Guide to PO and Payment Inquiry on PeopleSoft 9.2

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Introduction

Payment Inquiry is a system on PeopleSoft that will allow departments to easily find out the status of a requisition, purchase order, payment information on check vouchers, consultants, travel reimbursements and Marketplace orders. You can enter the req/po# and find out if the order has been placed, what vendor was chosen as well as pricing. You can also find out voucher and payment information. The system will show you the vouchers entered against the purchase order and whether they have been paid.

Getting Started

You access the new system from the Finance Portal: go.tufts.edu/finportal. You can only access PeopleSoft Financials if you are on campus or logged in through VPN.
PeopleSoft is now enabled for Simplified Sign-on! Your PeopleSoft password is the same as your Outlook e-mail password.

To learn more about Tufts Simplified Sign-on click [here](#).

Log in using your Outlook user name and password

Click on Tufts PO/Payment Inquiry
Searching PO/Payment Inquiry

Select Data

Enter Search Information

Search Type: 
- Check Voucher
- Consultant Auth. Number
- Marketplace Order
- Purchase Order
- Requisitions
- Telecom Voucher
- Travel Authorization Number

Search Key: [Enter]

Select Data

Enter Search Information

Search Type: Purchase Order
Search Key: EP0110924

Click the down arrow to choose what you are searching for.

Enter the value in the Search Key and click the Select Data button.
(Be sure to enter the beginning letters followed by the number when searching by requisition or PO number.)
PO/PAYMENT INQUIRY

Purchase Orders

**PO Header:** Includes information such as; Purchase Order Number, Vendor, PO Status, PO Date, Requestor, Shipping Location, Buyer as well as dollar totals (purchase order, voucher, paid, open commitment).

**PO Lines:** Includes information regarding the po lines (what was ordered). This panel will show the line description, unit of measure, qty, pricing and whether the line has been vouchered.

**PO Distributions:** Includes distribution information by line about the purchase order. This panel shows the account, deptid, project/grant, budget period and amount distributed to each.

**PO Comments:** Includes any comments entered by the Buyer for this purchase order.

**Vouchers/Payments:** Includes any vouchers against the purchase order as well as payment information. Each voucher will be listed separately, you will see the gross amount, merchandise amount, Freight amount, paid amount (if paid). You will also see information about the payment - check #, payment date, paid amount, whether the check was voided or cashed by the vendor. If payment hasn't been made, you can see the scheduled payment date.

**Ship to:** Includes detailed ship to location for each line item.
This panel shows you Header information about the purchase order.

**PO Status:**

“Dispatched” the order has been placed with the vendor.

“Complete” the po has been canceled or fully vouchered (no changes can be made to a complete po)

Click the E-Mail Buyer button to send an e-mail to the buyer

Click the Return button to return to the search panel

If there were any vouchers for this purchase order that were entered as “Express Vouchers” the totals would show under AP Vouchers (These are usually credits)
**PO Lines**

PO Lines will show you the line detail for the purchase order.

Each po voucher that is entered into PeopleSoft needs to run through a matching process. This matching process matches the voucher against the purchase order. If the voucher doesn’t match the po, a match exception is created (see page 14 for an explanation of the statuses)

**Match Status:**

**“Partial”** means the po line has been partially matched. This means that there were vouchers entered and matched against this po line but there is still a balance.

**“Matched”** means the po line has been fully matched. This means that there were vouchers entered and matched against this po line and there isn’t a balance.

**“Unmatched”** means no vouchers have been matched. There could still be some vouchers entered but haven’t run through the overnight match process or there are match exceptions.
**PO Distributions**

PO Distributions shows what Account, Dept ID and/or Proj/Grants were charged to each line

**Distrib Status:**

- **Open:** The distrib line is available for processing
- **Closed:** The po is complete and no further processing is allowed
- **Canceled:** The po line distrib has been canceled, no further processing is allowed

If a line was split between different chart fields, the distributions would be numbered sequentially.

**PO Comments**

PO Comments will show you any comments entered by Purchasing or copied from the E-Req system. It may show that an order was faxed, etc....
Vouchers/Payments

The Voucher/Payments panel shows you information on vouchers and payments associated with a purchase order.

<table>
<thead>
<tr>
<th>Type of Data</th>
<th>The possible voucher types are “AP Voucher” &amp; “Po Vchr”. An AP voucher was not entered against the po.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td>The vendor’s invoice number. This will show on your Transaction Detail reports.</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Invoice Date</td>
</tr>
<tr>
<td>Merchandise Amount:</td>
<td>The Merchandise Amount</td>
</tr>
<tr>
<td>Freight Amount:</td>
<td>The Freight Amount – if separated on the invoice.</td>
</tr>
<tr>
<td>Paid Amount:</td>
<td>The Amount Paid to the Vendor for the voucher.</td>
</tr>
<tr>
<td>Payment Status:</td>
<td>The payment status, whether the check was voided. Possible statuses are Paid or Void.</td>
</tr>
</tbody>
</table>
**Voucher Details**

<table>
<thead>
<tr>
<th>PO Number: EP0116824</th>
<th>Voucher ID: 02076792</th>
<th>Invoice Date: 12/01/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number: TEST1234</td>
<td>Invoice Amount: 5.00</td>
<td>Freight Amount: 0.00</td>
</tr>
</tbody>
</table>

**Voucher Distribution Data**

<table>
<thead>
<tr>
<th>PO Line #</th>
<th>Dist Line #</th>
<th>Account</th>
<th>DeptID</th>
<th>Proj/Gr</th>
<th>Quantity</th>
<th>Merchandise Amt</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>5453</td>
<td>A130001</td>
<td>NS1257</td>
<td>1.0000</td>
<td>5.00</td>
<td>test</td>
</tr>
</tbody>
</table>

Click the **OK** button when done.

**Voucher and Payment Data**

Click the **Additional Data** tab for more information.
Click "" to show all information at once

<table>
<thead>
<tr>
<th><strong>Voucher ID:</strong></th>
<th>The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Date:</strong></td>
<td>The check date</td>
</tr>
<tr>
<td><strong>Check Number:</strong></td>
<td>The Check Number</td>
</tr>
<tr>
<td><strong>Check Cashed:</strong></td>
<td>This indicates whether the check was cashed by the vendor. If blank, it hasn’t been cashed yet. If there is a date, this is when the check was cashed. This is updated monthly.</td>
</tr>
<tr>
<td><strong>Scheduled Pay Date:</strong></td>
<td>This indicates the date the voucher is scheduled to be paid.</td>
</tr>
<tr>
<td><strong>Voucher Match Status:</strong></td>
<td>This indicates the voucher match status. All vouchers entered against a purchase order must be matched to the po. You may see “Matched” which means the voucher is matched. “To be matched” means the voucher will run through the match process overnight. “Match Exceptions Exist” means the voucher doesn’t match the po, the Buyer normally clears these. A voucher can’t be paid until the match status = Matched.</td>
</tr>
<tr>
<td><strong>Voucher Entered:</strong></td>
<td>This is the date the voucher was entered into PeopleSoft.</td>
</tr>
<tr>
<td><strong>Entered By:</strong></td>
<td>This is the name of the AP person that entered the voucher.</td>
</tr>
</tbody>
</table>
Ship To

The Ship To page shows the delivery address for each line item.
Check Vouchers, Marketplace Orders & Travel Reimbursements

You can also look up payment information for Consultants, Check Vouchers, Travel Reimbursements and Marketplace orders:

Enter the value in the Search Key and click the Select Data button (Be sure to enter the T number for Travel, TR followed by the e-Expense report and a V for check vouchers followed by the number)
Click Email A/P to e-mail Accounts Payable

Click Return to search for another value

<table>
<thead>
<tr>
<th>Type of Data:</th>
<th>This shows the voucher type. PO Vchr is for vouchers entered against a purchase order. AP Vchr is a voucher that was entered without a purchase order.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td>The vendors invoice number. This will show on your Transaction Detail reports.</td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>The invoice date from the Supplier.</td>
</tr>
<tr>
<td>Merchandise Amount:</td>
<td>The Merchandise Amount</td>
</tr>
<tr>
<td>Freight Amount:</td>
<td>The Freight Amount – if separated on the invoice.</td>
</tr>
<tr>
<td>Paid Amount:</td>
<td>The Amount Paid to the Vendor for the voucher.</td>
</tr>
<tr>
<td>Payment Status:</td>
<td>The payment status, whether the check was voided. Possible statuses are Paid or Void</td>
</tr>
<tr>
<td>Vchr Distrib/Comments:</td>
<td>The distribution for the voucher. This will show a partial item description for Marketplace orders.</td>
</tr>
</tbody>
</table>

Click on the next to the voucher to view a copy of the invoice. (if an image is available)
Voucher Comments will show more information for Marketplace orders.

Click the Additional Data tab for more information.

Click **OK** when done.
Click ![link](image) to show Primary Data and Additional data together.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.</td>
</tr>
<tr>
<td>Payment Date:</td>
<td>The check date</td>
</tr>
<tr>
<td>Check Number:</td>
<td>The Check Number</td>
</tr>
<tr>
<td>Check Cashed:</td>
<td>This indicates whether the check was cashed by the vendor. If blank, it hasn’t been cashed yet. If there is a date, this is when the check was cashed. This is updated monthly.</td>
</tr>
<tr>
<td>Scheduled Pay Date:</td>
<td>This indicates the date the voucher is scheduled to be paid.</td>
</tr>
<tr>
<td>Voucher Close Status:</td>
<td>This indicates whether the voucher has been closed. A voucher is closed when a payment was voided and will not be reissued or the voucher was entered in error.</td>
</tr>
<tr>
<td>Voucher Match Status:</td>
<td>This indicates the voucher match status. All vouchers entered against a purchase order must be matched to the po. You may see “Matched” which means the voucher is matched. “To be matched” means the voucher will run through the match process overnight. “Match Exceptions Exist” means the voucher doesn't match the po, the Buyer normally clears these. A voucher can’t be paid until the match status = Matched.</td>
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<tr>
<td>Voucher Entered:</td>
<td>This is the date the voucher was entered into PeopleSoft.</td>
</tr>
<tr>
<td>Entered By:</td>
<td>This is the name of the AP person that entered the voucher.</td>
</tr>
</tbody>
</table>
Viewing Invoice and PO Images

You can now view the pdf version of most invoices that are scanned by Accounts Payable.

Invoices are generally scanned by Accounts Payable within 24-48 hours after it was input into PeopleSoft.

There are some images that are not available:

Travel & Business Expense reimbursements - these are not scanned.

Invoices that are billed electronically such as; orders placed via Tufts Marketplace, Federal Express, print/copy charges from TNEMC.

Click on the next to the voucher to view a copy of the invoice. A new window will open with a pdf version of the invoice (if it is available).
Requested Document

00281070

Not Available

In

Xythos
Viewing PO Images

You can now view the pdf version of most purchase orders. Images are available for purchase orders dated 7/1/08 or later.

Please keep in mind per our retention policy; images are generally removed from the system after 7 years.

You will get the following result if the image is not available:

Click on the PO Image button. A new window will open with a pdf version of the most recent version of the po (if it is available).
Requested Document

0031229

Not Available

In

Xythos