



Business Process Document

PS FIN Grants Suite Inquiries and Reports: Item List

Department	
Responsibility/Role	
File Name	Item List_BUSPROC.doc
Version	
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Item List

Trigger:

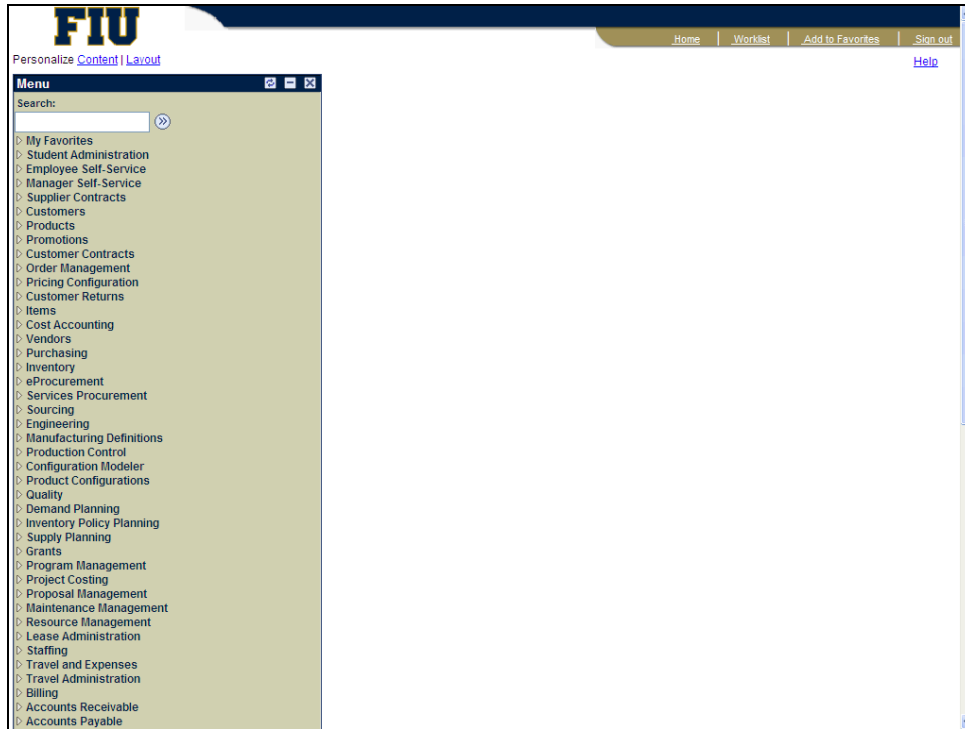
Required Field(s)	Comments


Output - Results	Comments

Additional Information

Procedure

The **Item List Inquiry** allows users to view the Invoices associated with a specific Contract.



Step	Action
1.	Click the Accounts Receivable link. 



Step	Action
2.	Click the Customer Accounts link. ▶ Customer Accounts
3.	Click the Item Information link. ▶ Item Information
4.	Click the Item List link. Item List

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The screenshot shows the 'Item List' advanced search page in the FIU system. The search criteria are SetID: FSR01, Unit: (empty), and Customer: (empty). The status is set to 'Open'. The interface includes a 'Search' button and an 'Advanced Search' link. Below the search bar, there are sections for 'Row Selection' (Range, GO, Select All, Deselect All) and 'Item Action' (Select Action..., GO). A 'Search Result Totals' table is also present, with columns for Debits, Credits, Total, and Selected, and rows for Debit Amount, Credit Amount, and Currency.

Step	Action
5.	Click in the SetID field. <input type="text" value="FSR01"/>
6.	Enter the desired information into the SetID field. Enter " FSR01 ".
7.	Click in the Unit field. <input type="text"/>
8.	Enter the desired information into the Unit field. Enter " FSR01 ".
9.	Click the Look up Customer (Alt+5) button. <input type="button" value="Look Up"/>
10.	Click in the Customer ID field. <input type="text"/>
11.	Enter the desired information into the Customer ID field. Enter " %11 ".
12.	Click the Look Up button. <input type="button" value="Look Up"/>
13.	Note: This page will allow you to select the Customer ID that you would like to view. However, for the purposes of this UPK, select the highlighted Customer ID hyperlink. <input type="text" value="00000011"/>
14.	Click the Search button. <input type="button" value="Search"/>



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Step	Action
15.	Note: This page displays Invoice details including the associated Customer ID, Status, Terms, Due Date, Days Late, and Item Balance.
16.	Click the Home link. 
17.	Congratulations. You successfully ran an Item List Inquiry. End of Procedure.