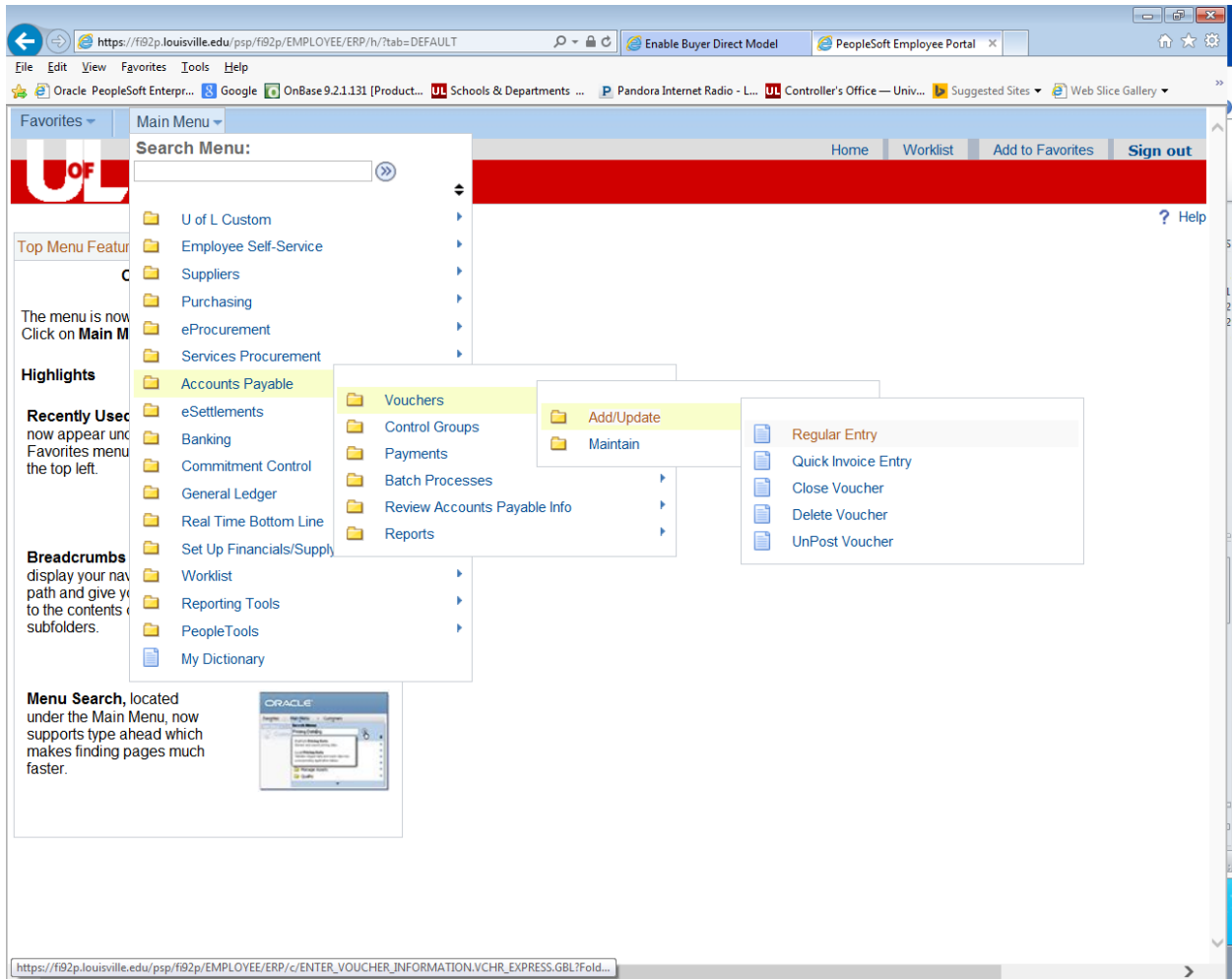


Accounts Payable Inquiry

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_INFORMATION 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

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

Click on the "Invoice Information" tab.

The screenshot displays a web application interface for UOFL. The main navigation bar includes "Home", "Worklist", "Add to Favorites", and "Sign out". The "Invoice Information" tab is selected, showing the following details:

- Business Unit:** UOFL1
- Voucher ID:** 01143790
- Voucher Style:** Regular Voucher
- Invoice Date:** 09/29/2014
- Invoice Received:** [Empty]
- Supplier ID:** 0000110357
- ShortName:** OFFICEMAXI-001
- Location:** OFFICEMAXI
- *Address:** 1

The **Invoice Total** section shows:

Line Total	94.59
*Currency	USD
Miscellaneous	4.72
Freight	
Sales Tax	
Use Tax	0.00
Total	99.31
Difference	0.00

The **Invoice Lines** section includes a "Calculate" button and a "Purchase Order" section with the following details:

- SpeedChart:** [Empty]
- Ship To:** LION_420
- Description:** USB DRIVE BLUE 8GB
- Packing Slip:** [Empty]
- UOFL1**3000177147|1|1 Associate Receiver(s)
- Force Price:** [Empty]

The **Distribution Lines** section features a table with the following data:

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

Payment Information

Payment 1	
Remit to: 0000110357	Gross Amount: 99.31 USD
Location: OFFICEMAXI	Discount: 0.00 USD
Address: 1	Scheduled Due: 10/29/2014
OfficeMax Incorporated PO Box 101705 Atlanta, GA 30392	Net Due: 10/29/2014
	Discount Due: 10/23/2014
	Accounting Date: 10/23/2014

Payment Options

Bank	Account	Method	Pay Group	Handling	Netting	L/C ID	Supplier Bank
NATL	APD	ACH	ACH	Normal	Not Applicable		Messages
			Hold Reason				Layout

Message will appear on remittance advice.

Schedule Payment

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

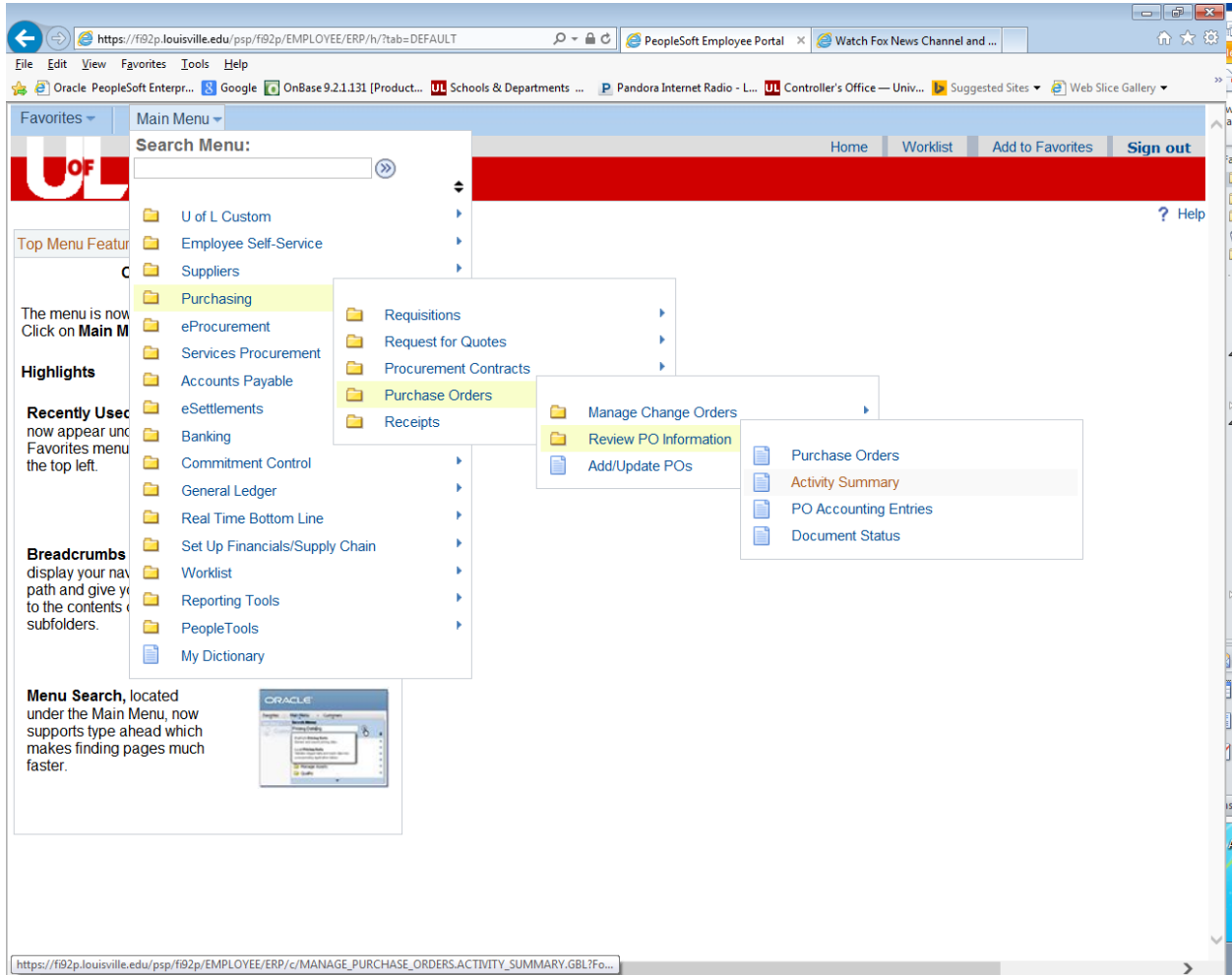
Buttons: Save, Return to Search, Notify, Refresh

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”

https://f192p.louisville.edu/psp/f192p/EMPLOYEE/ERP/c/MANAGE_PURCH

Activity Su... Voucher Voucher Voucher

File Edit View Favorites Tools Help

Oracle PeopleSoft Enterpr... Google OnBase 9.2.1.131 [Product... Schools & Departments ... Pandora Internet Radio - L... Controller's Office — Univ... Suggested Sites

Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

Home Worklist Add to Favorites Sign out

UOF

New Window | Help | http

PO Activity Summary

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

PO Number: begins with 3000177147

Purchase Order Date: =

Purchase Order Reference: begins with

Supplier ID: begins with

Case Sensitive

Search Clear Basic Search 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
Purchase Order 3000177147
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

PO Status Dispatched
Supplier OfficeMax Incorporated
Supplier Location OFFICEMAXI

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	

Return to Search Notify

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 breadcrumb is 'Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary'. The UofL logo is visible in the top left. The page content shows the following details:

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	

Activity Summary

Return to Search 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).