***NOTE: Based on your security profile, some options may not be available.***

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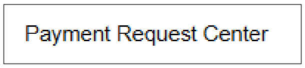
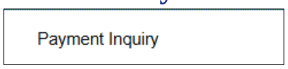
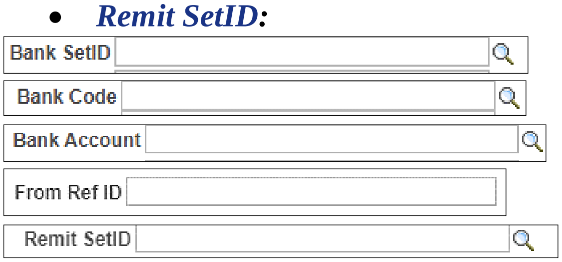
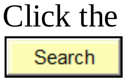
***NOTE: Identifying Numbers***

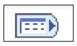
- *Payment Number* – PeopleSoft Payables assigns unique identification number used for printed checks, wire transfers, and EFTs.
- *Payment Reference Number* – The Check, ACH, Wire or EFT number.

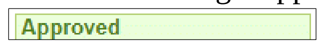
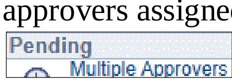
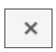
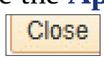
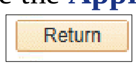
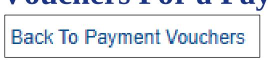
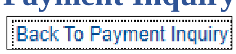
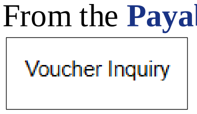
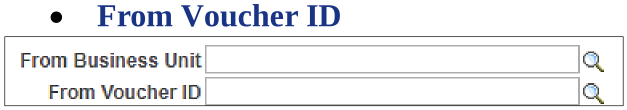

- Document Status – Voucher (Step #4)
- Payment Request Center (Step #18)
- Payment Inquiry (Step #19)
- Voucher Inquiry (Step #41)
- My Worklist – Summary (Step #51)
- Query (Step #56)

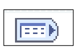

| Step | Action |
|---|---|
| 1. | From the **My Financials Home** (*Homepage Selector*) dropdown, select the ***LSU Health Financials*** option.<br>LSU Health Financials |
| 2. | From the **LSU Health Financials** page select the ***Business Manager*** tile:<br>Business Manager<br>LSU Health |
| 3. | On the **Business Manager** menu select the dropdown arrow for ***Payables*.**<br>Payables |
| 4. | From the **Payables** sub-menu, click the ***Document Status-Voucher*** link.<br>Document Status - Voucher |
| 5. | On the **Voucher Document Status Inq** page, enter the following:<br>• **Business Unit**<br>• **Voucher ID**<br>*Business Unit: = <br>Voucher ID: begins with |
| 6. | Click the ***Search*** button.<br>Search |
| 7. | The **Voucher Document Status** page will open. |

| Step | Action |
|---|---|
| 8. | On the **Voucher Document Status** page, click the ***Actions*** dropdown to view the following.<br>Actions<br>✓ Maintain Supplier<br>✓ Maintain Supplier Conversations<br>✓ Review Supplier Contacts |
| 9. | On the **Voucher Document Status** page, click the ***Show All Columns*** icon to view additional information. |
| 10. | From the **Voucher Document Status** page, click the ***Document ID*** link for the document type of **Payment** view the associated **Payment**.<br>DOC ID |
| 11. | The **Payment Inquiry** page will open. |
| 12. | On the **Payment Inquiry** page, click the ***Actions*** dropdown to view the following.<br>Actions<br>✓ Review Document Status |
| 13. | On the **Payment Inquiry** page, click the ***Show All Columns*** icon to view additional information. |
| 14. | On the **Payment Inquiry** page, click a Voucher line in the ***Payment Reference ID*** dropdown to view more Payment details.<br>Payment Reference ID |
| 15. | To return to the **Vouchers for a Payment** page after viewing more Payment details, click the ***Vouchers For a Payment*** link in the upper lift hand corner of the page<br>Vouchers For a Payment |
| 16. | To return to the **Payment Inquiry** page, click the ***Payment Inquiry*** link in the upper lift hand corner of the page or click the ***Back To Payment Inquiry*** link.<br>Payment Inquiry<br>Or<br>Back To Payment Inquiry |
| 17. | After reviewing the associated document, you can close the page by clicking the ✕ in the upper left hand corner tab of the page.<br>Payment ✕ |

| Step | Action |
|---|---|
| 18. | From the **Payables** sub-menu, click the **Payment Request Center** option.<br><br>**NOTE:** This option is *<u>only available</u>* if you are a Payment Requester.<br>The Payment Request Center will only show Payment Requests that you have created. You will not be able to see Payment Requests entered by other users. If you have not entered any Payment Requests, the page will display with no records shown.<br> |
| 19. | From the **Payables** sub-menu, click the ***Payment Inquiry*** option.<br> |
| 20. | Use **Payment Inquiry** to review information such as Supplier info, payment method, payment status, and payment details. Payment information details can only be viewed after payments have been made and posted. |
| 21. | **NOTE:** Set the **Remit SetID** to **SHARE** for regular suppliers.<br>If searching by Supplier ID, the **Remit SetID** must be changed to one of the following:<br>✓ LSUNA – New Orleans Axillaries<br>✓ LSUNE – New Orleans Travel & Direct Pay<br>✓ LSUSE – Shreveport Travel & Direct Pay<br>✓ LSUSS – Shreveport Student<br>✓ LSUEP – Shreveport Epic<br>✓ Otherwise leave as SHARE |
| 22. | From the **Payment Inquiry** page, enter the following:<br>• ***Bank SetID:*** **SHARE**<br>• ***Bank Code:***<br>• ***Bank Account:*** (Same as Bank Code)<br>• ***From Ref ID:*** (Check Number)<br>• ***Remit SetID:***<br> |
| 23. | Click the **Search** button.<br> |
| 24. | The **Payment Inquiry** page will open. |

| Step | Action |
|---|---|
| 25. | In the **Payment Inquiry Result** section, click the ***Action*** icon to view additional Options.<br>Actions<br>✓ Review Document Status |
| 26. | In the **Payment Inquiry Result** section, click the ***Show All Columns*** icon to view additional information about the voucher and Supplier.<br> |
| 27. | In the **Payment Inquiry Result** section, click the ***Payment ID*** in the **Payment Reference ID** column to review the additional information for the payment.<br>Payment ID |
| 28. | The **Voucher For a Payment** page will open. |
| 29. | On the **Vouchers For a Payment** page, click the desired voucher line in the **Voucher ID** column.<br>Voucher ID<br>The **Voucher Inquiry** page will open. |
| 30. | On the **Voucher Inquiry** page, click the ***Actions*** dropdown to view the following.<br>Actions<br>✓ View Attachments (If applicable)<br>✓ Review Accounting Entries<br>✓ Match Workbench<br>✓ Scheduled Payment or Payment Information(If paid)<br>✓ Voucher Details<br>✓ Review Document Status<br><br>**NOTE:** The **Match Workbench** appears. However, your ability to view the data is based on your security profile. If you do not have the appropriate security, and you click the **Match Workbench** option, a new page will open with the following message "***You are not authorized for this page***" |
| 31. | On the **Voucher Inquiry Results** section, click the ***Show All Columns*** icon to view additional information about the voucher, Supplier and Approver(s)<br> |
| 32. | To view the approver for the voucher, in the ***Show All Columns*** view, click the desired line in the ***Approval History*** columns. (If applicable)<br>Approval History |
| 33. | The **Approval History** box will open. |

| Step | Action |
|---|---|
| 34. | The **Approval History** box will show one of the following:<br>• **Approved** – With the name of the single approver for the department.<br><br>• **Pending** – With the name of the single approver for the department.<br><br>• **Pending-Multiple Approvers** – for multiple department approvers.<br>. |
| 35. | If there are multiple approvers, click the ***Multiple Approvers*** link to view list of approvers assigned to the voucher.<br> |
| 36. | The **Approver Information** box will opened detailing the approvers assigned to the voucher.<br> |
| 37. | To close the **Approver Information** box, click the **X** or **Close** button.<br> or  |
| 38. | To close the **Approval History** box, click the **X** or **Return** button.<br> or  |
| 39. | Click the ***Back to Payment Vouchers*** link at the top of the page to return to the **Vouchers For a Payment** page.<br> |
| 40. | Click the ***Back to Payment Inquiry*** link at the top of the page to return to the **Payment Inquiry** page.<br> |
| 41. | From the **Payables** sub-menu, click the ***Voucher Inquiry*** option.<br> |
| 42. | Use **Voucher Inquiry** to review information such as Supplier info, payment method, payment status, and payment details. *Payment information details can only be viewed after payments have been made and posted.* |
| 43. | From the **Voucher Inquiry** page, enter the desired information the below fields.<br>• **From Business Unit**<br>• **From Voucher ID**<br> |

| Step | Action |
|---|---|
| 44. | Click the **Search** button.<br>Search |
| 45. | The **Voucher Inquiry** page will open. |
| 46. | In the **Voucher Inquiry** results section, click the ***Actions*** dropdown to view the following.<br>Actions<br><br>✓ View Attachments<br>✓ Review Accounting Entries<br>✓ Match Workbench<br>✓ Scheduled Payment *(or if paid)* Payment Information<br>✓ Voucher Details<br>✓ Review Document Status<br><br>**NOTE:** Although the **Match Workbench** appears. However, your ability to view the data is based on your security profile. If you do not have the appropriate security, and you click the link in the **Match Workbench** column, a new page will open with the following message "***You are not authorized for this page***" |
| 47. | In the **Voucher Inquiry Results** section, click the ***Show All Columns*** icon to view additional information about the voucher and Supplier and Approver<br> |
| 48. | To view the Approver for the Voucher, in the ***Show All Columns*** view, click the desired line in the Approval History columns to see the Approver (If applicable)<br>Approval History |
| 49. | The **Approval History** box will open. |
| 50. | Follow Step #34 through Step #38. |
| 51. | From the **Payables** sub-menu, click the ***My Worklist – Summary View*** option.<br>My Worklist - Summary View<br>**Note:** *This option is only available if you are a Payment Request Requester, Payment Request Approver or Voucher Approver.* |
| 52. | Your **Worklist** provides method to oversee all documents requiring your attention. The **Worklist** will include only those transactions to which you are assigned, both as a primary and as a secondary (back-up) approver. Types of documents to be approved are Requisitions, Payment Requests and Vouchers. Documents from multiple Departments (Cost Centers) may appear on the **Worklist** if your security access is set to approve documents for more than one department. |

| Step | Action |
|---|---|
| 53. | Click on the document ***Link*** contained within the **Worklist** to process.<br>VoucherApproval, 228886, ZZ_VoucherApproval_LSUSH, 2022-07-15, N, 0, BUSINESS_UNIT:LSUSH VOUCHER_ID:00702814 RDC:E,0,S, |
| 54. | If you receive the error "*An error occurred while attempting to display the selected transaction. Please contact administrator*", the transaction has already been worked. |
| 55. | If records need to be removed from the Worklist, contact PSFINSupport@lsuhsc.edu. |
| 56. | To query a specific **Payment**, from the **LSU Health Financials** page select the ***Business Manager*** tile:<br>Business Manager<br>LSU Health |
| 57. | On the **Business Manager** page, select the dropdown arrow for ***Reporting*.**<br>Reporting |
| 58. | From the **Reporting** sub-menu, select ***Query Viewer***.<br>Query Viewer |
| 59. | From the **Query Viewer** page enter the query name:<br>***AP_PYMTS_BU_PYMT_CHECK_ID*** |
| 60. | Click the **Search** button.<br>Search |
| 61. | From the **Query Viewer *Search Results*** page, select **HTML** (screen view) or **Excel** (download to Excel). |
| 62. | From the query criteria page enter the following:<br>**Unit** *(Business Unit)*<br>**Reference** *(Check Number)* |
| 63. | Click the **View Results** button.<br>View Results |
| 64. | This completes **Inquire on Accounts Payable via Business Manager Tile**.<br>**End of Procedure.** |