

# Accounts Payable/Purchase Order Inquiry Report (AP/PO)

The **Accounts Payable/Purchase Order Inquiry Report (AP/PO)** displays detailed line level information associated with a single voucher, invoice, or purchase order.

## What Can I learn from the AP/PO Inquiry Report?

- Provides vendor ID and payee information including remittance address
- Provides invoice ID, invoice date, and a link to the invoice image where available
- Provides payment information including check number, payment date and method, cleared date, and payment hold reason

## Filtering the AP/PO Inquiry Report

The **AP/PO Inquiry Report** is filtered differently than any other report. Since it is designed to display single vouchers, invoices or purchase orders, you will need to know at least a portion of the specific ID of the item you are looking for:

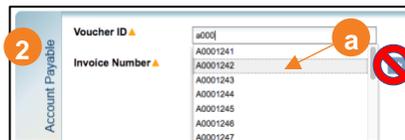
- 1 Choose the **Accounts Payable (AP)** radio button to search for an invoice or voucher, or select the **Purchase Order (PO)** radio button if searching for a PO



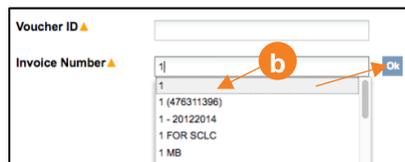
- 2 Enter the search criteria for the desired item:

For **AP** searches, enter *either* the **Voucher ID** or the **Invoice Number**

- a To enter the **Voucher ID**, begin typing the voucher ID number and then select from the list of values; **do not click the blue and white OK button**



- b To enter the **Invoice Number**, begin typing in the invoice number and select from the list of values and **then click** the blue and white **OK** button to confirm

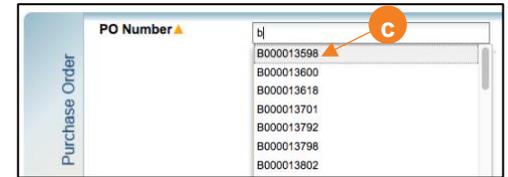


An invoice may be used by multiple vendors. If this occurs, a pop-up displays. Choose the correct vendor from the list of values before running the report.



For **PO** searches, enter the **PO Number**

- c To enter the **PO Number**, begin typing the PO ID and then select from the list of values



## Report Output Selection

- 1 Choose your desired **Report Output Selection** of **On Screen HTML** (default), **PDF**, or **Excel**
- 2 Click the **Run Report** button



## Working in the Report View

- When an invoice image is available, the **Voucher ID** link will be formatted blue; click this hyperlink to open the invoice image:
- From an AP report, you can display the associated PO Report by selecting the blue PO ID link located in the report's header:



Invoice ID:	20140430
Invoice Date:	04/30/14
PO ID:	<a href="#">B000013598</a>
Payment Term:	Pay now
Voucher Error:	No

## Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the [Controller's Office website](#)
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at [COSolutionCenter@ucsf.edu](mailto:COSolutionCenter@ucsf.edu) or 415.476.2126
- To stay informed about **MyReports** news, follow the directions on the MyReports section of the Controller's Office website to join the [MyReports ListServ](#)