



UNIVERSITY OF MISSOURI ADMINISTRATIVE SYSTEMS PROJECT

PeopleSoft End-User Training

PROCESSING NON-PO VOUCHERS

TRAINING PARTICIPANT GUIDE
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PEOPLESOFT FINANCIALS 8.8
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A. ACCESSING THE FINANCIALS PRODUCTION DATABASE

The production databases are where you will view and update real information in PeopleSoft. There are two production databases, Production (also referred to as FSPRD88) and Reporting (also referred to as FSRPT88). The information in these databases is real data and is virtually the same. Production, however, contains live, up-to-the-minute data, and Reporting is refreshed from Production nightly. To run queries, use the Reporting Database. Only if you need to inquire on something that was entered the same day should you use the Production database. After you get your access approved and set up you will access PeopleSoft using one of these URLs:

Reporting Database: <https://fsrpt.umssystem.edu/rpt/signon.html>

Production Database: <https://fsprd.umssystem.edu/prd/signon.htm>

Note: Finance data is often updated by nightly batch processes. This may mean that entries made today, for example, may affect finance transactions that you won't be able to view until tomorrow.

1. Signing in to PeopleSoft

- 1) Open Internet Explorer.
- 2) Type in the URL for the PeopleSoft 8.8 database you are trying to access or select from your Favorites. (URLs are listed above)
- 3) When the Sign in page displays, enter your User ID, press tab, and enter your Password – these are the same as you use for e-mail (also referred to as SSO id and Gateway id). **The password is case sensitive.**

PeopleSoft 8.8 Sign In Page:



After you type in your password click [Sign In](#). PeopleSoft will authenticate your user ID and password. If the Sign In information you entered is valid, the system will display the PeopleSoft Home page. This is an example of what you'll see after signing in:



If you receive an error message in red text just below [Sign In](#) that reads: “*Your User ID and/or Password are invalid,*” try reentering your User ID and Password. **REMEMBER** that the User ID and Password are the ones you use for e-mail and that the Password is case sensitive. If reentering the information doesn't work contact the Technology Support Center at X6034.

WARNING! For security purposes, the PeopleSoft system logs you out of the application without saving your input after a 60-minute period of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire. You then have the option of continuing with your current session by clicking the OK button in the warning message. If you do not respond within two minutes, the session ends. To return to the application, click the Return to PeopleSoft 8.8 Sign In link. The Sign In page displays, and you can sign in again to the application.

B. ENTERING VOUCHERS

1. Entering Voucher Information

Step 1

On the PeopleSoft home page, select: Accounts Payable > Vouchers > Add/Update > Regular Entry



The screenshot displays the PeopleSoft web interface. At the top, the 'PeopleSoft' logo is on the left, and navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are on the right. A left-hand 'Menu' pane is open, showing a search field and a tree structure with categories like 'My Favorites', 'UM Applications', 'Set Up Financials/Supply Chain', 'Accounts Payable', 'Vouchers', 'Add/Update', and 'Maintain'. The 'Add/Update' sub-menu is expanded, listing 'Regular Entry', 'Quick Invoice Entry', and 'Complete Register Voucher'. An arrow points from the 'Regular Entry' link in this menu to a callout box. The main content area shows a breadcrumb trail: 'Main Menu > Accounts Payable > Vouchers > Add/Update'. Below this is an 'Add/Update' folder icon and the text 'Add and update vouchers.'. Three tiles are visible: 'Regular Entry' (with a description: 'Enter standard invoices and invoices associated with a purchase order.'), 'Quick Invoice Entry' (with a description: 'Enter invoices on a heads-down entry page.'), and 'Complete Register Voucher' (with a description: 'Correct the account distribution on registered voucher.').

The hyperlink for Regular Entry may be selected from the menu on the left or from the navigation folders in the right-hand portion of the screen.

Notes:



Step 2

This is what you'll see:

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

New Window | Help | http

Menu

Search:

- ▶ My Favorites
- ▶ UM Applications
- ▼ Accounts Payable
 - ▼ Vouchers
 - ▼ Add/Update
 - Regular Entry
 - ▶ Review Accounts Payable Info
 - ▶ Reports
 - ▶ PeopleTools
 - ▶ Reporting Tools
 - ▶ Tree Manager
 - ▶ Vendors
 - ▶ Worklist

Voucher

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

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Estimated No. of Invoice Lines:

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

Business Unit: Defaults according to Logon ID, change if applicable
Voucher ID: Defaults to NEXT—accept the default
Voucher Style: Defaults to Regular Voucher – accept the default

Note: The Business Unit selected must match all of the funding used on the voucher.

Notes:



Step 3

Click on the Short Vendor Name Lookup icon (magnifying glass) to search for a vendor.

Note: Refer to your quick reference card for Vendor Naming Conventions.

Note: If you know the vendor, you may enter the Vendor ID or the vendor's short name. When you tab out of this field, PeopleSoft populates the Vendor, Location, and Address fields.

If a vendor needs to be added to the database, see the Non-PO Voucher appendix; Requesting a New Vendor.

Menu

- ▼ Add/Update
 - Regular Entry
 - Quick Invoice Entry
 - Complete Register
 - Voucher
- ▷ Maintain
- ▷ Approve
- Non-PO Voucher Print
- ▷ Control Groups
- ▷ Payments
- ▷ Batch Processes
- ▷ Review Accounts Payable Info
- ▷ Archiving
- ▷ Reports
- Accounts Payable Center
- ▷ Accounts Receivable
- ▷ Allocations
- ▷ Asset Management
- ▷ Banking
- ▷ Billing
- ▷ Commitment Control
- ▷ Contracts
- ▷ Customers
- ▷ General Ledger
- ▷ Grants
- ▷ PeopleTools
- ▷ Products
- ▷ Projects
- ▷ Purchasing
- ▷ Reporting Tools

Voucher

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

Business Unit: STLOU

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: []

Vendor ID: []

Vendor Location: []

Address Sequence Number: 0

Invoice Number: []

Invoice Date: []

Gross Invoice Amount: 0.00

Estimated No. of Invoice Lines: 1

[Add](#)

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

Notes:



Step 4

This is what you'll see:

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Menu

- ▼ Add/Update
 - Regular Entry
 - Quick Invoice Entry
 - Complete Register Voucher
 - ▷ Maintain
 - ▷ Approve
 - Non-PO Voucher Print
 - ▷ Control Groups
 - ▷ Payments
 - ▷ Batch Processes
 - ▷ Review Accounts Payable Info
 - ▷ Archiving
 - ▷ Reports
 - Accounts Payable Center
 - ▷ Accounts Receivable
 - ▷ Allocations
 - ▷ Asset Management
 - ▷ Banking
 - ▷ Billing
 - ▷ Commitment Control
 - ▷ Contracts
 - ▷ Customers
 - ▷ General Ledger
 - ▷ Grants
 - ▷ PeopleTools
 - ▷ Products
 - ▷ Projects
 - ▷ Purchasing
 - ▷ Reporting Tools

Look Up Short Vendor Name

SetID: UOFMO

Short Vendor Name: begins with

Name 1: begins with

Vendor ID: begins with

Classification: =

Persistence: =

[Basic Lookup](#)

Search Results

View All First 1-38 of 38 Last

Short Vendor Name	Name 1	Vendor ID	Classification	Persistence
ACADABOOKS-001	ACADA BOOKS	0100001164	Corporatio	Regular
ACADEMICBO-001	ACADEMIC BOOK CTR	0100001165	Corporatio	Regular
ACADEMICBO-002	ACADEMIC BOOK SVC INC	0100018855	Supplier	Regular
ACADEMICCO-001	ACADEMIC COMMUNICATION ASSN	0100001166	Corporatio	Regular
ACADEMICDI-001	ACADEMIC DISTRIBUTING	0100001167	Corporatio	Regular
ACADEMICIN-001	ACADEMIC INTL PRESS	0100026395	Supplier	Regular
ACADEMICIN-002	ACADEMIC INFO SYS	0100031998	Supplier	Regular

To narrow your search, enter search criteria and click . The bottom portion of the panel will be populated with the vendors that meet your limited search criteria. The example above shows a search for vendors that contain 'ACAD' as the first part of their name (% is a wildcard).

To select a vendor, click on the Vendor. *(If you do not find the vendor you need, Refer to the Non-PO Voucher Appendix, Requesting a New Vendor)*

Note: When viewing search results, only 300 records will display. It is suggested that you limit the search in order to bring back fewer than 300 records.

Use the following keys to change the records displayed:

[View All](#) - To view all records, if for example, you only see 1-100 of 300 records

[First](#) - To view the first record listed

- To view the previous page of records

- To view the next page of records

[Last](#) - To view the last record listed

Step 5

After selecting a vendor, this is what you'll see:

The screenshot shows the PeopleSoft interface for creating a voucher. On the left is a navigation menu with 'Vouchers' selected under 'Accounts Payable'. The main area has two tabs: 'Find an Existing Value' and 'Add a New Value'. The form fields are as follows:

Business Unit:	STLOU
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	ACADEMICPR-001
Vendor ID:	0100001168
Vendor Location:	STANDARD
Address Sequence Number:	1
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Estimated No. of Invoice Lines:	1

An 'Add' button is located at the bottom of the form.

When you select (or enter) a vendor the Short Name, the Vendor ID and Vendor location fields will be populated.

Notes:



Step 6

Verify the correct vendor address is populated by clicking the look up button (magnifying glass) next to the address field:

PeopleSoft. Home Worklist Add to Favorites Sign out

Menu

Search: []

- My Favorites
- UM Applications
- Accounts Payable
 - Vouchers
 - Add/Update
 - Regular Entry**
 - Review Accounts Payable Info
 - Reports
 - PeopleTools
 - Reporting Tools
 - Tree Manager
 - Vendors
 - Worklist

Voucher

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

Business Unit: STLOU

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: ACADEMICPR-001

Vendor ID: 0100001168

Vendor Location: STANDARD

Address Sequence Number: 1

Invoice Number: []

Invoice Date: []

Gross Invoice Amount: 0.00

Estimated No. of Invoice Lines: 1

[Add](#)

The Look Up Address page displays:

PeopleSoft. Note: The navigation menu was closed to expand the page display. It can be re-opened by clicking the Expand button.

Look Up Address

SetID: UOFMO

Vendor ID: 0100001168

Address Sequence Number: = []

Address Type: = []

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-4 of 4 Last

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	SAN DIEGO 525 B ST STE 1 P	525 B ST STE 1900	SAN DIEGO	(blank)	CA	USA
2	Business	ORLANDO 6277 SEA HARBOR DR P	6277 SEA HARBOR DR	ORLANDO	(blank)	FL	USA
3	Business	SAN DIEGO HARCOURT BRACE J BPR	HARCOURT BRACE JOVANOVICH	SAN DIEGO	(blank)	CA	USA
4	Business	CHICAGO PO BOX 96448 R	PO BOX 96448	CHICAGO	(blank)	IL	USA

Select the correct address for the invoice by clicking on any of the hyperlinks for the desired address, i.e. address sequence number, description, etc.

Step 7

Enter the **Invoice Number** or another control number from the vendor's invoice or supporting document (30 characters maximum). **Refer to the Invoice/Description Guide.**

Note: Data in the invoice number field prints on the check stub.

Enter the **Invoice Date**. You can click on the calendar icon next to the Invoice Date field to select the date.

Enter the **Gross Invoice Amount**.

The screenshot shows a web form with two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. The form contains the following fields:

- Business Unit: STLOU
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Short Vendor Name: ACADEMICPR-001
- Vendor ID: 0100001168
- Vendor Location: STANDARD
- Address Sequence Number: 1
- Invoice Number: 1234567
- Invoice Date: 02/24/2005
- Gross Invoice Amount: 46.95
- Estimated No. of Invoice Lines: 1

An "Add" button is located at the bottom left of the form and is circled in red.

Click the Add  button.

Notes:



Step 8

The Invoice Information page appears.

Scroll down to see the Invoice Lines grid.

Invoice Lines and Distribution Lines

Invoice Lines

Description: Enter description. Refer to Invoice Description guide.

SpeedChart: Enter the MOCODE in the SpeedChart box for the invoice line, or select one by opening the look up page. When you select a MOCODE, the corresponding Chartfields will populate (Fund, Department, Program, Class and Project ID). Changes can be made by overriding the necessary fields.

Account: Enter Account (be sure Account field is not left with "PAYROL" as its value.

Distribution Lines

If SpeedChart was not used, populate the following fields in the Distribution Lines grid, use the look up button , if needed:


- Account
- Fund
- Department
- Program
- Class
- Projects link – Click on the link and select the project Business Unit


The screenshot shows the 'Invoice Lines' form with a 'Distribution Lines' grid that is currently empty. The grid has columns for Amount, Quantity, GL Unit, Account, OpenItem, Fund, Department, and Program. The 'SpeedChart' field is circled in red, indicating it is the focus of the instruction.

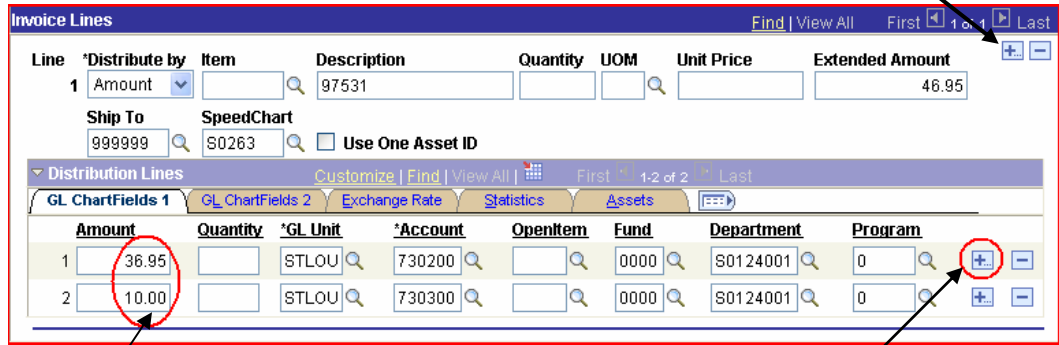
Example of completed distribution line for the first invoice line:

The screenshot shows the 'Invoice Lines' form with a completed distribution line. The 'Description' field is populated with '97531'. The 'SpeedChart' field is populated with 'S0263'. The 'Distribution Lines' grid now has one row with the following values: Amount: 46.95, Quantity: (empty), GL Unit: STLOU, Account: 730200, OpenItem: (empty), Fund: 0000, Department: S0124001, Program: 0.

Step 9

To split fund a line item you may add an additional distribution line. Click on the Add button  in the Distribution Lines grid:

Do not click on the Add button  in the Invoice Lines grid (unless you wish to add an invoice line)




Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		97531				46.95

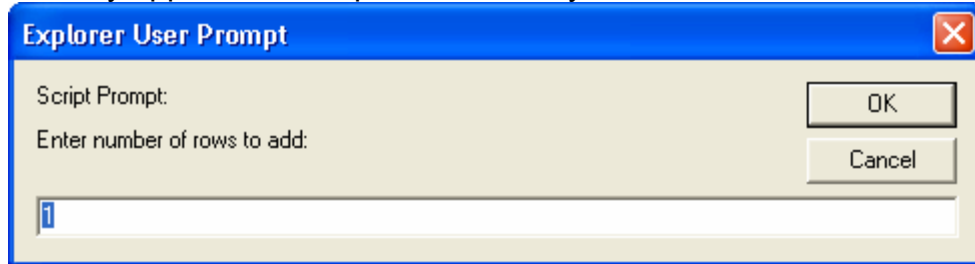
Ship To: 999999, SpeedChart: S0263, Use One Asset ID:

Amount	Quantity	*GL Unit	*Account	OpenItem	Fund	Department	Program
36.95		STLOU	730200		0000	S0124001	0
10.00		STLOU	730300		0000	S0124001	0

Adjust amounts

Click the Add button  under Distribution Lines to add a distribution line. A popup window will let you select the number of additional lines to create.

The popup window for specifying the number of lines to add looks like this and may appear in the top left corner of your screen:



Explorer User Prompt

Script Prompt:
Enter number of rows to add:

1

OK
Cancel

Notes:



Step 10

Comments

Enter comments by selecting the comments link.

Invoice Information | **Payments** | **Voucher Attributes**

Business Unit: STLOU	Invoice Number: 1234567
Voucher ID: NEXT	Invoice Date: 02/24/2005
Voucher Style: Regular	
Vendor: 0100001168	Misc. Amount: <input type="text"/>
Name: ACADEMICPR-001	Freight Amount: <input type="text"/>
Location: STANDARD	
*Address: 1	
ACADEMIC PRESS INC	Total: 46.95
525 B ST STE 1900	Balance: 0.00
	PO Number
SAN DIEGO, CA 92101-4403	

[Advanced Vendor Search](#)

[Non Merchandise Summary](#)

[Comments](#)

Select the
Comments link

On the Voucher Comments page, enter the reason for payment. You may also enter backup documentation about the voucher such as contract number, membership renewals, etc. If you are requesting a Hold Check, enter the name and phone number of the person to contact when the check is available for pick up. Using the Enter key forces the cursor to the next line, but does not save your data. To save, click OK.

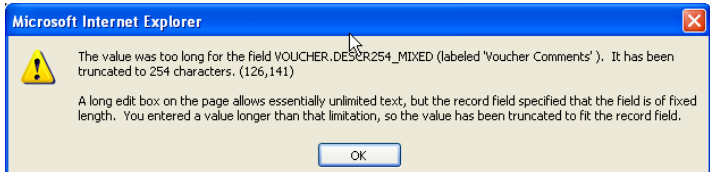
PeopleSoft. | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Voucher Comments


Subscription to Educator's Weekly magazine for John Jones.

In the Voucher Comments long edit box, enter information important to processing the voucher. These comments print on the voucher (maximum 254 characters). If the text is too long, the following message displays to let you know the text will be truncated. To see the comment that will print on the voucher, click OK and return to the Comments page.



Step 11

Save

Save your voucher by clicking on the save  button on the bottom of the Invoice Information page.

SAN DIEGO, CA 92101-4403 PO Number [Comments](#)

[Advanced Vendor Search](#)

*Pay Terms: Accounting Date:

*Currency:

Control Group:

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option:

Invoice Lines Find | View All | First 1 of 1 | Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	46.95

Ship To: SpeedChart Use One Asset ID

Distribution Lines Customize | Find | View All | First 1-2 of 2 | Last

GL ChartFields 1	GL ChartFields 2	Exchange Rate	Statistics	Assets				
Amount	Quantity	*GL Unit	*Account	OpenItem	Fund	Department	Program	
1	36.95	<input type="text"/>	STLOU <input type="button" value="Search"/>	730200 <input type="button" value="Search"/>	<input type="text"/>	0000 <input type="button" value="Search"/>	S0124001 <input type="button" value="Search"/>	0 <input type="button" value="Search"/>
2	10.00	<input type="text"/>	STLOU <input type="button" value="Search"/>	730300 <input type="button" value="Search"/>	<input type="text"/>	0000 <input type="button" value="Search"/>	S0124001 <input type="button" value="Search"/>	0 <input type="button" value="Search"/>

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

The Voucher ID field changes from "Next" to your new voucher number.

[Summary](#) | **Invoice Information** | [Payments](#) | [Voucher Attributes](#)

Business Unit: STLOU Invoice Number:

Voucher ID: Invoice Date:

Voucher Style: Regular

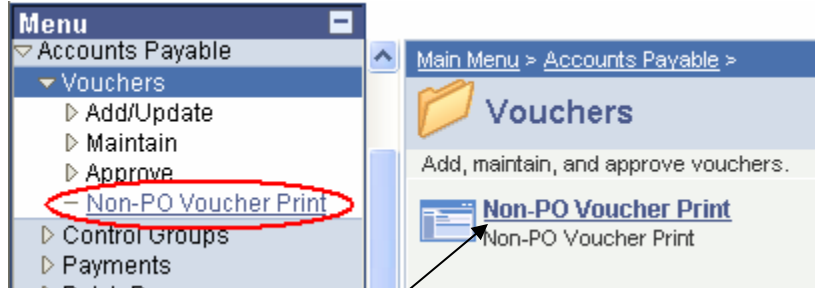
Notes:



2. Printing Non-PO Vouchers

Step 1

Select : Accounts Payable > Vouchers > [Non-PO Voucher Print](#)



Select the Non-PO Voucher Print link from the Menu (on left) or Navigation folder (on right)

Step 2

Select the Add a New Value Tab. Type “**voprint**” in the Run Control ID field.

Click Add.

Note: You only “Add a New Value” for the Run Control **the first time** you use the Non-PO Voucher print function. Once it is added, you select “Find an Existing Value” and search for the Run Control “voprint”.

Non-PO Voucher Print

The screenshot shows the 'Non-PO Voucher Print' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs is a text input field labeled 'Run Control ID' containing the text 'voprint'. Below the input field is a yellow 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Notes:



Step 3

On the Non-PO Voucher tab, enter your voucher criteria (Voucher ID or voucher creation date(s) AND USER ID).

Click Run.

Step 4

On the Process Scheduler Request screen, verify the correct criteria are selected.

Server Name: select PSUNX

Type: select Window

Format: select PDF

Click OK.

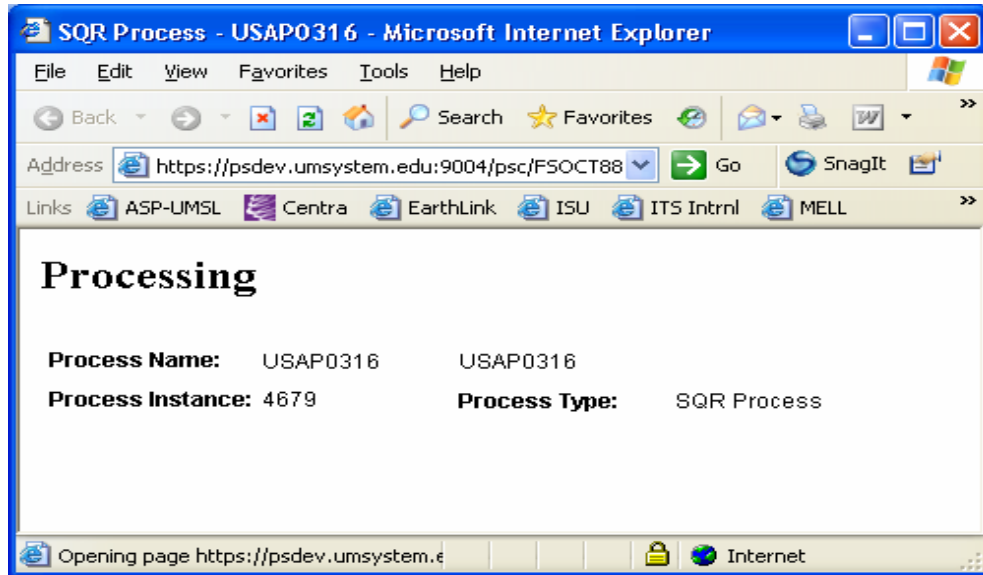
Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	USAP0316	USAP0316	SQR Process	Window	PDF

Notes:

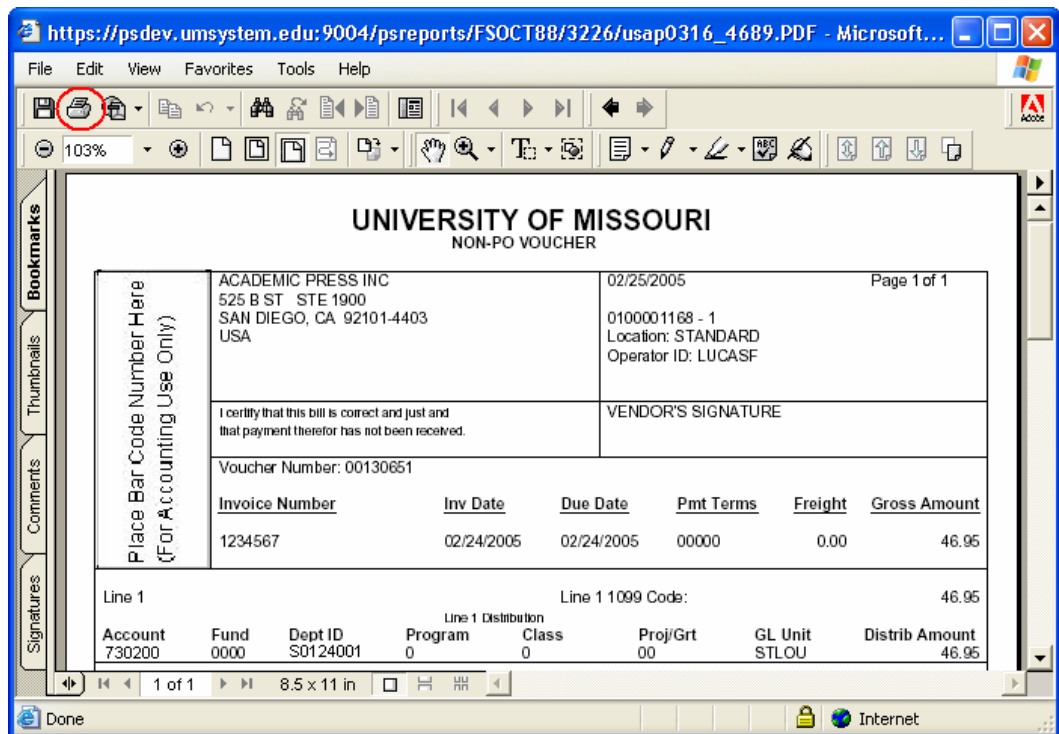


Step 5

The SQR Process window appears:



When the processing completes, your voucher opens as a PDF file:



Click the print icon on the Adobe Acrobat toolbar. Your voucher will print.

Note: If you use software that blocks pop up advertisements, you will have to disable it to view and print your voucher.

3. Update Voucher Information

Timing End users can change voucher information only on the **same day** the voucher is entered.

To access and change a voucher you have already saved:

1. From the main menu, select: Accounts Payable > Vouchers > Add/Update > Regular Entry
2. Click on the **Find and Existing Value** tab
3. **Search** for **your voucher**
4. When the voucher information loads to the screen, click on the **Invoice Information** tab.
5. Change the necessary information.
6. Click the **Save** button.

Once it is past the date you entered the voucher it is necessary to contact Accounting Services for changes to that voucher.

C. DELETING VOUCHERS

Timing End users can only delete vouchers the same day they were entered into the system. If you need a posted voucher deleted, you must contact Accounting.

Key Points When a voucher is deleted, it is no longer available for viewing, processing, or use by any users on the system. However, the record of the voucher still exists as an audit trail.

Step 1 Select: Accounts Payable > Vouchers > Maintain > Delete Voucher

The Voucher Delete page displays:

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

New Window | Help | nctp

Voucher Delete

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

Find an Existing Value

Business Unit: = [v] STLOU [magnifying glass]

Voucher ID: begins with [v] [text box]

Entry Status: = [v] [dropdown menu]

Invoice Number: begins with [v] [text box]

Short Vendor Name: begins with [v] [text box]

Vendor ID: begins with [v] [text box] [magnifying glass]

Name 1: begins with [v] [text box]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Conduct a search for the voucher you wish to delete. If you have the voucher ID, enter it as part of the search criteria.

Notes:



Step 2

When you have found and selected the voucher, this is what you'll see:

Delete Voucher | **Voucher Details**

Business Unit: STLOU **Voucher:** 00101909

Vendor

Vendor: 0100001168 ACADEMIC PRESS INC
ShortName: ACADEMICPR-001

Voucher Information

Invoice: 1234567	Origin: ONL	Header Budget Status: Not Chk'd
Date: 02/24/2005	Group:	Non-Prorated Budget Status: Valid
Gross Amount: 46.95 USD		Entry Status: Postable

Delete

Save | **Return to Search** | **Next in List** | **Previous in List** | **Notify**

[Delete Voucher](#) | [Voucher Details](#)

Select Voucher Details.

Step 3

Review the Voucher Details then click on the Delete Voucher tab to return to the Voucher Delete screen.

Delete Voucher | **Voucher Details**

Business Unit: STLOU **Voucher:** 00101909

Vendor

Vendor ID: 0100001168 ACADEMIC PRESS INC
ShortName: ACADEMICPR-001
Name 2: [Go To Address](#)

Voucher Information

Invoice: 1234567	Gross Amount:	USD
Date: 02/24/2005	Freight:	
Accounting Date: 02/24/2005	Miscellaneous:	
Terms: 00000 0 Days	Sales Tax:	
Due Date: 02/24/2005	Use Tax:	
Discount Due:	Entered VAT:	

Save | **Return to Search** | **Next in List** | **Previous in List** | **Notify**

[Delete Voucher](#) | [Voucher Details](#)

Step 4

On the Voucher Delete page, click Delete:

Delete Voucher | **Voucher Details**

Business Unit: STLOU **Voucher:** 00101909

Vendor

Vendor: 0100001168 ACADEMIC PRESS INC
ShortName: ACADEMICPR-001

Voucher Information

Invoice:	1234567	Origin:	ONL	Header Budget Status:	Not Chk'd
Date:	02/24/2005	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	46.95 USD	Entry Status:			Postable

Delete

Save | Return to Search | Next in List | Previous in List | Notify

[Delete Voucher](#) | [Voucher Details](#)

Step 5

The following will display. Click OK if you want to continue and delete the voucher:

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help | http

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

OK | Cancel

Click Cancel if you do not want to delete the voucher and you will return to the previous page.

Notes:



Step 6

To confirm the voucher has been deleted. After you click OK, the Delete Voucher page will display an Entry Status of Deleted for the voucher:

The screenshot shows the PeopleSoft interface for the 'Delete Voucher' page. The 'Home' link in the top navigation bar is circled in red. The 'Entry Status' field in the 'Voucher Information' section is also circled in red, displaying the value 'Deleted'. Below the voucher information, there is a 'Delete' button and a row of navigation buttons: Save, Return to Search, Next in List, Previous in List, and Notify. At the bottom, there are links for 'Delete Voucher' and 'Voucher Details'.

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help Customize Page http

Delete Voucher Voucher Details

Business Unit: STLOU Voucher: 00101909

Vendor

Vendor: 0100001168 ACADEMIC PRESS INC
ShortName: ACADEMICPR-001

Voucher Information

Invoice:	1234567	Origin:	ONL	Header Budget Status:	Valid
Date:	02/24/2005	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	46.95 USD	Entry Status:		Entry Status:	Deleted
		Close Status:		Close Status:	Open

Delete

Save Return to Search Next in List Previous in List Notify

Delete Voucher | Voucher Details

Click on the Home link to return to the main menu, or click on the Sign out link to close the financials application session.

Notes:



D. FAVORITES

1. Setting Favorites

A Favorite is a shortcut to accessing frequently used web pages. This user guide will explain **two ways of using favorites**. Favorites may be used in your web browser, for accessing the PeopleSoft sign in page. And, Favorites may also be set up within the PeopleSoft application, to allow you to easily access the pages you use most often.

The instruction that follows will cover:

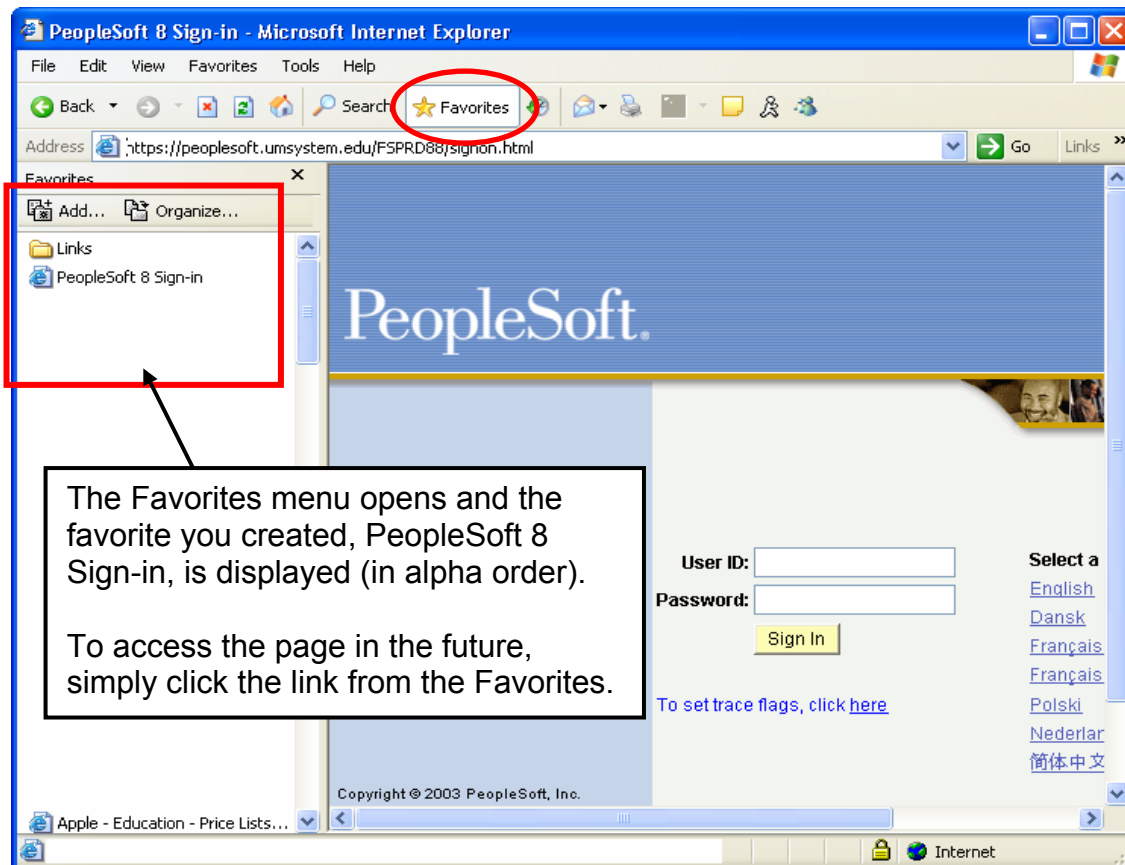
- Using Favorites in Internet Explorer
- Using Favorites in PeopleSoft

a. Using Favorites in Internet Explorer

A favorite saves the address as a link so that you can access the selected page by clicking the link instead of typing the URL in the address line of your web browser.

Saving the Sign-in Page as a Favorite

Go to the Financials Production sign-in page (see page 3 for URL). In Internet Explorer, you can save the URL for the web page you are currently accessing by pressing Ctrl and D at the same time. Click on the sign-in page and then click Ctrl+D. This will create a Favorite named "PeopleSoft 8 Sign-in". To access the sign-in page in the future, simply click the link from your Favorites menu.



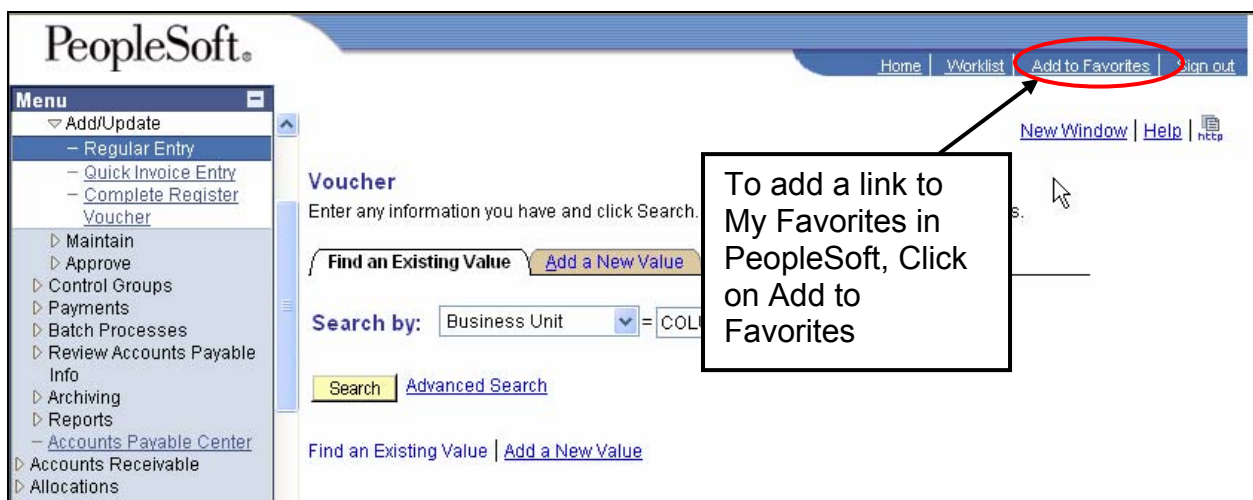
You can **rename** the favorite by right-clicking on the favorite link, and selecting “Rename” from the pop up menu. You may want to rename the favorite to PS Financials PRD login to distinguish it from your link to the PS HR sign in page.

b. Saving Page Links in a Favorites Folder within PeopleSoft

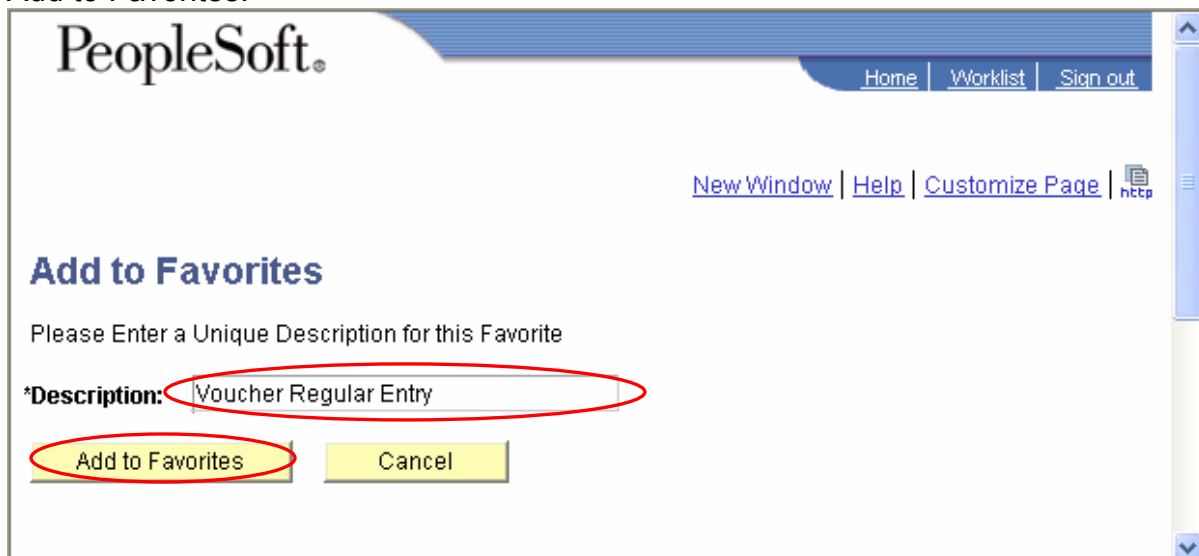
Within the PeopleSoft application, the first menu item is called **My Favorites**. This allows you to save specific page links that you frequently access. If you save these links within PeopleSoft in the My Favorites item on the PeopleSoft main menu, then these shortcut links will be available to you on any machine you use to access the Financials Database.

To save specific page links within the application to My Favorites, do the following:

Access the PeopleSoft page that you want to save in My Favorites. Then, click on the page link Add to Favorites (in the upper right hand corner of the page):



When the Add to Favorites page opens, enter a description for the favorite and click Add to Favorites.



After you've created a favorite in PeopleSoft, you can edit your favorites. You can **change a favorite name** or **change the sequence** of the favorites you have created.

To edit a PeopleSoft favorite, select from the main menu: My Favorites > Edit Favorites

The screenshot shows the PeopleSoft interface for editing favorites. On the left is a 'Menu' sidebar with 'My Favorites' expanded to 'Edit Favorites'. The main content area is titled 'Edit Favorites' and includes a 'Favorites' table with columns for 'Favorite' and 'Sequence number'. A single row is visible with 'Voucher Regular Entry' and '0'. A 'Delete' button is next to the sequence number. Below the table are 'Save' and 'Notify' buttons. Five callout boxes provide instructions: 'Use this box to modify the name of a favorite.' (points to the 'Favorite' field), 'Use this box to sequentially number your favorites in a specific order.' (points to the 'Sequence number' field), 'Click the Delete button to delete a favorite.' (points to the 'Delete' button), 'After editing favorites entries, click Save to save your changes.' (points to the 'Save' button), and 'Usually, you will not need to use Notify on this page. It sends an email with a hyperlink to this page.' (points to the 'Notify' button).

E. Troubleshooting Page Display Problems

1. Clearing Browser Cache

A cache is a temporary storage area for frequently-accessed or recently-accessed data. Your computer stores information to make it faster for the computer to recall web sites that you have visited. The problem with this is, when there are new pages or changes to a site your computer may go to the cache first to recall the page. So, you might be looking at the page from your cache that has since been updated.

By clearing the browser cache you see the most recent documents presented on that site. To clear the cache in Internet Explorer, do the following:

1. Open Internet Explorer
2. Click on Tools
3. Click on Internet Options
4. On the General tab under Temporary Internet files, click Delete Files
5. Click OK to close the dialog box
6. Hold down the SHIFT key and click Refresh on the toolbar to reload the page

2. Pop-up Blocker

Your internet browser block-up blocker needs to be set with pop-up blocker turned **off**. If pop-ups are blocked when you're accessing pages in PeopleSoft 8.8, there may be problems with pages displaying, linking to other pages, or viewing pop-up messages.

In Internet Explorer, you may check or change the setting of the pop-up blocker by doing the following:

1. Click on Tools
2. Highlight Pop-up blocker
3. View or change the pop-up blocker setting (Turn off for all sites or for only specific sites).