

Voucher Inquiry

PeopleSoft Payables provides inquiry pages and reports that enable you to access your voucher information quickly and easily. The voucher inquiry page can be used to look up information when a customer calls and wants you to research information for them about an invoice or payment.

Using Customer Information to Access Vouchers and Payment Data

What if a vendor calls looking for an outstanding invoice? The vendor won't have any of the information that has become part of the voucher (such as Voucher ID), but only raw data as it appears on their invoice. How do you find the information they are requesting? In this instance, you would:

Use the Voucher Inquiry page to search for vouchers by vendor and vendor invoice number.

Drill down to the Vendor Schedule Payment Inquiry page to view the scheduled payment details for the vouchers (such as payment method, scheduled pay date, and approval status).

Drill down to the Voucher Inquiry Lines page to view invoice and distribution line level detail for the vouchers (such as General Ledger business unit, Chartfields, and line amounts).

Drill down to the Voucher Payment Detail page to access detail on the payment itself (such as bank, payment date, payment amount and currency).

Drill down to the Payment Inquiry page to see a listing of transactions that were included as part of the payment (such as transaction number, date, paid amount and currency).

Search Values

Below is a table of the search field values which can be used individually or in combination when searching for a single voucher or a group of vouchers.

Search Field Name	Criteria for Entry
From / To Business Unit	A business unit is required for your search and SDUSD will default in for your search.
From / To Voucher ID	To search on one voucher ID, enter that voucher ID in both the From Voucher ID field and the To Voucher ID field. To search on a range of voucher IDs, enter the first voucher ID of your range in the From field and enter the last voucher ID of your range in the To field.
From / To Invoice	To search on one invoice number, enter that invoice number in both the From Invoice field and the To Invoice field. To search on a range of invoice numbers, enter the first invoice number of your range in the From field and enter the last invoice number of your range in the To field.

Accounts Payable Manual Template

James Pyles



Accounts Payable Manual Template:

Xero For Dummies Heather Smith, 2017-02-07 Take your books to the cloud with the ultimate guide to Xero Xero For Dummies is your one stop resource for working with this revolutionary accounting software Whether you re brand new to Xero or converting from another program you ll get up and running in a flash if you re already using Xero this book will show you how to take advantage of the software s full functionality Easy to use and deceptively powerful Xero is so much more than a spreadsheet manage inventory simplify accounts and organise suppliers customers and more Automatic imports intuitive coding and seamless synching across multiple business platforms gets the paperwork done quickly so you can get back to running your business This new third edition includes coverage of the newest features including updates on payroll purchase orders reporting and inventory so you can optimise your system to help your business thrive Xero s cloud based single ledger accounting system is user friendly and efficient but expert guidance will help you get the absolute most out of the software s features and functionality This book shows you every nook and cranny with screenshots and best practices so you can let Xero handle the books while you focus on running your business Fine tune your set up or convert from another accounting program Manage daily activities with contacts accounts sales and payables Master weekly and monthly reporting routines Track inventory monitor your business and get the most out of Xero You didn t start your business in order to become an accountant but bookkeeping is critically important to the short and long term health of your company Xero simplifies the process and saves you time and Xero For Dummies helps you leverage every feature Xero has to offer In addition to the book visit www.dummies.com/go/xerofd3e for an online only appendix you can download for free which gives you all the info you need to master your payrun

The New Accounts Payable Toolkit Christine H. Doxey, 2021-04-08
THE NEW ACCOUNTS PAYABLE TOOLKIT In The New Accounts Payable Toolkit accomplished entrepreneur consultant and finance expert Christine H Doxey delivers a unique and powerful approach to the accounts payable process and discusses the impact of the automation of the Procure to Pay P2P process The toolkit explores all aspects of the accounts payable process from the establishment of the contract and the purchase order to the supplier validation process invoice processing and payment accounting and fiscal close You ll learn the key metrics and analytics needed for the accounts payable process This comprehensive toolkit provides the best practices tools and internal controls that can help safeguard your company s cash and other assets You ll obtain a variety of tools to create the foundation required for current internal controls and compliance to ensure that suppliers are correctly validated in the supplier master file to maintain regulatory compliance Avoid paying fraudulent or inaccurate invoices and avoid paying a supplier s invoice more than once Be certain that all supplier invoices are properly accounted for to ensure an accurate fiscal close Finally stay up to date with all current and coming trends in the accounts payable process including eInvoicing ePayment Robotic Process Automation RPA Artificial Intelligence AI Machine Learning and eAccounting The New Accounts Payable Toolkit provides guidance for the implementation of AP automation

solutions that can streamline and modernize your own systems and processes to take advantage of new digital developments Perfect for controllers chief financial officers and finance managers The New Accounts Payable Toolkit will also earn a place in the libraries of students and professionals who seek to better understand the components of an optimal accounts payable UNCOVER A UNIQUE AND POWERFUL NEW APPROACH TO ACCOUNTS PAYABLE PROCESSES The New Accounts Payable Toolkit offers readers a comprehensive and timely new way of handling their accounts payable systems and processes You ll discover how to implement new digital technologies in every aspect of the accounts payable process from the establishment of the initial contract and purchase order to the supplier validation process invoice processing and payment accounting and fiscal close You ll learn to validate suppliers in the master list to ensure regulatory compliance prevent multiple payments for a single invoice keep from paying fraudulent inaccurate or incomplete invoices and apply best practices to help safeguard your company s assets You ll also discover how to measure and record key metrics and analytics to maintain an effective accounts payable process Finally you ll read about new and upcoming trends in accounts payable like artificial intelligence machine learning and robotic process automation that you can implement today to realize new efficiencies and savings Ideal for chief financial officers finance managers and controllers The New Accounts Payable Toolkit is an invaluable guide to modernizing and optimizing your own company s accounts payable processes and systems

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