

## Quick Reference Guide to Invoice Inquiry

- Step 1:       **Log on to your computer.**  
Type in your user name and password and press enter.
- Step 2:       Access the **Budget Accounting System** - Type in **01** and press enter.
- Step 3:       Access the **General Ledger Inquiry Browse**- Type in **01** and press enter.
- Step 4:       Access the **G/L Browse Summary** press enter, choose the year you wish to view.
- Step 5:       Access the **G/L Selection Criteria** - Press the **Home** or **Insert** key.
- Step 6:       Highlight the report you wish to view, highlight **Select** and press enter.
- Step 6A:      Modify the **G/L Selection Criteria** - On each facility line change the Start Code number and End Code number to your school number.  
(Please Note: the Enter key moves the cursor along the facility line)
- Step 7:       **Browse Totals Screen** - Highlight **Detail** and press enter.
- Step 8:       **G/L Browse Detail Screen**  
Highlight **Journal** and press enter.  
Enter Period: 199801 (Year/Month)
- Step 9:       The **J/E (Journal Entry) Detail**  
Highlight **Invoice** (ie: Entry with IE in SC column) and press enter.
- Step 10:      **Invoice Inquiry Screen** - Press Enter then enter **G**.
- Step 11:      **General Ledger Detail Information Screen**
- Step 12:      Exit by pressing enter.  
**Next Inquiry (Y/N)** will appear, enter **N** and press enter.

Highlight **Exit** and press enter. Continue to exit until you reach the main menu. (Or hit F10 and then return and you will also be at the main menu.) At the main menu press return. At the the bottom of the of screen **Quit [Y/N]** will be displayed. Enter **Y** and press enter. Your name and the date logged out will now appear on the screen.