PeopleSoft 8.4 Payment Requests and Inquiry

Training Participant Guide

for

CASE

CASE WESTERN RESERVE UNIVERSITY

PeopleSoft Financials
Version 8.4
June 2004

Documentation Assistance
To obtain additional documentation assistance, contact:
Cedar Enterprise Solutions, Inc.
2727 Paces Ferry Road
Suite 2-380
Atlanta, Georgia 30339
Attention: Training Assistance
Phone: (404) 816-6672
Fax: (404) 816-9968

PeopleSoft Assistance
To obtain additional help with your PeopleSoft functionality, contact *368-HELP (368-4357)* or *help@case.edu*.

Table of Contents

Before you begin…

You will use this guide during class to follow the topics as your instructor presents them. The instructor may also provide you with additional materials to support the training outlined in this guide.

After class, use this guide as a reference document for completing tasks within the PeopleSoft system.

Intended Audience

This guide is intended for personnel who are responsible for entering and processing data in the PeopleSoft system.

We assume that you are familiar with Microsoft Windows. If you are new to the Windows environment, you should complete a Windows Tutorial prior to working in the PeopleSoft environment.

How This Guide Is Organized

This guide is organized into modules and lessons to correspond with the topics your instructor will cover in class. Each module contains practice exercises that your instructor will walk you through, and individual exercises for you to complete on your own. There are review questions at the end of each module to recap the major points of the module.

Symbols and Conventions

The following conventions are used in this guide to help you distinguish between various types of information:

Element	How It Is Used
bold text	Command and toolbar buttons that you click. Text you type. Menus, text and radio buttons that you select. Check boxes you turn on or off.
<bold text>	Function keys on your keyboard that you press.
	Procedural information.
	Warnings and cautions that require careful attention.
	Term definition—appears in the page margin.
	Noteworthy comments or important additional information—generally about the item immediately preceeding the note. Appears in the main body of the document.
	Noteworthy comments or important additional information—generally additional information about a series of steps or the topic being discussed. Appears in the page margin.

Chapter 1
Introducing PeopleSoft
Accounts Payable

Your payment requests and inquiries are a part of the PeopleSoft 8.4
Accounts Payable application. This course will introduce you to the
PeopleSoft tools you need to enter payment requests and inquire on your
accounts payable information.

Chapter Objectives

This chapter explains:

- The agenda and objectives for this course
- The PeopleSoft Accounts Payable application

Chapter Lessons

This chapter contains the following lessons:

Lesson 1:
Course Overview

This guide includes three chapters and two appendices:

- Chapter 1, "Introducing PeopleSoft Accounts Payable," explains the objectives and provides an agenda for the course. This chapter also provides a brief overview of the PeopleSoft Accounts Payable application.

- Chapter 2, "Submitting Payment Requests," provides an overview of the payment request process and how to enter a payment request using the customized Case page.

- Chapter 3, "Performing Payables Inquiries," instructs how to perform inquiries on vendors, vouchers, and various payables information.

- Appendix A, "Review Questions and Answers," provides answers to the review questions at the end of each chapter.

- Appendix B, "Sample Request Forms," shows the different forms you can access from the Payment Request page.

Agenda

Following is the agenda for the one-half day *PeopleSoft Payment Requests and Inquiry* course:

Chapter 1: Introducing PeopleSoft Accounts Payable
Chapter 2: Submitting Payment Requests
Break
Chapter 3: Performing Payables Inquiries

Course Objectives

This course on PeopleSoft Accounts Payable teaches you how to:

- Understand the basic structure of the Accounts Payable application.

- Submit a payment request using the Accounts Payable application.

- Perform various inquiries within the Accounts Payable application.

Chapter Structure
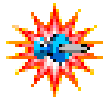
You are encouraged to ask your instructor questions throughout the entire course.

Most chapters are structured the same way and generally consist of the following:

- **Objectives.** The objectives are found at the beginning of the chapter and define what you will learn in the chapter.

- **Lessons.** Each chapter has several lessons that explain the various concepts. Some lessons contain practices and exercises.

  - **Practices** are step-by-step instructions for completing a procedure that the instructor and class participants walk-through together.

  - **Exercises** are scenarios for you to work through on your own during class time.

- **Review Questions.** You will find review questions at the end of the chapter that recap material covered in the chapter. The answers to the questions will be discussed among class participants and the instructor.

Lesson 2:
Accounts Payable Overview

The PeopleSoft Accounts Payable application is designed to efficiently manage cash disbursements and vendor information, as well as to interface with other applications to reduce data entry.

Key Components

There are five major components of the Accounts Payable application:

- Table Setup and Maintenance
- Voucher Processing
- Payment Processing
- Reports
- Integration

The first component provides the structure of the Accounts Payable application. These tables define operating rules, procedures, and valid values. The values entered into the tables are determined by the business practices of Case. Once the initial setup is complete, the tables require minimal maintenance.

The last four components are activities performed by processors and clerks in their Payables duties. These include entering vouchers for payment, creating payments, running Payables reports, and processing entries for General Ledger and Project Costing. This course will focus on submitting payment requests and inquiring within the Payables application.

Application Features

The application features include:

- Full function voucher processing
  - Direct Entry
  - PO Match
  - Batch Voucher Build
- Tax calculation and reporting
  - 1099 Tax reporting
- On-line and report-driven inquiry
- Effective-dated rules and structure
- GL journal generation

Scope of the Application

The Accounts Payable application is designed to interface with other PeopleSoft applications, thereby reducing data entry. The current Case PeopleSoft system integration includes Accounts Payable integration with:

- eProcurement
- Purchasing
- General Ledger

Lesson 3:
The AP Control Structure

Control within Accounts Payable is set at five distinct levels identified in the diagram (or hierarchy) below. Each lower level overrides the controls set at higher levels.

```
          Business
            Unit
       Voucher Origin
       Control Group
           Vendor
           Voucher
```

The control levels below the business unit level provide the following options:

- **Default –** allows you to select the default set at the next higher level.

- **Specify** – allows you to specify a different default based on that level.
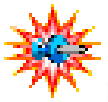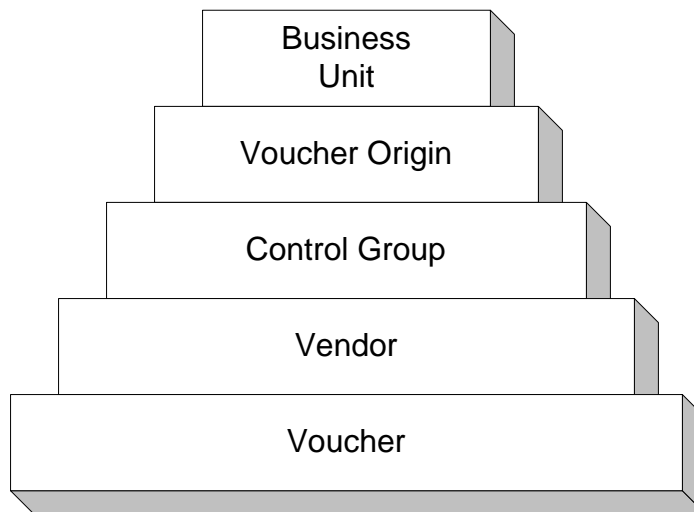
Not all options can be set at every level in the hierarchy.

Some of the default options available at these levels include currency information, duplicate invoice checking, and voucher balancing.

The control levels you will specify are listed below.

Business Unit
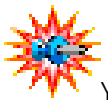
You will use the Business Unit of CASE1.

- Is the highest level of the AP control structure.

- Is defined as an independent processing entity and is responsible for its own vouchers and payment transactions.

- Is a primary level to enforce security to limit access.

- Does not necessarily have to share a "one-to-one" relationship to PeopleSoft (PS) General Ledger business units. This allows voucher details to be kept at a more detailed level within the PS Accounts Payable application and summarized at the account level into the PS General Ledger application.

Voucher Origin
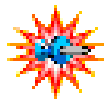
Each
Payable processor
must be associated
with a valid, active
origin.

- Is an identifier for the specified creation point of a voucher.

- Can be a department, operator, or an interface.

- Will default from your user preferences.

Vendor

- Is a supplier from whom the business unit obtains goods or services or to whom reimbursements are processed. An employee or student may also be entered as a vendor.

- May be shared between several business units or defined for just one business unit.

- May have numerous processing options set at this level. Default settings can be overridden at this level to increase processing flexibility.

Review Questions

1. Which applications does the Accounts Payable module interface with at Case?

2. What AP Control Levels will you specify when you enter a payment request. ?

Chapter 2
Submitting Payment Requests

You will use the Accounts Payable application in PeopleSoft 8.4 FMS to enter and submit payment requests. This chapter explains the customized procedure for payment requests.

Chapter Objectives

This chapter explains:

- The Case payment request process
- How to enter a payment request

Chapter Lessons

This chapter contains the following lessons:

Lesson 1:
Payment Request Process Overview

You will use the Payment Request page to enter requests for payments for items not obtained through procurement cards or requisitions. These will include such things as honoraria, study participant compensation, visa fees, travel advances, reimbursements, etc.

These payments fall in four request types. These types are:

Request Type	Description
Advance	Use to submit a request for any type of advance. This will open a second field for you to specify the type of advance - miscellaneous, permanent or travel.
Payment Request	Use for all non-travel, non-petty cash expenses.
Petty Cash	***This is for Petty Cash custodians only.*** Use for all requests to replenish petty cash. When you select this option, a link will appear to the Petty Cash Expenditure Reimbursement form. You will need to print, fill out the form and submit it with your payment request.
Travel Reimbursement	Use to request reimbursement for travel expenses. When you select this category, a link will appear to the Travel Reimbursement form. You will need to print, fill out the form and submit it with your payment request.

When a request is saved, a request number is assigned to the entry. Record that number for future reference to assist you in reviewing your payment request information.

As you save each request you will be prompted to print your request. Attach a copy of that request to your supporting documentation, obtain the signature of your approver and send to Accounts Payable for final approval.

After the AP Processors receive the hard copy of your payment requests with appropriate approval signatures and documentation support, they will review the information for final approval. At this time they will change the status of the payment request from New to either Approved, Denied, or Canceled. You will be able to view your payment request using the same Payment Request page that you use to enter.

Lesson 2:
Submitting Payment Requests

This lesson explains how to submit a payment request using the Accounts Payable application of PeopleSoft 8.4.

Navigation

The Payment Request page can be located by following this navigation path:

Menu Group	Accounts Payable	
Menu	Payment Requests	
	Component	Payment Request

Case Payment Request

The system will assign a Request Number that will become the Invoice number on the related voucher that is created by Accounts Payable.

Use the Case Payment Request page to complete a request that you can print and obtain signatures for approval before submitting to Accounts Payable for processing.

This is the Case Payment Request page:

These are the fields on the Case Payment Request page:

Field	Definition
Requestor ID	Displays the ID of the person entering the request.
Name	Displays the name of the requestor.
Request Number	Displays the payment request number assigned by the system. This will display NEW until saved. This number assigned when you save the request will become the invoice number on the related voucher.
Date Requested	Displays the date the check is requested.
Status	Displays the status of the payment request. This will be displayed as New as you enter the request. AP Processing will change the status after the approval process to Approved or Denied. If a request is cancelled, AP Processing will change the status to Cancelled.
*Request Type	Choose the type of request from the options on the drop-down list. Options include *Payment Request, Petty Cash, Advance* and *Travel Reimbursement.*

Field	Definition
Advance Type	If you select Advance as the Request Type, this field will appear. Select Miscellaneous, Permanent or Travel as the type of advance.
*Date Check Needed	Enter the date that you need the check.
*Return Check To	Choose the type of distribution for the check from the options on the drop-down list. Options include: *Cashiers Office, Hold for Pickup at AP* and *U.S. Mail to Address Below.* (!) Checks will not be sent to a campus address.
Vendor Information	
Vendor Lookup	Type the first few letters of the vendor name and click 🔍 to find the ID of the vendor to be paid. A search list will appear. Click the link for the correct vendor and the selected value will appear in this field.
Vendor Invoice Number	Type the invoice number that appears on the vendor invoice. This field will only appear if the Request Type selected is Payment Request. **Vendor Information** Vendor Look Up: [ ] 🔍 Vendor Invoice Num: fghfghggf
Vendor Not Found	Turn on the checkbox if you do not find the ID for the vendor using the Vendor Lookup. Additional links will appear for you to select a vendor type of Individual or Supplier (company).
Employee/Student /Study Participant	Click the link to direct you to the form to submit when the new vendor is an individual. The Adobe form should be printed, completed and submitted with the request. This link appears when you turn on the Vendor Not Found checkbox.
Supplier – Click Here to Open an Information Form	Click the link to direct you to the form to submit when the new vendor is a company. The Adobe form should be printed, completed and submitted with the request. This link appears when you turn on the Vendor Not Found checkbox.
*Total Amount	Enter the total amount of the check to be processed.
*Description of Request	Enter a detailed description of the reason for the payment request.

If you enter a Vendor Invoice Number, that number will appear on the voucher for payment as the Invoice number instead of the system-assigned Request Number.

Field	Definition
Accounting Distribution SpeedType	
Amount	Enter the amount of the payment request to be distributed to the SpeedType you will select. Click **+** to insert a new SpeedType distribution row. Click **−** to delete an incorrect row.
SpeedType	Enter a SpeedType that contains the accounting information (department, fund, program, project, etc.) to which the amount is to be charged.
Account	Enter the Account to which the amount is to be charged.
Description	Enter a short description to be associated with this accounting distribution line.
Accounting Distribution ChartField	
Event	The Event to be charged.
Department	The Department to be charged. If using a SpeedType, this value will default.
Fund	The Fund to be charged. If using a SpeedType, this value will default.
Program	The Program to be charged. If using a SpeedType, this value will default.
Project	The Project to be charged. If using a SpeedType, this value will default.
Approval	
*Approver's Name	Enter the name of the person who must approve this request.
Approvers Department	Enter the Department ID to which the Approver belongs.
Telephone	Enter the telephone number of the Approver.
Fax Number	Enter the fax number of the Approver.
Email Address	Enter the e-mail address of the Approver.
Request Number	Displays the number assigned to this request. For a new request this will display NEW until the request is saved.
Terms and Conditions	Click this link to access the University policies and user responsibilities associated to the use of the payment request form.
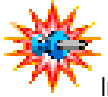
Information in the Accounting Distribution ChartFields is entered when you select the SpeedType.

Field	Definition
Updated on	Displays the date of the most recent update to this request and the User ID of the person who made the update.

Procedure – To Enter and Sumbit a New Payment Request

Use these steps to submit a payment request.

To submit a payment request:

1. From the left-hand navigation menu, select **Accounts Payable**.

2. Select **Payment Requests**.

3. Select **Payment Request**.

4. Click the **Add a New Value** tab.

    The Payment Requests – Add a New Value page appears.

5. Click [Add].

    The Payment Request page appears.

6.   Select the **Request Type**. Choices are:

Select **Payment Request** for all non-travel, non-petty cash requests.

- Advance

- Payment Request

- Petty Cash

- Travel Reimbursement

See
Appendix B, Payment Request Forms to see samples of the request forms.

When you select **Petty Cash**, a link will appear to Click Here to Open the Petty Cash Expenditure Form. Click the link to print the form that you must fill out and attach to your payment request.

When you select **Travel Reimbursement**, a link will appear to Click Here to Open the Travel Reimbursement Form. Click the link to print the form that you must fill out and attach to your payment request.

When you select **Payment Request**, a new field will appear in the vendor section where you will type the invoice number that is supplied by the vendor.

When you select **Advance**, a new field will appear next to the Request Type. Select Miscellaneous, Permanent or Travel to indicate the type of advance.

7. Enter the **Date Check Needed**.

Checks will not be sent to a campus address.

8. Select the **Return Check To** instruction. Options are:

- Cashiers Office
- Hold for Pickup at AP
- U.S. Mail to Address Below

9. Type the first few letters of the vendor's name in the **Vendor Lookup** field.

10. Click 🔍 to find the vendor.

A lookup page appears with search results matching the information you entered.

11. Click the link on the results list for the correct vendor.

The payment request appears with the information for the vendor you selected.

You may divide the amount of the check request between multiple SpeedTypes. Click ➕ to add an additional row with a new SpeedType. The amounts on all rows should add up the value entered in the **Total Amount** field.

12. If you selected *Payment Request* as the Request Type and the vendor has provided an invoice with an invoice number, type the invoice number in the **Vendor Invoice Number** field.

13. If the vendor is not found using the lookup, turn on the **Vendor Not Found** checkbox.

When you turn on the Vendor Not Found checkbox a message will appear to inform you that this can cause a delay in payment.

14. Click **OK** to close the message.

Two new links will appear. Click the links to access a form that needs to be filled out and submitted with the request form. Different forms appear for to set up an Employee/Student/Study Participant or an outside Supplier.

15. Enter the **Total Amount** of the check.

16.   Type a **Description of Request**. You must have information in this field in order to save the request.

17.   Enter the **Amount** to be distributed to the SpeedType you will select on this line.

18.   Enter a **SpeedType** for the distribution line.

19.   Verify or enter the **Account** for the distribution line.

20.   Type a short **Description** for distribution line 1.

21.   If split funding is necessary, click **+** to insert an additional distribution line.

22.   Repeat steps 17 – 21 as necessary.

23.   Enter the **Approver's Name**.

24.   For additional help, if the Approver needs to be contacted, you can enter one or more of the following:

- **Approvers Department**
- **Telephone** of the Approver
- **Fax Number** of the Approver
- **Email Address** of the Approver

25.   Click **Save**.

The payment request is saved and a number is assigned. A message will appear with further instructions.
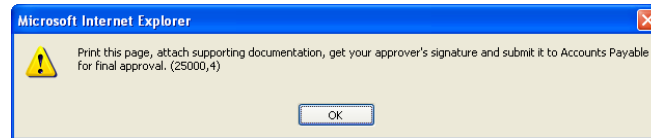
26.   Click **OK**.

The message closes and you are returned to the Payment Request page. A Print button now appears on the page.

27.   Click **Print** to print the payment request page.

28.   Note the request number, if appropriate, for further inquiry in the PeopleSoft system.

29.   Obtain necessary signature approvals.

30.   Attach all required forms and submit to Accounts Payable for final approval and processing.

Review Questions

1. True or False. Use the Payment Request to request payments on items received from requisitions.

2. What are the two types of requests that require additional forms to be sent with the payment request information?

3. In addition to the distribution line information, what fields are required on the Payment Request page?

Chapter 3
Performing Payables Inquiries

This chapter instructs you on how to perform various inquiries within the Payables application.

Chapter Objectives

This chapter explains how to perform:

- Voucher inquiries
- Payment inquiries
- Vendor inquiries

Chapter Contents

This chapter contains the following lessons:

Lesson 1:
Voucher Inquiries

PeopleSoft has a number of pages specifically designed for different types of voucher inquiries.

Navigation

These pages can be located by following this path:

Menu Group	Accounts Payable
Menu	Review
Menu Item	Vouchers

- **Voucher Inquiry** – Status of a voucher and any payments can be reviewed on this page.
- **Voucher Accounting Entries** – This page displays the results of the voucher posting process.

Voucher Inquiry Page

This is a display-only page that allows you to view information about a voucher. By selecting the hyperlinks on the page, you can access the voucher detail lines, payment information inquiry pages for the voucher.

This is the Voucher Inquiry page:

This is the Voucher Inquiry Results More Details tab page:

Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdgt Hdr Status	Bdgt Misc Status
CASE1	00000001	Unposted	Approved	No Match	Open	05/14/2004	03/19/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000002	Unposted	Approved	No Match	Open	03/31/2004	03/13/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000003	Unposted	Approved	No Match	Open	04/02/2004	03/12/2004	05/19/2004	Not Chk'd	Valid
CASE1	00000004	Unposted	Approved	No Match	Open	04/10/2004	03/12/2004	05/19/2004	Not Chk'd	Valid

These are the fields on the Voucher Inquiry page:
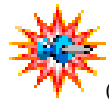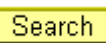
Case will only use one AP Business Unit – **CASE1**.

Field	Description
Search Criteria:	
From Business Unit	Specifies the default **AP Business Unit** associated with user's Overall Preferences set up. Defines the first business unit in a range. The only Business Unit used at Case is ***CASE1***.
To Business Unit	Specifies the default AP business unit associated with user's Overall Preferences set up. Defines the last business unit in a range. The only Business Unit used at Case is ***CASE1***.
From Voucher ID	Specifies the first voucher ID in a range. You can select a Voucher by clicking on the 🔍.
To Voucher ID	Specifies the last voucher ID in a range. You can select a Voucher by clicking on the 🔍.
Voucher Style	Specifies the style of voucher for which to search. You can select a Voucher Style by clicking on the ▾.
From Invoice	Specifies the first invoice ID in a range. You can select an Invoice by clicking on the 🔍.
To Invoice	Specifies the last invoice ID in a range. You can select an Invoice by clicking on the 🔍.
Post Status	Specifies whether to search for posted, unposted or unapplied vouchers. You can select a status by clicking on the ▾.
Approval Status	Specifies whether to search for approved, unapproved or denied vouchers. You can select a status by clicking on the ▾.

You will use
CASE1 as the only
SetID.

Field	Description
Voucher Balance	Specifies whether to search for vouchers with or without remaining balances You can select a balance option clicking on the ▼ .
SetID	Specifies the SetID of the vendor. Defaults to the SetID associated with the user's Overall Preferences. The only SetID used at Case is **CASE1**.
From Vendor Short Name	Specifies the first vendor short name in a range You can select a Vendor Short Name by clicking on the 🔍.
To Vendor Short Name	Specifies the last vendor short name in a range. You can select a Vendor Short Name by clicking on the 🔍.
From Vendor ID	Specifies the first vendor ID in a range. You can select a Vendor ID by clicking on the 🔍.
To Vendor ID	Specifies the first vendor ID in a range. You can select a Vendor ID by clicking on the 🔍.
Vendor Location	Specifies the vendor location to retrieve. Cannot be used when searching for a range of vendors. You can select a Vendor Location by clicking on the 🔍.
Voucher Date Type	Specifies whether to search by accounting dates, due date, entered date or invoice date. You can select a date option clicking on the ▼ .
From Date	Specifies the first date in a range. Click on the calendar icon 📅 to select date from calendar.
To Date	Specifies the last date in a range. Click on the calendar icon 📅 to select date from calendar.
Amount Rule	Specifies the operand for search by Voucher Gross Amount. Choices are equal to, greater than and less than. Select an option by clicking on the ▼ .
Voucher Gross Amount	Specifies the gross voucher amount to which the amount rule apples. Key in the gross amount.
Transaction Currency	Specifies the currency to search for. Case will use only one currency – **USD**.
Search	Click on the Search Icon when you have keyed or selected all of your search criteria. This will result in a list of matching transactions to be displayed in the Voucher Inquiry Results group box.

Field	Description
Reset Criteria	Click on the Reset Criteria Icon to clear out all values that you keyed or selected so that you can start over.
Sort Criteria:	
Sort By:	List of fields to sort the data by is available. Examples are dates and vendor options. Click on ▼ to make a selection.
Sort Asc/Desc:	Choose to sort your results in ascending or descending order. Click on ▼ to make a selection.
Sort	Click on the Sort Icon to sort the search results in a different sort order.
Display Currency Criteria: Since Case will only use one Currency (USD), you will not use the fields in this group box.	
Voucher Inquiry Results group box	
Voucher Details tab:	
Business Unit	Displays the AP business unit associated with the voucher.
Voucher ID	Displays the voucher identifier.
Invoice Number	Displays the invoice identifier.
Invoice Date	Displays the date of the vendor's invoice.
Vendor ID	Displays the vendor number and name.
Short Vendor Name	Displays the vendor short name.
Vendor Loc	Displays the vendor location.
Voucher Style	Displays the voucher style used.
Detail Lines 📇	Clicking this icon opens a new window with voucher detail lines displayed.
Scheduled Payments 🖼	Clicking this icon takes you to the Scheduled Payment Inquiry search page. The selection criteria are carried forward from your current page to the Scheduled Payment inquiry page.
Scheduled Payments 🗓	Clicking this icon takes you to a Paymen Information page that shows you the payment information for this voucher.
Transaction Currency	Displays **USD** the currency code used for all Case transactions.

Field	Description
Gross Invoice Amount	Displays the Gross invoice amount on the voucher.
Voucher Unpaid Balance	Displays the voucher unpaid balance.
Unapplied Prepayments	Displays unapplied prepayment amount.
Total Non-Merch	Displays the miscellaneous charges amount of the voucher.
Entered VAT	Displays the Value Added Tax computed on this invoice.
Gross Amount Paid	Displays the Gross Payment Amount.
Net Amount Paid	Displays the net payment amount.
Voucher Inquiry Results group box	
More Details tab:	
Business Unit	Displays the business unit associated with the voucher.
Voucher ID	Displays the voucher number.
Post Status	Displays the post status of the voucher.
Appr Stat	Displays the voucher approval status.
Match Status	Displays the voucher match status.
Close Status	Displays the close status of the voucher.
Due Date	Displays the due date for payment.
Acctg Date	Displays the voucher accounting date.
Entered on	Displays the date the voucher was entered.
Bdgt Hdr Status	Displays the voucher budget header status.
Bdgt Misc Status	Displays voucher budget miscellaneous status.
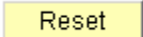
Voucher Accounting Entries Page

The Voucher Accounting Entries page is a display-only page that allows you to see the results of voucher posting. Click on 'View All' on the far right of the Accounting Information bar to see the results of all posting events.

This is the Voucher Accounting Entries page:
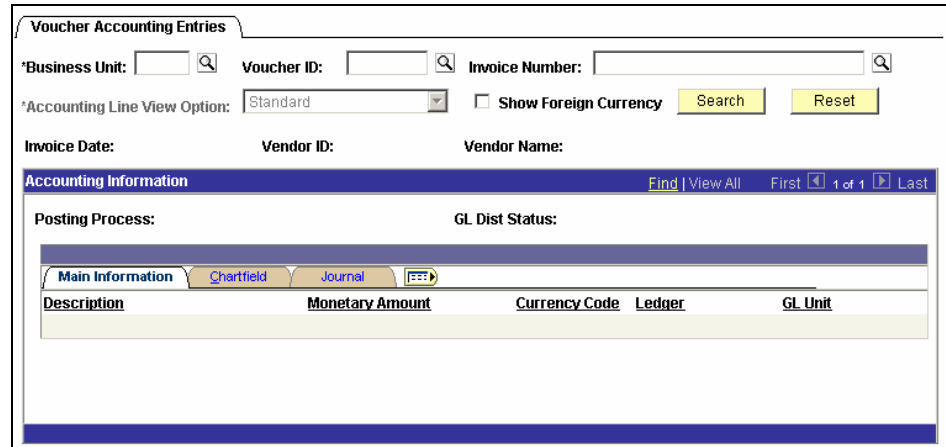
These are the fields on the Voucher Accounting Entries page:

Field	Description
Business Unit	Search criteria. Specifies the default **AP Business Unit** associated with user's Overall Preferences set up. The only Business Unit used at Case is *CASE1*.
Voucher ID	Search Criteria. You can select a Voucher by clicking on the 🔍.
Invoice Number	Search criteria. You can select an Invoice by clicking on the 🔍.
Accounting Line View option	Defaults to 'Standard'.
Search	Click on search when your selection criteria are complete. This will cause the selected voucher accounting lines to be displayed in the Accounting Information results area.
Reset	Click on reset to reset all selection criteria to user Preferences or blank.
Invoice Date	Displays the invoice date on the voucher.
Vendor ID	Displays the vendor number.
Vendor Name	Displays the vendor name.

This is the Main Information tab display if the Show Foreign Currency check box is not checked ☐ .

Field	Description
Accounting Information group box:	
Posting Process	Displays the Posting process ID that created the accounting entry.
GL Dist Status	Displays the General Ledger distribution status.
Accounting Information group box:	
Main Information tab:	
Description	Displays the description of this accounting entry.
Monetary Amount	Displays the monetary amount. The credit amount is displayed as a negative amount.
Currency Code	Displays the Currency Code.
Ledger	Displays the ledger to which the voucher was assigned.
GL Unit	Displays the GL business unit associated with the voucher.
Chartfield tab:	
Tax Authority	Displays the Tax Authority for withholding.
Account	Displays the account Chartfield.
Alt Account	Displays the Alternate Account Chartfield.
Oper Unit	Displays the operating unit chartfields.
DeptID	Displays the Department ID Chartfield.
Product	Displays the Product Chartfield.
Project	Displays the Project Chartfield.
Affiliate	Displays the Affiliate Chartfield.
Chartfield 1	Displays Chartfield 1.
Chartfield 2	Displays Chartfield 2.
Chartfield 3	Displays Chartfield 3.
Journal tab:	
Journal ID	Displays the GL Journal ID created.
Line	Displays the GL Journal Line number.
Journal Date	Displays the GL Journal date.
Doc Type	Displays the document type for the entry.
DocSeqNb	Displays the document sequence number for the entry.

Field	Description
Doc Seq Date	Displays the document sequence date.
Budget Date	Displays the date commitment control uses for budget checking.
Budget Status	Displays the budget status code for the entry.
Primary	Displays an indicator 'Y' for the primary Ledger and the alternate Ledgers 'N'.

Procedure – Performing Voucher Inquiries

Use these steps to perform Voucher inquiries.

To perform a voucher inquiry:

1. From the left-hand navigation, select the **Accounts Payable** menu.

2. Select **Review**.

3. Select **Vouchers.**

4. Select **Voucher Inquiry.**

    The Voucher Inquiry page appears.

5. Enter or select **CASE1** in the From Business Unit field.

6. Enter or select **CASE1** in the To Business Unit field.

7. Click **Search**.

    The Voucher Inquiry search results appear.

8. Review the information on the page.

9.   Select **Short Vendor Name** in the Sort By: dropdown list in the
      Sort Criteria group box**.**

10.   Select **Ascending** from the Sort Asc/Dec: dropdown list in the
      Sort Criteria group box.

11.   Click   Sort   .

12.   Review the sorted information.

13.   Click the **More Details** folder tab.

      The More Details tab will display.

14.   Review the information on the page.

Lesson 2:
Payment Inquiries

PeopleSoft has a number of pages specifically designed for different types of voucher payment inquiries.

Navigation

These pages can be located by following this path:

Menu Group	Accounts Payable	
Menu	Review	
Menu Item	Payments	

- **Payment Inquiry** – This page allows you to search for payments by bank/payment and vendor criteria and view the payment details.

- **Replaced Payments** – This page displays the old and new payment reference numbers when you have replaced payment numbers for vouchers.

Payment Inquiry Page
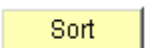
The Payment Inquiry page is a display-only page that shows if a payment has been cancelled, cleared, paid, posted, or reconciled. By clicking the Payment Reference ID hyperlink, you can view the related voucher and drill down to the voucher inquiry page.

This is the Payment Inquiry page:

These are the fields on the Payment Inquiry page:

Field	Description
Payment Reference ID, Payment Status, Payment Method, Bank SetID, Bank Code, Bank Account, Bank Account #, Pay Cycle, Pay Cycle #	Payment search by payment data criteria.
Remit SetID, Remit Vendor, Vendor Name, Vendor Location, Amount Rule, Amount, Currency, From/To Date	Payment search by Vendor criteria.
Search	Click on the search icon to select payments that match the search fields that you have selected.

Field	Description
Reset Criteria	Clears out any values that you have selected as search criteria, so that you may enter or select new search criteria.
Sorting Criteria group box:	
1st Sort ▼	Select a primary sort field. Account is the Default.
Sort Type ▼	Select Ascending or Descending soft for 1st Sort.
2nd Sort ▼	Select a secondary sort field. Payment reference is the default.
Sort Type ▼	Select Ascending or Descending soft for 2nd Sort.
Sort	Click on the sort icon to sort the data in the search results.
Payment Inquiry Results, Payment Details tab:	
Payment Reference ID	Displays the search results Payment Reference ID hyperlink. Click this hyperlink to go to the payment voucher inquiry page and drill down to the voucher inquiry page.
Payment Method	Displays the Payment Method.
Amount	Displays the voucher payment amount.
Currency	Displays the currency of the payment.
Creation Date	Displays the payment creation date.
Payment Date	Displays the payment date.
Payment Status	Displays the payment status.
Recon Status	Displays the payment reconciliation status.
Reconcile Date	Displays the reconciliation date.
Notify	Click the notify icon to send a message with a link to the displayed results.
Refresh	Click the refresh icon to refresh the search results.
Payment Inquiry Results, Additional Info tab:	
Payment Reference ID	Displays the search results Payment Reference ID hyperlink. Click this hyperlink to go to the payment voucher inquiry page and drill down to the voucher inquiry page.
Post Status	Displays the payment post status.
Cancel Action	Displays the payment cancel status.
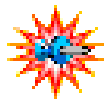
You can send an email by clicking Notify if you need to notify someone of your search results.

Field	Description
Cancel Date	Displays the payment cancel date.
Pay Cycle	Displays the Pay Cycle ID used to create the payment.
Seq Num	Displays the Pay Cycle sequence number.
Bank Account	Displays the payment Bank Account code.
Bank Account #	Displays the payment Bank Account number.
Description	Displays the payment Bank Account description.
Notify	Click the notify icon to send a message with a link to the displayed results.
Refresh	Click the refresh icon to refresh the search results.
Payment Inquiry Results, Vendor Details tab:	
Payment Reference ID	Displays the search results Payment Reference ID hyperlink. Click this hyperlink to go to the payment voucher inquiry page and drill down to the voucher inquiry page.
Vendor Name	Displays the payee name.
Vendor ID	Displays the payee vendor ID.
Notify	Click the notify icon to send a message with a link to the displayed results.
Refresh	Click the refresh icon to refresh the search results.

This is the Payment Details tab with the default sort of (Bank) Account and Payment Reference:

Sorting Criteria

| *1st sort: | Account ▼ | *Sort Type: | Asc ▼ | | |
| *2nd sort: | Pymnt Ref ▼ | *Sort Type: | Asc ▼ | | Sort |

Payment Inquiry Result

| Payment Details | Additional Info | Vendor Details |

Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
000002	Check	55.00	USD	01/21/2004	01/21/2004	Replaced	Recon	
000003	Check	15.00	USD	01/21/2004	01/21/2004	Paid	Unrecon	
000004	Check	130.00	USD	01/26/2004	01/15/2004	Paid	Unrecon	
000005	Check	1,000.00	USD	01/26/2004	01/16/2004	Paid	Unrecon	
000006	Check	100.00	USD	01/26/2004	01/27/2004	Paid	Unrecon	
000007	Check	500.00	USD	02/04/2004	01/28/2004	Replaced	Recon	
000008	Check	10,000.00	USD	02/09/2004	02/09/2004	Replaced	Recon	
000009	Check	1,000.00	USD	02/09/2004	02/09/2004	Paid	Unrecon	
000010	Check	10.00	USD	02/09/2004	02/09/2004	Paid	Unrecon	
000011	Check	550.00	USD	02/09/2004	02/11/2004	Replaced	Recon	
000012	Check	500.00	USD	02/09/2004	02/11/2004	Replaced	Recon	
000013	Check	1,200.00	USD	02/09/2004	02/11/2004	Replaced	Recon	
000014	Check	50.00	USD	02/09/2004	02/11/2004	Replaced	Recon	
000015	Check	20.00	USD	02/09/2004	02/11/2004	Replaced	Recon	
000016	Check	2.00	USD	02/11/2004	02/11/2004	Paid	Unrecon	
000017	Check	550.00	USD	02/16/2004	02/12/2004	Paid	Unrecon	
000018	Check	500.00	USD	02/16/2004	02/12/2004	Paid	Unrecon	
000019	Check	1,200.00	USD	02/16/2004	02/12/2004	Paid	Unrecon	
000020	Check	100.00	USD	02/16/2004	02/12/2004	Paid	Unrecon	
000021	Check	2,000.00	USD	02/16/2004	02/12/2004	Paid	Unrecon	

This is the Additional Info tab:

Payment Inquiry Result

| Payment Details | Additional Info | Vendor Details |

Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
000002	NotApplied	No Cancel		QUICK1	6	123	10000000001	Bank of America
000003	Posted	No Cancel		QUICK2	2	123	10000000001	Bank of America
000004	Posted	No Cancel		DAILY1	2	123	10000000001	Bank of America
000005	Posted	No Cancel		DAILY1	3	123	10000000001	Bank of America
000006	Posted	No Cancel		DAILY1	4	123	10000000001	Bank of America
000007	NotApplied	No Cancel		DAILY1	5	123	10000000001	Bank of America
000008	NotApplied	No Cancel		QUICK1	8	123	10000000001	Bank of America
000009	Posted	No Cancel		QUICK2	4	123	10000000001	Bank of America
000010	Posted	No Cancel		QUICK1	10	123	10000000001	Bank of America
000011	NotApplied	No Cancel		DAILY1	6	123	10000000001	Bank of America
000012	NotApplied	No Cancel		DAILY1	6	123	10000000001	Bank of America
000013	NotApplied	No Cancel		DAILY1	6	123	10000000001	Bank of America
000014	NotApplied	No Cancel		DAILY1	6	123	10000000001	Bank of America
000015	NotApplied	No Cancel		DAILY1	6	123	10000000001	Bank of America
000016	Posted	No Cancel		QUICK1	12	123	10000000001	Bank of America
000017	Posted	No Cancel		DAILY1	8	123	10000000001	Bank of America
000018	Posted	No Cancel		DAILY1	8	123	10000000001	Bank of America
000019	Posted	No Cancel		DAILY1	8	123	10000000001	Bank of America
000020	Posted	No Cancel		DAILY1	8	123	10000000001	Bank of America
000021	Posted	No Cancel		DAILY1	8	123	10000000001	Bank of America
000022	Posted	No Cancel		DAILY1	8	123	10000000001	Bank of America
000023	Posted	No Cancel		QUICK2	6	123	10000000001	Bank of America
000024	Unposted	No Cancel		DAILY1	11	123	10000000001	Bank of America
000025	Unposted	No Cancel		DAILY1	11	123	10000000001	Bank of America
000026	Unposted	No Cancel		DAILY1	11	123	10000000001	Bank of America
000027	Unposted	No Cancel		DAILY1	11	123	10000000001	Bank of America
000028	Unposted	No Cancel		DAILY1	11	123	10000000001	Bank of America

This is the Vendor Details tab:

Payment Inquiry Result

| Payment Details | Additional Info | **Vendor Details** |

Payment Reference ID	Vendor Name	Vendor ID
000002	Office Depot	0000000001
000003	Office Depot	0000000001
000004	Baxter Pharmaceutical	0000000005
000005	Office Depot	0000000001
000006	John Lawyer	0000000007
000007	John Lawyer	0000000007
000008	University Hospitals	0000000017
000009	1099 VENDOR	0000000009
000010	Baxter Pharmaceutical	0000000005
000011	1099 VENDOR	0000000009
000012	John Lawyer	0000000007
000013	JUDI WILLIAMS	0000000008
000014	Phyllis Miller	0000000019
000015	Bank One	0000000006
000016	Kenyetta Cunningham	0000000016
000017	1099 VENDOR	0000000009
000018	John Lawyer	0000000007
000019	JUDI WILLIAMS	0000000008
000020	Phyllis Miller	0000000019
000021	American Express	0000000020
000022	Bank One	0000000006
000023	1099 VENDOR	0000000009
000024	Kathleen Hall	0000000014
000025	James M Gannon	0000000011
000026	Office Depot	0000000001
000027	Ohio Child Support Authority	0000000027
000028	Baxter Pharmaceutical	0000000005
000029	1099 VENDOR	0000000009

This is the Payment Details tab with a sort of descending amount (to show the largest payments amounts first) and ascending Payment Reference.

Sorting Criteria

*1st sort: Account   *Sort Type: Desc
*2nd sort: Pymnt Ref   *Sort Type: Asc   Sort

Payment Inquiry Result

| **Payment Details** | Additional Info | Vendor Details |

Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
000001	EFT	7,766.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000002	EFT	3,485.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000003	EFT	1,400.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000004	EFT	6,065.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000005	EFT	21,500.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000006	EFT	8,420.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000007	EFT	295.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000008	EFT	1,250.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000009	EFT	37,635.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000010	EFT	185.00	USD	04/27/2001	04/26/2001	Paid	Unrecon	
000011	EFT	5,000.00	USD	04/30/2001	04/30/2001	Paid	Unrecon	
000012	EFT	25,135.00	USD	01/18/2002	12/19/2001	Paid	Unrecon	
000013	EFT	21,500.00	USD	01/18/2002	12/19/2001	Paid	Unrecon	
000014	EFT	185.00	USD	01/18/2002	12/19/2001	Paid	Unrecon	
000015	EFT	1,155.60	USD	01/18/2002	04/14/2002	Void	Recon	
000016	EFT	229.82	USD	01/18/2002	04/14/2002	Void	Recon	
000017	EFT	134,270.00	USD	01/18/2002	12/19/2001	Paid	Unrecon	
000018	EFT	25,135.00	USD	01/18/2002	12/19/2001	Paid	Unrecon	
000019	EFT	9,000.00	USD	01/18/2002	12/19/2001	Paid	Unrecon	
000020	EFT	370.00	USD	01/18/2002	12/19/2001	Paid	Unrecon	
000021	EFT	7,800.00	USD	01/21/2002	04/30/2002	Void	Recon	
000022	EFT	1,080.00	USD	01/21/2002	04/30/2002	Void	Recon	

Replaced Payments

The Replaced Payments page is a display-only page that shows payment reference numbers for payments that were cancelled and reissued. Clicking 📇 next to the Old Payment Reference number transfers you to the Payment Information page for that Reference number. Clicking 📇 next to the New Payment Reference number transfers you to the Payment Information page for the current reference number.

This is the Replaced Payments page:

Replaced Payments

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

/ **Find an Existing Value** \

Bank SetID:	= ▼	🔍
Bank Code:	begins with ▼	
Bank Account:	begins with ▼	
Old Payment Ref:	begins with ▼	
Payment Method:	= ▼	▼
Payment Reference:	begins with ▼	

Search | Clear | Basic Search 💾 Save Search Criteria

Procedure – Payment Inquiry

Use these steps to view payments.

To view payments:

1.   From the left-hand navigation, select **Accounts Payable**.

2.   Select **Review**.

3.   Select **Payments.**

4.   Select **Payment Inquiry**.

The Payment Inquiry page appears.

5.   Enter **CASE1** in the Bank SetID field.

6.   Click **Search**.

The Payment Inquiry search results appear.

7.   Review the information.

8.   Click the **Payment Reference ID** hyperlink for the first Payment Reference ID.

The Payment Vouchers page appears.

9.   Click the **Voucher ID** hyperlink for the first voucher.

The Voucher Inquiry page appears.

10.   Review the voucher detail.

11.   Click on the **Back to Payment Vouchers** hyperlink.

The Payment Vouchers page appears.

12.   Click on the **Back to Payment Inquiry** hyperlink.

The Payment Inquiry page appears.

Lesson 3:
Vendor Inquiries

In addition to pages used to enter and approve vendors, PeopleSoft also includes a number of pages specifically designed for different types of vendor inquiries.

Navigation

These Vendor Inquiry pages can be located by following this path:

Menu Group	Accounts Payable	
Menu	Review	
Menu Item	Vendor	

- **Scheduled Payments on Hold** – This page displays the invoices that have been placed on hold for payments for a vendor.

- **Rejected Vouchers –** This page allows rejected vouchers to be viewed.

Scheduled Payments on Hold Page

The Scheduled Payments on Hold page is a display-only page that allows you to view vouchers for a vendor that are scheduled for payment but require further processing, such as voucher approval, before they can be paid. Vouchers are also shown on this page if Hold Payment has been selected on the voucher Payments tab.

This is the Scheduled Payments on Hold page:

These are the fields on the Scheduled Payments on Hold page:

Field	Description
SetID	Displays the SetID associated with this payment.
Vendor	Displays the vendor ID and vendor name.
ShortName	Displays the vendor ShortName.
Status	Displays the vendor status.
Vouchers	Displays the total number of vouchers on hold for the vendor.
Invoice	Displays the invoice number.
Date	Displays the voucher date.
Scheduled Payment	Displays the number of payments that are on hold and whether full or partial payment will be made.
Unit	Displays the business unit.
Voucher	Displays the voucher number.
Gross Amt	Displays the gross amount of the voucher.

Field	Description
Due Date	Displays the due date of the payment.
Dscnt Amt	Displays the discount amount of the voucher.
Discount Due Date	Displays the discount due date of the payment.
Days Overdue	Displays the number of days that the payment is overdue.
Scheduled to Pay	Displays the scheduled to pay date.
Voucher Comments	Displays voucher comments.
On Hold	Displays whether or not this payment is on hold.
Approval Status	Displays the approval status of the voucher. This can cause the payment to be on hold.
Wthd Hold	Displays whether or not this payment is on hold for withholding purposes.

Rejected Vouchers Page

The Rejected Vouchers page is a display-only page that allows you to review rejected vouchers for a vendor. These are vouchers for which approval has been denied.

This is the Rejected Vouchers page:

These are the fields on the Rejected Vouchers page:

Field	Description
SetID	Displays the SetID associated with the voucher.
Vendor	Displays the vendor number and name.
ShortName	Displays the vendor short name.

Field	Description
Status	Displays the vendor status.
Vouchers	Displays the total number of vouchers rejected for the vendor.
Invoice	Displays the invoice number.
Date	Displays the invoice date.
Scheduled Payment	Displays the payment that is scheduled to be made, whether full or partial, for the rejected voucher.
Unit	Displays the business unit associated with the voucher.
Voucher	Displays the voucher number.
Gross Amt	Displays the gross amount of the voucher.
Due Date	Displays the due date of the payment.
Dscnt Amt	Displays the discount amount of the voucher.
Discount Due Date	Displays the discount due date of the payment.
Days Overdue	Displays the number of days the voucher is overdue.
Scheduled to Pay	Displays the scheduled to pay date of the payment.
Voucher Comments	Displays voucher comments.
On Hold	Displays whether or not this voucher is on hold.
Approval Status	Displays the approval status of the rejected voucher.
Wthd Hold	Displays whether or not this voucher is on hold for withholding purposes.

Procedure – Inquiring on a Vendor Payment

Use these steps to inquire on scheduled payments on hold for a vendor.

To inquire on a Vendor balance:

1.   Select **Accounts Payable**.

2.   Select **Review**.

3.   Select **Vendor**.

4.   Select **Scheduled Payments on Hold**.

The Scheduled Payments on Hold search page appears.

5.   Enter **CASE1** in the SetID field.

6.   Click ▣ Search ▣.

Search results appear.

7.   Select the **first payment** in the search results list.

The Scheduled Payments on Hold page appears.

Review Questions

1. True/False? You can drill down to view voucher detail from the Payment Inquiry page.

2. If you wanted to see the results of voucher posting, what page would you access?

3. Which page shows the payment reference numbers of payments that were cancelled and reissued?

4. How do you send a message to purchasing or inventory personnel regarding PO questions?

Appendix A
Review Questions and Answers

The following are the review questions and answers for each chapter.

Chapter 1: Introducing PeopleSoft Accounts Payable

1. Which applications does the Accounts Payable module interface with at Case?

    PO, ePro, GL

2. What AP Control Levels will you specify when you enter a payment request. ?

    Business Unit, Voucher Origin, Vendor.

Chapter 2: Submitting Payment Requests

1. True or False. Use the Payment Request to request payments on items received from requisitions.

    False. You will not use the Payment Request page for items obtained through requisitions or purchased with a procurement card.

2. What are the two types of requests that require additional forms to be sent with the Payment request information?

    Petty Cash and Travel Reimbursement

3. In addition to the distribution line information, what fields are required on the Payment Request page?

    Request Type, Date Check Needed, Return Check To, Total Amount, Description of Request, Approver's Name.

Chapter 3: Performing Payables Inquiries

1. True/False? You can drill down to view voucher detail from the Payment Inquiry page.

   True – Click the payment reference id link to view the Payment Vouchers page and click the Voucher ID link to open the Voucher Inquiry page.

2. If you wanted to see the results of voucher posting, what page would you access?

   Voucher Accounting Entries.

3. Which page shows the payment reference numbers of payments that were cancelled and reissued?

   Replaced Payments Inquiry page.

4. How do you send a message to purchasing personnel regarding PO questions?

   Use the Notify button.

Appendix B
Payment Request Forms

The following pages show the new forms that you can access from the Payments Request page.

Individual Information Form

Revised 05/2004

CASE
CASE WESTERN RESERVE UNIVERSITY

Employee/Student Request (ESR)
Case Western Reserve University
Material Support - Vendor Maintenance

Type of Request: [▼]
Request Date: [   ]
Vendor ID (if existing vendor): [   ]

PURPOSE -- To add an Individual or a change to an existing Individual.
NOTE -- A completed W-9 must be on file for each student who is being paid for goods or services.

Information		Department Contact Information	
Name 1:		Department:	
Name 2:		Contact Person:	
Address:		Campus Phone:	
City, State, ZIP:		Campus Mailbox:	
Country:		E-Mail Address:	
SSN:		Approving DeptID #:	
Classification:	▼	W-9 Information:	▼
Contact Name:			
E-Mail:			
Phone & Fax:			

_____
Requestor Signature   Date

Include W-9 (if available) and fax completed form to: Material Support - Vendor Maintenance · 216-368-2509

Employee/Student Request (ESR) Instructions

The Employee/Student Request (ESR) form is used by University departments to:
- request that a new Employee/Student be added to the University vendor file; and/or,
- request that information be updated on an existing individual in the vendor file.

Current vendor information can be seen in the following vendor inquiry applications:
    Go-Vendor-Vendor Setup/Maintenance;
    Use-Vendor Information-Identifying Information-Update/Display

The Material Support Vendor Maintenance Team will not enter an Employee/Student into the vendor file without a W-9
(Request for Taxpayer Identification Number and Certification) form. Blank W-9 forms can be found on the website.

(1) Type of Request.
- Click on the dropdown arrow at the end of this box to identify the reason for this form:
Petty Cash, Travel Advance, Travel Reimbursement, or Payment Request.
- Note that Request Date should be entered with slashes or hyphens (e.g., 4/27/2004 for April 27, 2004).
- If requesting an update to an individual already in the vendor file, provide the vendor ID number
  (leading zeroes are not necessary).

(2) Information.
- Individual full legal name goes in Name 1.
- If the individual does business under a different name, identify the DBA name in Name 2.
- Provide complete address. This should be the individual's home address.
- Tax Identification Number (either Federal Employer ID number or Social Security number) is required.
- In the Classification box, click on the dropdown arrow to select from a list of valid values.
  (Use the scroll bar to view the complete list of values.)

(3) Department Contact Information.
- Name of department that is completing this request.
- Contact person (name, office phone, campus mailbox, e-mail) = person who prepared form and/or can answer
  questions about it.
- Approving DeptID# = department ID number that should be associated with this request form.
- In the W-9 Information box, click on the dropdown arrow to indicate if the W-9 form is:
  - ✓ Attached (W-9 completed by vendor and included with this IVR form)
  - ✓ Student Contacted-Sending W-9 (department asked vendor to send completed form to Vendor
    Maintenance Team)
  - ✓ Student Not Contacted (Vendor Maintenance Team should contact and make the request for the W-9)

(4) Requestor Signature.
Requesting individual should sign and date the ESR form.

Form Submission.
*Fax to the Material Support Vendor Maintenance Team at 216-368-2509. If available, the completed W-9 form should be
included in the fax. Or, send the Vendor Request form to the Material Support Vendor Maintenance Team at CASC
2ndFL, Location Code 4909. If available, the completed W-9 form should be stapled to the IVR form.*

Supplier Information Form

![CASE WESTERN RESERVE UNIVERSITY logo]

SUPPLIER INFORMATION FORM

Return to: Case Western Reserve University
Material Support
10900 Euclid Avenue
Cleveland, OH 44106-4910
Telephone: (216) 368-2560 Fax (216) 368-2509

1. SUPPLIER

_____   _____   _____
Supplier Name (please type or print)   Federal Tax ID   D&B

Supplier Type (check one only)   **Business Type (Check one only)**
☐ Large Business Concern   ☐ Non-Profit Organization   ☐ Contractor   ☐ Retailer
☐ Small Business Concern   ☐ 1099 Supplier   ☐ Distributor   ☐ Broker
☐ HBCU/MI   ☐ Individual   ☐ Manufacturer   ☐ Other

Check all that apply:
☐ **Women-owned** (WBE)   ☐ **Veteran-owned**   ☐ **Service Disabled Veteran-owned**   ☐ **HUBZone**
☐ **Minority** (MBE)   ☐ **Disadvantaged** (DBE)   _Please circle the DBE classification below, if applicable:_

Black American   Native American   Asian Pacific American   Hispanic American   Subcontinent-Asian American
(As defined in FAR – Small Business Programs – Part 19.001 Definitions)

If Certified, List Organization/Source:_____ (Attach copy of Certification)
(Reference: Small Business Program Representations – FAR 52.219-1[d][2])

NAICS# _____ (www.census.gov/epcd/www/naics.html)

2. GENERAL

_____   _____
Parent Supplier Name   Supplier Assigned CWRU Customer Number

3. BUSINESS ADDRESS (please copy this page to list any additional address)

ADDRESS/LOCATION 1	ADDRESS/LOCATION 2
Address Line 1	Address Line 1
Address Line 2	Address Line 2
Address Line 3	Address Line 3
City	City
State	State
County	County
Postal Code Country	Postal Code Country

Is ADDRESS 1:   Is ADDRESS 2:
Payment Remitting Location?   ☐ Yes ☐ No   Payment Remitting Location?   ☐ Yes ☐ No
Purchasing Location?   ☐ Yes ☐ No   Purchasing Location?   ☐ Yes ☐ No

_____   _____
Telephone Number   Telephone Number

_____   _____
Fax Number   Fax Number

rev 03/08/04

4. CONTACTS for ADDRESS (please copy this page to list any additional contacts)

Principal Contact Name ADDRESS 1	Principal Contact Name ADDRESS 2
E-Mail Address	E-Mail Address
Telephone Number	Telephone Number
Fax Number	Fax Number

Sales Rep. Contact Name ADDRESS 1	Sales Rep. Contact Name ADDRESS 2
E-Mail Address	E-Mail Address
Telephone Number	Telephone Number
Fax Number	Fax Number

Customer Service Contact Name ADDRESS 1	Customer Service Contact Name ADDRESS 2
E-Mail Address	E-Mail Address
Telephone Number	Telephone Number
Fax Number	Fax Number

5. OTHER

If your firm does business on the Internet, please provide your WEB site address: _____

Does your company offer e-commerce?　☐ Yes　☐ No　　Does your firm accept ☐ MasterCard ☐ American Express ☐ Other

If you do accept MasterCard, do you have Level III data transmission capability?　☐ Yes　☐ No

Name or description of the two primary items you feel most confident in providing to CWRU at a competitive price:
_____

Do any of your products require Material Safety Data Sheets?　☐ Yes　☐ No

　　　If so, do you automatically send them with every order shipped?　☐ Yes　☐ No

Do you have a minimum order requirement?　☐ Yes _____　☐ No　Additional Charges _____

In the future, would you like EFT processing?　☐ Yes　☐ No

If so, please provide Bank Info:　Routing/Transit number (ABA number) _____

Account number _____　Account type (checking, saving etc) _____

Name as it appears on the account _____

Principal Client/Customer References:

COMPANY	CONTACT NAME	PHONE #

Year Established	MCC Code	Number of Employees	Gross Annual Sales

6. *REQUIRED* Name of University Department/Person you are dealing with
_____

7. SIGNATURE and CONTACT INFORMATION

Signature of Authorized Representative	Date	Telephone Number
Print Name		Title

rev 03/08/04

Supplier Information Form Instructions and Definitions
Do Not Return This Sheet

SECTION 1
Required.

LARGE BUSINESS CONCERN: Any organization/business with more than 500 employees

SMALL BUSINESS CONCERN: (a) The SBA establishes small business size standards on an industry-by-industry basis. (See 13 CFR 121) (b) Small business size standards are applied by– (1) Classifying the product or service being acquired in the industry whose definition, as found in the **North American Industry Classification System (NAICS)** Manual (available via the Internet at http://www.census.gov/epcd/www/naics.html) best describes the principal nature of the product or service being acquired.

HBCU/MI: A historically Black College or University/ Minority Institution.

NON-PROFIT ORGANIZATION: Any organization not conducted or maintained for the purpose of making profit. This category includes but is not limited to sheltered workshops, universities, colleges, and local, state and federal governments.

WOMAN-OWNED means a business concern (a) Which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) Whose management and daily business operations are controlled by one or more women.

VETERAN-OWNED means a business concern-- (a) Which is at least 51 percent owned by one or more veterans (as defined at 38 U.S.C. 101(2)); or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans; and (b) Whose management and daily business operations are controlled by one or more veterans.

SERVICE DISABLED VETERAN-OWNED means a business concern-- (a) Which is at least 51 percent owned by one or more service disabled veterans (as defined at 38 U.S.C. 101(2)); or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service disabled veterans as defined in 38 U.S.C. 101(16).; and (b) Whose management and daily business operations are controlled by one or more service disabled veterans.

HUBZone means a historically underutilized business zone, which is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation. Businesses must be owned and controlled by one or more U.S. citizens, and at least 35% of its employees must reside in a HUBZone.

DISADVANTAGED BUSINESS (DBE) means an offerer that represents, as part of its offer, that it has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and (i) No material change in disadvantaged ownership and control has occurred since its certification; (ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed $750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and (iii) It is identified, on the date of its representation, as a certified small disadvantaged business (SDB) concern in the database maintained by the Small Business Administration (PRO-Net);

Definitions of business classifications for DBE are as follows:

Black American: All persons having origin in any of the African racial groups.

Native American: All persons having origins in any of the original peoples of North America, including American Indian, Alaskan Native, Aleut or Native Hawaiian.

Asian Pacific American: All persons whose origins are in Japan, China, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, the Federated States of Micronesia or the Philippine Islands.

Subcontinent Asian Americans – means United States citizens whose origins are in India, Pakistan or Bangladesh, Sri Lanka, Bhutan, or Nepal.

Hispanic American: All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American, Portuguese or other Spanish culture of origin.

SECTION 2
Complete as applicable.

SECTION 3
At least one address is required.

SECTION 4
Optional, but useful for Case Western Reserve University. List your employee contact information for Case Western Reserve University's account.

SECTION 5
Optional, but useful for Case Western Reserve University. Complete as applicable.

SECTION 6
Required.

SECTION 7
Required

rev 03/08/04

Travel Reimbursement Form

CASE WESTERN RESERVE UNIVERSITY
STATEMENT OF TRAVEL EXPENSE

Date _____

NAME _____

Dept _____ Bldg _____

ADDRESS _____

Purpose of Trip _____

_____

Return Check to: _____

Date of Trip _____ To _____

DATE OF EXPENSE	FROM	TO	TO	MODE OF TRAVEL	FARE	PARKING TOLLS	MILEAGE		TOTAL
							MILES	$EXTENDED	
									$0.00
									$0.00
									$0.00
									$0.00
SUB-TOTAL					0.00	0.00		0.00	$0.00

DATE OF EXPENSE	MEALS	HOTEL	TAXI	PHONE	TIPS	OTHER DESCRIPTION	AMOUNT	
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	$0.00

TOTAL THIS PAGE	$0.00
TOTAL PREV PGS.	
TOTAL EXPENSES	$0.00
LESS ADVANCE	
DUE UNIVERSITY	$0.00
DUE TRAVELER	$0.00

D E P T. U S E

ACCOUNT NO.	AMOUNT	JOURNAL DESCRIPTION - 11 POS

NOTE:
1. Attach all original receipts.
2. Send directly to Accounts Payable for Reimbursement.

Are you considered a non-resident alien for tax purposes? ☐ Yes ☒ No

SIGNATURE / CERTIFICATION OF TRAVELER:

"I certify that all expenses are in accordance with the University Travel Policy. I also certify that the reimbursement for charges are permissible under sponsor guidelines where applicable and charges to federally sponsored projects do not include alcohol. "

APPROVAL - Traveler's Supervisor:

_____
Signature

_____   _____
Signature   Phone

_____   _____
Printed Name   Phone

FOR BUSINESS OFFICE USE ONLY

REFERENCE NO.	VENDOR NO.	DUE DATE	ACCOUNTS PAYABLE INVOICE APRON
P.O. No.	Invoice No.	Invoice Date	Purpose of Trip

Rev. 1/21/2000

Petty Cash Expenditure

CASE WESTERN RESERVE UNIVERSITY
REPORT OF PETTY CASH EXPENDITURES

_____
Date

221-   -0000   _____   _____
Petty Cash Account No.   Custodian   Department

ALL PETTY CASH EXPENDITURES SHOULD BE SUPPORTED BY SALES SLIP, RECEIPTS OR PETTY CASH VOUCHERS.

DATE	PAID TO	ITEM	AMOUNT	ACCOUNTS TO BE CHARGED
		Total to be replenished ➡	0.00	

REPLENISHING PETTY CASH FUND

Please issue a check in the amount of $ _____0.00_____ payable to: PETTY CASH - _____
                                        Total from above   Custodian

in order to replenish the petty cash fund to the established level.

Forward completed form to   Approved by: _____
Accounts Payable.   Department Head or Designee