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

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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>**
   
   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.
The following steps will guide you through signing out of peoplesoft:

1. From the navigation header, click the **Sign out** link.

Navigating the PeopleSoft Home Page

When you have successfully logged into PeopleSoft the home page, will appear.
The PeopleSoft home page is composed of two sections:

**Menu:** The menu is a structure designed to outline components that are within pages to help The University of New Orleans manage financial information. The menu contains links to content references, which enable you to access transaction pages, from which you can carry out actions and modify your data. Links display in a hierarchical format, some leading directly to transaction pages and some leading to other links. Menu items can expand or contract, depending on their content.

**Universal Navigation Header:** The Universal navigation header appears at the top of every page as long as you are logged in.

**Links on the Universal Navigation header:**

<table>
<thead>
<tr>
<th>Links</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Click to return to your home page</td>
</tr>
<tr>
<td>Worklist</td>
<td>N/A</td>
</tr>
<tr>
<td>Multichannel Console</td>
<td></td>
</tr>
<tr>
<td>Add to Favorites</td>
<td>Click to add the current page to your favorites list for easy accessibility. The favorites list is like your own list of bookmarks to components and transaction pages that you use frequently. Once you add a favorite, it appears under the My Favorites folder in the menu. You can return to the page by expanding the My Favorites folder and clicking the link for the page that you want to view.</td>
</tr>
<tr>
<td>Sign Out</td>
<td>Click to sign out of the application and return to the Sign In page.</td>
</tr>
</tbody>
</table>

**Important!** For security purposes, it is important that you sign out when you are finished with your PeopleSoft session rather than simply closing the browser window. Other users could potentially access your cached homepage from another portal if you do not sign out properly.
Navigating the Menu and a Page

The menu items display the contents of a selected item folder. The menu is composed of an organization of pages that store data. Notice the two types of menu options: Links and folders. Each folder is followed by an arrow. When you click on the arrow, it expands and displays the page to the right of the navigation menu. When you click a folder link on a custom navigation page, you access another navigation page that reflects the contents of the selected folder. When you click a content reference link on a custom navigation page, you access the actual page to which the content reference points.

Figure 1. Clicking on a navigation link displays the page to the right of the navigation menu.

Figure 2. Clicking on a folder displays another navigation page that reflects the content of the folder.
Hiding the Menu

The menu can be a distraction while navigating throughout PeopleSoft. Hide the menu by clicking the minimize button at the top of the menu pagelet. The menu is then replaced by an icon. You can restore your menu at any time by clicking the expand menu icon.

Figure 1. Hides the menu

Figure 2. Restores the menu
To access the menu items:

1. Click a menu group (e.g. Purchasing)
2. Select a task menu or folder and click the hyperlink.

3. Select the task and click the hyperlink.
4. Enter the criteria you wish to search for and click Search.
Opening multiple windows

The New Window link in the page bar opens a new browser window or child window that displays the search page for the current component. From this window, you can view or enter new data. You can open as many child windows as needed by clicking the New Window link. Do not select File or New Window from the browser menu. Doing so copies the current HTML from the parent window, instead of opening a new PeopleSoft-maintained window session.

Understanding Search Pages

There are two types of search pages: basic search pages and advanced search pages. When you select a page, the system often displays a Find an Existing Value tab that enables you to do a basic search and also provides an Advanced Search link.

A basic search page enables you to search by just one field at a time, and then only using the "begins with" operator. To designate the search field, if more than one is available, select the desired field from the Search by drop-down list box and then click the Search button to display the results of your search. You can perform a partial search by first entering part of a name or description in the begins with text box.

Entering Search Criteria

By default, the search function can retrieve up to 300 entries from the database, displaying a number of results at one time in the Search Results grid. (For certain applications, the default may be something other than 300.) Use your browser’s scroll bar to view all listings on the current page. If not all results are displayed at once, you can click the Show Next Row button (the right arrow) above the grid to view the next set of rows, and you can click the Show Previous Row button (the left arrow) to see previous sets of rows. You can also click the First and Last links to display the first and last sets of rows of search results. In addition, you may be able to click a View All or View x button—to view all records at once or to view a designated number of records.
When performing an advanced search, you can use a variety of operators to narrow your searches—by a particular first letter, by values that are less than or greater than a specified amount, and so on.

You can use the following operators:

<table>
<thead>
<tr>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begins with</td>
</tr>
<tr>
<td>Contains</td>
</tr>
<tr>
<td>=</td>
</tr>
<tr>
<td>Not=</td>
</tr>
<tr>
<td>&lt;</td>
</tr>
<tr>
<td>&lt;=</td>
</tr>
<tr>
<td>&gt;</td>
</tr>
<tr>
<td>&gt;=</td>
</tr>
<tr>
<td>Between</td>
</tr>
<tr>
<td>In</td>
</tr>
</tbody>
</table>
Basic Vendor Search

To complete a basic search:

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

2. From the page, type the short vendor name and click search.
3. Select the desired vendor from the search results to view.

Advanced Search

On the advanced search page, you can narrow your search, both by searching based on more than one field at a time and by using a variety of search operators.

In some cases, search pages may include the Include History and Correct History options. In addition, search pages contain the Case Sensitive check box to enable you to perform case-sensitive searches.

To complete Advanced Search:

1. From the Basic Search page select, the Advanced Search Link.
When specifying search criteria, you can enter a full or partial value for any key field. Based on what you enter, the system uses the search record to present a list of possible matches or, if there is only one match, the page that you requested. Often, however, you do not have all of the information that you need.

In the description field the system narrows the search by displaying information based upon the search criteria entered.
Once you enter the search criteria, a list that matches the criteria appears in the Search Result area.

![Vendor Information](image)

### Saving Search Criteria

If you are conducting an advanced search, you can click the Save Search Criteria link to name and save the specifics of your search. If you have saved one or more searches, you can use the Use Saved Search drop-down list box to select a saved search. Once you save a search, you can use that specific search record in other search pages that use the same search record. You can remove any saved searches by clicking the Delete Saved Search link.
Using Wildcards to find information

PeopleSoft applications support three wildcard characters to help you search for data in character fields. You can use these wildcards to track down the exact information that you need.

💡 Wildcards only work with the begins with and contains operators.

Here are the supported standard wildcards:

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>% (percent sign)</td>
<td>Matches one or more characters</td>
</tr>
<tr>
<td>_ (underscore)</td>
<td>Matches any single character</td>
</tr>
</tbody>
</table>

Example: If you enter the letter, A%n in the search field. Your search results will include all values with the first letter beginning with A including the letter n. Administrator, Anthony etc.

Using Look Up Prompts

To initiate a search, click the lookup button. The Look Up page opens, displaying all valid values for that field up to 300 rows. To narrow your search, you can search by a certain field in the Search By field. If you only have partial data, the search operators in the drop-down list box can help make a search more specific. As with a search page, use the Advanced Look Up page to enter additional criteria by which to search. When you find the field value that you need in the Search Results grid, click the link to automatically populate the field from the original page with your selection.

To use the lookup prompt:

1. Click the search button.
   The results will display bases on the value entered into the search field.
Using Calendar Prompts

When entering information in a date field, you can select the calendar prompt button to the right of the field to help you choose a date. You can also enter the current day’s date by entering today in the date field. Press TAB to exit the field; the current date appears.

To use the calendar prompt:

1. Select the calendar prompt button to the right of the field.
2. Select the month and year current date.

![Calendar](calendar.png)

The calendar will close and insert the selected date in the field.

**Adding Favorites**

Click to add the current page to your favorites list for easy accessibility. The favorites list is like your own list of bookmarks to components and transaction pages that you use frequently. Once you add a favorite, it appears under the My Favorites folder in the menu. You can return to the page by expanding the My Favorites folder and clicking the link for the page that you want to view.

To add favorites:

1. Open the page that you want to designate as a favorite.
2. Click Add to Favorites in the universal navigation header.

The Add to Favorites page appears, with the page name as the default in the Description field.
If you like, update the description for the favorite.

3. Click, __________

   The favorite is saved and displayed in the My Favorites folder.

**Editing Favorites**

On the Edit Favorites page, you can re-label favorites, delete favorites, or modify the sequence in which they appear on your menu pagelet.

To Edit Favorites:

1. Expand the My Favorites folder in the menu pagelet.

2. Click Edit Favorites.

   The Edit Favorites page appears, displaying a grid with the favorites that you selected and their sequence numbers. If there are no favorites currently saved, a message indicates this in place of the Favorites grid.
3. Locate the favorite that you want to modify, and make your changes.
   To re-label a favorite, type a new name in the text box. To delete a favorite, press the Delete button associated with it. To reorder favorites, type an appropriate number in the Sequence number box.

4. Save your changes.

**Working with Grids**

Grids offer several functional features that scroll areas do not:
- Select Tabs for multiple views of a grid
- Collapse grids
- Customize Grids
- Download grid data

**Selecting Tabs for multiple views of a grid**

Tabbed grids enable you to view multiple columns of information without scrolling to the right. By clicking the Show All Columns button just below the grid's navigation header, you can view the remaining columns of grid data.
To restore the grid to its original state, you can then click the Show Tabs button. Alternatively, some grids may have an Expand All button to the right of the tabs, which enables you to expand the grid columns to the right so that no tabs appear.
Collapsing Grids

You may also encounter grids that can be collapsed or expanded. Click the right-pointing triangle in front of the grid heading to expand a grid that is hidden from view (collapsed).

These examples show both the collapsed and expanded states of the Component Interfaces grid.

Collapsed grid example:

![Collapsed grid example](example1.png)

Expanded grid example:

![Expanded grid example](example2.png)
Change the column order:

1. Under Column Order on the Personalize Column and Sort Order page, select the column that you want to move.

   To select multiple adjacent columns, hold down the SHIFT key as you select additional column names. To select multiple nonadjacent columns, hold down the CTRL key as you select additional column names.

   If your grid contains tabs, the system displays the tab separators in the Column Order list. You can move the tab separator just as you would a regular column, thus altering the number of columns that the system displays on a particular tab at once.

2. Click the up or down arrow buttons to move the column up or down in the list.

   ![Arrow buttons](image)

   If you move a frozen column below an unfrozen column, the system disables the frozen setting.

3. Repeat steps one and two to move any additional columns.
4. Click **OK** to save your changes and return to the transaction page.

Hide a column:

1. Under Column Order, select the column that you want to hide.

   To select multiple adjacent columns, hold down the SHIFT key as you select additional column names. To select multiple nonadjacent columns, hold down the CTRL key as you select additional column names.

2. Select the Hidden check box.

   **Note.** When you use the find feature in the grid, the system will not search any columns that you set as hidden.

3. Click **OK** to save your changes and return to the transaction page.

Freeze a column:

1. Under Column Order, select the column that you want to freeze.

   **Note.** Any columns that the developer already defined as frozen appear with the Frozen check box selected. You can override this setting by clearing the check box.
2. Select the Frozen check box.

The system automatically freezes the selected column and all columns above it. If you move a frozen column after an unfrozen column, the system disables the frozen setting.

3. Click OK to save your changes and return to the transaction page.

Frozen columns appear on all the tabs within the grid.

**Manipulating Grid Column Sort Order**

Under Sort Order on the Personalize Column and Sort Order page, you can alter the grid column sort order. Any sort order changes that you save remain in place until you change them again.

**Specify a persistent sort order for a grid:**

1. Under Column Order, select the column on which you want to sort.

Note that you can sort hidden columns; however, you cannot select the following column types for sorting:

- Tab separators.
- Images.
- Buttons or links.
- HTML areas.

2. Click the right arrow to display that column under Sort Order.

To select multiple adjacent columns, hold down the **SHIFT** key as you select additional column names. To select multiple nonadjacent columns, hold down the **CTRL** key as you select additional column names.

3. If you have moved more than one column to Sort Order, you can select a column and click the up and down arrow button to alter the sort hierarchy.

You can sort multiple columns at once. The system considers the first column in the list the primary sort, the second the secondary sort, and so on.

4. To sort columns in descending order (instead of the default ascending order), select the Descending check box for the highlighted column.

The system applies the *(desi)* text next to the column name to indicate which columns are sorted in descending sort order.

5. Click OK to save your changes and return to the transaction page.

The system saves your sort settings until you change them again or until you click the Restore Defaults button in the Personalization page.
You can override the sort order of a column in a grid directly in the transaction page without altering the personalization settings. To do so, click the column heading link (not underlined) for the column that you want to sort. This sorts the column in ascending order. You can toggle between ascending and descending order by repeatedly clicking the column heading link. The last column heading link that you click becomes the primary sort for the grid. Note that this type of sorting is only temporary. When you exit the transaction, the system does not save the sort order that you just performed.

**Downloading Grid Data**

Some grids enable you to download grid data to a Microsoft Excel spreadsheet. The download feature extracts all active, unhidden rows, regardless of whether the rows are visible on your screen.

To download grid data:

1. Click the Download button while pressing the Ctrl button in the grid's navigation bar.
   
   A new browser window opens, showing the data in a spreadsheet-like format.

2. Select File, Save As and save the data as a Microsoft Excel (.xls)
Customizing a Page

1. Click the Customize Page link.

2. You have the ability of making this page the top when you open the page group by click the checkbox.

   The following options are available based on the type of page you are viewing:
   - Save the View all setting on the row grids by clicking this check box.
   - Change and save the tabbing sequence of the fields and buttons by clicking the checkbox. This box is checked by default.
3. The tab sequence of each button, link and field is indicated by the small number above and to the left of the object.

4. To change the tab sequence, click the radio button for the action you want and then click the tab sequence number.

5. Click the ok button to save your changes.
6. If you decided the new tab settings aren’t working for you, return to the default settings at any time and click the Restore Default button.
Using Process Buttons

The following buttons process transactions:

- **Apply**
  - Click to apply the data input without returning to the main page, in case you want to perform additional searches. Usually found on a page that you open by clicking a prompt button.

- **OK**
  - Click to accept the data input made on an auxiliary page and return to the main page.

- **Cancel**
  - Click to clear the page and any data that you may have entered or changed without saving. When you click Cancel, the system does not warn you to save changes. Click Cancel if you entered data incorrectly and want to begin again.

Using Toolbar Buttons

The toolbar appears at the bottom of most pages. It can include search list navigation buttons, page navigation buttons, and page action buttons; it changes depending on the type of page that is active or the settings that the developer has put into place for a particular transaction. Not all buttons shown in the following table appear on every page. Likewise, some buttons may be unavailable for selection.

- **Save**
  - Click to send the information that you have entered on the page to the database. You generally save when you come to the end of a component. The Save button updates the data for all pages in a component. When activated, the system displays the saved message in the upper-right corner of the page.

- **Return to Search**
  - Click to return to the search page.

- **Previous in List**
  - Displays the data for the previous data row in your search results grid. This button is unavailable if you did not select the data row from the search results grid, if there was only
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous tab</td>
<td>Displays the previous page in the current component. If you are in the first page of the component, this button is unavailable.</td>
</tr>
<tr>
<td>Next in List</td>
<td>Displays the information for the next data row in your search results grid. This button is unavailable if you did not select the data row from a search results grid, if there was only one row in the grid, or if the data that appears is the last row in the grid.</td>
</tr>
<tr>
<td>Next tab</td>
<td>Displays the next page in the current component. If you are in the last page of the component, this button is unavailable.</td>
</tr>
<tr>
<td>Update/Display</td>
<td>Click to access existing rows of data in the database. If data is effective-dated, only current and future rows appear.</td>
</tr>
<tr>
<td>Include History</td>
<td>Click to display all rows of data: current, future, and history.</td>
</tr>
<tr>
<td>Correct History</td>
<td>Click to access existing rows of data in the database and display all effective-dated rows. Enables you to update all rows, including history rows.</td>
</tr>
<tr>
<td>Add</td>
<td>Click to add a row of data to the database for the current transaction.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Click to force a trip to the server, validating any data that has been entered and processing any deferred PeopleCode changes.</td>
</tr>
<tr>
<td>Related Links</td>
<td>Displays when several pages are related to the current page. Click to access a new page containing a list of related page links.</td>
</tr>
<tr>
<td>Notify</td>
<td>Click to open the Send Notification page, where you can specify names, email addresses to send notifications.</td>
</tr>
</tbody>
</table>
# Using Hot Keys

Hot keys perform immediate actions. When you press one, the designated action occurs. Note that several hot keys perform different functions depending on the page that you are on, such as a transaction page or a search page.

<table>
<thead>
<tr>
<th>Hot Key</th>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ALT+1   | ![Save](button.png) ![Search](button.png) ![Add](button.png) | o Saves a page in a transaction.  
 o Moves to the Search or Add button on a search or look up page.  
 o Moves to the OK button on a secondary page. |
| ALT+2   | ![Return to Search](button.png) | Returns to the search page from the transaction page. |
| ALT+3   | ![Next in List](button.png) | View the next row in the list when the button is active. |
| ALT+4   | ![Previous in List](button.png) | View the previous row in the list when the button is active. |
| ALT+5   | ![Search](button.png) ![3j](button.png) | o Accesses the Look Up page.  
 o Opens the calendar prompt. |
<p>| ALT+6   |       | Opens the pop-up window on a page. |
| ALT+7   | <img src="button.png" alt="Insert" /> | Inserts a row in a grid or scroll area. |
| ALT+8   | <img src="button.png" alt="Delete" /> | Deletes a row in a grid or scroll area. |
| ALT+0   |       | When in Expert Entry mode, activates the Refresh button, which validates the data entered on the page. |</p>
<table>
<thead>
<tr>
<th>Key Sequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALT+ .</strong></td>
<td>View the next set of rows in a grid or scroll area.</td>
</tr>
<tr>
<td><strong>ALT+ ,</strong></td>
<td>View a previous set of rows in a grid or scroll area.</td>
</tr>
<tr>
<td><strong>ALT+ /</strong></td>
<td>Finds data in a grid or scroll area.</td>
</tr>
<tr>
<td><strong>ALT+ ‘</strong></td>
<td>View all rows of data in a grid, scroll area, or search page results list.</td>
</tr>
<tr>
<td>*<em>ALT+ *</em></td>
<td>Toggles between Add a New Value and Find an Existing Value on a search page.</td>
</tr>
<tr>
<td><strong>CTRL+ J</strong></td>
<td>Displays the system information page.</td>
</tr>
<tr>
<td><strong>CTRL+ K</strong></td>
<td>When on a search or transaction page, accesses a page with a list of keyboard navigation shortcuts using hot keys and access keys.</td>
</tr>
<tr>
<td><strong>CTRL+ Y</strong></td>
<td>Toggles the menu pagelet between collapse and expand.</td>
</tr>
<tr>
<td><strong>CTRL+TAB</strong></td>
<td>Toggles the focus through the frame set.</td>
</tr>
<tr>
<td><strong>ENTER</strong></td>
<td>Activates the OK button, where appropriate. On a search page, activates the Search button. On a look up page, activates the lookup button.</td>
</tr>
<tr>
<td><strong>ESC</strong></td>
<td>Cancel</td>
</tr>
</tbody>
</table>
Part II

Receiving
PeopleSoft 9.0
Invoice Processing

1. Requisition from Department
   → PO Created
   → Budget Check
   When Valid, Item is Ordered

2. Department enters receipt of AMOUNT or QUANTITY from physical item or viewing of scanned invoice attached to

3. Department receiver should enter comments for any discrepancies of AMOUNT or QUANTITY received.

4. Invoice Received in Payables
   → Checked for PO#?
   → Voucher entered
   → Scan of Invoice Made & Attached to Voucher

5. 3-Way Match Process is run nightly.
   Fields of AMOUNT or QUANTITY must match on all three documents (PO, Voucher, & Receipt).
   All match exceptions are communicated to Receiver of each department by nightly report sent via e-mail.
   Purchasing will use comments entered at time of receipt to correct match exceptions and follow up for resolution of any match discrepancies.

6. Budget Check run nightly
   → Voucher in line for Payment

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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 Purchase Order

Navigation: Purchasing>Purchase Orders>Review PO Information>Purchase Orders

Once a Purchase Order has been created you may need to review it for future transactions. You may need to view header, lines, schedules and distribution details. All the information in the Purchase Order is read-only and if any changes need to be made contact the Purchasing Office.

To inquire on a purchase order:

1. Select, Purchasing link from the menu.

2. Click the Purchase Order link.
3. Purchase Orders
4. Purchase order inquiry page appears. Enter the PO ID and select Search.
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.
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

7. Enter Voucher ID and select search.
8. From the View Related drop-down menu, select View Invoice Image.
9. Select Go.
4. 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 Search 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:  

Business Unit: = UNOLF 
Voucher ID: begins with 
Invoice Number: begins with BLNK4TEST8 
Short Vendor Name: begins with 
Vendor ID: begins with 
Name 1: begins with 
Voucher Style: = 
Related Voucher: begins with 
Entry Status: = 
Voucher Source: = 

Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results
View All

<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](image1)

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](image2)

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

![Sample Match Exception Report](image3)

- 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”)

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.)

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.)
Sample: Blanket Purchase Order

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.

Sample: Verbal Purchase Order

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 button.
Speed Key Lookup
Navigation: University of New Orleans>UNO General Ledger>Speedkey Lookup

1. Select the Speed Key Lookup link
2. Enter any information you have and click the search button.
3. Results are displayed below.
4. Select hyper link to view speed key.

5. 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

6. View Speed Chart
Query Viewer

Navigation: Reporting Tools>Query Viewer

1. Select Reporting Tools

2. Use the Search By: to select how you want to look up the query.
Use the search list to Search by:

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

**Search By:**
- Query Name
- Access Group Name
- Description
- Folder Name
- Owner
- Query Name
- Type
- Uses Field Name
- Uses Record Name

*Search by:*
- Begins with

[Image of a query viewer interface]
3. Select the Excel link

4. Open the file
5. View Results

![Excel Spreadsheet]

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice</th>
<th>Voucher</th>
<th>Gross Am</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/9/2006: AU051020</td>
<td>00257617</td>
<td>1833.000</td>
<td>1833.000</td>
<td>1833.330</td>
</tr>
<tr>
<td>11/9/2006: SE051020</td>
<td>00257618</td>
<td>1833.000</td>
<td>1833.000</td>
<td>1833.330</td>
</tr>
<tr>
<td>11/9/2006: OC051020</td>
<td>00257619</td>
<td>1833.000</td>
<td>1833.000</td>
<td>1833.330</td>
</tr>
<tr>
<td>11/9/2006: SE051034</td>
<td>00257639</td>
<td>1833.000</td>
<td>1833.000</td>
<td>1833.330</td>
</tr>
</tbody>
</table>
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.
   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](mailto: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.

![Workflow History](image)
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

1. Select the Verbal PO Request under documents on the left navigation bar.
2. Select New, complete the request form and submit.
3. You will receive an email with the following information.

![Image of Verbal PO Request started email]

**Verbal PO Request** has started on 2009-03-1912345499.99.

Each person will get 1 day

Each person will receive a task to approve 2009-03-1912345499.99. The tasks will be assigned one at a time in the order shown above.

[View the status of this workflow.]

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

8. 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]

**Verbal PO Request** has completed on 2009-03-1912345499.99.

![Image of Workflow History]

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