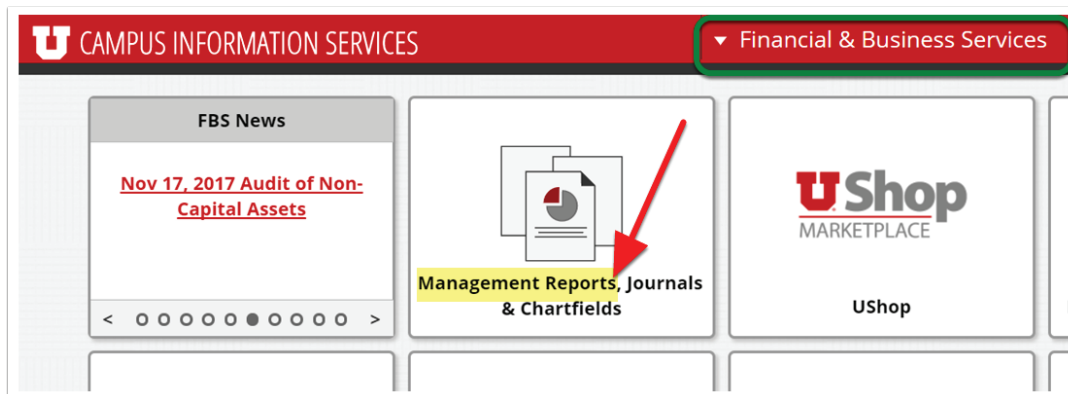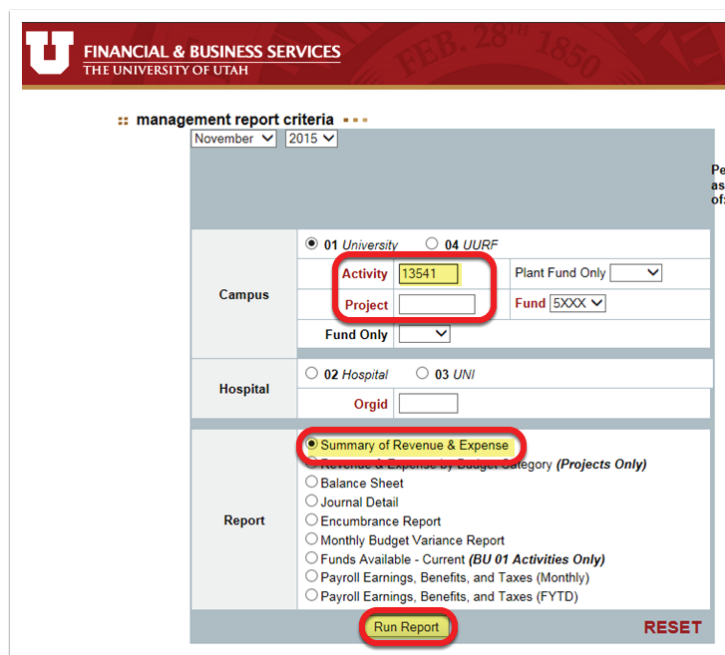You may view a UShop PO in the CIS Management Report whether or not you have access to UShop.
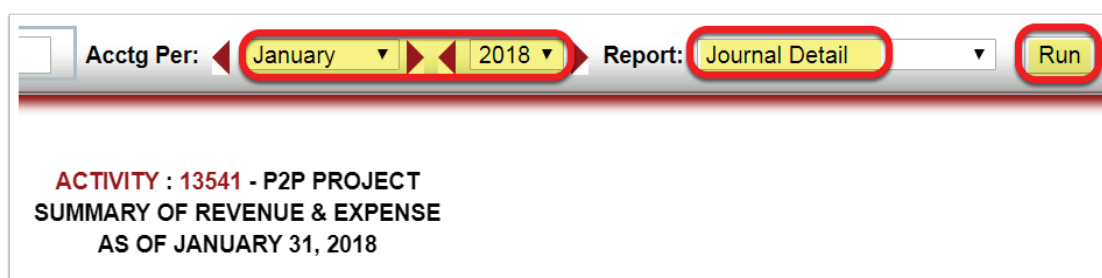
1. On the CIS Financial & Business Services page, click on "Management Reports" tile.

2. On the Management Report Criteria page, insert your Activity or Project number, select Summary of Revenue & Expenses, and click on "Run Report".

3. On the General Leger page, be sure the date reflects the correct time period, select "Journal Detail " from the dropdown Menu, and click Run.

ACTIVITY : 13541 - P2P PROJECT
SUMMARY OF REVENUE & EXPENSE
AS OF JANUARY 31, 2018

NOTE: On the Journal detail Report, the View Doc column may contain either a UShop shopping cart icon or a Fortis spyglass icon.

4. If you have access to UShop you may click on the shopping cart icon to see documents housed in UShop.

Line Reference	View Doc	Src	Orgid	A/U	Transaction Description
V0121837		AP	01673	1	U000068625 HP INC *CONSOLIDATED*
V0108982		AP	01673	1	U000024189 SCIQUEST INC DBA JAGGAER *CONSO
V0112919		AP	01673	1	U000065702 CHARTWELLS *CONSOLIDATED*
		EJD	01673	1	Copier Maint. JVA00583 June

5. This will link you to UShop where you may view the electronic Invoice and other documents in UShop. Notice that on the right side of the Invoice there is a link to Fortis documents associated with this transaction.

Voucher Number	**V0002796**	Supplier Account No.
Supplier Invoice No.	**60**	
Supplier Name	**PIE PIZZERIA DELIVERY**	

Available Actions Resend Invoice ▾ Go

Buyer Invoice Approvals Matching Comments Supplier Messages Attachments (1) History

Summary Discount, Tax, Shipping & Handling | Codes

Hide header   Hide value descriptions

General	?	Addresses	?	Note/Attachments	?
Invoice Type	Invoice	**Remit To**		External Note	no note
Pay Status	Paid	273 SO 1300 E		Internal Note	no note
Voucher Number	V0002796	SALT LAKE CITY, UT 84102			
Supplier Name	PIE PIZZERIA more info...	United States		External Attachments	
		Phone 1-000-0000000-			
Document Control Number	3041862	Address Id 000001-7		Fortis Lookup: V0...	
Supplier Invoice No.	60	3rd Party Address ID 7		Internal Attachments	
Invoice Date	9/23/2015				
Accounting Date	10/27/2015				
Discount Date	no value				
Due Date	10/23/2015	**Payment Information**	?	**Discount, Tax, Shipping & Handling**	?
Override Payment Terms	no value				

(Continued on next page)

6. A document in Fortis may be a scanned invoice or other hard copy document from the supplier.

7. If you do not have access to UShop, on the Journal Detail Report you may click the number in the "Line Reference" column.

Line Reference	View Doc	Src	Orgid	A/U	Transaction Description
V0121837		AP	01673	1	U000068625 HP INC *CONSOLIDATED*
V0108982		AP	01673	1	U000024189 SCIQUEST INC DBA JAGGAER *CONSOL
V0112919		AP	01673	1	U000065702 CHARTWELLS *CONSOLIDATED*
		EJD	01673	1	Copier Maint. JVA00583 June

(Continued on next page)

8. This will bring you to the Voucher and Payment History in People Soft. It is important to understand that UShop is integrated with People Soft, so the information on UShop documents can be found in the Voucher and Payment History. Please note that this page provides links to both the UShop PO and to Fortis.

:: voucher and payment detail history ∙∙∙

Invoice Detail Information		Voucher Detail Information	
Vendor Name:	STAPLES ADVANTAGE, BUSINESS INTERIORS	Business Unit:	37
Vendor Number:	0000194126	Voucher Number:	V0002738
1099(Y/N)	N	Voucher Date:	10/24/2015
1099 Withhold%:		Opr ID:	UUSCIQST
Hold Payments:		Control Group:	
Invoice Number:	3281712513	Origin:	SCI
Invoice Date:	10/24/2015	PO Number:	U000001976
Invoice Amount:	54.77	Source Document:	PO
		Document Control No.:	
		Entry Status:	P
		Close Status:	O
		Post Status AP:	P

Voucher Payment Information

Check Num	Handling Code	Remit Vendor	Remit Address	Check Date	Check Amount	Check Status	Sched Due Date	Pmt On Hold	Reason
0001643	BC	0000194126	5	10/26/2015	54.77	P	10/24/2015		

Item/Distribution

Line	Description	Amount	1099	BU	Fund	Org	Activity	Proj	Account	A/U	BY
1	POU000001976 1 STAPLES ADVANTA	13.39	N	01	1001	01673		13541	62400		1
2	POU000001976 2 STAPLES ADVANTA	12.03	N	01	1001	01673		13541	62400		1

9. If you have additional questions about the Management Report, please use the General Accounting contact information found at the bottom of the Journal Detail Report.

03-Nov-15 03:26 PM			HOS	01673		10/26/15 MORNING F
03-Nov-15 03:26 PM			HOS	01673		10/29/15 MORNING F

If you have questions regarding the content of this report, please contact Dave Heaps at 581-5054 or david.heaps@admin.utah.edu.