Financial Affairs Training Program

Invoice Approval and Payment Review

PeopleSoft Version 8.8
Introduction

Access the Invoice Approval pages.
Review inquiries on Invoices and Payment information.
Review inquiries on Purchase Orders and Requisitions.

• Invoice Approval
• Payment Inquiry
• PO Inquiry
• Requisitions Inquiry
• Detail Invoice Inquiry
Access Invoice Approval through the Campus Connection website

Navigation: Campus Connection > For Employees > Financial System
Financial System

• **Log in** with your Campus Connection User ID and Password.
DePaul Invoice Approval

Navigation: Accounts Payable > DePaul Invoice Approval

Click On…

- **DePaul Invoice Approval** to review, approve, or deny approval for invoices.
- **DePaul Payment Inquiry** to view inquiries on vendors, invoices, and payments.
- **DePaul PO Inquiry** to view purchase order information.
- **DePaul Requisition Inquiry** to view inquiries on requisition details.
- **DePaul Detail Invoice Inquiry** to review detailed invoice information.
Invoice Approval

- **Click on** the Search button to view the invoices you are authorized to review.
- **Use** a combination of one or two fields for **Find an Existing Value**.

*For more specific search results, the next page will help you fill in the fields for **Find an Existing Value**.*
# Invoice Approval

Criteria you may use for **Find an Existing Value.**

| **Business Unit** | Defaults to DPAUL.  
**Click on Magnifying glass to choose DPAUL.** |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voucher ID</strong></td>
<td>Number assigned when invoice is first entered in PeopleSoft.</td>
</tr>
</tbody>
</table>
| **Invoice Number** | Invoice number provided by vendor.  
If one is not provided, AP will provide the most appropriate description for the invoice.  
(e.g. Account number with invoice date, Service with invoice date, etc…). |
| **Short Vendor Name** | First 10 characters of vendors name.  
Last Name if this is an individual.  
*Abbreviations attached at the end of this presentation.* |
| **Vendor ID**    | Number assigned when vendor is first created in PeopleSoft.  
**Click on Magnifying glass to search further.** |
| **Name 1**       | First 40 characters of vendor’s FULL NAME. |
| **Department**   | Department ID Invoice was applied to. |
| **Approval Status** | Pending *(Invoice awaiting Dept approval)*,  
Approved *(Invoice approved)*, and  
Denied *(Invoice denied by Dept, pending approval due to un-resolved issue)*. |
Invoice Approval

Sample Search Criteria page

Search Criteria is not case sensitive unless you **check** the Case Sensitive box.
Invoice Approval

Search Results...

- Click on View All to scroll through the first 300.
- Click on the arrows to tab through your first 300 invoices 100 at a time.
- Click on Last to view the end of the first 300.
- Sort by clicking the column headings in Search Results.
  - Click on Department to sort by your authorized 6 digit Dept ID’s
  - Click on Approval Status to sort through Pending, Denied and Approved.
Invoice Approval

- **Click on** the Invoice from your **Search Results** to start the invoice approval process.

  *This Invoice is **Pending** under the **Approval Information**.*
Invoice Approval

• **Click on** Line Information to review Line Detail.

If a Purchase Order is applicable to the invoice…

• **Click on** PO Inquiry button to open a new window for DePaul PO Inquiry.
Invoice Approval

You can review PO Line, Invoice Details and Requisition Details.

If more than one PO Line is applicable...

- Click on View All to review all PO lines.
Invoice Approval

• **Click on** Charge Information to review Chartfields applied to Invoice.

• **Click on** More Chartfields for Program Code and Class Field.
Invoice Approval

• To Approve your invoice click on Approved under the Approval Information.
  
  A prompt will alert you to SAVE your work.

• Click on OK.

• Click on the Save button.
Invoice Denial

- To Deny your invoice **click on** Denied under the **Approval Information**.
  
  *A prompt will alert you to **SAVE** your work and enter a reason for your denial.*

- **Click on** OK.

- **Click on** the tab for **Reason for Denial** to enter a reason.
Invoice Denial

• Enter today's date, your reason and your initials.
• Click on the Save button. A prompt will alert you that “An eMail has been sent to Accounts Payable”.
• Click on OK to end denial process.

Reason for Denial can be updated multiple times if needed, please make sure you continue to SAVE your work.
DePaul Payment Inquiry

Payment Inquiry criteria and results are similar to that of Invoice Approval.

Added search criteria…
• Payment Amount
  (equal to Invoice Amount)
• Invoice Date

Search Criteria is not case sensitive unless you check the Case Sensitive box.
Payment Inquiry

- Click on the Invoice from your Search Results to start the Payment Inquiry process.
  A prompt will alert you that the “Check amount may be greater that Invoice amount”.

- Click on OK.
  Sample of a Non-PAID invoice.
Payment Inquiry

• Check No., Check Date, and Check Amount are filled in.
• Approval Status is now Approved.

Sample of a PAID invoice.
DePaul PO Inquiry

PO Inquiry criteria and results are similar to that of Invoice Approval and Payment Inquiry.

Added search criteria...
- PO Number
- Purchase Order Date
- PO Total

Search Criteria is not case sensitive unless you check the Case Sensitive box.
PO Inquiry

Sample of an invoice applied against this purchase order.
PO Inquiry

Sample of PO Inquiry without an invoice applied.
DePaul Requisition Inquiry

Requisition Inquiry criteria and results are similar to that of Invoice Approval, Payment Inquiry and PO Inquiry.

Added search criteria…
• Requisition ID
• Requisition Status
  – Approved, Canceled, Complete, Denied, Initial, Line Approved, Open, Pending Approval, Preview
• Origin
  – Non-Purchase Order Vouchers, Online Entry, Purchase Order Vouchers, Web Origin
• Requester
• Requisition Date
• Requisition Total

Search Criteria is not case sensitive unless you **check** the Case Sensitive box.
Requisition Inquiry

Sample Requisition page.

DePaul AP Requisition Inquiry

<table>
<thead>
<tr>
<th>Requisition ID: 0000025026</th>
<th>Requisition Date: 11/3/2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester: Kupka, Alyssa</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Buyer</th>
<th>Item Descr</th>
<th>Vendor ID</th>
<th>Req Qty</th>
<th>Price</th>
<th>Extended Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RMORRILL</td>
<td>YAHOD00</td>
<td>0000000528</td>
<td>1.0000</td>
<td>400.00</td>
<td>400.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipping Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date: 11/01/2004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
DePaul Detail Invoice Inquiry

Search/review status of an Invoice entered by Accounts Payable.

- Click on the Search button to view the invoices you are authorized to review.

For more specific search results, the next 3 pages will help you fill in the fields in Search Criteria.
# Detail Invoice Inquiry

Search Criteria you may **fill in**. Use a combination of one or two fields.

<table>
<thead>
<tr>
<th><strong>Business Unit</strong></th>
<th>Defaults to DPAUL.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voucher ID</strong></td>
<td>Number assigned when invoice is first entered in PeopleSoft.</td>
</tr>
<tr>
<td><strong>Voucher Style</strong></td>
<td>Adjustments, All Except Prepaid/Single Payment, All Vouchers, Journal Voucher, Prepaid Voucher, Register Voucher, Regular Voucher, Reversal Voucher, Single Payment Voucher, Template Voucher, Third Party Voucher. Choose Regular Voucher is this is the format used for Invoices.</td>
</tr>
<tr>
<td><strong>Invoice Number</strong></td>
<td>Invoice number provided by vendor. If one is not provided, AP will provide the most appropriate description for the invoice.</td>
</tr>
<tr>
<td><strong>Post Status</strong></td>
<td>Payment Not Applied, Posted, or Unposted.</td>
</tr>
<tr>
<td><strong>Approval Status</strong></td>
<td>Approved, Denied or Unapproved.</td>
</tr>
<tr>
<td><strong>Voucher Balance</strong></td>
<td>Balance Remains and No Balance Remains.</td>
</tr>
</tbody>
</table>
### Detail Invoice Inquiry Cont’d…

Search Criteria you may **fill in**. Use a combination of one or two fields.

| **Short Vendor Name** | First 10 characters of vendors name.  
|                       | Last Name if this is an individual. |
| **Vendor ID**         | Number assigned when vendor is first created in PeopleSoft. |
| **Vendor Location**   | First **choose** a Vendor ID, then **click on** the magnifying glass to choose location available for Vendor ID. |
| **Name 1**            | First 40 characters of vendor’s FULL NAME. |
| **Voucher Date Type** | Accounting Date, Due Date, Entered Date, or Invoice Date.  
|                       | Use the From Date and To Date fields to search on a range of dates.  
|                       | *If you leave the Voucher Date Type blank, the From Date and To Date fields are ignored during your search.* |
| **Max Rows**          | Enter the maximum rows to be retrieved in the main search. |
| **Amount Rule**       | Any, Equal to, Greater than, Greater than or equal to, Less than or equal to. |
| **Voucher Gross Amount** | Amount to search for. |
| **Transaction Currency** | Currently only USD is used. |

11/3/2004
**Detail Invoice Inquiry Cont’d…**

<table>
<thead>
<tr>
<th>Search Criteria you may <strong>fill in</strong>. Use a combination of one or two fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sort Criteria</strong></td>
</tr>
<tr>
<td><strong>Sort By</strong></td>
</tr>
<tr>
<td><strong>Sort Asc/Desc</strong></td>
</tr>
<tr>
<td><strong>Display Currency Criteria</strong></td>
</tr>
</tbody>
</table>
Detail Invoice Inquiry

Voucher Inquiry Results in Voucher Details tab...

- **Sort** by clicking the column headings in Voucher Inquiry Results.
- **Click on Last** to view the end.
- **Click on the arrows** to tab through the invoices a few at a time.

<table>
<thead>
<tr>
<th>Business Un</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Vendor ID</th>
<th>Short Vendor Name</th>
<th>Vendor Loc</th>
<th>Voucher Style</th>
<th>Detail Payment Lines</th>
<th>Payment Information</th>
<th>Scheduled Transaction</th>
<th>Transaction Information</th>
<th>Currency</th>
<th>Gross Invoice Amount</th>
<th>Unapplied Prepayments</th>
<th>Total Non-March</th>
<th>Gross Amount Paid</th>
<th>Net Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPAUL 00140474</td>
<td>TESTING 091404-JG</td>
<td>09/14/2004</td>
<td>0000018595 95 EJACKS-001</td>
<td>JACKSON</td>
<td>Regular</td>
<td>USD</td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140475</td>
<td>TESTING 091404-JG</td>
<td>09/14/2004</td>
<td>000001510 300 DESIGN-001</td>
<td>PALATINE</td>
<td>Regular</td>
<td>USD</td>
<td>25.00</td>
<td>25.00</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140476</td>
<td>TESTING 091404-JG</td>
<td>09/14/2004</td>
<td>0000014622 1-800-CONF-001</td>
<td>B0X/5075</td>
<td>Regular</td>
<td>USD</td>
<td>30.00</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140477</td>
<td>TESTING 091404-JG</td>
<td>09/14/2004</td>
<td>0000012694 1-888-MAGN-001</td>
<td>BANKS</td>
<td>Regular</td>
<td>USD</td>
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<td>35.00</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140478</td>
<td>12444_AK</td>
<td>1005/2004</td>
<td>00000002989 KURPA-001</td>
<td>INLAY</td>
<td>Regular</td>
<td>USD</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140479</td>
<td>6666</td>
<td>1005/2004</td>
<td>0000014622 1-800-CONF-001</td>
<td>B0X/5075</td>
<td>Regular</td>
<td>USD</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140480</td>
<td>8888</td>
<td>1012/2004</td>
<td>0000020990 0000F-001</td>
<td>DFLJKSDKLF</td>
<td>Regular</td>
<td>USD</td>
<td>100.00</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140481</td>
<td>AK_TEST_1015/2004_0K</td>
<td>1015/2004</td>
<td>0000020990 0000F-001</td>
<td>DFLJKSDKLF</td>
<td>Regular</td>
<td>USD</td>
<td>144.00</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPAUL 00140482</td>
<td>AK_TEST_0015/2004</td>
<td>1015/2004</td>
<td>0000010006 KURPA-002</td>
<td>INLAY</td>
<td>Regular</td>
<td>USD</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freight
Detail Invoice Inquiry

Voucher Inquiry Results in More Details tab…
- **Sort** by clicking the underlined headings in Voucher Inquiry Results.
- **Click on** View All to scroll through invoices available.
- **Click on** Last to view the end.
- **Click on** the arrows to tab through the invoices a few at a time.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Post Status</th>
<th>Approval Status</th>
<th>Match Status</th>
<th>Close Status</th>
<th>Origin</th>
<th>Due Date</th>
<th>Acctg Date</th>
<th>Entered on</th>
<th>Budget Header Status</th>
<th>Budget Misc Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAUL</td>
<td>00140474</td>
<td>Posted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>NPO</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>DPAUL</td>
<td>00140475</td>
<td>Posted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>NPO</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>DPAUL</td>
<td>00140476</td>
<td>Posted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>NPO</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>DPAUL</td>
<td>00140477</td>
<td>Posted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>NPO</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>09/14/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>DPAUL</td>
<td>00140478</td>
<td>Unposted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>NPO</td>
<td>11/04/2004</td>
<td>10/05/2004</td>
<td>10/05/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>DPAUL</td>
<td>00140479</td>
<td>Unposted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>PO</td>
<td>11/04/2004</td>
<td>10/05/2004</td>
<td>10/05/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>DPAUL</td>
<td>00140480</td>
<td>Posted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>PO</td>
<td>11/11/2004</td>
<td>10/12/2004</td>
<td>10/12/2004</td>
<td>Valid</td>
<td>Valid</td>
</tr>
<tr>
<td>DPAUL</td>
<td>00140482</td>
<td>Posted</td>
<td>Approved</td>
<td>No Match</td>
<td>Open</td>
<td>NPO</td>
<td>10/15/2004</td>
<td>10/15/2004</td>
<td>10/15/2004</td>
<td>Error</td>
<td>Valid</td>
</tr>
</tbody>
</table>
**Detail Invoice Inquiry**

**Voucher Inquiry Results in Voucher Details tab...**

- Click on the Detail Lines icon ![icon] to view line and distribution line detail for the invoice.

---

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>DPAUL</th>
<th>Voucher ID:</th>
<th>00140474</th>
<th>Invoice No:</th>
<th>TESTING 091404 JG</th>
<th>Invoice Dt:</th>
<th>09/14/2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID:</td>
<td>0000018559</td>
<td>Name:</td>
<td>55 E Jackson LLC</td>
<td>ShortName:</td>
<td>55 E JACKS-001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Invoice Amount:</td>
<td>20.00</td>
<td>Total Non-Merchandise Charges:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered VAT Amount:</td>
<td>0.00</td>
<td>Transaction Currency:</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Invoice Lines**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>20.00</td>
</tr>
</tbody>
</table>

**Distributions**

<table>
<thead>
<tr>
<th>Distrib Line</th>
<th>Amount GL Unit</th>
<th>Account</th>
<th>OpenItem</th>
<th>Dept</th>
<th>Projects</th>
<th>Class</th>
<th>Fund</th>
<th>Program</th>
<th>Affiliate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20.00 DPAUL</td>
<td>563400</td>
<td>100100</td>
<td>Projects</td>
<td>IS</td>
<td>100</td>
<td>00000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Detail Invoice Inquiry

Voucher Inquiry Results in Voucher Details tab...

- Click on the Payment Information icon to view Payment Reference ID (Check No.), Payment Date (Check Date), Payment Amount (Check Amount), Voucher Paid Amount (Invoice Amount), and Payment Status (Paid).
Detail Invoice Inquiry

Voucher Inquiry Results in Voucher Details tab…

- **Click on** the Scheduled Payments icon to view scheduled payment information.
Additional Help

- **Help Desk** (ext. 2-8765)
  - Browser problems
  - Help with Campus Connection
  - HEAT Ticket System (on the web ticket filing)
- **Grants Management & Compliance**
  - Paul Williams, Pre-Award Coordinator OSPR (ext. 5-4511)
  - Bob McCarthy, Post-Award Coordinator OSPR (ext. 5-4507)
  - Kathy Scharko, Acting Director Grants/Restricted Acctg (ext. 2-6734)
- **Reading Reports & WAS/Journal Entries**
  - David Valadez – Data Control Analyst (ext. 2-5568)
  - Vince Milianti – Sr. Financial Analyst (ext. 2-8695)
- **Budget Changes**
  - Osy Garduño – Manager of Budget Operations & Reporting (ext. 2-8915)
- **Training & System Administration**
  - Alyssa Kupka – Director Financial Systems (ext. 2-6585)
- **Accounts Payable Department** (ext. 2-5336)
- **Procurement Services** (ext. 2-7510)
- **Pro-Card**
  - Laurie Krauel – Procurement Systems Administrator (ext. 2-5272)
Financial Affairs Website

http://www.depaul.edu/~faffairs/

• What you’ll find:
  – Staff Directory
  – Forms
  – Training information, Schedules & Registration
  – Link to Web Authorization System (WAS), University System Access and Budget Manager Delegations via SAHR.
Questions