Accounts Payable Training Manual 9.2


COMMON FINANCIAL SYSTEM

5/26/2014

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❖ Review Suppliers

The Review Supplier page allows the user a comprehensive search for a Supplier ID that matches specific search criteria. The more criteria entered, the more limited the search results.

The following navigation is used to get to the Review Suppliers page:

Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Review Suppliers
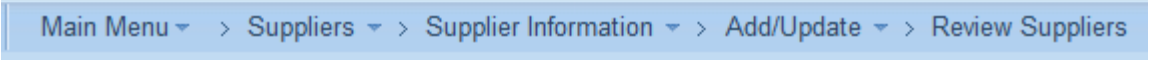
Fill in the first few letters (3-5) of the supplier name you are searching for. Or you can fill in any of the other fields if you know the information.

Note: Make sure to select Contains in the Name field.

Click Search to get all suppliers meeting your criteria.

Make note of the Supplier ID.

| Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
▾ Actions	SMCMP	0000000094	DELL MARKETING LP	DELLMARKET-001	ONE DELL WAY	ROUND ROCK	TX	USA	Active
▾ Actions	SMCMP	0000000094	DELL MARKETING LP	DELLMARKET-001	DEPT LA21205	PASADENA	CA	USA	Active
▾ Actions	SMCMP	0000000094	DELL MARKETING LP	DELLMARKET-001	P.O. BOX 910916	PASADENA	CA	USA	Active
▾ Actions	SMCMP	0000000094	DELL MARKETING LP	DELLMARKET-001	1200 EAST CAMPBELL RD STE 108	RICHARDSON	TX	USA	Active
▾ Actions	SMCMP	0000009746	WENDELL				CA	USA	Active
▾ Actions	SMCMP	0000010133	LYNDELL				CA	USA	Active
▾ Actions	SMCMP	0000010389	CAUDELL				CA	USA	Active
▾ Actions	SMCMP	0000011079	RUNDELL				CA	USA	Active

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Inquiring and Reporting through Accounts Payable

Vouchers (Supplier Invoices) contain a vast amount 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.

In PeopleSoft, Vouchers consist of three components: **Header, Invoice Lines, and Distribution Lines**.

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 invoice lines. Each invoice line can have several lines of distribution information.

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.
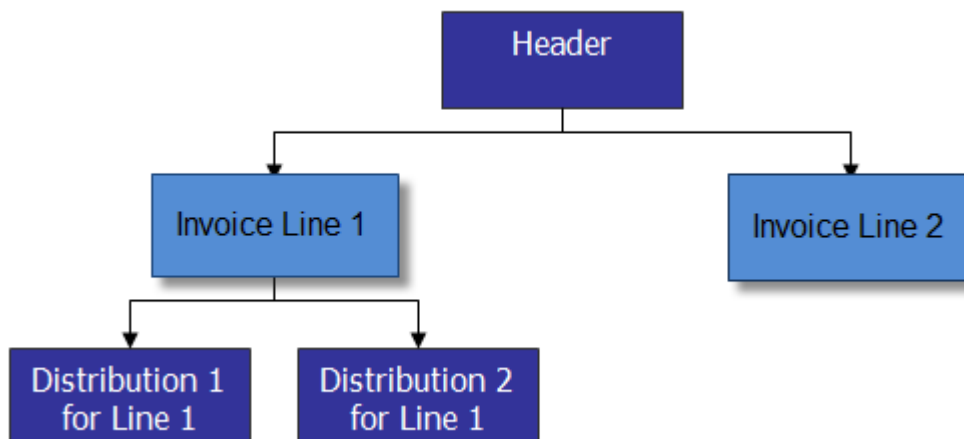
Accounts Payable Business Process: Invoice to Voucher

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 is generated by the supplier.

Accounts Payable Inquiries

The following are examples of inquiries that can be used to gather Voucher/Supplier Invoice and Payment information.

❖ **Voucher Accounting Entries Inquiry**

Use this inquiry to review all accounting information (ChartFields) on a Voucher/Supplier Invoice.

The following navigation is used for this inquiry:

Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Accounting Entries

Voucher Accounting Entries

*Business Unit SMCM 🔍		Voucher ID 00144360 🔍	OR	Invoice Number 7687 🔍
*Accounting Line View Option Standard ▾		Invoice Date 05/01/2014		☐ Show Foreign Currency
Supplier ID 0000000581				Search Reset
Supplier Name	CATERING			

Accounting Information   Find | View 1   First ◀ 1-2 of 2 ▶ Last

Posting Process AP Accrual   GL Dist Status Distributed

Personalize | Find | View All | 🔁 | 🖩   First ◀ 1-6 of 6 ▶ Last

| Main Information | Chartfields | Journal | 📇 |
Tax Authority	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	PC Business Unit	Project	Ac
	201001			48500								
	660003			48500	1146							
	201001			48500								
	660003			48500	1146							
	201001			48500								
	660003			48500	1146							

Posting Process Payments   GL Dist Status Distributed

Personalize | Find | View All | 🔁 | 🖩   First ◀ 1-6 of 6 ▶ Last

| Main Information | Chartfields | Journal | 📇 |
Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary	Accou Date
AP00513386	38	05/09/2014				05/09/2014	V	Y	05/09
AP00513386	12	05/09/2014				05/09/2014	V	Y	05/09
AP00513386	38	05/09/2014				05/09/2014	V	Y	05/09
AP00513386	12	05/09/2014				05/09/2014	V	Y	05/09
AP00513386	38	05/09/2014				05/09/2014	V	Y	05/09
AP00513386	12	05/09/2014				05/09/2014	V	Y	05/09

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❖ **Voucher Inquiry/Invoice Status**

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

The following navigation is used for this inquiry:

Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher
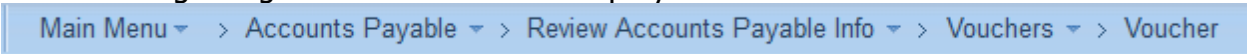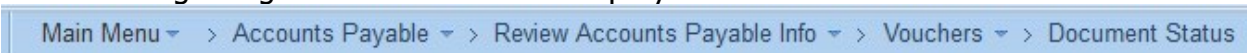
PLEASE REFER TO APPENDIX B: "VOUCHER INQUIRY/INVOICE STATUS" AT THE END OF THIS MANUAL FOR DETAILS

❖ **Voucher Document Status Inquiry**

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 following navigation is used for this inquiry:

Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Document Status
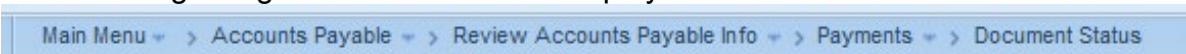
PLEASE REFER TO APPENDIX C: "VOUCHER DOCUMENT STATUS INQUIRY" AT THE END OF THIS MANUAL FOR DETAILS

❖ **Payment Document Status Inquiry**

Use this inquiry to view details of payments, purchase orders, receivers and Voucher/Supplier Invoices posted against a payment.

The following navigation is used for this inquiry:

Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Payments ▾ > Document Status

Payment Document Status Inq

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

Find an Existing Value

▽ Search Criteria

Bank SetID:	= ▾	SMCMP 🔍
Bank Code:	begins with ▾	🔍
Bank Account:	begins with ▾	🔍
Payment Number:	begins with ▾	
Payment Reference:	begins with ▾	
Payment Method:	= ▾	▾
Remit SetID:	begins with ▾	SMCMP 🔍
Remit Supplier:	begins with ▾	🔍
Short Supplier Name:	begins with ▾	

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❖ **Payment Details Inquiry**

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

The following navigation is used for this inquiry:

Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Payments ▾ > Payment

PLEASE REFER TO APPENDIX D: "PAYMENT DETAILS INQUIRY" AT THE END OF THIS MANUAL FOR DETAILS

Accounts Payable Reports

There are several Accounts Payable reports that can be accessed in PeopleSoft. The following is an example of a report that can be used to gather information.

❖ **Payment History by Supplier**

This report lists payment activity for a specified supplier during a specified time.

The following navigation is used to report on Payment History:

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Reports ▾ > Supplier ▾ > Payment History by Supplier

PLEASE REFER TO APPENDIX E: "PAYMENT HISTORY BY SUPPLIER" AT THE END OF THIS MANUAL FOR DETAILS

APPENDIX A:

GENERAL CFS/PEOPLESOFT TIPS:

1. You can use the % before or after a portion of the information you are entering (names or numbers) if you are not certain of the complete information. Then you can use the magnifying glass to select the correct option and pull it into the field.

2. To enter leading zeros in fields where required, use the "home" key then hold down the "0" key. It will populate the appropriate number of zeros.

3. For most date fields you can type "t" then hit "enter" to pull in the current date.

4.

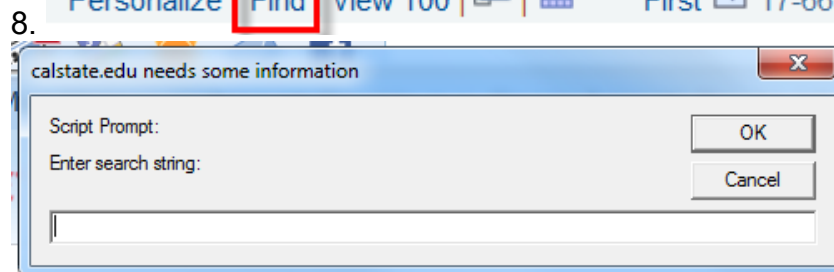You can open all tabs at once by clicking on this icon and view them in one screen

5.

If you have multiple lines you can "view all" or scroll though using the arrows or jump to "first" or "last" in the list

6.

You can open in Excel by clicking on this icon.

7.

You can hide columns you arenot interested in seeing or change the oder
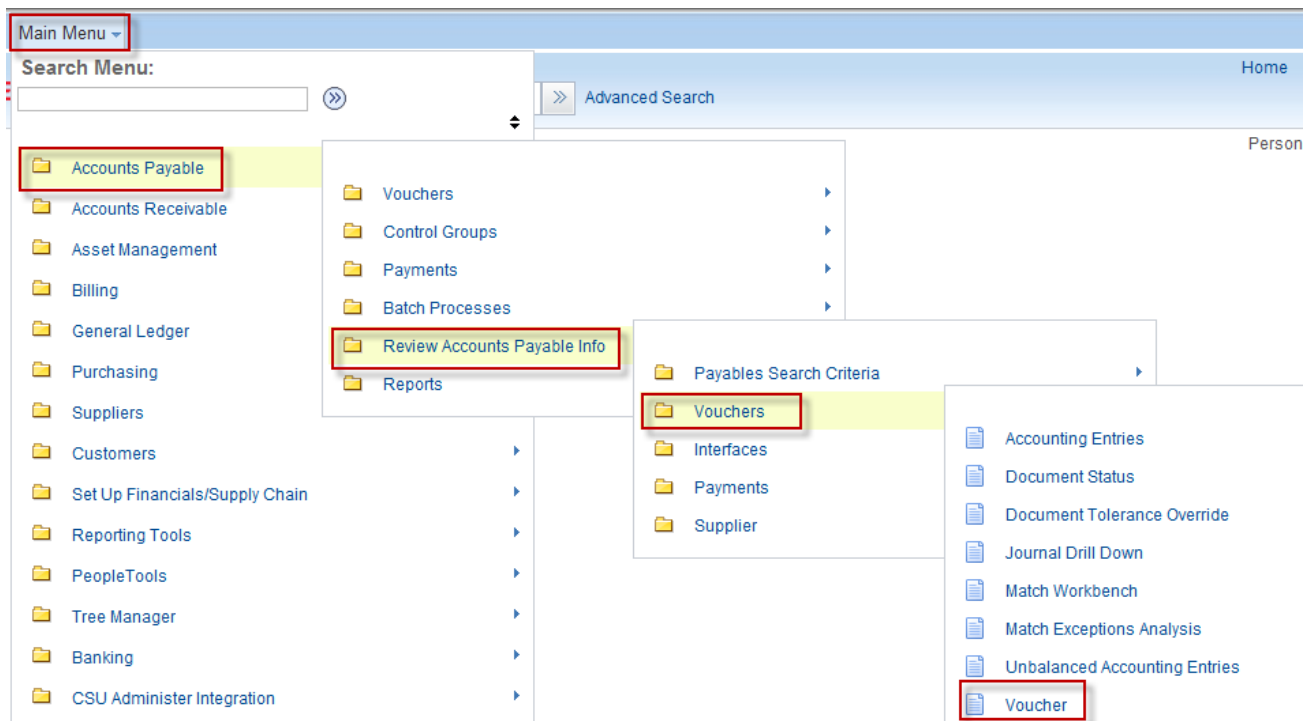
8.

You can enter the amount or payment ref # and that line will pull to the top

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APPENDIX B:

VOUCHER INQUIRY/INVOICE STATUS

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

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See "Voucher Inquiry" screen shot below:

1. You need to click the "**Search**" button when you have finished entering your criteria. (Hitting the "enter" key will not work.)

2. The two fields in the blue boxes MUST be populated before you populate other fields or

   you will not be able to enter data in the other fields.
   - If you use the "**Clear**" button, it will unpopulate these two fields and you will need to repopulate them.

   A. **Business Unit: REQUIRED FIELD**
      - This inquiry is based on CFS 9.2 Business Units (BU) see below. You will need to select the appropriate BU.
         - SMASI: Associated Students Inc.
         - SMCMP: CSUSM (state funding)
         - SMCOR: University Corporation
         - SMFND: The Foundation
         - SMSTU: Student payments processed through Financial Aid & Student Financial Services
         - SMURS: UARSC
         - SMUST: UARSC student stipend and scholarship payments processed through Accounts Payable

   B. **Supplier SetID: REQUIRED FIELD** can be SMCMP, SMSTU or SMUST.
      - Use SMCMP for CSUSM (stateside), UARSC, The Foundation, UCORP or ASI funds.
      - Use SMSTU for stateside student payments processed through Financial Aid & Student Financial Services.
      - Use SMUST for UARSC student stipend and scholarship payments processed through Accounts Payable.

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3. You can search by any one of the fields in the red boxes. If you use more than one of the fields, it will refine your search and give you more specific results. I have listed below your best options.

    A. **Invoice Id:**
- Invoice Id is the supplier invoice number.
  - Do not use a leading zero even if it appears in the supplier invoice number **except** for travel claims and those are based on the first date of travel (I.E. 031214 for March 12, 2014).
  - Do not use dashes, spaces or punctuation.

    B. **Supplier Name 1:**
- You can use % before or after a portion of the name if you are not certain of the complete name.
- Use the magnifying glass to pull in the correct supplier.

    C. **Supplier ID:**
- Supplier ID is the Supplier number assigned in CFS PeopleSoft
- Supplier numbers are all 10 digits. You will need to enter the leading zeroes.

    D. **Invoice Date**: This will be on the invoice from the Supplier.

    E. **Due Date:** Using a range of dates works best, i.e. start with the date you sent the invoice over to AP and end with the current date. You can type "t" then hit "enter" to pull in the current date.

    F. **Amount**: It is best to use this field in addition to another field unless the amount is unusual.

    If you use a common amount and there are over 300 payments meeting the criteria, a dialog box will pop up and ask you if you want to continue. Refine your criteria.

4. You need to click the "**Search**" button when you have finished entering your criteria. (Hitting the "enter" key will not work.)

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Voucher Inquiry

▽ Search Criteria

	From			To
Search Name	ALL			
Business Unit	SMCMP	↔	REQUIRED	SMCMP
Voucher ID				
Invoice Id				
Supplier SetID	SMCMP	↔	REQUIRED	
Short Name				
Supplier Name 1				
Supplier Name 2				
Supplier ID				
Supplier Location				
Entry Status				
Incomplete				
Accounting Dt				
Invoice Date				
Due Date		↔		
Entered Date				
Origin Set ID				
Origin				
Control Group ID				
Contract ID				
Lease Number				
PO Business Unit				
Purchase Order				
Item ID				
*Amount Rule	Any			
Amount				
Currency				

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	
Sanctions Status	

Max Rows 300   Search   Clear

▽ Sort Criteria

*Sort By	Voucher ID	Sort Display
*Sort Asc/Desc	Ascending	

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➢ **FASTEST WAY TO SEE WHAT HAS PAID AND WHAT HAS NOT :**

After you click on the "search" button, you will see the **"Voucher Inquiry Results: Voucher Details tab"** screen below.

Click on the "**Amounts**" tab. You can see in the Gross/Net Amount Paid (highlighted) columns which invoices/vouchers have not paid yet.

Click on the "**More Details**" tab. You can see in the Due Date (highlighted) column the due date for invoices/vouchers that have not paid yet. **AP will pay approximately one week earlier than this date to allow for mail delivery.**

Voucher Inquiry Results   Personalize | Find | View 100 | | |

	Voucher Details	Amounts	More Details	Supplier Details		

Actions	Business Unit	Voucher ID▼	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status
▼ Actions	SMCMP	00143883	180441	04/30/2014	0000000269	Postable	☐	Matched
▼ Actions	SMCMP	00143532	179649	04/21/2014	0000000269	Postable	☐	Matched
▼ Actions	SMCMP	00143530	179057	04/10/2014	0000000269	Postable	☐	Matched
▼ Actions	SMCMP	00142753	178287	04/07/2014	0000000269	Postable	☐	Matched

Voucher Inquiry Results   Personalize | Find | View 100 | | | First ◄ 1-100 of 119 ► Las

	Voucher Details	Amounts	More Details	Supplier Details		

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	SMCMP	00143883	USD	1,026.00	1,026.00	0.00	0.00	0.00	0.00	0.00
▼ Actions	SMCMP	00143532	USD	932.00	932.00	0.00	0.00	0.00	0.00	0.00
▼ Actions	SMCMP	00143530	USD	1,065.00	1,065.00	0.00	0.00	0.00	0.00	0.00
▼ Actions	SMCMP	00142753	USD	227.00	227.00	0.00	0.00	0.00	227.00	227.00

Voucher Inquiry Results   Personalize | Find | View 100 | | |

	Voucher Details	Amounts	More Details	Supplier Details		

Actions	Business Unit	Voucher ID▼	Voucher Style	Supplier Loc	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on
▼ Actions	SMCMP	00143883	Regular Voucher	MAIN	Posted	Approved	Open	ONL	05/30/2014	04/30/2014	04/30/2014	04/30/2014

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FOR MORE DETAILED INFORMATION AND PAYMENT HISTORY SEE INSTRUCTIONS BELOW.

See "Sort Criteria" screen shots below:

1. You have the option of sorting with two levels. To use the default, ascending Voucher ID, do not select any of the options.

2. The two green highlighted topics will give you the best results.

3. Then click the "SORT DISPLAY" button.

▽ Sort Criteria

*Sort By Voucher ID
          Approval Status
          Business Unit
          Invoice Date
          Invoice Number
          Short Supplier Name
          Supplier ID
          Transaction Currency
          Voucher ID
          Voucher Style

Sort Display

▽ Sort Criteria

*Sort By Voucher ID

*Sort Asc/Desc Ascending
                Ascending
                Descending

Sort Display

5/26/2014
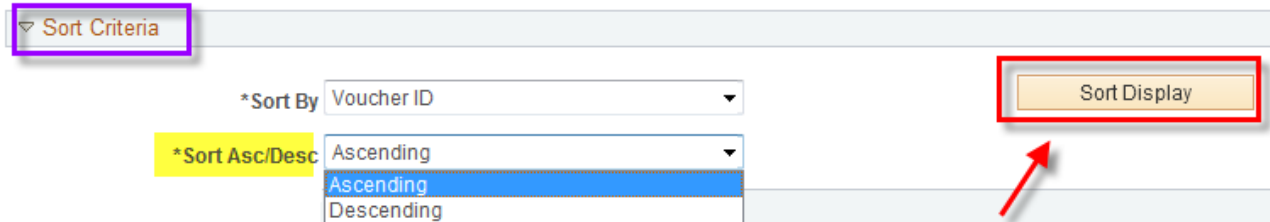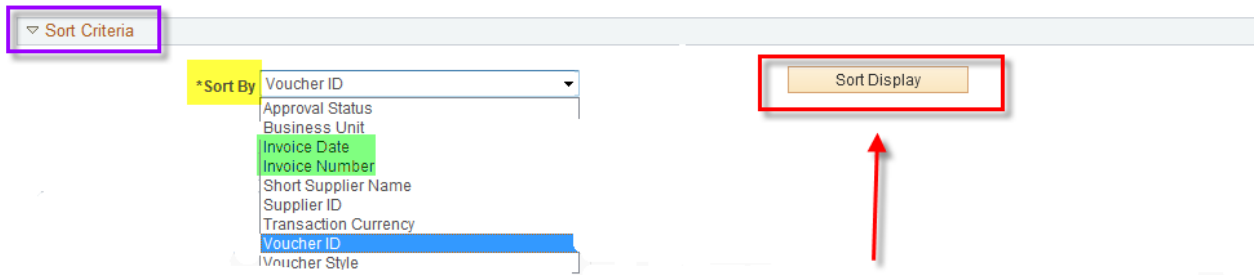
See "Voucher Inquiry Results"screen shots below:

- There are 4 different tabs under Voucher Inquiry Results: Voucher Details, Amounts, More Details, Supplier Details.
- **The More Details Tab gives you the scheduled pay date. AP will pay approximately one week earlier than this date to allow for mail delivery.**

1. **Voucher Inquiry Results: Voucher Details Tab:**
   - shows you the Voucher ID, Invoice Number, Invoice Date, Supplier ID and gives you an "Actions" option
   - More information on "Actions" below.

2. **Voucher Inquiry Results : Amounts Tab**:
   - shows you the Voucher ID, Gross Invoice Amount and gives you an "Actions" option
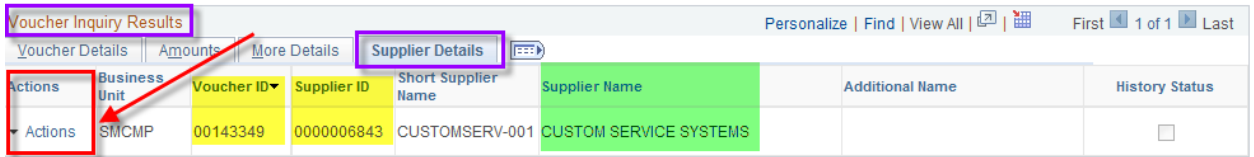   - More information on "Actions" below.

3. **Voucher Inquiry Results : More Details Tab**:
   - shows you the Voucher ID, Due Date and gives you an "Actions" option
   - More information on "Actions" below.

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4. **Voucher Inquiry Results : Supplier Details Tab**:
   - shows you the Voucher ID, Supplier ID, Supplier Name and gives you an "Actions" option
   - More information on "Actions" below.

A. **Actions options**:

- The "Actions" link can be accessed from all four tabs in Voucher Inquiry Results.

- The topics available for drill down will vary depending on the payment status and whether the voucher was entered as PO or direct pay.

- See explanation of each option below. I will only address the tabs that have relevant information for normal needs.

a. **Actions: Review Accounting Entries: Chartfields Tab:**

- You need to click on the "Search" button to get results

- This gives you the chartfield string for this expense
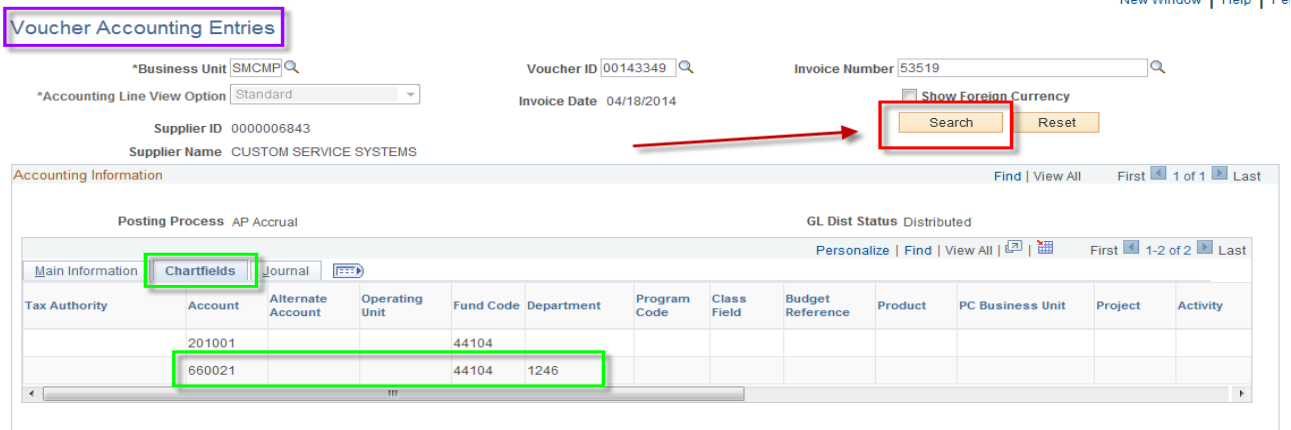
b. __Actions: Payment Information:__

- This optin will not display if the payment has not been made.

- Bank Account : CMP means a check was issued; ELEC means the payment was direct deposit.

- Payment Reference ID is the check or direct deposit number.

- shows Payment Date

- Payment Amount is total amount of check or direct deposit which could unclude more then one invoice/voucher.

- Voucher Paid Amount is the payment amount of this one invoice/voucher.

Business Unit	SMCMP		Voucher ID	001423		Invoice Number	17634
Supplier Name			. SERVICE		Supplier Location	MAIN	
Gross Invoice Amount		932.00			Transaction Currency	USD	

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

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
SMCMP	WELLS	CMP	158238			04/15/2014	2,377.00	USD	932.00	Paid

Cancel

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

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
SMCMP	WELLS	ELEC	002874			04/10/2014	625.00	USD	625.00	Paid

c. __Actions: Scheduled Payments: Schedule Details Tab:__

- This gives you the "Scheduled to Pay" date

- This gives you the "Voucher ID" and the" Payment Method" (check or direct deposit = ACH or EFT)

Scheduled Payments : | Personalize | Find | View All | | First 1 of 1 Last

Schedule Details | Voucher Details | Bank Details

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
SMCMP	00143349	1	CHK	05/18/2014	☐	2,083.33	USD	0000006843	CUSTOM SERVICE SYSTEMS

APPENDIX C:

VOUCHER DOCUMENT STATUS INQUIRY

Mapping:

Accounts Payable> Review Accounts Payable Info> Vouchers> Document Status
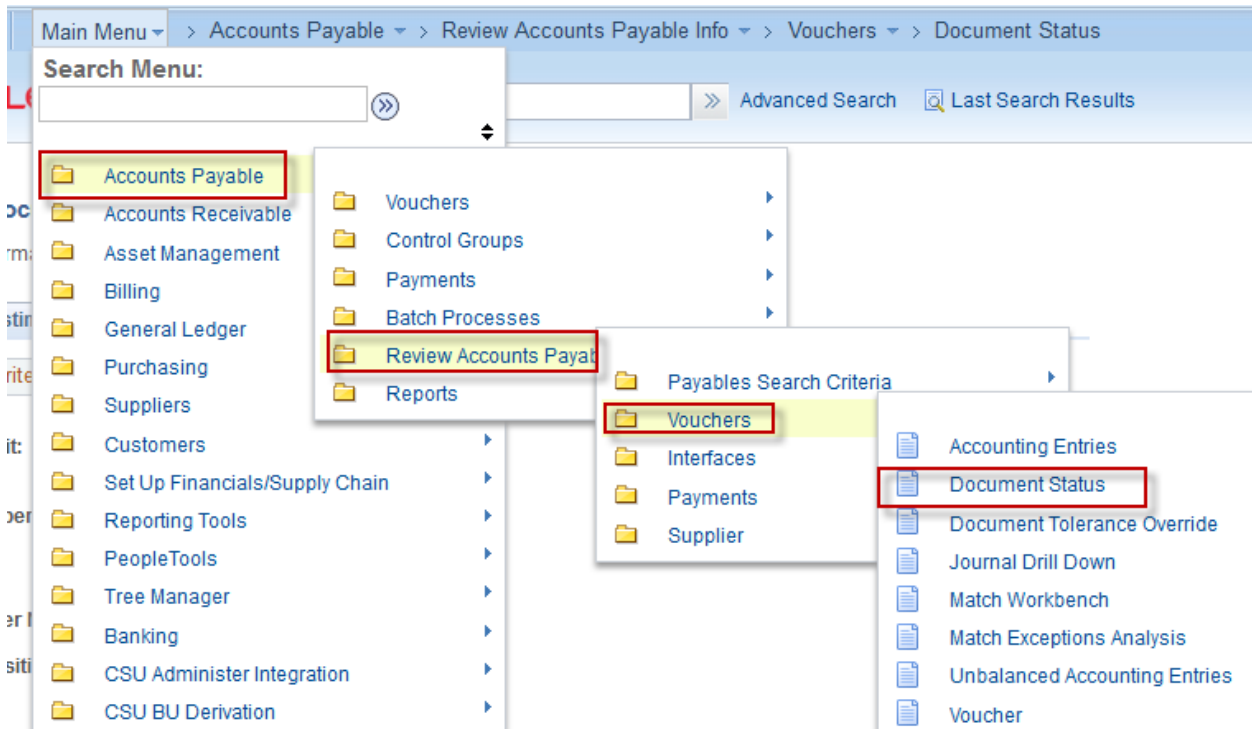
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Voucher Document Status Inq

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:	= ▼	SMCMP
Voucher ID:	begins with ▼	
Invoice Number:	begins with ▼	
Invoice Date:	= ▼	
Supplier ID:	contains ▼	0000000094
Short Supplier Name:	begins with ▼	

☐ Case Sensitive

BUSINESS UNIT OPTIONS ARE:
SMCMP= CSUSM
SMURS=UARSC
SMFND= THE FOUNDATION
SMCOR=UCORP
SMASI=ASI
SMSTU=CSUSM STUDENT
SMUST= UARSC STUDENT

Search   Clear   Basic Search   📄 Save Search Criteria

Search Results   After you receive the results, click on the voucher/invoice

View All   First ◀ 1-100 of 167 ▶ Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier SetID	Supplier ID	Short Supplier Name
SMCMP	00100366	XF8737JN8	03/15/2011	SMCMP	0000000094	DELLMARKET-001
SMCMP	00100658	XF87TWD67	03/16/2011	SMCMP	0000000094	DELLMARKET-001
SMCMP	00100748	XF84237J2	03/09/2011	SMCMP	0000000094	DELLMARKET-001
SMCMP	00101192	XF93XWXD2	04/15/2011	SMCMP	0000000094	DELLMARKET-001
SMCMP	00101193	XF93RDK42	04/15/2011	SMCMP	0000000094	DELLMARKET-001
SMCMP	00102752	XF98J8X51	04/25/2011	SMCMP	0000000094	DELLMARKET-001

Voucher Document Status

Business Unit SMCMP		Voucher ID 00100748		Document Tolerance Status Valid	
Invoice ID XF84237J2		Invoice Date 03/09/2011		Budget Misc Status Valid	
Gross Amount 6804.00	USD	Approval Status Approved		Budget Status Valid	
Supplier ID 0000000094 ▼ Actions	DELLMARKET-001	Document Type Voucher		Match Status Matched	
Location MAIN		Status Posted			

Associated Document   Personalize | Find | View All | 🗗 | 🎟   First ◀ 1-3 of 3 ▶ Last

Documents | Related Info | ▦

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions	SMCMP		Payment	100580	Posted	04/19/2011	0000000094	MAIN	📄
▼ Actions		SMCMP	Purchase Order	0000008016	Compl	04/13/2011	0000000094	MAIN	📄
▼ Actions		SMCMP	Requisition	0000007004	Approved	04/04/2011			📄

🔍 Return to Search   ↑▤ Previous in List   ↓▤ Next in List   🔄 Refresh
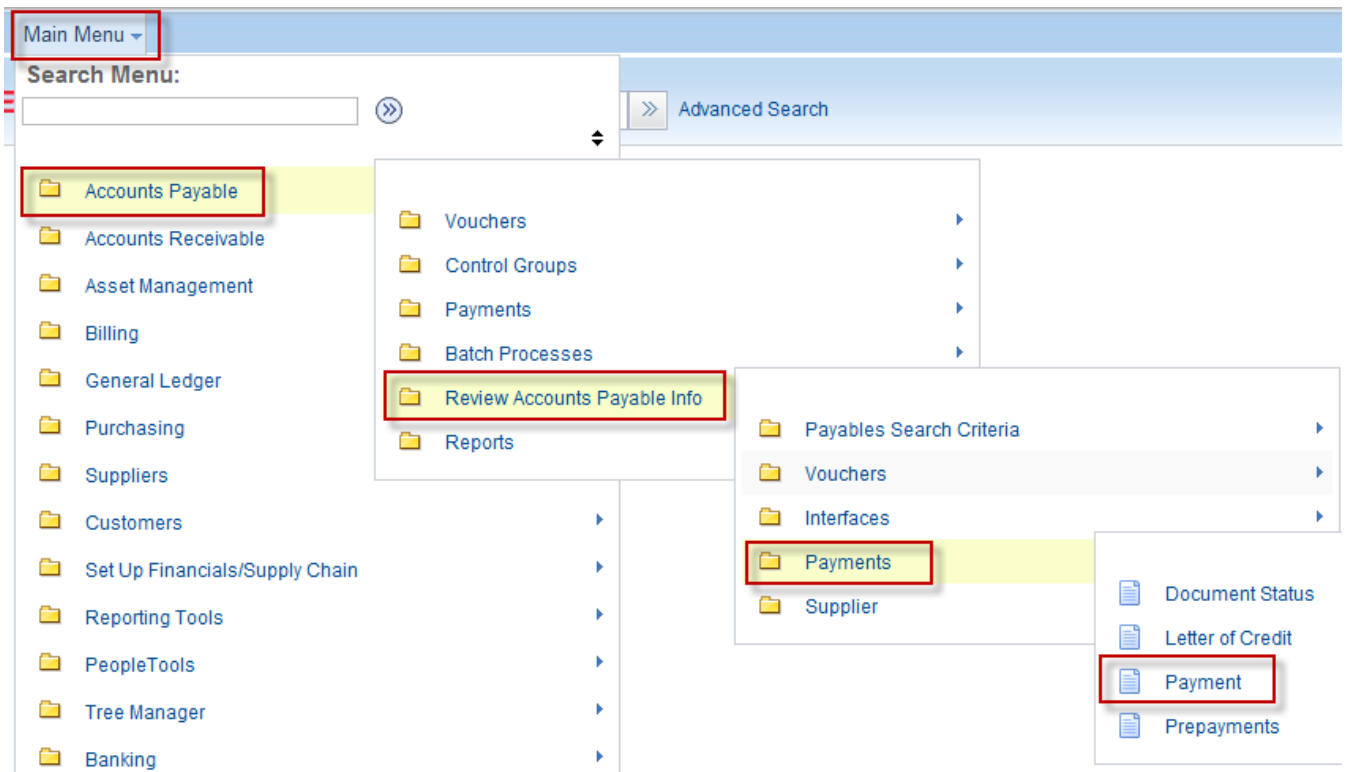
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APPENDIX D:

PAYMENT DETAILS INQUIRY

HOW TO SEE IF A PAYMENT WAS MADE:
(And what invoices are paid on the same Payment Reference ID)

Mapping:
Accounts Payable> Review Accounts Payable Info> Payments> Payment

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See "Payment Inquiry" screen shot below:

1. You need to click the "**Search**" button when you have finished entering your criteria.
   (Hitting the "enter" key will not work.)

2. The two fields in the blue boxes MUST be populated before you populate other fields or
   you will not be able to enter data in the other fields.

   o If you use the "**Clear**" button, it will unpopulate these two fields and you will need to
     repopulate them.

   A. **Bank SetID:** will always be SMCMP

   B. **Remit SetID:** can be SMCMP, SMSTU or SMUST.

       o Use SMCMP for CSUSM (stateside), UARSC, The Foundation, UCORP or ASI funds.
       o Use SMSTU for stateside student payments processed through Financial Aid &
         Student Financial Services.
       o Use SMUST for UARSC student stipend and scholarship payments processed through
         Accounts Payable.

3. You can search by any one of the fields in the red boxes. If you use more than one of the fields,
   it will refine your search and give you more specific results.

   • **Supplier Name**:   You can use % before or after a portion of the name if you are not certain
     of the complete name. Use the magnifying glass to pull in the correct supplier.

   • **Amount:** It is best to use this field in addition to another field unless the amount is unusual.
     If you use a common amount and there are over 300 payments meeting the criteria,
      a dialog box will pop up and ask you if you want to continue.

   • **Payment Date:** Using a range of dates works best, i.e. start with the date you sent the
     invoice
     over to AP and end with the current date. You can type "t" then hit "enter" to
      pull in the current date.

4. You need to click the "**Search**" button when you have finished entering your criteria.
   (Hitting the "enter" key will not work.)

5/26/2014

Payment Inquiry

▽ Search Criteria

Search Name ALL

From   To

Supplier Name		
Supplier Location		
*Amount Rule	Any	
Amount		
Currency		
Bank SetID	SMCMP	
Bank Code		
Bank Account		
Bank Account #		
Reference		
Payment Date		
Payment Method		
Pay Cycle		
Seq Num		
Payment Status		
Remit SetID	SMCMP	
Remit Supplier		
Settle By		
Settlement Status		

☐ Single Payment Vouchers

Max Rows 300   Search   Clear   Keyword Search

See Sorting Criteria screen shots below:

You have the option of sorting with two levels: 1st sort and 2nd sort. To use the default, Payment Reference ID, do not select any of the options. You can use just the 1st sort.

A. Ascending order is the default but you can choose Descending by checking the box.

B. The four green highlighted topics will give you the best results. The Payment Reference ID is the check or direct deposit number. Then click the "SORT" button.
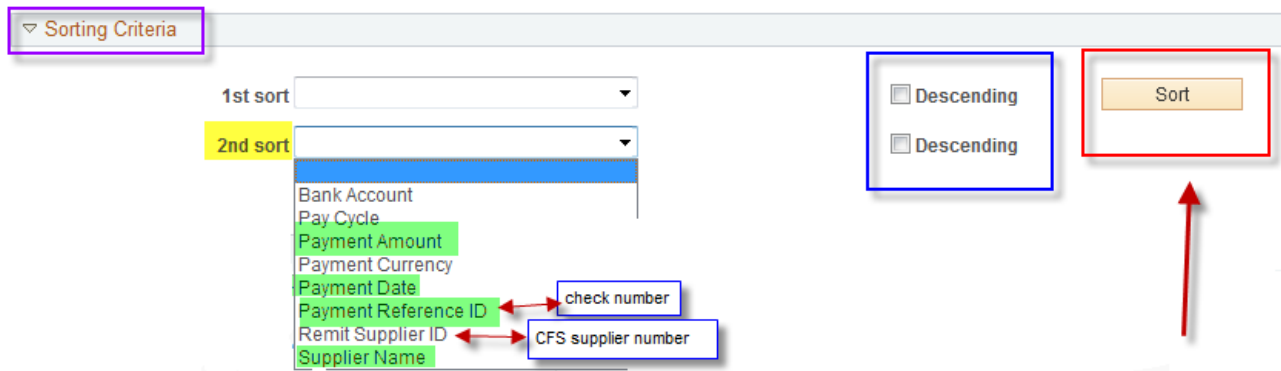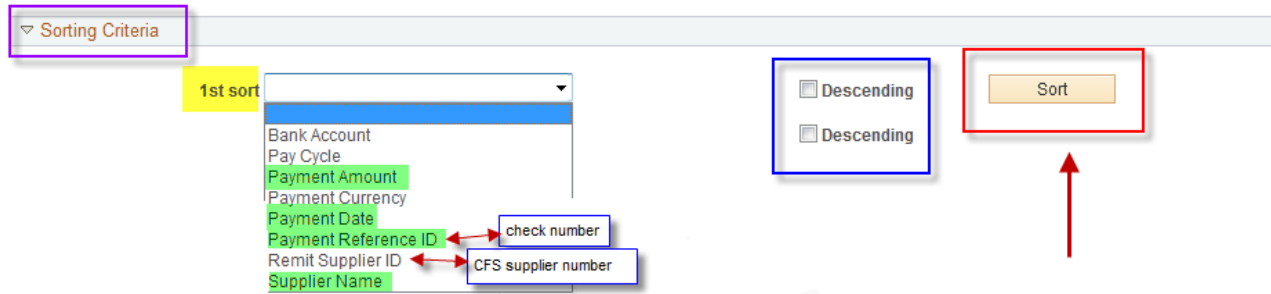
See Payment Inquiry Result screen shots below (4 different tabs):

Payment Details Tab: shows you the Payment Reference ID (check or direct deposit number), Payment Method, Amount, Payment Date

A. Automated Clearing House is a direct deposit for companies.

B. Electronic Funds Transfer is a direct deposit for individuals (Employees or Independent Contractors).

Payment Inquiry Result									
Payment Details	Additional Info	Supplier Details	Financial Gateway						
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	155866	System Check	3,121.34	USD	02/13/2014	02/13/2014	Paid	Unreconciled	
VCHR	155972	System Check	665.75	USD	02/18/2014	02/18/2014	Paid	Unreconciled	
VCHR	156996	System Check	4,253.20	USD	03/11/2014	03/11/2014	Paid	Unreconciled	
VCHR	157560	System Check	3,922.97	USD	03/27/2014	03/27/2014	Paid	Unreconciled	
VCHR	000698	System Check	578.88	USD	04/10/2014	04/10/2014	Paid	Unreconciled	
VCHR	158059	System Check	3,670.35	USD	04/15/2014	04/15/2014	Paid	Unreconciled	
VCHR	000673	Automated Clearing House	9,757.98	USD	02/11/2014	02/11/2014	Paid	Unreconciled	
VCHR	000702	Electronic Funds Transfer	118.87	USD	05/10/2011	05/10/2011	Paid	Reconciled	07/08/2011

First 1-6 of 6 Last

(ck number)

C. **Supplier Details Tab**: shows you the Payment Reference ID (check or direct deposit number),
Supplier Name and if payment was made by check the Address where the check was mailed.

Payment Inquiry Result									
Payment Details	Additional Info	**Supplier Details**	Financial Gateway						
Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
VCHR	155866	EDCO WASTE AND RECYCLING SERVICE INC	0000000508	MAIN	PO BOX 5488	BUENA PARK	CA	90622-5488

First 1 of 1 Last

(ck number)

3 **Additional Info and Financial Gateway Tabs**: Feel free to look but no pertinent information for your purposes.

4 You can open all tabs at once by clicking on the icon in the green box above and view them in one screen.

5 You can open in Excel by clicking on the icon in the blue box above.

6 You can click on the Payment Reference ID (check or direct deposit number) to see all the vouchers/invoices that were paid on that check or direct deposit and the invoice numbers. **See Vouchers for a Payment screen shot below.**

Help |

Vouchers For a Payment

Back To Payment Inquiry

Bank Name	Wells Fargo Bank, N.A.	
Bank Account #	9600085174	
Pay Cycle	SMCMP Seq Num 736	
Supplier Name	EDCO WASTE AND RECYCLING SERVICE INC	
Address	PO BOX 5488	
	BUENA PARK CA 90622-5488 USA	
Payment Amount	3,121.34 USD **Payment Method** CHK	
Description		

Pymnt Ref ID	155866
Accounting Date	02/13/2014
Payment Date	02/13/2014
Days Outstanding	71
Payment Clear Date	
Reconcile Date	
Value Date	02/13/2014

Details   Personalize | Find | View All | | First ◄ 1-10 of 14 ► Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
SMCMP	00140136	1	01/31/2014	253A956955013114	187.90	187.90	USD			Accounts Payable Vouchers
SMCMP	00140135	1	01/31/2014	253A702296013114	200.04	200.04	USD			Accounts Payable Vouchers
SMCMP	00140134	1	01/31/2014	253A709001013114	479.92	479.92	USD			Accounts Payable Vouchers
SMCMP	00140133	1	01/31/2014	253A709004013114	275.31	275.31	USD			Accounts Payable Vouchers
SMCMP	00140132	1	01/31/2014	253A709003013114	93.95	93.95	USD			Accounts Payable Vouchers
SMCMP	00140131	1	01/31/2014	253A9161820013114	239.45	239.45	USD			Accounts Payable Vouchers
SMCMP	00140130	1	01/31/2014	253A925763013114	93.95	93.95	USD			Accounts Payable Vouchers
SMCMP	00140129	1	01/31/2014	253A951548013114	133.36	133.36	USD			Accounts Payable Vouchers
SMCMP	00140128	1	01/31/2014	253A956335013114	275.31	275.31	USD			Accounts Payable Vouchers
SMCMP	00140127	1	01/31/2014	253A965930013114	66.68	66.68	USD			Accounts Payable Vouchers

APPENDIX E:

PAYMENT HISTORY BY SUPPLIER

Mapping:

Accounts Payable> Reports> Supplier> Payment History by Supplier

5/26/2014

Payment History by Supplier

Run Control ID Pymt_History_Supplier   Report Manager   Process Monitor   Run

Language English

Process Instance:5776010

Report Request Parameters

Date Range

From Date 02/01/2014

Through Date 05/14/2014

Print Options

*Detail or Summary Detail

Selection   Find | View All   First ◄ 1 of 1 ► Last

*Remit SetID   *Remit Supplier

SMCM   000000009   DELL MARKETING LP   + −

Save   Return to Search   Previous in List   Next in List   Notify   Add   Update/Display

---

List   Explorer   Administration   Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last   1   Days

Reports   Personalize | Find | View All | First ◄ 1-16 of 16 ► Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	APX2000 - APX2000.pdf	APX2000 - APX2000.PDF	General	05/14/14 2:12PM	113328	5776254
2	APX2000 - APX2000.pdf	APX2000 - APX2000.PDF	General	05/14/14 2:10PM	113293	5776202

List   Explorer   Administration   Archives

View Reports For

User ID: 68000022214   Type: Last   1   Days   Refresh

Status: Folder: Instance: to:

Report List   Personalize | Find | View All | First ◄ 1-17 of 17 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	113399	5776355	APX2000 - APX2000.pdf	05/14/2014 2:21:13PM	Acrobat (*.pdf)	Posted	Details
☐	113328	5776254	APX2000 - APX2000.pdf	05/14/2014 2:12:41PM	Acrobat (*.pdf)	Posted	Details

5/26/2014

Report Detail

Report

Report ID:	113163	Process Instance: 5776010	Message Log
Name:	XMLP	Process Type:	XML Publisher
Run Status:	Success		

APX2000 - APX2000.pdf

Distribution Details

Distribution Node: FCFSPRD   Expiration Date: 06/28/2014

File List

Name	File Size (bytes)	Datetime Created
APX2000.pdf	13,615	05/14/2014 1:46:16.595466PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	68000022214

OK   Cancel

ORACLE®	Report ID: APX2000	PeopleSoft Accounts Payable	Page No	1
		SUMMARY PAYMENT HISTORY BY SUPPLIER	Run Date	5/14/2014
		From: Feb/1/2014 To: May/14/2014	Run Time	1:52:02 PM

Remit Supplier: SMCMP 0000000094

Payment Currency: USD

Bank Account:		WELLS 4944834811					
Payment Ref	**Date**	**Handling**	**Status**	**Remit To**	**Pay Cycle**	**Seq**	**Payment Amount**	**Document Sequence**
000673	Feb/11/2014	RE	Paid	DELL MARKETING LP P.O. BOX 910916 PASADENA CA 91110-0916 United States	SMCMP1	429	9,757.98 USD	

Payment Ref	**Date**	**Handling**	**Status**	**Remit To**	**Pay Cycle**	**Seq**	**Payment Amount**	**Document Sequence**
000674	Feb/11/2014	RE	Paid	DELL MARKETING LP P.O. BOX 910916 PASADENA CA 91110-0916 United States	SMCMP1	429	3,155.12 USD	

Page **30** of **32**

APPENDIX F: Inquiries Matrix

INQUIRY NAME	USE	NAVIGATION
Review Supplier	This page enables you to search for a Supplier ID.	Suppliers > Supplier Information > Add/Update > Review Suppliers
Voucher Accounting Entries Inquiry	This page displays all accounting information (ChartFields) on a Voucher/Supplier Invoice. It also helps you to know that the voucher has been posted. If it is not, no accounting lines will display.	Accounts Payable > Review Accounts Payable Info> Vouchers > Accounting Entries
Voucher Inquiry/Invoice Status Appendix B	The page displays the Gross amount of the Voucher/Supplier Invoice, any Discount, Freight, Sales/Use Tax amounts, and discount information. A grid on the page displays voucher line. From this page, you can select the Voucher Payments tab to view payment information for the Voucher/Supplier Invoice.	Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
Voucher Document Status Inquiry Appendix C	This page displays Voucher/Supplier Invoices statuses and allows you to drill to all related Procure to Pay documents.	Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
Payment Document Status Inquiry	Shows details of payments, purchase orders, receivers and Voucher/Supplier Invoices posted against a payment.	Accounts Payable > Review Accounts Payable Info > Payments > Document Status
Payment Details Inquiry Appendix D	You can view payment information for a particular payment. You can view the total Amount of the payment, the payment Date, Method and Status. The Post, and Cancel Status display. The page also shows when the payment was Created. At the bottom of the page, you can view the individual Voucher/Supplier Invoices included in the payment.	Accounts Payable > Review Accounts Payable Info > Payments > Payment

5/26/2014

APPENDIX G: Report Matrix

Payment History by Supplier APX2000 Appendix E	Lists all Payments made to the specified supplier during the specified From/To Date.	Accounts Payable > Reports > Supplier > Payment History by Supplier