

CSULB Finance AP Vouchers & Payments Training Manual - CFS 9.2



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

2.0 Accounts Payable Inquiries & Reports

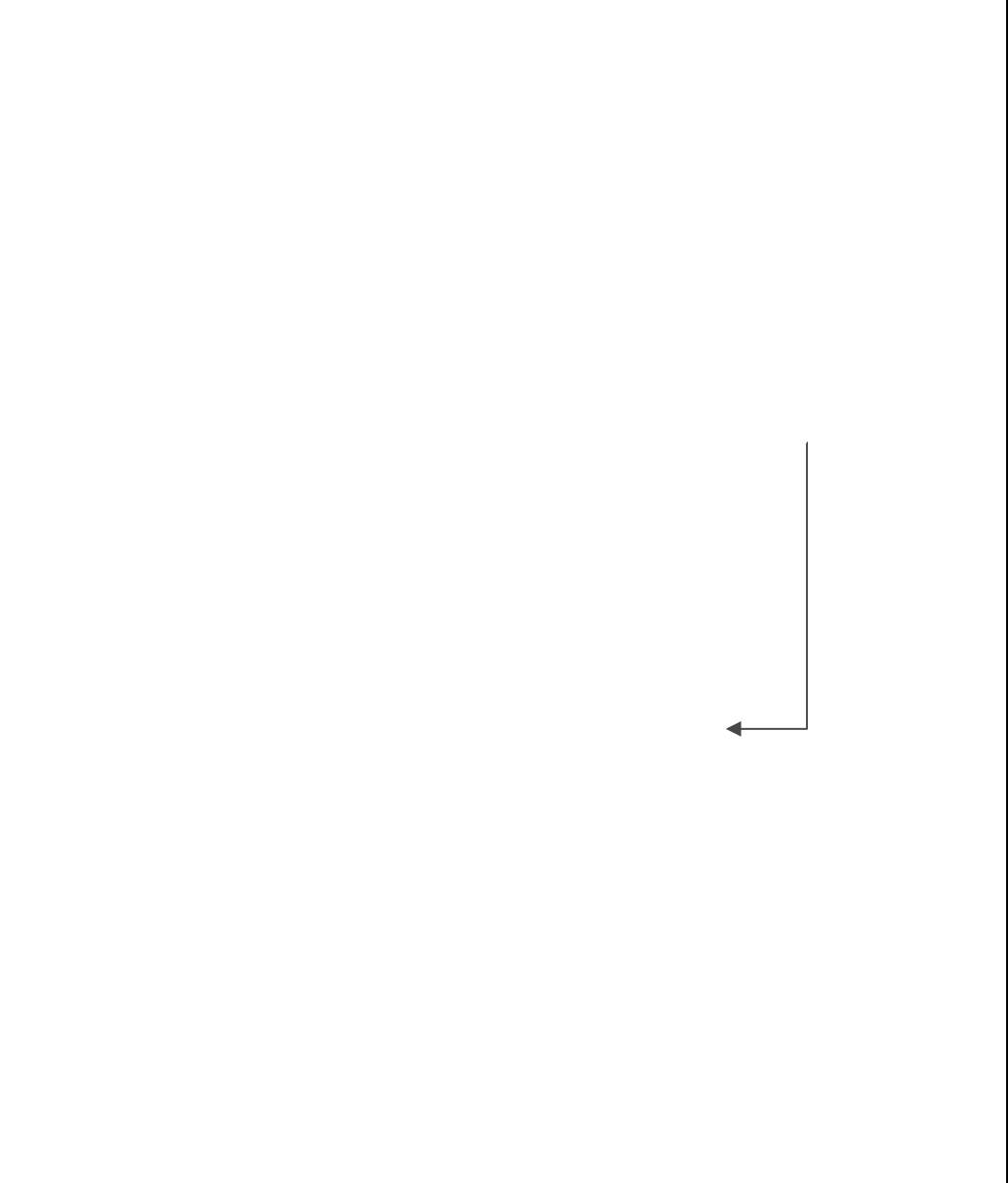
The following are examples of inquiries and reports that can be used to gather Voucher (Invoice) information.

2.1 Voucher – Find and Existing Value

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

Navigation: Accounts Payable >

Processing Steps / Field Name	Screenshot / Description
<p><u>Summary Tab</u></p> <p>If there is a Payment Reference ID, the vendor has been paid and this is the Check #.</p>	
<p><u>Related Documents Tab</u></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><u>Invoice Information Tab</u></p> <p>View information specific to the invoice number including the Sales/Use Tax Summary</p>	

Processing Steps / Field Name	Screenshot / Description
----------------------------------	--------------------------

sF.224 0 T-0.487sF.224 0 T-0.487sF.2 <</MC7 are

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

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

Processing Steps / Field Name	Screenshot / Description
<u>Payment Inquiry Result</u>	

This page allows you to view details of the payment.