Telecom Invoices in PeopleSoft: Which Ones Were Paid, and on Which Purchase Order?

This is a guide for departmental staff, explaining how to view whether specific Telecommunications invoices have been paid in PeopleSoft, and on which Purchase Order.

Note

These are not official UF Bridges/PeopleSoft instructions.

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1. To access your Telecommunications Invoice for the fiscal year starting with July 2005, go to the CNS-Telecom home page [http://www.cns.ufl.edu/telecom/] and click on the Telecom Invoice link.

Note

For older Telecommunication Invoices for prior fiscal years, starting with July 2002, and ending with June 2005, go to the old Telecom Accounts page [http://www.it.ufl.edu/accounts]. Then type in your customer number and the month (during that time-frame) for which you wish to view Telecom invoices.

If you are unsure of your CNS Customer Number, it is on your invoice, and it can also be found on our web site [http://www.cns.ufl.edu/telecom/forms.shtml].

2. The invoices should have a purchase order number that it billed to beside each of the four services if they had charges.

Table 1. July 2005- June 2007

<table>
<thead>
<tr>
<th>Service</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lines</td>
<td>722100</td>
</tr>
<tr>
<td>Long Distance, , Toll-Free</td>
<td>722150</td>
</tr>
<tr>
<td>Maintenance</td>
<td>742100</td>
</tr>
<tr>
<td>Installations</td>
<td>742200</td>
</tr>
</tbody>
</table>

Table 2. July 2007 - Present

<table>
<thead>
<tr>
<th>Service</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lines</td>
<td>722100</td>
</tr>
<tr>
<td>Long Distance, , Toll-Free</td>
<td>722150</td>
</tr>
<tr>
<td>Installations/Maint/Repairs</td>
<td>722120</td>
</tr>
</tbody>
</table>

3. If you have the Purchase Order number, you can use the following procedure to look up information in PeopleSoft;
1. Go to **Accounts Payable**
2. Select **Review**
3. Select **Interfaces**
4. Select **Purchase Order Inquiry**
5. Type in your business unit and hit **Search**
6. Click on the **Purchase Order** number that paid this service

On this page you will see all of the vouchers that were applied to this specific Purchase Order. Write the voucher number down if you want to view the status of the voucher in PeopleSoft. Be sure that you are viewing all of the vouchers and all of the P.O. lines if applicable.

4. Once you have the voucher numbers that were applied to your P.O., you can look up the voucher in PeopleSoft using the following navigation steps;

1. Go to **Accounts Payable**
2. Select **Vouchers**
3. Select **Entry**
4. Select **Regular Entry**
5. Click on the **Find an Existing Value** Tab
6. The **Business Unit** is **UFLOR**
7. Type in the voucher ID number
8. click **Search**

   The invoice number box will have an invoice number that will consist of **TEL + Customer Number + Invoice Number**.

5. Check to make sure that the **Budget Status** is **Valid** and the Post Status is **Posted**. This indicates that the voucher was paid.

6. You will also be able to see the Purchase Order that paid that line by clicking on the **View PO/Receiver** link. Make sure that you have clicked on **view all** to see the multiple lines on the voucher if applicable.
If the invoice lines do not have a purchase order beside them (but perhaps instead show your CNS Customer ID-Account Code; for example: 00001200-722100) then this indicates that you did not have a P.O. set up in PeopleSoft for this service at the time that we billed the invoice. You will need to have the voucher number for the invoice at this point and you will need to start at step #4. If you do not have either the voucher number or the Purchase Order then you can call Telecommunications Accounting staff at 392-2061 and we will assist you.

If you think that the invoice was paid twice be sure and check the Payments tab on the voucher. Click on the tab that says Payments on the top of the page, once you are on that screen make sure that you are viewing all of the payment information. Only one payment should have an action of scheduled. If the action is cancelled then we did not receive any money for this particular payment on the voucher.

These are just a few helpful notes that we use when assisting customers. These are not official PeopleSoft instructions. This is just a guide to help navigate through PeopleSoft to see how the Telecommunications Invoices were paid for your department.

**For Further Assistance**

If you still require further assistance here are some places to get additional information.

- Purchasing at Elmore Hall - 392-1331 or see their Home-page [http://www.erp.ufl.edu/purchasing]
- UF Computing HelpDesk (including UF Bridges Help)- 392-4357 or e-mail <helpdesk@ufl.edu>
- Post a message on the UF Accounting LISTSERV list [UFACC-L@LISTS.UFL.EDU]

**Your Comments are Welcome**

We welcome your comments and suggestions on this and all CNS documentation. Please send your comments to:

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