



Payables WorkCenter PeopleSoft 9.2

User Guide

July 2025

Revision Control

Revision	Date	Description of Changes	Author / Editor
1.0.0	01/16/2017	Document Created PS <i>(9.2/Tools 8.53)</i>	Barbara Doss
1.0.1	05/01/2017	Update <i>(9.2/Tools 8.53)</i>	Barbara Doss
1.0.2	08/10/2017	Update PS <i>(9.2/Tools 8.53)</i>	Barbara Doss
1.0.3	08/20/2017	AP Leads Test/Document Review <i>(9.2/Tools 8.53)</i>	Leads/Barbara Doss
1.0.4	08/24/2017	Re-write Private Queries-Override title/Description <i>(9.2/Tools 8.53)</i>	Barbara Doss
1.0.5	08/25/2017	Final Document Review & Distribution <i>(9.2/Tools 8.53)</i>	Barbara Doss
2.0.0	11/22/2024	Update to Fluid	Barbara Doss
3.0.0	07/31/2025	Update PUM51	Barbara Doss

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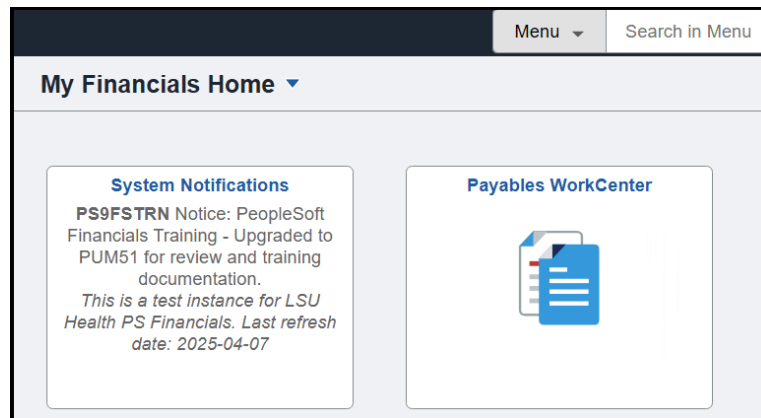
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Overview

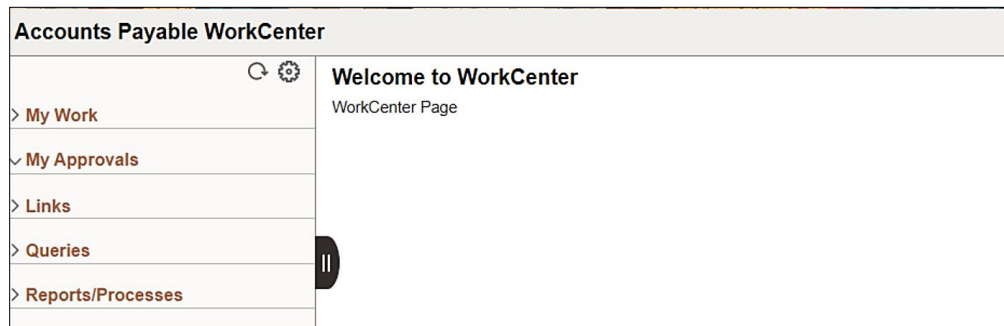
- Provides a central area for users to access key components within the Financial Systems.
- Enables users to access various pages and keep multiple windows open while processing daily work.
- Reduces navigation time allowing users to accomplish daily tasks.

Accessing Your Payables WorkCenter

After logging on to PeopleSoft, you will see a landing page similar to the one shown below.

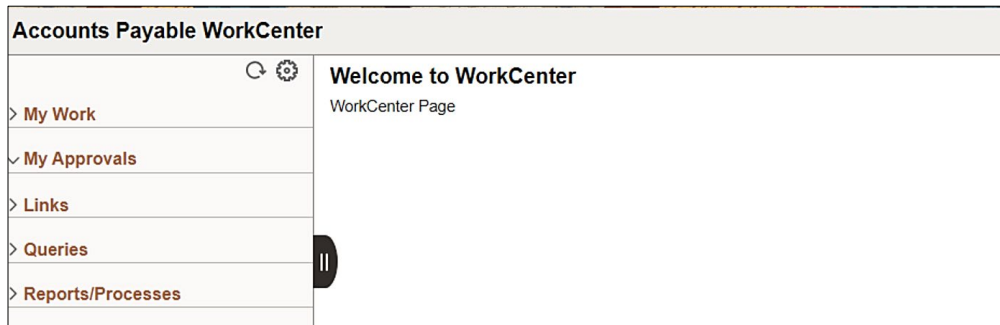


Select the [Payables WorkCenter](#) tile.



The Accounts Payable WorkCenter

* *Menu Items are based on Security roles.*



The Payables WorkCenter is divided into two general areas.

- On the left side of the WorkCenter page is the menu known as the pagelet area.
- On the right side of the WorkCenter page is the transaction area. This area can display various items such as a welcome statement, transaction pages and grids, dashboards, or pivot grids.

Pagelets

The Accounts Payable WorkCenter is divided into five (5) general menu items called pagelets. Each pagelet in the menu, (*left side*), includes group headings which are used to place similar pages and links into logical groupings and are expandable and collapsible.

My Work

My Work pagelet includes links to events and notification alerts and prioritized items needing immediate attention. This pre-seeded pagelet gives you visibility into the most critical pieces of your job. You can see exactly what should be worked on at a given time.

Each task has its own set of related actions that can be taken on one or multiple transactions discussed in the “*Using Payables WorkCenter – My Work*” session.

- **Vouchers**
 - *Unpaid Voucher Status* – All vouchers that are yet to be paid.
 - *Vouchers Ready for Posting* – Vouchers that are ready for posting.
 - *Manually Overridden* – View the Match Workbench - Manually Overridden page.
 - *Unverified Control Groups* – List of Unverified Control Groups.
 - *Scheduled Payment on Hold* – Vouchers placed on payment hold.
- **Vouchers Exceptions**
 - *Incomplete Vouchers* – All vouchers that have been “*Saved for Later*”.
 - *Budget Check Errors* – Vouchers with Budget Check Errors.
 - *Match Exceptions Exist* – View the Match Workbench - Match Exceptions Exist page.
 - *Recycled Vouchers* – Vouchers that have been created by the

Voucher Build process with errors.

My Approvals (For approvers only)

- Voucher Approvals
- Payment Requests

Links

Includes access to pages and other areas of interest including external links and references. This pre-seeded pagelet enables you to navigate to key components of the application.

- Payments
 - *Review Pay Cycle Errors*
 - *Review Withholding Alert*
- Payment Requests
 - *Fluid Payment Request Approval*
 - *Payment Request Center*
- Vouchers
 - *Regular Entry*
 - *Voucher Search (New)*
 - *Quick Invoice Entry*
 - *Close Voucher*
 - *Delete Voucher*
 - *UnPost Voucher*
 - *Voucher Build Error Detail*
 - *Voucher Maintenance Search*
 - *Voucher Maintenance*
 - *Voucher Mass Maintenance*
 - *Approve Voucher*
 - *Approval Framework - Vouchers*
 - *Match Workbench*
- Payables Inquiries
 - *Voucher*
 - *Voucher Accounting Entries*
 - *Voucher Document Status*
 - *Voucher Journal Drill Down*
 - *Match Exceptions Analysis*
 - *Payment*
 - *Payment Document Status*
 - *Supplier Aging*

Queries

Pagelet includes links to commonly used private and public queries. This pagelet includes access to Query Manager and any public or private queries that you can access. Query

output can be viewed in the transaction area. You can personalize the pagelet to add your own personal queries.

Reports/Processes

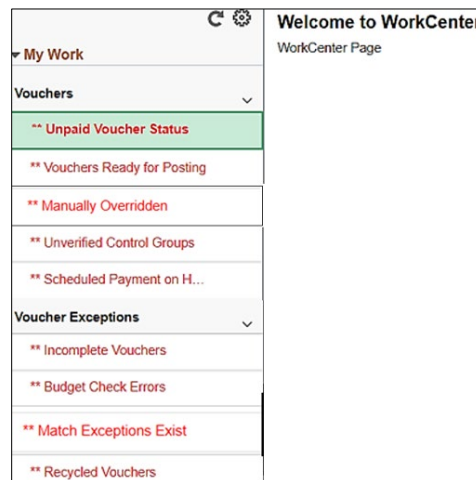
Includes access to frequently used reports, processes and Process Monitor.

- **Processes** – This pagelet includes access to key processes that you need to execute and have access to.
- **Reports** – Links to the pre-seeded reports.
- **Monitor** – Provides direct access to Report Manager and Process Monitor.

Getting Started

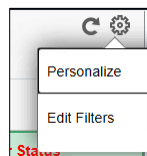
If you have never used the Payables WorkCenter, all **My Work** menu items will be **RED**. This means that no filters have been defined. Filters will need to be completed before any information can be found for a particular menu item.

NAVIGATION: *Payables WorkCenter tile*



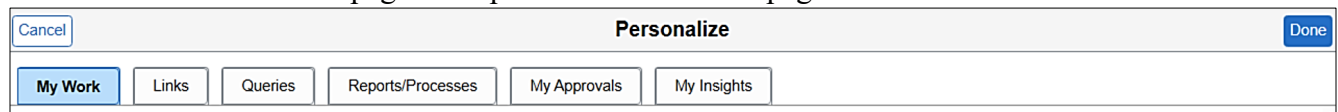
Personalize

To personalize the Payable WorkCenter pagelets, click the Personalize  button.



Select 

The page will open with all available pagelet tabs.



Personalize *My Work*

The **My Work** tab displays groups for **Vouchers** and **Voucher Exceptions**. Personalize the following:

My Work Grouplet

Start My Work Grouplet Collapsed

- Select this check box if you want to view the **My Work Grouplet** as collapsed when you access the WorkCenter. By default, this check box is unchecked.

Group Label **Vouchers**

Start Group Collapsed

- Select this check box if you want to view the **Voucher Group** as collapsed when you access the WorkCenter.

Show Count

- Select the **Show Count** check box for the links for which you want the system to generate and show count indicators. By default, these check boxes are selected.

Starting Page

- Select the **Starting Page** check box for the link that you want to display the details in the work area when you first open the work center. Only one check box is allowed under **My Work Grouplet**. If no box is checked, the first item in the *Link Label* list will display.

Group Label **Voucher Exceptions**

Start Group Collapsed

- Select this check box if you want to view the **Voucher Exceptions Group** boxes as collapsed when you access the WorkCenter. By default, this check box is unchecked.

Show Count

- Not applicable.

Starting Page

- Select the **Starting Page** check box for the link that you want to display the details in the work area when you first open the work center. Only one check box is allowed under **My Work Grouplet**. If no box is checked, the first item in the *Link Label* list will display.

Personalize Links

Click the Links tab.

My Work **Links** Queries Reports/Processes

☐ Start Links Grouplet Collapsed Reorder Group

Group Label **Vouchers**

☐ Start Group Collapsed

Reorder	Link Label	Link Type	Show Link	Open in New Window	Starting Page
=	Regular Entry	Menu Item	☒	☐	☐
=	Quick Invoice Entry	Menu Item	☒	☐	☐
=	Voucher Maintenance Search	Menu Item	☒	☐	☐
=	Voucher Maintenance	Menu Item	☒	☐	☐

4 rows

Group Label **Payables Inquiries**

☐ Start Group Collapsed

Reorder	Link Label	Link Type	Show Link	Open in New Window	Starting Page
=	Voucher	Menu Item	☒	☐	☐
=	Voucher Accounting Entries	Menu Item	☒	☐	☐
=	Voucher Document Status	Menu Item	☒	☐	☐
=	Voucher Journal Drill Down	Menu Item	☒	☐	☐
=	Payment	Menu Item	☒	☐	☐
=	Payment Document Status	Menu Item	☒	☐	☐

6 rows

Reset

The **Links** tab displays groups for **Vouchers Payment Requests** and **Payables Inquiries**. If other **Group Labels** are visible, the personalization steps are the same. You can personalize the following:

Links Grouplet

Start Links Grouplet Collapsed

- Select this check box if you want to view the **My Work Grouplet** as collapsed when you access the Payables WorkCenter. By default, this check box is unchecked.

Group Label **Payments**

Start Group Collapsed

- Select this check box if you want to view the **Payment Group** as collapsed when you access the Payables WorkCenter.

Show Links

- Select the **Show Links** check box for the links for which you want the system to display the sub-menu items. By default, these check boxes are selected.

Open in New Window

- Select the **Open in New Window** check box if you want to open the sub-menu item in a new window when selected.

Starting Page

- Select the **Starting Page** check box for the link that you want to display as the start page in the menu.

Group Label **Payment Requests**

Start Group Collapsed

- Select this check box if you want to view the **Payment Request Group** as collapsed when you access the Payables WorkCenter.

Show Links

- Select the **Show Links** check box for the links for which you want the system to display the sub-menu items. By default, these check boxes are selected.

Open in New Window

- Select the **Open in New Window** check box if you want to open the sub-menu item in a new window when selected.

Starting Page

- Select the **Starting Page** check box for the link that you want to display as the start page in the menu.

Group Label Vouchers

Start Group Collapsed

- Select this check box if you want to view the **Voucher Group** as collapsed when you access the Payables WorkCenter.

Show Links

- Select the **Show Links** check box for the links for which you want the system to display the sub-menu items. By default, these check boxes are selected.

Open in New Window

- Select the **Open in New Window** check box if you want to open the sub-menu item in a new window when selected.

Starting Page

- Select the **Starting Page** check box for the link that you want to display as the start page in the menu.

Group Label Payables Inquiries

Start Group Collapsed

- Select this check box if you want to view the **Payables Inquiries** as collapsed when you access the Payables WorkCenter.

Show Links

- Select the **Show Links** check box for the links for which you want the system to display in the sub-menu items. By default, these check boxes are selected.

Open in New Window

- Select the **Open in New Window** check box if you want to open the sub-menu item in a new window.

Starting Page

- Select the Starting Page check box for the link that you want to display as the start page in the menu.

Reorder Group

Groups can be sorted alphabetically.

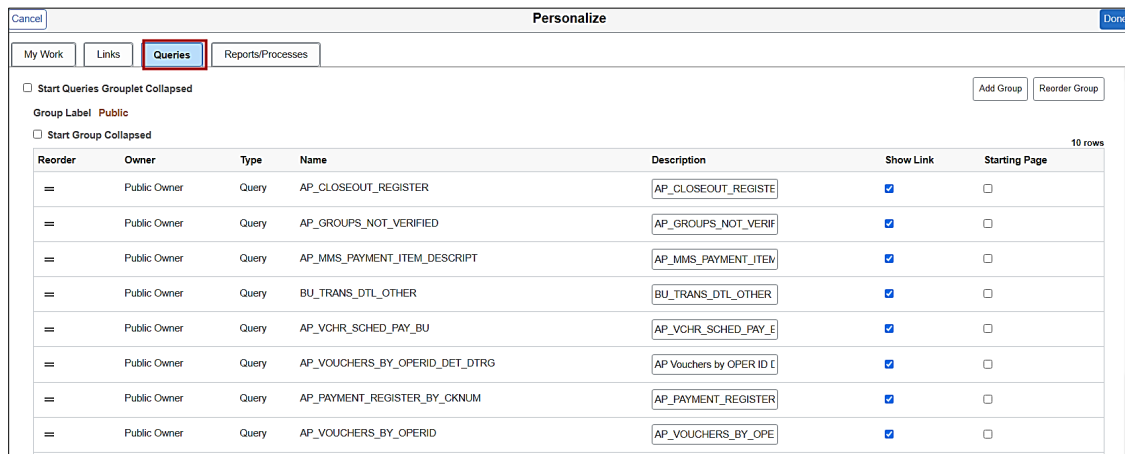
Reorder Group

Reorder	Group Label
=	Payments
=	Payment Requests
=	Vouchers
=	Payables Inquiries

Sort dropdown menu options: Label, Group Label

Personalize Queries

Click the  tab.



Personalize

My Work Links **Queries** Reports/Processes

☐ Start Queries Grouplet Collapsed Add Group Reorder Group

Group Label **Public**

☐ Start Group Collapsed

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Query	AP_CLOSEOUT_REGISTER	AP_CLOSEOUT_REGISTE	☒	☐
=	Public Owner	Query	AP_GROUPS_NOT_VERIFIED	AP_GROUPS_NOT_VERIF	☒	☐
=	Public Owner	Query	AP_MMS_PAYMENT_ITEM_DESCRIPTOR	AP_MMS_PAYMENT_ITEM	☒	☐
=	Public Owner	Query	BU_TRANS_DTL_OTHER	BU_TRANS_DTL_OTHER	☒	☐
=	Public Owner	Query	AP_VCHR_SCHED_PAY_BU	AP_VCHR_SCHED_PAY_F	☒	☐
=	Public Owner	Query	AP_VOUCHERS_BY_OPERID_DET_DTRG	AP Vouchers by OPER ID C	☒	☐
=	Public Owner	Query	AP_PAYMENT_REGISTER_BY_CKNUM	AP_PAYMENT_REGISTER	☒	☐
=	Public Owner	Query	AP_VOUCHERS_BY_OPERID	AP_VOUCHERS_BY_OPE	☒	☐

10 rows

The **Queries** tab opens with pre-seeded queries. Additionally, you can add a new group to include other queries that you may use regularly.

Queries **Grouplet**

Start Queries Grouplet Collapsed

- Select this check box if you want to view the **Queries Grouplet** as collapsed when you access the Payables WorkCenter. By default, this check box is unchecked.

Group Label **Public**

Start Group Collapsed

- Select this check box if you want to view the **Group Public** or **Group User Defined** as collapsed when you access the WorkCenter.

Starting Page

- Select the Starting Page check box for the link that you want to display as the start page in the menu.

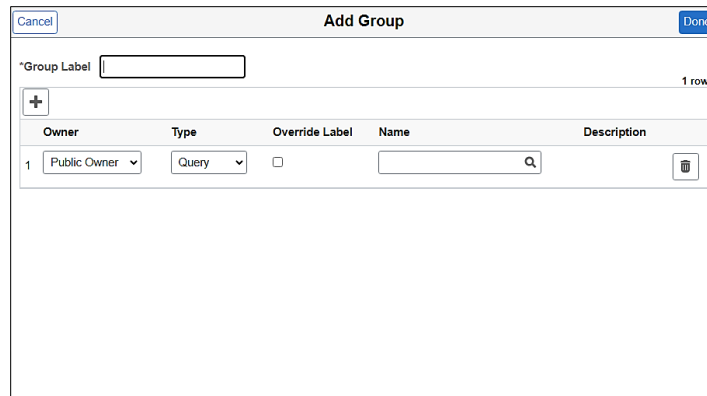
Description

- The default values are the description saved with the query. These can be kept as is or changed to better identify the query. Changing the description is for the Payables WorkCenter only. It does not change the description of the actual query.

Add Group

You can add other groups of public queries if desired. To add a group, complete the following.

Click the  link. The following page will appear.

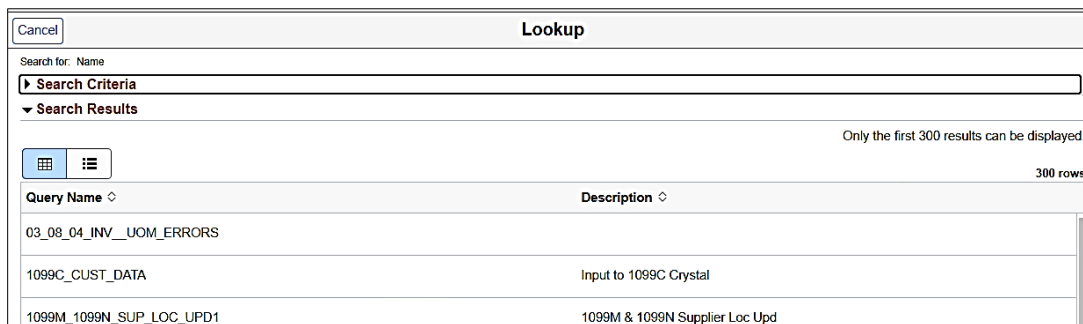


The 'Add Group' dialog box has a 'Cancel' button on the top left and a 'Done' button on the top right. Below the title bar, there is a text field for 'Group Label'. Underneath this is a '+' icon and a table with one row. The table has five columns: 'Owner', 'Type', 'Override Label', 'Name', and 'Description'. The 'Owner' column has a dropdown menu with 'Public Owner' selected. The 'Type' column has a dropdown menu with 'Query' selected. The 'Override Label' column has an unchecked checkbox. The 'Name' column has a text field with a magnifying glass icon. The 'Description' column has a trash can icon. The table is labeled '1 row' on the right.

Enter a user defined **Group Label**.

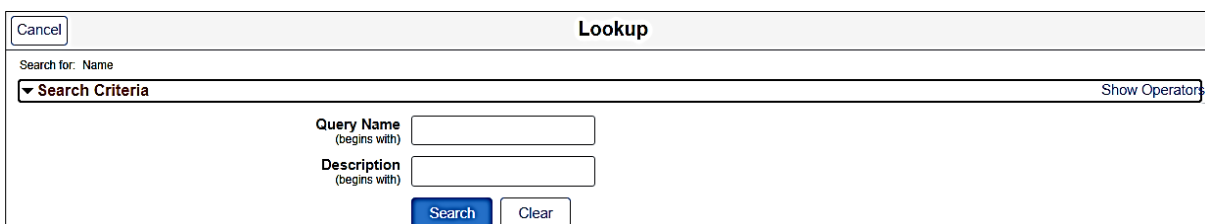
Leave **Owner** and **Type** as is.

Select the magnifying glass  in the **Name** column to search for and select the desired query.



The 'Lookup' dialog box has a 'Cancel' button on the top left. Below the title bar, there is a 'Search for: Name' field. Below this is a 'Search Criteria' section with a dropdown arrow. Below that is a 'Search Results' section with a dropdown arrow. To the right of the 'Search Results' section, it says 'Only the first 300 results can be displayed.' Below this is a table with two columns: 'Query Name' and 'Description'. The table has three rows of data. The first row is '03_08_04_INV_UOM_ERRORS'. The second row is '1099C_CUST_DATA' with the description 'Input to 1099C Crystal'. The third row is '1099M_1099N_SUP_LOC_UPD1' with the description '1099M & 1099N Supplier Loc Upd'. The table is labeled '300 rows' on the right.

Select  **Search Criteria**



The 'Lookup' dialog box has a 'Cancel' button on the top left. Below the title bar, there is a 'Search for: Name' field. Below this is a 'Search Criteria' section with a dropdown arrow. To the right of the 'Search Criteria' section, there is a 'Show Operators' button. Below this are two text fields: 'Query Name (begins with)' and 'Description (begins with)'. Below these fields are 'Search' and 'Clear' buttons.

If you know the query name, enter it in *Query Name* field.

If you are not sure of the correct spelling of the query name, select the  function. You can now use different *Operators* in either the *Query Name* or *Description* to search for the desired query.

Click 

Once you have located the desired query, select it.

Cancel **Add Group** Done

*Group Label 1 row

+

	Owner	Type	Override Label	Name	Description	
1	Public Owner	Query	☒	AP_PAYMENT_BY_AMOUI	AP Check Query by Amoun	

If you select **Override Label**, the **Description** box will become available to enter the desired information which will appear in the menu.

Select **Done**

The results are shown below.

My Work Links **Queries** Reports/Processes

☐ Start Queries Grouplet Collapsed Add Group Reorder Group

Group Label **Barbara's Group** 1 row

☐ Start Group Collapsed

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Query	AP_PAYMENT_BY_AMOUNT	AP Check Query by Amoun	☒	☐

Group Label **Public** 10 rows

☐ Start Group Collapsed

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Query	AP_CLOSEOUT_REGISTER	AP_CLOSEOUT_REGISTER	☒	☐

Edit a Group

To add additional queries to the User Defined group, complete the following.

Cancel **Personalize** Done

My Work Links **Queries** Reports/Processes

☐ Start Queries Grouplet Collapsed Add Group Reorder Group

Group Label **Barbara's Group** 1 row

☐ Start Group Collapsed

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Query	AP_PAYMENT_BY_AMOUNT	AP Check Query by Amoun	☒	☐

Click the Edit sign.

Cancel **Edit Group** Done

*Group Label 1 row

+

	Owner	Type	Override Title/Description	Name	Description	
	Public Owner	Query	☒	AP_PAYMENT_BY_AMOUI	AP Check Query by Amoun	

Click the **+** sign.

Group Label 2 rows

[+](#)

Owner	Type	Override Title/Description	Name	Description
Public Owner	Query	☒	AP_PAYMENT_BY_AMOUI	AP Check Query by Amoun 🗑
Public Owner	Query	☐		🗑

Complete the steps detailed in the “**Add Group**” section above.

Reorder Group

- If multiple groups exist, select the [Reorder Group](#) to re-order how the groups appear in the menu in alphabetical order.

[Cancel](#) **Reorder Group** [Done](#)

[↕](#)

Reorder	Group Label
=	Barbara's Group
=	Public

Click the up/down arrows [↕](#) link:

Sort [×](#)

☒ Group Label

Select how you want to sort the Label or Group Label.

Select [Done](#)

The Sort results will be displayed on the start page in the menu.

Personalize Reports/Processes

Click the **Reports/Processes** tab.

Monitor

☐ Start Reports/Processes Grouplet Collapsed

Reorder Group

Reorder	Link Type	Link Label	Run Control ID	Show Link	New window	Starting Page
≡	Menu Item	Report Manager		☒	☐	☐
≡	Menu Item	Process Monitor		☒	☐	☐

Reports

☐ Start Group Collapsed

Reorder	Link Type	Link Label	Run Control ID	Show Link	New window	Starting Page
≡	Menu Item	Voucher Activity		☒	☐	☐
≡	Menu Item			☒	☐	☐
≡	Menu Item	Payment History by Supplier		☒	☐	☐
≡	Menu Item			☒	☐	☐

The **Reports/Processes** tab displays groups for **Reports** and **Monitor** (*Process Monitor*). If other **Group Labels** are visible, the personalization steps are the same. You can personalize the following:

Reports/Processes Grouplet

Start Reports/Processes Grouplet Collapsed

- Select this check box if you want to view the **Reports/Processes Grouplet** as collapsed when you access the Payables WorkCenter. By default, this check box is unchecked.

Group Label **Processes**

Start Group Collapsed

- Select this check box if you want to view the **Processes** as collapsed when you access the Payables WorkCenter.

Run Control ID

- If you have run reports before in regular navigation, you would have created a Run Control ID and you can enter that information here. If not, you can leave this blank. By default, these boxes are blank,

Show Links

- Select the **Show Links** check box for the links for which you want the system to display the sub-menu items. By default, these check boxes are selected.

New Window

- Select the **New Window** check box if you want to open the sub-menu item in a new window.

Starting Page

- Select the **Starting Page** check box for the link that you want to display as the start page in the menu.

Group Label **Reports**

Start Group Collapsed

- Select this check box if you want to view the **Reports** as collapsed when you access

the WorkCenter.

Run Control ID

- If you have run reports before in regular navigation, you would have created a Run Control ID and you can enter that information here. If not, you can leave this blank. By default, these boxes are blank,

Show Links

- Select the **Show Links** check box for the links for which you want the system to display the sub-menu items. By default, these check boxes are selected.

New Window

- Select the **New Window** check box if you want to open the sub-menu item in a new window.

Starting Page

- Select the **Starting Page** check box for the link that you want to display as the start page in the menu.

Group Label Monitor

Start Group Collapsed

- Select this check box if you want to view the **Monitor Group** as collapsed when you access the Payables WorkCenter.

Run Control ID

- If you have run reports before in regular navigation, you would have created a Run Control ID and you can enter that information here. If not, you can leave this blank. By default, these boxes are blank,

Show Links

- Select the **Show Links** check box for the links for which you want the system to display the sub-menu items. By default, these check boxes are selected.

New Window

- Select the **New Window** check box if you want to open the sub-menu item in a new window.

Starting Page

- Select the **Starting Page** check box for the link that you want to display as the start page in the menu.

Personalize My Approvals

** Menu Items are based on Security roles.*

The **My Approvals** tab displays items list **Vouchers** and **Payment Requests** ready for approval. Personalize the following:

My Approvals Grouplet

Start My Approval Grouplet Collapsed

- Select this check box if you want to view the **My Approvals Grouplet** as collapsed when you access the Payables WorkCenter. By default, this check box is unchecked.

Group Label AP Approvals

Start Group Collapsed

- Select this check box if you want to view the **My Approvals Group** as collapsed

when you access the Payables WorkCenter.

Show Count

- Select the **Show Count** check box for the links for which you want the system to generate and show count indicators. By default, these check boxes are selected.

Starting Page

- Select the **Starting Page** check box for the link that you want to display the details in the work area when you first open the work center. Only one check box is allowed under **My Approvals Grouplet**. If no box is checked, the first item in the menu will display.

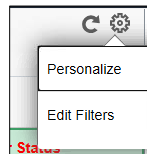
Personalize My Insights

*** My Insights will not be available to use until a future tools upgrade. **Personalization** will be available at that time.*

Edit Filters

Filters only exist for **Vouchers** and **Voucher Exceptions**.

To edit filters, click the Personalize  link.



Select the  option.

Edit Filters Personalize			Done
Cancel			
▼ Vouchers			
▼ Voucher Exceptions			
Link Label	Filter ID	Description	
4 rows			
Unpaid Voucher Status	AP_UNPVCHR	Unpaid Voucher Status	>
Vouchers Ready for Posting	AP_VCHRFPST	Vouchers Ready for Posting	>
Unverified Control Groups	AP_INCCGRP	Unverified Control Groups	>
Scheduled Payment on Hold	AP_PMINT	Scheduled Payment on Hold	>
▼ Voucher Exceptions			
3 rows			
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher	>
Budget Check Errors	AP_BDGT_ER	Budget Check Errors	>
Recycled Vouchers	AP_VRCYCL	Recycled Vouchers	>

Vouchers – Configure Filter Values

NOTE: The **My Work** filters are created by business unit. Business Unit IDs are case-sensitive. Additionally, you can use the ‘*in*’ or ‘*between*’ operators to get both primary business unit and “secondary” business unit vouchers and other line items listed.

Click the  side arrow for the applicable line to complete the configuration.

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Buisness Unit “in” (multiple) Business Units

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Business Unit “in” (multiple) Business Units

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Business Unit “in” (multiple) Business Units

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Business Unit “in” (multiple) Business Units

Cancel
Configure Filter Values
Done

Filter ID
AP_PIMNT
Scheduled Payment on Hold

*Business Unit
=
Q

Voucher ID
=
Q

Remit Supplier
=
Q

Scheduled to Pay
=
Q

Gross Payment Am...
=
Q

Payment Currency
=
Q

Approval Status
=
Q

Created On
=
Q

Created By
=
Q

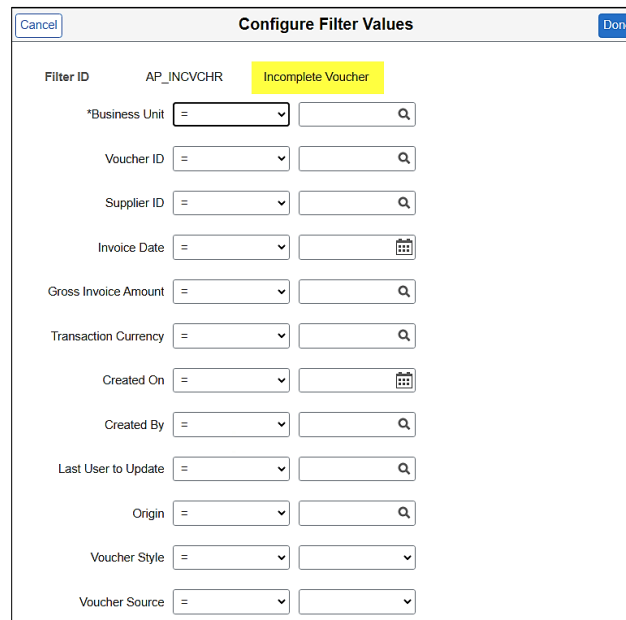
Last User to Update
=
Q

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Buisness Unit “in” (multiple) Business Units

Voucher Exceptions – Configure Filter Values

***NOTE:** The **My Work** filters are created by business unit. Business Unit IDs are case-sensitive. Additionally, you can use the ‘*in*’ or ‘*between*’ operators to get both primary business unit and “secondary” business unit vouchers and other line items listed.

Click the  side arrow for the first line to complete the configuration.



Configure Filter Values

Filter ID: AP_INCVOCHR

Incomplete Voucher

*Business Unit = [dropdown] [search]

Voucher ID = [dropdown] [search]

Supplier ID = [dropdown] [search]

Invoice Date = [dropdown] [calendar]

Gross Invoice Amount = [dropdown] [search]

Transaction Currency = [dropdown] [search]

Created On = [dropdown] [calendar]

Created By = [dropdown] [search]

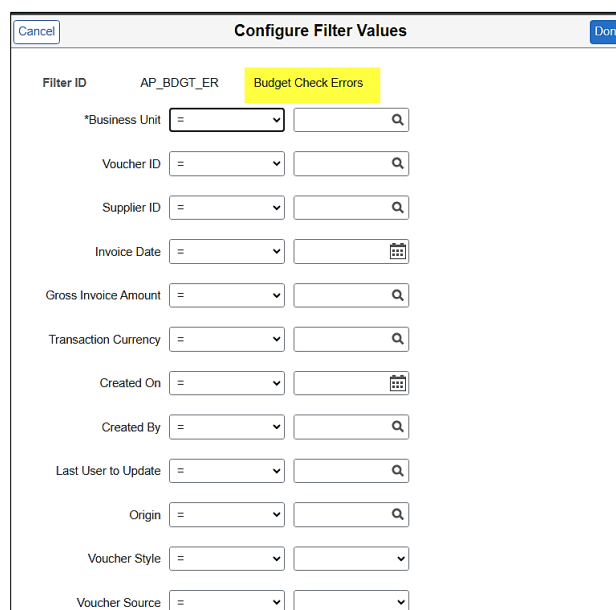
Last User to Update = [dropdown] [search]

Origin = [dropdown] [search]

Voucher Style = [dropdown] [dropdown]

Voucher Source = [dropdown] [dropdown]

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Business Unit “**in**” (multiple) Business Units



Configure Filter Values

Filter ID: AP_BDGT_ER

Budget Check Errors

*Business Unit = [dropdown] [search]

Voucher ID = [dropdown] [search]

Supplier ID = [dropdown] [search]

Invoice Date = [dropdown] [calendar]

Gross Invoice Amount = [dropdown] [search]

Transaction Currency = [dropdown] [search]

Created On = [dropdown] [calendar]

Created By = [dropdown] [search]

Last User to Update = [dropdown] [search]

Origin = [dropdown] [search]

Voucher Style = [dropdown] [dropdown]

Voucher Source = [dropdown] [dropdown]

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Business Unit “**in**” (multiple) Business Units

Cancel
Configure Filter Values
Done

Filter ID AP_WB_E Match Exceptions Exist

*Business Unit =

Voucher ID =

Supplier SetID =

Supplier ID =

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Buisness Unit “in” (multiple) Business Units

Cancel
Configure Filter Values
Done

Filter ID AP_VRCYCL Recycled Vouchers

*Business Unit =

Voucher ID =

Supplier ID =

Invoice Date =

Gross Invoice Amount =

Transaction Currency =

Created On =

Created By =

Last User to Update =

Origin =

Voucher Style =

Voucher Source =

Add filter for Business Unit “=”(Single) Business Unit or
Add filter for Buisness Unit “in” (multiple) Business Units

Using Payables WorkCenter – My Work

***NOTE:** Access to menu items is controlled by security roles.

My Work

The **My Work** pagelet includes two areas of work: *Vouchers* and *Voucher Exceptions*. The *Voucher* area includes voucher-related tasks such as voucher statuses. The *Voucher Exception* area includes information about voucher exceptions and related errors.

****Note:** Each task has its own set of related actions that can be taken on one or multiple transactions.

Vouchers

- *Unpaid Voucher Status* – All vouchers that are yet to be paid.

Business Unit	Voucher	Payment Number	Express Payment	Supplier	Short Supplier Name	Invoice No	Approval Status	Scheduled Pay Date	Payment Amount	Currency	Match Status	Entry Status	Post Status	Payment Selection Status	Document Tolerance Status	Budget Check Status	Created On	Created By
HCSDA	00052079	1		0000000019	LA STATE EMPLO	MCLNO CREDIT AUGUST 2020	Approved	08/31/2020	-53.81	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	08/25/2020	VHAVAR
HCSDA	00053077	1		0000000019	LA STATE EMPLO	WSMNC-2021-08-31	Approved	09/08/2021	-15.30	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	09/08/2021	VHAVAR
LSUNE	00348267	1		760021270	NIH-001	DP16560008577	Approved	11/29/2017	-3.84	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	11/29/2017	MMART5
LSUNE	00384809	1		700389430	LOUISIANA-016		Denied	11/03/2020	32,482.29	USD	Not Applicable	Template Voucher	Payment Not Applied	Not Selected for Payment	Valid	Not Valid	11/03/2020	DBURLI
LSUSE	00299688	1		0000000362	HEARD-005	REAUDIT-TEV070522	Approved	02/01/2023	-103.79	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	02/01/2023	FSTR11
LSUSE	00299689	1		0000000362	HEARD-005	REAUDIT-TEV080322	Approved	02/01/2023	-172.97	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	02/01/2023	FSTR11
LSUSE	00299690	1		0000000362	HEARD-005	REAUDIT-TEV090722	Approved	02/01/2023	-138.38	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	02/01/2023	FSTR11
LSUSH	00667242	1		0000000591	KARL STORZ END	95579182	Approved	08/25/2022	-403.68	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	08/25/2022	ATUR15
LSUSH	00676025	3		0000000627	OTICON INC	SCM1611635	Approved	05/01/2023	-1,167.00	USD	Not Applicable	Postable	Posted	Not Selected for Payment	Valid	Valid	03/14/2023	ATUR15

- *Vouchers Ready for Posting* – Vouchers that are ready for posting.

Business Unit	Voucher	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Control Group ID	Origin	Created On	Created By
LAKMC	00177102	0000004901	C R BARD	C R BARD	88639579	03/17/2025		ONL	03/31/2025	AMOKAK
LAKMC	00176769	0000004253	ALLOMETRICS IN	ALLOMETRICS INC	143219	03/10/2025		ONL	03/11/2025	AMOKAK
LAKMC	00176735	0000001284	MEDLINE INDUST	MEDLINE INDUSTRIES INC	2369827852	03/07/2025		ONL	03/10/2025	JWINGO
LAKMC	00176734	0000001284	MEDLINE INDUST	MEDLINE INDUSTRIES INC	2357220696	02/12/2025		ONL	03/10/2025	JWINGO
LSUNO	00487193	0000006911	NOLA BOX-001	NOLA BOX SUPPLY CO LLC	MG Test 1586590	04/01/2025		ONL	04/23/2025	MGONZA
LSUNO	00487192	0000006911	NOLA BOX-001	NOLA BOX SUPPLY CO LLC	TEST MG	04/01/2025		ONL	04/23/2025	MGONZA
LSUSH	00709506	0000016384	GENESEE-001	GENESEE SCIENTIFIC	1582586-IN	03/06/2025		ONL	04/01/2025	ANOLTA
LSUSH	00708907	0000038953	MAGNOLIA-002	MAGNOLIA MARKS LLC	L1529	02/14/2025		ONL	02/28/2025	ANOLTA
LSUSH	00707801	0000008896	VCC JANI-001	VACUUM CLEANER CLINIC & JANITORIAL SUPPL	296798	02/04/2025		ONL	02/26/2025	LSTEW6
LSUSH	00707131	0000004983	BIO RAD LABORA	BIO RAD LABORATORIES INC	907894264	12/30/2024		ONL	02/11/2025	ANOLTA
LSUSH	00706325	0000036369	VWR INTER-001	VWR FUNDING, INC	8818029522	01/15/2025		ONL	01/23/2025	LSTEW6
LSUSH	00704956	0000036369	VWR INTER-001	VWR FUNDING, INC	8817421186	10/22/2024		ONL	12/19/2024	LSTEW6
LSUSH	00703872	0000036369	VWR INTER-001	VWR FUNDING, INC	8817214667	09/27/2024		ONL	11/14/2024	LSTEW6

- *Manually Overridden* – Vouchers with exceptions that have been manually overridden and are Ready for Matching.

Match Workbench

Search

Search Results for Match Inquiry Type: Manually Overridden

☒ Select All ☐ Deselect All

1-1 of 1 View All

Details More Details

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	☐	Manually Overridden	LSUSH	00709496	0000040629	Valid	1CCP-TF39-3TDW	524.21	USD

☒ Select All ☐ Deselect All

Action Run Undo

- *Unverified Control Groups* – List of Unverified Control Groups. (*HCSDA and LAKMC only*)

Unverified Control Groups

Unverified Control Group List

Business Unit	Control Group	Number of Vouchers	Status	Gross Amount	Currency	Date/Time Due	Date/Time Assigned	Assigned to
HCSDA	0000001265	2	Assigned	4,431.00	USD	07/18/2025 2:24PM	07/18/2025 2:12PM	RACCAR

- *Scheduled Payments on Hold* – List of Vouchers that have been placed on payment hold.

Scheduled Payments on Hold

Voucher List

Business Unit	Voucher	Payment Number	Remit Supplier	Hold Reason	Short Supplier Name	Invoice No	Withholding	Approval Status	Scheduled Pay Date	Payment Amount	Currency	Created On	Created By
LSUSE	00299688	1	0000008362	Other	HEARD-005	REAUDIT-TEV070622	No	Approved	02/01/2023	-103.79	USD	02/01/2023	FSTR11
LSUSE	00299689	1	0000008362	Other	HEARD-005	REAUDIT-TEV080322	No	Approved	02/01/2023	-172.97	USD	02/01/2023	FSTR11
LSUSE	00299690	1	0000008362	Other	HEARD-005	REAUDIT-TEV090722	No	Approved	02/01/2023	-138.38	USD	02/01/2023	FSTR11
LSUSH	00667242	1	0000005091	Other	KARL STORZ END	95579182	No	Approved	08/25/2022	-403.68	USD	08/25/2022	ATUR15
LSUSH	00699920	1	0000005096	Other	APPLE COMPUTER	KC24565666	No	Approved	01/07/2025	-47.00	USD	06/19/2024	YRICH3
LSUSH	00697559	1	0000040629	Other	AMAZON CAP-001	16N6-YGF6-NC76	No	Approved	07/26/2024	-25.99	USD	07/09/2024	YRICH3
LSUSH	00697680	1	0000006627	Other	B & H PHOTO &	225194422	No	Approved	07/24/2024	-209.72	USD	07/19/2024	YRICH3
LSUSH	00701745	1	0000027782	Other	PENUMBRA-001	90532778	No	Approved	10/07/2024	-396.00	USD	10/07/2024	YRICH3
LSUSH	00703728	1	0000041388	Other	ODP BUSINE-001	395300001001	No	Approved	12/06/2024	-35.79	USD	11/15/2024	YRICH3

Voucher Exceptions

- *Incomplete Vouchers* – Generally vouchers that have been “*Saved For Later*”.

Incomplete Vouchers

Voucher List

Business Unit	Voucher	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Gross Amount	Currency	Created On	Created By
LSUSH	00715238	0000041880	REFORM PHY-001	REFORM PHYSICAL THERAPY, LLC	4260	07/10/2025	400.00	USD	08/13/2025	UHOLLO

- *Budget Check Errors* – Vouchers that have failed Budget Checking.

Budget Check Errors

Voucher List

Business Unit	Voucher	Number Of Errors	Exceptions	Misc Exceptions	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Gross Amount	Currency	Created On	Created By
LSUNE	00420191	1	Exceptions	Misc Exceptions	760293200	OREGON-005	UNIVERSITY OF OREGON	DP1482500A17SSPT	03/21/2025	4,420.00	USD	03/28/2025	BDOSS
LSUNO	00487197	2	Exceptions	Misc Exceptions	0000014486	1 STOP SIG-001	1 STOP SIGN AND SAFETY INC	test	07/19/2025	10.00	USD	07/11/2025	SLU1
LSUNO	00487198	2	Exceptions	Misc Exceptions	0000014486	1 STOP SIG-001	1 STOP SIGN AND SAFETY INC	test delegate	06/29/2025	0.01	USD	07/11/2025	SLU1
LSUNO	00487201	1	Exceptions	Misc Exceptions	0000002893	BERNHARD MECHA	BERNHARD MECHANICAL CONTRACTOR INC	voucher post acct date test	07/15/2025	500.00	USD	07/15/2025	BDOSS
LSUSE	00312648	2	Exceptions	Misc Exceptions	0000007528	SCHULTE-001	KELLY SCHULTE	TEV020825	03/06/2025	1,454.00	USD	03/06/2025	GMARS1

- *Match Exceptions* – Vouchers with match exceptions.

Match Workbench

Search

Search Results for Match Inquiry Type: Match Exceptions Exist

☒ Select All ☐ Deselect All

1-10 of 134 View 100

Details More Details

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	☐	Match Exceptions Exist	LSUSH	00709547	0000041902	Valid	delegation test1	145.00	USD
▼ Actions	☐	Match Exceptions Exist	LSUSH	00709527	0000007053	Valid	86862108	729.65	USD
▼ Actions	☐	Match Exceptions Exist	LSUSH	00709526	0000006723	Valid	999621990	923.73	USD

- *Recycled Vouchers* – Vouchers that have been created by the Voucher Build process with errors. Generally, Payment Request Vouchers.

Recycled Voucher List

Actions x

Actions Email Notification

Business Unit	Voucher	Number Of Errors	Delete Voucher	Supplier	Short Supplier Name	Invoice No	Invoice Date	Gross Amount	Currency	Source	Created On	Created By
LSUSE	00312922	1		0000016881	APGO-002	300006325	03/10/2025	1,000.00	USD	Payment Request	04/01/2025	BDOSS
LSUSE	00312924	1		0000056985	AMALRAJ-002	1300017-2746	03/15/2025	1,344.89	USD	Payment Request	04/01/2025	BDOSS
LSUSE	00312925	1		0000056722	WEST-059	1300017-2745	03/15/2025	557.81	USD	Payment Request	04/01/2025	BDOSS
LSUSE	00312926	1		0000055987	OKAFOR-002	1300017-2743	03/15/2025	510.76	USD	Payment Request	04/01/2025	BDOSS

10 rows

Queries

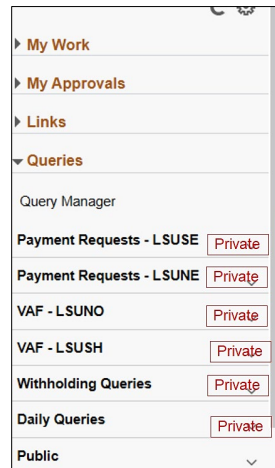
The Queries pagelet includes a list of pre-seeded commonly used queries. This pagelet includes access to Query output that can be viewed in the transaction area. You can personalize the pagelet to include additional queries.

Public – *List of pre-seeded Queries*

Private – *User defined queries*

Private Queries

If you created Private Queries in the *Personalize Queries* section, they will be listed as shown below (without the word Private).



Public Queries

Some of the most commonly used Public queries have been added. These are pre-seeded and cannot be changed.

Public
AP_CLOSEOUT_REGISTER
AP_GROUPS_NOT_VERIFIED
AP_MMS_PAYMENT_ITEM_DESCRIF
BU_TRANS_DTL_OTHER
AP_VCHR_SCHED_PAY_BU
AP Vouchers by OPER ID Details
AP_PAYMENT_REGISTER_BY_CKN
AP_VOUCHERS_BY_OPERID
PO Received W/no Voucher
AP Payments Not Posted

Reports/Processes

The Reports/Processes pagelet includes links to Payables Processes, Report Manager and Process Monitor.

Processes

Contains a list of pre-seeded processes. Access is based on security roles.

- *Payment Posting*
- *LSU Load Student Payments*
- *Load Refund Vouchers*
- *Load Vouchers*
- *Voucher Build*
- *Pay Cycle Manager*
- *Matching*
- *Voucher Budget Check*
- *Voucher Posting*
- *Voucher On-Demand Process*

Reports

Contains a list of pre-seeded reports. Access is based on security roles.

- *Voucher Activity*
- *Supplier Detail*
- *Payables Open Liability*
- *Payment History by Bank*
- *Payment History by Supplier*
- *Supplier Summary*
- *Match Exceptions*
- *Open Liability Reconciliation*

Monitor

Provides direct access to Report Manager and Process Monitor.

- *Report Manager*
- *Process Monitor*

END OF PROCESS