

Purchase Order Balance - View Invoices - View Vouchers

In PeopleSoft Financial Production or Report:

Main Menu » Purchasing » Purchase Orders » Review PO Information » Activity Summary » Enter LSUNO » Enter Award # » Click Search

PO Activity Summary

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

Find an Existing Value

▼ Search Criteria

*Business Unit: [=] LSUNO

PO Number: [begins with] []

Purchase Order Date: [=] []

Purchase Order Reference: [begins with] []

Supplier ID: [begins with] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

NOTE: There can be multiple "alpha" POs
000123145, 00123145A, 00123145B

Click the Invoice Tab

Activity Summary

Business Unit	LSUNO	PO Status	Compl
Purchase Order	[]	Supplier	[]
Merchandise Amount	90,767.00 USD	Supplier Location	000000001
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	87,077.27 USD		
Merchandise Matched	87,077.27 USD		

Indicates the encumbered amount of the PO

Indicates the total amount invoiced on this PO.

Lines Personalize | Find | View All | First 1 of 1 Last

Details Receipt Invoice Matched RTV

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID
1	[]	[]	[]	EA	[]	[]

Return to Search Notify

Scroll to the right, and click the Invoice icon

Activity Summary

Business Unit LSUNO PO Status Compl
 Purchase Order [redacted] Supplier [redacted]
 Merchandise Amount 90,767.00 USD
 Merchandise Receipt 0.00 USD
 Merchandise Returned 0.00 USD
 Merchandise Invoice 87,077.27 USD
 Merchandise Matched 87,077.27 USD
 Supplier Location 000000001

Indicates the encumbered amount of the PO
 Indicates the total amount invoiced on this PO.

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Line Details	Item	Item Description	UOM	voiced amount	Currency	Invoice
1			[redacted]	EA	0.000	USD	[redacted]

Return to Search Notify

The list indicates the invoice(s) paid on this PO. Click on the Voucher number link to get additional information about the specific invoice paid.

Unit LSUNO PO No. [redacted] Line 1 Item ID

Invoice Personalize | Find | View All | First 1-6 of 12 Last

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced
1	LSUNO	[redacted]	1	1.0000	7946.620
1	LSUNO	[redacted]	1	1.0000	6778.740
1	LSUNO	[redacted]	1	1.0000	6607.440
1	LSUNO	[redacted]	1	1.0000	6700.140
1	LSUNO	[redacted]	1	1.0000	8392.900
1	LSUNO	[redacted]	1	1.0000	8120.790

Activity Summary

Return to Search Notify

The Voucher Inquiry Window will appear. Click the down arrow for Actions

Voucher Inquiry

Search Criteria
 Sort Criteria
 Display Currency Criteria
 Late Interest Analysis

Voucher Inquiry Results Personalize | Find | View All | First 1 of 1 Last

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	LSUNO	[redacted]	[redacted]	[redacted]	[redacted]	Postable	<input type="checkbox"/>	Matched	[redacted]

Click on View Attachments.

Voucher Inquiry

Search Criteria

Sort Criteria

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results Personalize | Find | View All | First 1 of 1 Last

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	LSUNO	00470129	0000000000	04/23/2024	0000000000	Postable	<input type="checkbox"/>	Matched	UNIVERSITY OF

- View Attachments
- Review Accounting Entries
- Match Workbench
- Payment Information
- Voucher Details
- Review Document Status

Click on the attachment you wish to view. Note, there may be multiple details to view.

Voucher Attachments

Business Unit LSUNO Voucher ID 00470129

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
0000000000.g		COATIS	Chavella Oatis	04/23/2024 8:17:38AM

Cancel

To contact specific areas, please email the group email:

Sponsored Projects Accounting: nosponproj@lsuhsc.edu

Accounts Receivable & Billing: spn_con@lsuhsc.edu

Accounts Payable: noacctacctpay@lsuhsc.edu

Do not email the biller or accounts payable contact directly as you will risk a delayed response.

Accounting Service Staff List can be found here: www.lsuhs.edu/administration/accounting/staff.aspx