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 orPeopleSoft
Voucher InquiryNavigation: 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.

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.

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 Approval History	**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
Budget Status Valid	
Budget Misc Status Valid	

*View Related [Payment Inquiry ▾]   Go

[🔍 Return to Search]   [✉ Notify]   [↻ Refresh]

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   Transfer to EFT options

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

[Save]

[🔍 Return to Search]   [✉ Notify]   [↻ Refresh]

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.

Business Unit UMN01
Voucher ID 04422980
Voucher Style Single Payment Voucher
Invoice Date 12/12/2016

Invoice No SALKA18121216
Accounting Date 01/03/2017
*Pay Terms N0   Due Now
Basis Date Type Inv Date

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

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

Save   Calculate

Invoice Lines ?   Find | View All   First ① 1 of 1 ① Last

Line 1   ☐ Copy Down   **SpeedChart**   ☐ One Asset
*Distribute by Amount ▾   **Ship To** P100070001
Item   **Description** DETAILS ON FILE
Quantity   **Packing Slip**
UOM
Unit Price
Line Amount 50.00

Calculate

Additional Line Information

▼ **Distribution Lines**   Personalize | Find | View All | 🖾 | 🖩   First ① 1 of 1 ① Last

| GL Chart | Exchange Rate | Assets |

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	DeptID	Program	PC Bus Unit	Project	Activity	Account	Fin EmplID	ChartField 1	Cha
☐	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

Business Unit UMN01
Voucher ID 04422980
Voucher Style Single Payment Voucher
Total Amount 50.00
Supplier Name SPV008 AMP

Invoice No SALKA18121216
Invoice Date 12/12/2016
*Pay Terms N0   Due Now

Schedule Payments

Payment Information   Find | View All   First ① 1 of 1 ① Last
⊞ ⊟

Payment 1
*Remit to SPV008   **Gross Amount** 50.00 USD   **Scheduled Due** 01/03/2017
Location 1   **Discount** 0.00 USD   **Net Due** 12/12/2016
*Address 1   **Discount Due**
SPV008 AMP   **Accounting Date** 01/06/2017

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

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

Supplier Bank Messages
☐ Hold Payment
☑ Separate Payment

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

Save

⚙ Return to Search   ✉ Notify   ⟳ Refresh

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   Schedule Payments
Supplier Name EBSCO SUBSCRIPTION SERVICE

Payment Information   Find | View All First ◄ 1 of 1 ► Last

Payment 1
*Remit to 0000013646   Gross Amount 477,621.53 USD   Scheduled Due 12/03/2017   Payment Inquiry
Location DALLAS   Discount 0.00 USD   Net Due 12/03/2017   Express Payment
*Address 6   Discount Due   Payment Comments(1)
   Accounting Date   Holiday/Currency
EBSCO SUBSCRIPTION SERVICE
INFORMATION SERVICES
PAYMENT PROCESSING CENTER
PO BOX 204661
DALLAS, TX 75320-4661

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

Schedule Payment
*Action Schedule Payment   Payment Date
Pay   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.