Log into PeopleSoft Financials

Navigate to:

Main Menu>Accounts Receivable>Customer Accounts>Item Information>Item Activity Summary

Search by Item ID

(The Item ID is the invoice number as listed in the **B_DEP2_DETAIL_12_1_12_FWD_ONLY** or **B_ALL_TRANSACTIONS_BY_DATE** query results in the **Line Descr** column. It would also appear on the **Report2Web** monthly detail statement).

The Item ID (grant invoice number) should always begin with a "G".

Unit	Account	Descr	Fund	Dept	Program	Project	Activity	Jrnl Date	Source	Journal ID	Line #	Amount	Line Descr	Period	Posted
WFBHS	40501	Federal	710	102520	00000	113098	GMOTH	4/8/2016	BI	BI00052769	2	(21,348.60)	G113098-2	10	4/11/2016
WFBHS	40501	Federal	710	102520	00000	113098	GMOTH	1/25/2016	BI	BI00049086	3	(4,269.72)	G113098-1	7	2/1/2016

FYI:

A journal ID that starts with BI designates that an invoice has been created and sent to the sponsor for payment. It may or may not be paid. Information below shows how to find the invoice status.

A journal ID that starts with AR designates that the funds were directly received and not credited to an Item ID (invoice number) in PeopleSoft.

Favorites   Main Menu   >   Accounts Receivable   >   Customer Accounts   >   Item Information   >   Item Activity Summary

Item Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	= ▾	WFBHS
Customer ID:	begins with ▾	
Item ID:	begins with ▾	G113098
Item Line:	= ▾	
Item Status:	= ▾	
Credit Analyst:	begins with ▾	
Collector:	begins with ▾	
Purchase Order Reference:	begins with ▾	
Document ID:	begins with ▾	
Bill of Lading:	begins with ▾	

☐ Case Sensitive

Search   Clear   Basic Search   📋 Save Search Criteria

Search Results

View All							First ◀ 1-2 of 2 ▶ Last		
Business Unit	**Customer ID**	**Item ID**	**Item Line**	**Item Status**	**Credit Analyst**	**Collector**	**Purchase Order Reference**	**Document ID**	**Bill of Lading**
WFBHS	10226	G113098-1	0	Closed	CREDIT2	COLLECT3	(blank)	(blank)	(blank)
WFBHS	10226	G113098-2	0	Open	CREDIT2	COLLECT3	(blank)	(blank)	(blank)

Item ID (Invoice number) G113098-1 is shown below with an Entry Type of "**IN**" which is the entry created when an invoice is posted on 1/29/16. The Accounting Date shown is generally the date of the invoice (in most cases). The Posted Date is usually after the Accounting Date since the invoices currently are entered into PS after they are sent to the sponsor for payment.

Item ID (Invoice number) G113098-1 also shows an Entry Type of "**PY**" which is the entry created when a payment is posted on 2/18/16.

Also notice that the Status of Item ID (Invoice number) G113098-1 is "**Closed**" since the balance is zero.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity Summary

Item Activity Summary

Unit:	WFBHS	Customer:	10226	Department Veterans Affairs		
Item ID:	G113098-1	Line:		Days Late:	-8	Status: Closed

Item Activity   Find | View All First 1-2 of 2 Last

Item Balance: 0.00 USD

*Display Amount Switch: Entry ⌄

Seq	Entry Type	Reason	Document ID	Accounting Date	Balance	Currency	Posted
1	IN	MAINT		01/25/2016	4,269.72	USD	01/29/2016
2	PY			02/16/2016	-4,269.72	USD	02/18/2016

Save | Return to Search | Previous in List | Next in List | Notify

Item IDs (grant invoice numbers) may also end with letters for various reasons which are:

CR--------Reversal of the original invoice in the system which could occur if a payment had been received and posted directly to the chartfield instead of to the item number. It could also occur if an entry error was discovered or a revised invoice replaced the original invoice.

CR2------ Reversal of the original invoice a second time to correct an entry error.

COR------Corrected invoice entered when a keying error is discovered.

REV------Revised invoice entered when created by OSP Admin Postaward staff members.

REV2-----Revised invoice entered a second time.

REVCR---Reversal of a revised invoice.