



THE UNIVERSITY OF VERMONT

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



Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	<input type="text"/>		
*Price	<input type="text"/>	*Currency	<input type="text" value="USD"/> 
*Quantity	<input type="text"/>	*Unit of Measure	<input type="text"/> 
*Category	<input type="text"/> 	Due Date	<input type="text"/> 

Supplier

Supplier ID	<input type="text"/> 
Supplier Name	<input type="text"/> 
Blanket PO Dates	<input type="text"/>
Format: mm/dd/yy-mm/dd/yy	

[Suggest New Supplier](#)




How to look up a supplier when creating a requisition

Does the supplier exist?

Supplier Search

Supplier ID	<input type="text"/>	<input type="button" value="Find"/> <input type="button" value="Reset"/>
Name	<input type="text"/>	
Short Supplier Name	<input type="text"/>	
Alternate Supp Name	<input type="text"/>	
City	<input type="text"/>	
Country	<input type="text"/>	State <input type="text"/>
Postal Code	<input type="text"/>	

 Enter search criteria to find a supplier.



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

Suggested Supplier

Supplier Name

Contact Name

Address Information

Country 

Address 1

Address 2

Address 3

City

State Postal

Phone Information

Phone Type Prefix

Telephone Ext

Comments

254 characters remaining



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

Supplier ID

Name

thermo

Short Supplier Name

Alternate Supp Name

City









Country

State

Postal Code

Find

Reset

Search Results											Personalize Find View All   First  1-10 of 18 
		Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	Address Line 2	Address Line 3	State	
<input type="radio"/>	1	0000000634	Thermo Electron North America LLC	MAIN	ORDER/REMIT	1400 North Point Parkway	West Palm Beach	Suite 50		FL	
<input type="radio"/>	2	0000000634	Thermo Electron North America LLC	MASS	FRANKLIN MASS ORDER	27 Forge Parkway	Franklin			MA	
<input type="radio"/>	3	0000000634	Thermo Electron North America LLC	MADISON	ORDER/REMIT	5225 Verona Road	Madison			WI	
<input type="radio"/>	4	0000000634	Thermo Electron North America LLC	SAN JOSE	ORDER/REMIT SAN JOSE	355 River Oaks Parkway	San Jose			CA	



Voucher versus Payment

What's the difference?

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

versus

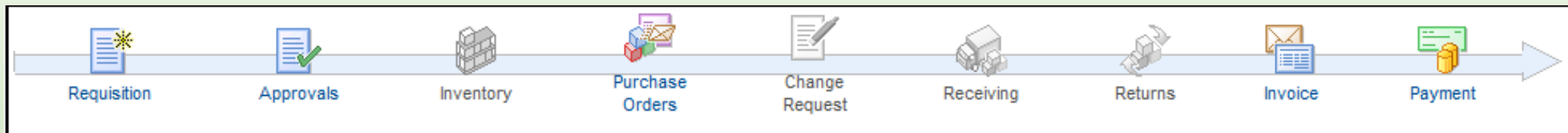
If a payment exists, the Disbursement Center has entered the invoice into PeopleSoft and payment has been made (check or electronic payment).



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.

Favorites ▾ | Main Menu ▾ > eProcurement ▾ > Manage Requisitions

Home | Worklist | Process Monitor | Report Manager | Add to

 The University of Vermont
PeopleSoft Finance 9.2

FSSUP - refreshed to Apr 20, 2018 0400AM from fsprd

Welcom









All ▾ Search

[Print](#) | [New Window](#) | [Help](#) |

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	<input type="text" value="UVM01"/>		Requisition Name	<input type="text" value="%COPIER"/>	
Requisition ID	<input type="text"/>		Request State	<input type="text" value=""/>	
Date From	<input type="text" value="07/01/2017"/>		Date To	<input type="text" value="07/30/2017"/>	
Requester	<input type="text"/>		Entered By	<input type="text"/>	
					PO ID <input type="text"/>

[Show Advanced Search](#)



Click on the triangle to expand the row.

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ 0000148842	CESS/BSC Copier Lease	UVM01	07/16/2017	PO(s) Dispatched	Valid	1,203.95 USD	[Select Ac ▼]	Go
▶ 0000148895	Copier Lease Konica Min...	UVM01	07/12/2017	PO(s) Dispatched	Valid	1,906.08 USD	[Select Ac ▼]	Go
▶ 0000148699	UCCS Copier Lease	UVM01	07/12/2017	PO(s) Dispatched	Valid	1,573.44 USD	[Select Ac ▼]	Go
▶ 0000148549	Geog Copier Lease: Koni...	UVM01	07/10/2017	PO(s) Dispatched	Valid	3,866.40 USD	[Select Ac ▼]	Go
▶ 0000148424	Copier Konica Minolta C...	UVM01	07/07/2017	PO(s) Dispatched	Valid	1,716.48 USD	[Select Ac ▼]	Go
▶ 0000148372	Copier Lease FY18 Teaching	UVM01	07/06/2017	PO(s) Dispatched	Valid	1,499.28 USD	[Select Ac ▼]	Go



The lifespan is displayed. Click on any icon for additional information.

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▼ 0000148842	CESS/BSC Copier Lease	UVM01	07/16/2017	PO(s) Dispatched	Valid	1,203.95 USD	[Select Ac ▼]


Go


Requester Pamela Blum


Entered By Pamela Blum


Priority Medium


Pre-Encumbrance Balance 0.00 USD


 Requisition


 Approvals


 Inventory


 Purchase Orders

 Change Request

 Receiving



 Returns


 Invoice

 Payment

Request Lifespan:

Line Information

Personalize | Find |   First ◀ 1 of 1 ▶ Last

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier	
1	 Copier Lease Konica Minolta ...	PO Dispatched	109.4500	USD	11.0000	EA	U S Bancorp Equipment Finance Inc	✖



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.

Business Unit UVM01Requisition ID 0000148842

Scroll AreaFind | View AllFirst1 of 1Last

Business Unit UVM01PO Number 0000160896Purchase Order Date 07/19/2017Match Rule UVM_MATCH

Supplier ID 0000000715Supplier Location EPAYU S Bancorp Equipment Finance Inc

PO LineFind | View AllFirst1 of 1Last

Line Number1Sched #1Item ID

Merchandise Amount1203.950PO Quantity11.0000Match Status PO:Partially Matched

PO Voucher LinesPersonalize | FindView All1-3 of 9Last

AP Unit	Voucher	Line	Entry Status	Match Status	Amount	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Distribution
AP001	00767872	1	Postable	Matched	109.450	EA	1.0000				
AP001	00772525	1	Postable	Matched	109.450	EA	1.0000				
AP001	00777686	1	Postable	Matched	109.450	EA	1.0000				

PO Receiver LinesPersonalize | Find | View AllFirst1 of 1Last

BU Recv	Receipt No	Receipt Line	Match Status	Amount	UOM	Recv Qty	Accept Qty
0.000							

Return to Manage Requisitions



Payment icon: Indicates payment was made. The check number (Payment Reference ID), check date, payment address, and other payment information can be found.

Business Unit:AP001

Requisition ID:0000140210

PO Number:0000152832

Voucher ID:00715691

Bank Name:US Bank NA

Pay Cycle:EPAY

Pay Cycle Seq #:390

Vendor Name:U S Bancorp Equipment Finance Inc

Address:PO Box 790448

Address Line 2:

City:St LouisMO63179-0448USA

Payment Amount:2,234.660 USD

Payment Method:EFT

Description:

Payment Reference ID:003821

Accounting Date:09/27/2016

Payment Date:09/27/2016

Days Outstanding:3

Payment Clear Date:09/30/2016

Reconcile Date:09/30/2016

Payment Date:09/27/2016

Review Payments							Personalize Find	First1 of 1Last
Details		Additional Details						
Business Unit	Voucher ID	Advice Sequence	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Payment Currency	
AP001	00715691	1	09/14/2016	313285413	279.98	279.98	USD	



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**.

Payment Inquiry

Search Criteria

Search Name

ALL

From

From Supplier Name 1

Supplier Location

*Amount Rule

Any

Amount

*Currency

Bank SetID

SHARE

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

SHARE

Remit Supplier

Settle By

Settlement Status

Single Payment Vouchers

Max Rows

300

Search

Clear

Keyword Search

Show Chart

*Chart Type

Bar Chart

To



- 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.

The screenshot shows a software window titled "Look Up From Supplier Name 1". It has a search bar with the text "Search by: Supplier Name begins with staples". Below the search bar are buttons for "Look Up", "Cancel", and "Advanced Lookup". A "Help" link is also present. The "Search Results" section shows a list of 8 results, with the first result being "Staples Advantage". The list is displayed in a table format with a header "Supplier Name".

Supplier Name
Staples Advantage
Staples Contract and Commercial Inc
Staples Technology Solutions
Staples, Andrew
Staples, Elizabeth
Staples, James
Staples, Jennifer
Staples, Sara



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.

Look Up From Supplier Name 1

Remit SetID: SHARE

Supplier Name: begins with ▼ %vermont

Look Up Clear Cancel Basic Lookup

Search Results



The search which contains “Vermont Com” produces a variety of results.

Look Up From Supplier Name 1

Remit SetID SHARE

Supplier Name begins with ▼ vermont com

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-10 of 10 Last

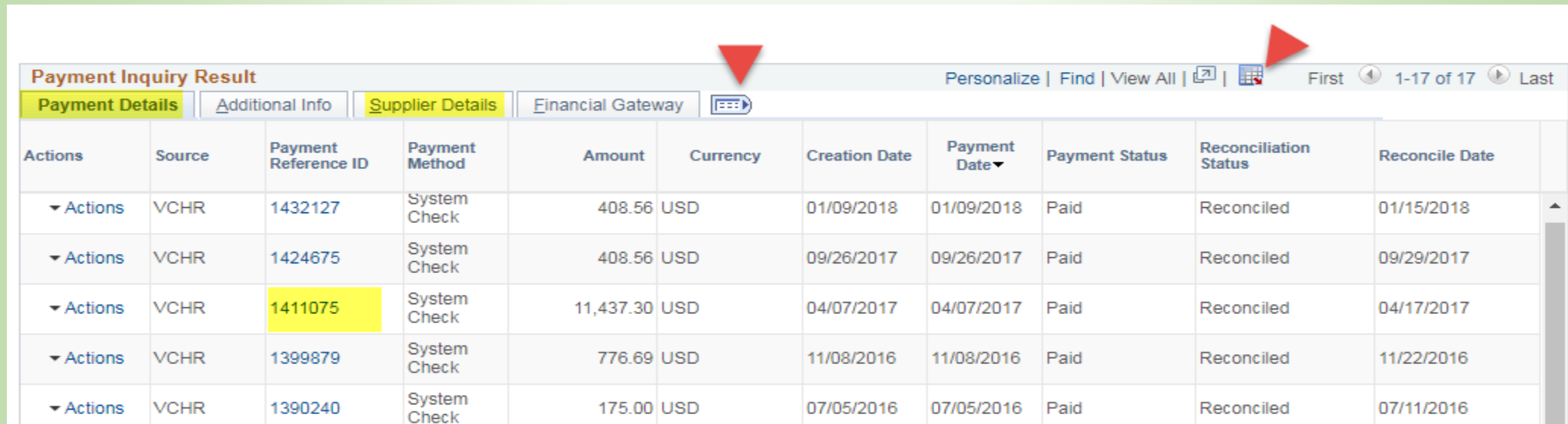
Supplier Name
Vermont Commercial Warehouse
Vermont Committee on Aids Resources
Vermont Common Foods LLC
Vermont Commons
Vermont Commons School
Vermont Community Development Assn
Vermont Community Foundation
Vermont Community Garden Network Inc
Vermont Community Media LLC
Vermont Compost Company



- 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.



Payment Inquiry Result										
Personalize Find View All [Grid Icon] [Print Icon] First 1-17 of 17 Last										
Payment Details Additional Info Supplier Details Financial Gateway [Menu Icon]										
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	1432127	System Check	408.56	USD	01/09/2018	01/09/2018	Paid	Reconciled	01/15/2018
▼ Actions	VCHR	1424675	System Check	408.56	USD	09/26/2017	09/26/2017	Paid	Reconciled	09/29/2017
▼ Actions	VCHR	1411075	System Check	11,437.30	USD	04/07/2017	04/07/2017	Paid	Reconciled	04/17/2017
▼ Actions	VCHR	1399879	System Check	776.69	USD	11/08/2016	11/08/2016	Paid	Reconciled	11/22/2016
▼ Actions	VCHR	1390240	System Check	175.00	USD	07/05/2016	07/05/2016	Paid	Reconciled	07/11/2016

- 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

[Back To Payment Inquiry](#)

Pymnt Ref ID 1411075

Bank Account # *****4935

Accounting Date 04/07/2017

Payment Date 04/07/2017

Pay Cycle AP_RUN Seq Num 1470

Days Outstanding 7

Supplier Name Vermont Community Foundation

Payment Clear Date 04/14/2017

Address 3 Court Street

Reconcile Date 04/17/2017

Value Date 04/07/2017

Middlebury VT 05753 USA

Payment Amount 11,437.30 USD Payment Method CHK

Description

Details

[Personalize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number▲	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
AP001	00742799	1	03/21/2017	GCAS-077897	11,437.30	11,437.30	USD			Accounts Payable Vouchers



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

UV_AP_EXPENSES - Voucher Accounting Lines

From Acctg Dt:

01/01/2017

31

To Acctg Dt:

01/31/2017

31

Vndr ShortName Like(%):

%

Account Like(%):

%

Dept Like(%):

55110

Fund Like(%):

%

PC Bus Unit Like(%):

%

View Results

Download results in :

[Excel SpreadSheet](#)

[CSV Text File](#)

[XML File](#)

(89 kb)



View All

First 1-2 of 2 Last

	Voucher	ShortName	Seq	Template	Line	Distribution Li	Descr	Acctg Date	Journal ID	Date	Line #	PO Unit	PO No.	Account	Descr	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property	Amount	Invoice	PO Line	PO Schedule Line	Line	
1	00734022	JACKSON LA-001	0	ACCRUAL	2	1	Accts Payable-General	01/23/2017	AP00270389	01/23/2017	55			20001	Blanket Order for Animals	15	55110	300	201003	000				0000	0000	0000	-492.000	INV_1349640	0		0	0
2	00734022	JACKSON LA-001	0	ACCRUAL	2	1	Animals-Lab	01/23/2017	AP00270389	01/23/2017	83	UVM01	0000150794	60032	Blanket Order for Animals	15	55110	300	201003	311	GCA01	031973	SPNS	0000	0000	0000	492.000	INV_1349640	2		1	1

29	00733767	GASLIGHT-001	0	ACCRUAL	1	1 Laboratory & Research Supplies	01/20/2017	AP00270327	01/20/2017	82	UVM01	0000153866	60071	Cleaning of Lab Coats	15	55110	100	100001	291	PC001	020141	FCLT	0000	0000	0000	27.000	16028			1	1
30	00733640	SHERATON01-001	0	ACCRUAL	1	1 Lodging Domestic	01/19/2017	AP00270253	01/19/2017	112	UVM01	0000152334	60502	Blanket 09/06/16-06/30/17 for	15	55110	100	100001	201				0000	0240	0000	210.000	52917			1	1
31	00732653		0	ACCRUAL	1	1 Research Study Subject Pay	01/12/2017	AP00269888	01/12/2017	125			61024	12/21/16 PTC	15	55110	300	201001	311	GCA01	031106	SPNS	0000	0000	0000	20.000	12/21/16 PTC			0	0
32	00732658		0	ACCRUAL	1	1 Research Study Subject Pay	01/12/2017	AP00269888	01/12/2017	125			61024	12/21/16 ptc	15	55110	300	201001	311	GCA01	031106	SPNS	0000	0000	0000	20.000	12/21/16 ptc			0	0

- 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


UV_AP_VOUCHER_PO_INFO - AP Voucher/PO Information


PO ID Like(%)


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 

Thru Invoice Date 

UV_AP_VOUCHER_PO_INFO - AP Voucher/PO Information

PO ID Like(%):

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:

Thru Invoice Date:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

First 1-8 of 8 Last

	Voucher	PC Bus Unit	Project	Dept	PO No.	Vendor ID#	Vendor Name	UVM Check Number	UVM Check Date	UVM Check Amount (all pmnts)	PO Line Amount	Vendor Invoice ID	Vendor Invoice Date	Req ID	Req Line	Req Sched	Req Distr	Account	Oper Unit	Fund	Source	Function	Program	Purpose	Property	AMOUNT FROM PO PAID THIS CHECK	Unit
1	00706970			55018	0000150206	0000000715	U S Bancorp Equipment Finance Inc	003551	08/02/2016	55893.280	1538.280	308989292	07/15/2016	0000137261	1	1	1	63502	15	305	200028	291	0000	0000	0000	128.190	UVM01
2	00709357			55018	0000150206	0000000715	U S Bancorp Equipment Finance Inc	003647	08/23/2016	56078.120	1538.280	311163380	08/16/2016	0000137261	1	1	1	63502	15	305	200028	291	0000	0000	0000	128.190	UVM01
3	00714964			55018	0000150206	0000000715	U S Bancorp Equipment Finance Inc	003803	09/23/2016	53463.760	1538.280	313285413	09/14/2016	0000137261	1	1	1	63502	15	305	200028	291	0000	0000	0000	128.190	UVM01
4	00720912			55018	0000150206	0000000715	U S Bancorp Equipment Finance Inc	004004	10/28/2016	56153.220	1538.280	314781865	10/03/2016	0000137261	1	1	1	63502	15	305	200028	291	0000	0000	0000	128.190	UVM01
5	00724801			55018	0000150206	0000000715	U S Bancorp Equipment Finance Inc	004116	11/18/2016	56265.410	1538.280	316938141	11/03/2016	0000137261	1	1	1	63502	15	305	200028	291	0000	0000	0000	128.190	UVM01



UV_AP_VOUCHER_PO_INFO - AP Voucher/PO Information

PO ID Like(%):

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:

Thru Invoice Date:

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (27 kb)

View All

First 1-38 of 38 Last

	Voucher	PC Bus Unit	Project	Dept	PO No.	Vendor ID#	Vendor Name	UVM Check Number	UVM Check Date	UVM Check Amount (all pmnts)	PO Line Amount	Vendor Invoice ID	Vendor Invoice Date	Req ID	Req Line	Req Sched	Req Distr	Account	Oper Unit	Fund	Source	Function	Program	Purpose	Property	AMOUNT FROM PO PAID THIS CHECK	Unit
1	00706760			11290	0000150055	0000000715	U S Bancorp Equipment Finance Inc	003551	08/02/2016	55893.280	1080.000	308989292	07/15/2016	0000137078	1	1	1	63502	01	100	100001	521	0000	0000	0000	270.000	UVM01
2	00707445			11290	0000151024	0000002881	Shred This Inc	1392354	08/05/2016	60.000	1500.000	223738	07/26/2016	0000138299	1	1	1	63133	01	100	100001	521	0000	0000	0000	20.000	UVM01
3	00707531			11290	0000151020	0000000987	Johnson Property Management LLC	1393170	08/16/2016	2033.750	6000.000	9816	07/22/2016	0000138298	1	1	1	63135	01	100	100001	521	0000	0000	0000	446.250	UVM01
4	00709282			11290	0000150055	0000000715	U S Bancorp Equipment Finance Inc	003647	08/23/2016	56078.120	1080.000	311163380	08/16/2016	0000137078	1	1	1	63502	01	100	100001	521	0000	0000	0000	270.000	UVM01
5	00710361			11290	0000151024	0000002881	Shred This Inc	1393847	08/26/2016	20.000	1500.000	225822	08/23/2016	0000138299	1	1	1	63133	01	100	100001	521	0000	0000	0000	20.000	UVM01



UV_AP_VOUCHER_PO_INFO - AP Voucher/PO Information

PO ID Like(%):

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:

Thru Invoice Date:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

First 1-6 of 6 Last

	Voucher	PC Bus Unit	Project	Dept	PO No.	Vendor ID#	Vendor Name	UVM Check Number	UVM Check Date	UVM Check Amount (all pmnts)	PO Line Amount	Vendor Invoice ID	Vendor Invoice Date	Req ID	Req Line	Req Sched	Req Distr	Account	Oper Unit	Fund	Source	Function	Program	Purpose	Property	AMOUNT FROM PO PAID THIS CHECK	Unit
1	00714028			52150	0000152590	0000046793	Edward Hirsch	1395739	09/20/2016	2000.000	2000.000	P152590 9/16/16 Svc	09/07/2016	0000139762	1	1	1	61241	12	320	330632	201	0000	0000	0000	2000.000	UVM01
2	00721960			52150	0000153800	0000043074	Richard P Boothby	1399223	11/01/2016	500.000	500.000	P153800 11/3/16 Fee	10/28/2016	0000141222	1	1	1	61241	12	320	330632	201	0000	0000	0000	500.000	UVM01
3	00725089			52150	0000154173	0000047174	Claudia Stokes	1400805	11/18/2016	500.000	500.000	P154173 11/11/16 Svc	09/23/2016	0000141562	1	1	1	61241	12	320	330632	201	0000	0000	0000	500.000	UVM01



Budget Transaction Detail Report

- Will produce a PDF or CSV file.
- CSV file Can be downloaded to Excel.

Operating Monthly Budget Rpt

Run Control ID: Report Report Manager Process Monitor Run

Language: English

Period Range

*Fiscal Year 2017 *From Period 1 July 07/01/2016 07/31/2016
*To Period 1 July 07/01/2016 07/31/2016

Run Options

☐ Financial Data in XLS? ☒ Include Transaction Detail ☐ Include Net Activity
☒ Include PO Summary ☐ Payroll Financial Data by Person ☐ Suppress Revenue Amounts

Chartfield Values

OU ☒ % to % Tree Viewer
Dept ☒ 52120 to 52120 OR Tree Node
Fund ☒ 150 to 150
Source ☒ % to %
Function ☒ % to %
Program ☐ % to %
Purpose ☒ % to %
Property ☒ % to %

Check box to include chartfield value in output.
Uncheck box to summarize across selected values.



Report ID: GLS8005
Bus. Unit: UVM01--University of Vermont
Ledger Grp: DETAIL_KK -- KK Detail Ledger
Post Date: All Dates
Tran Type: All Types
Selected Chartfield Parameters: Budget Per: 2017 Account: All
Dept: 52060-Biology Fund: All
Fctn: All Ppse: All
Source: All Prjct: All Prgm: All OU: All Ppty: All

PeopleSoft GL
BUDGET TRANSACTION DETAIL

Page No. 262
Run Date 05/11/2017
Run Time 08:42:30

Account-Description	Per	Dept	Fund	Func	Ppse	Source
65105-Laboratory Equip Maint	2017	52060	100	201	0074	100001

Budget						Total Budget	Total Recognized	Pre Encumbered	Encumbered	Expended
Post Date	Transaction	Document ID	Line	Reference		Amount	Amount	Amount	Amount	Amount
08/18/2016	REQ_PREENC	0000139202	1	65105 VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	1,651.05	0.00	0.00
08/19/2016	PO_POENC	0000151949	1	65105 VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	-1,651.05	0.00	0.00
08/19/2016	PO_POENC	0000151949	1	65105 VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	0.00	1,651.05	0.00
08/19/2016	PO_POENC	0000151949	1	65105 VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	0.00	-1,651.05	0.00
08/19/2016	PO_POENC	0000151949	1	65105 VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	0.00	0.00	0.00
08/19/2016	PO_POENC	0000151949	1	65105 VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	0.00	1,651.05	0.00
12/05/2016	GL JOURNAL	P027486-51	1	65105 02-DEC-16/11/04/2016-SQ *ALL-STATE SCALE COMPA		0.00	0.00	0.00	0.00	1,820.00
12/19/2016	AP_VOUCHER	00729211	1	65105 PO151949-VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	0.00	0.00	1,651.05
12/19/2016	AP_VOUCHER	00729211	1	65105 PO151949-VHV Company In/Autoclave repair (009 MLS)		0.00	0.00	0.00	-1,651.05	0.00
Number of Transactions 9						Totals	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 disburse@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 #		
EXEMPTIONS	Exempt Payee Code (if any)	Exempt from FATCA reporting code (if any)
<ul style="list-style-type: none">Codes apply only to certain entities, not individualsFATCA applies to accounts maintained outside the US		
	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 E-mail Address		
Where will work be performed?	Supplier location _____ UVM _____ Other _____	
Would you be willing to accept payment via credit card (VISA)? (Please circle) YES or NO		
University of Vermont's payment terms are Net 30		
Check only ONE federal tax classification: <input type="checkbox"/> Individual/Sole Proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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



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 or payment?](#)
- [UVM Policies](#)



THE UNIVERSITY OF VERMONT

Questions?