PUSH THE EASY BUTTON

PeopleSoft 9.0 Search and Inquiry Pages
Vendor Search
Voucher Inquiry
Payment Inquiry
CSU PO Remaining Balance Inquiry
To search for a vendor select the drop down and change from Equal To → Contains, then you will be able to search by a portion of the vendor name for Name (A vendors complete name) or a portion of the Short Name (The first 4 of a vendors name and the first four of the vendors name (second word)). You must always enter in the SetID as SLCMP (Reimbursements or payments to vendors ie: Purchase Orders or Direct Pay Forms) or SLEMP (Staff Travel)

You can include any other information that is known. For Example if you are looking for a company in San Luis Obispo that has SLO in their name you can fill in the City as San Luis Obispo as well as Name contains SLO you will get the following output:
### Review Vendors

#### Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID</td>
<td>SLOCMP</td>
</tr>
<tr>
<td>City</td>
<td>SAN LUIS OBISPO</td>
</tr>
</tbody>
</table>

#### Search Results

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Vendor ID</th>
<th>Name</th>
<th>Short Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLOCMP</td>
<td>0860000107</td>
<td>COMPUTERLAND OF SLO</td>
<td>COMP SLO-001</td>
<td>205 SOUTH ST</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860000166A</td>
<td>HOLIDAY INN EXPRESS SLO</td>
<td>HOLID INN-001</td>
<td>1900 MONTEREY</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860000232</td>
<td>RANCHO CLUB OF SLO DE TOLOSA</td>
<td>RANCHO CLUB-001</td>
<td>1985 QUILDR</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860000322</td>
<td>RANCHO CLUB OF SLO DE TOLOSA</td>
<td>RANCHO CLUB-001</td>
<td>1985 QUILDR</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860000102A</td>
<td>HOTLINE OF SLO COUNTY</td>
<td>HOTL SLO-001</td>
<td>PO BOX 13527</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860000124A</td>
<td>ATTORNEY SVRG OF SLO</td>
<td>ATVSRG-001</td>
<td>PO BOX 1233</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860001492</td>
<td>FIRST BAPTIST CHURCH OF SLO</td>
<td>FIRST BAPT S-001</td>
<td>2079 CEMETERY</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860001696</td>
<td>SLO BB CHORAL DEPT</td>
<td>SLO BB-001</td>
<td>P.O. BOX 5458</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
<tr>
<td>SLOCMP</td>
<td>0860002908</td>
<td>SLO SELF STORAGE</td>
<td>SLO SELF-001</td>
<td>154 SUBURBAN RD</td>
<td>SAN LUIS OBISPO</td>
<td>CA</td>
<td>USA</td>
</tr>
</tbody>
</table>

---

*Note: The text highlights the search criteria used to filter the vendor list.*
Under Search Name click on the magnifying glass and select VOUCHER INQUIRY – this will only show the usable fields for this particular inquiry.
Enter in your Vendor SetID of SLCMP (Reimbursements or payments to vendors i.e.: Purchase Orders or Direct Pay Forms) or SLEMP (Staff Travel). Then select the magnifying glass for Vendor ID, this will bring up the following screen shot.
Change your search criteria from Vendor ID to Short Vendor Name

Enter in the Sort Vendor Name or a portion of the Short Vendor Name (i.e. SLO) and Click on the Look-Up Button, this will give you all vendors that start with SLO. Then select the correct vendor. If you select the Advanced Lookup hyperlink you will be able to look by contains instead of begins with which will allow you to search for a portion of the short vendor name.
Change your number of Max Rows from 300 if the vendor has more than the 300 voucher lines. Then click the Search Button.
You will get the following output, if you click on customize you will be able to include the dollar amount in this first page; you just need to move it up above the tab Amounts. The following three screen shots will show you the information from the three pictured columns.
This will show you the Accounting Entries of the voucher if there is a question regarding where the voucher was charged.

This shows you that the voucher is related to a purchase order and whether or not it was matched or if it is in a match status of error.

This shows the Payment Information for the voucher. This shows the check number (Payment Reference ID), the payment date and the amount paid (Voucher Paid Amount). If you want to go back to Voucher Inquiry you can select the Back to Voucher Inquiry Hyperlink or if you want to got to the payment click on the blue check number.
This will show you the check number, the amount, the date check was paid as well as the reconciliation status and date (This information comes from a Wells Fargo Bank load that marks all cashed checks with a status of Recon and the date the file was loaded, this is not the date the check was cashed, it is the date the file was loaded into PeopleSoft), along with the address the check was sent to.
Payment Inquiry
Accounts Payable → Review Accounts Payable Info → Payments → Payment Inquiry

Under Search Name click on the magnifying glass and select PAYMENT INQUIRY – this will only show the usable fields for this particular inquiry.

Enter in your Vendor SetID of SLCMP (Reimbursements or payments to vendors i.e.: Purchase Orders or Direct Pay Forms) or SLEMP (Staff Travel). Then select the magnifying glass for Vendor ID, this will bring up the following screen shot.
Change your search criteria from Remit Vendor to Name 1.
Enter in Name 1 or a portion of the first portion of the Vendor Name (i.e. SLO) and Click on the Look-Up Button; this will give you all vendors that start with SLO. Then select the correct vendor. If you select the Advanced Lookup hyperlink you will be able to look by contains instead of begins with which will allow you to search for a portion of the vendor name 1.
Change your number of Max Rows from 300 if the vendor has more than the 300 allowed. Then click the Search Button. If you want to go to the payment detail, click on the blue check number. The following information will be opened

**Vouchers For a Payment**

- **Bank Name**: State Treasury
- **Bank Account #:** 243
- **Pay Cycle:** 08/01/2001
- **Vendor Name:** BLO COUNTY CATTLE WOMEN
- **Address:** 1394 ANDERSON ST
- **Vendor ID:** BLO0000419
- **Payment Amount:** 1,000.00 USD

Vouchers for a payment, this will show the Vendor Name, Vendor Address, Payment Ref ID, Payment Date, Reconcile date and the Payment Clear Date (this is the actual date the check was cashed). To go to the Vouchers that was paid on this payment click on the blue hyperlink. If there were multiple vouchers associated with this one payment you will have a list of vouchers that you can look at.
You will get the following output, if you click on customize you will be able to include the dollar amount in this first page; you just need to move it up above the Tab Amounts. The following three screen shots will show you the information from the three pictured columns.

This will show you the Accounting Entries of the voucher if there is a question regarding where the amounts were charged.
This shows the Payment Information for the voucher. This shows the check number (Payment Reference ID), the payment date and the amount paid (Voucher Paid Amount). If you want to go back to Voucher Inquiry you can select the Back to Voucher Inquiry Hyperlink or if you want to got to the payment click on the blue check number.

This will show you the check number, the amount, the date check was paid as well as the reconciliation status and date (This information comes from a Wells Fargo Bank load that marks all cashed checks with a status of Recon and the date the file was loaded, as well as the date the check was cashed.), along with the address the check was sent to.
CSU PO Remaining Balance Inquiry
Purchasing → Purchase Orders → Review PO Information → CSU PO Remaining Balance Inq

This allows you to enter in the PO Number and will give you the following output

If you select the little printer in the upper right hand corner, this will send this report to the process monitor as a PDF. You will get a message telling you the following, click OK

You then click on the process monitor hyperlink and wait for the process to be successful and posted. Click on Details Hyperlink → View Log Trace Hyperlink → then click on the PDF hyperlink which will open up your report in PDF Form.
The report shows the original Purchase Order encumbrance and any reversals to the purchase order, in the above case it was a voucher. This also shows the remaining balance at each Line / Schedule / and Distribution along with the Status of the Purchase Order.