

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



Last Revised: 5/21/19

## Table of Contents

---

1.0	Accounts Payable Overview .....	3
1.1	Voucher Structure .....	3
1.2	Payment Information.....	3
2.0	Accounts 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

## 1.0 Accounts Payable Overview

---

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.

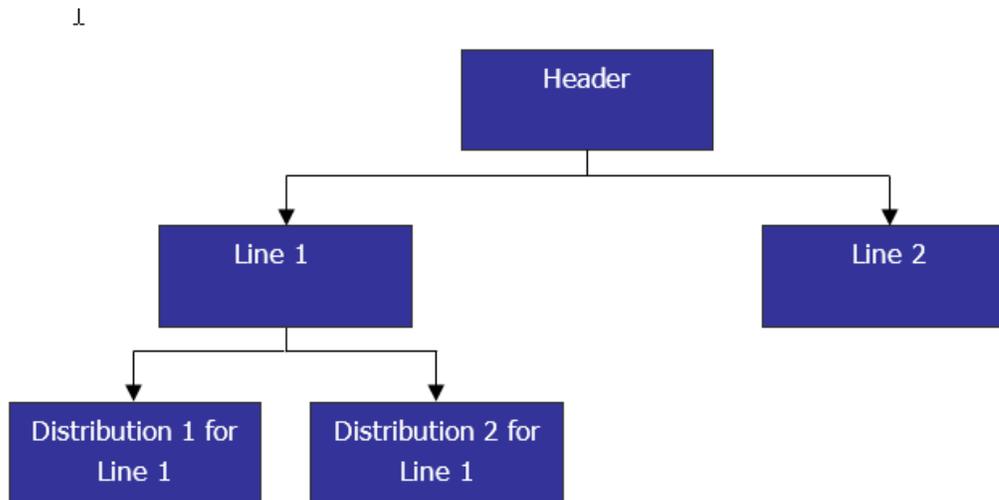
Each component of a voucher has a one-to-many relationship, starting with the header information and ending with the distribution information. For example, every voucher has a header, but a header can have several lines. Each line can have several lines of distribution information.

### 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
<p>Enter a Business Unit.</p> <p>Search by:</p> <ul style="list-style-type: none"> <li>Various – At a minimum you need to specify a Voucher ID, or Supplier SETID/Supplier ID, or a Supplier Invoice Id.</li> </ul> <p>Enter a Search Criteria and Select <b>Search</b> for a list of Voucher’s meeting the criteria entered.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h4 style="margin: 0;">Voucher</h4> <p style="margin: 5px 0;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-between; margin: 10px 0;"> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e6f2ff;">Find an Existing Value</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e6f2ff;">Add a New Value</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; background-color: #f2f2f2;"> <p>▼ Search Criteria</p> </div> <div style="margin: 10px 0;"> <p>Business Unit = <span style="border: 1px solid #ccc; padding: 2px 10px;">LBCMP</span> </p> <p>Voucher ID <span style="border: 1px solid #ccc; padding: 2px 10px;">begins with</span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Invoice Number <span style="border: 1px solid #ccc; padding: 2px 10px;">begins with</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">9009072031</span></p> <p>Invoice Date = <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> </p> <p>Short Supplier Name <span style="border: 1px solid #ccc; padding: 2px 10px;">begins with</span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Supplier ID <span style="border: 1px solid #ccc; padding: 2px 10px;">begins with</span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> </p> <p>Supplier Name <span style="border: 1px solid #ccc; padding: 2px 10px;">begins with</span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Voucher Style = <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Related Voucher <span style="border: 1px solid #ccc; padding: 2px 10px;">begins with</span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Entry Status = <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Voucher Source = <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Incomplete Voucher = <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 5px 15px; background-color: #fff9c4;">Search</span> <span style="border: 1px solid #ccc; padding: 5px 15px; background-color: #fff9c4;">Clear</span> <span style="border: 1px solid #ccc; padding: 5px 15px; background-color: #fff9c4;">Basic Search </span> <span style="border: 1px solid #ccc; padding: 5px 15px; background-color: #fff9c4;">Save Search Criteria</span> </div> </div> </div>

Processing Steps / Field Name	Screenshot / Description
<p><b>Summary Tab</b></p> <p>If there is a Payment Reference ID, the vendor has been paid and this is the Check #.</p>	
<p><b>Related Documents Tab</b></p> <p>All documents related to this voucher are displayed.</p> <p>le: Payment, PO's, Receiver Information.</p>	

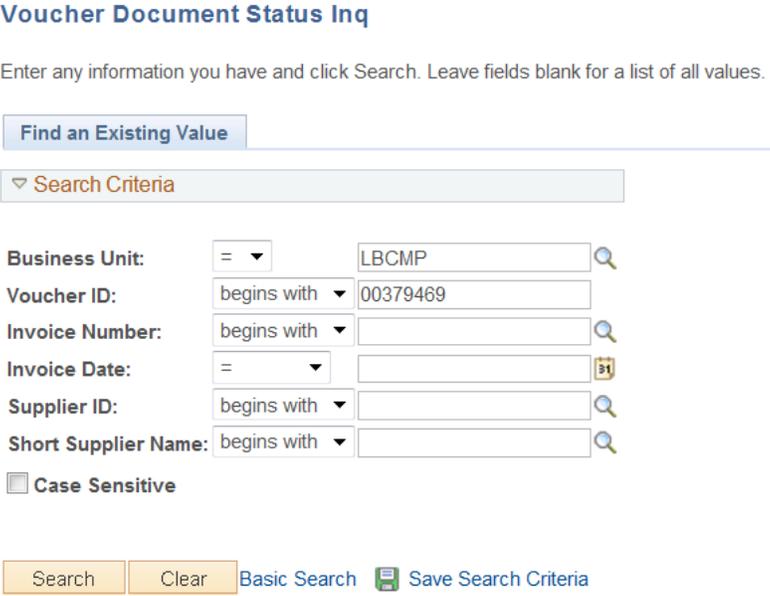
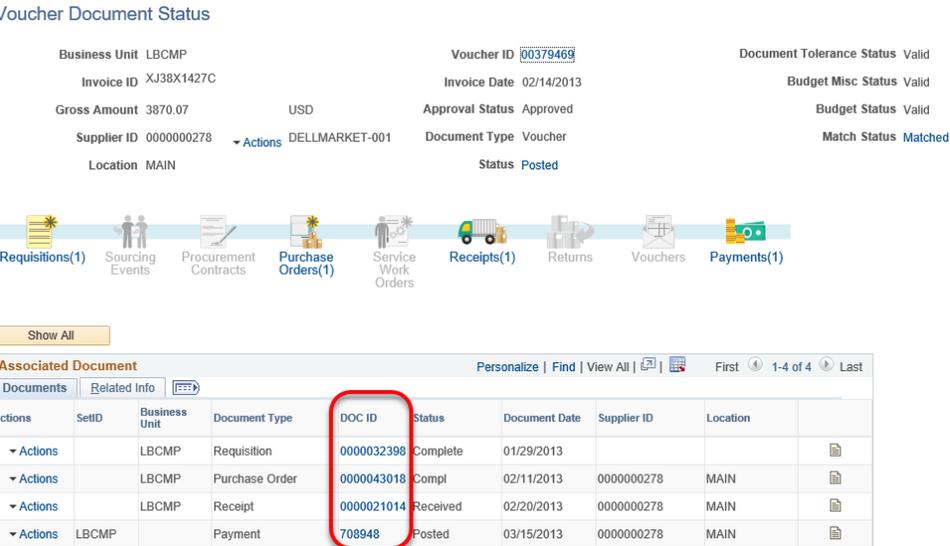
Processing Steps / Field Name	Screenshot / Description																
<p><b>Invoice Information Tab</b></p> <p>View information specific to the invoice number including the Sales/Use Tax Summary</p>	<p>The screenshot displays the 'Invoice Information' tab with the following data:</p> <ul style="list-style-type: none"> <li><b>Business Unit:</b> LBCMP</li> <li><b>Invoice No:</b> 9009072031</li> <li><b>Supplier:</b> HEWLETT PACKARD</li> <li><b>Invoice Total:</b> <table border="1"> <tr><td>Line Total</td><td>108,405.00</td></tr> <tr><td>Currency</td><td>USD</td></tr> <tr><td>Miscellaneous</td><td></td></tr> <tr><td>Freight</td><td></td></tr> <tr><td>Sales Tax</td><td>10,248.98</td></tr> <tr><td>Use Tax</td><td>0.00</td></tr> <tr><td><b>Total</b></td><td><b>118,653.98</b></td></tr> <tr><td><b>Difference</b></td><td><b>0.00</b></td></tr> </table> </li> </ul> <p>The 'Purchase Order' selection window shows:</p> <ul style="list-style-type: none"> <li><b>Purchase Order:</b> LBCMP 0000055486 1 1</li> <li><b>Associate Receiver(s):</b> Associate Receiver(s)</li> </ul> <p>Navigation and Action buttons include: Save, Action, Run, Calculate, Print, Copy From Source Document, Invoice Lines, Find   View All, First, 1 of 3, Last, One Asset, Sales/Use Tax, Calculate.</p>	Line Total	108,405.00	Currency	USD	Miscellaneous		Freight		Sales Tax	10,248.98	Use Tax	0.00	<b>Total</b>	<b>118,653.98</b>	<b>Difference</b>	<b>0.00</b>
Line Total	108,405.00																
Currency	USD																
Miscellaneous																	
Freight																	
Sales Tax	10,248.98																
Use Tax	0.00																
<b>Total</b>	<b>118,653.98</b>																
<b>Difference</b>	<b>0.00</b>																

Processing Steps / Field Name	Screenshot / Description
<p><b>Payments Tab</b></p> <p>Additional information about the payment is displayed. ie: When it is Due</p> <ol style="list-style-type: none"> <li>Scheduled Due Date</li> <li>Payment Method (ACH, EFT, CHK) – encourage ACH/EFT for suppliers &amp; employees as it will likely speed up payment.</li> <li>Messages</li> <li>Payment Date &amp; Check #</li> </ol>	

## 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 / Description																																													
<p>Enter a Business Unit</p> <p>Search by:</p> <ul style="list-style-type: none"> <li>• Voucher ID</li> <li>• Supplier Invoice Number</li> <li>• Invoice Date</li> <li>• Supplier ID</li> <li>• Short Supplier Name</li> </ul> <p>Enter Search Criteria and Select <b>Search</b>. Select the Voucher ID from the results to view the document status.</p>	 <p><b>Voucher Document Status Inq</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ Search Criteria</p> <p>Business Unit: = LBCMP</p> <p>Voucher ID: begins with 00379469</p> <p>Invoice Number: begins with</p> <p>Invoice Date: =</p> <p>Supplier ID: begins with</p> <p>Short Supplier Name: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																																													
<p><b><u>Voucher Document Status Inquiry</u></b></p> <p>This page allows you to view details of requisitions, purchase orders and payments posted against a Voucher/Supplier Invoice. You can choose the document you wish to view by selecting the <a href="#">Doc ID</a> link.</p>	 <p><b>Voucher Document Status</b></p> <p>Business Unit LBCMP Voucher ID <a href="#">00379469</a> Document Tolerance Status Valid</p> <p>Invoice ID XJ38X1427C Invoice Date 02/14/2013 Budget Misc Status Valid</p> <p>Gross Amount 3870.07 USD Approval Status Approved Budget Status Valid</p> <p>Supplier ID 0000000278 Actions DELLMARKET-001 Document Type Voucher Match Status Matched</p> <p>Location MAIN Status Posted</p> <p>Requisitions(1) Sourcing Events Procurement Contracts Purchase Orders(1) Service Work Orders Receipts(1) Returns Vouchers Payments(1)</p> <p>Show All</p> <p><b>Associated Document</b> Personalize   Find   View All   First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>SetID</th> <th>Business Unit</th> <th>Document Type</th> <th>DOC ID</th> <th>Status</th> <th>Document Date</th> <th>Supplier ID</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Requisition</td> <td><a href="#">0000032398</a></td> <td>Complete</td> <td>01/29/2013</td> <td></td> <td></td> </tr> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Purchase Order</td> <td><a href="#">0000043018</a></td> <td>Compl</td> <td>02/11/2013</td> <td>0000000278</td> <td>MAIN</td> </tr> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Receipt</td> <td><a href="#">0000021014</a></td> <td>Received</td> <td>02/20/2013</td> <td>0000000278</td> <td>MAIN</td> </tr> <tr> <td>▼ Actions</td> <td>LBCMP</td> <td></td> <td>Payment</td> <td><a href="#">708948</a></td> <td>Posted</td> <td>03/15/2013</td> <td>0000000278</td> <td>MAIN</td> </tr> </tbody> </table>	Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	▼ Actions		LBCMP	Requisition	<a href="#">0000032398</a>	Complete	01/29/2013			▼ Actions		LBCMP	Purchase Order	<a href="#">0000043018</a>	Compl	02/11/2013	0000000278	MAIN	▼ Actions		LBCMP	Receipt	<a href="#">0000021014</a>	Received	02/20/2013	0000000278	MAIN	▼ Actions	LBCMP		Payment	<a href="#">708948</a>	Posted	03/15/2013	0000000278	MAIN
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location																																						
▼ Actions		LBCMP	Requisition	<a href="#">0000032398</a>	Complete	01/29/2013																																								
▼ Actions		LBCMP	Purchase Order	<a href="#">0000043018</a>	Compl	02/11/2013	0000000278	MAIN																																						
▼ Actions		LBCMP	Receipt	<a href="#">0000021014</a>	Received	02/20/2013	0000000278	MAIN																																						
▼ Actions	LBCMP		Payment	<a href="#">708948</a>	Posted	03/15/2013	0000000278	MAIN																																						

### 2.3 Voucher Inquiry

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

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

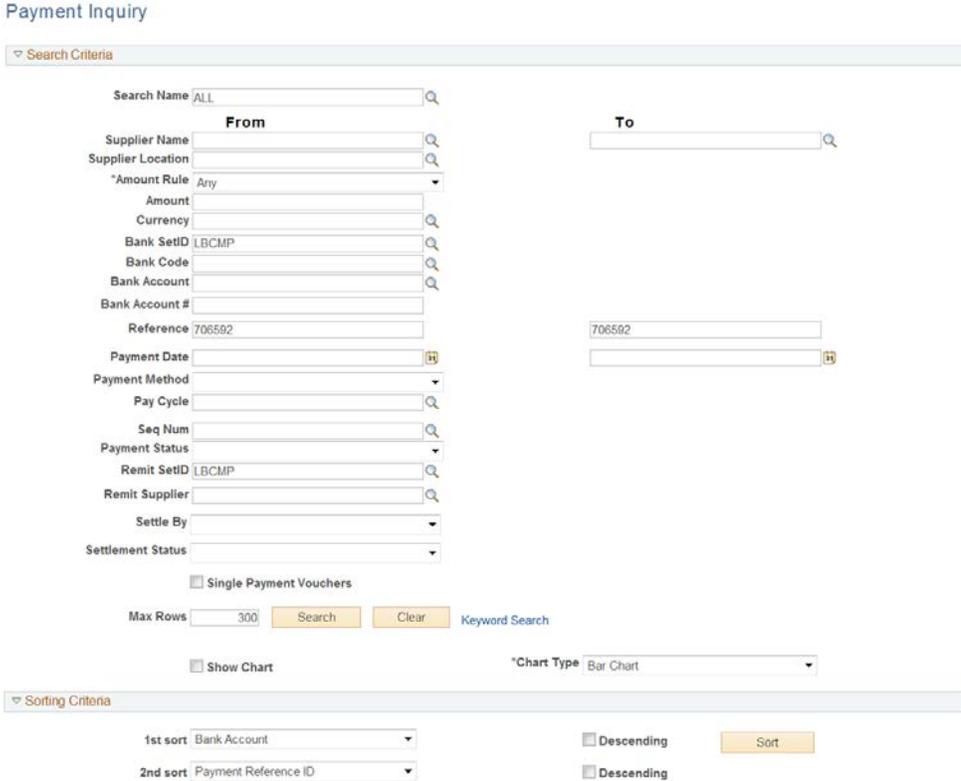
Processing Steps / Field Name	Screenshot / Description
<p>Enter a Business Unit.</p> <p>Search by:</p> <ul style="list-style-type: none"> <li>Various – At a minimum you need to specify a Voucher ID, or Supplier SETID/Supplier ID, or a Supplier Invoice Id.</li> </ul> <p>Enter a Search Criteria and Select <b>Search</b> for a list of Voucher's meeting the criteria entered.</p> <p><b>Sort Criteria:</b> How the retrieved information is to be sorted.</p> <p>Sort by:</p> <ul style="list-style-type: none"> <li>Various</li> </ul>	

Processing Steps / Field Name	Screenshot / Description																																																												
<p><b>Voucher Inquiry</b> The results will give you statuses, Supplier Invoice number/date, Supplier ID/Name, and Gross/Non merchandise amounts.</p> <p>Select on the various Tabs or Icons to drill to more detailed information.</p> <p><u>Actions</u></p> <p>By selecting an Action you can further drill to more details.</p> <p>If you select Payment Information you will drill to details about the Voucher/Supplier Invoice payment.</p>	 <table border="1"> <thead> <tr> <th>Actions</th> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Supplier ID</th> <th>Entry Status</th> <th>Incomplete</th> <th>Match Status</th> <th>Short Supplier Name</th> </tr> </thead> <tbody> <tr> <td>- Actions</td> <td>LBCMP</td> <td>00335610</td> <td>140268</td> <td>08/30/2011</td> <td>0000005317</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>Not Applicable</td> <td>MONTGOMERY-001</td> </tr> <tr> <td>Review Accounting Entries</td> <td></td> <td></td> <td>142083</td> <td>08/31/2011</td> <td>0000005317</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>Not Applicable</td> <td>MONTGOMERY-001</td> </tr> <tr> <td>Payment Information</td> <td></td> <td></td> <td>142322ds</td> <td>08/31/2011</td> <td>0000005317</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>Matched</td> <td>MONTGOMERY-001</td> </tr> <tr> <td>Scheduled Payments</td> <td></td> <td></td> <td>142100</td> <td>08/31/2011</td> <td>0000005317</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>Matched</td> <td>MONTGOMERY-001</td> </tr> <tr> <td>Voucher Details</td> <td></td> <td></td> <td>142091</td> <td>08/31/2011</td> <td>0000005317</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>Matched</td> <td>MONTGOMERY-001</td> </tr> </tbody> </table>	Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name	- Actions	LBCMP	00335610	140268	08/30/2011	0000005317	Postable	<input type="checkbox"/>	Not Applicable	MONTGOMERY-001	Review Accounting Entries			142083	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Not Applicable	MONTGOMERY-001	Payment Information			142322ds	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Matched	MONTGOMERY-001	Scheduled Payments			142100	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Matched	MONTGOMERY-001	Voucher Details			142091	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Matched	MONTGOMERY-001
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name																																																				
- Actions	LBCMP	00335610	140268	08/30/2011	0000005317	Postable	<input type="checkbox"/>	Not Applicable	MONTGOMERY-001																																																				
Review Accounting Entries			142083	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Not Applicable	MONTGOMERY-001																																																				
Payment Information			142322ds	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Matched	MONTGOMERY-001																																																				
Scheduled Payments			142100	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Matched	MONTGOMERY-001																																																				
Voucher Details			142091	08/31/2011	0000005317	Postable	<input type="checkbox"/>	Matched	MONTGOMERY-001																																																				

## 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 / Description
<p>Enter a Business Unit.</p> <p>Enter Search Criteria. At a minimum you need to enter either the Remit SetID (LBCMP) and Remit Supplier ID or the Reference (Check #).</p> <p>Select <b>Search</b>.</p>	 <p><b>Payment Inquiry</b></p> <p>Search Criteria</p> <p>Search Name: ALL</p> <p>Supplier Name: From To</p> <p>Supplier Location: To</p> <p>*Amount Rule: Any</p> <p>Amount: </p> <p>Currency: </p> <p>Bank SetID: LBCMP</p> <p>Bank Code: </p> <p>Bank Account: </p> <p>Bank Account #: </p> <p>Reference: 706592 To: 706592</p> <p>Payment Date: To</p> <p>Payment Method: </p> <p>Pay Cycle: </p> <p>Seq Num: </p> <p>Payment Status: </p> <p>Remit SetID: LBCMP</p> <p>Remit Supplier: </p> <p>Settle By: </p> <p>Settlement Status: </p> <p><input type="checkbox"/> Single Payment Vouchers</p> <p>Max Rows: 300 Search Clear Keyword Search</p> <p><input type="checkbox"/> Show Chart *Chart Type: Bar Chart</p> <p>Sorting Criteria</p> <p>1st sort: Bank Account Descending Sort</p> <p>2nd sort: Payment Reference ID Descending</p>

Processing Steps / Field Name	Screenshot / Description																				
<p><b>Payment Inquiry Result</b></p> <p>This page allows you to view details of the payment.</p> <p><b>Payment Reference ID</b> = the</p> <p><b>Payment Date</b> = the date the check was printed. Typically the check is mailed out the same day it is printed.</p>	 <p>The screenshot shows the 'Payment Inquiry Result' page with a table of payment details. The table has the following data:</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Payment Reference ID</th> <th>Payment Method</th> <th>Amount</th> <th>Currency</th> <th>Creation Date</th> <th>Payment Date</th> <th>Payment Status</th> <th>Reconciliation Status</th> <th>Reconcile Date</th> </tr> </thead> <tbody> <tr> <td>VCHR</td> <td>706592</td> <td>System Check</td> <td>1,213.24</td> <td>USD</td> <td>02/15/2013</td> <td>02/15/2013</td> <td>Paid</td> <td>Reconciled</td> <td>03/01/2013</td> </tr> </tbody> </table>	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	VCHR	706592	System Check	1,213.24	USD	02/15/2013	02/15/2013	Paid	Reconciled	03/01/2013
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date												
VCHR	706592	System Check	1,213.24	USD	02/15/2013	02/15/2013	Paid	Reconciled	03/01/2013												