



# **UNIVERSITY OF MISSOURI**

## **PeopleSoft End User Training**

### **NON-PO VOUCHERS APPENDIX**

#### **TRAINING PARTICIPANT GUIDE**

PEOPLESOFT FINANCIALS 9.0  
ACCOUNTS PAYABLE  
JULY 30, 2010

# Contents

|  |           |
|--|-----------|
| <b>1. Vendor Naming Convention and Tips for Vendor Name Searches</b> | <b>3</b>  |
| <b>2. Searching for a Vendor before Making a New Vendor Request</b>  | <b>5</b>  |
| <b>3. Requesting a New Vendor</b>                                    | <b>10</b> |
| <b>4. Making a Change to a Vendor Request</b>                        | <b>17</b> |
| <b>5. Requesting Changes to an Existing Vendor</b>                   | <b>19</b> |
| <b>6. Requesting an Express (Emergency) Check</b>                    | <b>21</b> |
| <b>7. Voucher Template Naming Convention</b>                         | <b>22</b> |

## 1. Vendor Naming Convention and Tips for Vendor Name Searches

- The wildcard of % may be used in searches (e.g., %BUY will find any vendor with BUY in the Name).
- Vendor Short Name searches are case sensitive; use all CAPS.
- Individuals' names follow the PeopleSoft standard of Last Name,First Name Middle Name or Initial (if middle name or initial is known). If only initials are provided for a first and middle name, they are entered together. For example:
  - a) SMITH,LAURA SUE
  - b) SMITH,LAURA S
  - c) SMITH,L SUE
  - d) SMITH,LS
- Petty Cash Custodians are entered using the standards for individuals followed by PC CUSTODIAN (e.g., SMITH,LAURA PC CUSTODIAN).
- Individuals' names do not contain titles such as Mr, Mrs, Ms, Miss, Dr, and Prof.
- No punctuation is used except for the comma between the Last and First name of an individual.
- There are no spaces between initials (e.g., ABC DISTRIBUTING or PO BOX).
- No acronyms are used.
- Vendor names do not begin with "a, an, or the."
- Two-letter postal abbreviations are used for States listed in the vendor's Name.
- All "directionals" are abbreviated such as S, N, W, E, SW, etc.
- The following are common words used in vendor names. The abbreviations for these words are used even if space is not an issue. These are the only words abbreviated. All other words are spelled out.

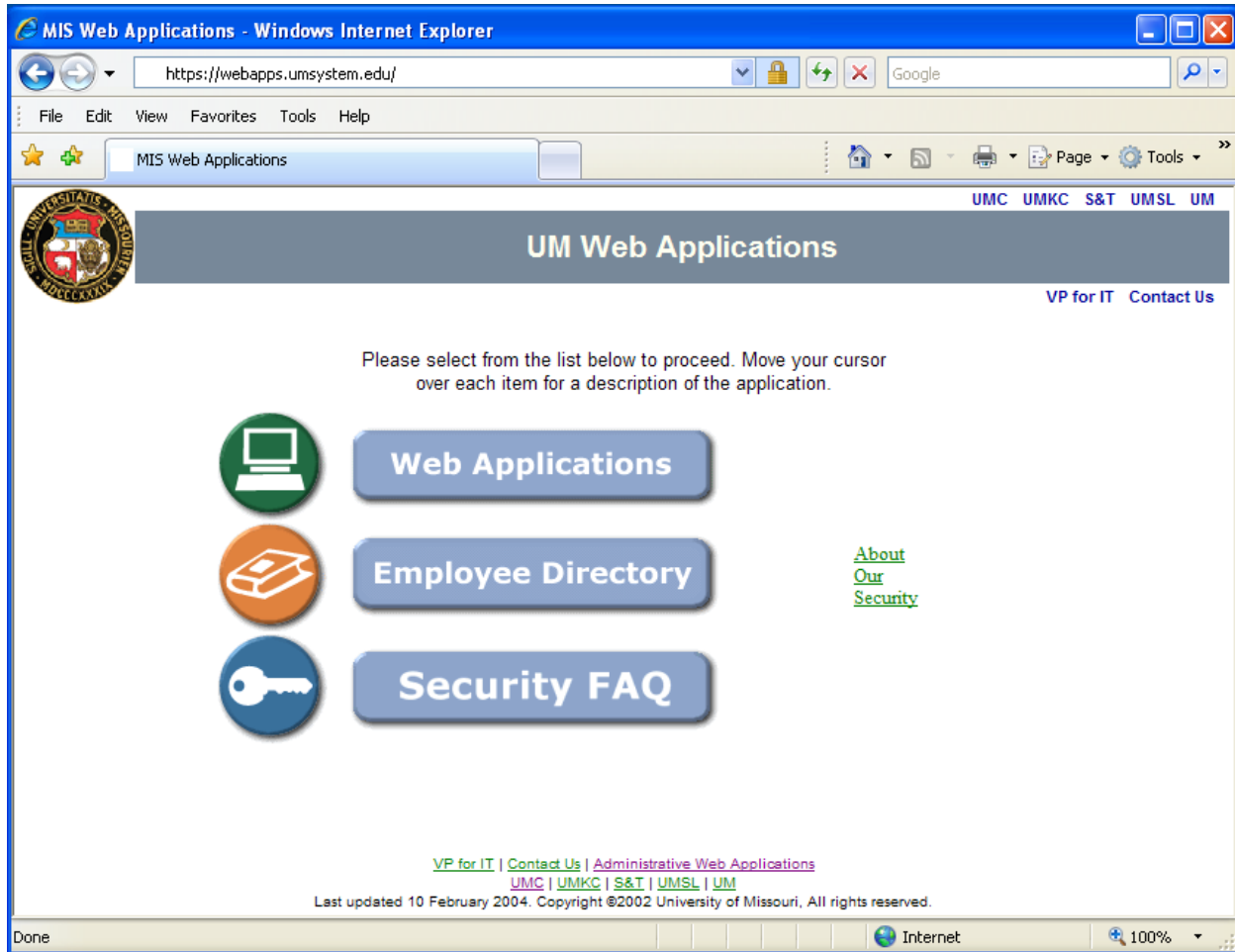
|                  |       |                   |       |
|------------------|-------|-------------------|-------|
| Administration   | ADMN  | Engineer(ing)     | ENGR  |
| Agriculture      | AG    | Environment(al)   | ENV   |
| American         | AMER  | Equipment         | EQUIP |
| Associate(s)     | ASSOC | Executive         | EXEC  |
| Association      | ASSN  | Extension         | EXT   |
| Biology(ical)    | BIO   | Federal/Federated | FED   |
| Building         | BLDG  | Foundation        | FNDTN |
| Center           | CTR   | General           | GEN   |
| Chemistry (ical) | CHEM  | Government        | GOVT  |
| Columbia         | COL   | Hospital          | HOSP  |
| Commission       | COMM  | Incorporated      | INC   |
| Company          | CO    | Information       | INFO  |
| Cooperative      | COOP  | Institute         | INST  |
| Corporation      | CORP  | International     | INTL  |
| County           | CTY   | Kansas City       | KC    |
| Department(al)   | DEPT  | Laboratory        | LAB   |
| Development(al)  | DEV   | Library           | LIB   |
| Diagnostic       | DIAG  | Limited           | LTD   |
| District         | DIST  | Management        | MGMT  |
| Division(al)     | DIV   | Manufacturing     | MFG   |
| Economic         | ECON  | Marketing         | MKTG  |
| Education        | EDUC  | Medical           | MED   |
| Employment       | EMPL  | National          | NATL  |

|                        |       |                  |      |
|------------------------|-------|------------------|------|
| Nutritional            | NUTR  | Service(s)       | SVC  |
| Production             | PROD  | Society          | SOC  |
| Professional           | PRO   | System(s)        | SYS  |
| Psychiatry/Psychology  | PSYCH | Technical(ology) | TECH |
| Publication/Publishing | PUB   | United States    | US   |
| Rehabilitation         | REHAB | University       | UNIV |
| Saint Louis            | STL   | Veterinary(ian)  | VET  |
| Science(s)             | SCI   |                  |      |

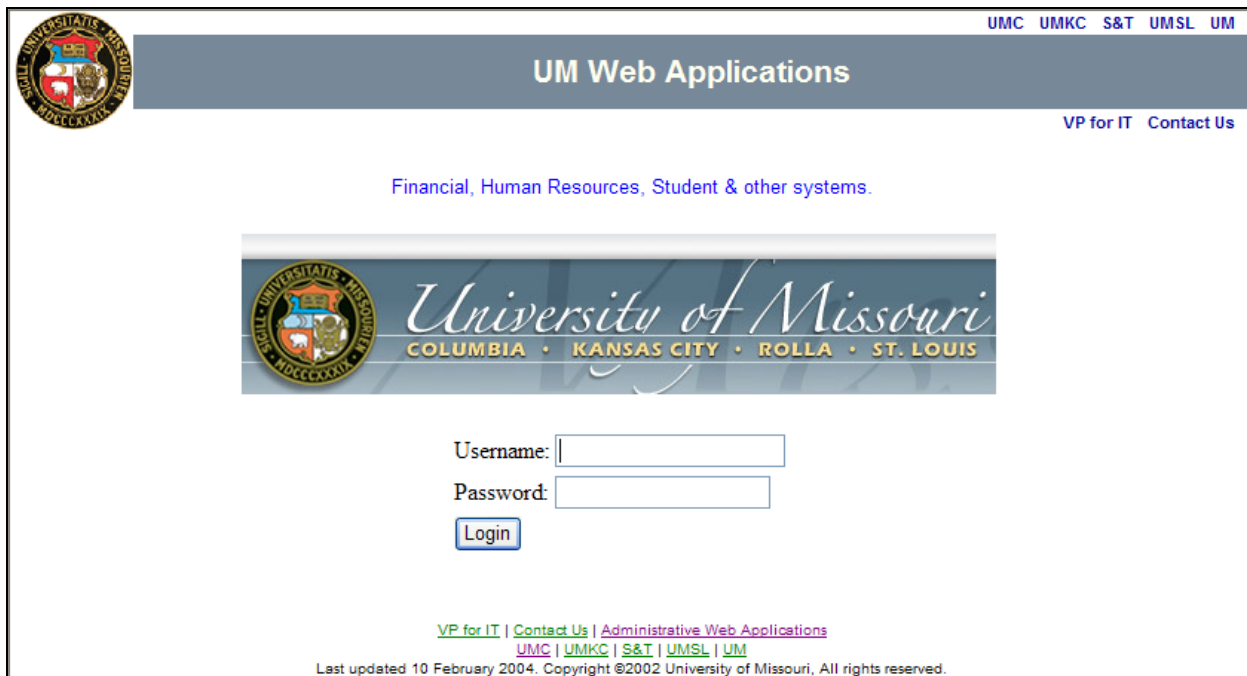
## 2. Searching for a Vendor before Making a New Vendor Request

Before you request a new vendor, you need to search to see if your vendor has already been created.

To perform this search, you will need to log in to UM Web Applications.



1. Open a Web browser and navigate to <https://webapps.umsystem.edu>. Click the **Web Applications** button.




UMC UMKC S&T UMSL UM

# UM Web Applications

VP for IT Contact Us

Financial, Human Resources, Student & other systems.



University of Missouri  
COLUMBIA • KANSAS CITY • ROLLA • ST. LOUIS

Username:

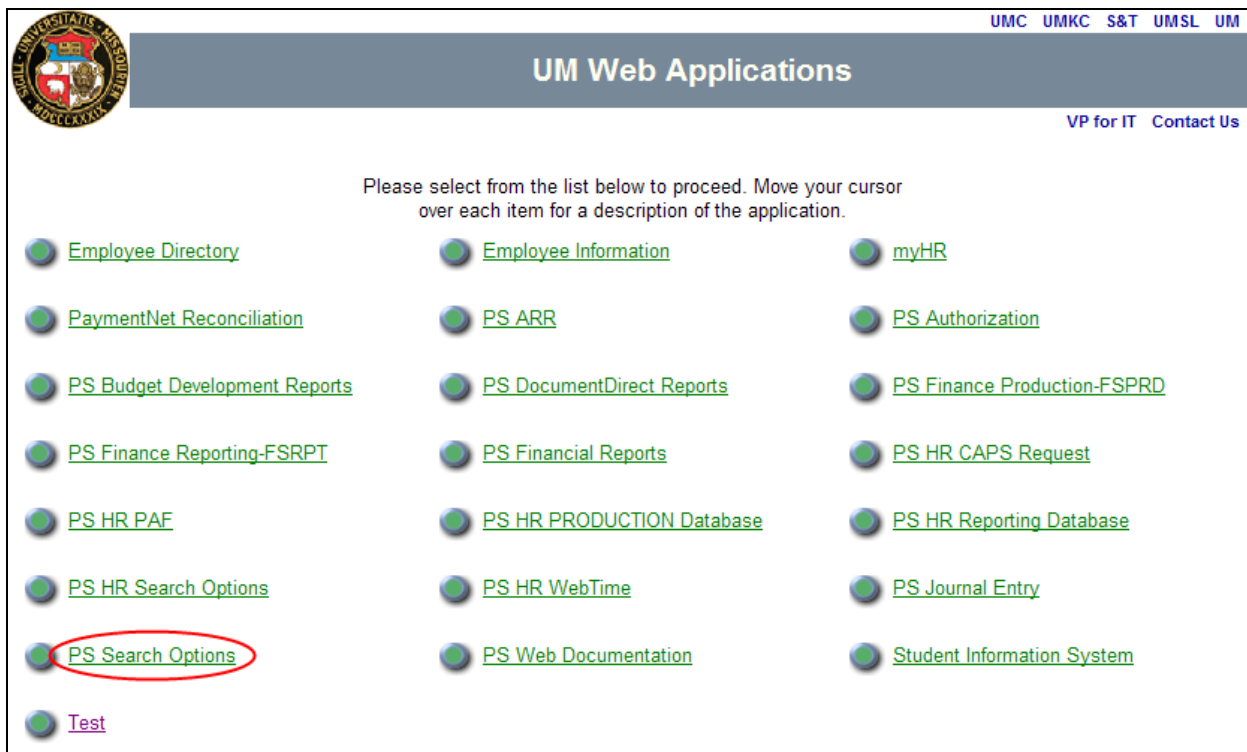
Password:

Login

VP for IT | Contact Us | Administrative Web Applications  
UMC | UMKC | S&T | UMSL | UM

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2. Enter your Pawprint in the **Username** field, your password in the **Password** field, and then click the **Login** button.



UMC UMKC S&T UMSL UM

# UM Web Applications

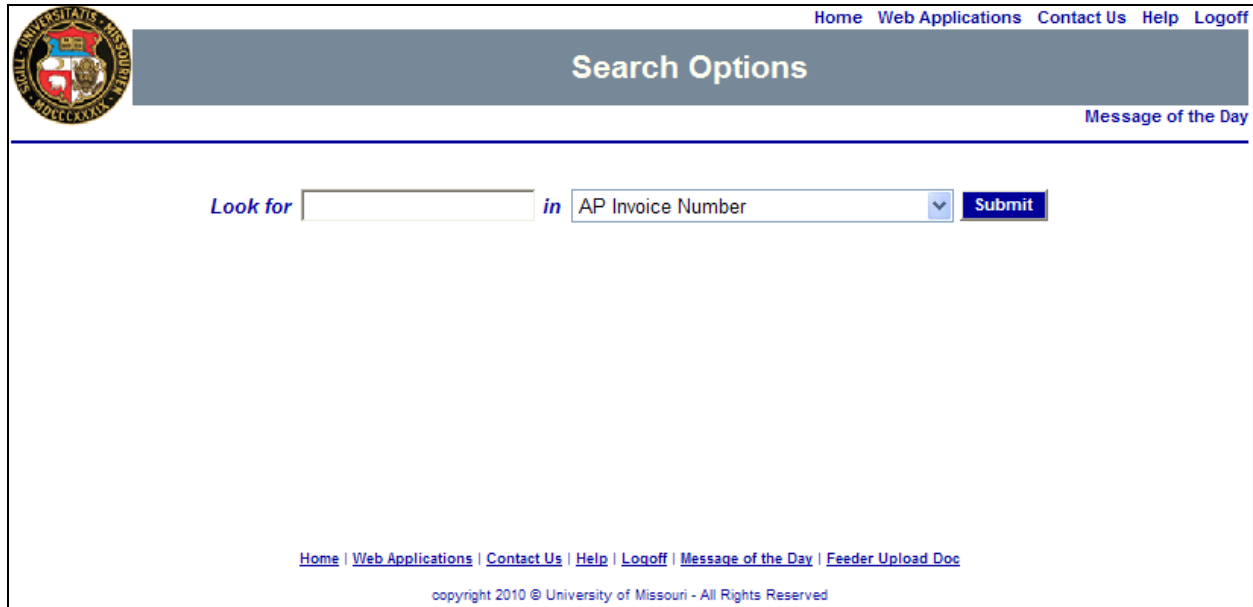
VP for IT Contact Us

Please select from the list below to proceed. Move your cursor over each item for a description of the application.

|   |   |   |
|---|---|---|
| <a href="#">Employee Directory</a>            | <a href="#">Employee Information</a>      | <a href="#">myHR</a>                        |
| <a href="#">PaymentNet Reconciliation</a>     | <a href="#">PS ARR</a>                    | <a href="#">PS Authorization</a>            |
| <a href="#">PS Budget Development Reports</a> | <a href="#">PS DocumentDirect Reports</a> | <a href="#">PS Finance Production-FSPRD</a> |
| <a href="#">PS Finance Reporting-FSRPT</a>    | <a href="#">PS Financial Reports</a>      | <a href="#">PS HR CAPS Request</a>          |
| <a href="#">PS HR PAF</a>                     | <a href="#">PS HR PRODUCTION Database</a> | <a href="#">PS HR Reporting Database</a>    |
| <a href="#">PS HR Search Options</a>          | <a href="#">PS HR WebTime</a>             | <a href="#">PS Journal Entry</a>            |
| <a href="#">PS Search Options</a>             | <a href="#">PS Web Documentation</a>      | <a href="#">Student Information System</a>  |
| <a href="#">Test</a>                          |   |   |

3. The menu items that display will differ based on your security access. Click the **PS Search Options** menu item.

## Non-PO Vouchers Appendix PeopleSoft Accounts Payable 9.0



Home Web Applications Contact Us Help Logoff

### Search Options

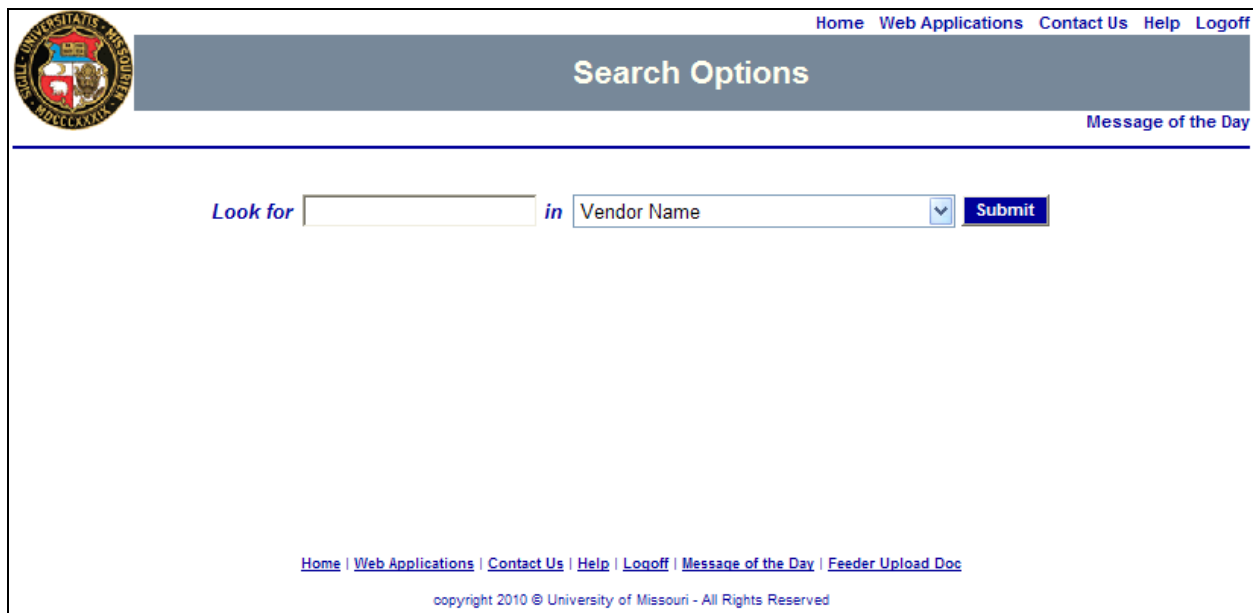
Message of the Day

Look for  in AP Invoice Number

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4. On the **Search Options** page, click the drop-down list and select the **Vendor Name** list item.



Home Web Applications Contact Us Help Logoff

### Search Options

Message of the Day

Look for  in Vendor Name

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5. Search for a vendor name that is a business. (For how to search for an individual's name, see step 6.)
  - a. In this training scenario, we are searching for the vendor name "INTERNATIONAL ASSOCIATION OF FOUNDATION DRILLING" with the address "14180 DALLAS PKWY STE 510 DALLAS, TX 75254." Enter "INTL ASSN OF FNDTN DRILLING" into the **Look for** field and click the **Submit** button.

**Note:** The naming convention for the vendor is based on the information in section 1 of this document.



[Home](#) [Web Applications](#) [Contact Us](#) [Help](#) [Logoff](#)

## Search Options

[Message of the Day](#)

**Vendor names that begin with: INTL ASSN OF FNDTN DRILLING**

| Vendor Name                 | Vendor ID                  | Vendor Status | Address Seq Num | Address Status | Description              |
|-----------------------------|----------------------------|---------------|-----------------|----------------|--------------------------|
| INTL ASSN OF FNDTN DRILLING | <a href="#">0100214314</a> | Approved      | 1               | Active         | DALLAS 14180 DALLAS PKWY |

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- b. In this case, the search results show that the vendor has already been created and the address is correct. After researching the vendor we now know that a new vendor request is not necessary and we can create our voucher payable to vendor 0100214314. These easy steps can be duplicated for all of your vendors to check if they already exist and if they already have the correct vendor address. **Please perform the vendor name search before requesting any new vendors.**

6. Search for a vendor name that is an individual.

- a. There is a slightly different format when searching for a vendor that is an individual versus a vendor that is a business. The correct format for searching for individuals is by Last Name[space]Suffix if known,First name[space]Middle name or middle initial if it is known. In this training scenario, we are searching for the vendor name “Richard K. Smith, Jr.” with the address “8956 CTY RD 457 STEEDMAN MO 65077.” Enter “SMITH JR,RICHARD” into the **Look for** field and click the **Submit** button.

**Note:** The naming convention for the vendor is based on the information in section 1 of this document.



[Home](#) [Web Applications](#) [Contact Us](#) [Help](#) [Logoff](#)

## Search Options

[Message of the Day](#)

**Vendor names that begin with: SMITH JR,RICHARD**

| Vendor Name        | Vendor ID                  | Vendor Status | Address Seq Num | Address Status | Description              |
|--------------------|----------------------------|---------------|-----------------|----------------|--------------------------|
| SMITH JR,RICHARD K | <a href="#">0100210026</a> | Approved      | 1               | Active         | STEEDMAN 8956 CTY RD 457 |

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- b. As you can see, the vendor has already been created and the address is correct. After researching the vendor we now know that a new vendor request is not necessary and we can create our



## Non-PO Vouchers Appendix

### PeopleSoft Accounts Payable 9.0

voucher payable to vendor 0100210026. These easy steps can be duplicated for all of your vendors to check if they already exist and if they already have the correct vendor address. **Please perform the vendor name search before requesting any new vendors.**

7. If you find after performing the vendor name search that the vendor has not already been created or the specific address you need does not exist, then please submit your request for the new vendor or the change you need to the existing vendor. (See section 3 of this appendix for instructions on requesting a new vendor and section 5 for instructions on making a change to an existing vendor.)

*The procedure is complete.*

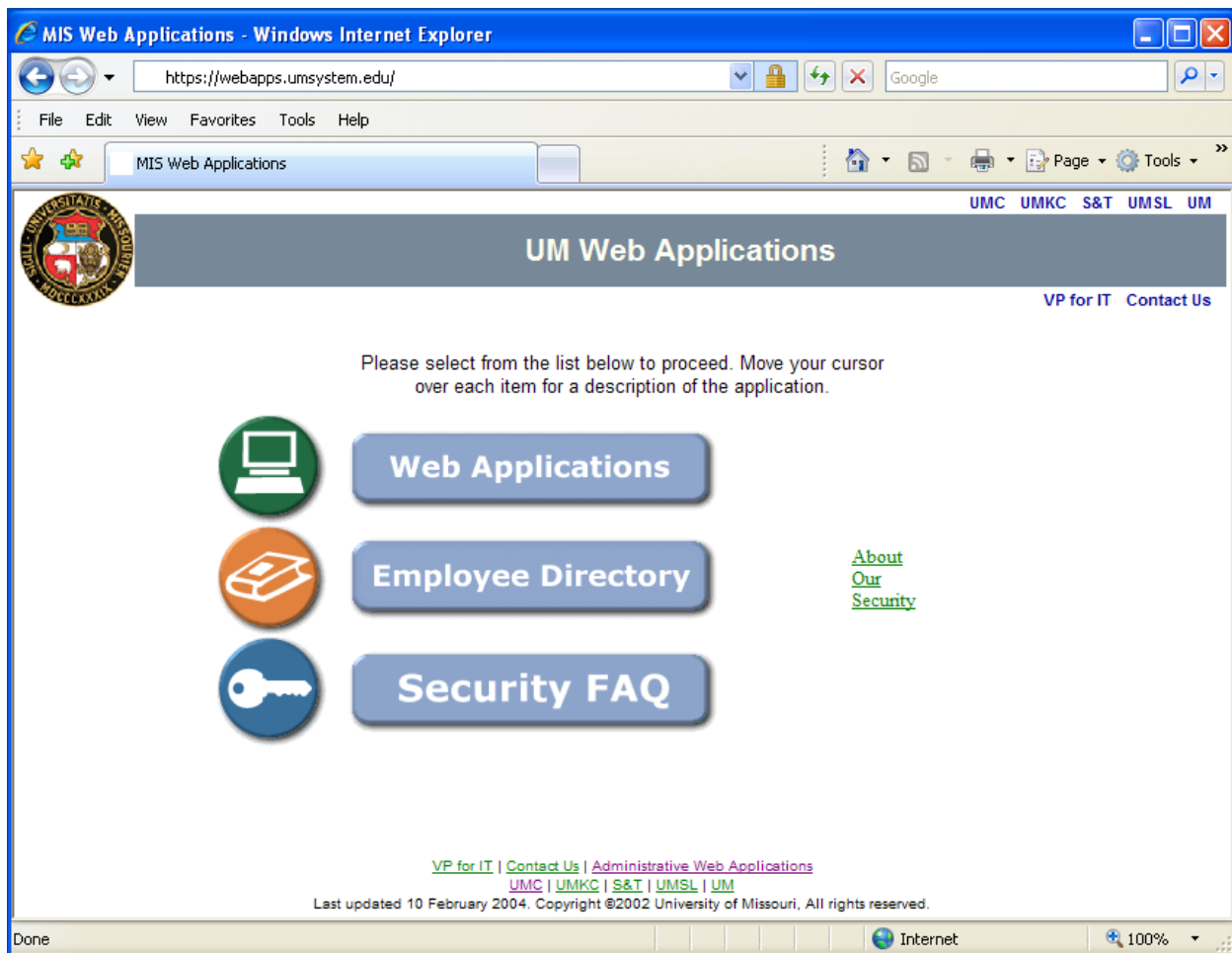
### 3. Requesting a New Vendor

When a vendor is not present in the system, you will need to request this vendor to be added before a voucher can be created.

A new application has been developed to receive requests for new vendors and to request changes to existing vendors. This application was built within the PeopleSoft Financials module, and users must have security granted before they can access the system. Users with the ability to create vouchers will automatically be granted access to these pages.

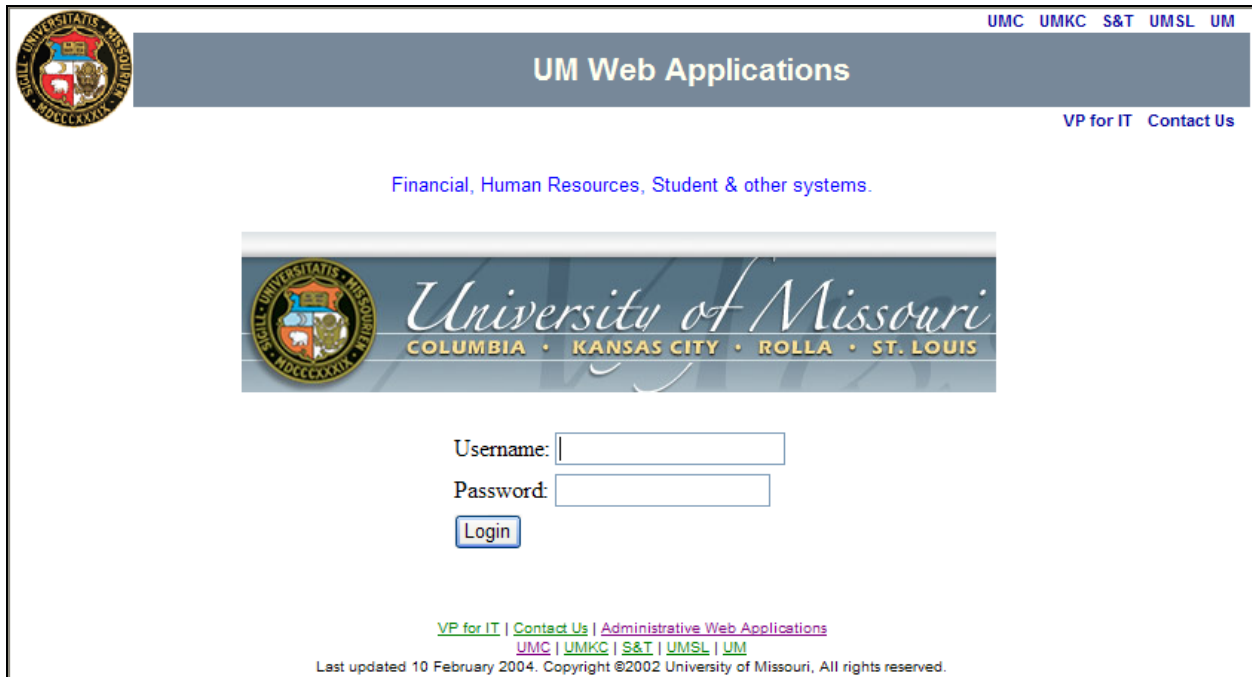
The two ways to access the new vendor request application are as follows: 1) through the UM Web Application page or 2) through the menu in PeopleSoft Financials.

Navigation to each is shown below:



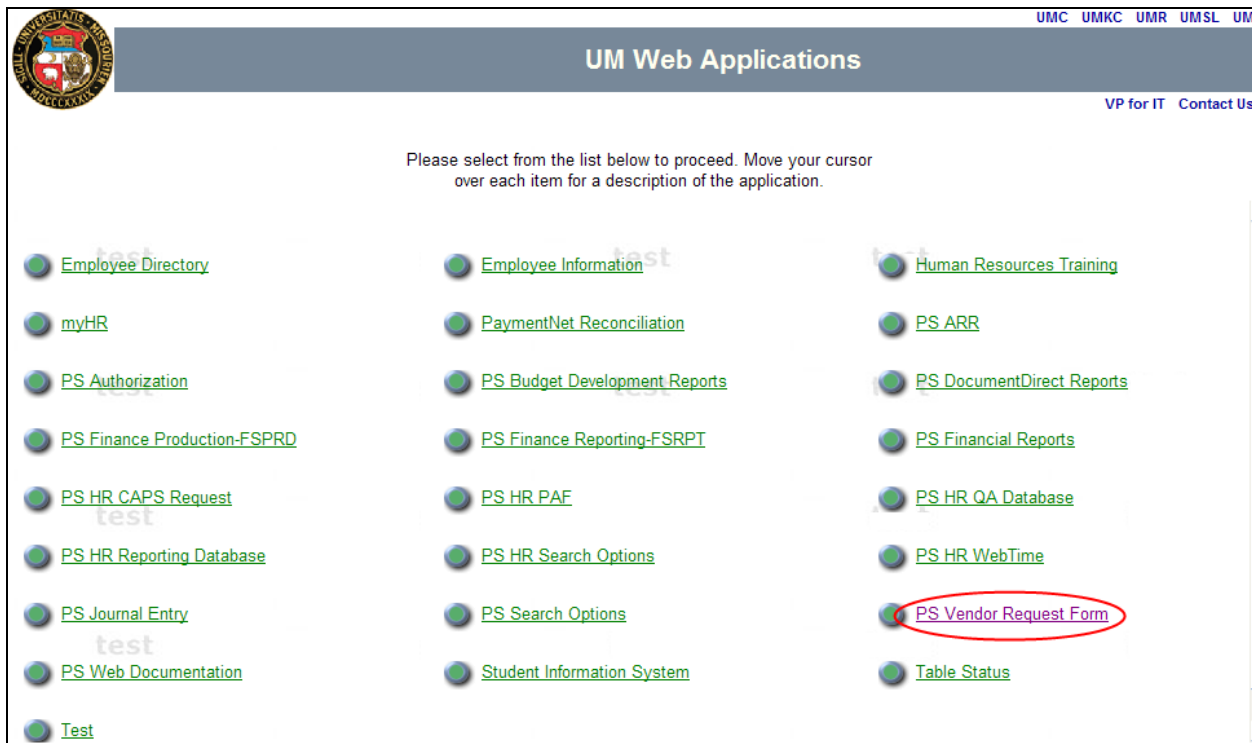
1. Accessing PeopleSoft **Request New/Chg Existing Vndr** page from the **UM Web Applications** page (See step 2 for accessing it through PeopleSoft Financials.)
  - a. Open a Web browser and navigate to <https://webapps.umsysm.edu>. Click the **Web Applications** button.

## Non-PO Vouchers Appendix PeopleSoft Accounts Payable 9.0



The screenshot shows the 'UM Web Applications' login page. At the top left is the University of Missouri seal. The header bar contains the text 'UM Web Applications' and navigation links 'UMC', 'UMKC', 'S&T', 'UMSL', and 'UM'. Below the header, there are links for 'VP for IT' and 'Contact Us'. The main content area features the University of Missouri logo and the text 'Financial, Human Resources, Student & other systems.' Below this is a large banner with the University of Missouri logo and the text 'University of Missouri COLUMBIA • KANSAS CITY • ROLLA • ST. LOUIS'. The login section includes fields for 'Username:' and 'Password:', and a 'Login' button. At the bottom, there are links for 'VP for IT', 'Contact Us', and 'Administrative Web Applications', along with a copyright notice: 'Last updated 10 February 2004. Copyright ©2002 University of Missouri, All rights reserved.'

- b. Enter your Pawprint in the **Username** field, your password in the **Password** field, and then click the **Login** button.



The screenshot shows the 'UM Web Applications' application selection page. At the top left is the University of Missouri seal. The header bar contains the text 'UM Web Applications' and navigation links 'UMC', 'UMKC', 'UMR', 'UMSL', and 'UM'. Below the header, there are links for 'VP for IT' and 'Contact Us'. The main content area features the text 'Please select from the list below to proceed. Move your cursor over each item for a description of the application.' Below this is a grid of application links, each preceded by a circular icon. The links are: Employee Directory, Employee Information, Human Resources Training, myHR, PaymentNet Reconciliation, PS ARR, PS Authorization, PS Budget Development Reports, PS DocumentDirect Reports, PS Finance Production-FSPRD, PS Finance Reporting-FSRPT, PS Financial Reports, PS HR CAPS Request, PS HR PAF, PS HR QA Database, PS HR Reporting Database, PS HR Search Options, PS HR WebTime, PS Journal Entry, PS Search Options, PS Vendor Request Form (circled in red), PS Web Documentation, Student Information System, Table Status, and Test.

- c. The menu items that display will differ based on your security access. Click the **PS Vendor Request Form** menu item.

- d. If you are logged in to PeopleSoft Financials, you will be taken directly to the **UM Vendor** menu. If you are not logged in to PeopleSoft Financials, you will be required to log in. See the next step for the navigation in PeopleSoft.
2. Accessing PeopleSoft **Request New/Chg Existing Vndr** page from the PeopleSoft Financials menu
  - a. Log in to PeopleSoft Financials.
  - b. From the menu, navigate to **UM Applications > UM Vendor**.

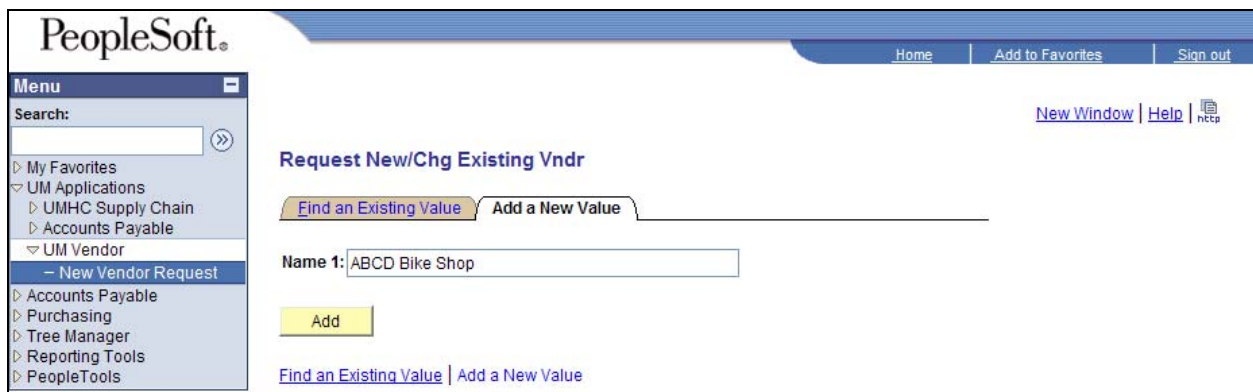


- c. Click the **Request New/Chg Existing Vndr** link.

**Note:** Before you make your request, please search in UM Web Applications to see if the vendor already exists. Refer to section 2 of this document for vendor search instructions.

**Note:** When searching using the **Find an Existing Value** tab of the **Request New/Chg Existing Vndr** page, it searches for previous vendor requests rather than existing vendors.

3. To request a new vendor, click the **Add a New Value** tab.



4. Enter the vendor name in the **Name 1** field and click the **Add** button.

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Home | Add to Favorites | Sign out

Menu

Search: >>

- My Favorites
- UM Applications
  - Accounts Payable
  - UM Vendor
    - New Vendor Request
- Accounts Payable
- Purchasing
- Supplier Contracts
- Tree Manager
- Reporting Tools

Vendor Request

New Requested Vendor Information

\*Vendor Name: ABCD Bike Shop

Student Vendor? ☐

International Address ☐

Short Name: ABCDBIKESH-001 Short Name 2: ABCDBIKESH

\*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:  State:  Zip:

Phone Type:  Telephone:

TIN:

Preexisting Vendor? ☐ Vendor ID

Is payment for Labor/Services/Consulting/Installation/Award? ☐

Urgent request? ☐

Not Resident Alien? ☐

Comments

Check ☐ ACH ☐ Add W9 Add Direct Deposit Form

5. The **Vendor Request** form will display. Please complete all the required fields on the form:

- Vendor Name
- Address - includes the Address Line 1, City, State, and Zip fields)
- TIN - TIN or the SSN of the vendor you are requesting

If there is other known vendor information, please enter that as well on the form.

6. You can attach a PDF of a W9 or direct deposit form to the request. To attach a PDF of the vendor's W9, click the **Add W9** button.

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Menu

Search: >>

- My Favorites
- UM Applications
  - UMHC Supply Chain
  - Accounts Payable
  - UM Vendor
    - New Vendor Request
- Accounts Payable
- Purchasing
- Tree Manager
- Reporting Tools
- PeopleTools

New Vendor Request

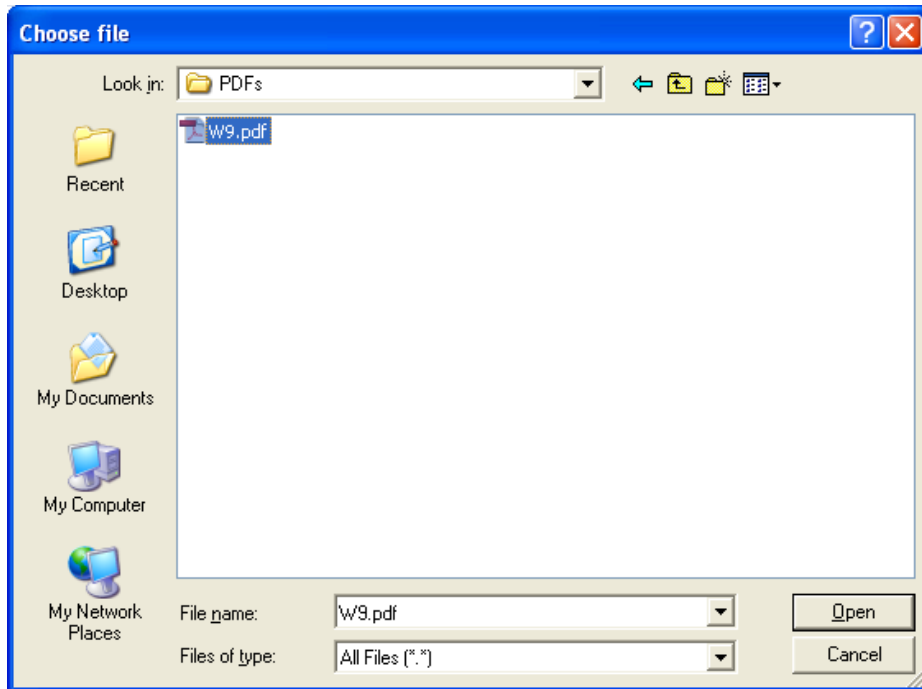
New Requested Vendor Information

Browse...

Upload Cancel

New Window | Help | NCP

7. Click the **Browse** button to search on your computer for the PDF.



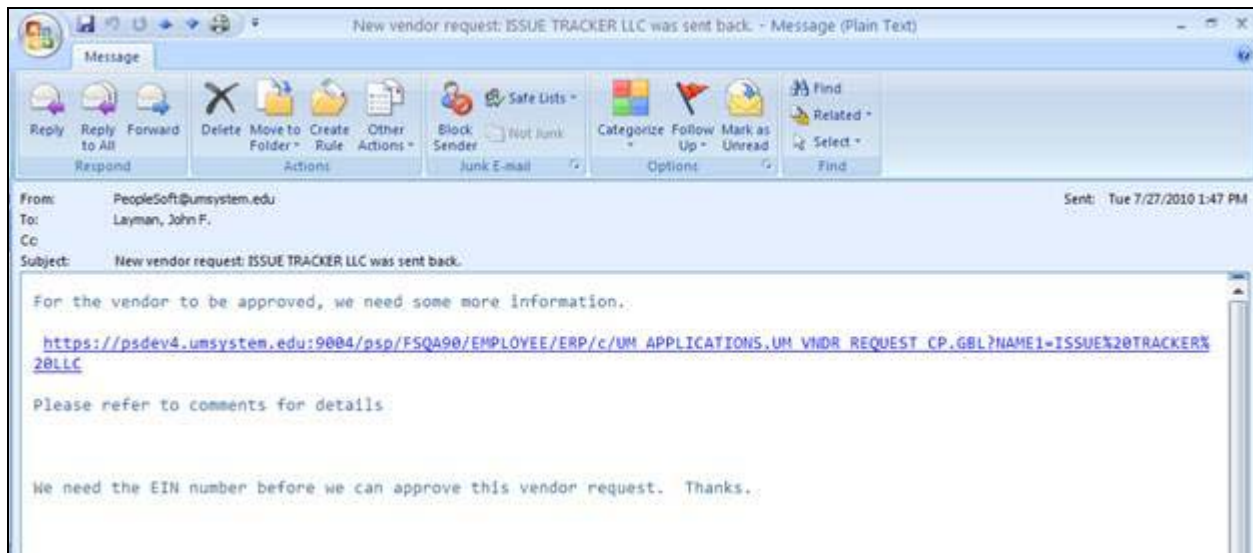
8. Select the PDF and click the **Open** button.



9. Click the **Upload** button to add the attachment. If you want to attach a PDF of a direct deposit form, click the **Add Direct Deposit Form** button and follow the same steps to attach the document to the request.
10. Once you have entered the required information and any additional information for the vendor request, click the **Save** button.
11. You have now submitted your request to the campus Accounting Office for their review. They will review your request, possibly make some changes, and respond in one of three ways: a) send the request back for additional information, b) deny the request, or c) approve the request.

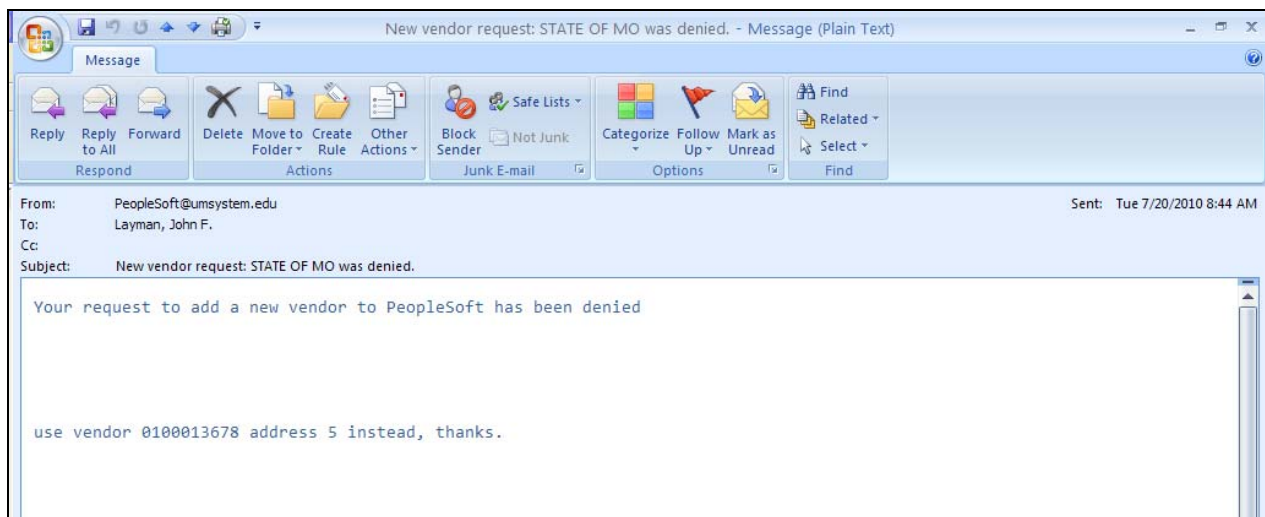
## Non-PO Vouchers Appendix PeopleSoft Accounts Payable 9.0

- a. The following is an example of the e-mail you would receive if your **request was sent back for additional information**:



The e-mail states the request was sent back for additional information and it provides a link to the request so you can update the request. Below the link, there may be a comment from the accounting office stating what is missing.

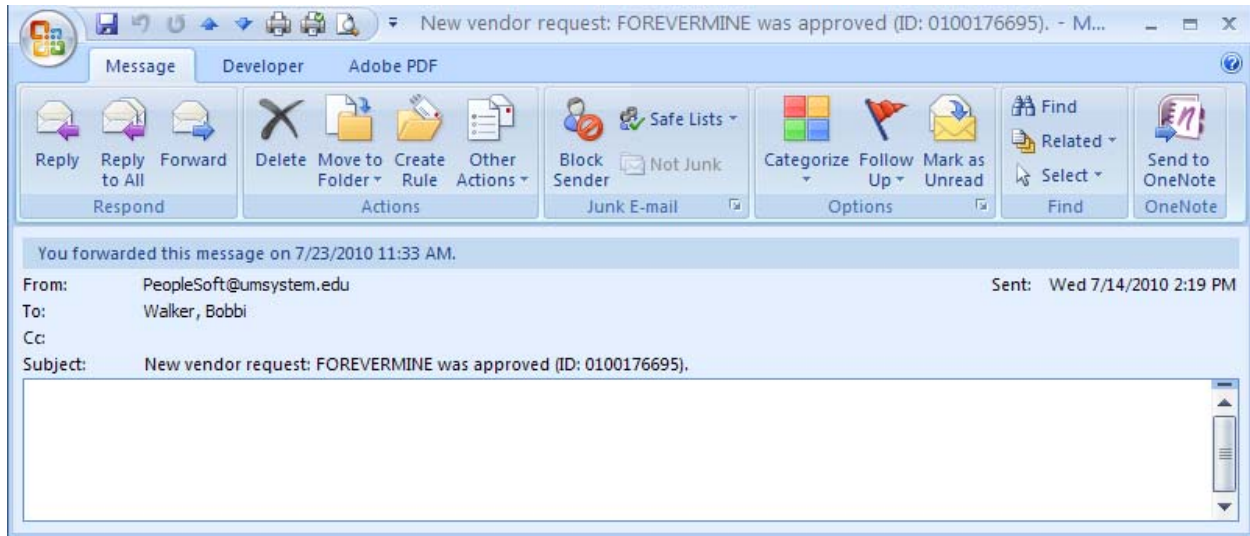
- b. The following is an example of the e-mail you would receive if your **request was denied**:



The e-mail states the request was denied and there is no link for corrections. All that is included is a comment from the accounting office stating why the request was denied. Many times requests are denied because the vendor that was requested already exists. In that case, the correct vendor number and address sequence number (if applicable) will be included in the comments.



c. The following is an example of the e-mail you would receive if your **request was approved**:



Your request must be approved by the campus Accounting Office and then by the system Accounting Office. When the request has been approved by both offices, you receive an e-mail stating your request was approved and the new vendor ID is provided.

*The procedure is complete.*



## 4. Making a Change to a Vendor Request

If you need to make a change to a vendor request that you have saved, you can make the change if the request has not already entered the workflow.

1. Navigate to the **Request New/Chg Existing Vndr** page in PeopleSoft Financials. (See section 3 for the detailed instructions.)
2. If you saved your request and want to make a change to it, click the **Find an Existing Value** tab.

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Home | Add to Favorites | Sign out

New Window | Help | help

Menu

Search:

My Favorites

UM Applications

UMHC Supply Chain

Accounts Payable

UM Vendor

New Vendor Request

Accounts Payable

Purchasing

Tree Manager

Reporting Tools

PeopleTools

**Request New/Chg Existing Vndr**

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

Search by: Name 1 begins with

☐ Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

3. Click the **Search** button. If you want to narrow your results, enter some search criteria before clicking Search.

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Menu

Search:

My Favorites

UM Applications

Accounts Payable

UM Vendor

New Vendor Request

Accounts Payable

Purchasing

Supplier Contracts

Tree Manager

Reporting Tools

**Request New/Chg Existing**

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

Search by: Name 1 begins with

☐ Case Sensitive

Search | Advanced Search

**Search Results**

View All | Main Content

First 1-2 of 2 Last

| Name 1              | Sequence Number | Requester |
|---------------------|-----------------|-----------|
| XYZ MOTORCYCLE SHOP | 104             | NPOCREATE |
| ABC BIKE SHOP       | 105             | NPOCREATE |

4. Click the link for the vendor request you would like to change.

PeopleSoft.

Menu

Search:

My Favorites

UM Applications

Accounts Payable

UM Vendor

New Vendor Request

Accounts Payable

Purchasing

Supplier Contracts

Tree Manager

Reporting Tools

Vendor Request

New Requested Vendor Information

\*Vendor Name: XYZ MOTOCYCLE SHOP

Student Vendor? ☐

International Address ☐

Short Name: XYZ MOTOCY-001 Short Name 2: XYZ MOTOCY

\*Address Line 1: 111 AGAIN ST

Address Line 2:

Address Line 3:

Address Line 4:

City: State: Zip:

Phone Type: Telephone:

TIN:

Preexisting Vendor? ☐ Vendor ID

Is payment for Labor/Services/Consulting/Installation/Award? ☐

Urgent request? ☐

Not Resident Alien ? ☐

Comments

Check ☐ ACH ☐ Add W9 Add Direct Deposit Form

- a. If the fields of the request are editable, make your changes and click the **Save** button. The updated information will be available to the campus Accounting Office for review.

PeopleSoft.

Menu

Search:

My Favorites

UM Applications

Accounts Payable

UM Vendor

New Vendor Request

Accounts Payable

Purchasing

Supplier Contracts

Tree Manager

Reporting Tools

Vendor Request

New Requested Vendor Information

\*Vendor Name: ABC BIKE SHOP

Student Vendor? ☐

International Address ☐

Short Name: ABC BIKE S-001 Short Name 2: ABC BIKE S

\*Address Line 1: 1212 AGAIN ST

Address Line 2:

Address Line 3:

Address Line 4:

City: State: Zip:

Phone Type: Telephone:

TIN:

Preexisting Vendor? ☐ Vendor ID

Is payment for Labor/Services/Consulting/Installation/Award? ☐

Urgent request? ☐

Not Resident Alien ? ☐

Comments

Check ☐ ACH ☐ Add W9 Add Direct Deposit Form

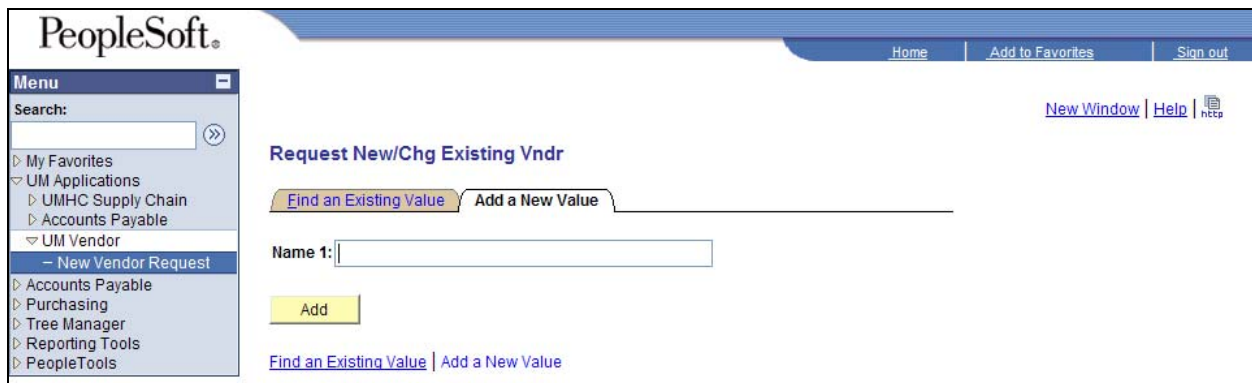
- b. If the fields are not editable, the request has entered workflow and cannot be modified. You will need to contact your campus Accounting Office to make the changes.

*The procedure is complete.*

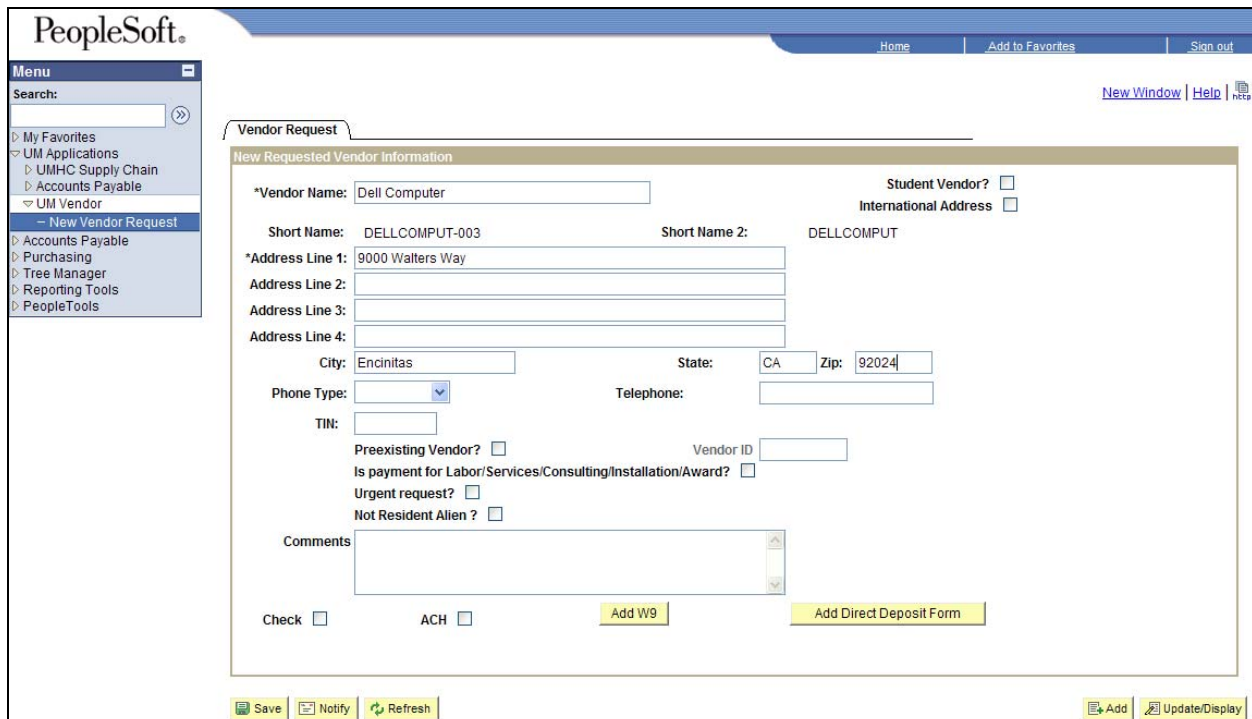
## 5. Requesting Changes to an Existing Vendor

You can request changes to an existing vendor, such as changes to the vendor's name and address, by using the **Request New/Chg Existing Vndr** page.

1. Navigate to the **Request New/Chg Existing Vndr** page in PeopleSoft Financials. (See section 3 for the detailed instructions.)
2. To request changes to an existing vendor, click the **Add a New Value** tab.



3. Enter the vendor name in the **Name 1** field and click the **Add** button.
4. The **Vendor Request** form will display. Enter the data that has changed and any other pertinent information.



5. Click the **Preexisting Vendor** check box.

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Home | Add to Favorites | Sign out

New Window | Help | net

Menu

Search: [ ]

My Favorites

UM Applications

UMHC Supply Chain

Accounts Payable

UM Vendor

New Vendor Request

Accounts Payable

Purchasing

Tree Manager

Reporting Tools

PeopleTools

Vendor Request

New Requested Vendor Information

\*Vendor Name: Dell Computer

Student Vendor? ☐

International Address ☐

Short Name: DELLCOMPUT-003

Short Name 2: DELLCOMPUT

\*Address Line 1: 9000 Walters Way

Address Line 2: [ ]

Address Line 3: [ ]

Address Line 4: [ ]

City: Encinitas

State: CA

Zip: 92024

Phone Type: [ ]

Telephone: [ ]

TIN: [ ]

Preexisting Vendor? ☒

Is payment for Labor/Services/Consulting/Installation/Award? ☐

Urgent request? ☐

Not Resident Alien? ☐

Vendor ID [ ] SeqNum [ ]

Comments [ ]

Check ☐ ACH ☐ Add W9 Add Direct Deposit Form

Save Notify Refresh Add Update/Display

6. The **Vendor ID** field and **SeqNum** field will become active. Enter the existing vendor number in the **Vendor ID** field and the address sequence number of the address you want updated in the **SeqNum** field.
7. After all information is complete, click the **Save** button.
8. You will receive e-mail notification about the status of your request (i.e., needs additional information, denied, or approved) from the accounting office. (See section 3 for more information about what will be included in the e-mails.)

*The procedure is complete.*

## 6. Requesting an Express (Emergency) Check

1. Enter the voucher into PeopleSoft. (See the [Non-PO Vouchers 9.0 Training Guide](#), which is available on the Accounts Payable training page, for instructions.) In the comments area, enter the reason for the express check.
2. Print the voucher. (See the [Non-PO Vouchers 9.0 Training Guide](#), which is available on the Accounts Payable training page, for instructions.) Note on the voucher if you want to pick the check up or have it mailed out from the Accounting Office.
3. Obtain the appropriate authorization signatures.
4. Deliver it to the campus Accounting Office.

**Note:** Be aware that some campus accounting offices require an emergency check request to be received by a certain time for it to be ready the same day.

5. The campus Accounting Office will notify you when the check is ready to be picked up.

*The procedure is complete.*

## 7. Voucher Template Naming Convention

Templates have a naming convention that consists of Department/Sub-Department Node Name (up to 10 characters).

1. In the PeopleSoft Financials menu, navigate using the following path: **Tree Manager > Tree Viewer**. Accept the default of Tree Name for the **Search by** field and enter “department” in the **begins with** field.

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

New Window | Help | http

**Menu**

- Tree Manager
  - Tree Utilities
  - Tree Manager
  - Tree Viewer**
  - Tree Structure
- Vendors
- Employee Self-Service
- Manager Self-Service
- Data Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Partners
- Catalog Management

**Tree Viewer**

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

**Find an Existing Value**

**Search by:** Tree Name begins with department

Search Advanced Search

2. Click the Search button.

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**Menu**

- Tree Manager
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- Inventory Policy Planning
- Supply Planning
- Partners
- Catalog Management
- Promotions
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control

**Tree Viewer**

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

**Find an Existing Value**

**Search by:** Tree Name begins with DEPARTMENT

Search Advanced Search

**Search Results**

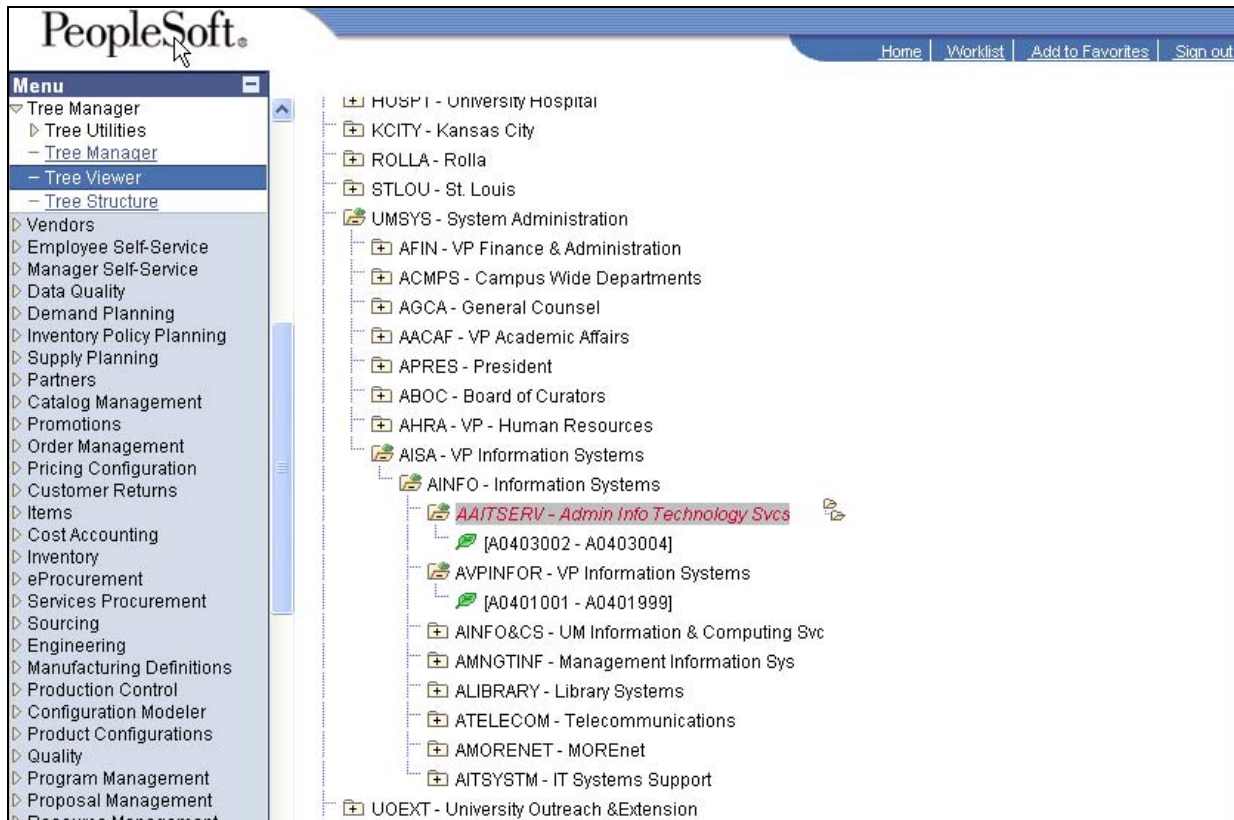
View All First 1-36 of 36 Last

| Tree Name                         | SetID         | Set Control Value | Effective Date    | Description | Category   | Valid Tree |
|-----------------------------------|---------------|-------------------|-------------------|-------------|------------|------------|
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 03/01/2004        | Department Rollup | DEPTID      | Valid Tree |            |
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 02/01/2004        | Department Rollup | DEPTID      | Valid Tree |            |
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 01/01/2004        | Department Rollup | DEPTID      | Valid Tree |            |
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 12/01/2003        | Department Rollup | DEPTID      | Valid Tree |            |
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 11/01/2003        | Department Rollup | DEPTID      | Valid Tree |            |
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 10/01/2003        | Department Rollup | DEPTID      | Valid Tree |            |
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 09/01/2003        | Department Rollup | DEPTID      | Valid Tree |            |
| <a href="#">DEPARTMENT_ROLLUP</a> | UOFMO (blank) | 08/01/2003        | Department Rollup | DEPTID      | Valid Tree |            |

3. Select the **DEPARTMENT\_ROLLUP** link that has the most current effective date



## Non-PO Vouchers Appendix PeopleSoft Accounts Payable 9.0



4. Expand folders until you find the department that will be associated to the template. For the example above, the node name is AAITSERV. This is what will be used for the template ID.

**Note:** If there is more than one template for a specific vendor and department, additional characters may need to be added. For example, if you pay for multiple subscriptions to the same magazine for different professors, the templates might be named ACCTSVC-SMITH, ACCTSVC-JONES, etc.

*The procedure is complete.*

Please e-mail [levsenj@umsystem.edu](mailto:levsenj@umsystem.edu) any questions, changes, or comments related to this training material. Thank you.