

2009

The University of New Orleans

PeopleSoft 9.0: View Invoice Image



THE UNIVERSITY *of*
NEW ORLEANS



View Actual Invoice Image

Navigation: Accounts Payable>Voucher>Add/Update>Regular Entry

1. Accounts Payable
2. Voucher
3. Add/Update
4. Regular Entry
5. Enter Voucher ID and select search. ****Note: The Voucehr ID can be found on your Match Exception Report.**

Menu -

Search: »

- ▷ My Favorites
- ▷ University of New Orleans
- ▷ Manager Self-Service
- ▷ Vendors
- ▷ Purchasing
- ▽ Accounts Payable
 - ▽ Vouchers
 - ▽ Add/Update
 - Regular Entry
 - ▷ Review Accounts Payable Info
 - [Accounts Payable Center](#)
 - ▷ Commitment Control
 - ▷ General Ledger
 - ▷ Set Up Financials/Supply Chain
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - [My Personalizations](#)

Voucher

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

Find an Existing Value

Business Unit:	=	<input type="text" value="UNOLF"/>	<input type="button" value="🔍"/>	
Voucher ID:	begins with	<input type="text"/>		
Invoice Number:	begins with	<input type="text"/>		
Short Vendor Name:	begins with	<input type="text"/>		
Vendor ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	
Name 1:	begins with	<input type="text"/>		
Voucher Style:	=	<input type="text"/>		
Related Voucher:	begins with	<input type="text"/>		
Entry Status:	=	<input type="text"/>		
Voucher Source:	=	<input type="text"/>		

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

6. From the View Related drop-down menu Select, View Invoice Image.
7. Select Go.

Summary		Related Documents	
Business Unit:	UNOLF	Invoice Date:	12/12/2008
Voucher ID:	00339860	Invoice No:	698153
Voucher Style:	Regular	Invoice Total:	2,480.00 USD
Contract ID:			
Vendor Name:	ISC BIOEXPRESS 420 N KAYS DR KAYSVILLE, UT 84037	Pay Terms:	Net 30
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	03/16/2009
Approval Status:	Approved	Created By:	PCOCO
Post Status:	Unposted	Modified:	03/16/2009
		Modified By:	PCOCO
Document Tolerance Status:	Not Chk'd	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		
*View Related			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/>			
Summary Related Documents			
<div style="border: 1px solid black; padding: 2px;"> Payment Inquiry ▼ <ul style="list-style-type: none"> Accounting Entries Inquiry Payment Inquiry Purchase Order Inquiry <li style="background-color: #e0e0e0;">View Invoice Image Voucher Document Status Voucher Inquiry </div>		Go	

- The invoice will appear in PDF format in a separate window.

V# 9659 *V# 339860* *REC 69*
 Please remit to:
ISC BioEXPRESS®
 PO Box 511091
 Salt Lake City, UT 84151-1091
 Phone: 800-999-2901
 Fax: 801-547-5051
 Website: www.bioexpress.com
UNIV GENERALI
BIOL

Customer Copy	
Number	698153
Date	12/12/08
Page	1

Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	WPI	Freight	Ship Via
0000025355 <i>GENERALI</i>	12/12/08	59 BJJ	NET 30 DAYS	NOTAX	511102	01	PREPAID	01

Bill To:	Ship To:
151033 UNIV OF NEW ORLEANS ACCOUNTS PAYABLE RM# 1006 ADMIN.BUILDING ANNEX 2000 LAKE FRONT DRIVE NEW ORLEANS, LA 70148	TEMP UNIV OF NEW ORLEANS 0000025355/S.VANIYAMBADI RM#112/BIO.LAB STOCK ROOM 2000 LAKE FRONT DRIVE NEW ORLEANS, LA 70148