

Western PeopleSoft Financials Purchasing and Accounts Payable Inquiry

Objectives

By the end of this exercise, you will be able to:

- Use the APInquire and POInquire Panels
- Perform Common Queries
- Understand effective search techniques
- Find Vendor addresses and phone numbers

Content

1. Purchase Order Inquiry
2. Purchase Order Activity Summary
3. PO Accounting Entries
4. Voucher Inquiry (Accounts Payable)
5. Vendor Look Up

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1. Purchase Order Inquiry

Navigation: Purchasing Menu/Purchase Orders/Review PO Information/Purchase Orders

1. Enter 562037 in the PO ID field.
2. Click on Search.

The Purchase Order screen is organized in three sections

- 1 Identifying and status information such as PO ID and PO Status
- 2 Header information such as: Vendor, Buyer, Amounts and Taxes. Also has links to windows with more details such as Vendor Details and Header Details.
- 3 Line information with details of each item on the Purchase Order

Purchase Order Inquiry

Purchase Order

Business Unit: UWO PO Status: Dispatched
PO ID: 562037 Budget Status: Valid

Header

PO Date: 04/13/2012 Doc Tol Status: Valid
Vendor Name: MY COMP-001 Backorder Status: Not Backordered
Vendor ID: MY1000 Receipt Status: Not Recvd
Buyer: Jeffs, Peter
PO Reference: Lilly-1

[Vendor Details](#)

Hold From Further Processing

Amount Summary

Merchandise: 10,300.00
Freight/Tax/Misc.: 1,339.00
Total: 11,639.00 CAD
Encumbrance Balance: 10,651.22 CAD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Grand Plano - CAT #5657	D302	1.0000	EA	10,000.00 CAD	Approved
2		Ebony Bench - CAT #78778	D302	1.0000	EA	300.00 CAD	Approved

[Return to Search](#) [Notify](#) [Related Links](#)

3. Under Lines click on an Item Description to view complete description then click on [Return](#) to return to main Purchase Order Inquiry window.
4. Click on the Schedule icon  to view information such as Due Date.

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- Click on the Distribution/ChartField icon  on the far right to view ChartField combination.

Purchase Order Inquiry
Distributions for Schedule 1

PO ID: 562037 Line: 1 Sched: 1 Item: Grand Piano - CAT #5657

Status: Active Sched Qty: 1.0000
Distribute By: Quantity Merchandise Amount: 10,000.00 CAD
Doc. Base Amount: 10,000.00 CAD

Dist	Status	Percent	PO Qty	Merchandise Amt	GL Unit	Account	Fund	Dept	Program	Project	Affiliate	PC Bus Unit	Activity	Location
1	Open	100.0000	1.0000	10,000.00	CAD UW0	622000	1	470400	38001					SSB-FINANC

- Click on Details/Tax tab to view HST, VAT and currency.

Purchase Order Inquiry
Distributions for Schedule 1

PO ID: 562037 Line: 1 Sched: 1 Item: Grand Piano - CAT #5657 

Status: Active Sched Qty: 1.0000
Distribute By: Quantity Merchandise Amount: 10,000.00 CAD
Doc. Base Amount: 10,000.00 CAD

Dist	Status	Percent	Merch Amt Base	Currency	Inventory Unit
1	Open	100.0000	10,000.00	CAD	Currency

- Click on  icon to view the VAT details

VAT Details for Distribution 1

PO ID: 562037 Line: 1 Sched: 1 Dist: 1

Expand All Sections Collapse All Sections

VAT Defaults

- VAT Registrations
- VAT Controls
 - Use Type: UNIV
 - Apportionment Control: Transaction GL Business Unit
 - Recovery Source: Automatically calculated
 - Rebate Source: Automatically calculated
- VAT Treatments
 - Treatment: Domestic Goods Purchase
- VAT Details
 - VAT Code: HST
 - Tax Rate: 13.0000
 - Transaction Type: PURC
- VAT Calculations

Return

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8. Click on Return to return to Distributions for Schedule window.
9. Click on Return to return to the Purchase Order Inquiry Schedules window
10. At the top right of the screen click on Return to Main Page link.
11. Click on Header Details link.

[Purchase Order Inquiry](#)
PO Header Details

Business Unit: UWO PO ID: 562037

PO Details

Vendor:	My Company	Budget Status:	Valid
PO Date:	04/13/2012	Origin:	REQ UWO E-Req
PO Type:	General	<input type="checkbox"/> Tax Exempt	ID:
Billing Location:	UWO Billing Address	Letter of Credit ID:	

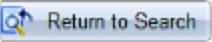
Currency

Currency Code:	CAD Exchange Rate Detail	Exchange Rate:	1.00000000
Rate Date:	04/13/2012	Base Currency:	CAD
Rate Type:	AP		

Process Control Option

<input type="checkbox"/> Hold From Further Processing	Method:	Print	CANADIAN
<input checked="" type="checkbox"/> Dispatch	Accounting Date:	04/13/2012	

[Return](#)

12. View PO Details (Vendor name, PO Date, Budget Status), Currency and Process Control Option (Hold or Dispatch).
13. Click on Return to return to main Purchase Order Inquiry window.
14. Click on Vendor Details link to View Vendor address and terms.
15. Click on Return to main Purchase Order Inquiry window.
16. Click on  to inquire on another Purchase Order.
17. Enter Purchase Order Date 04/13/2012 This will narrow your search to inquire only on Purchase Orders with a date of August 14th, 2012. You can also search by Vendor ID or Purchase Order Reference.
18. Select Purchase Order from list.

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2. Purchase Order Activity Summary

The Purchase Order Activity Summary allows you to review the accumulated activities for a Purchase Order. If an invoice has been applied to the Purchase Order you can view the invoice details. From the invoice details you can navigate to get to the Voucher ID and the Payment Information.

Navigation: Purchasing Menu/Purchase Orders/Review PO Information/Activity Summary

1. Enter 562034 in the PO ID field.
2. Click Search

Activity Summary

Business Unit:	UWO	PO Status:	Dispatched
Purchase Order:	562034	Vendor:	<u>Your Company</u>
Merchandise Amount:	5,300.00 CAD		
Merchandise Receipt:	0.00 CAD		
Merchandise Returned:	0.00 CAD		
Merchandise Invoice:	2,000.00 CAD		
Merchandise Matched:	2,000.00 CAD		

Lines Customize Find View All First 1-4 of 4 Last							
Details Receipt Invoice Matched RTV							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Oak desk - #7678	EA	1.0000	2,000.000	CAD	<input type="checkbox"/>
2		Big comfortable chair - #90097	EA	1.0000	1,000.000	CAD	<input type="checkbox"/>
3		Matching side chairs - #866076	EA	2.0000	1,600.000	CAD	<input type="checkbox"/>
4		Book shelf - #4543	EA	1.0000	700.000	CAD	<input type="checkbox"/>

3. Click on the Invoice tab.

Unit:	UWO	PO Status:	Dispatched
PO ID:	555222	Vendor:	Your Company

Lines Customize Find View All First 1-4 of 4 Last							
Details Receipt Invoice Matched RTV							
Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency	
1		oak desk	EA	1.00	2000.000	CAD	
2		big comfortable chair	EA	0.00	0.000		
3		matching side chairs	EA	0.00	0.000		
4		book shelf	EA	0.00	0.000		

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If an Invoice has been entered against this Purchase Order there will be an Invoice icon on the far right of the line.

4. Click on the Invoice  icon to go to the invoice.

Unit: UWO		PO No.:562034		Line 1		Item ID	
Invoice							
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced		
1	UWO	02201544	1	1.00	2000.000		

5. Click on Voucher number 02201544 to go to the Voucher Inquiry window. You may want to maximize this window.
6. Scroll down to view Voucher Inquiry Results.
7. Click on the Payment Information  icon to view payment information.

[Back To Voucher Inquiry](#)

Business Unit:	UWO	Voucher ID:	02201544	Invoice Number:	TRAIN-1
Vendor Name:	YOUR COMPANY	Vendor Location:	000001		
Gross Invoice Amount:	2,260.00	Transaction Currency:	CAD		

Details										
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UWO	MNTRL	CDN	4594045			04/13/2012	2,260.00	CAD	2,260.00	Paid

If a cheque has not been issued for this invoice you can click on Scheduled Payment to see when the cheque will be issued.

3. PO Accounting Entries

PO Accounting Entries is an inquiry that lets you see how entries will be charged to your accounts and reflected on your statements.

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Navigation: Purchasing Menu/Purchase Orders/Review PO Information/PO Accounting Entries

1. Enter 562034 in the From PO ID and To PO ID fields.
2. Under ChartFields select GL Unit UWO.

Selection Criteria

*Business Unit:

From PO ID: To PO ID:

From Fiscal Year: To Fiscal Year:

PO Status: Max Rows:

*Accounting Line View Option: *Ledger Group:

ChartFields Customize | Find | | |

*GL Unit	Account	Fund	Dept	Program	Project	Affiliate	PC Bus Unit	Activity
1 UWO	<input type="text"/>							

OK Cancel Refresh

3. Click on OK.

PO Accounting Entries

Business Unit: UWO To PO: 562034

From PO: 562034 To Fiscal Year:

PO Status: Ledger Group: DETAIL

From Fiscal Year: Accounting Line View Option: Standard

Accounting Entries Details | ChartFields |

Purchase Order	Status	Vendor ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Fund	Dept	Program	Project	Affiliate	PC Bus Unit	Activity
562034	D	YR1000	1	PO_POENC	0	1	1	1	622000	1	470400	38001				
562034	D	YR1000	1	PO_POENC	0	2	1	1	622000	1	470400	38001				
562034	D	YR1000	1	PO_POENC	0	3	1	1	622000	1	470400	38001				
562034	D	YR1000	1	PO_POENC	0	4	1	1	622000	1	470400	38001				
562034	D	YR1000	1	REVERSAL	0	1	1	1	622000	1	470400	38001				

Total Encumbrance Balance: 3,412,530 CAD

Trans Types
 PO_POENC - transactions created when the Purchasing Dept creates a PO
 REVERSAL - transactions created when Accounts Payable posts a Voucher to the PO

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4. Voucher Inquiry (Accounts Payable)

Navigation: Accounts Payables Menu/Review Accounts Payables Info/Vouchers/Voucher

1. Enter 02201546 in the From Voucher ID and To Voucher ID field.
2. Click on Search.
3. Scroll down to view the Voucher Inquiry Results.
4. Click on More Details tab.

Voucher Inquiry Results										
Customize Find View All First 1 of 1 Last										
Voucher Details Amounts More Details Vendor Details										
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
UWO	02201546	TRAIN-2	04/16/2012	MY1000	Postable		Matched			MY COMP-001

5. Click on Detail Lines icon to view voucher detail.

A new window will open showing the voucher details, including the Purchase Order number. You will likely want to maximize this window. When you are finished reviewing this information, click in the top right corner of your screen to close the window.

6. Click on the Voucher Details tab.
7. Click on the Payment Information icon or if a cheque has not been issued, on the Scheduled Payments link.
8. Click on Payment Reference ID 4594046 to go to the Payment Inquiry window.
9. Scroll down to the Payment Inquiry Results to view the Payment Date or Scheduled Payments.
10. When you are finished reviewing this information, click Back to Voucher Payments then Back to Voucher Inquiry to return to the main Voucher Inquiry window.

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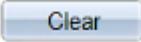
Inquiring on Expense Reports and Cheque Requisitions

Expense Reports which are not entered online are entered in PeopleSoft, by Accounts Payable staff, as Vouchers. The Expense Report number preceded by “E” is the Voucher number

- If you search for an Expense Report by Voucher the Set ID must be AP_TR.
- If you search for an Expense Report by Invoice the Set ID must be UWO

When **Cheque Requisitions** are entered in PeopleSoft the Cheque Requisition number preceded by a “C” is used for both the Voucher and Invoice number.

The following Search activity demonstrates this.

1. On the main Voucher Inquiry window click on  to inquire on another Voucher.
2. Select From Business Unit AP_TR and To Business Unit AP_TR.
3. Enter C123456 in the From Invoice ID field.
4. Select AP_TR for the Set ID.
5. Click on Search.
6. Scroll down to view the Voucher Inquiry Results list of Expense Report.

5. Vendor Look Up

You can look up Vendors based on the Vendor ID number, Short Name or Long Name. You can use partial values in any of these fields to build a list in which to search for a particular vendor.

Navigation: Vendors/Vendor Information/Add/Update/Vendor

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Vendor Information

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

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

SetID: = 

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with 

Our Customer Number: begins with 

Name: begins with 

Address Line 1: begins with

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

1. To search for Matheson Gas Products, enter either “Matheson Gas Products” in the Name field or if you know only the first few characters of the Vendor Name enter “Math” in the Short Vendor Name field.
2. Click on Search.
3. In the Search Results list, click on Matheson Gas Products.
4. Click on the Identifying Information tab.

The Identifying Information window will give you the Vendor Name in the name fields. If the Vendor Name is more than 40 characters, the Name 2 field will also be used.
The Short Vendor Name is 10 characters in length.

5. Click on the Address tab to view Address and Phone Information.