

**Financials**  
**Oracle/PeopleSoft 9.0**

**View a Voucher**

# Learning Objectives



- How to Get to the Voucher Screen
- How to View a Direct Purchase Voucher
- How to View a Travel Voucher
- Overview of Business Units

# Oracle 9.0 View a Voucher

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**ORACLE®**  
**PEOPLESOFT ENTERPRISE**

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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<p>To set trace flags, click <a href="#">here</a></p>																							

## Login to Oracle Financials

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# Clemson University Business Units

**Voucher**

Find an Existing Value   **Add a New Value**

**Business Unit:** CU  

**Voucher ID:** NEXT

**Voucher Style:** Regular Voucher

**Look Up Business Unit**

**Business Unit:** begins with

**Description:** begins with

[Basic Lookup](#)

**Search Results**

View All   First  1-12 of 12  Last

Business Unit	Description
CU	Clemson University
CUF	Clemson University Foundation
CUFP	CUF Employee
CURF	Clemson Univ Research Foundat
CURFP	CURF Employee
EMPLY	Employee Reimbursement
FCECC	Continuing Edu Conference Comp
FCREF	Clemson Univ Real Estate Fdn
FCRFC	Clemson Research Facilities Co
FMREC	AMREC LLC
HR	HR/Payroll Vendor Pymts
STDNT	Student Payments

BU	Description
	Used for Vendor Invoices, Vouchers paid from Funds 10-17, 19-23
EMPLY	Used for Payments to Clemson Employees, Vouchers paid from Funds 10-17, 19-23
STDNT	Used for Student Payments, Vouchers paid from Funds 10-17, 19-23
CUF	Used for Clemson Foundation Vendor Invoices, Vouchers paid from Funds 50-71
CUFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 50-71
CURF	Used for Payments to Clemson Research Foundation Vendor Invoices, Vouchers paid from Funds 80-81
CURFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 80-81

Choose the appropriate Business Unit based on what type of funds the expense is posted to. Click the magnify icon to search. Click on the appropriate Business Unit to populate the business unit field.

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**Menu**   

Search:  

- ▷ My Favorites
- ▷ CU CUSTOM
- ▷ Vendors
- ▷ Purchasing
- ▷ Accounts Payable
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- [Budget Journals](#)
- [Journals](#)
- [Process Monitor](#)
- [Project Information](#)
- [Purchase Orders](#)
- [Vouchers](#)
- [Query](#)

Select the Vouchers Link from the menu

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Click on the Find an Existing Value tab to look up an existing voucher. Enter the voucher id if known or any other known field values.

### Voucher

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](#)

**Business Unit:** =

**Voucher ID:** begins with

**Invoice Number:** begins with

**Short Vendor Name:** begins with

**Vendor ID:** begins with

**Name 1:** begins with

**Voucher Style:** =

**Related Voucher:** begins with

**Entry Status:** =

**Voucher Source:** =

Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)

This screen shows you all information associated with the voucher. Information includes: Voucher ID, Vendor Name, Approval and Budget Check Status, Invoice Number and Date, Gross Amount, and Posting Status.

**Summary** | Invoice Information | Payments | Voucher Attributes | Error Summary

<b>Business Unit:</b>	CUF	<b>Invoice Date:</b>	11/23/2010
<b>Voucher ID:</b>	00031946	<b>Invoice No:</b>	4021
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	250.000 USD
<b>Contract ID:</b>			
<b>Vendor Name:</b>	Office Panel Systems 206 New Neely Ferry Road Mauldin, SC 29662	<b>Pay Terms:</b>	N30
<b>Entry Status:</b>	Postable	<b>Voucher Source:</b>	Online
<b>Match Status:</b>	No Match	<b>Origin:</b>	K
<b>Approval Status:</b>	Approved	<b>Created:</b>	12/02/2010
<b>Post Status:</b>	Unposted	<b>Created By:</b>	GKM
		<b>Modified:</b>	12/02/2010
		<b>Modified By:</b>	GKM
<b>Document Tolerance Status:</b>	Valid	<b>ERS Type:</b>	Not Applicable
<b>Budget Status:</b>	Not Chk'd	<b>Close Status:</b>	Open
<b>Budget Misc Status:</b>	Valid		

\*View Related  [Go](#)

[Print Voucher](#)

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

The Payments screen shows the Remit to Location and Address, Gross Amount, and Payment Methods.

Summary Invoice Information **Payments** Voucher Attributes Error Summary

Business Unit: CUF Invoice Number: 4021  
Voucher ID: 00031946 Invoice Date: 11/23/2010  
Voucher Style: Regular Action: Run Print Invoice  
Total: 250.000  
Vendor: Office Panel Systems \*Pay Terms: NET30 N30 Schedule Payments  
206 New Neely Ferry Road  
Mauldin, SC 29662

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

\*Remit to: 0000003854 Gross Amount: 250.000 USD  
Location: 000001 Discount: 0.000 USD  Discount Denied  
\*Address: 2  
Office Panel Systems  
206 New Neely Ferry Road  
Mauldin, SC 29662  
Scheduled Due: 12/02/2010  
Net Due: 11/23/2010  
Discount Due:  
Accounting Date:

## The Voucher Attributes screen shows Voucher Processing.

Summary Invoice Information Payments **Voucher Attributes** Error Summary

Business Unit: CUF Invoice Number: 4021  
Voucher ID: 00031946 Invoice Date: 11/23/2010  
Voucher Style: Regular Action: Run Print Invoice

Total: 250.000

**Voucher Processing**

Post Voucher  Close Voucher  
 Revalue Voucher  Delete Voucher

**Accounting Instructions**

\*Accounting Template: STANDARD Account At: Gross

**Match Action**

\*Status: No Match Match Due Date:  
 Pay UnMatched Voucher

**Transaction Currency**

\*Source: Tables \*Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

**Voucher Approval**

\*Approval: Pre-Approved Business Process:  
Approval Rule Set:

The Error Summary screen shows any errors that occurred with this voucher. If the voucher has errors (this example does not), contact the Budget Center to make corrections.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Summary, Invoice Information, Payments, Voucher Attributes, and Error Summary. The 'Error Summary' tab is circled in red. Below the tabs, the following information is displayed:

<b>Business Unit:</b> CUF	<b>Invoice Number:</b> 4021
<b>Voucher ID:</b> 00031946	<b>Invoice Date:</b> 11/23/2010
<b>Style:</b> Regular	<b>Total:</b> 250.000 USD

This Voucher does not have any errors.

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Navigation links: [Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Main Content