

Single Payment Supplier

Daily Review of SPV Vouchers

Cluster Directors must review SPV Vouchers on a daily basis. The review is conducted to ensure that vouchers are in compliance with University policies and procedures.

There are two options for reviewing Single Payment Supplier transactions:

PeopleSoft Public Query - UM_FAP_PAID_SPV_DATE_ORIGIN or PeopleSoft Voucher Inquiry
Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Enter:

- Business Unit
- Date (accounting date, invoice date, due date or entered date)
- Origin Set ID
- From Origin and
- Voucher Style = Single Payment Voucher
- Search
 - Note: Max rows can be increased if rows are > 300.

The screenshot shows the PeopleSoft Voucher Inquiry interface. The browser address bar displays the URL: https://fs.myu.umn.edu/psp/fsprd/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.AP_VCHR_INQ_GBL?FolderPath=PORTAL_ROOT_OBJECT.EP. The navigation path is: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher. The page title is "UNIVERSITY OF MINNESOTA FSPRD". The main heading is "Voucher Inquiry". Below the heading is a "Search Criteria" section with a dropdown arrow. The search criteria are organized into two columns: "From" and "To".

From	To
Search Name: ALL	
From Business Unit: UMN01	UMN01
From Voucher ID: [Empty]	[Empty]
From Invoice Number: [Empty]	[Empty]
Supplier SetID: UMFIN	[Empty]
From Supplier ID: [Empty]	[Empty]
From Supplier Name 1: [Empty]	[Empty]
Entry Status: [Empty]	[Empty]
Incomplete Voucher: [Empty]	[Empty]
From Accounting Date: 01/01/2017	01/06/2017
From Invoice Date: [Empty]	[Empty]
From Due Date: [Empty]	[Empty]
From Entered Date: [Empty]	[Empty]
Origin Set ID: UMFIN	[Empty]
From Origin: 008	008
From Control Group: [Empty]	[Empty]
From Contract ID: [Empty]	[Empty]
Lease Number: [Empty]	[Empty]
PO Business Unit: [Empty]	[Empty]
From PO ID: [Empty]	[Empty]
From Item ID: [Empty]	[Empty]
*Amount Rule: Any	[Empty]
Amount: [Empty]	[Empty]
*Currency: [Empty]	[Empty]
*Voucher Style: Single Payment Voucher	[Empty]
Post Status: [Empty]	[Empty]
Approval Status: [Empty]	[Empty]
Voucher Balance: [Empty]	[Empty]
Voucher Source: [Empty]	[Empty]
User ID: [Empty]	[Empty]
GL Business Unit: [Empty]	[Empty]
Account: [Empty]	[Empty]
DeptID: [Empty]	[Empty]
VAT No: [Empty]	[Empty]
Process Instance: [Empty]	[Empty]
Match Status: [Empty]	[Empty]
Sanctions Status: [Empty]	[Empty]

Max Rows: 300 Search Clear

EFS will return a list of all SPV entries for the day. Click on the *Amount* or the *More Details* tab for additional voucher information. The list can be downloaded to Excel.

Display Currency Criteria

Voucher Inquiry Results Personalize | Find | View All | 1-45 of 45 | First | Last

Voucher Details | Accounts | More Details | Supplier Details | [Filter]

Actions	Business Unit	Origin	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	UMN01	008	04422980	SALKA18121216	12/12/2016	SPV008	Postable	<input type="checkbox"/>	Not Applicable	KATHLEEN SALMO
▼ Actions	UMN01	008	04422998	HANPE11121316	12/13/2016	SPV008	Postable	<input type="checkbox"/>	Not Applicable	PEGGY HANSEN
▼ Actions	UMN01	008	04423264	JUNGJESS010317	01/03/2017	SPV008	Postable	<input type="checkbox"/>	Not Applicable	JESSICA JUNG
▼ Actions	UMN01	008	04423284	WILEYCHR010317	01/03/2017	SPV008	Postable	<input type="checkbox"/>	Not Applicable	CHRISTOPHER WI
▼ Actions	UMN01	008	04423291	CAMPBELLBRET120616	12/06/2016	SPV008	Postable	<input type="checkbox"/>	Not Applicable	BRETT CAMPBELL
▼ Actions	UMN01	008	04423396	UGWOABACHIK010317	01/03/2017	SPV008	Postable	<input type="checkbox"/>	Not Applicable	CHIKA UGWOABA
▼ Actions	UMN01	008	04423399	TABORCHAR010317	01/03/2017	SPV008	Postable	<input type="checkbox"/>	Not Applicable	CHARLES TABOR
▼ Actions	UMN01	008	04423403	RASAU14010317	01/03/2017	SPV008	Postable	<input type="checkbox"/>	Not Applicable	AUTUMN RASMUSS
▼ Actions	UMN01	008	04423507	STANIFERBRYA010317	01/03/2017	SPV008	Postable	<input type="checkbox"/>	Not Applicable	BRYAN PAYNE ST

High Level Review Steps

The inquiry returns information that can be utilized to conduct a high level review of the SPV entries. The inquiry screen allows users to select a date range to limit the results. The inquiry screen should be used to identify voucher compliance issues or to identify potential fraud. Examples of compliance issues:

- Payee name is equal to an existing supplier
- Payment amount is greater than the amount allowed for SPV
- Payee name is the person entering the voucher
- Payment is outside of normal trends for the cluster
- Payment to supplier occurs more than one time

This review could indicate that a more detailed review is needed before payment should be released.

Detailed Review

Additional research should include the following steps:

- Review voucher posting (see steps for Add/Update>Regular entry)
 - Verify approval
 - Verify correct chartfield strings are used
 - Review comments or payment notes
- Review linked document in Perceptive Content
- Review invoices with requester or approver

To review detailed voucher information:

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value and enter the voucher number.

UNIVERSITY OF MINNESOTA FSPRD

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

Business Unit UMN01	Invoice Date 12/12/2016
Voucher ID 04422980	Invoice No SALKA18121216
Voucher Style SinglePay	Invoice Total 50.00 USD
Supplier Name SPV008 AMP	Pay Terms Due Now
	Voucher Source Online
	Origin 008
Entry Status Postable	Created On 01/03/2017 8:35AM
Match Status No Match	Created By RJMCATEE
Approval Status Approved	Last Update 01/03/2017 8:37AM
Post Status Posted	Modified By WANG1107
	ERS Type Not Applicable
	Close Status Open

[Approval History](#)

Budget Status Valid
Budget Misc Status Valid
***View Related**

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Supplier](#) | [Error Summary](#)

To review the Payee information:

Go to the Single Payment Supplier Tab

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

Supplier Information

Supplier Bank [Supplier Bank Address](#)
Business Unit UMN01 **Voucher ID** 04422980 **Payment Method** CHK

Supplier Name KATHLEEN SALMONS

Additional Name

Country USA UNITED STATES

Address 1 1873 RIVERVIEW DRIVE

Address 2

Address 3

Address 4:

City CHARLES CITY

County **Postal** 50616

State IA Iowa

Email ID

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Supplier](#) | [Error Summary](#)

To review voucher comments:

Go to the Invoice Information Tab to review the voucher comments.

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

Business Unit UMN01 Invoice No SALKA18121216
 Voucher ID 04422980 Accounting Date 01/03/2017
 Voucher Style Single Payment Voucher *Pay Terms N0 Due Now
 Invoice Date 12/12/2016 Basis Date Type Inv Date

SPV008 AMP
 Supplier ID SPV008
 ShortName SPV008-001
 Location 1
 *Address 1
 Origin 008

Invoice Total
 Line Total 50.00
 *Currency USD
 Miscellaneous
 Freight
 Total 50.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments(1)
 Template List
 Advanced Supplier Search
 Approval History
 Supplier Hierarchy
 View Invoice Image

Save Calculate

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 50.00

SpeedChart
 Ship To P100070001
 Description DETAILS ON FILE
 Packing Slip

Calculate

Additional Line Information

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	DeptID	Program	PC Bus Unit	Project	Activity	Account	Fin EmplID	ChartField 1	Cha
<input type="checkbox"/>	1	50.00		UMN01	3000	11731		UMSPR	00056762	1	810101			

Save

Return to Search Notify Refresh

If the review indicates that additional research is needed before the payment is made, the voucher specialist must be instructed to put the voucher on payment hold. SPV payment terms are 3 days and payment will be released if the voucher is not on hold. The voucher must be placed on payment hold until all research is completed.

To place voucher on hold:

Go to the Payments Tab

Invoice Information | **Payments** | Voucher Attributes | Single Payment Supplier | Error Summary

Business Unit UMN01 Invoice No SALKA18121216
 Voucher ID 04422980 Invoice Date 12/12/2016
 Voucher Style Single Payment Voucher *Pay Terms N0 Due Now
 Total Amount 50.00
 Supplier Name SPV008 AMP

Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to SPV008
 Location 1
 *Address 1
 SPV008 AMP

Gross Amount 50.00 USD
 Discount 0.00 USD
 Scheduled Due 01/03/2017
 Net Due 12/12/2016
 Discount Due
 Accounting Date 01/06/2017

Payment Inquiry
 Express Payment
 Payment Comments(0)
 Holiday/Currency

Payment Options
 *Bank WFBBK Pay Group
 *Account 1223 *Handling Regular Payments *Netting Not Applicable L/C ID
 *Method CHK Check Hold Reason
 Message
 Message will appear on remittance advice.

Supplier Bank Messages
 Hold Payment
 Separate Payment

Schedule Payment
 *Action Schedule Payment
 Pay
 Payment Date 01/06/2017
 Reference 1011187739

Save

Return to Search Notify Refresh

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

Scroll to the bottom of the page and check the "Hold Payment" box. Select OTH as the "Hold Reason" code

Enter a Payment note indicating the reason for the hold, the voucher #, User ID and date of hold.

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

Business Unit UMN01 Invoice No 1552405
 Voucher ID 04875317 Invoice Date 11/03/2017
 Voucher Style Regular Voucher
 Total Amount 477,621.53 *Pay Terms N30 Net 30
 Supplier Name EBSCO SUBSCRIPTION SERVICE Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000013646 Location DALLAS
 *Address 6
 EBSCO SUBSCRIPTION SERVICE
 INFORMATION SERVICES
 PAYMENT PROCESSING CENTER
 PO BOX 204661
 DALLAS, TX 75320-4661

Gross Amount 477,621.53 USD
 Discount 0.00 USD
 Scheduled Due 12/03/2017
 Net Due 12/03/2017
 Discount Due
 Accounting Date

Payment Inquiry
 Express Payment
 Payment Comments(1)
 Holiday/Currency

Payment Options

*Bank WFBK *Account 1223 *Method CHK Check
 Pay Group *Handling Regular Payments Hold Reason Other
 *Netting Not Applicable L/C ID
 Supplier Bank Messages
 Hold Payment
 Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment Pay
 Payment Date Reference

Research completed – Action needed:

Finding	Status	Action
Voucher is not valid	Voucher is Posted	Close voucher
Voucher is not valid	Voucher is not posted	Delete voucher
Payee information is not correct	Voucher is posted	Unpost the voucher, correct the invalid information and Save.
Payee Information is not correct	Voucher is not posted	Correct the invalid information and Save.
Voucher is Valid	Voucher Posted	Remove payment hold and hold reason. Uncheck Hold Payment. Enter payment comments that research was completed and voucher is valid
No Image in Perceptive Content	Verify invoice is linked to the posted voucher	Link voucher
Research completed and payment has been issued	Paid	Contact Accounting Services (disbsvcs@umn.edu) to determine options for recovering funds.