UNIVERSITY OF MISSOURI
ADMINISTRATIVE SYSTEMS PROJECT

PeopleSoft End-User Training

PROCESSING NON-PO VOUCHERS
TRAINING PARTICIPANT GUIDE
ST. LOUIS CAMPUS

PEOPLESOFT FINANCIALS 8.8
PEOPLESOFT PAYABLES
MARCH 2005
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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.umsystem.edu/rpt/signon.html
Production Database: https://fsprd.umsystem.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:

![PeopleSoft Home Page](image)

You are now successfully signed in to the PeopleSoft 8.8 application!

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

Notes:

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.
Step 2

This is what you’ll see:

- 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.
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.

Notes:
Step 4

This is what you'll see:

To narrow your search, enter search criteria and click **Look Up**. 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
- **Prev** - To view the previous page of records
- **Next** - 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:

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 interface](image)

**Voucher**

- **Find an Existing Value**
- **Add a New Value**

**Business Unit:** STLOU

**Voucher ID:** NEXT

**Voucher Style:** Regular Voucher

**Short Vendor Name:** ACADEMIC-PR-001

**Vendor ID:** 0100001183

**Vendor Location:** STANDARD

**Address Sequence Number:** 1

**Invoice Number:** 1

**Invoice Date:** 1

**Gross Invoice Amount:** 0.00

**Estimated No. of Invoice Lines:** 1

The Look Up Address page displays:

![Look Up Address](image)

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

**Look Up Address**

- **Vendor ID:** UOUCNO
- **Address Sequence Number:** 0100001183
- **Address Type:** 1

**Search Results**

<table>
<thead>
<tr>
<th>Address Sequence Number</th>
<th>Address Type</th>
<th>Description</th>
<th>Address Line 1</th>
<th>City</th>
<th>County/State/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business</td>
<td>SAN DIEGO 5350 B ST STE 1 P</td>
<td>5350 B ST STE 1030</td>
<td>SAN DIEGO/CA</td>
<td>USA</td>
</tr>
<tr>
<td>2</td>
<td>Business</td>
<td>ORLANDO 327 SEA HARBOUR DR P</td>
<td>327 SEA HARBOUR DR</td>
<td>ORLANDO/OAKLAND CA</td>
<td>USA</td>
</tr>
<tr>
<td>3</td>
<td>Business</td>
<td>SAN DIEGO HARCOURT BRACE</td>
<td>HARCOURT BRACE JOVANDO</td>
<td>SAN DIEGO/CA</td>
<td>USA</td>
</tr>
<tr>
<td>4</td>
<td>Business</td>
<td>CHICAGO PO BOX 92606 R</td>
<td>PO BOX 92613</td>
<td>CHICAGO/Quinl</td>
<td>USA</td>
</tr>
</tbody>
</table>

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.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong></td>
<td>STLOU</td>
</tr>
<tr>
<td><strong>Voucher ID:</strong></td>
<td>NEXT</td>
</tr>
<tr>
<td><strong>Voucher Style:</strong></td>
<td>Regular Voucher</td>
</tr>
<tr>
<td><strong>Short Vendor Name:</strong></td>
<td>ACADEMICPR-001</td>
</tr>
<tr>
<td><strong>Vendor ID:</strong></td>
<td>0100001168</td>
</tr>
<tr>
<td><strong>Vendor Location:</strong></td>
<td>STANDARD</td>
</tr>
<tr>
<td><strong>Address Sequence Number:</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Invoice Number:</strong></td>
<td>1234567</td>
</tr>
<tr>
<td><strong>Invoice Date:</strong></td>
<td>02/24/2005</td>
</tr>
<tr>
<td><strong>Gross Invoice Amount:</strong></td>
<td>46.95</td>
</tr>
<tr>
<td><strong>Estimated No. of Invoice Lines:</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

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

Example of completed distribution line for the first invoice line:
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)

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:

Notes:
Enter comments by selecting 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.

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.

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

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**

Find an Existing Value | Add a New Value

Run Control ID: voprint

Add

Find an Existing Value | 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.

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:

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:

If additional information is needed, select Voucher Details to verify this is the voucher you wish to delete.

Select Voucher Details.

Step 3
Review the Voucher Details then click on the Delete Voucher tab to return to the Voucher Delete screen.

If this is the voucher you want to delete, click Delete Voucher to return to the Voucher Delete screen.
Step 4
On the Voucher Delete page, click Delete:

<table>
<thead>
<tr>
<th>Delete Voucher</th>
<th>Voucher Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>STLOU Voucher:</td>
</tr>
<tr>
<td>Vendor</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td>0100001168 ACADEMIC PRESS INC</td>
</tr>
<tr>
<td>ShortName:</td>
<td>ACADEMICPR-001</td>
</tr>
</tbody>
</table>

Voucher Information

| Invoice: | 1234567 | Origin: | CNL | Header Budget Status: | Not Child |
| Date:    | 02/24/2005 | Group: | Non-Prorated Budget Status: | Valid |
| Gross Amount: | 46.95 USD | Entry Status: | Postable |

Step 5
The following will display. Click OK if you want to continue and delete the voucher:

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

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:

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.

The Favorites menu opens and the favorite you created, PeopleSoft 8 Sign-in, is displayed (in alpha order). To access the page in the future, simply click the link from the Favorites.
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

Use this box to modify the name of a favorite.

Use this box to sequentially number your favorites in a specific order.

Click the Delete button to delete a favorite.

After editing favorites entries, click Save to save your changes.

Usually, you will not need to use Notify on this page. It sends an email with a hyperlink to this page.
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).