PeopleSoft 9.2
Instructions for Accounts Payable Inquiry
Single Payment Vouchers

In PeopleSoft 9.2, vendor numbers will no longer be needed for employee and active student reimbursements. This relates to employee and student reimbursements for travel and other miscellaneous expenses. All other processes will remain the same relating to these reimbursements – the department will continue to complete Travel Voucher and Request for Disbursement forms. The Controller's Office Accounting Operations staff will process these requests via a new process called the "Single Payment Voucher" functionality. In order to look up a reimbursement in the system, the inquiry process will be different than what is currently used for traditional vendors. To look up these payments, please use the following process:

From the PeopleSoft 9.2 Financials main menu, go to Accounts Payable > Vouchers > Add/Update > Regular Entry.
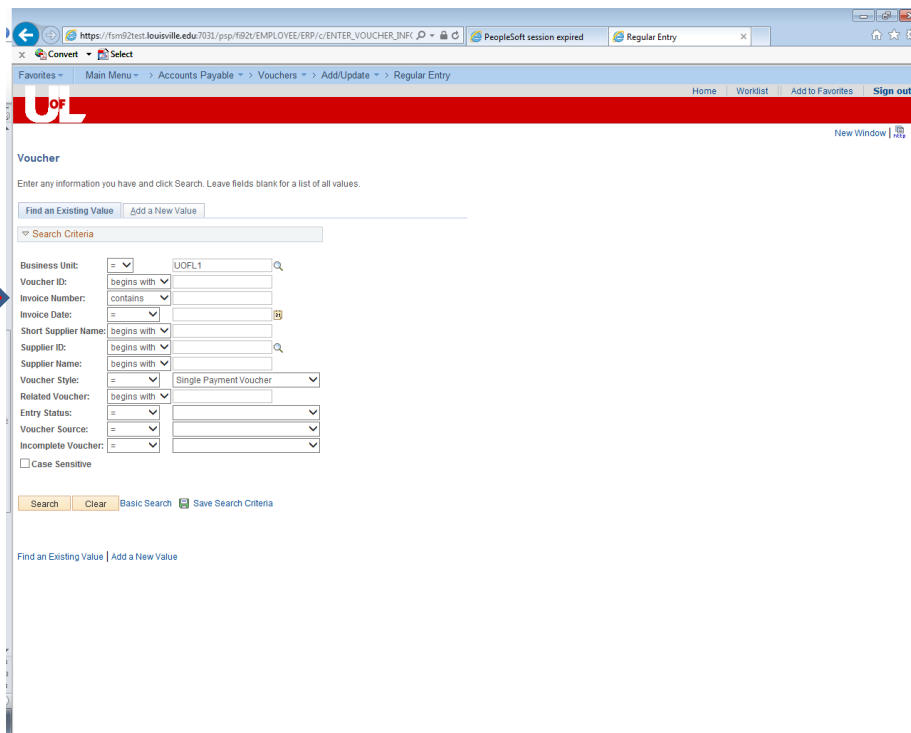

In the "Voucher Style" field, change the type to "Single Payment Voucher".

All reimbursement invoice number formatting will be:

Travel Reimbursements: First 2 letters of the state (or first 4 letters of the country for international travel), the first date of travel, last name of the traveler, first initial (if space allows). For example: If employee Joe Smith took a trip to Colorado and the first day of travel was June 10th, 2014, the invoice number would be "co061014smithj".

Other Miscellaneous Reimbursements: "Reim", the date of the request, last name of the payee, first initial of the payee (if space allows). For example, if employee Cindy Collins needs to be reimbursed for attendance at a professional meeting and the RFD was dated August 3, 2014, the invoice number would be "reim080314collinsc".

On the search screen, go to the "Invoice Number" field and change the "begins with" to "contains".

In this field, please key in the employee's last name. For example, if we were looking for payments for K. Rogers, we would type "rogers" into this field, and then click on "Search".

From here, you would be able to see any pending or processed payments to anyone who meets this criterion. From there, you will be able to see the corresponding dates on the invoices that have been entered into the accounts payable system.

Find the voucher you are interested in, and click on the invoice number. In this example, I am interested in a reimbursement with a date of September 25, 2014.

From this screen, you will see multiple tabs at the top of the screen – "Summary", "Invoice Information" "Payments" and "Single Payment Supplier".

On the "Summary" page, you will find:
- The Budget Status – does the requested funding source (speedtype) have enough money
- Invoice Date
- Invoice Number
- Invoice Total
- Pay Terms
- Date Created

On the "Invoice Information" page, you will find:
- Speedtype
- Account Number
- Amount

On the "Payments" page, you will find:
- Payment Method
- Payment Date
- Reference

If there is no payment date or payment reference, the payment has not been issued yet. Please see the date created and payment terms.

On the "Single Payment Supplier" page, you will find:

- Supplier (Employee/Student) Name
- Address
- Payment Method
- E-mail Address (where the remittance information was sent)

Please check the PeopleSoft system first if you have any questions about an employee reimbursement. If the payment request is not in the system, please allow at least 7-10 business days from the date the request was submitted to the Controller's Office. If, after that time, the request still isn't in the system, please contact us via our Outlook Service Account at acctspay@louisville.edu.

Alternative Method for Inquiring on an Employee/Student Reimbursement:

From the PeopleSoft 9.2 main menu, please go to Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Change the "Voucher Style" to "Single Payment Voucher".

Go to the "Supplier Name" field and click on the magnifying glass.

In the "Supplier Name begins with" field, type in the payee's name (first and last). For example, if I'm looking for a payment for Susie Monday, I would type in "Susie Monday" or "Susie" in this field.

Click on the selected name. When you return to the main search screen, scroll to the bottom of the page and click on "Search".

You results will display at the bottom of the page. (You may have to scroll down.)

Under "Actions", you will be able to "Review Accounting Entries", "Voucher Details" and, if the payment has been processed, "Payment Information".

The "Review Accounting Entries" page will provide you with speedtype and account number charged.

The "Voucher Details" page will provide you with Voucher ID, Invoice Number, Invoice Date, Payee Name, Invoice Amount and the Chartfield String.

If available, the "Payment Information" page will provide you with the Payment Reference ID, Payment Date and Payment Amount.

On the "More Details" tab, you can also find the date entered and the Budget Header Status to determine if any budget errors exist.

To Inquire on Payments in OnBase:

Go to Accounts Payable > Review Accounts Payable Info > Payments > Payment

Enter the payment reference number and click on "Search". Any matching results will be displayed at the bottom of the screen.

Click on the payment reference number and you will see the screen that contains the OnBase symbol in the upper right corner.

Click on this symbol, and you will be taken to OnBase.