

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.

The screenshot shows the PeopleSoft 9.2 interface for the 'Voucher' search criteria. The breadcrumb trail at the top indicates the path: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Voucher' section has a header with the UofL logo and a 'New Window' button. Below the header, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Search Criteria' section contains several fields with dropdown menus and text input boxes. A red arrow points to the 'Voucher Style' field, which is currently set to 'Single Payment Voucher'. Other fields include Business Unit (UOFL1), Voucher ID, Invoice Number, Invoice Date, Short Supplier Name, Supplier ID, Supplier Name, Related Voucher, Entry Status, Voucher Source, and Incomplete Voucher. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Field	Value
Business Unit	UOFL1
Voucher ID	begins with
Invoice Number	begins with
Invoice Date	=
Short Supplier Name	begins with
Supplier ID	begins with
Supplier Name	begins with
Voucher Style	Single Payment Voucher
Related Voucher	begins with
Entry Status	=
Voucher Source	=
Incomplete Voucher	=

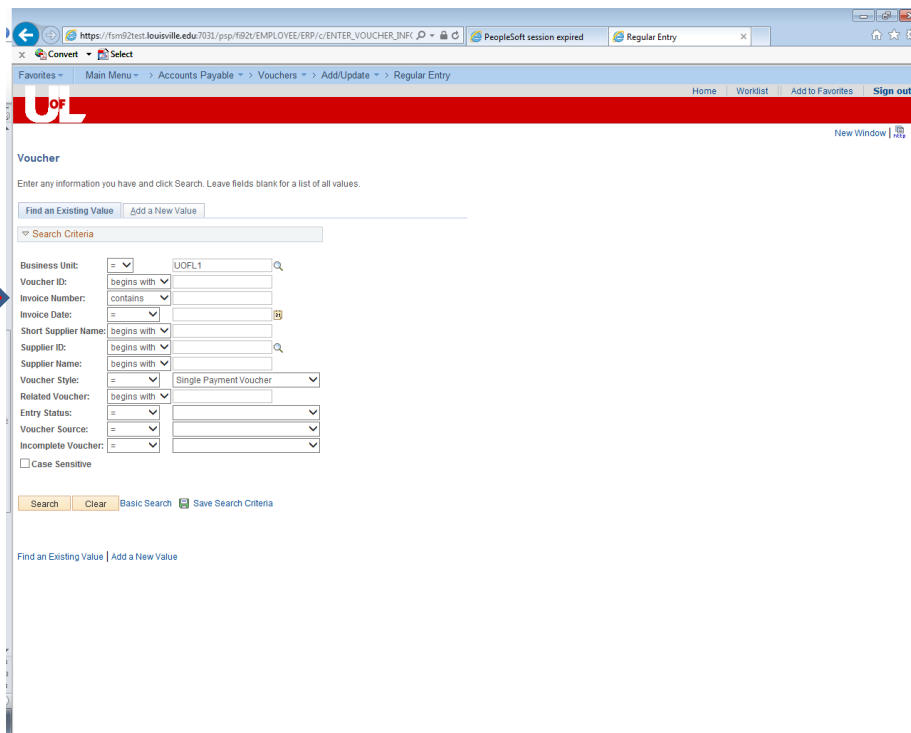
In the “Voucher Style” field, change the type to “Single Payment Voucher”.

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”.

The image is a screenshot of a web browser displaying the PeopleSoft Voucher search interface. The browser's address bar shows a URL from a University of Louisville domain. The page has a red header with the 'U of L' logo and navigation links like 'Home', 'Worklist', and 'Sign out'. Below the header, the page is titled 'Voucher' and includes instructions to enter information and click search. A 'Search Criteria' section contains various fields for filtering vouchers, such as Business Unit, Voucher ID, Invoice Number, Invoice Date, Short Supplier Name, Supplier ID, Supplier Name, Voucher Style, Related Voucher, Entry Status, Voucher Source, and Incomplete Voucher. Each field has a dropdown menu for the search operator. A red arrow points to the 'Invoice Number' field, where the operator is currently set to 'begins with' and should be changed to 'contains'. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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”.

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.

The screenshot shows a web browser window with the URL https://fsm92test.louisville.edu:7031/psp/f92t/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFC. The browser tabs include "Convert", "Select", "PeopleSoft session expired", and "Regular Entry". The page header shows the navigation path: "Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry". The "Regular Entry" page has a red header with the "U of L" logo and navigation links: "Home", "Worklist", "Add to Favorites", and "Sign out". Below the header is a tabbed interface with tabs: "Summary", "Invoice Information", "Payments", "Voucher Attributes", "Single Payment Supplier", and "Error Summary". The "Summary" tab is active, displaying the following information:

Business Unit	UOFL1	Invoice Date	09/25/2014
Voucher ID	01129057	Invoice No	reim092514rogersk
Voucher Style	SinglePay	Invoice Total	3.00 USD
Supplier Name	Single Payment Supplier-EFT Payment Mthd	Pay Terms	DUE IMMED
		Voucher Source	Online
		Origin	APV
Entry Status	Postable	Created On	09/25/2014 3:21PM
Match Status	No Match	Created By	KAROGEO3
Approval Status	Approved	Last Update	09/25/2014 3:23PM
Post Status	Posted	Modified By	KAROGEO3
		ERS Type	Not Applicable
Doc Tol Status	Valid	Close Status	Open
Budget Status	Valid		
Budget Misc Status	Valid		

Below the information, there is a dropdown menu for "View Related" with "Payment Inquiry" selected and a "Go" button. At the bottom, there is a row of buttons: "Return to Search", "Previous in List", "Next in List", "Notify", "Refresh", "Add", and "Update/Display".

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

Convert Select

https://fsm92test.louisville.edu:7031/psp/f92t/EMPLOYEE/ERP/c/ENTER_VOUCHER_INF... PeopleSoft session expired Regular Entry

Home Worklist Add to Favorites Sign out

Summary Invoice Information Payments Voucher Attributes Single Payment Supplier Error Summary

Business Unit UOFL1 Invoice No 9im092514rogersk

Voucher ID 01129057 Accounting Date 09/25/2014

Voucher Style Single Payment Voucher *Pay Terms 00 DUE IMMED

Invoice Date 09/25/2014 Basis Date Type Inv Date

Invoice Received Tax Exempt

Single Payment Supplier-EFT Payment Mthd

Supplier ID SINGLEPAY1

ShortName SINGLEEFT-001

Location 1

*Address 1

Save Action Run Calculate Print

Invoice Lines ? Find View All First 1 of 1 Last

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 3.00

Calculate

SpeedChart

Ship To CENT_001

Description

Packing Slip

One Asset

Sales/Use Tax

Invoice Total

Line Total 3.00

*Currency USD

Miscellaneous

Freight

Sales Tax

Use Tax 0.00

Total 3.00

Difference 0.00

Sales/Use Tax Summary

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

Template List

Supplier Hierarchy

Save

Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Summary | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

On the “Invoice Information” page, you will find:

- Speedtype
- Account Number
- Amount

https://fsm92test.louisville.edu:7031/psp/f92v/EMPLOYEE/ERP/c/ENTER_VOUCHER_INF PeopleSoft session expired Regular Entry

Convert Select

Accounts Payable > Vouchers > Add/Update > Regular Entry

Home Worklist Add to Favorites Sign out

Summary Invoice Information **Payments** Voucher Attributes Single Payment Supplier Error Summary

New Window Personalize Page

Business Unit UOFL1 Invoice No 092514rogersk
 Voucher ID 01129057 Invoice Date 09/25/2014 Action
 Voucher Style Single Payment Voucher
 Total Amount 3.00 *Pay Terms 00 DUE IMMED
 Supplier Name Single Payment Supplier-EFT Payment Mthd

Run Schedule Payments

Payment Information Find View All First 1 of 1 Last

Payment 1
 *Remit to SINGLEPAY1
 Location 1
 *Address 1
 Single Payment Supplier-EFT Payment Mthd

Gross Amount 3.00 USD
 Discount 0.00 USD
 Scheduled Due 09/25/2014
 Net Due 09/25/2014
 Discount Due
 Accounting Date 09/29/2014

Payment Inquiry
 Late Charge
 Express Payment
 Payment Comments(0)
 Holiday/Currency

Payment Options

*Bank NATL Pay Group
 *Account APD *Handling Normal
 *Method EFT Hold Reason
 Message
 Message will appear on remittance advice.

*Netting Not Applicable
 L/C ID Actions

Supplier Bank
 Messages
 Layout
☐ Hold Payment
☒ Separate Payment

Schedule Payment

*Action Schedule Payment
 Pay
 Payment Date 09/29/2014
 Reference 0165096

Save

Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

Summary | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

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.

Supplier Information

Supplier Bank Supplier Bank Address Transfer to EFT options

Business Unit UOFL1 Voucher ID 01129057 Payment Method EFT

Supplier Name Kathy Rogers Empl ID

Additional Name

Country USA United States

Address 1 7309 St Andrews Wds Cir 107

Address 2

Address 3

City Louisville

County JEF Postal 40214

State KY Kentucky

Email ID karoge03@louisville.edu

Save

Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Summary | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

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

Search Criteria

Search Name ALL

From

Business Unit UOFL1

Voucher ID

Invoice Id

Supplier SetID UOFL1

Supplier ID

Supplier Name

Entry Status

Incomplete Voucher

Accounting Dt

Invoice Date

Due Date

Entered Date

Origin Set ID

Origin

Control Group ID

Contract ID

Lease Number

PO Business Unit

Purchase Order

Item ID

*Amount Rule Any

Amount

Currency

*Voucher Style Single Payment Voucher

Post Status

Approval Status

Voucher Balance

Voucher Source

User ID

GL Business Unit

Account

Department

To

UOFL1

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

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

The screenshot shows the 'Voucher Inquiry' page in a web browser. The page has a red header with the 'U of L' logo. Below the header, there's a navigation bar with 'Favorites', 'Main Menu', 'Accounts Payable', 'Review Accounts Payable Info', 'Vouchers', and 'Voucher'. The 'Voucher Inquiry' section is active, showing a 'Search Criteria' section. A red arrow points to the 'Supplier Name' field, which has a magnifying glass icon next to it. The 'Supplier Name' field is currently empty. Other fields include 'Search Name' (set to 'ALL'), 'Business Unit' (set to 'UOFL1'), 'Voucher ID', 'Invoice ID', 'Supplier SetID' (set to 'UOFL1'), 'Supplier ID', 'Entry Status', 'Incomplete Voucher', 'Accounting Dt', 'Invoice Date', 'Due Date', 'Entered Date', 'Origin Set ID', 'Origin', 'Control Group ID', 'Contract ID', 'Lease Number', 'PO Business Unit', 'Purchase Order', 'Item ID', '*Amount Rule' (set to 'Any'), 'Amount', 'Currency', '*Voucher Style' (set to 'Single Payment Voucher'), 'Post Status', 'Approval Status', 'Voucher Balance', 'Voucher Source', 'User ID', 'GL Business Unit', 'Account', and 'Department'.

The screenshot shows the 'Voucher Inquiry' page with the 'Look Up Supplier Name' dialog box open. The dialog box has a 'Search by:' field set to 'Supplier Name begins with'. Below this, there are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The 'Search Results' section shows a list of 17 results, with the first few being: Amanda Sisco, Anita Gale Vandivier, Anita Wilson, Brent Stucker, Deborah Saylor, Frances Woodson, James Vittit, Joe Monday, Kathy Rogers, Kellie McGuffin, Kerry Schmidt, Maria Blasig, Martha McGuffin, Rebecca Milburn, Ruth McNameara, Sandra See, and Susie Monday. The 'Supplier Name' field in the background is still empty.

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.

The screenshot shows the 'Voucher Inquiry' screen in a web browser. A pop-up window titled 'Look Up Supplier Name' is open, displaying search results for 'Supplier Name begins with susie'. The results list 'Susie Monday' as the selected supplier. The background screen shows various search criteria fields like 'From', 'To', 'Business Unit', 'Voucher ID', etc., and a 'Search' button at the bottom.

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

This screenshot shows the 'Voucher Inquiry' screen after the search. The 'Supplier Name' field is populated with 'Susie Monday'. A large red arrow points to the 'Search' button at the bottom of the screen, which is used to execute the search query. The 'Search' button is located next to a text input field containing the number '300'.

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

The screenshot shows the PeopleSoft Voucher Inquiry Results page. The page includes a search criteria section with fields for Control Group ID, Contract ID, Lease Number, PO Business Unit, Purchase Order, Item ID, Amount Rule, Amount, Currency, Voucher Style, Post Status, Approval Status, Voucher Balance, Voucher Source, User ID, GL Business Unit, Account, Department, VAT No, Process Instance, Match Status, and Sanctions Status. Below the search criteria is a table with the following columns: Actions, Business Unit, Voucher ID, Invoice Number, Invoice Date, Supplier ID, Entry Status, Incomplete, Match Status, and Short Supplier Name. The table contains one row of data: Actions, UOFL1, 01128701, testfrddental090814, 08/01/2014, SINGLEPAY2, Postable, Not Applicable, and SUSIE MONDAY. A red arrow points to the 'Actions' column.

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	UOFL1	01128701	testfrddental090814	08/01/2014	SINGLEPAY2	Postable		Not Applicable	SUSIE MONDAY

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

The screenshot shows the PeopleSoft Voucher Inquiry Results page with the 'Actions' dropdown menu open. The menu options are: Review Accounting Entries, Payment Information, and Voucher Details. A red arrow points to the 'Review Accounting Entries' option.

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Review Accounting Entries Payment Information Voucher Details	UOFL1	01128701	testfrddental090814	08/01/2014	SINGLEPAY2	Postable		Not Applicable	SUSIE MONDAY

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

The screenshot shows the OnBase web interface for the 'Payment Inquiry' page. The breadcrumb trail at the top reads: 'Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment'. The page title is 'Payment Inquiry'. Below the title is a 'Search Criteria' section with various input fields. A large red arrow points to the 'Payment Reference' field. Other fields include 'Search Name' (set to 'ALL'), 'Supplier Name', 'Supplier Location', '*Amount Rule' (set to 'Any'), 'Amount', 'Currency', 'Bank SetID' (set to 'UOFL1'), 'Bank Code', 'Bank Account', 'Bank Account #', 'Reference', 'Payment Date', 'Payment Method', 'Pay Cycle', 'Seq Num', 'Payment Status', 'Remit SetID' (set to 'UOFL1'), 'Remit Supplier', 'Settle By', and 'Settlement Status'. There are also checkboxes for 'Single Payment Vouchers' and 'Show Chart', and a 'Max Rows' dropdown set to '300'. At the bottom, there is a 'Sorting Criteria' section with '1st sort' set to 'Bank Account' and '2nd sort' set to 'Payment Reference ID', both with 'Descending' sort order options. A 'Search' button is located at the bottom right of the search criteria section.

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

https://fsm92test.louisville.edu/7031/psp/f02t/EMPLOYEE/ERP/c/CREATE_PAYMENTS.P... msn

Payment

Convert Select

Favorites Main Menu Accounts Payable Review Accounts Payable Info Payments Payment

Home Worklist Add to Favorites Sign out

UofL

*Amount Rule Any

Amount

Currency

Bank SetID UOFL1

Bank Code

Bank Account

Bank Account #

Reference 1887836

Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID UOFL1

Remit Supplier

Settle By

Settlement Status

Single Payment Vouchers

Max Rows 300 Search Clear Keyword Search

Show Chart *Chart Type Bar Chart

Sorting Criteria

1st sort Bank Account Descending Sort

2nd sort Payment Reference ID Descending

Payment Inquiry Result

Personalize Find View All 1 of 1 Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	1887836	System Check	3.00 USD		09/22/2014	09/22/2014	Paid	Unreconciled	

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

https://fsm92test.louisville.edu/7031/psp/f02t/EMPLOYEE/ERP/c/CREATE_PAYMENTS.P... msn

Payment

Convert Select

Favorites Main Menu Accounts Payable Review Accounts Payable Info Payments Payment

Home Worklist Add to Favorites Sign out

UofL

Vouchers For a Payment

Personalize Page

Bank Name PNC BANK, N.A. 070

Bank Account # 4239721692

Pay Cycle APD Seq Num 1647

Supplier Name Susie Monday

Address 201 E. Warnock

Louisville KY 40292 USA

Payment Amount 3.00 USD Payment Method CHK

Description

Back To Payment Inquiry

Pymnt Ref ID 1887836

Accounting Date 09/22/2014

Payment Date 09/22/2014

Days Outstanding 16

Payment Clear Date

Reconcile Date

Value Date 09/22/2014

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
UOFL1	01128701	1	08/01/2014	testfrddental090814	3.00	3.00 USD				Accounts Payable Vouchers

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