End User Financial Inquiry in PeopleSoft
Training Guide
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PeopleSoft Voucher Inquiry

When the Accounts Payable department at Cal Poly receives an invoice that has been approved by the department, they enter a Voucher into PeopleSoft in order to facilitate payment. The following steps will assist in viewing information on a voucher, such as the date the voucher was entered in PeopleSoft, as well as the amount and check number.

**Navigation:**
Home > Accounts Payable > Review > Vouchers > Voucher Inquiry

- Enter the Voucher ID or Invoice number. (To locate the Voucher number entered for a specific PO, use the Activity Summary pages. See Procurement Inquiry Guide.)

- Click Search
Vouchers associated with the invoice number display below. There may be more than one voucher with the same invoice number. Identify the correct voucher by viewing Vendor name.

- Scroll to the far right to view the dollar amount paid.

- Click Detail Lines to view the Chartfields and description field. A new window opens.

- Close the window to return to the Voucher Inquiry page.
- Click Payment Information button to view the check number and date.

<table>
<thead>
<tr>
<th>Details</th>
<th>Customize</th>
<th>First</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Sld ID</td>
<td>Bank Code</td>
<td>Bank Account</td>
<td>Payment</td>
<td>Applied Reference ID</td>
<td>Applied Business Unit</td>
</tr>
<tr>
<td>SLCRM</td>
<td>STATE</td>
<td>DVP</td>
<td>264856</td>
<td>09/10/2003</td>
<td>1,546.48 USD</td>
</tr>
</tbody>
</table>

- In order to view the Recon date, click the Check number link.

<table>
<thead>
<tr>
<th>Payment Inquiry Result</th>
<th>Additional Info</th>
<th>Vendor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Reference ID</td>
<td>Payment Method</td>
<td>Amount</td>
</tr>
<tr>
<td>264856</td>
<td>Check</td>
<td>1,546.48 USD</td>
</tr>
</tbody>
</table>

This date indicates the check has cleared.

- Click Back To Voucher Inquiry

Inquiry is complete.
PeopleSoft Journal Inquiry

When an Expenditure Transfer or Budget Transfer request has been fulfilled the journal can be viewed in PeopleSoft once you have located the Journal ID in the nVision report.

**Navigation:**
Home > General Ledger > Review > Vouchers > Voucher Inquiry

In order to perform a Journal Inquiry a label/name must be assigned to the inquiry criteria. Once the name is entered it can be used repeatedly.

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

Find an Existing Value  Add a New Value

Inquiry Name: begins with

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value

➢ To assign the name click Add a New Value
➢ Enter the name (example “inquiry”)

Find an Existing Value  Add a New Value

➢ Click Add
➢ Populate the Ledger Field.

   Click and select Actuals for Expenditures, Oper_Budg for Operating Budget journals or Base for Base Budget journals.

➢ Populate the Fiscal Year field

➢ Enter the accounting period or periods

➢ Enter the Journal ID

➢ Click Search

➢ Click the link to view the accounting lines and full description field.
Use the to scroll through the Long Description field.

Scroll to the far right using your bottom scroll bar to view the line descriptions.

To return to the previous page, click .

Click to save the inquiry name you assigned.

Inquiry complete