

PUSH THE EASY BUTTON



PeopleSoft 9.0 Search and Inquiry Pages

Vendor Search

Voucher Inquiry

Payment Inquiry

CSU PO Remaining Balance Inquiry

Vendor Search

Vendors → Vendor Information → Add/Update → Review Vendors

The screenshot displays the 'Review Vendors' interface. On the left is a 'Menu' sidebar with categories like 'My Favorites', 'Supplier Contracts', 'Items', 'Vendors', 'Vendor Information', 'Maintain', 'Approve', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Billing', 'Accounts Receivable', 'Accounts Payable', 'CSU Claims Processing', 'Banking', 'Cash Management', 'Commitment Control', 'General Ledger', 'Allocations', 'CSU State & SW Reporting', 'CSU Administer Integration', and 'Set Up Financials/Supply Chain'. The main content area is titled 'Review Vendors' and contains a 'Search Criteria' section. This section includes fields for 'SetID' (containing 'SLCMP'), 'Name' (with a dropdown set to 'Equal to'), 'ShortName' (with a dropdown set to 'Equal to'), 'Vendor ID', 'Withholding Name', 'Vendor Status', 'Classification', 'Type', 'Persistence', 'Address', 'City', 'Customer Number', 'Country', 'ID Type' (with a dropdown set to 'Tax ID'), 'State', 'VAT Registration ID', 'Postal', and 'Withholding Tax ID'. There are 'Search' and 'Clear' buttons, and an 'Add Vendor' link. Below the search criteria is a 'Search Results' section with a table showing one result for SetID 'SLCMP'. The table has columns for SetID, Vendor ID, Name 1, ShortName, Address, City, State, and Country.

To search for a vendor select the drop down and change from Equal To → Contains, then you will be able to search by a portion of the vendor name for Name (A vendors complete name) or a portion of the Short Name (The first 4 of a vendors name and the first four of the vendors name (second word)). You must always enter in the SetID as SLCMP (Reimbursements or payments to vendors ie: Purchase Orders or Direct Pay Forms) or SLEMP (Staff Travel)

You can include any other information that is known. For Example if you are looking for a company in San Luis Obispo that has SLO in their name you can fill in the City as San Luis Obispo as well as Name contains SLO you will get the following output:

Review Vendors

Search Criteria

*SetID:	<input type="text" value="SLCMP"/>	Vendor ID:	<input type="text"/>
Name:	Contains <input type="text" value="SLO"/>	ShortName:	Equal to <input type="text"/>
Withholding Name:	Equal to <input type="text"/>	Classification:	<input type="text"/>
Vendor Status:	<input type="text"/>	Type:	<input type="text"/>
		Persistence:	<input type="text"/>

Address:	Equal to <input type="text"/>	City:	<input type="text" value="San Luis Obispo"/>
Customer Number:	<input type="text"/>	Country:	<input type="text"/>
ID Type:	Tax ID <input type="text"/>	State:	<input type="text"/>
VAT Registration ID:	<input type="text"/>	Postal:	<input type="text"/>
Withholding Tax ID:	<input type="text"/>	Bank Account #:	<input type="text"/>

[Add Vendor](#)

Search Results

Customize | Find | View 10 | First 1-41 of 41 | Last

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country
SLCMP	000000107	COMPUTERLAND OF SLO	COMP SLO-001	285 SOUTH ST STE P	SAN LUIS OBISPO	CA	USA
SLCMP	0000000664	HOLIDAY INN EXPRESS SLO	HOLI INN-001	1800 MONTEREY ST	SAN LUIS OBISPO	CA	USA
SLCMP	0000000932	KIWANIS CLUB OF SLO DE TOLOSA	KIWA CLUB-001	1963 QUAIL DR	SAN LUIS OBISPO	CA	USA
SLCMP	0000000932	KIWANIS CLUB OF SLO DE TOLOSA	KIWA CLUB-001	PO BOX 13527	SAN LUIS OBISPO	CA	USA
SLCMP	0000001028	HOTLINE OF SLO COUNTY	HOTL SLO-001	PO BOX 5456	SAN LUIS OBISPO	CA	USA
SLCMP	0000001245	ATTORNEY SRVC OF SLO	ATTO SRVC-001	PO BOX 1233	SAN LUIS OBISPO	CA	USA
SLCMP	0000001492	FIRST BAPTIST CHURCH OF SLO	FIRS BAPT-001	2075 JOHNSON AVE	SAN LUIS OBISPO	CA	USA
SLCMP	0000001694	SLO HS CHORAL DEPT	SLO HS-001	ATTN GARY LAMPRECHT	SAN LUIS OBISPO	CA	USA
SLCMP	0000002906	SLO SELF STORAGE	SLO SELF-001	154 SUBURBAN RD	SAN LUIS OBISPO	CA	USA

Voucher Inquiry

Accounts Payable → Review Accounts Payable Info → Vouchers → Voucher

Menu

- My Favorites
- Cal Poly, SLO
- Supplier Contracts
- Items
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Billing
- Accounts Receivable
- Accounts Payable
 - Vouchers
 - Control Groups
 - Payments
 - Batch Processes
 - Review Accounts Payable Info
 - Payables Search Criteria
 - Vouchers
 - Accounting Entries
 - Document Status
 - Document Tolerance Override
 - Journal Drill Down
 - Match Workbench
 - Unbalanced
 - Accounting Entries
 - Voucher
 - Interfaces
 - Payments
 - Vendor
- Reports
- CSU Claims Processing
- Banking
- Cash Management
- Commitment Control
- General Ledger
- Allocations
- CSU State & SW Reporting
- CSU Administer Integration

Voucher Inquiry

Search Criteria

Search Name

From

Business Unit

Voucher ID

Invoice ID

Vendor SetID

Vendor ID

Vendor Location

Entry Status

Accounting Dt

Invoice Date

Due Date

Entered Date

Origin Set ID

Origin

Post Status

Voucher Balance

Max Rows

To

Business Unit

Voucher ID

Invoice ID

Vendor SetID

Vendor ID

Vendor Location

Entry Status

Accounting Dt

Invoice Date

Due Date

Entered Date

Origin Set ID

Origin

Post Status

Voucher Balance

Sort Criteria

'Sort By: 'Sort Asc/Desc:

Display Currency Criteria

Under Search Name click on the magnifying glass and select VOUCHER INQUIRY – this will only show the usable fields for this particular inquiry.

Voucher Inquiry

Search Criteria

Search Name	VOUCHER INQUIRY	
Business Unit	From: SLCMP	To: SLCMP
Voucher ID		
Invoice Id		
Vendor SetID	SLCMP	
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date		
Due Date		
Entered Date		
Origin Set ID		
Origin		
Post Status		
Voucher Balance		
Max Rows	300	Search Clear

Sort Criteria

'Sort By: Voucher ID 'Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria

Enter in your Vendor SetID of SLCMP (Reimbursements or payments to vendors i.e.: Purchase Orders or Direct Pay Forms) or SLEMP (Staff Travel). Then select the magnifying glass for Vendor ID, this will bring up the following screen shot.

Look Up Vendor ID

Search by: begins with

[Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
%	WALL SHAN-001	WALLACE,SHANE	dup vendor use 13545	(blank)	(blank)
%13664	CHUR MARG-001	CHURCH,MARGARET	DUP VENDOR USE 13923	(blank)	(blank)
%14042	URBA ROBE-001	URBAN,ROBERT J	USE VENDOR #15013	(blank)	(blank)
%15041	WINK-001	WINK	(blank)	(blank)	(blank)
0000000001	NO VENDOR-001	NO VENDOR	(blank)	(blank)	(blank)
0000000002	CHAP BUS-001	CHAPARRAL BUS MACHINES	(blank)	(blank)	000010991
0000000003	BLAC ISSU-001	BLACK ISSUES IN HIGHER EDUC	(blank)	(blank)	000014027
0000000004	ASSO STU-001	ASSO STU INC	(blank)	(blank)	000017201
0000000005	MARC DEKK-001	MARCEL DEKKER INC	(blank)	(blank)	000025445
0000000006	LIB CONG-001	LIB OF CONGRESS	(blank)	(blank)	000033118
0000000007	LIND HALL-001	LINDA HALL LIB	(blank)	(blank)	000036452
0000000008	POOR RICH-001	POOR RICHARDS PRESS	(blank)	(blank)	000040058
0000000009	SESA INC-001	SESA INC	(blank)	(blank)	000041137
0000000010	VIKI FRT-001	VIKING FRT SYSTEMS	(blank)	(blank)	000050091
0000000011	NATL CAR-001	NATL RENTAL CAR	(blank)	(blank)	000060353
0000000012	BANK AMER-001	BANK OF AMERICA	(blank)	(blank)	000080026
0000000013	ACAD INTL-001	ACAD INTL PRESS	(blank)	(blank)	000092004
0000000014	LEXI NEXI-001	LEXIS NEXIS MATTHEW BENDER & CO INC	LEXIS NEXIS BUS-ACAD PUBLISHING	(blank)	000092006
0000000015	ANNU REVI-001	ANNUAL REVIEWS INC	(blank)	(blank)	000092014
0000000016	COUT LIB-001	COUTTS LIB SRVC INC	(blank)	(blank)	000092035
0000000017	FACT FILE-001	FACTS ON FILE NEWS SRVC	(blank)	(blank)	000092045
0000000018	HOOPER INST-001	HOOPER INSTITUTION PRESS	(blank)	(blank)	000092054

Change your search criteria from Vendor ID to Short Vendor Name

Look Up Vendor ID

Search by: begins with

[Advanced Lookup](#)

Search Results

Short Vendor Name	Vendor ID	Name 1	Name 2	Our Customer Number	Old Vendor ID
SLO BILL-001	000000229	SLO BILLIARDS	(blank)	(blank)	000101579
SLO CAL-001	0000017952	SLO CAL PRODUCTS	(blank)	(blank)	(blank)
SLO CAL-002	0000017980	SLO CAL PRODUCTS	(blank)	(blank)	(blank)
SLO CHAM-001	0000002939	SLO CHAMBER OF COMMERCE	(blank)	(blank)	000118161
SLO CO-001	0000013809	SLO CO HISTORICAL SOCIETY	(blank)	(blank)	(blank)
SLO COUN-001	0000004119	SLO COUNTY CATTLE WOMEN	(blank)	(blank)	(blank)
SLO COUN-002	0000017127	SLO COUNTY SOCCER STORE	(blank)	(blank)	(blank)
SLO CTY-001	0000002965	SLO CTY VISITORS & CONF BUREAU	(blank)	(blank)	000121543
SLO DOWN-001	0000008063	SLO DOWNTOWN ASSN	(blank)	(blank)	(blank)
SLO EQUI-001	0000010897	SLO EQUINE VET SVCS	(blank)	(blank)	(blank)
SLO FLYE-001	0000009993	SLO FLYERS INC	(blank)	(blank)	(blank)
SLO GRAP-001	0000011735	SLO GRAPHICS	(blank)	(blank)	(blank)
SLO HS-001	0000001694	SLO HS CHORAL DEPT	(blank)	(blank)	000122529
SLO MOTO-001	0000003083	SLO MOTORS	(blank)	(blank)	000124164
SLO PARK-001	0000017569	SLO PARKS AND REC	DUPVENDOR USE 97 SAN LUIS OBISPO,CITY OF	(blank)	(blank)
SLO SAIL-001	0000017724	SLO SAIL AND CANVAS	(blank)	(blank)	(blank)
SLO SELF-001	0000002906	SLO SELF STORAGE	(blank)	(blank)	995021754
SLO TOW-001	0000006792	SLO TOW	(blank)	(blank)	(blank)
SLO TUTO-001	0000003916	SLO TUTOR	(blank)	(blank)	(blank)
SLO DATE-001	0000012945	SLO DATE LOG	(blank)	(blank)	(blank)

Enter in the Short Vendor Name or a portion of the Short Vendor Name (i.e. SLO) and Click on the Look-Up Button, this will give you all vendors that start with SLO. Then select the correct vendor. If you select the Advanced Lookup hyperlink you will be able to look by contains instead of begins with which will allow you to search for a portion of the short vendor name.

Voucher Inquiry

Search Criteria	
Search Name	<input type="text" value="VOUCHER INQUIRY"/>
Business Unit	<input type="text" value="SLCMP"/>
Voucher ID	<input type="text"/>
Invoice ID	<input type="text"/>
Vendor SetID	<input type="text" value="SLCMP"/>
Vendor ID	<input type="text" value="0000008063"/>
Vendor Location	<input type="text"/>
Entry Status	<input type="text"/>
Accounting Dt	<input type="text"/>
Invoice Date	<input type="text"/>
Due Date	<input type="text"/>
Entered Date	<input type="text"/>
Origin Set ID	<input type="text"/>
Origin	<input type="text"/>
Post Status	<input type="text"/>
Voucher Balance	<input type="text"/>
Max Rows	<input type="text" value="1000"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Sort Criteria	
'Sort By:	<input type="text" value="Voucher ID"/>
'Sort Asc:Desc:	<input type="text" value="Ascending"/>
<input type="button" value="Sort Display"/>	

Display Currency Criteria

Change your number of Max Rows from 300 if the vendor has more than the 300 voucher lines. Then click the Search Button.

Voucher Inquiry

Search Criteria

Search Name:

From: To:

Business Unit:

Voucher ID:

Invoice Id:

Vendor SetID:

Vendor ID:

Vendor Location:

Entry Status:

Accounting Dt:

Invoice Date:

Due Date:

Entered Date:

Origin Set ID:

Origin:

Post Status:

Voucher Balance:

Max Rows:

Sort Criteria

'Sort By: 'Sort Asc.Desc:

Display Currency Criteria

Voucher Inquiry Results Customize | Flag | View All | First 1-13 of 13 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
SLCMP	00065406	farmer's market	04/16/2003	0000008063	Postable		Matched		\$	SLO DOWN-001
SLCMP	00096565	THURS PROMO PERMIT	03/29/2004	0000008063	Postable		Matched		\$	SLO DOWN-001
SLCMP	00159919	FARMER,S	09/20/2005	0000008063	Postable		No Match		\$	SLO DOWN-001
SLCMP	00209712	12/07 RESERVATION	09/06/2006	0000008063	Postable		No Match		\$	SLO DOWN-001
SLCMP	00283695	10/11&11/1,8,15	09/17/2007	0000008063	Postable		No Match		\$	SLO DOWN-001
SLCMP	00284034	10/18 BOOTH	09/27/2007	0000008063	Postable		No Match		\$	SLO DOWN-001
SLCMP	00294095	OPEN HOUSE	11/14/2007	0000008063	Postable		No Match		\$	SLO DOWN-001
SLCMP	00302940	FARMER'S 1/10	12/10/2007	0000008063	Postable		No Match		\$	SLO DOWN-001
SLCMP	00310935	OPEN HOUSE	02/25/2008	0000008063	Postable		No Match		\$	SLO DOWN-001
SLCMP	00314873	4-17-08 SAFER	02/28/2008	0000008063	Postable		No Match		\$	SLO DOWN-001

You will get the following output, if you click on customize you will be able to include the dollar amount in this first page; you just need to move it up above the tab Amounts. The following three screen shots will show you the information from the three pictured columns.

Voucher Accounting Entries

Business Unit: SLCMP Voucher ID: 00065406 Invoice Number: farmer's market

Accounting Line View Option: Standard Show Foreign Currency Search Reset

Invoice Date: 04/16/2003 Vendor ID: 000008063 Vendor Name: SLO DOWNTOWN ASSN

Posting Process: AP Accrual GL Dist Status: Distributed

Description	Monetary Amount	Account	Fund Code	Department	Program Code	Class Field	Project	Journal ID	Journal Date	Budget Date	Budget Status	Accounting Date
Thursday Night Promotions (Far	72.00	660003	MX064	209700	PC018			AP00011415	05/12/2003	05/12/2003	V	05/12/2003
Accounts Payable	-72.00	201001	MX064	209700	PC018			AP00011415	05/12/2003	05/12/2003	V	05/12/2003

This will show you the Accounting Entries of the voucher if there is a question regarding where the voucher was charged.

Matched Vouchers

Business Unit: SLCMP SLO Campus Voucher: 00096565 Invoice: THURS PROMO PERMIT

Vendor: 000008063 Vendor SetID: SLCMP Vendor Location: MAIN

Vendor Name: SLO DOWNTOWN ASSN Match Due Date: 03/29/2004 Invoice Date: 03/29/2004

Updated By: JDEFREIT Due Date: 03/29/2004 Matched Date: 03/29/2004

Terms: NET30 Net 30 Origin: ONL Match Status: Matched

Gross Amt: 32.000 USD Control Group: 0000002972 Match Type: Auto - Matched

[Document Details](#)

Line Details Find | View All First 1 of 1 Last

Voucher Line Number: 1 Rule:

PO Business Unit: SLCMP PO Number: 2003201646

Line Number: 1 Schedule Number: 1

View Document: Purchase Order

Document ID: SLCMP 2003201646 Go

[Line Document Details](#)

This shows you that the voucher is related to a purchase order and whether or not it was matched or if it is in a match status of error.

[Back To Voucher Inquiry](#)

Business Unit: SLCMP Voucher ID: 00159919 Invoice Number: FARMER,S

Vendor Name: SLO DOWN-001 Vendor Location: MAIN

Gross Invoice Amount: 16.00 Transaction Currency: USD

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	323852			09/30/2005	16.00	USD	16.00	Paid

This shows the Payment Information for the voucher. This shows the check number (Payment Reference ID), the payment date and the amount paid (Voucher Paid Amount). If you want to go back to Voucher Inquiry you can select the Back to Voucher Inquiry Hyperlink or if you want to go to the payment click on the blue check number.

Payment Inquiry

Search Criteria

Search Name:

Vendor Name: From: To:

Payment Date:

Remit SetID:

Remit Vendor:

Max Rows:

Show Chart Chart Type:

Sorting Criteria

1st sort: Descending 2nd sort: Descending

Payment Inquiry Result Customize | Find | View All | First | 1 of 1 | Last

Payment Reference ID	Payment Method	Amount	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	Vendor Name	Vendor ID	Address	City	State	Postal
323852	Check	16.00	09/30/2005	Paid	Recon	11/02/2005	SLO DOWNTOWN ASSN	000008063	PO BOX 1402	SAN LUIS OBISPO	CA	93406

This will show you the check number, the amount, the date check was paid as well as the reconciliation status and date (This information comes from a Wells Fargo Bank load that marks all cashed checks with a status of Recon and the date the file was loaded, this is not the date the check was cashed, it is the date the file was loaded into PeopleSoft), along with the address the check was sent to.

Payment Inquiry

Accounts Payable → Review Accounts Payable Info → Payments → Payment

The screenshot shows the 'Payment Inquiry' search criteria form. The 'Search Name' field is highlighted with a red box and contains 'PAYMENT INQUIRY'. The 'Remit SetID' field contains 'SLCMP'. The 'Max Rows' field is set to '300'. The 'Chart Type' is set to 'Bar Chart'. The 'Sorting Criteria' section shows '1st sort: Account' and '2nd sort: Pymnt Ref'.

Under Search Name click on the magnifying glass and select PAYMENT INQUIRY – this will only show the usable fields for this particular inquiry.

The screenshot shows the 'Payment Inquiry' search criteria form. The 'Remit SetID' field is highlighted with a red box and contains 'SLCMP'. The 'Remit Vendor' field is highlighted with a blue dotted circle and contains a magnifying glass icon. The 'Max Rows' field is set to '300'. The 'Chart Type' is set to 'Bar Chart'. The 'Sorting Criteria' section shows '1st sort: Account' and '2nd sort: Pymnt Ref'.

Enter in your Vendor SetID of SLCMP (Reimbursements or payments to vendors i.e.: Purchase Orders or Direct Pay Forms) or SLEMP (Staff Travel). Then select the magnifying glass for Vendor ID, this will bring up the following screen shot.

Look Up Remit Vendor

Search by: Remit Vendor begins with

Look Up Advanced Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to rec

Remit Vendor	Name 1	Short Vendor Name
%	WALLACE,SHANE	WALL SHAN-001
%13664	CHURCH,MARGARET	CHUR MARG-001
%14042	URBAN,ROBERT J	URBA ROBE-001
%15041	WINK	WINK-001
0000000001	NO VENDOR	NO VENDOR-001
0000000002	CHAPARRAL BUS MACHINES	CHAP BUS-001
0000000003	BLACK ISSUES IN HIGHER EDUC	BLAC ISSU-001
0000000004	ASSO STU INC	ASSO STU-001
0000000005	MARCEL DEKKER INC	MARC DEKK-001
0000000006	LIB OF CONGRESS	LIB CONG-001
0000000007	LINDA HALL LIB	LIND HALL-001
0000000008	POOR RICHARDS PRESS	POOR RICH-001
0000000009	SESAC INC	SESA INC-001
0000000010	VIKING FRT SYSTEMS	VIKI FRT-001
0000000011	NATL RENTAL CAR	NATL CAR-001
0000000012	BANK OF AMERICA	BANK AMER-001
0000000013	ACAD INTL PRESS	ACAD INTL-001
0000000014	LEXIS NEXIS MATTHEW BENDER & CO INC	LEXI NEXI-001
0000000015	ANNUAL REVIEWS INC	ANNU REVI-001
0000000016	COUTTS LIB SRVC INC	COUT LIB-001

Change your search criteria from Remit Vendor to Name 1.

Look Up Remit Vendor

Search by: Name 1

[Advanced Lookup](#)

Search Results

View All First 1-30 of 30 Last

Name 1	Remit Vendor	Short Vendor Name
SLO BILLIARDS	0000000229	SLO BILL-001
SLO CAL PRODUCTS	0000017952	SLO CAL-001
SLO CAL PRODUCTS	0000017980	SLO CAL-002
SLO CHAMBER OF COMMERCE	0000002939	SLO CHAM-001
SLO CO HISTORICAL SOCIETY	0000013809	SLO CO-001
SLO COUNTY CATTLE WOMEN	0000004119	SLO COUN-001
SLO COUNTY SOCCER STORE	0000017127	SLO COUN-002
SLO CTY VISITORS & CONF BUREAU	0000002965	SLO CTY-001
SLO DOWNTOWN ASSN	0000008063	SLO DOWN-001
SLO EQUINE VET SVCS	0000010897	SLO EQUI-001
SLO FLYERS INC	0000009993	SLO FLYE-001
SLO GRAPHICS	0000011735	SLO GRAP-001
SLO HS CHORAL DEPT	0000001694	SLO HS-001
SLO MOTORS	0000003083	SLO MOTO-001
SLO PARKS AND REC	0000017569	SLO PARK-001
SLO SAIL AND CANVAS	0000017724	SLO SAIL-001
SLO SELF STORAGE	0000002906	SLO SELF-001
SLO TOW	0000006792	SLO TOW-001
SLO TUTOR	0000003916	SLO TUTO-001
SLOATE,JOE	0000012945	SLOA JOE-001
SLOBODNIK, GOERGIY B.	0000013992	SLOB GEOR-001
SLOBODNIK,ANTON	0000017982	SLOB ANTON-001
SLOBODNIK,THERESA	0000008277	SLOB THER-001
SLOCO DATA INC	0000000555	SLOC DATA-001
SLOCUM,KEITH	0000002806	SLOC KEIT-001
SLO ONET	0000006126	SLO ONET-001

Enter in Name 1 or a portion of the first portion of the Vendor Name (i.e. SLO) and Click on the Look-Up Button; this will give you all vendors that start with SLO. Then select the correct vendor. If you select the Advanced Lookup hyperlink you will be able to look by contains instead of begins with which will allow you to search for a portion of the vendor name 1.

Payment Inquiry

Search Criteria

Search Name

From **To**

Reference

Payment Date

Payment Method

Payment Status

Remit SetID

Remit Vendor

Max Rows

Show Chart *Chart Type:

Sorting Criteria

1st sort: Descending 2nd sort: Descending

Payment Inquiry Result Customize | Find | View All | First 1/2 of 2 | Last

Payment Details

Payment Reference ID	Payment Method	Amount	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	Vendor Name	Vendor ID	Address	City	State	Postal
202805	Check	1,000.00	08/31/2001	Replaced	Recon		SLO COUNTY CATTLE WOMEN	0000004119	1394 ANDREWS ST	SAN LUIS OBISPO	CA	93401
	Check	1,000.00	08/31/2001	Paid	Recon	01/15/2002	SLO COUNTY CATTLE WOMEN	0000004119	1394 ANDREWS ST	SAN LUIS OBISPO	CA	93401

Change your number of Max Rows from 300 if the vendor has more than the 300 allowed. Then click the Search Button. If you want to go to the payment detail, click on the blue check number. The following information will be opened

Vouchers For a Payment

Bank Name: State Treasury

Bank Account #: 243

Pay Cycle: RSTRT1 **Seq Num:** 7

Vendor Name: SLO COUNTY CATTLE WOMEN

Address: 1394 ANDREWS ST
ATTN: MIRIAM BULTER, TREAS
SAN LUIS OBISPO CA 93401 USA

Payment Amount: 1,000.00 USD **Payment Method:** CHK

Description:

Back To Payment Inquiry

Pymnt Ref ID: 202805

Accounting Date: 08/31/2001

Payment Date: 08/31/2001

Days Outstanding: 14

Payment Clear Date: 09/11/2001

Reconcile Date: 01/15/2002

Value Date: 08/31/2001

Customize | Find | View All | First 1 of 1

Busines Unit	Voucher ID	Advice	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
SLCMP	00003659	1	08/30/2001	RE: WIXOM,SARA	1,000.00	1,000.00	USD			Accounts Payable Vouchers

Vouchers for a payment, this will show the Vendor Name, Vendor Address, Payment Ref ID, Payment Date, Reconcile date and the Payment Clear Date (this is the actual date the check was cashed). To go to the Vouchers that was paid on this payment click on the blue hyperlink. If there were multiple vouchers associated with this one payment you will have a list of vouchers that you can look at.

Voucher Inquiry

Search Criteria

Search Name	<input type="text" value="PAYMENT INQUIRY"/>	
Business Unit	From <input type="text" value="SLCMP"/>	To <input type="text" value="SLCMP"/>
Vendor SetID	<input type="text" value="SLCMP"/>	
Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	
Accounting Dt	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>
User ID	<input type="text"/>	
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Sort Criteria

'Sort By: 'Sort Asc.Desc:

▶ **Display Currency Criteria**

Voucher Inquiry Results Customize | Find | View All | First 1 of 1 | Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
SLCMP	00003659	RE: WIXOM,SARA	08/30/2001	0000004119	Postable		No Match		SLO COUN-001

You will get the following output, if you click on customize you will be able to include the dollar amount in this first page; you just need to move it up above the Tab Amounts. The following three screen shots will show you the information from the three pictured columns.

Voucher Accounting Entries

Business Unit: <input type="text" value="SLCMP"/>	Vendor ID: <input type="text" value="00003659"/>	Invoice Number: <input type="text" value="RE: WIXOM,SARA"/>
Accounting Line View Option: <input type="text" value="Standard"/>	<input type="checkbox"/> Show Foreign Currency <input type="button" value="Search"/> <input type="button" value="Reset"/>	
Invoice Date: 08/30/2001	Vendor ID: 0000004119	Vendor Name: SLO COUNTY CATTLE WOMEN

Accounting Information Find | View All | First 1 of 2 | Last

Posting Process: AP Accrual GL Dist Status: Distributed

Description	Monetary Amount	Account	Fund Code	Department	Program Code	Class Field	Project	Journal ID	Journal Date	Budget Date	Budget Status	Accounting Date	GL Unit
REFUND OF SCHOLARSHIP	1,000.00	503401	MH069	122300				AP00000529	08/31/2001	08/30/2001	V	08/30/2001	SLCMP
Accounts Payable	-1,000.00	201001	MH069	122300				AP00000529	08/31/2001	08/30/2001	V	08/30/2001	SLCMP

This will show you the Accounting Entries of the voucher if there is a question regarding where the amounts were charged.

[Back To Voucher Inquiry](#)

Business Unit: SLCMP **Voucher ID:** 00003659 **Invoice Number:** RE& WIXOM,SARA
Vendor Name: SLO COUN-001 **Vendor Location:** MAIN
Gross Invoice Amount: 1,000.00 **Transaction Currency:** USD

Details										
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	202805			08/31/2001	1,000.00	USD	1,000.00	Paid

This shows the Payment Information for the voucher. This shows the check number (Payment Reference ID), the payment date and the amount paid (Voucher Paid Amount). If you want to go back to Voucher Inquiry you can select the Back to Voucher Inquiry Hyperlink or if you want to go to the payment click on the blue check number.

Payment Inquiry

Search Criteria

Search Name:

Reference: From: To:

Payment Date:

Payment Method:

Payment Status:

Remit SetID:

Remit Vendor:

Max Rows:

Show Chart 'Chart Type:

Sorting Criteria

1st sort: Descending 2nd sort: Descending

Payment Inquiry Result

Payment Reference ID	Payment Method	Amount	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	Vendor Name	Vendor ID	Address	City	State	Postal
202805	Check	1,000.00	08/31/2001	Replaced	Recon		SLO COUNTY CATTLE WOMEN	0000004119	1394 ANDREWS ST	SAN LUIS OBISPO	CA	93401
202805	Check	1,000.00	08/31/2001	Paid	Recon	01/15/2002	SLO COUNTY CATTLE WOMEN	0000004119	1394 ANDREWS ST	SAN LUIS OBISPO	CA	93401

This will show you the check number, the amount, the date check was paid as well as the reconciliation status and date (This information comes from a Wells Fargo Bank load that marks all cashed checks with a status of Recon and the date the file was loaded, as well as the date the check was cashed.), along with the address the check was sent to.

CSU PO Remaining Balance Inquiry

Purchasing → Purchase Orders → Review PO Information → CSU PO Remaining Balance Inq

Menu

Search:

- My Favorites
- Cal Poly, SLO
- Supplier Contracts
- Items
- Vendors
- Purchasing
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
 - Purchase Orders
 - Stage/Source Requests
 - Manage Change Orders
 - Reconcile POs
 - Review PO Information
 - Purchase Orders
 - Activity Summary
 - PO Accounting Entries
 - Print POs
 - Document Status
 - CSU PO Remaining Balance Inq
 - Reports

CSU PO Remaining Balance Inq

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

Find an Existing Value

Business Unit:

PO Number:

[Basic Search](#)

This allows you to enter in the PO Number and will give you the following output

CSU PO Remaining Balance Inq

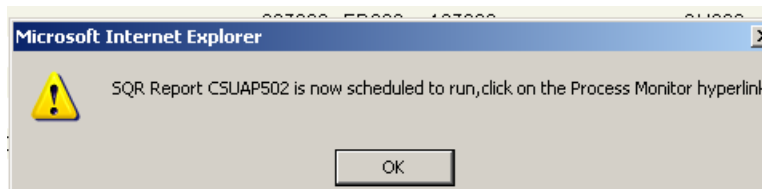
Business Unit: SLCMP **Purchase Order:** [2008200085](#)

Vendor ID: 0000018137 SPRINOSHARE LLC

Remaining Balance: \$0.00

Line	Schd	Dist	Tran Type	Amount	Sub Total	Reference	Reversal ID	Acct	Fund	Dept	Proj	Class	Project	GL Unit	AP	EY	Tran ID	PO Status	Closed Value
1	1	1	1 PO_POENC	1,200.00				660003	SL001	123800				SLCMP	2	2008	0001631525	Compl	Y
2	1	1	1 REVERSAL	-1,200.00	0.00	00344408		660003	SL001	123800				SLCMP	2	2008	0001632859		N

If you select the little printer in the upper right hand corner, this will send this report to the process monitor as a PDF. You will get a message telling you the following, click OK



You then click on the process monitor hyperlink and wait for the process to be successful and posted. Click on Details Hyperlink → View Log Trace Hyperlink → then click on the PDF hyperlink which will open up your report in PDF Form.

Report ID: CSUAP502
Operator: EJWILLIA

CSU PO REMAINING BALANCE INQUIRY

Page No : 1 of 1
Run Date: 09/10/2008
Run Time: 15:15:18

Business Unit: SLCMP
Vendor ID: 0000018137

Purchase Order: 2008200085
SPRINGSHARE LLC

No	Ln	Sch	Dis	Tran	Type	Amount	Voucher	Acct	Fund	Dept	Prog	Class	Project	GL Unit	AP FY	Tran ID	PO Stat	Closed Val	
1	1	1		1	PO_POENC	1,200.00		660003	SL001	123800				SLCMP	2 2008	0001631525	Compl	Y	
2	1	1		1	REVERSAL	-1,200.00	00344408	660003	SL001	123800				SLCMP	2 2008	0001632859		N	
Subtotal:						0.00													

Remaining Balance: 0.00

End Report

The report shows the original Purchase Order encumbrance and any reversals to the purchase order, in the above case it was a voucher. This also shows the remaining balance at each Line / Schedule / and Distribution along with the Status of the Purchase Order.