Researching Payments in PeopleSoft
Agenda:

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

FY 18 stats
• 8,329 suppliers
• $414,114,711 payments
• 59,937 vouchers processed
• 27,901 checks
• Electronic payments
  • 1,187 ACH’s
  • 175 wires
  • 2,807 T&E direct deposits
  • 1,478 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 supplier when creating a requisition

Does the supplier exist?
How to look up a supplier when creating a requisition

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

• 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 addresses with one location, e.g.
    • Order address, remit address, main location

• Check for multiple locations:
  • Important to choose on a requisition
### Supplier Search

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<th>Supplier ID</th>
<th>Supplier Name</th>
<th>Default Location</th>
<th>Default Location Description</th>
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<th>City</th>
<th>Address Line 2</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 supplier 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.
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 supplier 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.
• Search by **Supplier Name**. Enter the beginning of the supplier name (e.g., *staples* for Staples Advantage) then click on the search icon to search for this supplier.

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

• Using the percent (%) sign allows for a more flexible supplier search. The search below provides all suppliers 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 supplier has been selected, the supplier 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 Supplier Details displays the supplier 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

Bank Name: TD Bank NA
Bank Account #: *************4335
Pay Cycle: AP_RUN  Seq Num: 1470
Supplier Name: Vermont Community Foundation
Address: 3 Court Street
Middlebury, VT 05753 USA
Payment Amount: 11,437.30 USD  Payment Method: CHK

Details

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<th>Voucher ID</th>
<th>Advice Seq</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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## UV_AP_VOUCHER_PO_INFO - AP Voucher/PO Information

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- Project Like (%): [ ]
- Invoice Like (%): [ ]
- Vendor ID Like (%): [ ]
- Dept Like (%): [ ]
- Fund Like (%): [ ]
- Source Like (%): [ ]
- Voucher Like (%): [ ]
- Check Num Like (%): [ ]
- PO Business Unit Like (%): [ ]
- Invoice Date From: [07/01/2016]
- Thru Invoice Date: [06/30/2017]

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<td>D027466-51</td>
<td>1</td>
<td>65105 02-DEC-16/11/04/2016-EQ *ALL-STATE SCALE COMP A</td>
<td>0.00</td>
<td>0.00</td>
<td>1,620.00</td>
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<tr>
<td>12/19/2016</td>
<td>AF VOUCHER</td>
<td>00729211</td>
<td>1</td>
<td>65105 PO151949-VHV Company In/Autoclave repair (009 MLS)</td>
<td>0.00</td>
<td>0.00</td>
<td>1,651.05</td>
<td>0.00</td>
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<td>12/19/2016</td>
<td>AF VOUCHER</td>
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<td>0.00</td>
<td>0.00</td>
<td>-1,651.05</td>
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</tr>
</tbody>
</table>

Number of Transactions 9

Total Amounts
- 0.00
- 0.00
- 0.00
- 3,471.05
A few other odds and ends...

• IRS 1099 Misc reporting – federal requirements
  • Latest supplier form – new box (S Corp, C Corp, Partnership)
• Where was the work performed – VT state reporting requirement
New Supplier W-9 Form

Federal law requires that we have on file a W-9 form with the Employer ID number or Social Security number and signature for each person to whom the University makes payment. Please return this form to the address above, or email to: distr superb@uvm.edu

We require either the individual's name/Social Security number or the company's name/Federal Employer ID number, as they appear on your income tax return.

PLEASE PRINT LEGIBLY. FORM MUST BE COMPLETE TO BE PROCESSED.

Name (as shown on your income tax return)

Business Name (if different from above)

Federal EIN or Social Security #

Exemption Code (If any)

Exempt from FATCA reporting code (If any)

Address to send PURCHASE ORDER:

Address to send INVOICE PAYMENTS:

PO Box

Street Address

City

State, Zip

Website

Contact name

Contact Phone Number

Contact Fax Number

Contact Email Address

Where will work be performed?

Supplier location:

UVM

Other

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

University of Vermont's payment terms are Net 30

Check only ONE Federal tax classification:  ■ Individual/Sole Proprietor or single-member LLC  ■ C Corporation  ■ S Corporation  ■ Partnership  ■ Trust/estate  ■ Limited Liability Company* If you checked Limited Liability Company you MUST enter tax classification (C=C Corporation, S=S Corporation, 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 (a) I am exempt from backup withholding or (b) I have not been notified by the IRS that I am subject to backup withholding; (3) I am a U.S. person (including a U.S. resident alien); (4) The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

SIGNATURE

DATE

Name

Title

FEDERAL LAW Requires THAT YOU PROVIDE US WITH AN ACCURATE REPLY

The IRS may impose a penalty of up to $100 for non-compliance or for supplying false information.
A few other odds and ends...

• Get the requisition first
  • Purchasing Services generates the PO.
  • Supplier receives the PO.
  • Supplier supplies goods or services.
  • Supplier sends invoice to Disbursement Center.
  • Disbursement Center routes invoice to department for approval signature if the invoice is greater than $25,000, based on the Procurement.... Policy.
  • Disbursement Center pays the invoice and generates the payment.
More odds and ends...

• Appropriate documentation
  • New Supplier form (or IRS W9)
  • Employee versus Independent Contractor Determination
  • Payment Acknowledgement Form

• Prompt submittal

• 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?

• UVM Policies
Questions?