AIS – SIU Unit Payables Inquiry Quick Reference

Step	Instructions	Other Information
1	**Log on and access the SIU Unit Payables Inquiry responsibility**. - Open any browser - In the address field key in http://oit.siu.edu/ais/index.php - Press **Enter**. - Click on **AIS Login** - When the log on screen opens, key in your **User Name** and press **Tab.** - Key in **User Name**, press **Tab.** - Key in **Password,** click **Login button**. - Select **SIU Unit Payables Inquiry** responsibility. - Click **on Invoices>Invoices**	The results of the query will be limited to the invoices distributed to your assigned unit(s). Alternate address: **http://www.siue.edu/its/ais/** . Click on **Login to AIS.** The **Find Invoices window** will open.
2	**Finding invoices.** From the **Find Invoices window** complete at least one entry in either the Supplier or Invoice section. **Supplier Section** (Best to enter only one field): - Name: **Key** in portion of **name**; press Tab**.** **Select** from list of values if available. - PO Num: **Key** in **PO #.** - Press Tab (name will auto-fill). **Invoice Section** (most often used are number and amounts): - Invoice Number: **Key** in **invoice #** ending with a **%** sign. - Press Tab**.** - Amounts: **Key** in the low dollar amount or the exact **amount**, press Tab**.** - Either **key** in high dollar amount or leave in the exact **amount.** - Click the **Find button**.	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. Employee names will be in Mixed case and vendors (including individuals) will be UPPER case. The invoice number is case sensitive. Invoices that contain letters in them are entered in UPPER case (of course there are always exceptions). The **Invoices (SIU) window** will open. If the window does not open, read the message on the toolbar.
3	**View choices**: From the **Invoices (SIU) window:** **View** needed information from **online** invoice window. Use the scroll bars to view additional information **Export into Excel** - Click **File** from the menu; click **Export** - Save file to desktop **View Account information** - Click the **Distributions button** on General tab - Click **on the X in the upper right corner** to close the Distribution screen when done. **View Payment information** - Click **View Payments tab** - Click on **Payment Overview** for more info incl. cleared date and pay method. - Click **on the X in the upper right corner** to close the Overview screen when done.	If you export into Excel, you will get the information as you see it in the columns on the **Invoices (SIU) window**. The file will open in Excel. 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.