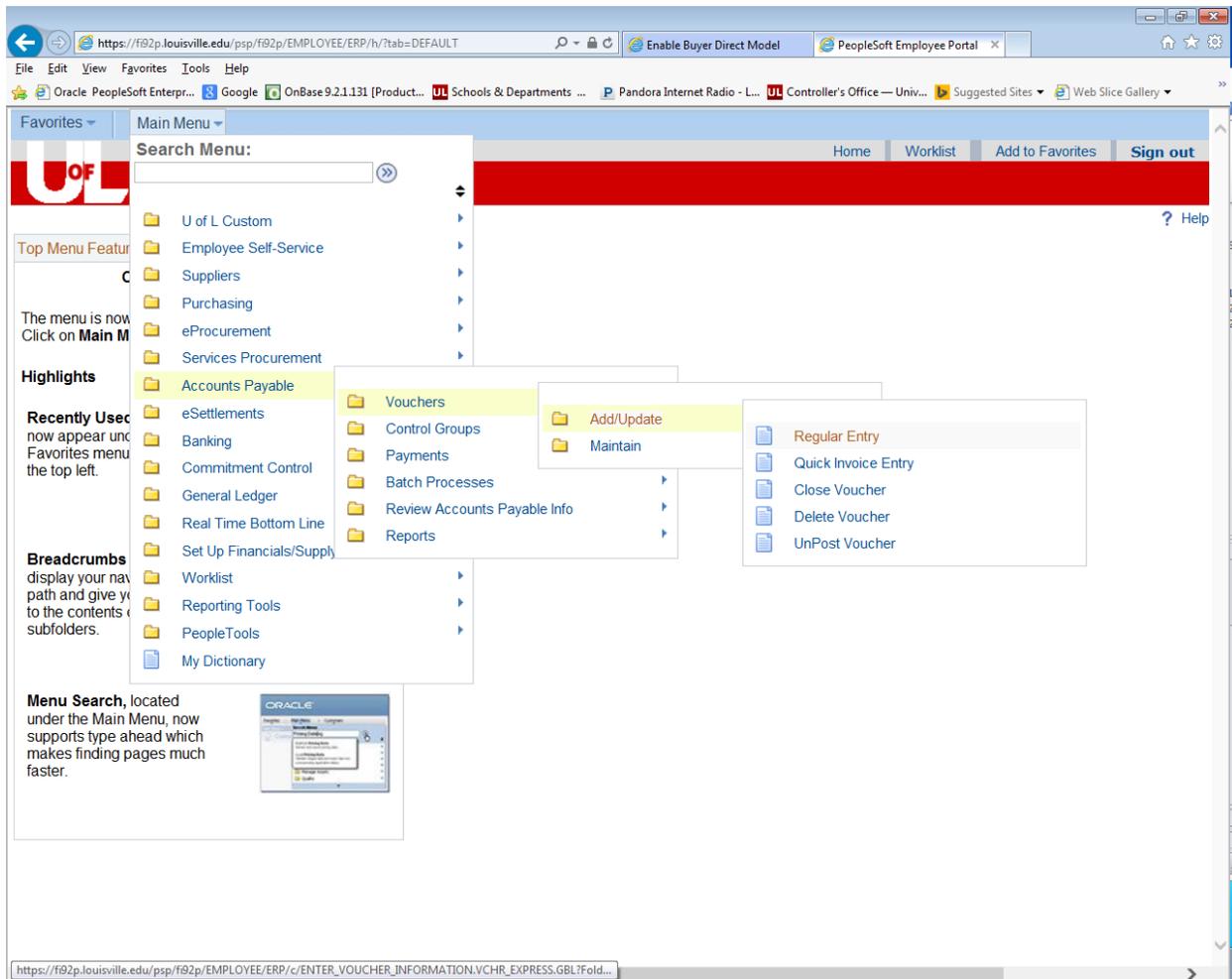


Accounts Payable Inquiry

Log into PeopleSoft Financials and click Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry



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

https://f92p.louisville.edu/psp/f92p/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATI Regular Entry

File Edit View Favorites Tools Help

Voucher Employee-facing registry ... Suggested Sites Web Slice Gallery

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry Home Worklist Add to Favorites Sign out

UOL New Window | Help |

Voucher

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

[Find an Existing Value](#)

Search Criteria

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: [=]

Related Voucher: [begins with]

Entry Status: [=]

Voucher Source: [=]

Incomplete Voucher: [=]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

In this example, we will search by Supplier Short Name. Our supplier is “OfficeMax Incorporated”. In the Supplier Short Name field, enter “Officemax”. (Make sure that “UOFL1” is in the “Business Unit” field.) Then click on “Search”.

Regular Entry

File Edit View Favorites Tools Help

Voucher Employee-facing registry ... Suggested Sites Web Slice Gallery

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry Home Worklist Add to Favorites Sign out

UOF

New Window | Help |

Voucher

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

Find an Existing Value

Search Criteria

Business Unit: = UOFL1

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Supplier Name: begins with officemax

Supplier ID: begins with

Supplier Name: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Incomplete Voucher: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

The screenshot shows a web browser window with the URL https://f92p.louisville.edu/psp/f92p/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION. The page title is "Regular Entry". The breadcrumb navigation is "Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry". The page features the UOF logo and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out".

The main section is titled "Voucher" and contains a search form. The form includes a "Find an Existing Value" button and a "Search Criteria" section with the following fields:

- Business Unit: = [dropdown] UOFL1
- Voucher ID: begins with [text box]
- Invoice Number: begins with [text box]
- Invoice Date: = [dropdown] [text box]
- Short Supplier Name: begins with OFFICEMAX
- Supplier ID: begins with [text box]
- Supplier Name: begins with [text box]
- Voucher Style: = [dropdown]
- Related Voucher: begins with [text box]
- Entry Status: = [dropdown]
- Voucher Source: = [dropdown]
- Incomplete Voucher: = [dropdown]

There is also a "Case Sensitive" checkbox and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Below the search form is a "Search Results" section. It shows a table with 14 columns: Business Unit, Voucher ID, Invoice Number, Gross Invoice Amount, Payment Amount, Invoice Date, Short Supplier Name, Supplier ID, Supplier Name, Voucher Style, Related Voucher, Entry Status, Voucher Source, and Incomplete Voucher. The table contains 14 rows of data, all for Business Unit UOFL1 and Supplier OfficeMax Incorporated. Each row has a blue hyperlink in the "Supplier Name" column.

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
UOFL1	01151782	169121Nov0414	12.57	12.57	11/04/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01151781	167489Nov0414	170.33	170.33	11/04/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01150315	064962Oct2914	4.65	4.65	10/29/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01149922	054548Oct2814	223.29	223.29	10/28/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01149572	028631Oct2714	56.28	56.28	10/27/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01149255	969725Oct2414	175.3	175.3	10/24/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01148459	716766Oct1014	11.24	11.24	10/10/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01148458	717265Oct1014	353.29	353.29	10/10/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01148457	717347Oct1014	23.74	23.74	10/10/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete
UOFL1	01148456	717463Oct1014	298.02	298.02	10/10/2014	OFFICEMAXI-001	0000110357	OfficeMax Incorporated	Regular	(blank)	Postable	XML	Complete

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

In this example, we have selected Invoice Number 452083sep2914.

The screenshot shows a web browser window displaying an invoice summary page. The browser's address bar shows the URL: https://f92p.louisville.edu/psp/f92p/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION. The page title is "Regular Entry". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Voucher", "Employee-facing registry...", "Suggested Sites", and "Web Slice Gallery". The page's navigation bar includes "Favorites", "Main Menu", "Accounts Payable", "Vouchers", "Add/Update", and "Regular Entry". The page's header features the UOF logo and navigation links: "Home", "Worklist", "Add to Favorites", and "Sign out". The page's main content area has a blue header with the UOF logo and navigation tabs: "Summary", "Invoice Information", "Payments", and "Error Summary". The main content area displays the following information:

Business Unit	UOFL1	Invoice Date	09/29/2014
Voucher ID	01143790	Invoice No	452083Sep2914
Voucher Style	Regular	Invoice Total	99.31 USD
Supplier Name	OfficeMax Incorporated	Pay Terms	NET 30 DAY
	PO Box 101705	Voucher Source	XML Invoices
	Atlanta, GA 30392	Origin	APV
Entry Status	Postable	Created On	09/30/2014 12:00AM
Match Status	Matched	Created By	SKSEE001
Approval Status	Approved	Last Update	09/30/2014 12:00AM
Post Status	Posted	Modified By	FAWOOD01
		ERS Type	Not Applicable
Doc Tol Status	Valid	Close Status	Open
Budget Status	Valid		
Budget Misc Status	Valid		
View Related	Payment Inquiry	Go	

At the bottom of the page, there are three buttons: "Return to Search", "Notify", and "Refresh". Below the buttons, there is a breadcrumb trail: "Summary | Invoice Information | Payments | Error Summary".

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

On the summary page, you will find voucher number, supplier number, supplier 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 the PO quantities and unit price 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 errors.

Click on the "Invoice Information" tab.

The screenshot shows the 'Invoice Information' tab in the UofL ERP system. The page is divided into several sections:

- Business Unit:** UOFL1
- Voucher ID:** 01143790
- Voucher Style:** Regular Voucher
- Invoice Date:** 09/29/2014
- Invoice Received:** OfficeMax Incorporated
- Supplier ID:** 0000110357
- ShortName:** OFFICEMAXI-001
- Location:** OFFICEMAXI
- *Address:** 1
- Invoice No:** 452083Sep2914
- Accounting Date:** 09/30/2014
- *Pay Terms:** 30 NET 30 DAY
- Basis Date Type:** Inv Date
- Tax Exempt:**
- Invoice Total:**
 - Line Total: 94.59
 - Miscellaneous: 4.72
 - Freight: 0.00
 - Sales Tax: 0.00
 - Use Tax: 0.00
 - Total: 99.31
 - Difference: 0.00

The 'Invoice Lines' section shows a table with the following data:

Line	Quantity	Unit Price	Line Amount
1	4.0000	10.21000	40.84

The 'Distribution Lines' table at the bottom provides a detailed breakdown of the invoice line items:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	SpeedType Key	Account	OpenItem	Fund	Dept	Program	PC Bus Unit	Project	Act
<input type="checkbox"/>	1	40.84	4.0000	UOFL1	P1006	541200		1120	4211400123	P1006			

On this page, you will find the funding distribution lines. If there is a purchase order associated, you can see that. You can also click Associate Receiver(s) link to view any receivers that have been entered into PeopleSoft.

Now click on the "Payments" tab.

The screenshot shows a web browser window with the URL https://f92p.louisville.edu/psp/f92p/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION. The browser's address bar shows "Regular Entry". The page header includes the University of Louisville (UOL) logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the header, there are tabs for Summary, Invoice Information, Payments, and Error Summary. The "Payments" tab is active.

Business Unit: UOFL1
Voucher ID: 01143790
Voucher Style: Regular Voucher
Total Amount: 99.31
Supplier Name: OfficeMax Incorporated

Invoice No: 452083Sep2914
Invoice Date: 09/29/2014
Pay Terms: 30
NET 30 DAY

[Schedule Payments](#)

Payment Information

Payment 1		Gross Amount		Scheduled Due		Payment Inquiry	
Remit to	0000110357	99.31	USD	10/29/2014	10/29/2014	Payment Inquiry	Late Charge
Location	OFFICEMAXI	Discount	0.00	Net Due	10/29/2014	Express Payment	Payment Comments(0)
Address	1	Accounting Date	10/23/2014	Discount Due		Holiday/Currency	
OfficeMax Incorporated PO Box 101705 Atlanta, GA 30392							

Payment Options

Bank	Pay Group	Netting	Supplier Bank
NATL	Not Applicable	Not Applicable	Messages
Account APD	Handling Normal	L/C ID	Layout
Method ACH ACH	Hold Reason	Actions	<input type="checkbox"/> Hold Payment
Message			<input checked="" type="checkbox"/> Separate Payment
Message will appear on remittance advice.			

Schedule Payment

Action	Payment Date	Reference
Schedule Payment	10/23/2014	0003294
Pay		

[Save](#)

[Return to Search](#) [Notify](#) [Refresh](#)

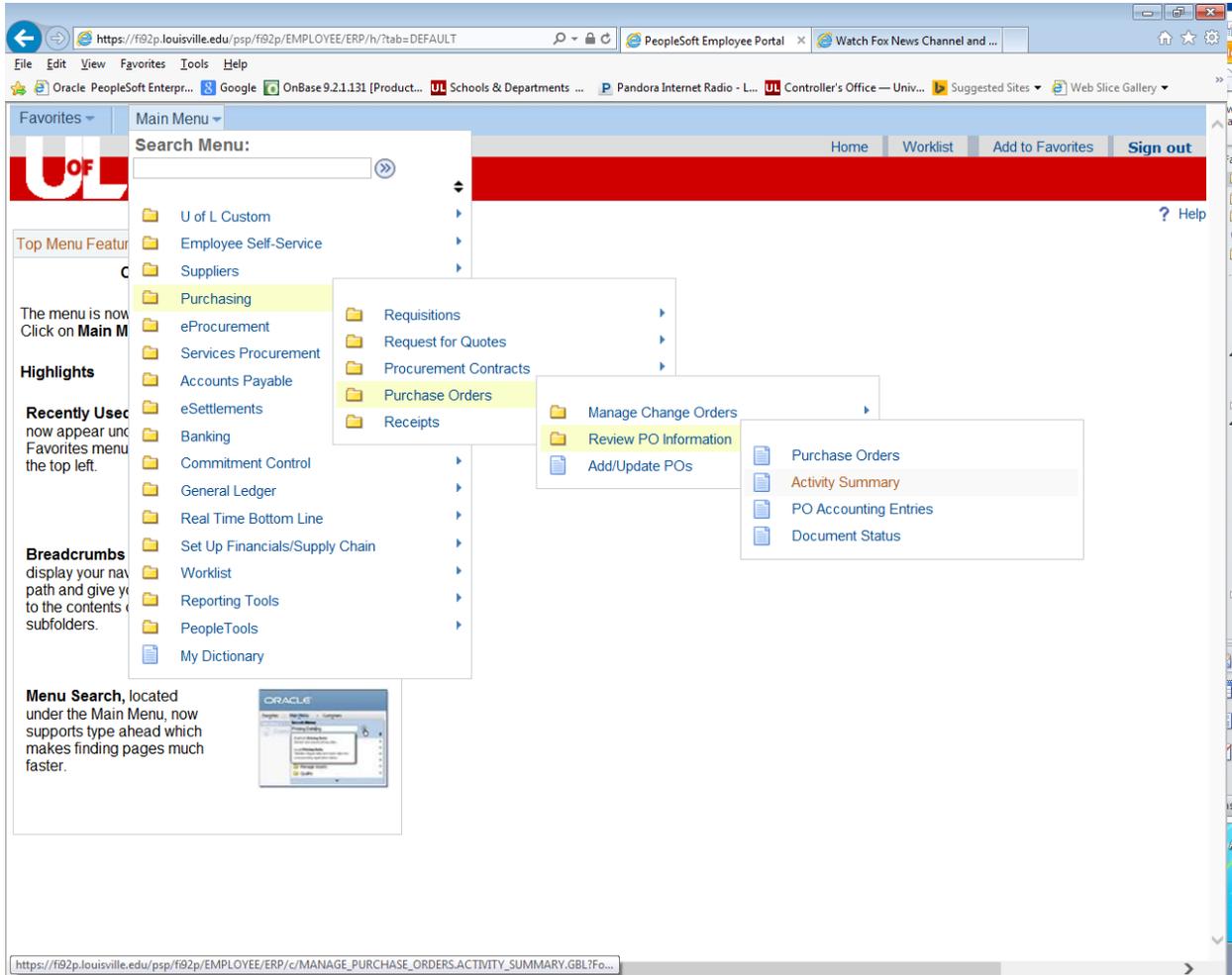
Summary | Invoice Information | Payments | Error Summary

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 10/23/2014 on check number 0003294. The University of Louisville payment reference numbers are 7 digits long. Checks start with "1" and electronic payments start with "00". Credit card payments (Active Pay) start with "2" and are digits long.

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

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



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

The screenshot shows a web browser window with the URL https://ff92p.louisville.edu/psp/ff92p/EMPLOYEE/ERP/c/MANAGE_PURCH. The browser tabs include 'Activity Su...', 'Voucher', and 'Voucher'. The navigation menu shows 'Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary'. The page header features the 'UOF' logo and links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is titled 'PO Activity Summary' and contains the following text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with a 'Search Criteria' dropdown. The search criteria form includes the following fields:

Business Unit:	=	UOFL1
PO Number:	begins with	3000177147
Purchase Order Date:	=	
Purchase Order Reference:	begins with	
Supplier ID:	begins with	

There is also a 'Case Sensitive' checkbox which is currently unchecked. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

On this screen, we can see the Merchandise Amount of the PO was \$126.51. So far, \$94.59 has been invoiced.

Notice the tabs at the top of the detail for “Details”, “Receipt”, “Invoice”, and “Matched”.

You can select any of these tabs to review the detailed

Activity Summary

Business Unit	UOFL1	PO Status	Dispatched
Purchase Order	3000177147	Supplier	OfficeMax Incorporated
Merchandise Amount	126.21 USD	Supplier Location	OFFICEMAXI
Merchandise Receipt	126.21 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	94.59 USD		
Merchandise Matched	94.59 USD		

Lines

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only	Currency
1		Catalog# Q397088 8GB USB Fla	EA	10.2100	40.840		USD
2		Catalog# S1TN-620 Brother Ton	EA	1.0000	62.550		USD
3		Catalog# A55390 Avery Name b	BX	1.0000	17.650		USD
4		Catalog# W3PL9731/32 Furnitur	EA	1.0000	5.170		USD

Notice the tabs at the top of the detail for “Details”, “Receipt”, “Invoice”, and “Matched”.

You can select any of these tabs to review the detailed activity.

For example, click on the “Invoice” tab.

Activity Summary

Business Unit UOFL1 PO Status Dispatched
Purchase Order 3000177147 Supplier OfficeMax Incorporated
Supplier Location OFFICEMAXI

Merchandise Amount 126.21 USD
Merchandise Receipt 126.21 USD
Merchandise Returned 0.00 USD
Merchandise Invoice 94.59 USD
Merchandise Matched 94.59 USD

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Un-invoiced Quantity	Amount
1		Catalog# Q397088 8GB USB Fla	EA	4.0000	40.840	6.2100	
2		Catalog# S1TN-620 Brother Ton	EA	1.0000	30.930	0.0000	
3		Catalog# A55390 Avery Name b	BX	1.0000	17.650	0.0000	
4		Catalog# W3PL9731/32 Furnitur	EA	1.0000	5.170	0.0000	

In this example, we see that quantity 4 has been invoiced on the first line of the PO, quantity 1 has been invoiced on the lines 2, 3 and 4. To look at the invoice detail, use the scroll bar and click on the at the end of the line.

The screenshot shows a web browser window with the URL https://f192p.louisville.edu/psp/f192p/EMPLOYEE/ERP/c/MANAGE_PURCH. The browser tabs include 'Activity Su...', 'Voucher', and 'Voucher'. The page title is 'Activity Summary' and the breadcrumb navigation is 'Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary'. The page features a red header with the 'UofL' logo and navigation links: 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, there are links for 'New Window', 'Help', 'Personalize Page', and 'http'. The main content area displays the following information:

Unit UOFL1 PO No. 3000177147 Line 1 Item ID

Invoice Personalize | Find | View All | | First 1 of 1 Last

Sched Num	AP Unit	Voucher▲	Line	Quantity Invoiced	Amount Invoiced	
1	UOFL1	01143790	1	4.0000	40.840	

At the bottom of the page, there is a section titled 'Activity Summary' with two buttons: 'Return to Search' and 'Notify'.

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).