Payment status
- Payment date
- Amount paid
- Check number
- Check date
- Check amount
- Item description
- Distribution (account charged)
**TITLE**: AP02 - INVOICE DISPLAY

**FUNCTION**: AP02

**INVOICE**: 221924

**PO**: 000426APSD

**VENDOR**: YANKEE BOOK PEDDLER, INC.

**INVOICE DATE**: 04/12/00

**DUE DATE**: 05/12/00

**GROSS AMOUNT**: 190.00

**PAYMENT STATUS**: CLOSED, COMPLETELY PAID

**PAYMENT DATE**: 08/22/00

**AMOUNT PAID**: 190.00

**CHECK NUMBER**: 00001119210

**CHECK DATE**: 08/22/00

**CHECK AMOUNT**: 190.00

**COMMENT**:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LINE</th>
<th>DISTRIBUTION</th>
<th>A/U</th>
<th>EFF DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>006 015 0917</td>
<td>A</td>
<td>04/28/00</td>
<td>190.00</td>
</tr>
</tbody>
</table>

**NEXT ITEM**: 1

**LAST ITEM**: 1
The invoice list function displays all invoices on file for a unit-dept and source, in order by vendor. The display can be limited by vendor number, invoice date, and or payment code. Fund, unit-dept, object, source-prefix, and source-suffix are the secured fields in this task. Each user must be authorized by the Dean, Director, or his/her designee to view the distribution accounts found on the invoice detail lines.
AP03
Input Parameters:

Fund: Always enter zero.
Unit Dept: Enter a three-digit unit followed by a three-digit department.
Source: Leave blank or enter a five digit source.
Vendor Number: Leave blank or enter vendor number. If the vendor is known, but the number is not, type “?” and press enter to initiate a search by vendor short name.
AP03

Input Parameters:

Vendor Number: Select a vendor or escape to return to the main screen.

If the vendor number field is left blank, active invoices charged to this account from all vendors will display.

If a vendor number is supplied, only invoices from that vendor will be displayed.
AP03
Input Parameters:

Invoice Date: Leave blank or enter a range of dates (format MMDDYY). If entered, only active invoices dated within this date range will be displayed.

Payment Status: Leave blank or enter one of the following payment status codes:

C  Closed
H  On Hold
I  In progress
M  Manually Closed
P  Pending
<table>
<thead>
<tr>
<th>TITLE</th>
<th>AP03 - INVOICE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUNCTION</td>
<td>AP03</td>
</tr>
<tr>
<td>FUND</td>
<td>0</td>
</tr>
<tr>
<td>UNIT DEPT</td>
<td>____ ____</td>
</tr>
<tr>
<td>SOURCE</td>
<td>____ ____</td>
</tr>
<tr>
<td>VENDOR NUMBER</td>
<td>_______</td>
</tr>
<tr>
<td>INVOICE DATE</td>
<td>_____ - _____</td>
</tr>
<tr>
<td>PAYMENT CODE</td>
<td>_</td>
</tr>
<tr>
<td>INVOICE NUMBER</td>
<td></td>
</tr>
<tr>
<td>INVOICE DATE</td>
<td></td>
</tr>
<tr>
<td>PURCHASE ORDER</td>
<td></td>
</tr>
<tr>
<td>GROSS</td>
<td></td>
</tr>
<tr>
<td>PAY</td>
<td></td>
</tr>
<tr>
<td>AMOUNT</td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td></td>
</tr>
<tr>
<td>INVOICE NUMBER</td>
<td>INVOICE DATE</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>221924</td>
<td>04/12/00</td>
</tr>
</tbody>
</table>
AP03
Invoice List

From this list you may select the Invoice Display or Vendor Display.

Enter a code in the selection field which appears at the left side of the display.
SELECTION COMPLETE. PRESS ENTER OR MAKE NEW SELECTION.

TITLE : AP03 - INVOICE LIST
FUNCTION: AP03
FUND: 0 UNIT DEPT: 006 015 SOURCE: ___ __
VENDOR NUMBER: ________ __
INVOICE DATE: ______ - ______ PAYMENT CODE: _

10203 YANK EE BOOK PEDDLER, INC.

INVOICE NUMBER +---------- S PAY
? 221924

CHOOSE CODE FROM LIST +---------- NT CD

CODE ACTION
---- ---------------------
I DISPLAY INVOICE
P DISPLAY PURCHASE ORDER
V DISPLAY VENDOR

SEL: _
Invoice Display

Enter “I” in the selection field. This will bring up GALAXY function AP02-Invoice Display.

You are able to view the following information: invoice number, vendor number, vendor name, invoice date, invoice due date, invoice amount, distribution detail, and payment information.
Vendor Display

Enter “V” in the selection field. This will bring up GALAXY function AP04- Vendor Display.
AP04
Vendor Display

This function displays basic vendor information including vendor number, vendor name, address, telephone number, contact person, standard terms, last update date, last activity date, and 1099 ID (taxpayer identification number).
AP04
Input Parameters:

Vendor Number: Enter the vendor number assigned by Boston University. If the vendor name is known, but the vendor number is not, type “?” and press enter. A window will appear to allow the user to initiate a search by vendor short name. Select a vendor or escape to return to the vendor display.
AP04
Input Parameters:

Payee Addresses

Some vendors have multiple addresses on the vendor file, with one designated as a “payee” or “remit to” address. If the vendor being displayed has an additional address designated as such, “VIEW PAYEE? _ “ will display at the top right of the screen. Type any character in the field and press enter to display the alternate address. Press enter to return to the primary address.
ENTER VENDOR NUMBER OR '?' FOR SEARCH BY SHORT NAME

TITLE : AP04 - VENDOR DISPLAY                APIMGR 11/23/04 10:55
FUNCTION: AP04                                           HELP(?): _
VENDOR NUMBER: ____________ __

VENDOR
  NAME
  AND
ADDRESS

SHORT NAME

TELEPHONE
  FAX

CONTACT

STATUS
  1099 ID
TERMS
  1099 CD
MINORITY
  1099 UPD

COMMENTS

LAST UPD
LAST ACT

TII   >>

0 4,18
ENTER VENDOR NUMBER OR '?' FOR SEARCH BY SHORT NAME

TITLE : AP04 - VENDOR DISPLAY
FUNCTION: AP04
VENDOR NUMBER: _________ ___

ENTER ALL OR PART OF VENDOR NAME

VENDOR SHORT NAME: __________

(E) ESCAPE  OPTION: _
TITLE : AP04 - VENDOR DISPLAY
FUNCTION: AP04
VENDOR NUMBER: 0203

VENDOR NAME: YANKEE BOOK PEDDLER, INC.
AND ADDRESS: 999 MAPLE STREET
               CONTOOCOOK, NH 03229 USA
CONTACT: VIEW PAYEE?_
         SHORT NAME: YANKEE BOO
STATUS: TELEPHONE: (800) 258-3774
         TERMS: 06 NET 30 DAYS
MINORITY: FAX: (603) 746-5628
COMMENTS: 1099 ID
          1099 CD
          1099 UPD N
LAST UPD 11/23/04
LAST ACT 03/27/03
To request access to Accounts Payable APPO inquiry functions, have your Departmental Security Administrator (DSA):

Using GALAXY function US50, request permit APPO.