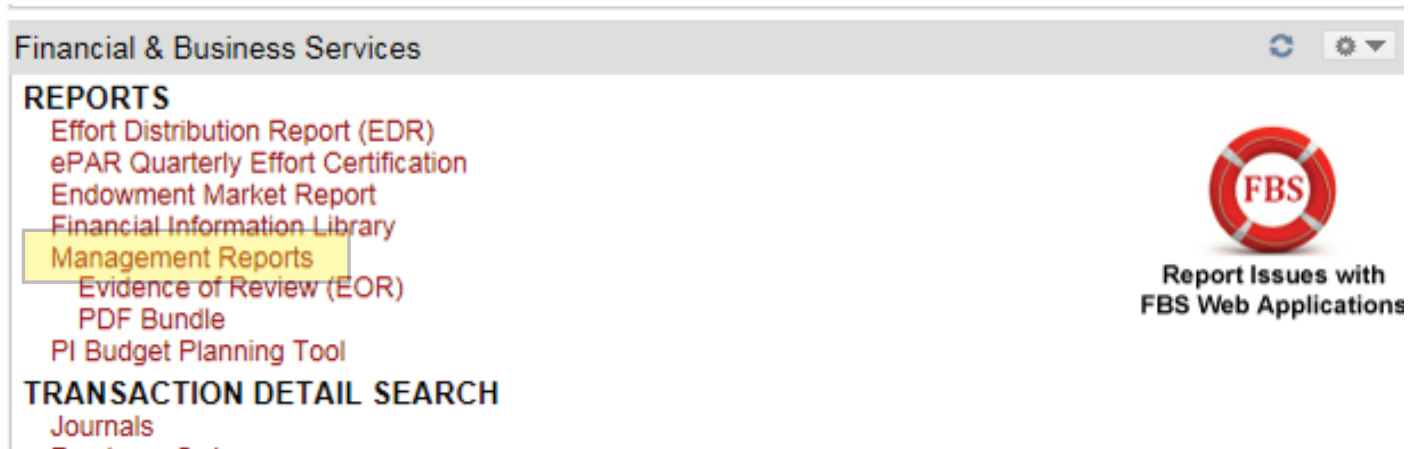
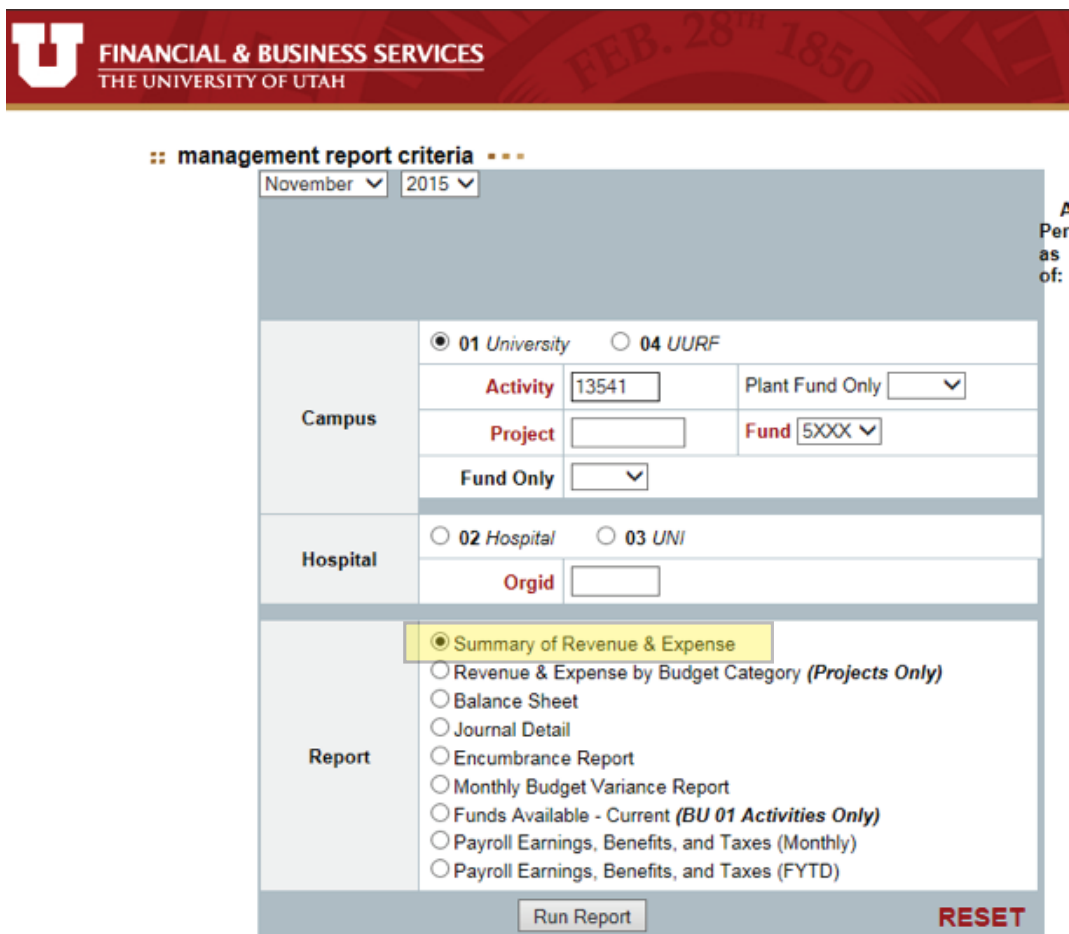


This guide will demonstrate how to review a UShop PO in the CIS Management Report whether or not you have access to UShop.

1. On the CIS Employee page, click on "Management Reports"



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, select "Journal Detail " from the dropdown Menu

Acctg Per: ◀ November ▶ ▶ 2015 ▶▶ Report: Journal Detail ▼


**ACTIVITY : 13541 - P2P PROJECT**  
**SUMMARY OF REVENUE & EXPENSE**  
**AS OF NOVEMBER 30, 2015**

NOTE: On the Journal detail Report, the view docs 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.

V0002330		AP	01673	1	POU000001706 7 STAPLES ADVAN
V0002422		AP	01673	1	POU000001247 1 INTERFORM GRA
V0002422		AP	01673	1	POU000001247 1 INTERFORM GRA
V0002516		AP	01673	1	POU000001887 1 STAPLES ADVAN
V0002738		AP	01673	1	POU000001976 4 STAPLES ADVAN

- 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.


MARY LOUISE HUGHES

Accounts Payable > Invoices and Receipts > Search for Invoices > Summary - Supplier Invoice No. 3281178882 (Doc. No. V0002516)

Voucher Number **V0002516** Supplier Account No.

Supplier Invoice No. **3281178882**

Supplier Name **STAPLES ADVANTAGE, BUSINESS INTERIORS**

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

Summary | Discount, Tax, Shipping & Handling | Codes

[Hide header](#)

General		Addresses	
Invoice Type	Invoice	Remit To	External Note
Pay Status	Paid	DEPT LA	Internal Note
Voucher Number	V0002516	PO BOX 83689	
Supplier Name	STAPLES ADVANTAGE, BUSINESS INTERIORS <a href="#">more info...</a>	CHICAGO, IL 60696-3689	
		United States	External Attachments
Document Control Number	no value	Phone 1-000-0000000-	Fortis Lookup: V0...
Supplier Invoice No.	3281178882	Address Id 000001-5	Internal Attachments
Invoice Date	10/17/2015	3rd Party Address ID 5	

- A document in Fortis may be a scanned invoice or other hard copy document from the supplier. For example:









*attached PO.*

*1/5 thanks!*

*Maria 7-8092*

**The Pie Pizzeria - Carry Out Delivery**

273 South 1300 East  
Salt Lake City, UT 84102  
Phone: 801-582-5700  
Fax: 801-716-0706  
www.thepie.com

**Ord #60**

**Dine In**

Emp: Haley C.

09/23/2015 2:30 PM

Activate Gift Card 7246

100.00

Subtotal	100.00
Tax	0.00
Total	100.00

Ref #1000001396

On Account

100.00

Amount Due

0.00

Tip

Total

\*\*\* Guest Copy \*\*\*






Dist: MARY LOUISE HUGHES

801-581-7241

Paid in Full

2015 OCT 22 PM 12:51

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

<a href="#">V0002330</a>		AP	01673	1	POU000001706 7 STAPLES ADVAN
<a href="#">V0002422</a>		AP	01673	1	POU000001247 1 INTERFORM GRA
<a href="#">V0002422</a>		AP	01673	1	POU000001247 1 INTERFORM GRA
<a href="#">V0002516</a>		AP	01673	1	POU000001887 1 STAPLES ADVAN
<a href="#">V0002738</a>		AP	01673	1	POU000001976 4 STAPLES ADVAN

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:	<a href="#">0000194126</a>				Voucher Number:	<a href="#">V0002738</a> 			
1099(Y/N)	N				Voucher Date:	10/24/2015			
1099 Withhold%:					Opr ID:	UUSCIQST			
Hold Payments:					Control Group:				
Invoice Number:	<a href="#">3281712513</a>				Origin:	SCI			
Invoice Date:	10/24/2015				PO Number:	<a href="#">U000001976</a> 			
Invoice Amount:	54.77				Source Document:	<a href="#">PO</a>			
					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
<a href="#">0001643</a>	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 RI
03-Nov-15 03:26 PM			HOS	01673		10/29/15 MORNING RI

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