

Guide to PO and Payment Inquiry on PeopleSoft 9.2

Table of Contents

INTRODUCTION	2
GETTING STARTED.....	2
SEARCHING PO/PAYMENT INQUIRY	4
PURCHASE ORDERS.....	5
PO HEADER.....	6
PO LINES	7
PO DISTRIBUTIONS.....	8
PO COMMENTS	8
SHIP TO.....	12
CHECK VOUCHERS, MARKETPLACE ORDERS & TRAVEL REIMBURSEMENTS	13
VIEWING INVOICE AND PO IMAGES	17

Introduction


PO /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.

Home Training Support

Tufts UNIVERSITY

Finance  **Division**

P O R T A L

Search:

Training

- DW Dept Salary Tip Sheet
- DW E-Expense Tip Sheet
- DW Financial Reports Tip Sheet
- Learning Center – Help
- Learning Center – Login
- TELD

Policy

- Policies & Procedures

Home

Welcome to the Finance Division Portal, from this website you can access services supported by Tufts University Finance Division.

PeopleSoft Login CEA, PCard & E-REQ	Data Warehouse Login	E-Expense Login Travel & Business Expense
	Marketplace Login	

NOTE: You must be [connected to the VPN](#) to access PeopleSoft and/or Data Warehouse off campus

System Update – October 13, 2014 @8:37 am
The PeopleSoft Financials application upgrade is now complete.
If you experience any issues please email peoplesoftfinancials@tufts.edu

If you have any questions or problems, please [CLICK HERE](#), for our support page.

Resources

- DW: Internet Explorer 11 Compatibility View Setting
- E-Expense IE 11 Compatibility Settings
- E-Expense Information
- Finance Division
- Journal ID List
- MarketPlace Information
- Month-End Schedule
- PCard Information
- Purchasing
- Travel
- VPN Instruction

PO/PAYMENT INQUIRY

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](#).



Tufts Finance

Tufts Username: (e.g. jsmith01)

Tufts Password:

[Log in](#)

[Forgot your Tufts Username or Password?](#)

Need Help? Email it@tufts.edu

Log in using your Outlook user name and password

A screenshot of the Tufts Self-Service portal. The interface includes a "Favorites" and "Main Menu" bar at the top. On the left, there are sections for "Tufts Utilities" (containing "Process Monitor" and "My System Profile") and a "Menu" section with a search bar and a list of links. On the right, the "Tufts Self-Service" section is visible, with the "PO/Payment Inquiry" link highlighted in yellow. A yellow callout box with a black border points to this link, containing the text "Click on Tufts PO/Payment Inquiry".

Searching PO/Payment Inquiry

Select Data

Enter Search Information

Search Type: Search Key:

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

Click the down arrow to choose what you are searching for

Select Data

Enter Search Information

Search Type: Search Key:

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)**

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.

PO Header

PO Header | PO Lines | PO Distributions | PO Comments | Vouchers/Payments | Ship To

PO No.: EP0116924 Change Order: Vendor Name: Dell Marketing L.P. [Return](#)

PO Date: 11/14/2014 PO Type: Regular **PO Status: Dispatched** [PO Image](#)

Start Date: End Date: Approved: 12/03/2014

Last Updated: 12/03/2014 11:54:42AM Supplier ID: 000000675

PO Ref: RQ00020261

Requestor: Barone, Peter A Requestor Phn: [Email Buyer](#)

Buyer: Rufo, Dolores T

Buyer EMAIL: testemail@tufts.edu

Ship To: Tufts University TAB 3rd Floor
169 Holland St
Financial Services
Somerville MA 02144

	Purchase Order	PO Voucher(s)	AP Voucher(s)	Total Paid	Open Commitment
Freight:	0.00	0.00			
Merchandise:	2000.00	5.00			
Total:	2000.00	5.00		0.00	2000.00

[Previous tab](#)

[PO Header](#) | [PO Lines](#) | [PO Distributions](#) | [PO Comments](#) | [Vouchers/Payments](#) | [Ship To](#)

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.

PO Header | PO Lines | PO Distributions | PO Comments | Vouchers/Payments | Ship To

PO No.: EP0116924 Change Order: Vendor Name: Dell Marketing L.P.

Return
PO Image

Line	Item ID	Item Description	UOM	PO Qty	Unit Price	Merchandise Amt	Status	Match Status
1		test	EA	1.00	2,000.00	2,000.00	Approved	Unmatched

Previous tab

PO Header | PO Lines | PO Distributions | PO Comments | Vouchers/Payments | Ship To

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

Line	Sched	Distrib	Acct	DeptID	Project/Grant	PO Qty	Pct	Amount	Distrib Status
1	1	1	5453	A130001	NS1257	1.00	100.00	2,000.00	Open

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...

Type	Line	Ship To	Supplier
Header			<input checked="" type="checkbox"/> Confirming Order - Do Not Duplicate.


PO/PAYMENT INQUIRY

Vouchers/Payments

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

The vouchers for this po are listed above.

Type of Data	The possible voucher types are “AP Voucher” & “Po Vchr”. An AP voucher was not entered against the po.
Voucher ID:	The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.
Invoice Number:	The vendors invoice number. This will show on your Transaction Detail reports.
Invoice Date	Invoice Date
Gross Invoice Amount:	The Gross Invoice Amount – including freight.
Merchandise Amount:	The Merchandise Amount
Freight Amount:	The Freight Amount – if separated on the invoice.
Paid Amount:	The Amount Paid to the Vendor for the voucher.
Payment Status:	The payment status, whether the check was voided. Possible statuses are Paid or Void

Click on the  next to the voucher for distribution information for the voucher

PO/PAYMENT INQUIRY

Voucher Details

PO Number: EP0116924 Voucher ID: 02076792 Invoice Date: 12/01/2014
Invoice Number: TEST1234
Invoice Amount: 5.00 Freight Amount: 0.00

Voucher Distribution Data Find | View All | First 1 of 1 Last

PO Line #	Dist Line #	Account	DeptID	Proj/Grt	Quantity	Merchandise Amt	Description
1	1	5453	A130001	NS1257	1.0000	5.000	test

click when done

PO Header PO Lines PO Distributions PO Comments **Vouchers/Payments** Ship To

PO No.: EP0116924 Change Order: Vendor Name: Dell Marketing L.P.

Voucher and Payment Data Find | First 1 of 1 Last

Primary Data **Additional Data**

Type of Data	Voucher ID	Invoice Number	Invoice Date	Gross Invoice Amount	Merchandise Amount	Freight Amount	Paid Amount	Payment Status	Print Invoice	Vchr Distrib
PO Vchr	02076792	TEST1234	12/01/2014	5.00	5.00	0.00			<input type="button" value="Print"/>	<input type="button" value="Dist"/>

Click the Additional Data tab for more information

[PO Header](#) | [PO Lines](#) | [PO Distributions](#) | [PO Comments](#) | [Vouchers/Payments](#) | [Ship To](#)

PO / PAYMENT INQUIRY

PO Header PO Lines PO Distributions PO Comments **Vouchers/Payments** Ship To

PO EP0116924 **Change Order:** Vendor Name: Dell Marketing L.P. Return
 No.: PO Image
Email A/P

Voucher and Payment Data Find | | First 1 of 1 Last

Primary Data **Additional Data**

Type of Data	Voucher ID	Payment Date	Check Number	Check Cashed	Scheduled Pay Date	Voucher Match Status	Vchr Entered	Entered By
PO Vchr	02076792				12/29/2014	To Be Matched	12/03/2014	BMOSCILL

Click to show all information at once

Voucher ID:	The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.
Payment Date:	The check date
Check Number:	The Check Number
Check Cashed:	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.
Scheduled Pay Date:	This indicates the date the voucher is scheduled to be paid.
Voucher Match Status:	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.
Voucher Entered:	This is the date the voucher was entered into PeopleSoft.
Entered By:	This is the name of the AP person that entered the voucher.

Ship To

The Ship To page shows the delivery address for each line item.

PO Header PO Lines PO Distributions PO Comments Vouchers/Payments **Ship To** [new window](#) [Personalize Page](#) [help](#)

PO No.: EP0116924 **Change Order:** Vendor Name: Dell Marketing L.P.

PO Line Item Data							
Line	Address 1st Line	Address 2nd Line	Address 3rd Line	Department	Building / Room	Requestor	City / State / Zip
1	Tufts University	169 Holland St		Financial Services	TAB 3rd Floor	Peter A Barone	Somerville MA 02144

Check Vouchers, Marketplace Orders & Travel Reimbursements

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

Select Data

Enter Search Information

Search Type: Search Key:

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

Click the down arrow to choose what you are searching for

Select Data

Enter Search Information

Search Type: Marketplace Order Search Key: 41854

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)



PO / PAYMENT INQUIRY

Search Type: Marketplace Order Search Key: 41854

Name: Staples Business Advantage


View Data 1 of 1 Last


Primary Data Additional Data

Type of Data	Voucher ID	Invoice Number	Invoice Date	Gross Invoice Amount	Merchandise Amount	Freight Amount	Paid Amount	Payment Status	Print Invoice	Vchr Distrib / Comments
AP Vchr	01018148	3095558232	12/15/2007	123.98	123.98		123.98	Paid		

Click Email A/P to e-mail Accounts Payable

Click Return to search for another value

Click on the  next to the voucher to view a copy of the invoice. (if an image is available)

Click on the  next to the voucher for distribution information for the voucher. You can also see who the order was shipped to and part of the item description for MarketPlace orders.

Type of Data:	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.
Voucher ID:	The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.
Invoice Number:	The vendors invoice number. This will show on your Transaction Detail reports.
Invoice Date:	The invoice date from the Supplier.
Gross Invoice Amount:	The Gross Invoice Amount – including freight.
Merchandise Amount:	The Merchandise Amount
Freight Amount:	The Freight Amount – if separated on the invoice.
Paid Amount:	The Amount Paid to the Vendor for the voucher.
Payment Status:	The payment status, whether the check was voided. Possible statuses are Paid or Void
Vchr Distrib/Comments	The distribution for the voucher. This will show a partial item description for MarketPlace orders.

PO / PAYMENT INQUIRY

Voucher Details

PO Number: Voucher ID: 01018148 Invoice Date: 12/15/2007
 Invoice Number: 3095558232
 Invoice Amount: 123.98 Freight Amount: 0.00

Voucher Comments:
 ORD: SUZANNE ROCHA~TUFTS UNIVERSITY~ADMIN BLDG / 169 HOLLAND ST~~SOMERVILLE~MA~02145~
 ON:0083859542--REF-ON:

Voucher Distribution Data Find | View All | First 1-7 of 7 Last

PO Line #	Dist Line #	Account	DeptID	Proj/Grt	Quantity	Merchandise Amt	Description
		5411	C222100		1.0000	31.790	ORD#41854~STAPLES RECYCLED CO
		5411	C222100		3.0000	5.550	ORD#41854~STAPLES MOUSE PAD,
		5411	C222100		3.0000	5.550	ORD#41854~STAPLES MOUSE PAD,
		5411	C222100		2.0000	1.100	ORD#41854~PENTEL SUPER HI-POLY
		5411	C222100		3.0000	10.110	ORD#41854~PENTEL TWIST-ERASE
		5411	C222100		2.0000	11.980	ORD#41854~STAPLES 10-DIGIT HA
		5411	C222100		2.0000	57.900	ORD#41854~

OK Cancel **click OK when done**

Voucher Comments will show more information for Marketplace orders.

Search Type: Marketplace Order Search Key: 41854 Return

Name: Staples Business Advantage Email A/P

View Data 1 of 1 Last

Primary Data **Additional Data**

Type of Data	Voucher ID	Invoice Number	Invoice Date	Gross Invoice Amount	Merchandise Amount	Freight Amount	Paid Amount	Payment Status	Print Invoice	Vchr Distrib / Comments
AP Vchr	01018148	3095558	12/15/2007	123.98	123.98		123.98	Paid		

Click the Additional Data tab for more information

PO/PAYMENT INQUIRY

Search Type: Marketplace Order **Search Key:** 41854

Name: Staples Business Advantage

View Data								
Type of Data	Voucher ID	Payment Date	Check Number	Check Cashed	Scheduled Pay Date	Voucher Close Status	Voucher Entered	Entered By
AP Vchr	01018148	01/15/2008	000049		01/10/2008	Open	12/19/2007	KBARRY01

Click  to show Primary Data and Additional data together

Voucher ID:	The voucher number assigned by PeopleSoft. This will show on your Transaction Detail reports. The Voucher ID is for internal use only.
Payment Date:	The check date
Check Number:	The Check Number
Check Cashed:	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.
Scheduled Pay Date:	This indicates the date the voucher is scheduled to be paid.
Voucher Close Status	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.
Voucher Match Status:	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.
Voucher Entered:	This is the date the voucher was entered into PeopleSoft.
Entered By:	This is the name of the AP person that entered the voucher.

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.

PO Header | PO Lines | PO Distributions | PO Comments | **Vouchers/Payments** | Ship To

PO No.: EP0116924 Change Order: Vendor Name: Dell Marketing L.P. [Return](#)

[Email A/P](#) [PO Image](#)

Voucher and Payment Data Find | First | 1 of 1 | Last

Primary Data Additional Data

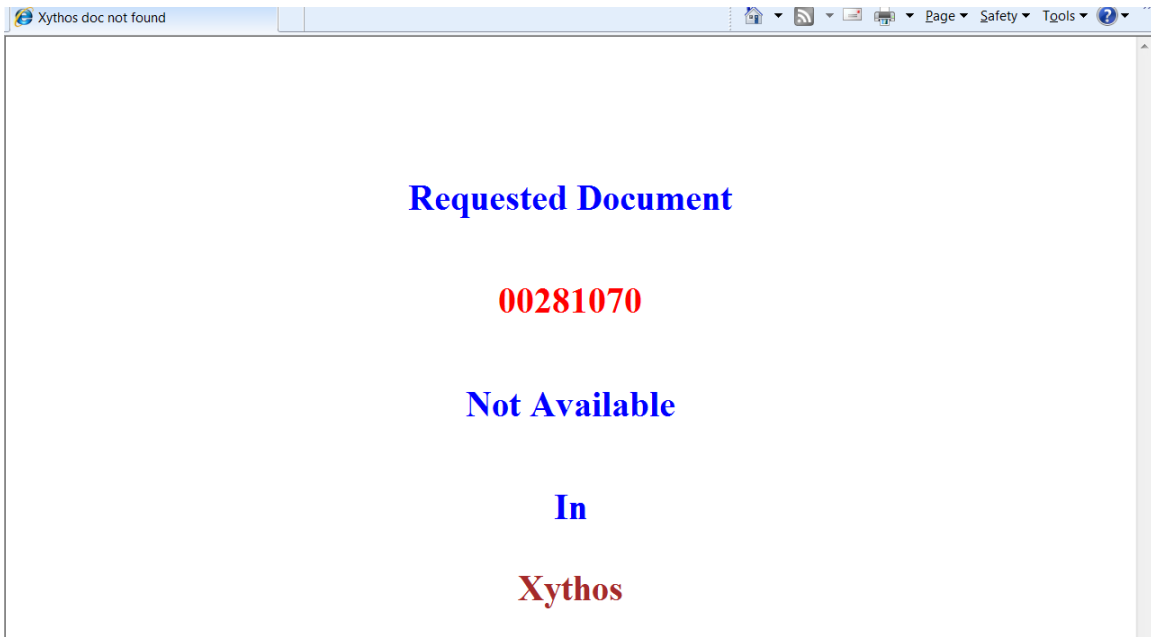
Type of Data	Voucher ID	Invoice Number	Invoice Date	Gross Invoice Amount	Merchandise Amount	Freight Amount	Paid Amount	Payment Status	Print Invoice	Vchr Distrib
PO Vchr	02076792	TEST1234	12/01/2014	5.00	5.00		0.00			

[Previous tab](#)

[PO Header](#) | [PO Lines](#) | [PO Distributions](#) | [PO Comments](#) | [Vouchers/Payments](#) | [Ship To](#)

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).

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



PO / PAYMENT INQUIRY

Viewing PO Images

PO Header | PO Lines | PO Distributions | PO Comments | Vouchers/Payments | Ship To

PO No.: EP0116924 **Change Order:** **Vendor Name:** Dell Marketing L.P. [Return](#)

PO Date: 11/14/2014 **PO Type:** Regular **PO Status:** Dispatched [PO Image](#)

Start Date: **End Date:** **Approved:** 12/03/2014

Last Updated: 12/03/2014 11:54:42AM **Supplier ID:** 0000000

PO Ref: RQ00020261

Requestor: Barone, Peter A **Requestor Phn:**

Buyer: Rufo, Dolores T

Buyer EMAIL: testemail@tufts.edu

Ship To: Tufts University
169 Holland St
Financial Services
Somerville MA 02144

	Purchase Order	PO Voucher(s)	AP Voucher(s)	Total Paid	Open Commitment
Freight:	0.00	0.00			
Merchandise:	2000.00	5.00			
Total:	2000.00	5.00		0.00	2000.00

[Previous tab](#)

[PO Header](#) | [PO Lines](#) | [PO Distributions](#) | [PO Comments](#) | [Vouchers/Payments](#) | [Ship To](#)

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).

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:

Requested Document

0031229

Not Available

In

Xythos