Researching Payments in PeopleSoft
Agenda:

Vendor Selection
Location Selection
Voucher versus Payment
Finding Payments
A little about the Disbursement Center

FY 16 stats
- 10,226 vendors
- $402,707,421 payments
- 60,921 vouchers processed
- 30,714 checks
- Electronic payments
  - 344 ACH’s
  - 84 wires
  - 1,440 T&E direct deposits
  - 1,637 ePay
Prerequisite for research in PeopleSoft

To view the correct screens, you must have the role as ePro requester to create requisitions.
Navigation: eProcurement > Create Requisition
How to look up a vendor when creating a requisition

Does the vendor exist?

Vendor Search

Vendor ID: 
Name: 
Short Vendor Name: 
Alternate Vndr Name: 
City: 
Country: 
Postal Code: 

Enter search criteria to find a vendor.

Return to Special Request
How to look up a vendor when creating a requisition

• Does the vendor exist?
• If the vendor does not exist, you can suggest a vendor
When searching for a vendor....

• Address versus location:
  • Address is the physical premises.
  • Location is not a physical address. It is a set of rules:
    • how to pay – check versus wire
    • Terms – net 30, net 0
    • 1099 Misc reporting
    • A location ties to an address
  • Two address with one location, e.g.
    • Order address, remit address, main location

• Check for multiple locations:
  • Important to choose on a requisition
<table>
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<tr>
<th>Vendor ID</th>
<th>Name</th>
<th>Default Location</th>
<th>Default Location Description</th>
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<th>State</th>
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Voucher versus Payment
What’s the difference?

If a voucher exists, the Disbursement Center has entered the invoice into PeopleSoft.

versus

If a payment exists, the Disbursement Center has entered the invoice into PeopleSoft and payment has been made (check or electronic payment).
How to look up a voucher or payment

Two methods:

1. Use the requisition – ePro life span
   • PO invoices only

2. Use the AP screen – Payment Inquiry Screens
   • Use for PO invoices and check requests
1. Using the Requisition Life Span

• The requisition lifespan is a tool that allows users to view each step in the procurement process. Details can be accessed by clicking on the lifespan hyperlink icons.

• The Business Unit field will populate automatically with UVM01. This is the default Purchasing Business Unit.

• Verify the Requester name.

• A Requisition ID may be entered or the field may be left blank.

• Verify the Date From and Date To fields to ensure that they are correct.
Navigation: eProcurement > Manage Requisitions
Enter criteria, press the Search button.
Click on the triangle to expand the row.
The lifespan is displayed. Click on any icon for additional information.
Invoice Icon: Indicates invoice(s) being processed. Information regarding the invoice can be found by clicking the icon. The voucher number, invoice amount and vendor information can be found.
Payment icon: Indicates payment was made. The check number (Payment Reference ID), check date, payment address, and other payment information can be found.
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<th>Business Unit</th>
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<th>Advice Sequence</th>
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2. Look up a payment using Payment Inquiry

**Reviewing Payment Information**

- **Navigation:** Accounts Payable > Review Accounts Payable Information > Payments > Payment

- The **Selection Criteria** page will be displayed.
  - **Note:** Up to 300 payments made to the vendor are displayed. To display additional payment information, increase the number in the Max Rows field.
  - To additionally narrow the search results, enter a payment date range (07/01/2015 to 06/30/2016).

- Use the search icon to the right of the **Remit SetID** field to choose SHARE.
Payment Inquiry

Search Criteria

Search Name

Vendor Name

*Amount Rule

Amount

Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

Reference

Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Vendor

Settle By

Settlement Status

Single Payment Vouchers

Max Rows

Show Chart

*Chart Type:

Search

Clear

From

Staples Advantage

To

SHARE

SHARE

07/01/2015

06/30/2016

Bar Chart
• Search by **Vendor Name**. Enter the beginning of the vendor name (e.g., **staples** for Staples Advantage) then click on the search icon to search for this vendor.

• The search provides a list of all vendors whose name contains staples.
Advanced search tips

• Using the percent (%) sign allows for a more flexible vendor search. The search below provides all vendors with Vermont in the name.

• **Note:** The search produces more than 300 results, so you may need to use specific search criteria.

• The search can be additionally refined by using the Advanced Lookup feature.
The search which contains “Vermont Com” produces a variety of results.
• Once a vendor has been selected, the vendor name will populate in the “From” and “To” Fields. Click the **Search** Button.

• The Payment Inquiry results will be displayed.
• **Note:** The **Payment Reference ID** Number is the check, ACH or E-Payment number.

• The Additional Information tab displays a column which indicates when a check has been voided.

• The Vendor Details displays the vendor address to which payment was remitted.

• Click on the **Payment Reference ID** hyperlink to display more information including vouchers paid on that check, ACH or E-Payment.
## Vouchers For a Payment

### Details

- **Bank Name:** TD Bank NA
- **Bank Account #:** 000000000009114935
- **Pay Cycle:** AP_RUN
- **Vendor Name:** Staples Advantage
- **Address:** Dept ROC
- **City:** Boston
- **State:** MA
- **Zip:** 02241-5256
- **Country:** USA
- **Payment Amount:** 91.00 USD
- **Payment Ref ID:** 13792056
- **Accounting Date:** 02/23/2016
- **Payment Date:** 02/23/2016
- **Days Outstanding:**
- **Payment Clear Date:** 02/25/2016
- **Reconcile Date:** 02/26/2016
- **Value Date:** 02/23/2016

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<th>Gross Paid Amount</th>
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Queries to review payments

Need access to Reporting Tools, Query, Query Viewer
• UV_AP_EXPENSES - Voucher Accounting Lines
• Vouchers only, payment information is not displayed
• Displays all accounting lines – ignore 20001 Payable liability account
• Suggest download and filter out 20001
Queries to review payments

UV_AP_VOUCHER_PO_INFO - AP Voucher/PO Information
• PO’s only, no check request information is displayed
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Budget Transaction Detail Report

- Will produce a PDF or CSV file.
- CSV file Can be downloaded to Excel.
## BUDGET TRANSACTION DETAIL

**Report ID:** GLS8005  
**Bus. Unit:** UVMU1 -- University of Vermont  
**Ledger Grp:** DETAIL FK -- FK Detail Ledger  
**Post Date:** All Dates  
**Tran Type:** All Types  
**Selected Chartfield Parameters:** Budget Per: 2017  
**Dept:** 52060 -- Biology  
**Fctn:** All  
**Pgtn:** All  
**Mtch:** All  
**Prgm:** All  
**OD:** All  
**Pty:** All  
**Account:** All  

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### Budget Details

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<th>Transaction</th>
<th>Document ID</th>
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<th>Reference</th>
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<th>Pre Encumbered</th>
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</tbody>
</table>

**Number of Transactions:** 9  
**Totals:** 0.00  
**Amount:** 0.00  
**Amount:** 0.00  
**Amount:** 0.00  
**Amount:** 3,471.05
A few other odds and ends...

• IRS 1099 Misc reporting – federal requirements
  • Latest vendor form – new box (S Corp, C Corp, Partnership)

• Where was the work performed – VT state reporting requirement
<table>
<thead>
<tr>
<th><strong>NAME</strong> (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Name, description (job title)</strong></td>
</tr>
<tr>
<td><strong>Federal EIN or Social Security #</strong></td>
</tr>
<tr>
<td><strong>Address to send PURCHASE ORDER</strong></td>
</tr>
<tr>
<td><strong>Address to send INVOICE PAYMENTS</strong></td>
</tr>
</tbody>
</table>

| **PO Box** |
| **Street Address** |
| **City** |
| **State, Zip** |
| **Website** |
| **Contact name** |

| **Contact Phone Number** | ( ) |
| **Contact Fax Number** | ( ) |
| **Contact E-mail Address** |

| **Where will work be performed?** |
| Vendor location | UVM | Other |

Would you be willing to accept payment via credit card (VISA)? (Please circle): YES or NO

What are your standard invoicing terms? Net ______ days / Discount percent ______% / Discount Days ______ Other ______

Check only ONE federal tax classification: [ ] Individual/Sole Proprietor or single-member LLC [ ] Corporation [ ] Limited Liability Company* If you checked Limited Liability Company you MUST enter tax classification (C=Corporation, S=LLC, P=Partnership) ______ Other ______

Business Classification: (Please circle): LARGE or SMALL or MINORITY

If Small Business, please circle if 51% or more of your company is owned by: [ ] WOMEN or [ ] VETERAN or [ ] DISADVANTAGED

Certification: Under penalties of perjury, I certify that: (1) The number shown above is my correct taxpayer identification number, (2) I am not subject to backup withholding because I am exempt from backup withholding, (3) I am a U.S. person; (4) The FATCA code I entered on this form is a true and accurate statement that I am exempt from FATCA reporting at present.

| **SIGNATURE** |
| **DATE** |
| **Name** |
| **Title** |

*FEDERAL LAW REQUIRES THAT YOU PROVIDE US WITH AN ACCURATE REPLY*

The IRS may impose a penalty of up to $500 for non-compliance or for supplying false information.
A few other odds and ends...

- Appropriate documentation
- Prompt submittal
- Get the requisition first
- Seven to ten business days to generate a payment
  - if no one on the AP team is on vacation!
Resources

• [Disbursement Center](#)

• [Requisition & Accounts Payable User Guide](#)

• [How do I make this purchase?](#)

• [How do I make this payment?](#)