

End User Financial Inquiry in PeopleSoft Training Guide

Table of Contents

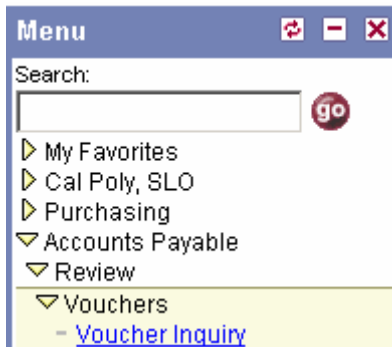
PeopleSoft Voucher Inquiry.....- 1 -
PeopleSoft Journal Inquiry- 4 -

PeopleSoft Voucher Inquiry

When the Accounts Payable department at Cal Poly receives an invoice that has been approved by the department, they enter a Voucher into to PeopleSoft in order to facilitate payment. The following steps will assist in viewing information on a voucher, such as the date the voucher was entered in PeopleSoft, as well as the amount and check number.

Navigation:

Home > Accounts Payable > Review > Vouchers > Voucher Inquiry



- Enter the Voucher ID or Invoice number. (To locate the Voucher number entered for a specific PO, use the Activity Summary pages. See Procurement Inquiry Guide.)

Voucher Inquiry

Search Criteria

From Business Unit: SLCMP To Business Unit: SLCMP **From Voucher ID:** To Voucher ID: *Voucher Style: All Vouchers

From Invoice: 10011 To Invoice: Post Status: Approval Status: Voucher Balance:

SetID: SLCMP From Vendor Short Name: To Vendor Short Name: Voucher Date Type:

From Vendor ID: To Vendor ID: Vendor Location: From Date: 09/24/2004 To Date: 09/24/2004

*Amount Rule: Any Voucher Gross Amount: Transaction Currency: **Search** Max Rows: 300 **Reset Criteria**

Sort Criteria

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

Display Currency Criteria

- Click Search

Vouchers associated with the invoice number display below. There may be more than one voucher with the same invoice number. Identify the correct voucher by viewing Vendor name.

Voucher Inquiry Results								
Voucher Details		More Details						
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information
SLCMP	00001423	10011	07/12/2001	0000000841	ULTR BUS-001	MAIN	Regular	
SLCMP	00076569	10011	07/29/2003	0000003321	ALPH GRAP-001	MAIN	Regular	

➤ Scroll to the far right to view the dollar amount paid.

Customize Find View All First 1-2 of 2 Last								
Detail Payment Lines Information	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
	USD	68.85			13.85		68.85	68.85
	USD	602.75			40.75		602.75	602.75

➤ Click Detail Lines to view the Chartfields and description field. A new window opens.

Business Unit: SLCMP Voucher ID: 00076569 Invoice Number: 10011 Invoice Date: 07/29/2003
 Vendor ID: 0000003321 Name: ALPHAGRAPHICS ShortName: ALPH GRAP-001
 Gross Invoice Amount: 602.75 Total Non-Merchandise Charges: 40.75
 Entered VAT Amount: 0.00 Transaction Currency: USD

Voucher Lines										
Line:	1	Description:	1,000 postcards for WOW	Amount:	562.00					
Item ID:		Quantity:	1.0000	UOM:	LOT					
		Unit Price:			562.00000					
Distributions										
Chartfields										
Line	Amount	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	562.00	SLCMP	660003			MX077	207600			

➤ Close the window to return to the Voucher Inquiry page.

- Click Payment Information to view the check number and date.

[Back To Voucher Inquiry](#)

Business Unit: SLCMP Voucher ID: 00076569 Invoice Number: 10011

Vendor Name: ALPHAGRAPHS Vendor Location: MAIN

Gross Invoice Amount: 602.75 Transaction Currency: USD

Details										Customize	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					
SLCMP	STATE	DVP	264656			09/10/2003	1,546.48	USD	602.75	Paid					

Payment Reference ID

[264656](#)

- In order to view the Recon date, click the Check number link

Payment Inquiry Result								
Payment Details		Additional Info		Vendor Details				
Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
264656	Check	1,546.48	USD	09/10/2003	09/10/2003	Paid	Recon	10/09/2003

This date indicates the check has cleared.

- Click [Back To Voucher Inquiry](#)

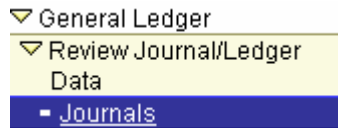
Inquiry is complete.

PeopleSoft Journal Inquiry

When an Expenditure Transfer or Budget Transfer request has been fulfilled the journal can be viewed in PeopleSoft once you have located the Journal ID in the nVision report.

Navigation:

Home > General Ledger > Review > Vouchers > Voucher Inquiry



In order to perform a Journal Inquiry a label/name must be assigned to the inquiry criteria. Once the name is entered it can be used repeatedly.

Journal

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

[Find an Existing Value](#) | [Add a New Value](#)

Inquiry Name: begins with

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

[Find an Existing Value](#) | [Add a New Value](#)

- To assign the name click [Add a New Value](#)
- Enter the name (example “inquiry”)

Journal

[Find an Existing Value](#) | [Add a New Value](#)

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

- Click Add

Journal Criteria

Inquiry: INQUIRY
 *Unit: SLCMP
 *Ledger: ACTUALS
 *Year: 2004
 *From: 1
 *To Period: 3
 Suspense Status:
 Search

Journal ID: SLJ0020905
 Date:
 Status:
 Source:
 Currency:
 Stat:
 Document Type:

User:
 Max Rows: 100
 Sort By: Journal Id

- Populate the Ledger Field.
Click and select Actuals for Expenditures, Oper_Budg for Operating Budget journals or Base for Base Budget journals.
- Populate the Fiscal Year field
- Enter the accounting period or periods
- Enter the Journal ID
- Click Search

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
SLJ0020905	09/13/2004	SLCMP	Posted	ARO	No Susp	JFISHER	09/13/2004	JFisher-To process an expendit

- Click the [SLJ0020905](#) link to view the accounting lines and full description field.

Inquiry	Unit	Ledger	Year	From	To	Curr	Source	Journal ID	Date	Status	Suspense	Status	Doc	Type
INQUIRY	SLCMP	ACTUALS	2004	1	3			SLJ0020905						

Go To: [Journal Criteria](#)

Header Msg:

Journal Header

Journal ID: SLJ0020905 Date: 09/13/2004 Schedule: Source: ARO

Ledger Grp: ACTUALS Original Date: 09/13/2004 Lines: 4 Occur: InterUnit BU: SLCMP

Status: Posted Posted: 09/13/2004 Process: No Request Reversal: None

Balanced: DR=CR Controls: Ctrls OK Errors: Edits OK Reversal Date:

Operator Id: JFISHER Doc Sequence #:

Long Description:

Totals by Currency				
Currency: USD	DR:	269.88	CR:	269.88
	Net:	0.00		

Show All Lines

Show From Line: Thru Line:

Line #	Transaction Amount	Account	Operating Unit	Dept	Product	Fund Code	Class	Program
1	-269.88 USD	660003		111300		AD204		
2	19.99 USD	660003		111300		AD204	CU001	
3	206.99 USD	660003		111300		AD204	CU003	
4	42.90 USD	660003		111300		AD204	CU004	

- Use the to scroll through the Long Description field.
- Scroll to the far right using your bottom scroll bar to view the line descriptions.

Base Amount	Stat	Statistic Amount	Line Descr
-269.88 USD			Misc. charges
19.99 USD			Office expenses
206.99 USD			Course Support
42.90 USD			Technology

- To return to the previous page, click [Go To: Journal Criteria](#)
- Click Save to save the inquiry name you assigned.

Inquiry complete