

# Finance 9.0 Upgrade

IVN Show & Tell

Vendors

Accounts Payable

Purchasing

# Vendors

# Vendor Overview

- Summary
- Identifying Information
- Address
- Location
- Contacts
- Custom
- ???1099 Tab???
- Other new features
  - Links replaced with expandable sections
  - Checks for duplicate vendors
  - Vendor Maintenance Page

# Summary Tab

**Summary**

Identifying Information

Address

Contacts

Location

Custom

**SetID:** SHARE

**Vendor ID:** 0000007793

**Vendor Short Name:** DELL USA                      DELL USA-001

**Vendor Name:** DELL USA

**Order:**                      DELL USA-001  
                                    CHOOSE THE CORRECT ADDRESS  
                                    XXXXXXXX, ND 00000

**Remit To:**                      DELL USA-001  
                                    CHOOSE THE CORRECT ADDRESS  
                                    XXXXXXXX, ND 00000

**Status:**                      Approved

**Persistence:**                Regular

**Classification:**             Supplier

**HCM Class:**

**Open for Ordering:**        Yes

**Withholding:**              [Yes](#)

**VAT:**                          No

**Last Modified By:**        KSJOMELING@ND.GOV

**Last modified date:**

**Created By:**

**Created Date/time:**

**Last Activity Date:**      08/03/2007

# Identifying Information Tab

- Identifying Information page
- This is the first page appearing when adding a vendor
- Expandable bars replaces links
- New feature: checks for duplicates upon saving

# Identifying Information Tab

Summary Identifying Information Address Contacts Location Custom

SetID: SHARE Check for Duplicate

Vendor ID: 000007793

\*Vendor Short Name:  DELL USA-001

\*Vendor Name 1:

Vendor Name 2:

\*Status:  \*Classification:

\*Persistence:  HCM Class:

VAT Registration Registration VAT Default VAT Service Treatment Setup

Withholding Expand All Collapse All

Open For Ordering

**Vendor Relationships**

Corporate Vendor  InterUnit Vendor

Corporate SetID:  InterUnit Vendor ID:

Corporate Vendor ID:  DELL USA

**Create Bill-To Customer**

Create Bill To Customer

▶ Additional ID Numbers

▶ Duplicate Invoice Settings

▶ Government Classifications

▶ Standard Industry Codes

▶ Additional Reporting Elements

Expand All Collapse All

# Duplicate Checking

[Ne](#)

**Identifying Information** | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

**SetID:** SHARE **Check for Duplicate**

**Vendor ID:** NEXT

**\*Vendor Short Name:**

**\*Vendor Name 1:**

**Vendor Name 2:**

**\*Status:**  **\*Classification:**

**\*Persistence:**

**VAT Registration** Registra

**Withholding**

**Open For Ordering**


**Vendor Relationships**

**Corporate Vendor**

**InterUnit Vendor**

**Expand All** **Collapse All**

Microsoft Internet Explorer

 Duplicate Vendor Name has been detected. (7025,169)

**OK**

# Duplicate Vendor

Warning -- Duplicate Vendor Name has been detected. (7025,169)

OK

Cancel

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID: SHARE		<input type="button" value="Check for Duplicate"/>			
Vendor ID: 0000096849					
*Vendor Short Name: TEST		TEST-005			
*Vendor Name 1: TEST90					
Vendor Name 2:					
*Status: Approved	*Classification: Supplier				
*Persistence: Regular	HCM Class:				
<input type="checkbox"/> VAT Registration	Registration	VAT Default	VAT Service Treatment Setup		
<input type="checkbox"/> Withholding					
<input checked="" type="checkbox"/> Open For Ordering					
				<input type="button" value="Expand All"/>	<input type="button" value="Collapse All"/>

# Address Tab

[Summary](#) | 
 [Identifying Information](#) | 
 **[Address](#)** | 
 [Contacts](#) | 
 [Location](#) | 
 [Custom](#)

**SetID:** SHARE [Vendor Address Search](#)  
**Vendor:** 0000007793    **Short Vendor Name:** DELL USA-001    **Name:** DELL USA

**Vendor Address** Find | View All    First 1 of 18 Last

**Address ID:** 1 +  
**Description:** DALLAS-PO BOX 120001

**Details** Find | View All    First 1 of 1 Last

**Effective Date:** 02/26/2004 +  
**Status:** Active v  
**Country:** USA United States  
**Address 1:** DEPT 0729  
**Address 2:** PO BOX 120001  
**Address 3:**   
**City:** DALLAS  
**County:** **Postal:** 75312-0729  
**State:** TX Texas  
**Email ID:**

**Payment/Withholding Alt Names**

**Phone Information** Customize | Find | View All | First 1 of 1 Last

*Type	Prefix	Telephone	Extension		
<span style="float: right;">v</span>				+	-

# Address Search Link

## Vendor Address Search

### Search Criteria

SetID: SHARE

Vendor ID: 0000007793    DELL USA-001

Address: Equal to

City: Equal to

Country:  

State:  

Postal: Equal to

Search

Clear

OK

Cancel

# Payment/Whld Alt Names

## ▼ Payment/Withholding Alt Names

### Payment Alternate name

Name 1:

Name 2:

### Withholding Alternate name

Withholding Name 1:

Withholding Name 2:

# Contacts Tab

Summary

Identifying Information

Address

**Contacts**

Location

Custom

## Vendor Contact

SetID: SHARE

Vendor: 0000007793

Short Vendor Name: DELL USA-001

Name: DELL USA

### Vendor Contact

Find | View All | First 1 of 1 Last

Contact ID: 1

Description: HQ,BIDS-ROUND ROCK

#### Details

Find | View All | First 1 of 1 Last

Eff Date: 04/18/2005

Status: Active

Type:

Name: RENEE LIGARDE

Title: INSIDE SALES REP

Address: 6 ROUND ROCK

ONE DELL WAY

ROUND ROCK, TX 78682

Internet: <http://www.dell.com>

[View Internet Address](#)

Email ID: renee\_ligarde@dell.com

#### Phone Information

Customize | Find | View All | First 1 of 1 Last

Type	Prefix	Telephone	Extension

# Location Tab

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | **Location** | [Custom](#)

**SetID:** SHARE

**Vendor:** 0000096848

**Short Vendor Name:** TEST90-001

**Name:** TEST90 MULTIPLE ADDRESS LOCATION

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 2 Last

\***Location:**   **Default** +

**Description:**  [RTV Fees](#)

---

**Details** Find | View All First 1 of 1 Last

\***Effective Date:**

**Status:**

**Options:** [Payables](#) [Procurement](#) [Sales/Use Tax](#) [1099](#)

- ▶ **Additional ID Numbers**
- ▶ **Comments**
- ▶ **Internet Address**
- ▶ **VAT**

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

# Payables Link

## Payables Options

**SetID:** SHARE

**Location:** FRANCE

**Vendor ID:** 0000096848

**Description:** FRANCE

**Short Vendor Name:** TEST90

**Name 1:** TEST90 MULTIPLE ADDRESS LOCATION

Expand All

Collapse All

### Invoicing

<b>Vendor:</b>	0000096848	TEST90
<b>Address:</b>	<input type="text" value="1"/> <a href="#">Search</a>	MAIN TEST GRAND FORKS, ND 58201
<b>Location:</b>	FRANCE	FRANCE

### Remitting

<b>*Vendor</b>	<input type="text" value="0000096848"/>	TEST90-001
<b>*Address:</b>	<input type="text" value="1"/> <a href="#">Search</a>	MAIN TEST GRAND FORKS, ND 58201
<b>*Location:</b>	<input type="text" value="FRANCE"/>	FRANCE

▶ Additional Payables Options

▶ Matching/Approval Options

▶ Electronic File Options

▶ Self-Billed Invoice Options

▶ Vendor Bank Account Options

▶ Vendor Type Options

▶ HIPAA Information

▶ Debit Memo Options

# Search and Select Address

## Vendor Address Search

### Search Criteria

SetID: SHARE  
Vendor ID: 0000096848 TEST90-001

Address: Equal to

City: Equal to

Country:

State:

Postal: Equal to

Search

Clear

### Search Results

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

	Address Seq	Effective Date	Address	City	State	Postal Code	Country
<input type="radio"/>	1	04/01/2008	TEST	GRAND FORKS	ND	58201	USA
<input type="radio"/>	2	04/01/2008	TEST	PARIS	31	45333	FRA

OK

Cancel

# Update Address for Invoice

## Payables Options

**SetID:** SHARE **Location:** FRANCE  
**Vendor ID:** 0000096848 **Description:** FRANCE  
**Short Vendor Name:** TEST90-001  
**Name 1:** TEST90 MULTIPLE ADDRESS LOCATION



Expand All

Collapse All

### Invoicing

**Vendor:** 0000096848 TEST90  
**Address:**  [Search](#) FRANCE  
TEST  
PARIS 45333 FRA  
**Location:** FRANCE FRANCE

### Remitting

**\*Vendor**   TEST90-001  
**\*Address:**  [Search](#) MAIN  
TEST  
GRAND FORKS, ND 58201  
**\*Location:**   FRANCE

▶ Additional Payables Options

▶ Matching/Approval Options

▶ Electronic File Options

▶ Self-Billed Invoice Options

▶ Vendor Bank Account Options

▶ Vendor Type Options

▶ HIPAA Information

▶ Debit Memo Options

# Procurement Options

- Return to Locations Page
- Select Procurement Options Link

# Location Tab: Procurement Options

## Procurement Options

**SetID:** SHARE **Location:** FRANCE  
**Vendor ID:** 0000096848 **Description:** FRANCE  
**Short Vendor Name:** TEST90  
**Name 1:** TEST90 MULTIPLE ADDRESS LOCATION

[Expand All](#)

[Collapse All](#)

### Ordering

**Vendor:** 0000096848 TEST90 MULTIPLE ADDRESS LOCATION  
**\*Address:**  [Search](#) MAIN  
 TEST  
 GRAND FORKS, ND 58201  
**Location:** FRANCE FRANCE

### Pricing

**Vendor** 0000096848 TEST90 MULTIPLE ADDRESS LOCATION  
**\*Location:**  [Search](#) FRANCE

### Returning

**\*Vendor:**  [Search](#) TEST90 MULTIPLE ADDRESS LOCATION  
**\*Address:**  [Search](#) MAIN  
 TEST  
 GRAND FORKS, ND 58201  
**Location:** FRANCE FRANCE

### Ship From

**Vendor:** 0000096848 TEST90 MULTIPLE ADDRESS LOCATION

Done

# Locations Tab: 1099

Summary Identifying Information Address Contacts **Location** Custom

SetID: SHARE

Vendor: 0000007793 Short Vendor Name: DELL USA-001 Name: DELL USA

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 22 Last

\*Location: 1099  Default

Description: 1099 REPORTABLE PAYMENTS [RTV Fees](#)

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 02/14/2006

Status: Active

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) **1099** [Expand All](#) [Collapse All](#)

- ▶ Additional ID Numbers
- ▶ Comments
- ▶ Internet Address
- ▶ VAT

[Expand All](#) [Collapse All](#)

# Locations Tab: 1099

## Withholding Vendor Information

**SetID:** SHARE

**Location:** 1099











**Vendor ID:** 0000007793








**Description:** 1099 REPORTABLE PAYMENTS

**Short Vendor Name:**

**Name 1:** DELL USA

### 1099 Options

1099 Information							Customize   Find   View All    First  1 of 1  Last	
Main Information		Overrides	Remit					
*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status			
IRS 	1099 	FED 	<input checked="" type="checkbox"/>	07 	RPT 	Reporting Only		

1099 Reporting Information				Customize   Find   View All    First  1 of 1  Last	
Main Information		Additional Information			
*Entity	*Address	TIN Type	Taxpayer Identification Number		
IRS 	1 	F 	742616805		

# Custom Tab (not used)

Summary

Identifying Information

Address

Contacts

Location

**Custom**

## User Definable Vendor Fields

SetID: SHARE

Vendor: 0000007793

Short Vendor Name: DELL USA-001

Name: DELL USA

Vendor Field C30 A

Vendor Field C30 F

Vendor Field C30 B

Vendor Field C30 G

Vendor Field C30 C


Vendor Field C30 H


Vendor Field C30 D


Vendor Field C30 I


Vendor Field C30 E


Vendor Field C30 J


 Save


 Return to Search

 Notify

 Add

 Update/Display

 Include History

 Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

# 9.0 Vendor Features - Review

- New Summary Tab
- Identifying Tab – expandable bars replaced links, duplicate vendor
- Address Tab
- Contacts Tab
- Location Tab, 1099 information, payables and procurement links for addresses
- Custom Tab (not used)

# Review a Vendor

- Navigation: Vendors>Vendor Info> Add/ Update> Review Vendors
- Search Criteria: Example is UND
- Search for vendors
  - User specified criteria

# Review Vendor: Search Return

## Review Vendors

Search Criteria

<p><b>*SetID:</b> <input type="text" value="SHARE"/> 🔍</p> <p><b>Name:</b> Equal to <input type="text"/></p> <p><b>Withholding Name:</b> Equal to <input type="text"/></p> <p><b>Vendor Status:</b> <input type="text"/></p>	<p><b>Vendor ID:</b> <input type="text"/></p> <p><b>ShortName:</b> Equal to <input type="text" value="UND-001"/> 🔍</p> <p><b>Classification:</b> <input type="text"/></p> <p><b>Type:</b> <input type="text"/></p> <p><b>Persistence:</b> <input type="text"/></p>
<p><b>Address:</b> Equal to <input type="text"/></p> <p><b>Customer Number:</b> <input type="text"/></p> <p><b>ID Type:</b> Tax ID <input type="text"/></p> <p><b>VAT Registration ID:</b> <input type="text"/></p> <p><b>Withholding Tax ID:</b> <input type="text"/></p>	<p><b>City:</b> <input type="text"/></p> <p><b>Country:</b> <input type="text"/> 🔍</p> <p><b>State:</b> <input type="text"/> 🔍</p> <p><b>Postal:</b> <input type="text"/></p> <p><b>Bank Account #:</b> <input type="text"/></p>

[Add Vendor](#)

Search Results

[Main Information](#) | [Additional Vendor Info](#) | [Audit Information](#)

[Customize](#) | [Find](#) | [View 10](#) | First 1-100 of 131 Last

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country
SHARE	0000000383	UNIVERSITY OF NORTH DAKOTA	UND-001	ADDITION COUNSELOR TRNG PROG	GRAND FORKS	ND	USA
SHARE	0000000383	UNIVERSITY OF NORTH DAKOTA	UND-001	AEROSPACE FOUNDATION	GRAND FORKS	ND	USA
SHARE	0000000383	UNIVERSITY OF NORTH DAKOTA	UND-001	ALUMNI ASSN	GRAND FORKS	ND	USA
SHARE	0000000383	UNIVERSITY OF NORTH DAKOTA	UND-001	ANTHROPOLOGY CLUB	GRAND FORKS	ND	USA
SHARE	0000000383	UNIVERSITY OF NORTH DAKOTA	UND-001	ANTHROPOLOGY DEPARTMENT	GRAND FORKS	ND	USA

# Review Vendor: Search Return

## Review Vendors

Search Criteria

\*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

---

Address:

Customer Number:

ID Type:

VAT Registration ID:

Withholding Tax ID:

City:

Country:

State:

Postal:

Bank Account #:

[Add Vendor](#)

Search Results

Customize | Find | View 10 |
First 1-100 of 131 Last

Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Vendor	Open For Ordering	Sanctions Status
Approved	Supplier	Regular	2491	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Supplier	Regular	2491	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Supplier	Regular	2491	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Supplier	Regular	2491	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Supplier	Regular	2491	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Supplier	Regular	2491	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Supplier	Regular	2491	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

25

# Review Vendor: Search Return

### Review Vendors

Search Criteria

<p><b>*SetID:</b> <input type="text" value="SHARE"/> </p> <p><b>Name:</b> <input type="text" value="Equal to"/> </p> <p><b>Withholding Name:</b> <input type="text" value="Equal to"/> </p> <p><b>Vendor Status:</b> <input type="text"/> </p>	<p><b>Vendor ID:</b> <input type="text"/></p> <p><b>ShortName:</b> <input type="text" value="Equal to"/> <input type="text" value="UND-001"/> </p> <p><b>Classification:</b> <input type="text"/> </p> <p><b>Type:</b> <input type="text"/> </p> <p><b>Persistence:</b> <input type="text"/> </p>
<p><b>Address:</b> <input type="text" value="Equal to"/> </p> <p><b>Customer Number:</b> <input type="text"/></p> <p><b>ID Type:</b> <input type="text" value="Tax ID"/> </p> <p><b>VAT Registration ID:</b> <input type="text"/></p> <p><b>Withholding Tax ID:</b> <input type="text"/></p>	<p><b>City:</b> <input type="text"/></p> <p><b>Country:</b> <input type="text"/> </p> <p><b>State:</b> <input type="text"/> </p> <p><b>Postal:</b> <input type="text"/></p> <p><b>Bank Account #:</b> <input type="text"/></p>

[Add Vendor](#)

Search Results


Customize | Find | View 10 | 
First  Last

Main Information
Additional Vendor Info
Audit Information
FEED

Last Activity Date	Last Modified By	Last modified date	Created By	Created Date/time
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			
01/18/2008	jnesemeier			

# Vendor Maintenance Link

Return to Left of vendor return: Select Vendor ID Icon of one address

Vendor ID
0000000383 

Select Vendor Maintenance Link

Please select one of the following links:

[Vendor Maintenance](#)  
[Vendor Conversation](#)  
[Vendor Contact](#)

Cancel

# Location Tab is Shown

[New Window](#)

Summary

Identifying Information

Address

Contacts

**Location**

Custom

SetID: SHARE

Vendor: 0000000383

Short Vendor Name: UND-001

Name: UNIVERSITY OF NORTH DAKOTA

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location		Find	View 100	First	1 of 167	Last
*Location:	<input type="text" value="155101"/>	<input type="checkbox"/>	Default			
Description:	<input type="text" value="VR USE ONLY"/>	<a href="#">RTV Fees</a>				
Details		Find	View All	First	1 of 1	Last
*Effective Date:	<input type="text" value="06/22/2004"/>					
Status:	<input type="text" value="Active"/>					
Options:	<a href="#">Payables</a>	<a href="#">Procurement</a>	<a href="#">Sales/Use Tax</a>	<a href="#">1099</a>	<input type="button" value="Expand All"/>	<input type="button" value="Collapse All"/>
▶ Additional ID Numbers						
▶ Comments						
▶ Internet Address						
▶ VAT						
<input type="button" value="Expand All"/>		<input type="button" value="Collapse All"/>				

# Purchasing

# Purchasing Review

- PO Entry
- Express POs
- Purchase Order with outstanding encumbrances
- Re-open/adjust closed purchase orders
- Future Features

# PO Entry

## Maintain Purchase Order

### Purchase Order

Unit: UND01

PO ID: NEXT

Copy From:

PO Status: Pend Appr

Budget Status: Not Chkd

Hold From Further Processing

#### ▼ Header

\*PO Date: 03/31/2008

[Vendor Search](#)

Doc Tol Status: Valid

Vendor: FINE PRINT-001

[Vendor Details](#)

\*Vendor ID: 0000001039 FINE PRINT OF GRAND FORKS INC

Receipt Status: Not Recvd

\*Buyer: jalbrecht \*Albrecht,JoAnn S.

\*Dispatch Method:

PO Reference:

#### Amount Summary

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

Merchandise: 4,115.00

[PO Defaults](#)

Freight/Tax/Misc.: 0.00

[Edit Comments](#)

Total Amount: 4,115.00 USD

#### Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

#### Lines

Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status	
1	<input type="text"/>	Posters for testing PO	1.0000	EA	PRINTIN	4115.00000	4,115.00	Active	

[View Printable Version](#)

\*Go to: ... More ...

# Schedule

## Maintain Purchase Order

### Schedules

**Unit:** UND01                      **Vendor:** FINE PRINT-001  
**PO ID:** 0000005343            **PO Date:** 03/31/2008  
**PO Status:** Pend Appr

[Return to Main Page](#)

Lines										Find	View All	First	1 of 1	Last	
<b>Line:</b> 1	<b>Item:</b>	<a href="#">Posters for testing PO</a>			<b>PO Qty:</b> 1.0000	EA	<b>Amount:</b> 4,115.00	USD							
Schedules										Customize	Find	View All	First	1 of 1	Last
Details		Statuses		Shipment		Matching		Receiving		Freight		RTV			
Sched		*Due Date		*Ship To		*PO Qty	Price	Amount	Status						
1		03/31/2008		CTRL WRHSE		1.0000	4,115.00000	4,115.00	Active						

[Add ShipTo Comments](#)

# Distributions

## Maintain Purchase Order

### Distributions for Schedule 1

**Unit:** UND01      **Vendor:** FINE PRINT-001  
**PO ID:** 0000005343      **Item:** [Posters for testing PO](#)  
**Line:** 1  
**Sched:** 1      **Status:** Active  
**\*Distribute by:**       **Schedule Qty:** 1.0000  
**SpeedChart:**  [Multi-SpeedCharts](#)      **Merchandise Amt:** 4,115.00 USD  
**Doc. Base Amount:** 4,115.00 USD

#### Distribution

Distribution											
Chartfields		Details/Tax		Asset Information		Req Detail		Statuses			
Dist	Status	Percent	PO Qty	Amount	Currency	'GL Unit	'Account	Oper Unit	Fund	Dept	Program
1	Open	100.00	1.0000	4,115.00	USD	UND01	542025		10012	1040	

# Express POs

## Express Purchase Order

### Purchase Order

Unit: UND01 PO Status: Initial  
 PO ID: NEXT Budget Status: Not Chk'd  
 Copy From:    Hold From Further Processing

#### ▼ Header

\*PO Date: 04/09/2008   [Vendor Search](#)  
 Vendor:   [Vendor Details](#)  
 \*Vendor ID:    
 \*Buyer:    
 PO Reference:

Doc Tol Status: Valid

Receipt Status: Not Recvd  
 \*Dispatch Method:

#### Amount Summary

Merchandise: 0.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#)  
[Add Comments](#)

#### Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

#### Lines

Find First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active

[Expand All](#) [Collapse All](#)

[View Printable Version](#)

Go to:

# Expanded link

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		test	1.0000	EA	SUPPLIES		Active

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	04/09/2008	P_SHIP_TO	1.0000	17.00		Active	Quantity

**Distributions**

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses

Dist	Status	Percent	PO Qty	Amount	Curr	*GL Unit	*Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Pr
1	Open	100.0000	1.0000		USD	UND01	536000							

[Expand All](#) [Collapse All](#)

[View Printable Version](#)

Go to:

# Purchase Order Outstanding Encumbrances

Navigation: [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)



# Budget Inquiry Criteria

## Budget Inquiry Criteria Budget Overview

**Inquiry:** PHYPLANT

**Description:**



[Amount Criteria](#)

### Budget Type

\*Business Unit:

Ledger Group/Set:

Ledger Group:

View Stat Code Budgets

Fund Ledger Group

Display Chart

### TimeSpan

\*Type of Calendar:

Customize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FUND	EA	<input type="text" value="2008"/>	<input type="text" value="2008"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### ChartField Criteria

ChartField	ChartField From Value	ChartField To		ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text" value=""/>	<a href="#">Update/Add</a>
Dept	<input type="text" value="3705"/>	<input type="text" value="3705"/>		<input type="text" value=""/>	<a href="#">Update/Add</a>
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text" value=""/>	<a href="#">Update/Add</a>

### Budget Status

- Open
- Closed
- Hold

# Inquiry Results

## Inquiry Results Budget Overview

**Business Unit:** WSC01  
**Ledger Group:** FUND Fund Control Budget  
**Type of Calendar:** Detail Budget Period  
**Amounts in Base Currency:** USD  
**Revenue Associated**

[Return to Criteria](#) Max Rows:  [Display Options](#)

### Ledger Totals (1 Rows)

<b>Budget:</b>	206,689.00	<b>Net Transfers:</b>	0.00
<b>Expense:</b>	79,787.96		
<b>Encumbrance:</b>	115,590.12		
<b>Pre-Encumbrance:</b>	0.00		
<b>Budget Balance:</b>	11,310.92		
<b>Associate Revenue:</b>	0.00		
<b>Available Budget:</b>	11,310.92		

### Budget Overview Results

												Customize	Find	View All	First	1 of 1	Last
			Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available				
1			FUND	520000	31800	3705	2008	<a href="#">206,689.00</a>	<a href="#">79,787.96</a>	<a href="#">115,590.12</a>	<a href="#">0.00</a>	11,310.92	5.47				

[Return to Criteria](#) \*Notes

# Activity Log

## Activity Log

Ledger: FUND\_ENC

Display open encumbrances only

Activity Log Customize | Find | View All | First 1-31 of 31 Last

	<u>Tran Line</u>	<u>Document Label</u>	<u>Document ID</u>	<u>Ref Bdgt?</u>	<u>Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Budget Period</u>	<u>Year</u>	<u>Period</u>		<u>Monetary Amount</u>		<u>Tran ID</u>	<u>Tran Date</u>
	1	Voucher ID:	00016825	Y	520000	31800	3705	2008	2008	4	USD	-23.37	USD	0002699091	10/03/2007
	2	Voucher ID:	00016825	Y	520000	31800	3705	2008	2008	4	USD	-587.09	USD	0002699091	10/03/2007
	1	Voucher ID:	00017070	Y	520000	31800	3705	2008	2008	4	USD	-10,884.89	USD	0002718662	10/11/2007
	1	Voucher ID:	00017369	Y	520000	31800	3705	2008	2008	4	USD	-3,960.90	USD	0002756471	10/29/2007

# Activity Log: POs display

## Activity Log

Ledger: FUND\_ENC


Display open encumbrances only

Activity Log													Customize   Find   View All		First  1-31 of 31  Last	
		Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Budget Period	Year	Period		Monetary Amount		Tran ID	Tran Date
		1	Voucher ID:	00016825	Y	520000	31800	3705	2008	2008	4	USD	-23.37	USD	0002699091	10/03/2007
		2	Voucher ID:	00016825	Y	520000	31800	3705	2008	2008	4	USD	-587.09	USD	0002699091	10/03/2007
		1	Voucher ID:	00017070	Y	520000	31800	3705	2008	2008	4	USD	-10,884.89	USD	0002718662	10/11/2007
		1	Voucher ID:	00017369	Y	520000	31800	3705	2008	2008	4	USD	-3,960.90	USD	0002756471	10/29/2007
		2	Voucher ID:	00017369	Y	520000	31800	3705	2008	2008	4	USD	-1,374.70	USD	0002756471	10/29/2007
		3	Voucher ID:	00017369	Y	520000	31800	3705	2008	2008	4	USD	-162.35	USD	0002756471	10/29/2007
		1	Purchase Order:	08_MDU	N	520000	31800	3705	2008	2008	3	USD	79,000.00	USD	0002655010	09/17/2007
		1	Purchase Order:	08_MDU	N	520000	31800	3705	2008	2008	3	USD	79,000.00	USD	0002655010	09/17/2007
		1	Purchase Order:	08_MDU	N	520000	31800	3705	2008	2008	3	USD	-79,000.00	USD	0002655010	09/17/2007
		2	Purchase Order:	08_MDU	N	520000	31800	3705	2008	2008	3	USD	78,000.00	USD	0002655010	09/17/2007
		2	Purchase Order:	08_MDU	N	520000	31800	3705	2008	2008	3	USD	78,000.00	USD	0002655010	09/17/2007
		2	Purchase Order:	08_MDU	N	520000	31800	3705	2008	2008	3	USD	-78,000.00	USD	0002655010	09/17/2007
		1	Purchase Order:	08_WATER	N	520000	31800	3705	2008	2008	3	USD	16,000.00	USD	0002655022	09/17/2007

# Looking Glass/PO Inquiry

## Purchase Order Line Drill Down

### Transaction Line Identifiers

**Business Unit:** WSC01      **PO Number:** 08\_WATER   
**Line Number:** 1      **Schedule Number:** 1  
**Type:** DST      **Distribution Line:** 5

### Additional Source Information

**Vendor Name:** 0000004081

### Transaction Line Details

Account	Fund Code	Department
561070	31800	3705

**Line Status:** Valid  
**Budget Date:** 09/17/2007  
**Line Amount:** 16,000.00      USD

OK

# PO Source Inquiry

Please select one of the following links:

[Go to Source Entry](#)

[Go to Source Inquiry](#)

Cancel

# Sourced PO Document

## Purchase Order Inquiry

### Purchase Order

**Unit:** WSC01  
**PO ID:** 08\_WATER

**PO Status:** Dispatched  
**Budget Status:** Valid

#### ▼ Header

**PO Date:** 09/17/2007  
**Vendor:** CITIES-067  
**Vendor ID:** 0000004081 [Vendor Details](#)  
**Buyer:** \*Wigness,Brenda S.  
**PO Reference:**

**Doc Tol Status:** Valid  
**Backorder Status:** None  
**Receipt:** Not Recvd  
 **Hold From Further Processing**

#### Amount Summary

**Merchandise:** 35,000.00  
**Freight/Tax/Misc.:** [0.00](#)  
**Total:** 35,000.00 USD

[Header Details](#)   [All RTV](#)   [Matching](#)  
 Header Comments   [Document Status](#)  
[Change Order](#)

#### Select Lines To Display

Lines										
Line	Item	Item Description	Category	PO Qty	UOM	Amount		Status		
1		<a href="#">2008 Water Bill</a>	SUPPLIES	50.0000	EA	35,000.00	USD	Active		

Customize | Find | View All | First ◀ 1 of 1 ▶ Last

# Foot Prints/Activity Log



## Commitment Control Activity Log

### Activity Log Inquiry Criteria

<b>Inquiry:</b>	PS_AUTO_DR	<b>Description:</b>	<input type="text"/>
<b>Transaction Type:</b>	<input type="text" value="PO_POENC"/>	<b>Ledger Group:</b>	<input type="text"/>
<b>Application Business Unit:</b>	<input type="text"/>		
<b>Purchase Order From:</b>	<input type="text" value="08_WATER"/>	<b>Purchase Order To:</b>	<input type="text" value="08_WATER"/>
<b>Tran ID:</b>	<input type="text" value="0002655022"/>	<b>Tran Date:</b>	<input type="text" value="09/17/2007"/>
<b>Process Status:</b>	<input type="text"/>	<b>Process Instance:</b>	<input type="text"/>
<b>Maximum Rows:</b>	<input type="text" value="100"/>		

### Commitment Control Activity Log Lines

Line		Ledger Group	Ledger	App BU	GL Bu	Purchase Order	Referenced Budg	Account	Fund	Dept	Budget Period	Year	Period	Transaction Amount	Transaction Currency	Base Amount	Base Currency	Entry Event
4		FNDCTL	FNDCTL_ENC	WSC01	WSC01	08_WATER	N	561000	10527	3120	2008	2008	3	1,400.00	USD	1,400.00	USD	
3		FNDCTL	FNDCTL_ENC	WSC01	WSC01	08_WATER	N	561000	10520	3120	2008	2008	3	1,800.00	USD	1,800.00	USD	
6		FNDCTL	FNDCTL_ENC	WSC01	WSC01	08_WATER	N	561000	10533	3120	2008	2008	3	1,800.00	USD	1,800.00	USD	
5		FNDCTL	FNDCTL_ENC	WSC01	WSC01	08_WATER	N	561000	10531	3120	2008	2008	3	2,000.00	USD	2,000.00	USD	
1		FNDCTL	FNDCTL_ENC	WSC01	WSC01	08_WATER	N	561000	31800	3705	2008	2008	3	16,000.00	USD	16,000.00	USD	

# RE-Open a Closed PO

- Navigation: Purchasing> Purchase Orders> Reconcile POs> - Reopen POs

# Re-Open Run Control

**Reopen Closed POs**

Run Control ID: PO\_OPEN [Report Manager](#) [Process Monitor](#) **Run**

**Process Request Parameters**

Last Close PO Run  
 Select POs to be Reopened

**Reopen PO Selection Criteria**

Reopen Request: Specific Document

Business Unit:

Purchase Order:

PO Date: All

Activity Date: All

Vendor ID:

Buyer:

PO Reference:

**Accounting Date Options**

Accounting Date Options Open with Specified Accounting Date 04/10/2008

Accounting Date Options Open with Existing Accounting Date

Reopen Associated Requisitions ?

**Save** **Notify** **Add** **Update/Display**

# Future PO Features

- Comments Link to add attachments to PO

# Vouchers

# Business Process Change

- 8.4: Budget check and Save were done in 1 function
- 9.0 Save is required FIRST
  - Then Budget checking will be available

# Payables Overview








- Voucher Entry
- Chartfield Copy Down Functionality
- Voucher Close – Voucher Delete
- Paycycle

# It's still here!

## Voucher

[Find an Existing Value](#)

**Add a New Value**

<b>Business Unit:</b>	<input type="text" value="UND01"/> 
<b>Voucher ID:</b>	<input type="text" value="NEXT"/>
<b>Voucher Style:</b>	<input type="text" value="Regular Voucher"/> 
<b>Short Vendor Name:</b>	<input type="text"/> 
<b>Vendor ID:</b>	<input type="text"/> 
<b>Vendor Location:</b>	<input type="text"/> 
<b>Address Sequence Number:</b>	<input type="text" value="0"/> 
<b>Invoice Number:</b>	<input type="text"/>
<b>Invoice Date:</b>	<input type="text"/> 
<b>Gross Invoice Amount:</b>	<input type="text" value="0.00"/>
<b>Estimated No. of Invoice Lines:</b>	<input type="text" value="1"/>

Add

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

# Voucher Entry

- Voucher Entry starts with a the Invoice Information section
- Information completed on the Add page populates fields
- Invoice Lines and Distribution Lines are completed.
- Upon SAVE the voucher offers more information for processing statuses and/or review of the voucher later on.

# Invoice Information

[New Window](#) | [Help](#) | [Cus](#)

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

**Business Unit:** UND01      **Invoice Number:**       **Budget Status:**  
**Voucher ID:** NEXT      **Invoice Date:**  31      **Misc Status:** Valid  
**Voucher Style:** Regular      **Action:**

**Copy from a Source Document**

**PO Unit:**        **Purchase Order:**              **Worksheet Copy Option:**

**Vendor:**        **\*Pay Terms:**   Now       **Basis Dt Type** Inv Date  
**Name:**        **Control Group:**        [Comments\(0\)](#)  
**Location:**       **Accounting Date:**        [Non Merchandise Summary](#)  
**\*Address:**  [Advanced Vendor Search](#)      **\*Currency:**        [Session Defaults](#)  
**Total:**

**Packing Slip:**

# Invoice Information con't

**Invoice Lines**

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To:       SpeedChart:   
 Use One Asset ID     

---

**▼ Distribution Lines**      Customize | Find | View All | First 1 of 1

Copy Down	Amount	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
<input type="checkbox"/>	1 0.00		UND01								

**Business Unit:** UND01

**Voucher ID:** NEXT

**Balancing**

Invoice Lines	0.000	
Misc Charge Amount	<input type="text"/>	
Freight Amount	<input type="text"/>	
<hr/>		
(minus) <b>Total</b>	<input type="text" value="0.00"/>	<input type="button" value="Calculate"/>
<hr/>		
(equals)		

[Non Merchandise Summary](#)

# Review of Voucher Tabs

- In-put Vendor, invoice amounts and chartfields
- SAVE
- Voucher has more tabs upon SAVE
- Tabs available though-out life of voucher.
  
- Next slides show each new voucher tab
  - Summary
  - Related Documents
  - Error

# Voucher Tabs - Summary

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit:</b>	UND01	<b>Invoice Date:</b>	03/11/2008		
<b>Voucher ID:</b>	00010774	<b>Invoice No:</b>	test99		
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	20.00	USD	
<b>Contract ID:</b>		<b>Pay Terms:</b>	Now		
<b>Vendor Name:</b>	SIMPSON, SHARON 40105 HWY 10 DRISCOL, ND 58532-9737	<b>Voucher Source:</b>	Online		
<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONL		
<b>Match Status:</b>	No Match	<b>Created:</b>	04/10/2008		
<b>Approval Status:</b>	Approved	<b>Created By:</b>	Iromuld		
<b>Post Status:</b>	Unposted	<b>Modified:</b>	04/10/2008		
		<b>Modified By:</b>	Iromuld		
<b>Document Tolerance Status:</b>	Valid	<b>ERS Type:</b>	Not Applicable		
<b>Budget Status:</b>	Not Chk'd	<b>Close Status:</b>	Open		
<b>Budget Misc Status:</b>	Valid				

\*View Related

# Summary Tab Inquiry

**View Related**

[Save](#) [Return to Search](#)

[Summary](#) | [Related Documents](#) | [Inquiry](#)

[Payment Inquiry](#)  
[Accounting Entries Inquiry](#)  
[Payment Inquiry](#)  
[Purchase Order Inquiry](#)  
[Voucher Document Status](#)  
[Voucher Inquiry](#)

[Go](#)

[Attributes](#) | [Error Sun](#)

# Voucher Tabs – Related Docs

[Home](#) | [Help](#) | [Subscribers Page](#) | [Hit](#)

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

**Business Unit:** UND01

**Invoice Number:**

**Voucher ID:** 00010774

**Invoice Date:**



**Voucher Style:** Regular

**Action:**

Run

Print Invoice

**Vendor ID:** 0000032138

▼ **Payment Details** Customize | Find | View All | First 1 of 1 Last

	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
	Unselected	04/10/2008		SHARE	0000032138		1 CHK	20.00		USD

# Voucher Tabs - Error

- [Summary](#)
- [Related Documents](#)
- [Invoice Information](#)
- [Payments](#)
- [Voucher Attributes](#)
- [Error Summary](#)**

**Business Unit:** UND01

**Invoice Number:** test99




**Voucher ID:** 00010774



**Invoice Date:** 03/11/2008

**Style:** Regular

**Total:** 20.00 USD

This Voucher does not have any errors.

 Save  Notify  Refresh

 Add  Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

# Voucher Copy Down

3 distribution rows added without copy down checked

## Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Ex
2	Quantity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ship To:       SpeedChart:

Use One Asset ID

## ▼ Distribution Lines

Customize | Find | View 1 | First

		Copy Down		Amount	Quantity	*GL Unit	Account	Fund	Dept	Pr
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	0.00	<input type="text"/>	UND01	532020	21208	8230	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	0.00	<input type="text"/>	UND01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	0.00	<input type="text"/>	UND01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0.00	<input type="text"/>	UND01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Voucher Copy Down

3 distributions rows added with copy down box checked.

**Invoice Lines**

**Line** \*Distribute by **Item** **Description** **Quantity** **UOM** **Unit Price**  
 3 Quantity    1.0000   2.000

**Ship To** **SpeedChart**

Use One Asset

---

**▼ Distribution Lines** Customize | Find | View 1 |

		Copy Down		Amount	Quantity	*GL Unit	Account	Fund	Dept
<input type="button" value="+"/>	<input type="button" value="-"/>	<input checked="" type="checkbox"/>	1	2.00	1.0000	UND01 <input type="button" value="m"/>	532020 <input type="button" value="m"/>	21208 <input type="button" value="m"/>	8230
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	2	0.00	<input type="text"/>	UND01 <input type="button" value="m"/>	532020 <input type="button" value="m"/>	21208 <input type="button" value="m"/>	8230
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	3	0.00	<input type="text"/>	UND01 <input type="button" value="m"/>	532020 <input type="button" value="m"/>	21208 <input type="button" value="m"/>	8230
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	4	0.00	<input type="text"/>	UND01 <input type="button" value="m"/>	532020 <input type="button" value="m"/>	21208 <input type="button" value="m"/>	8230

# Voucher Close - Delete

- The voucher close and payment cancellation functionality for vouchers and payments is enhanced. This new functionality also integrates with the Commitment Control application.

# Voucher Close

Close Voucher		Voucher Details				
<b>Business Unit:</b>	UND01	<b>Voucher:</b>	TEST2D	<b>Action:</b>	<input type="text"/>	<input type="button" value="Run"/>
<b>Vendor</b>						
<b>Vendor:</b>	0000002342	KNODLE,RHONDA				
<b>ShortName:</b>	KNODLE-001					
<b>Voucher Information</b>						
<b>Invoice:</b>	test2d	<b>Origin:</b>	ONL	<b>Header Budget Status:</b>	Valid	
<b>Date:</b>	03/11/2008	<b>Group:</b>		<b>Non-Prorated Budget Status:</b>	Valid	
<b>Gross Amount:</b>	30.29 USD		<b>Entry Status:</b>	Postable		
<b>Related Voucher</b>		<b>Close Status:</b>	Open			
<b>Process Manual Close</b>						
<b>Manual Close Date:</b>	<input type="text" value="04/10/2008"/>	<input checked="" type="checkbox"/> Mark Voucher for Closure				

# Voucher Delete

<b>Delete Voucher</b>		<b>Voucher Details</b>			
<b>Business Unit:</b>	UND01	<b>Voucher:</b>	00010774		
<b>Vendor</b>					
<b>Vendor:</b>	0000032138	SIMPSON,SHARON			
<b>ShortName:</b>	SIMPSON-003				
<b>Voucher Information</b>					
<b>Invoice:</b>	test99	<b>Origin:</b>	ONL	<b>Header Budget Status:</b>	Not Chk'd
<b>Date:</b>	03/11/2008	<b>Group:</b>		<b>Non-Prorated Budget Status:</b>	Valid
<b>Gross Amount:</b>	20.00	USD	<b>Entry Status:</b>	Postable	
<b>Related Voucher</b>					
<input type="button" value="Delete"/>					

# Paycycle

Dates

Preferences

Source / BU

Bank / Method

Pay Group / Netting

Draft Options

Pay Cycle: LRSC Lake Region Daily Pay Cycle

[Pay Cycle Manager](#)

## Pay Cycle Selection Dates

Pay From Date: 07/01/2004 Thu

\*Next Pay Through Date: 03/01/2007 Thu

Pay Through Date: 02/28/2007 Wed

\*Next Payment Date: 03/01/2007 Thu

Payment Date: 02/28/2007 Wed

### Change Selection Dates:

1 Day(s)

## Accounting Date

\*Accounting Date: Current 05/04/2007

## Withholding Date

\*Withholding Date: Payment 02/28/2007

## Business Day Validation

No Validation

Use Standard Week

Use Holiday Calendar:

Validate Pay Through Dates

Validate Payment Dates

# Paycycle Manager

## Pay Cycle Manager

Pay Cycle: LRSC Lake Region Daily Pay Cycle

[Selection Criteria](#)
[Approve](#)
[Trial Register](#)
[Reference Confirmation](#)
[Draft Staging Approval](#)

### Pay Cycle Status

Status: Completed [Refresh](#)

Pay From Date: 07/01/2004

Pay Through Date: 02/28/2007

Payment Date: 02/28/2007

Schedule Payments Selected: 0 [Summary](#) [Details](#)

[Process Monitor](#)

Process	Server	
<a href="#">Process</a>	<input type="text"/>	Payment Selection
<a href="#">Process</a>	<input type="text"/>	Payment Selection & Creation

### Pay Cycle Reset

Server:  [Reset](#)

### Pay Cycle Exceptions

[Pay Cycle Error](#)
[Discount Lost](#)
[Discount Denied](#)
[Withholding](#)
[Bank Replacement](#)
[Financial Sanctions Exceptions](#)

### Pay Cycle Results

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 3 | [Last](#)

[Main Information](#)
[Additional Info](#)

Process	Recreate	Description	Bank	Account	Status	Server Name	Output Type	Output Destination
<a href="#">Process</a>	<a href="#">Recreate</a>	Electronic Payments			Completed	PSNT <input type="text"/>	Web <input type="text"/>	<input type="text"/>
<a href="#">Process</a>	<a href="#">Recreate</a>	Print ACH Advices	BND	BND	Completed	PSNT <input type="text"/>	Web <input type="text"/>	<input type="text"/>
<a href="#">Process</a>	<a href="#">Recreate</a>	Print Checks	BND	BND	Completed	PSNT <input type="text"/>	Web <input type="text"/>	<input type="text"/>

# New Payables Features

- Voucher Invoice Print Screen
- Voucher Amount Error
- Paycycyle Metrics
- Payment Inquiry
- Payment Metrics
- Excel Spreadsheet
- Mass Payment Cancel
- Mass Voucher Maintenance

# Print Invoice

## Invoice Lines

Line	*Distribute by	Item	Description	Quantity
1	Amount			
<b>Ship To</b>		<b>SpeedChart</b>		
UND				

### ▼ Distribution Lines

GL Chart		Copy Down	Amount	Quantity	*GL Unit	Account
+...	-	<input type="checkbox"/>	1	2.00	UND01	532020

**Business Unit:** UND01

**Voucher ID:** 00010772

[Print Invoice](#)

### Balancing

**Invoice Lines**  
**Misc Charge Amo**  
**Freight Amount**

# Another window opens~

**ORACLE** Enterprise Payables

Invoice

Page: 1 of 1  
Run Date: 2008-04-14  
Run Time: 17:51:50

Business Unit: UND01  
Voucher Number: 00010772  
Voucher Style: REG  
Vendor: 0000032138  
Vendor Location: MAIN  
SIMPSON,SHARON  
SIMPSON-003  
40105 HWY 10  
DRISCOL, ND 58532-9737  
Payment Terms: 00  
Control Group:  
Related Voucher Number:  
Lease Number:




Invoice Number: test  
Invoice Date: 2008-04-01  
Miscellaneous: 0  
Freight: 0  
VAT: 0  
Sales Tax: 0  
Invoice Total: 2  
Currency: USD  
Use Tax: 0  
VAT Not on Invoice: 0


## Voucher Line Information





<u>Line</u>	<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Unit Of Measure</u>	<u>Amount</u>	<u>Distribution Information</u>		
1			0	0		2	<u>Distrib #</u>	<u>Account</u>	<u>Amount</u>
							1	532020	2







# Voucher Amount Error

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

**Business Unit:** UND01      **Invoice Number:** xxx  
**Voucher ID:** 00010771       **Invoice Date:** 04/07/2008   
**Voucher Style:** Regular      **Action:** Budget Checking  **Run** **Print Invoice**

**Copy from a Source Document**  
 PO Unit:       Purchase Order:       **Copy PO**      Worksheet Copy Option: None 

**Vendor:** 0000004567   
**Name:** ASCCP-001   
**Location:** MAIN   
**\*Address:**  1  [Advanced Vendor Search](#)  
 AMERCN SCTY FOR COLPOSCOPY  
 & CERVICAL  
 152 W WASHINGTON ST  
 HAGERSTOWN, MD 21740



**\*Pay Terms:** 00  Now   
**Control Group:**    
**Accounting Date:** 04/09/2008   
**\*Currency:** USD   
**Total:**  1.00 **Calculate**  
**Difference:**  -1.00 

**Basis Dt Type** Inv Date  
[Comments\(0\)](#)  
[Non Merchandise Summary](#)  
[Session Defaults](#)  
[Withholding](#)




**Packing Slip:**





**Invoice Lines**

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"/>	1.00000	0.00

**Ship To:** UND       **SpeedChart:**  


Use One Asset ID      **Calculate**

**Distribution Lines**      Customize | Find | View All |  First  1 of 1  Last

Copy Down	Amount	Quantity	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project
<input type="checkbox"/>	0.00	<input type="text"/>	UND01 	532020 	21208 	8230 	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Voucher Error – Balance amount

**Business Unit:** UND01  
**Voucher ID:** 00010771  
[Print Invoice](#)

Balancing	
Invoice Lines	0.00
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>
<hr/>	
(minus) <b>Total</b>	<input type="text" value="1.00"/> <a href="#">Calculate</a>
<hr/>	
(equals) <b>Difference Amount</b>	<b>-1.00</b> 
<a href="#">Non Merchandise Summary</a>	

[Save](#) [Notify](#) [Refresh](#)

# Summary Tab shows Status of Recycle

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit:</b>	UND01	<b>Invoice Date:</b>	04/07/2008		
<b>Voucher ID:</b>	00010771	<b>Invoice No:</b>	xxx		
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	1.00	USD	
<b>Contract ID:</b>					
<b>Vendor Name:</b>	AMERCN SCTY FOR COLPOSCOPY & CERVICAL 152 W WASHINGTON ST  HAGERSTOWN, MD 21740	<b>Pay Terms:</b>	Now		
		<b>Voucher Source:</b>	Online		
<b>Entry Status:</b>	Recycle	<b>Origin:</b>	ONL		
<b>Match Status:</b>	No Match	<b>Created:</b>	04/09/2008		
<b>Approval Status:</b>	Approved	<b>Created By:</b>	Iromuld		
<b>Post Status:</b>	Unposted	<b>Modified:</b>	04/09/2008		
		<b>Modified By:</b>	Iromuld		
<b>Document Tolerance Status:</b>	Valid	<b>ERS Type:</b>	Not Applicable		
<b>Budget Status:</b>	Not Chk'd	<b>Close Status:</b>	Open		
<b>Budget Misc Status:</b>	Valid				
<b>View Related</b>	Payment Inquiry	Go			
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/>			
<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>					

# PayCycle - Metrics

- Navigation: Accounts Payable> Review Accounts Payable Info> Payments> - Summary Metric (followed by payment inquiry)
- This menu also includes review of Payment Details, Document Status, Payment Inquiry, Replaced Payments.

# PayCycle Metrics

## Pay Cycle Summary Metric

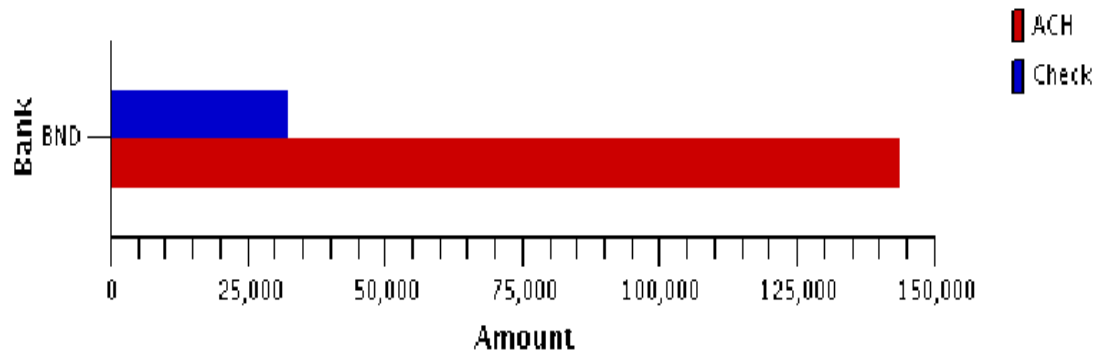
### Chart Selection Criteria

Select a Pay Cycle and a Currency Code.

\*Pay Cycle:  \*Currency Code:  US Dollar

\*Chart Type:

Payments by Bank and Method



Showing 1-2 of 2

# Paycycle Metrics con't

## Pay Cycle Summary Metric

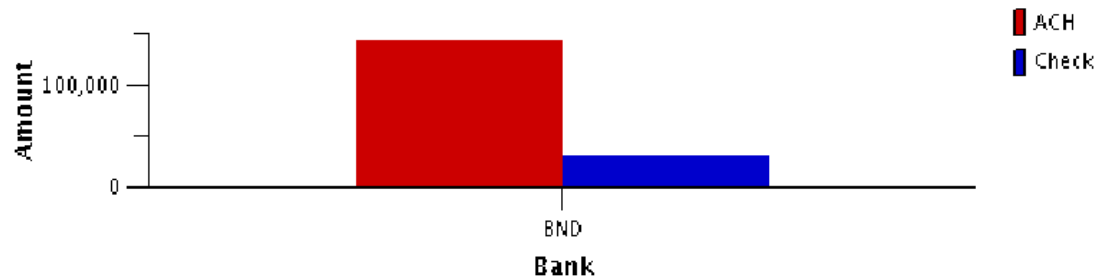
### Chart Selection Criteria

Select a Pay Cycle and a Currency Code.

\*Pay Cycle:  \*Currency Code:  US Dollar

\*Chart Type:

Payments by Bank and Method



Showing 1-2 of 2

# Payment Inquiry

**Payment Inquiry**

**Search Criteria**

Search Name	<input type="text" value="ALL"/>	
Vendor Name	<input type="text"/>	
Amount Rule	<input type="text" value="Any"/>	
Amount	<input type="text"/>	
Currency	<input type="text"/>	
Bank SetID	<input type="text" value="NDSU1"/>	
Bank Code	<input type="text" value="BND"/>	
Bank Account	<input type="text" value="BND"/>	
Bank Account #	<input type="text"/>	
Reference	<input type="text"/>	<input type="text"/>
Payment Date	<input type="text" value="12/01/2007"/>	<input type="text" value="12/31/2007"/>
Payment Method	<input type="text"/>	
Pay Cycle	<input type="text"/>	
Seq Num	<input type="text"/>	
Payment Status	<input type="text"/>	
Remit SetID	<input type="text"/>	
Remit Vendor	<input type="text"/>	
Settle By	<input type="text"/>	

# Payment Inquiry Con't

Settlement  **Single Payment Vouchers**

Max Rows:

Show Chart \*Chart Type:

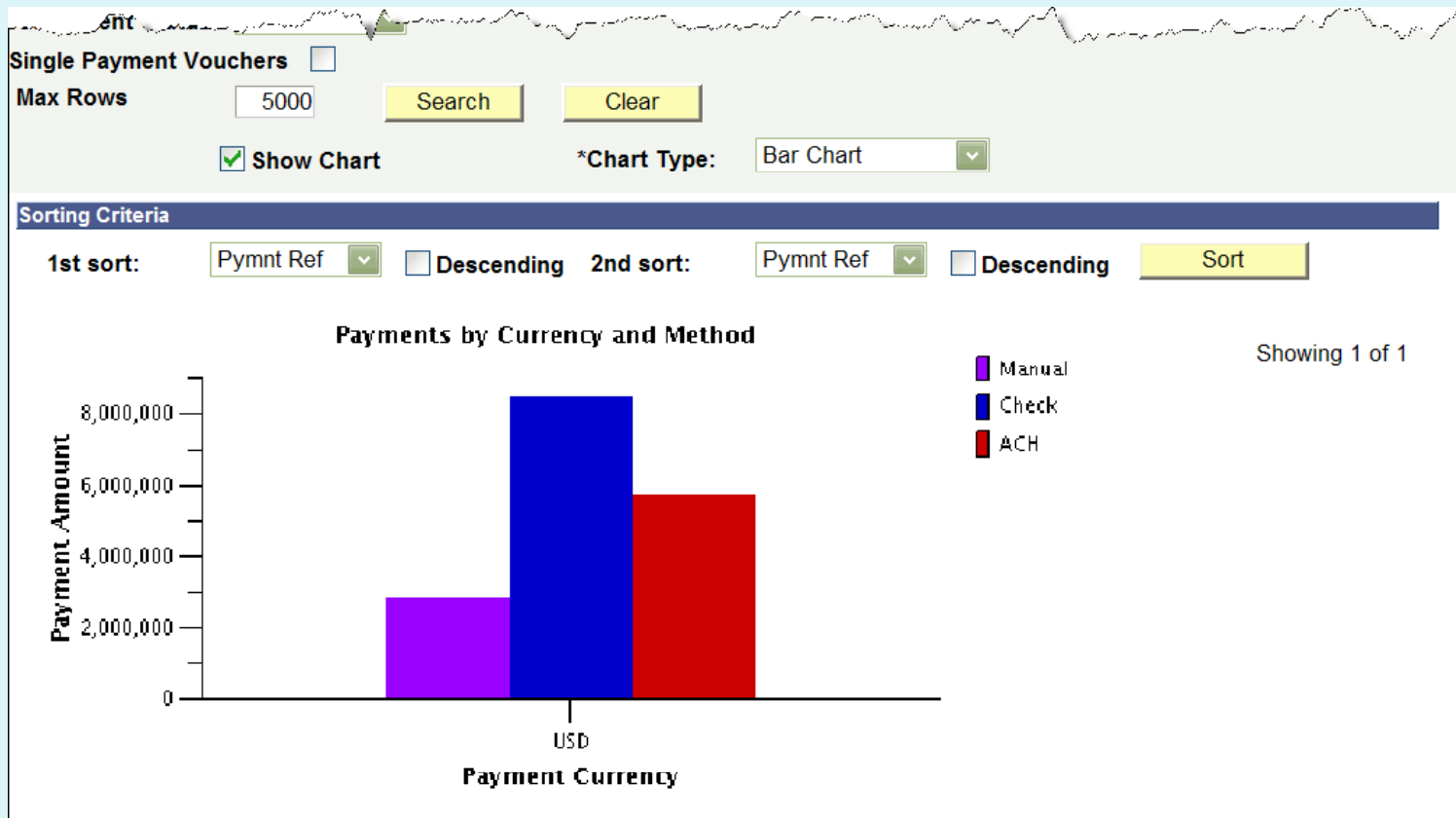
**Sorting Criteria**

1st sort:   Descending 2nd sort:   Descending

**Payment Inquiry Result** Customize | Find | View 100 | First 1-50 of 4852 Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	<a href="#">000169</a>	Manual	27,790.00	USD	12/14/2007	12/14/2007	Paid	Recon	01/31/2008
VCHR	<a href="#">000170</a>	Manual	1,343,092.27	USD	12/14/2007	12/14/2007	Paid	Recon	01/31/2008
VCHR	<a href="#">000171</a>	Manual	85,641.43	USD	12/14/2007	12/14/2007	Paid	Recon	01/31/2008
VCHR	<a href="#">000172</a>	Manual	1,331,053.86	USD	12/31/2007	12/31/2007	Paid	Recon	01/31/2008
VCHR	<a href="#">000173</a>	Manual	27,909.19	USD	12/31/2007	12/31/2007	Paid	Recon	01/31/2008
VCHR	<a href="#">000174</a>	Manual	85,293.59	USD	12/31/2007	12/31/2007	Paid	Recon	01/31/2008
VCHR	<a href="#">033568</a>	ACH	600.27	USD	12/04/2007	12/03/2007	Paid	Recon	02/07/2008
VCHR	<a href="#">033569</a>	ACH	79.98	USD	12/04/2007	12/03/2007	Paid	Recon	02/07/2008
VCHR	<a href="#">033570</a>	ACH	416.95	USD	12/04/2007	12/03/2007	Paid	Recon	02/07/2008
VCHR	<a href="#">033571</a>	ACH	531.65	USD	12/04/2007	12/03/2007	Paid	Recon	02/07/2008
VCHR	<a href="#">033572</a>	ACH	190.00	USD	12/04/2007	12/03/2007	Paid	Recon	02/07/2008
VCHR	<a href="#">033573</a>	ACH	161.19	USD	12/04/2007	12/03/2007	Paid	Recon	02/07/2008

# Payment Inquiry Metrics



# Excel Spreadsheet Voucher

- 9.0 Payables introduces the ability to enter invoice information on the new Excel spreadsheet voucher that can be uploaded into PeopleSoft. This allows for easier entry and manageability.

# Spreadsheet Data Entry

- Template is used
- Paste your data to spreadsheet
- Generate
- Post
  - XML File is generated
- Voucher Build



# What Peoplesoft Does

- The data is reviewed and validated for voucher build.
  - Any errors will need correcting
- Data is copied into voucher staging tables
- Voucher build process is used, current criteria used
- Vouchers available for accounts payable processing

# Mass Payment Cancellation

- Navigation: Accounts Payable> Payments> Cancel/Void Payments> - Mass Payment Cancellation
- Purpose example: if you completed a Pay Cycle where all payments/vouchers should not have been done.
- Process with Step 1. and Step 2.

# Step 1. Search

## Mass Payment Cancellation

**Step 1: Search for the payments on which you want to perform a mass operation by completing the search criteria. Click the Search button to view the payments that meet your search criteria.**

*Warning: If your search criteria returns more than 500 payments, consider modifying your search criteria to improve performance.*

### Search Criteria

*Mass Operation:	Cancel	*Settle By:	Pay Cycle
*Bank SetID:	UND01	*Payment Method:	System Check
*Bank Code:	BND		
*Bank Account:	BND		

### Additional Search Criteria

*Field Name:	Pay Cycle	=	und	Find	First	1-3 of 3	Last
*Field Name:	Pay Cycle Sequence Numbe	between	1	and	999999		
*Field Name:	Payment Date	between	1-15-2008	and	1-30-08		

Search

[Reset Criteria](#)

# Step 2. Processing Criteria

[Reset Criteria](#)
603 payment(s) found

---

**Step 2: Complete the processing detail directly below.**  
**Deselect any payments on which you do not wish to perform an action.**  
**Select an action and press run to start the process.**

**Processing Detail**

\*Request ID: 
                         
 \*Request Description:

\*Payment Status: 
                         
 Hold Reason:

\*Cancel Action: 
                         
 Restore Encumbrance to PO

\*Date Cancelled: 
                         
 Allow if Withholding Exists

Action:

[Select All](#)    [Clear All](#)

---

**Search Results**

[Customize](#) | [Find](#) | [View 100](#) | [First](#) 1-50 of 603 [Last](#)

Payment Information		Payee						
Sel	Bank Code	Bank Account	Payment Status	Cancel Action	Payment Reference	Payment Method	Payment Amount	Payment Currency
<input checked="" type="checkbox"/>	BND	BND	P	N	110131	CHK	3604.95	USD
<input checked="" type="checkbox"/>	BND	BND	P	N	110132	CHK	117.86	USD

# Review Mass Cancellation


Navigation: Accounts Payable> Payments> Cancel/Void Payments>  
- Review Mass Cancellation

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

**Find an Existing Value**

User ID:

Case Sensitive

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

# Mass Cancellation Job Detail

## Mass Cancellation Job

User ID Iromuld

Job List										
Job Detail		Search Criteria		Customize   Find   View All				First	1 of 1	Last
Process Instance	Process Date	Run Control ID	Mass Operation	Payments Processed	Error Count	Request ID	Request Description			
4075623	04/15/2008	RTM0000490	Cancel	10		1	dsfg			

# Mass Cancellation Search Criteria

Job List									
Job Detail		Search Criteria							
Process Instance	Process Date	Run Control ID	Bank SetID	Bank Code	Bank Account	Payment Method	Payment Status	Cancel Action	Date Cancelled
4075623	04/15/2008	RTM0000490	UND01	BND	BND	CHK	Void	Open/Issue	04/15/2008

Customize   Find   View All   First 1 of 1 Last							
Bank Account	Payment Method	Payment Status	Cancel Action	Date Cancelled	Hold Reason	Settle By	Description
BND	CHK	Void	Open/Issue	04/15/2008		Pay Cycle	PAY CYCLE = UND, PAY CYCLE SEQUENCE NUMBER BETWEEN 1 AND 999999, PAYMENT DATE BETWEEN 2008-01-15 AND 2008-01-30

# Mass Voucher Maintenance

- Navigation: Accounts Payable> Vouchers> Maintain – Voucher Mass Maintenance

# Mass Voucher Maintenance

Examples of search criteria: start with Business Unit

### Voucher Mass Maintenance

**Step 1: Search for the vouchers on which you want to perform a maintenance operation by entering one or more voucher field values. Click the Search button to view the vouchers that meet your search criteria.**

Search Criteria		Find	First	1 of 3	Last
1 *Field Name:	Business Unit	Equal To:	UND01	<input checked="" type="radio"/> Single Value	<input type="radio"/> Range of Values
2 *Field Name:	Origin	Equal To:	DIN	<input checked="" type="radio"/> Single Value	<input type="radio"/> Range of Values
3 *Field Name:	Entered on	From Date:	01/01/2008	<input type="radio"/> Single Value	<input checked="" type="radio"/> Range of Values
		To Date:	04/14/2008		

[Reset Criteria](#)

**373 voucher(s) found. 373 voucher(s) selected.**

**Step 2: Unselect any vouchers you do not want to include in the maintenance operation. You may also refine your search by filtering out listed vouchers using the optional Filter Criteria. When you have finished your selections, click the pushbutton for the maintenance operation you want to perform.**

Filter Criteria: All vouchers

# Mass Voucher Maintenance

Beginning list of search results:

Search Results									
	Sel	Bus. Unit	Voucher ID	Style	Short Vndr Name	Invoice No	Invoice Dt	Gross Amt	Currency
1	<input checked="" type="checkbox"/>	UND01	DS015180	Regular	VISTAR-002	22307472	01/15/2008	1,809.69	USD
2	<input checked="" type="checkbox"/>	UND01	DS015179	Regular	VISTAR-002	22276152	01/10/2008	38.00	USD
3	<input checked="" type="checkbox"/>	UND01	DS015178	Regular	VISTAR-002	22261946	01/08/2008	701.68	USD
4	<input checked="" type="checkbox"/>	UND01	DS015177	Regular	REINHART-002	744219	01/11/2008	782.57	USD
5	<input checked="" type="checkbox"/>	UND01	DS015176	Regular	REINHART-002	736999	01/04/2008	536.51	USD
6	<input checked="" type="checkbox"/>	UND01	DS015175	Regular	STARBUCKS-001	1809427	01/11/2008	815.50	USD
7	<input checked="" type="checkbox"/>	UND01	DS015174	Regular	STARBUCKS-001	1806251	01/09/2008	71.00	USD

# Mass Voucher Maintenance

End of search list shows a selection of actions to select.

50	<input checked="" type="checkbox"/>	UND01	DS015131	Regular	WHOLESALE-001	1114222	01/10/2008	28.67	USD
----	-------------------------------------	-------	----------	---------	---------------	---------	------------	-------	-----

[Select All](#)    [Clear All](#)

[Field Replace](#)   [Close](#)   [UnPost](#)   [Delete](#)

[Refresh](#)

# Receiving

- No longer titled 'shipping' on menu
  - RECEIPTS is what to look for...
  - Add/update

# Receiving Search Criteria

## Select Purchase Order

### Search Criteria

PO Unit:  

Days +/- Today:

ID:

Start Date:  

Line/Sched Num:  /


End Date:  

Release:

Vendor Name:   [Vendor Lookup](#)

Item ID:  

Vendor Item ID:  

Ship To:  

Manufacturer ID:

Ship Via:  

Manufacturer's Item ID:

Retrieve Open PO Schedules

### Receipt Qty Options

No Order Qty

Ordered Qty

PO Remaining Qty

Continue receiving processes the same as used in PSoft 8.4

# RUN CONTROLS

- Run control can be deleted in 9.0
  - Criteria to delete
    - Must not be used for 60 days
- Navigation
  - ND HE Applications> Technical> HE Delete Run Control IDs.
    - (note: process time may be about 5 minutes)

# Set up Run Control (once)

**HE Delete Run Control Ids**

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

---

Run Control ID:

[Add](#)

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

**Delete Run Controls**


Run Control ID: RUN\_CNTRLS [Report Manager](#) [Process Monitor](#) [Run](#)

---

**Process Parameters**

No Update (Do not delete)

\*Run Control Id:



# Finance 9.0 Upgrade

~~The End~~