The University of New Orleans
PeopleSoft 9.0: End-User Training

- Purchase Order Inquiry
- Voucher Inquiry
- Payment Inquiry
- Receiving
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Signing into PeopleSoft

PeopleSoft is accessed by the PeopleSoft home page. Security access in peoplesoft financials is determined by the task performed and determines which menu items are viewable.

Once you have accessed the PeopleSoft homepage you will need to enter your credentials.

1. Open a web browser.
2. Type the **Peoplesoft URL address** into the browser address field and press **<Enter>**
   
   ![Image of PeopleSoft Sign in page](https://finserv.uno.edu/finprd/signon.html)
   
   or select the browser from your list of favorites if you saved it to your list. *The PeopleSoft Sign in page appears as shown below.*
3. Type the assigned User ID and Password. **Note:** The Financials password is the same as your user name and password used to login to your computer, email and WebSTAR account. If you have problems accessing Financials contact the Helpdesk at (504) 280-HELP (4357).
4. Click Sign In
Signing Out of PeopleSoft

For security purposes, the PeopleSoft system logs you out of your application after a period of inactivity. Prior to your session timeout, the system might provide a warning that your browser session is about to expire. You can continue with your current session by clicking the OK button in the warning message. If you do not respond within two minutes, the session ends and the expired connection page opens. To return to your application, click the Sign in to PeopleSoft link. The Sign In page appears and you can once again sign in to your application.
Purchase Order Inquiry

To access an existing purchase order:

1. Click purchasing from the menu.

2. Select the hyperlink “Review PO Information”.

![Menu Image](menu.png)

![Purchasing Image](purchasing.png)
3. Select the task hyperlink Purchase Orders.
4. Enter the criteria you wish to search for and click **Search**.

*Note: The most common used fields on this search page are PO ID-Purchase order number, Purchase Order Reference- The requestors last name, first name R12345(five digit requisition number), Ship To Location and Department number.*
5. The search results will display on a grid. To view the purchase order click on the PO ID you desire to view.

6. To view a copy of associated documents related to the purchase order, select the “Header Comments” hyperlink.
Printing Purchase Orders

Navigation: Purchasing>Purchase Order>Review PO Information>Print POs

To print a purchase order:

1. Select the Add a New Value Tab
2. Create a Run Control of your choice. Note: To run a report(print a purchase order), you must create a run control. A run control is a unique name that is used each time you request to run
3. Select the Add Button

4. Enter Business Unit: UNOLF
5. Enter Purchase order number in the PO ID field.
6. Check print duplicate
7. Select the Run button
8. Select Ok from the Process Scheduler Request Screen

9. Select the Report Manager link.
10. Click on the Administration tab and select the description (PDF will appear in a new window).
11. Print
12. Click the delete button to delete the selected report.
Basic Vendor Search

To complete a basic search:

1. Select Vendors > Vendor Information > Add/Update > Review Vendors

![Menu](image1)

2. From the page, type the short vendor name and click search.

![Review Vendors](image2)
3. Select the desired vendor from the search results to view.
Part II

Receiving
PeopleSoft 7.5 Invoice Processing

1. Requisition From Department → PO Created → Budget Check when valid, item is ordered
2. Verbal Request → DO Created → Information entered into Access Database
3. Invoice Received in Payables → Manually verified to information in PeopleSoft PO system & Access DO database
   - Notes made on invoice: scan to research folder or email for PO or DO
   - When settled
4. Over $1,000 waits for E-Mail approval
5. VOUCHER ENTERED → TWO-WAY MATCH PROCESS Run nightly → Voucher in line for payment
6. INVOICE READY FOR APPROVAL → Less than $1,000 waits 3 business days for payment by default
PeopleSoft 9.0
Invoice Processing

1 - AMOUNT: Amount only PO line, by default, will have receipts price field open for editing, not the quantity field.
2 - QUANTITY: Quantity only PO line, by default, will have receipts quantity field open for editing, not price field.

Revised 3/19/09
Inquiries

Inquiring on a Voucher

Navigation: Accounts Payable>Review Accounts Payable Information>Vouchers

Payables provide an inquiry page that will enable you to access your voucher and payment information when you need it.

To inquire on a voucher:

1. Click the Accounts Payable link
2. Click the Review Accounts Payable Information link
3. Click the Vouchers link
4. Click Voucher
5. Enter the voucher number, invoice number or any valid search criteria. *Note: The invoice is searchable by typing the invoice number in the Invoice ID field.
6. Select, search and the voucher inquiry results will appear at the bottom of the page.

7. Use the tabs to navigate to view the voucher details, amounts and additional details.
8. Click the Detail Lines button to access the Voucher Details page, where you can view line and distribution line detail for the voucher.
View Actual Invoice Image
Navigation: Accounts Payable>Voucher>Add/Update>Regular Entry

1. Enter Voucher ID and select search.
2. From the View Related drop-down menu Select, View Invoice Image.
3. Select Go.
2. The invoice will appear in PDF format in a separate window.
Voucher Summary & Related Documents

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

1. Click Regular Entry

2. Enter Voucher search criteria.
3. Based upon your search criteria, the voucher search results will appear. Select the voucher you want to review.

The summary tab appears allowing you to view related information such as: Accounting Entries, Payment Information and the Purchase Order.

4. Select Accounting Entries Inquiry and click the Go icon.
5. The accounting entries will appear in a new window. (Close the window to return to the summary page.)
Payment Information Inquiry

Navigation: Accounts Payable>Vouchers>Add/Update>Regular Entry

1. Enter Invoice Number
2. Select yellow button.
3. Select the link to retrieve the voucher summary page.

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

Find an Existing Value

Use Saved Search: 

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UNOLF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Invoice Number:</strong> begins with</td>
<td>BLNK4TEST8</td>
</tr>
<tr>
<td>Short Vendor Name</td>
<td>begins with</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Name 1</td>
<td>begins with</td>
</tr>
<tr>
<td>Voucher Style</td>
<td>=</td>
</tr>
<tr>
<td>Related Voucher</td>
<td>begins with</td>
</tr>
<tr>
<td>Entry Status</td>
<td>=</td>
</tr>
<tr>
<td>Voucher Source</td>
<td>=</td>
</tr>
</tbody>
</table>

[Search] [Clear] [Basic Search] [Save Search Criteria] [Delete Saved Search]

Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Gross Invoice Amount</th>
<th>Payment Amount</th>
<th>Invoice Date</th>
<th>Short Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOLF</td>
<td>00340170</td>
<td>BLNK4TEST8</td>
<td>410.69</td>
<td>410.69</td>
<td>04/23/2008</td>
<td>VWR INTL C-001</td>
</tr>
</tbody>
</table>
4. Select the Related Documents Tab.
5. View Purchase Order Payment Status, Scheduled Pay Date, Payment Reference (Check Number) and Payment Amount.
Receiving Items

Navigation: Purchasing>Receipts>Add/Update Receipts

When shipments arrive from the vendors, the items included in the shipment are required to go through the receiving process. The receiving process involves recording the items delivered and comparing shipment information to what was originally ordered through a purchase order. At UNO receiving will be documented in two different ways. One way will be for quantities received on all purchases that are not related to blanket, contracts, or verbal purchase orders. For blanket, contract or verbal purchase orders we will receive the amount of the invoice.

To receive from a purchase order:

1. Click the purchasing link
2. Click the Receipts link
3. Click the Add/Update Receipts link
• The following information should default:
  Business Unit: UNOLF
  Receipt Number: NEXT **Do not modify this field.
  PO Receipt: Check mark in the box

4. Select the yellow [Add] button.
5. Enter the PO ID from your Match Exception report in the field labeled “ID” then click the yellow Search button. **Do NOT hit enter.**

![Select Purchase Order](image)

5b. If the PO is a Blanket PO, before selecting search deselect the check mark in the “Retrieve Open PO Schedules” box located above the Search button.

![Select Purchase Order](image)

**Sample Match Exception Report:** Report is located in your email as a PDF.

![Sample Match Exception Report](image)

- The system will retrieve a line of information associated with the keyed PO. If the PO has multiple lines, all lines will appear on the grid.
6. Select the Line(s) that you want to receive by clicking in the box under the column heading “Sel” (short for “select”)

![Image of table with selected rows](image)

7. Select the yellow **OK** button.

7a. For Regular Purchase orders the quantity under the column heading “Receipt Qty” is the entire quantity available for receiving. The quantity that appears in the Receipt Qty field is the quantity ordered. Change the value in the field under the column heading “Receipt Qty” to the quantity you received. Hint: You will only need to modify the quantity if you received less than the Purchase order quantity. *(ie. The purchase order is created for 10 desks. You receive only 3 of the desk. Your receipt entry would be for only quantity 3, not for quantity 10.)*

![Image of receipt lines](image)

7b. If the PO is a Blanket Order, the “Price” field will be $1.00. For a blanket Order, enter the subtotal amount in the field under the column heading “Price”. For a Verbal purchase order, the “Price” field will be the amount of the requested Verbal Purchase Order. Enter the actual amount that was spent minus any taxes or freight. Then click the optional input tab and enter the invoice number on the match exception report. *(ie. The invoice subtotal is $150.00, taxes $25, freight $20, total charges $195. You would enter the receipt for $150.)*

![Image of subtotals and invoice](image)
Sample: Blanket Purchase Order

```plaintext
<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Price</th>
<th>Receipt Qty</th>
<th>Acc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>BLANKET PURCHASE ORDER FOR FLO</td>
<td>1.0000</td>
<td>1.0000</td>
<td></td>
</tr>
</tbody>
</table>
```

Sample: Verbal Purchase Order

```plaintext
<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Price</th>
<th>Receipt Qty</th>
<th>Acc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>GAS LIGHT</td>
<td>50.0000</td>
<td>1.0000</td>
<td></td>
</tr>
</tbody>
</table>
```

8. Click the optional input tab and enter the invoice number EXACTLY the way it appears on the match exception report (in the Inv # column). If you received all the items, you do not need to modify the value. **Note: If there are multiple lines, you need to enter the invoice number for each line.**

9. Click the yellow button labeled Save. Once the receipt is saved the Receipt Status changes from Open to Received.

10. To receive the next item on your match exception report click, the yellow Add button.
Correct Received Item
Navigation: Purchasing>Receipts>Add/Update Receipts>Find an Existing Value

1. Purchasing
2. Receipts
3. Add/Update Receipts
4. Select Find and Existing Value

5. Business Unit: Default's to UNOLF. If the business unit does not default key it in.
6. Enter the receipt number. **Note. The receipt number can be found on the match exception report.
7. Click Search
8. From your search results select the desired receipt.
9. Modify the receipt quantity or price field.
10. Select Save.

**Cancel Receipt**

Navigation: Purchasing>Receipts>Add/Update Receipts>Find Existing Value

1. Purchasing
2. Receipts
3. Add/Update Receipts
4. Select Find and Existing Value
5. Business Unit: Default's to **UNOLF**. If the business unit does not default key it in.
6. Enter the receipt number or Purchase Order Number you desire to cancel. **Note.** The receipt number and PO number can be found on the match exception report.
7. Click Search
8. From your search results select the desired receipt.
9. Select the red X to the right of Receipt Status.

![Image of Maintain Receipts screen showing Receipt Status with a red X to the right of it]

10. A message will appear displaying the below message.

11. Select Yes.

![Image of Canceling Receipt screen]

12. The receipt will change to “Canceled”.
Speed Key Lookup
Navigation: University of New Orleans>UNO General Ledger>Speedkey Lookup

1. Select the Speed Key Lookup link
a. Enter any information you have and click the search button.
b. Results are displayed below.
c. Select hyper link to view speed key.
Speed Chart Lookup

Navigation: University of New Orleans>UNO General Ledger>SpeedChart Update

1. Select the SpeedChart Update

2. Enter the speedkey

3. Select Search
4. View Speed Chart
Part III

Verbal Purchase Orders

Formerly DO (Direct Orders)
Direct Orders will now be known as verbal purchase orders.

Changes to expect:

1. All verbal purchase orders will be entered into PeopleSoft.

2. All amounts requested will be reserved from your budget through an encumbrance.

3. Budget checking must validate before a verbal purchase order number will be issued.

4. Pre-Verification of your vendor is a MUST.
   a. Everyone with access to enter an online request will be given permissions to view our vendor database.
   b. You will be able to search for a vendor using several features. The primary key for UNO will be the TAX ID or Social Security Number of the company or individual providing services.
   c. If your vendor is not present in the database, you will need to request the W-9 form from the vendor and complete the vendor add or update request form on the purchasing SharePoint site. A copy of the W-9 form can be found on the Internal Revenue Service’s website at http://www.irs.gov/pub/irs-pdf/fw9.pdf.
   d. If there is a change in vendor from the original request, you will be required to submit a request to the purchasing office to change the purchase order to the new vendor. Please lookup the buyer of the purchase order in the system and submit a request to change the vendor to them. Accounts Payable will not be able to process invoices until this is completed.

Two ways to request a verbal purchase order:

1. You can continue to place phone calls to the purchasing office to request a verbal purchase order as you have done in the past. We ask that all requests for multiple verbal purchase orders be processed through our SharePoint form.

2. You will also be able to request a verbal purchase order through our Verbal PO Request form on SharePoint. You can find this on the purchasing SharePoint site.
   a. Access to this will be assigned to parties designated by the business manager, dean, director, or department chairperson of each division.
   b. Should you need to request access, the responsible party for your division will need to submit a request to the purchasing office. The purchasing office’s email address is purchase@uno.edu.
Pre-Verification of Vendor

VENDORS > VENDOR INFORMATION > ADD/UPDATE > REVIEW VENDORS

1. Enter your search criteria. All vendors that are able to be used have our primary key loaded (Tax ID or SSN). If a vendor is in our system without a primary key, you will be required to obtain the W-9 before we can process the purchase order request.

   a. First search for TAX ID or SSN in the ID Type field:

      i. Assure the Vendor Status is set to approved.

      ii. Assure the TAX ID is selected from the drop down box.

      iii. Enter the TAX ID or SSN into the criteria field without dashes or spaces.

         1. For Example 12-3456789 would be entered as 123456789. Click Search.

      iv. If no search results return from your first search, enter the Tax ID or SSN into the ‘Withholding Tax ID’ field and click search again.

      v. If no results return, the vendor is not loaded in the database with the Tax ID or SSN.
*NOTE* You will need to enter the Tax ID or SSN into the two fields independently. The system will not search correctly should you place it in both fields in one search. It will look for a vendor that has it entered in both fields. We will never have a Tax ID or SSN entered into more than one place on a vendor.
Vendor Add/Update Request Using SharePoint

In order to access the SharePoint site, a request must be made to the purchase office requesting access to this form. The email can be submitted to the general purchasing mailbox (purchase@uno.edu). The request must be from the Dean, Department Chair, Business Manager or other applicable authority over the department budgets.

The purchasing SharePoint site may be accessed by entering this url:

https://sharepoint.uno.edu/finance/purchasing/default.aspx

1. Select Vendor Add or Update Request under documents on the left navigation bar.
2. Select New, complete the form, attach the w-9 from the vendor and submit.
3. You will receive an email with the following information.

![Vendor Add or Update Request has started on 2009-03-19APPLE ONE.](image)

Each person will receive a task to approve 2009-03-19APPLE ONE. The tasks will be assigned one at a time in the order shown above.

View the status of this workflow.

4. You can view the status of the order by selecting the ‘view the status of this workflow’ link.

5. Purchasing will receive an email requesting the verbal po and reply with the verbal po number as illustrated below.

![Vendor Add or Update Request has completed on 2009-03-19APPLE ONE.](image)

Approved by Kerry John Hutchinson, Jr  
Vendor number 0000012345

View the workflow history.

If you have trouble reading the PO number you can select the ‘view workflow history’ link.
Requesting a Verbal Purchase Order Using SharePoint

In order to access the SharePoint site, a request must be made to the purchase office requesting access to this form. The email can be submitted to the general purchasing mailbox (purchase@uno.edu). The request must be from the Dean, Department Chair, Business Manager or other applicable authority over the department budgets.

The purchasing SharePoint site may be accessed by entering this url:

https://sharepoint.uno.edu/finance/purchasing/default.aspx

a. Select the Verbal PO Request under documents on the left navigation bar.

b. Select New, complete the request form and submit.
c. You will receive an email with the following information.

![Image of Verbal PO Request email]

5. You can view the status of the order by selecting the ‘view the status of this workflow’ link.

6. Purchasing will receive an email requesting the verbal po and reply with the verbal po number as illustrated below.

![Image of Verbal PO Request completed email]

If you have trouble reading the PO number you can select the ‘view workflow history’ link.

![Image of Workflow History]