# CSULB Finance AP Vouchers & Payments Training Manual - CFS 9.2



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## **Table of Contents**

1.0	Acco	unts Payable Overview	3
	1.1	Voucher Structure	3
	1.2	Payment Information	3
2.0	Ассо	unts Payable Inquiries & Reports	4
	2.1	Voucher – Find and Existing Value	4
	2.2	Accounts Payable Document Status	8
	2.3	Voucher Inquiry	9
	2.4	Payment Details Inquiry	10

Voucher (Supplier Invoices) contain a lot of information. For this reason, PeopleSoft inquiry pages can be used to display specific pieces of voucher information. For instance, you can view the status of vouchers, their accounting line information, and the payments associated with them. In addition, you can use the drill-down functionality in PeopleSoft to view General Ledger and Purchasing information that relates to the vouchers.

Each component of a voucher has a one-to-many relationship, starting with the header information and ending with the distribution information. For example, every voucher has a header, but a header can have several lines. Each line can have several lines of distribution information.

#### Cal State Long Beach Business Process: Invoice to Voucher

Supplier invoices are received daily in Accounts Payable and processed into PeopleSoft. When PeopleSoft saves the supplier invoice information it assigns a Voucher ID number which is a unique identifying number that is recognized by PeopleSoft. The supplier invoice and the PeopleSoft voucher have the same information. The voucher number is assigned by PeopleSoft; the supplier invoice number and Invoice Date are generated by the supplier.

### 1.1 Voucher Structure

Vouchers are *line* driven which means the charges and ChartField string (accounting information) are assigned at the line level of the voucher and not at the header level. Vouchers consist of three components: Header, Lines, and Distribution.



# **1.2** Payment Information

There are several inquiry pages and reports that enable you to review details of payments. PeopleSoft has two different Payment fields they use to track the payment number. When you see a field called Payment Reference or Reference it represents the actual Check # (it is a 6 character number). The field called Payment Number or Payment ID is an Internal Number the system uses and is not applicable to users so you should not use it to inquiry on (it is 10 characters and starts with leading 0's).

### 2.0 Accounts Payable Inquiries & Reports

The following are examples of inquiries and reports that can be used to gather Voucher (Invoice) information.

#### 2.1 Voucher – Find and Existing Value

Use this inquiry to review the Vendor Invoice, Payment, and Related Information.

#### Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry – Find an Existing Value

Processing Steps / Field Name	Screenshot / Description					
Enter a Business Unit.	Voucher					
Search by:	Enter any information you have and click Search. Leave fields blank for a list of all values.					
<ul> <li>Various – At a minimum you need</li> </ul>	Find an Existing Value         Add a New Value					
Voucher ID, or Supplier	Search Criteria					
SETID/Supplier ID,	Business Unit = 🗸 LBCMP					
or a Supplier	Voucher ID begins with 🗸					
	Invoice Number begins with 🗸 9009072031					
Enter a Search Criteria	Invoice Date = 🗸					
and Select Search for	Short Supplier Name begins with 🗸					
a list of Voucher's	Supplier ID begins with 🗸					
entered.	Supplier Name begins with 🗸					
	Voucher Style = V					
	Related Voucher begins with 🗸					
	Entry Status = V					
	Voucher Source = V					
	Incomplete Voucher = V					
	Case Sensitive					
	Search Clear Basic Search 🖾 Save Search Criteria					

Processing Steps / Field Name	Screenshot / Description						
Summary Tab	Summary Related Documents Invoice Info	rmation Payments Voucher	Attributes Error Summary				
If there is a Payment Reference ID, the vendor has been paid and this is the Check #.	Business Unit LBCMP Voucher ID 00569092 Voucher Style Regular Remit Supplier 0000000212 Supplier Name HEWLETT PACKARD P O BOX 742881	Invoice Invoice Invoice	Date 06/03/2019 ice No 9009072031 e Total 118,653.98 USD				
	Entry Status Postable Match Status Matched Approval Status Approved Post Status Posted	Control Group ID 0000041129 Pay Terms Net 30 Voucher Source Online Origin ONL Created On 06/13/2019 9:31AM Created By 40016123989					
	Budget Status Valid	Modif Payment Refere	fied By 40016123989 ence ID 808380				
	Budget Misc Status Valid	Close	Status Open				
	View Related Payment Inquiry	Go	Check #				
	Return to Search	Next in List	Refresh				
	Summary   Related Documents   Invoice Information	Payments   Voucher Attributes   El	rror Summary				
Related Documents Tab	Summary Related Documents Invoice Informati	on Payments Voucher Attributes	Error Summary				
All docouments related to this voucher are displayed.	Business Unit LBCMP     Invoice No 9009072031       Voucher ID 00569092     Invoice Date 06/03/2019       Voucher Style Regular Voucher     Invoice Date 06/03/2019						
le: Payment, PO's,	Payment Details		Perso				
Receiver Information.	Actions Payment Status	Scheduled to Payment Reference Remit	it SetID Remit Supplier Remitting Payn Address Meth				
	→ Actions Paid Paid	07/03/2019 808380 LBC	MP 000000212 14 CHK				
	Voucher Line - PO Information		Person				
	Invoice line Match Line Option PO Busin	Purchase Order Line Nu	umber Schedule Number Item ID				
	E 4 Full Match LBCMP	0000055486	2 1				
	E 1 Full Match LBCMP	0000055486	1 1				
	E 2 Full Match LBCMP	0000055486	2 1				
	Voucher Line - Receiver Information		Port				
	Invoice line Receiving Business Unit Receipt Nu	nber Receipt Line Receiver Ship Sequence	pping Quantity Entered Unit of N				
	1 LBCMP 00000241	5 1	1 99.0000 EA				
	Save						
	Return to Search † Previous in List 4	ext in List 🔄 Notify 🤤 Refresh					



Pro Fie	ocessing Steps / Id Name	Screenshot / Description				
Pay	<u>yments Tab</u>	Summary Related Documents Invoice Information Paym	nents Voucher Attributes Error Su	immary		
Ad abo dis	ditional information out the payment is played.	Business Unit LBCMP Voucher ID 00569092 Voucher Style Regular Voucher Total Amount 118,653.98 Supplier Name HEVVLETT PACKARD	Invoice No 9009072031 Invoice Date 06/03/2019 Pay Terms NET30	Net 30	Action	Run Schedule Payments
le:	When it is Due	Payment Information	1 When t	he payment	t is scheduled 🛛 🕞	Find   View All First 🕚 1 of 1 🕑 Last
1. 2.	Scheduled Due Date Payment Method	Payment 1 Remit to 0000000212	(based or Gross Amount Discount	n Pay terms) 118653.98 USD 0.00 USD	Scheduled Due 07/03/2019 Net Due 07/03/2019 Discount Due Accounting Date 06/28/2019	Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency
	(ACH, EFT, CHK)	2007/001220			45	
		Payment Options				
	suppliers & employees as it will likely speed up	Bank WELLS 2 Method CHK Message Message will appear on remiltance advice 3 Message	Pay Group RE Handling Regular Hold Reason ges field will reflect men	mo on check	Netting Not Applicable L/C ID Actions	Supplier Bank Messages Hold Payment Separate Payment
3. 4.	payment. Messages Payment Date & Check #	Schedule Payment Action Schedule Payment Pay	Payment Date 06/28/2019 Reference 808380	4 Paym	ent Date and Check #	
		Return to Search + Previous in List Vext in List	💽 Notify 🤅 Refresh			Add Display

### 2.2 Accounts Payable Document Status

Use this inquiry to review all related documents associated with a Voucher/Supplier Invoice. Related documents might include a Requisition, Purchase Order, Receipt, or Payment. The document status window can also be accessed from Requisition or Purchase Order Inquiry which will provide all vouchers tied to a specific requisition or purchase order. Reference the Requisition and Purchase Order Inquiry guide for more details.

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status

Processing Steps / Field Name	Screenshot / Desc	cription							
Enter a Business Unit	Voucher Document Status Inq								
Search by:	Enter any information yo	ou have and clic	k Searc	h. Leave field	ls blank f	or a list of al	ll values.		
<ul><li>Voucher ID</li><li>Supplier Invoice</li></ul>	Find an Existing Val	ue							
Number     Invoice Date									
<ul> <li>Supplier ID</li> <li>Short Supplier Name</li> </ul>	Business Unit:	= •	LBC	ЛР		Q			
	Voucher ID:	begins with	• 00379	9469					
Enter Search Criteria and	Invoice Number:	begins with	•			Q			
Select Search. Select the	Invoice Date:	= •				31			
Voucher ID from the results to	Supplier ID:	begins with	•			Q			
view the document status.	Short Supplier Name:	begins with	•			Q			
	Search Clear	Basic Sear	ch 昌	Save Search	n Criteria				
Voucher Document Status	Voucher Document Status	5							
	Business Unit LBCMP			Voucher ID	00379469		Documer	it Tolerance Sta	tus Valid
This page allows you to view	Gross Amount 3870.07	USD		Approval Status	Approved			Budget Sta	itus Valid
purchase orders and payments	Supplier ID 0000000278  +Actions DELLMARKET-001 Document Type Voucher Match Status Matched								
posted against a Voucher/Supplier Invoice. You can choose the document you wish to view by selecting the <u>Doc ID</u> link.	Requisitions(1) Sourcing Proc	urrement Purchase Intracts Orders(1)	Servic Work Order	Receipts(1)	Returns	vouchers	Payments(1)		
	Show All								
	Associated Document           Documents         Related Info			Persona	alize   Find   \	/iew All   🔄   🔣	First 🕚 1-4	of 4 🕑 Last	
	Actions SetID Business Unit	Document Type	DOC ID	Status Do	ocument Date	Supplier ID	Location		
	Actions     LBCMP	Requisition	0000032398	Complete 01/	/29/2013	000000278	MAIN		
	Actions     LBCMP     LBCMP	Receipt	0000043018	Received 02	2/20/2013	000000278	MAIN	Ē	
	▼ Actions LBCMP	Payment	708948	Posted 03	/15/2013	000000278	MAIN	Đ	

Use this inquiry to review the Voucher/Supplier Invoice and the related details.

**Processing Steps / Field** Screenshot / Description Name Enter a Business Unit. Voucher Inquiry 2 Search by: Search Criteria Various – At a minimum ٠ Search Name ALL 0 you need to specify a То From From Business Unit LBCMP LBCMF Q Q Voucher ID, or Supplier From Voucher ID Q 0 SETID/Supplier ID, or a From Invoice Number Q Q Supplier SetID LBCMP Q Supplier Invoice Id. From Supplier Short Name Q Q From Supplier Name Q Q From Additional Name Q Q From Supplier ID 0000005317 0 0000005317 ×Q Q Supplier Location Enter a Search Criteria and Entry Status ~ Select Search for a list of Incomplete Voucher ~ Voucher's meeting the criteria From Accounting Date 31 31 From Invoice Date 31 31 entered. From Due Date 31 31 From Entered Date 31 31 Origin Set ID Q From Origin Q Q From Control Group Q Q From Contract ID Lease Number Q PO Business Unit Q From PO ID From Item ID \*Amount Rule Any ~ Amount 0 \*Currency \*Voucher Style All Vouchers ~ Post Status ~ ~ Approval Status Voucher Balance ~ Voucher Source ~ User ID GL Business Unit Account Department VAT No Process Instance Match Status V Sanctione Statue Sort Criteria: How the Sort Criteria retrieved information is to be Sort Display \*Sort By Voucher ID sorted. \*Sort Asc/Desc Ascending Sort by: Various .

*Navigation:* Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

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Processing Steps / Field Name	Screenshot / Desc	cription							
Voucher Inquiry The results will give you	Voucher Inquiry Results Voucher Details Amounts More	e Details	r Details	9		Personalize   F	ind   View All [	First 📧 1-59 of 59 🗈	Last
statuses, Supplier Invoice	Actions Business Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name	
number/date, Supplier	Actions LBCMP 00335610	140268	06/30/2011	0000005317	Postable		Not Applicable	MONTGOMERY-001	ŕ
ID/Name, and Gross/Non	Review Accounting Entries	142083	08/31/2011	0000005317	Postable		Not Applicable	MONTGOMERY-001	=
merchandise amounts.	Scheduled Payments	142322ds	08/31/2011	0000005317	Postable	<u>11</u>	Matched	MONTGOMERY-001	
	Voucher Details	142100	08/31/2011	0000005317	Postable	E3.	Matched	MONTGOMERY-001	
Icons to drill to more detailed information.	Actions LBCMP 00337220"	142091	08/31/2011	0000005317	Postable		Matched	MONTGOMERY-001	
By selecting an Action you can further drill to more details.									
If you select Payment Information you will drill to details about the Voucher/Supplier Invoice payment.									

# 2.4 Payment Details Inquiry

This page enables you to review payment information as it relates to a Voucher/Supplier Invoice.

*Navigation:* Accounts Payable > Review Accounts Payable Info > Payments > Payment

Processing Steps / Field Name	Screenshot / De	escription		
Enter a Business Unit.	Payment Inquiry			
Enter Search Criteria. At a	Search Criteria			
minimum you need to enter	Search Name	ALL 0		
aithar the Romit SatID		From	То	
	Supplier Name	Q		Q
(LBCMP) and Remit Supplier	Supplier Location	Q		
ID or the Reference (Check #)	"Amount Rule	Any 👻		
	Amount			
	Currency	Q		
Select Search.	Bank SetiD	LBCMP		
	Bank Code Bank Account	Q		
	Bank Account #	~		
	Reference	706592	706592	
	Payment Date	(1)		[1]
	Payment Method			
	Pay Cycle	Q		
	Seg Num	9		
	Payment Status			
	Remit SetID	LBCMP Q		
	Remit Supplier	Q		
	Settle By	•		
	Settlement Status			
	1	Single Payment Vouchers		
	Max Rows	300 Search Clear	Keyword Search	
	1	Show Chart	"Chart Type Bar Chart	
	1st sort	Bank Account	Descending	Sort
	2nd sort	Payment Reference ID	Descending	

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Processing Steps / Field Name	Screenshot / Description							
Payment Inquiry Result	Payment Inquiry Result     Personalize   Find   View All   [2] ] Here First 1 of 1 ] Last       Payment Details     Additional Info     Supplier Details     Financial Gateway							
This page allows you to view details of the payment.	Source Payment Reference ID Payment Amount Currency Creation Date Payment Date Status Status Reconcile Date							
Payment Reference ID – the	VCHR 706592 System 1,213.24 USD 02/15/2013 02/15/2013 Paid Reconciled 03/01/2013							
<b>Payment Date</b> = the date the check was printed. Typically the check is mailed out the same day it is printed.								