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.

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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".

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

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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.



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 you 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.

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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.

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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"

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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

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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.

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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.

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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).