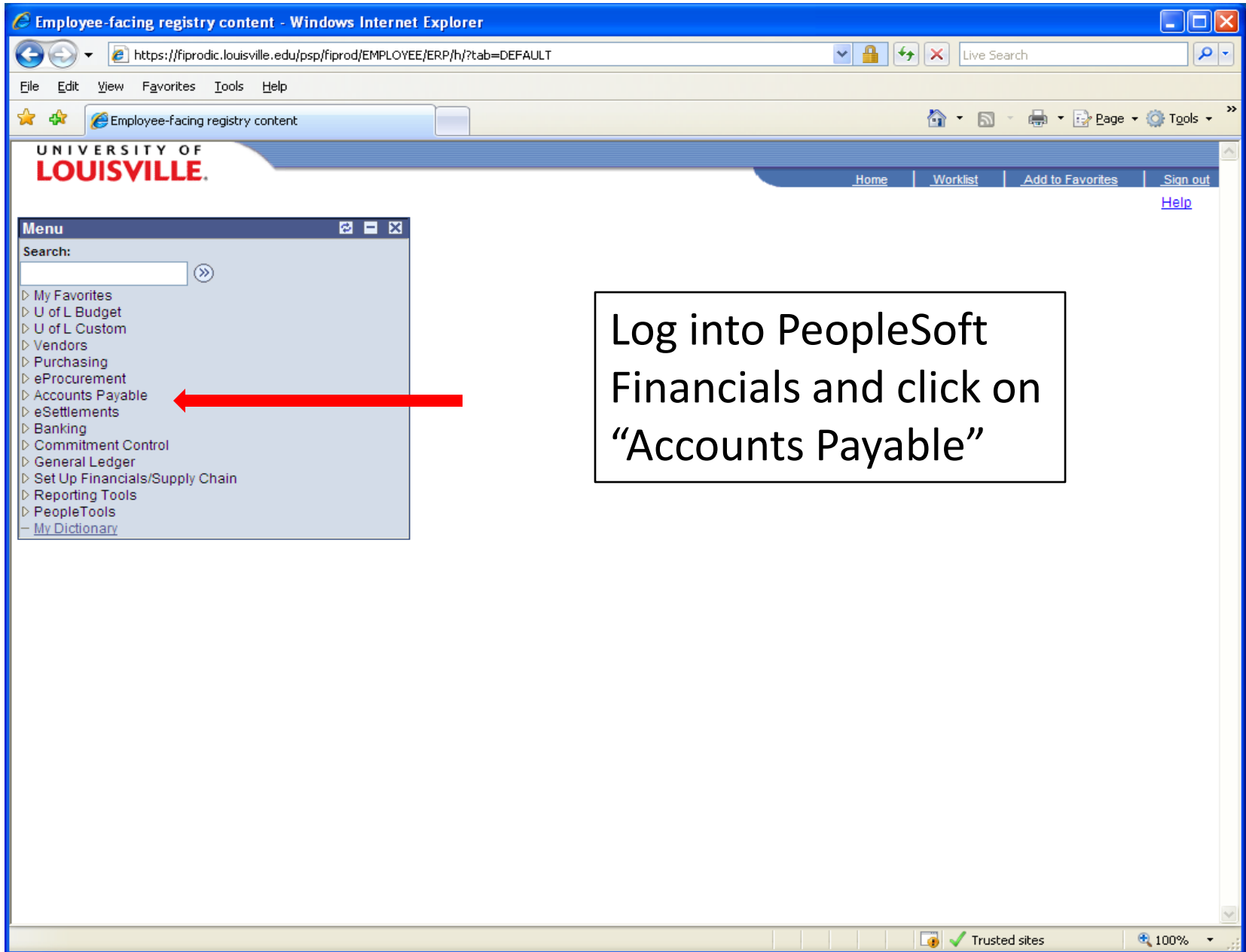


Accounts Payable Inquiry



Log into PeopleSoft Financials and click on "Accounts Payable"

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTAL

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

New Window | Help | http

Menu

Search:

- My Favorites
- U of L Budget
- U of L Custom
- Vendors
- Purchasing
- eProcurement
- Accounts Payable
 - Vouchers
 - Add/Update
 - Regular Entry**
 - Quick Invoice Entry
 - Close Voucher
 - Delete Voucher
 - UnPost Voucher
- Maintain
 - Control Groups
 - Payments
 - Batch Processes
 - Review Accounts Payable Info
 - Reports
- eSettlements
- Banking
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Reporting Tools
- PeopleTools
- My Dictionary

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = UOFL1

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Done Trusted sites 100%



Next, click on “Vouchers”,
“Add/Update”,
“Regular Entry”

From this screen, you can
search by Vendor Number,
Vendor Short Name,
Invoice Number, Voucher
Number, etc.

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPe

Live Search

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [v] UOFL1

Voucher ID: begins with [v] []

Invoice Number: begins with [v] []

Short Vendor Name: begins with [v] CUTTERLAWN

Vendor ID: begins with [v] []

Name 1: begins with [v] []

Voucher Style: = [v] []

Related Voucher: begins with [v] []

Entry Status: = [v] []

Voucher Source: = [v] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-8 of 8 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Related Voucher	Entry Status	Voucher Source
UOFL1	00761637	7168	164	164	11/30/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online
UOFL1	00761627	7121	453	453	10/31/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online
UOFL1	00745092	7077	416	416	09/30/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online
UOFL1	00738506	7029	358	358	08/31/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online
UOFL1	00731825	6995	293	293	07/31/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online
UOFL1	00725798	6944	358	358	06/30/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online
UOFL1	00717360	6907	293	293	05/31/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online
UOFL1	00710398	6885	177	177	04/30/2009	CUTTERLAWN-001	0000081499	Cutter Lawn Care Inc	Regular	(blank)	Postable	Online

Trusted sites 100%

Your search results will show all invoices that have been entered for this vendor.

Find the invoice you would like to review, and click on any blue hyperlink for that invoice.

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPa

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

New Window | Help | http

Summary Invoice Information Payments Voucher Attributes Error Summary

Business Unit:	UOFL1	Invoice Date:	11/30/2009
Voucher ID:	00761637	Invoice No:	7168
Voucher Style:	Regular	Invoice Total:	164.00 USD
Contract ID:			
Vendor Name:	Cutter Lawn Care Inc 7500 Jones Trace Crestwood, KY 40014	Pay Terms:	NET 30 DAY
		Voucher Source:	Online
Entry Status:	Postable	Origin:	APV
Match Status:	Matched	Created:	12/21/2009
Approval Status:	Approved	Created By:	KAROGEO3
Post Status:	Posted	Modified:	01/04/2010
		Modified By:	SKSEE001
Document Tolerance Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related Payment Inquiry Go

Save Return to Search Previous in List Next in List Notify Refresh

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

Done Trusted sites 100%

In this example, we have selected Invoice Number 7168.

Notice the blue tabs at the top of the screen. Important information will be found on tabs: "Summary", "Invoice Information", and "Payments". Let us look at the "Summary" tab.

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Fol

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE

Summary Invoice Information Payments Voucher Attributes Error Summary

Business Unit:	UOFL1	Invoice Date:	11/30/2009
Voucher ID:	00761637	Invoice No:	7168
Voucher Style:	Regular	Invoice Total:	164.00 USD
Contract ID:			
Vendor Name:	Cutter Lawn Care Inc 7500 Jones Trace Crestwood, KY 40014	Pay Terms:	NET 30 DAY
		Voucher Source:	Online
Entry Status:	Postable	Origin:	APV
Match Status:	Matched	Created:	12/21/2009
Approval Status:	Approved	Created By:	KAROGEO3
Post Status:	Posted	Modified:	01/04/2010
		Modified By:	SKSEE001
Document Tolerance Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related [Go](#)

Save Return to Search Previous in List Next in List Notify Refresh

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Done

On the summary page, you will find voucher number, vendor name and address, invoice date, invoice number, invoice total, and system edit statuses for Budget Checking, Document Tolerance Checking and Match Checking.

Match Status should = Matched
 Document Tolerance Status should = Valid
 Budget Status and Budget Misc. Status should = Valid

If any of these statuses show "Error", the payment will not be generated until corrected.

Match Status relates to the invoice and PO quantities and unit prices matching. A receiver (entered by the department) must match the PO and invoice or there will be an error.
 Document Tolerance Status relates to the total PO dollar amount matching the total invoice dollar amount.

Budget Status relates to whether there is funding available in the funding source that was used on the purchase.

If your invoice has been entered into the account payable system and is due to pay (per the payment terms) but the payment hasn't cut, please check this page to determine if the invoice has any errors.

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPa

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

Summary Invoice Information Payments Voucher Attributes Error Summary

Business Unit: UO Invoice Number: 7168
 Voucher ID: 007137 Invoice Date: 11/30/2009
 Voucher Style: Reg Action: Run Print Invoice

Copy from a Source Document
 PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000081499 *Pay Terms: 30 NET 30 Basis Dt Type Inv Date
 Name: CUTTERLAWN-00 DAY
 Location: CUTTERLAWN Accounting Date: 01/04/2010
 *Address: 1 Advanced Vendor Search *Currency: USD
 Cutter Lawn Care Inc Total: 164.00 Calculate
 7500 Jones Trace Difference 0.00
 Crestwood, KY 40014 Non Merchandise Summary
 Sales/Use Tax Summary
 Session Defaults

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		Tree rings and beds to be	1.0000	EA	61.00000	61.00

Ship To: SpeedChart
 CENT_OUTSD

Use One Asset ID Force Price Calculate

Sales/Use Tax Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines Customize Find View All First 1 of 1 Last

Copy Down	Amount	Quantity	*GL Unit	SpeedType Key	Account	OpenItem	Fund	Dept	Program	PC Bus Unit	Project	Acti
<input type="checkbox"/>	61.00	1.0000	UOFL1	01650	545780		1000	2333000153	01650			

Trusted sites 100%

Click on the "Invoice Information" tab.

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPe

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

7000 Jones Hall
Crestwood, KY 40014

Difference: 0.00 [Session Details](#)

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		Tree rings and beds to be	1.0000	EA	61.00000	61.00

Ship To: CENT_OUTSD SpeedChart:

Use One Asset ID Force Price [Calculate](#)

[Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

Distribution Lines Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	*GL Unit	SpeedType Key	Account	OpenItem	Fund	Dept	Program	PC B
<input type="checkbox"/>	61.00	1.0000	UOFL1	01650	545780		1000	2333000153	01650	

Business Unit: UOFL1
Voucher ID: 00761637
[Print Invoice](#)

Balancing

Invoice Lines		164.00	
Misc Charge Amount	<input type="text"/>		
Freight Amount	<input type="text"/>		
Sales Tax Amount	<input type="text"/>		
(minus) Total	<input type="text"/>	164.00	Calculate
(equals) Difference Amount		0.00	

[Non Merchandise Summary](#)
[Sales/Use Tax Summary](#)

Trusted sites 100%

On this page, you will find the funding distribution lines. If there is a purchase order that is associated, you can also click on the "Purchase Order & Receiver Info" link.

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPa

Regular Entry

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

New Window | Help |

View Source PO/Receiver Information

Unit: UOFL1 Voucher: 00761637 Line: 1 *Line Match Option Full Match

PO Number				Receipt Number			
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
UOFL1	3000105239	3	1				

PO/Receipt Comments

OK Cancel Refresh

Trusted sites 100%

On this particular invoice, it was charged to 01650/545780, and it was entered against PO 3000105239.

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPe

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

Summary Invoice Information **Payments** Voucher Attributes Error Summary

Business Unit: UOFL1
Voucher ID: 00761637
Voucher Style: Regular

Vendor: Cutter Lawn Care Inc
7500 Jones Trace
Crestwood, KY 40014

Invoice Number: 7168
Invoice Date: 11/30/2009
Action: [Dropdown] Run Print Invoice
Total: 164.00
*Pay Terms: NET 30 DA Schedule Payments

Now click on the "Payments" tab.

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

*Remit to: 0000081499
Location: CUTTER
*Address: 1
Cutter Lawn Care Inc
7500 Jones Trace
Crestwood, KY 40014

Gross Amount: 164.00 USD
Discount: 0.00 USD
[Late Charge](#)

Scheduled Due: 12/30/2009
Net Due: 12/30/2009
Discount Due: [Field]
Accounting Date: 01/04/2010

Payment Method

*Bank: NATL Pay Group: [Field]
*Account: APD *Handling: N
*Method: CHK Check *Netting: N
Message: [Field] [Messages](#)
Message will appear on remittance advice.

Schedule Payment Payment Options

Done Trusted sites 100%

Regular Entry - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPe

File Edit View Favorites Tools Help

Regular Entry

UNIVERSITY OF LOUISVILLE


Home Worklist Add to Favorites Sign out

*Remit to: 0000081499 Gross Amount: 164.00 USD
 Location: CUTER Discount: 0.00 USD
 *Address: 1 [Late Charge](#)
 Cutter Lawn Care Inc
 7500 Jones Trace
 Crestwood, KY 40014
 Scheduled Due: 12/30/2009
 Net Due: 12/30/2009
 Discount Due:
 Accounting Date: 01/04/2010

Payment Method

*Bank: NATL Pay Group:
 *Account: APD *Handling: N
 *Method: CHK Check *Netting: N
 Message:
 Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment Date: 01/04/2010
 Pay:  1749234

Payment Options

Hold Payment Sepa
 Hold Reason:
 Letter of Credit:

[Payment Inquiry](#) [Holiday/Currency Options](#) Express Payment [Vendor Bank Account](#)
 Payment Note

On this page, we will find the remittance address, the scheduled due date for the payment, the payment terms, the payment method, and the payment date and reference number.

If no information is in the Payment Date and Reference fields, the payment has not yet been cut. In this particular case, the payment was made on 1/4/2010 on check number 1749234. The University of Louisville payment reference numbers are 7 digits long. Checks start with “1” and electronic payments start with “00”. Credit card payments (ActivePay) start with “2” and are 8 digits long.

This inquiry process works for both PO and Disbursement-related purchases.

Base Navigation Page - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fr

UNIVERSITY OF LOUISVILLE

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- U of L Budget
- U of L Custom
- Vendors
- Purchasing**
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
 - Purchase Orders
 - Receipts
 - Procurement Cards
- eProcurement
- Accounts Payable
- eSettlements
- Banking
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Reporting Tools
- PeopleTools
- My Dictionary

Main Menu > Purchasing >

Purchase Orders

Add, maintain, and dispatch purchase orders.

Manage Change Orders
Review or load change requests and review change order history.

- Review Change Orders

Review PO Information
Run inquiries on purchase order details and activities.

- Purchase Orders
- Activity Summary
- PO Accounting Entries
- Document Status

For PO-related purchases only, another helpful search method to review activity is to navigate to “Purchasing”, “Purchase Orders”, “Review PO Information” and “Activity Summary”.

Enter your purchase order number in the “PO Number” field and click on “Search”.

Please review the following example for Cutter Lawn Care Inc. on PO 3000105239

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Activity Summary - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.ACTIVITY_SUMMARY.GBL?Folder1

File Edit View Favorites Tools Help

Activity Summary

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

New Window | Help

Activity Summary

Remain Amt 1382.000 Tot Amt Ordered 3894.00
 Tot Inv Amt 2512.00

Unit: UOFL1 PO Status: Dispatched
 PO ID: 3000105239 Vendor: Cutter Lawn Care Inc

Lines							
Customize Find View All First 1-5 of 5 Last							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Weekly mowing and trimming of	EA	27.0000	1,566.000	USD	<input type="checkbox"/>
2		Lawn treatments at Predictive	EA	6.0000	390.000	USD	<input type="checkbox"/>
3		Tree rings and beds to be kept	EA	8.0000	488.000	USD	<input type="checkbox"/>
4		PO#3000105239 TIE-TO for groun	LOT	1.0000	250.000	USD	<input checked="" type="checkbox"/>
5		PO#3000105239 TIE-TO for groun	LOT	1.0000	1,200.000	USD	<input checked="" type="checkbox"/>

Return to Search Notify

Trusted sites 100%

On this screen, we can see that the total amount of the PO was \$3,894. So far, \$2,512 has been invoiced, and \$1,382 remains open/dispatched. Notice the tabs at the top of the detail for “Details”, “Receipt”, “Invoice”, and “Matched”.

Activity Summary - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.ACTIVITY_SUMMARY.GBL?Folder=

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

Activity Summary

New Window | Help | http

Activity Summary

Remain Amt 1382.000 Tot Amt Ordered 3894.00
 Tot Inv Amt 2512.00

Unit: UOFL1 PO Status: Dispatched
 PO ID: 3000105239 Vendor: Cutter Lawn Care Inc

Lines

Invoice Matched RTV

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-invoiced Quantity	Un-invoiced Amount	Currency
1		Weekly mowing and trimming of	EA	27.00		1,566.000	USD	0.0000	0.000	USD
2		Lawn treatments at Predictive	EA	4.00		260.000	USD	2.0000	130.000	USD
3		Tree rings and beds to be kept	EA	8.00		488.000	USD	0.0000	0.000	USD
4		PO#3000105239 TIE-TO for groun	LOT		<input checked="" type="checkbox"/>	198.000	USD		52.000	USD
5		PO#3000105239 TIE-TO for groun	LOT		<input checked="" type="checkbox"/>	0.000			1,200.000	USD

Return to Search Notify

You can select any of these tabs to review the detailed activity. For example, click on the “Invoice” tab.

In this example, we see that quantity 27 has been invoiced on the first line of the PO, quantity 4 has been invoiced on the second line, and 8 have been invoiced on the third line. To look at invoice detail, click on the icon in the far right column.

Activity Summary - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.ACTIVITY_SUMMARY.GBL?Folder1

File Edit View Favorites Tools Help

Activity Summary

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

New Window | Help | help


Unit: UOFL1 PO No.:3000105239 Line 1 Item ID

Invoice							
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced		
1	UOFL1	00761627	1	4.00	232.000	+	-
1	UOFL1	00710398	1	2.00	116.000	+	-
1	UOFL1	00717360	1	4.00	232.000	+	-
1	UOFL1	00745092	1	5.00	290.000	+	-
1	UOFL1	00731825	1	4.00	232.000	+	-
1	UOFL1	00738506	1	4.00	232.000	+	-
1	UOFL1	00725798	1	4.00	232.000	+	-

Activity Summary

Return to Search Notify

Done Trusted sites 100%



From here, you will see all invoices that have been keyed against that PO line.

You can continue to drill down via any blue hyperlink to get additional details (ex. voucher column).