

# **Certification Instructions**

[View image of invoice](#)

[Project Changes](#)

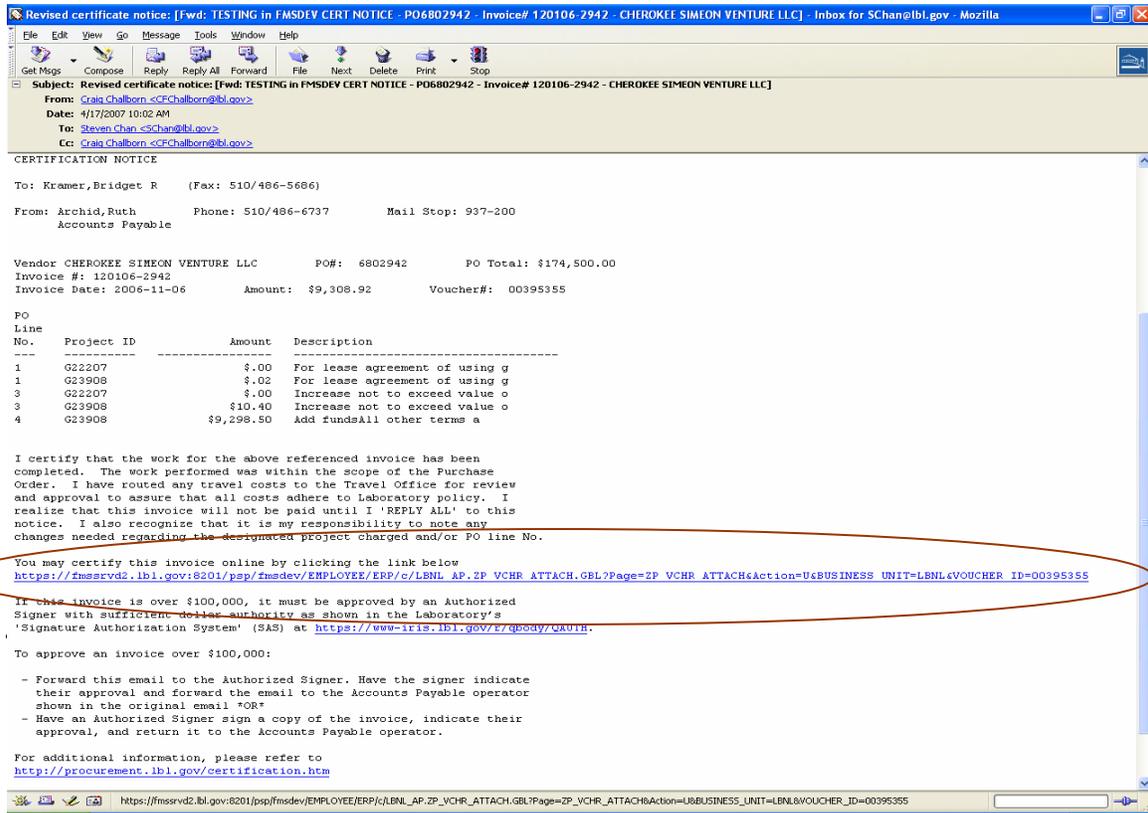
[Certify Invoice](#)

[PO Activity Summary Inquiry](#)

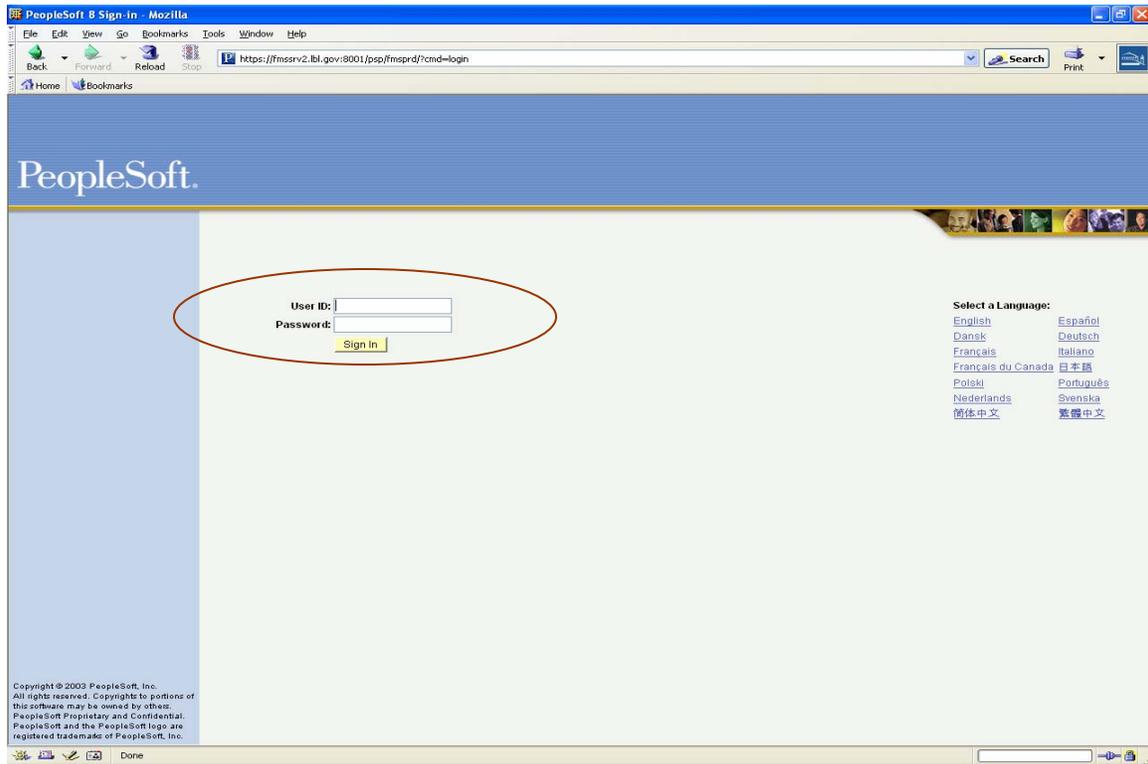
[Search Features on Certification Page](#)

[PopUp Security](#)

To certify or view image of invoice, click on the link from the certification email.



Log into PeopleSoft using your LDAP or FMS User ID and Password.



The top section of the page contains invoice information such as invoice number, invoice date, invoice amount, vendor, PO number, the AP staff who entered the invoice and the [PO Activity Summary](#) link.

The Certification section contains the certifier, certification rule, certification status.

The Invoice Accounting section contains PO line, PO project, vouchered project, source type, resource category, quantity, freight/misc amount, line amount. The Accounting Details tab also contains the fund code, B +R, department, mars code and account. The PO Line Info tab contains the PO line description.

Click on the **View** button to view image of invoice.

The screenshot displays the 'Field Certification' application in a Mozilla browser. The interface includes a menu on the left, a main content area with several sections, and a footer with navigation buttons.

**Menu:**

- Search:
- My Favorites
- Manager Self-Service
- Project Costing
- General Ledger
- Allocations
- Field Budget Submission
- Grants
- Customer Contracts
- Billing
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Accounts Receivable
- Accounts Payable
- Vouchers
- Add/Update
  - Voucher By PO
- Field Certification
  - Review Accounts Payable
- Info
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - Change My Password
  - My System Profile
  - My Dictionary

**Certify Invoices**

**Invoice Information**

Unit:	LBNL	Invoice:	57995	Vendor:	TEKNOVA INC
Voucher:	00401246	Date:	04/06/2007	ID:	0000010695
PO No.:	6809866	AP Provider:	Chan,Steven		
Invoice Amount:	3,280.00 <a href="#">Go To PO Activity Summary</a>				

**Certification**

Certifier: 812496 Shaw,Kristi M

Certification Action: 2 weeks Rule: Always

No  Yes

**Invoice Accounting Distribution Details**

Project Distribution	Accounting Details	PO Line Info						
PO Line	PO Det#	PO Project	Vouchered Project	Source Type	Category	Quantity	Freight/Misc Amt	Amount
2	1	625909	625909	MATRL	20000	3180.0000	100.00	3280.00

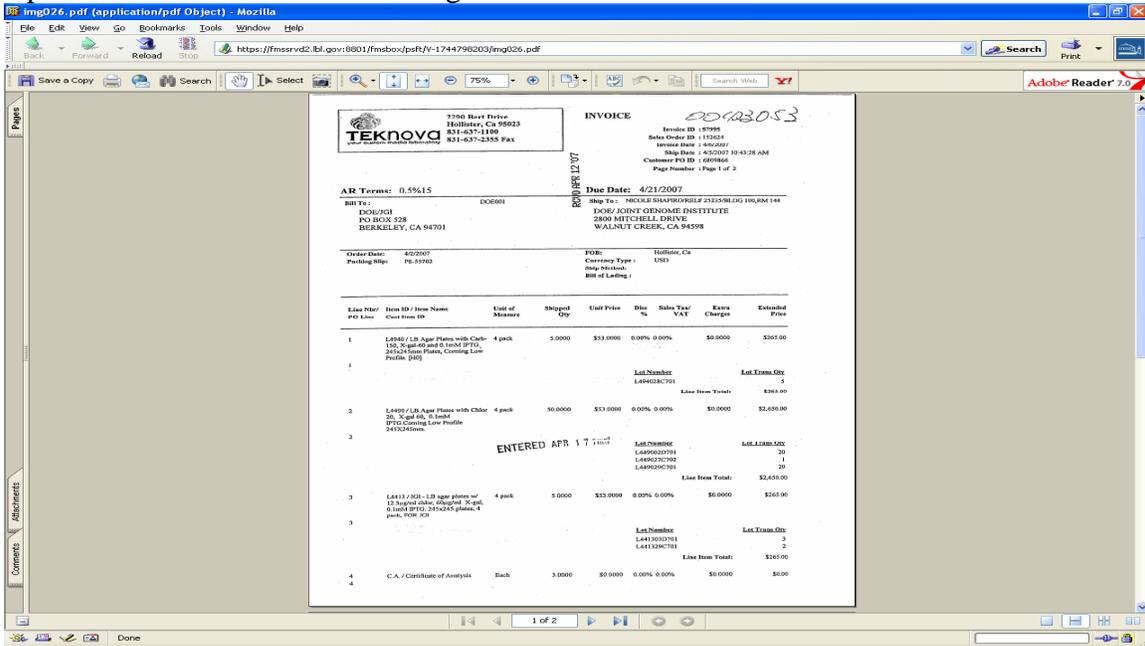
**Attachment**

Nbr	Attached File	Attachment Type	Attachment Description	User ID	Date Added	Actions
1	img026.pdf	Invoice	57995	SCHAN	04/30/2007	<input type="button" value="Delete"/> <input checked="" type="button" value="View"/> <input type="button" value="+"/> <input type="button" value="-"/>

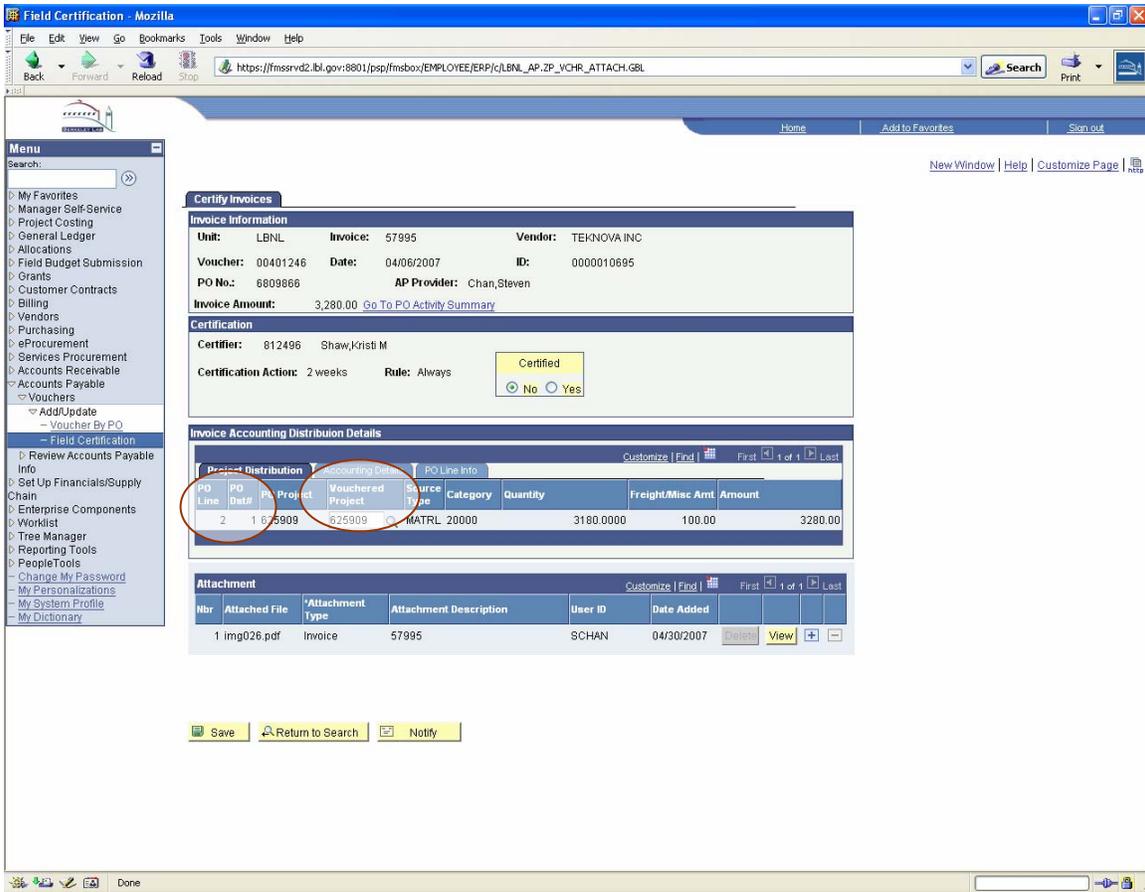
**Footer:** Save Return to Search Next in List Previous in List Notify

Note: If the **View** button does not open the image of the invoice, be sure to check your browser for popup blocking. See [popup blocking section](#) to enable popups for PeopleSoft.

Opens a new window with the image of invoice.



For project id changes, update the project id in the vouchered project field.



Note: For multiple project splits (from one project to multiple projects), email AP for these type of changes.

Note: If the invoice is entered against the wrong PO line or PO distrib line (example, invoice should have been charged against PO line 3 but, instead AP entered against PO line 2), email AP to have invoice/voucher corrected in the system.

Click the 'Yes' button and then 'Save' button to certify the invoice.

The screenshot shows the 'Field Certification - Mozilla' browser window. The main content area is titled 'Certify Invoices' and contains the following sections:

- Invoice Information:** Unit: LBNL, Invoice: 57995, Vendor: TEKNOVA INC, Voucher: 00401246, Date: 04/06/2007, ID: 0000010695, PO No.: 6809866, AP Provider: Chan, Steven, Invoice Amount: 3,280.00. A link 'Go To PO Activity Summary' is present.
- Certification:** Certifier: 812496 Shaw, Kristi M, Certification Action: 2 weeks, Rule: Always. A 'Certified' status box contains radio buttons for 'No' and 'Yes', with 'Yes' selected.
- Invoice Accounting Distribution Details:** A table with columns: PO Line, PO Det#, PO Project, Vouchered Project, Source Type, Category, Quantity, Freight/Misc Amt, Amount. Row 2: 2, 1, 625909, 625909, MATRL, 20000, 3180.0000, 100.00, 3280.00.
- Attachment:** A table with columns: Nbr, Attached File, Attachment Type, Attachment Description, User ID, Date Added. Row 1: 1, img026.pdf, Invoice, 57995, SCHAN, 04/30/2007.

At the bottom of the page, there are three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is circled in red.

Click on the PO Activity Summary link to view PO, Invoice and Receipt information for the related PO at the PO line level.

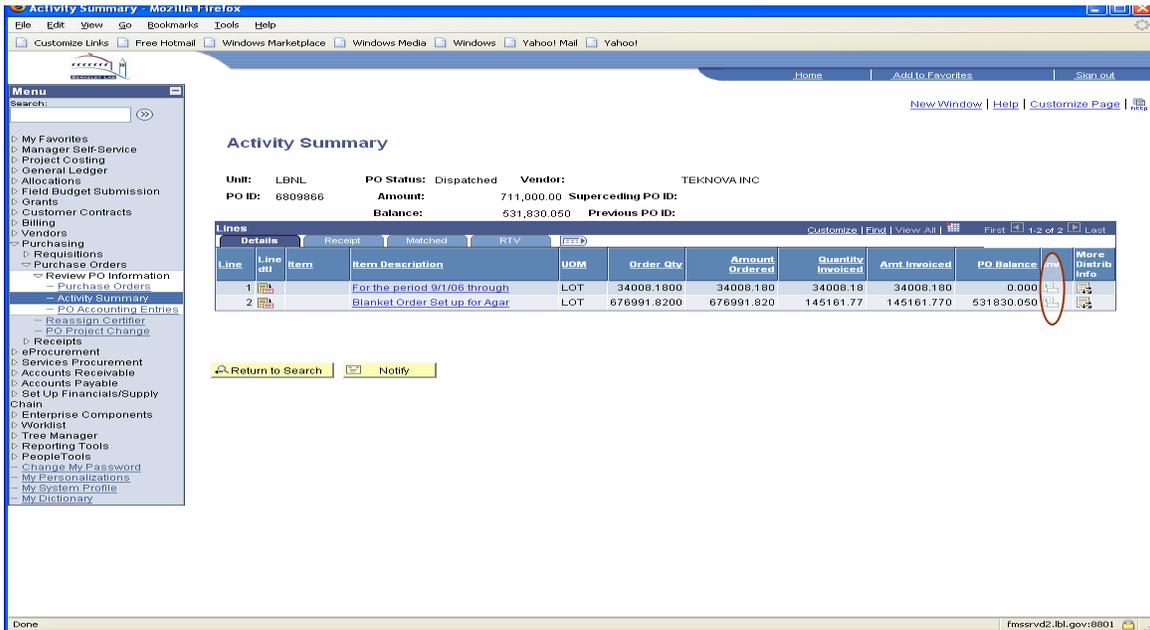
This screenshot is identical to the one above, showing the 'Field Certification - Mozilla' browser window. The main content area is titled 'Certify Invoices' and contains the same sections as the first screenshot. The 'Go To PO Activity Summary' link in the 'Invoice Information' section is circled in red.

Opens up a new window to the PO Activity Summary Page

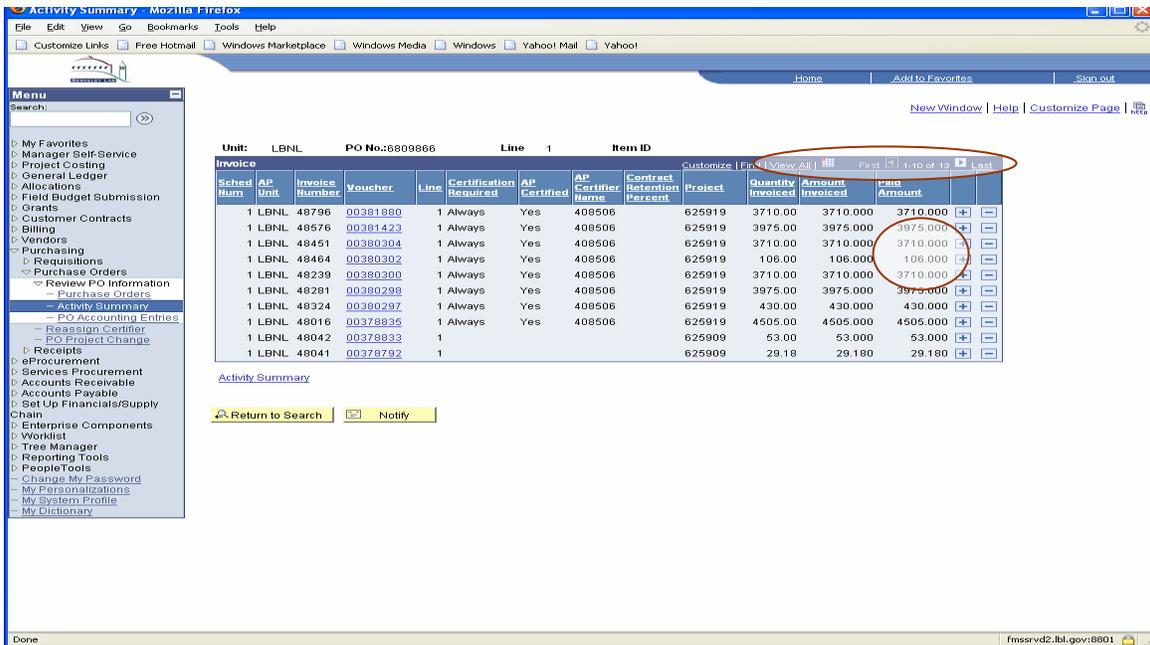
The top section of the page contains the PO #, PO Status, vendor, PO total, PO balance, Supersceding PO # and Previous PO #.

The PO Lines section contains the PO line description, line quantity, PO line amount, invoice quantity, invoice amount (for each PO line) and PO line balance.

Click on the **Inv** button to view detailed invoice information for the PO line.



This page contains invoice #, voucher #, certification rule, cert status, retention %, project id, quantity invoiced, amount invoiced and paid amount.

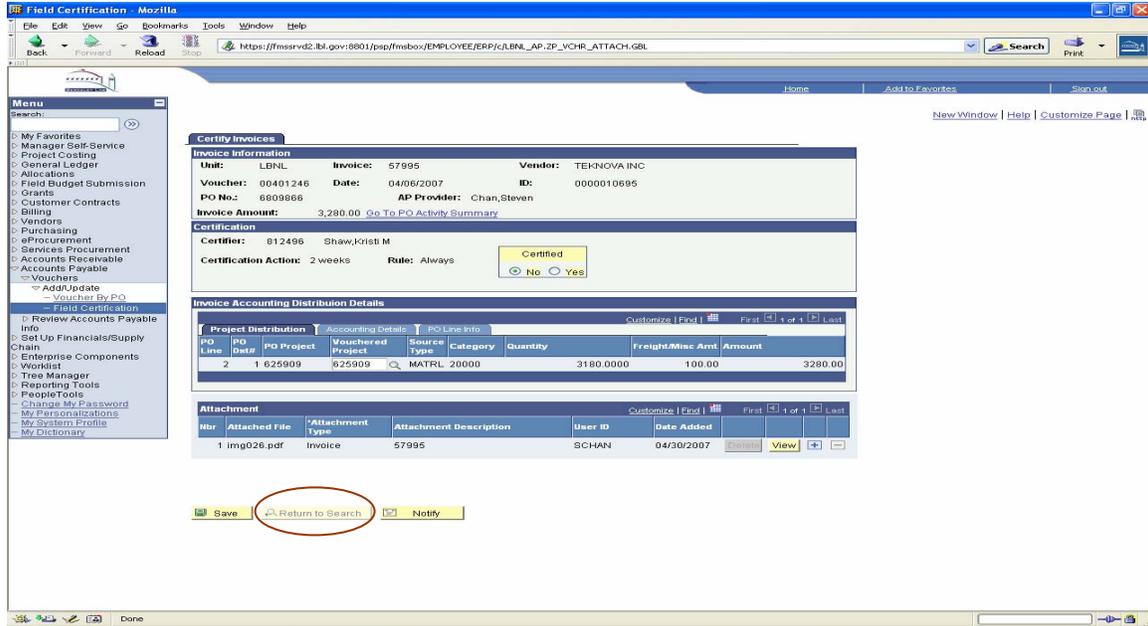


Note: If the paid amount column is blank, then the invoice is yet to be paid.

Note: Click on the **View All** link to display all rows.

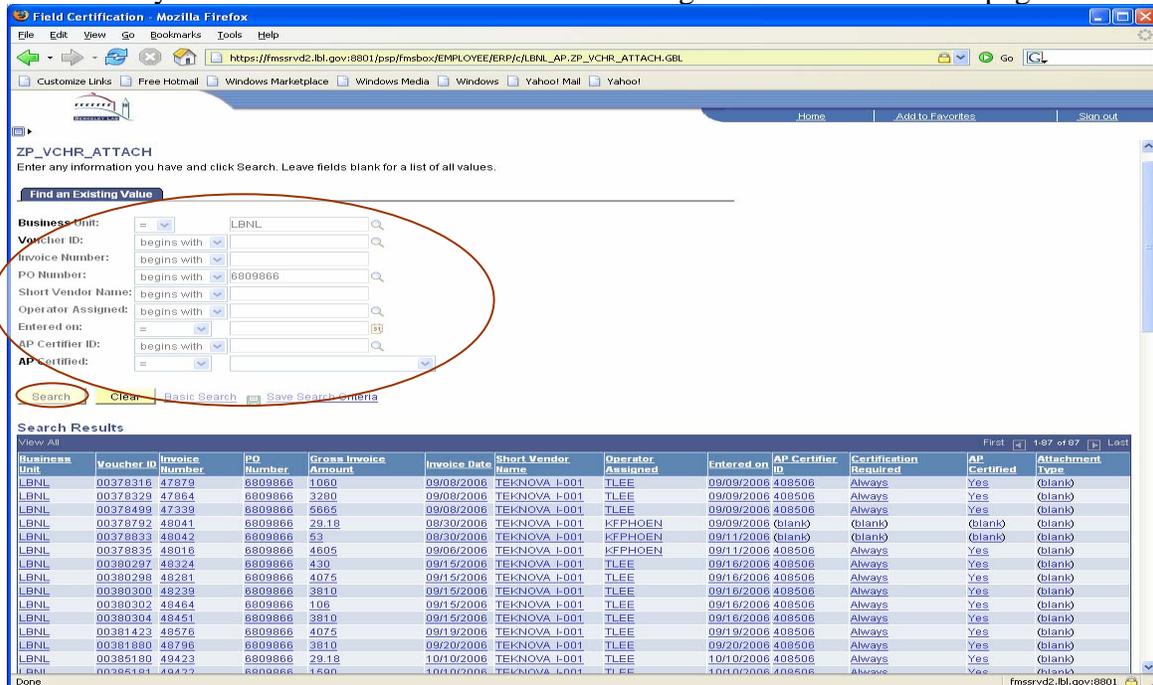
From the certification page, users can perform various searches to the AP system, such as all invoices by PO, uncertified invoices for a PO, uncertified invoices by certifier, or by invoice #. Users can use any combination of the following fields to perform searches; voucher #, invoice #, PO #, short vendor name, AP Operator, entered date, certifier id and certified status.

From the certification page, click on the **Return to Search** button.



Enter the values into any combination of search fields and then click on the **Search** button to retrieve search results. The example below shows a search for all invoices for a specific PO #.

Click on any row from the Search Results section to go into the certification page.



The example below shows a search for all invoices for a specific PO # that was entered into the AP system after 12/31/2006 that have not been certified.

The screenshot shows the 'Field Certification' application in Mozilla Firefox. The search criteria are: Business Unit: LBNL, Voucher ID: begins with, Invoice Number: begins with, PO Number: begins with 0809866, Short Vendor Name: begins with, Operator Assigned: begins with, Entered on: > 12/31/2006, AP Certifier ID: begins with, and AP Certified: No. The search results table is as follows:

Business Unit	Voucher ID	Invoice Number	PO Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Operator Assigned	Entered on	AP Certifier ID	Certification Required	AP Certified	Attachment Type
LBNL	00401056	53036	8809866	3757	01/02/2007	TEKNOVA I-001	TLEE	01/05/2007	408506	Always	No	(blank)
LBNL	00401057	53086	8809866	265	01/02/2007	TEKNOVA I-001	TLEE	01/05/2007	408506	Always	No	(blank)
LBNL	00401059	53095	8809866	25.86	01/02/2007	TEKNOVA I-001	TLEE	01/05/2007	408506	Always	No	(blank)
LBNL	00401059	53084	8809866	212	01/02/2007	TEKNOVA I-001	TLEE	01/05/2007	408506	Always	No	(blank)
LBNL	00401060	53083	8809866	265	01/02/2007	TEKNOVA I-001	TLEE	01/05/2007	408506	Always	No	(blank)
LBNL	00401246	57955	8809866	3280	04/06/2007	TEKNOVA I-001	SCHAN	04/30/2007	812496	Always	No	Invoice
LBNL	00401247	58029	8809866	212	04/06/2007	TEKNOVA I-001	SCHAN	04/30/2007	408506	Always	No	Invoice

The example below shows a search for all invoices for a certifier that have not been certified yet.

The screenshot shows the 'Field Certification' application in Mozilla Firefox. The search criteria are: Business Unit: LBNL, Voucher ID: begins with, Invoice Number: begins with, PO Number: begins with, Short Vendor Name: begins with, Operator Assigned: begins with, Entered on: >, AP Certifier ID: begins with 812496, and AP Certified: No. The search results table is as follows:

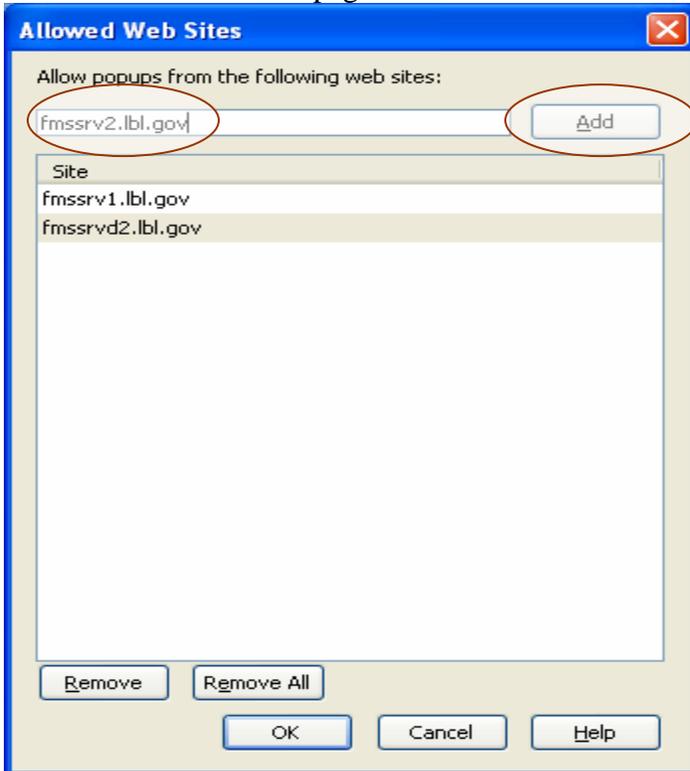
Business Unit	Voucher ID	Invoice Number	PO Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Operator Assigned	Entered on	AP Certifier ID	Certification Required	AP Certified	Attachment Type
LBNL	00368501	WE5209	8802838	604.3	07/12/2006	REGENTS OF THE	LMOSHIRO	07/20/2006	812496	Always	No	(blank)
LBNL	00371793	WE5212	8802838	74.11	07/20/2006	REGENTS OF THE	LMOSHIRO	08/07/2006	812496	Always	No	(blank)
LBNL	00375850	WE5216	8802838	3822.29	08/23/2006	REGENTS OF THE	LMOSHIRO	08/29/2006	812496	Always	No	(blank)
LBNL	00376342	WE4164	8802838	1598.02	08/23/2006	REGENTS OF THE	LMOSHIRO	09/31/2006	812496	Always	No	(blank)
LBNL	00376912	142935	8703865	107.4	08/30/2006	ELIM BIOPHARMA	TJAMES	09/05/2006	812496	Always	No	(blank)
LBNL	00382809	PAY0111	8803196	3902.98	09/21/2006	REGENTS OF THE	LMOSHIRO	09/22/2006	812496	Always	No	(blank)
LBNL	00382812	PAY0117	8803196	11701.11	09/21/2006	REGENTS OF THE	LMOSHIRO	09/22/2006	812496	Always	No	(blank)
LBNL	00382814	PAY0122	8803196	3902.97	09/21/2006	REGENTS OF THE	LMOSHIRO	09/22/2006	812496	Always	No	(blank)
LBNL	00385686	2175283	8703867	13.28	09/27/2006	INTEGRATED-002	LMOSHIRO	10/13/2006	812496	Always	No	(blank)
LBNL	00387029	25070-27921	8717441	13499.16	10/19/2006	REGENTS OF THE	LMOSHIRO	10/20/2006	812496	Always	No	(blank)
LBNL	00389696	144997	8703865	97.2	10/31/2006	ELIM BIOPHARMA	TJAMES	11/03/2006	812496	Always	No	(blank)
LBNL	00389709	145204	8703865	19.8	10/31/2006	ELIM BIOPHARMA	TJAMES	11/03/2006	812496	Always	No	(blank)
LBNL	00394730	289326	8717674	22.82	10/24/2006	OPERON BIO-001	TLEE	11/29/2006	812496	Always	No	(blank)
LBNL	00398159	030003657-200608	8706342	8628.69	11/07/2006	BAYLOR COLLEGE	TLEE	12/16/2006	812496	Always	No	(blank)

The following are steps to enable your browser to allow PopUps for PeopleSoft.

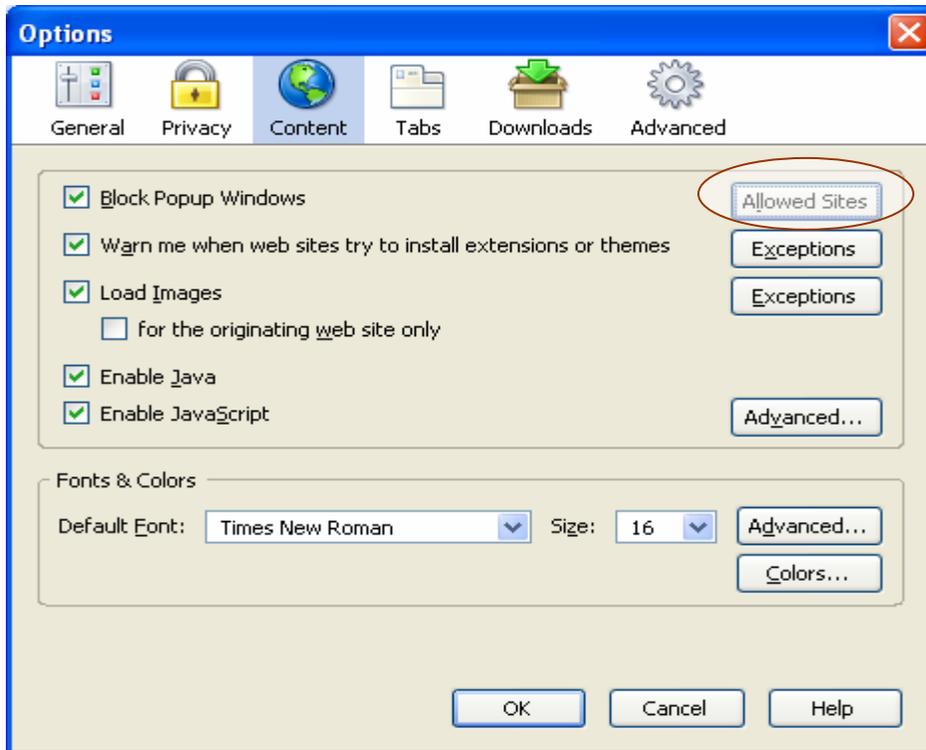
For Mozilla, go to the **Edit** menu to the top left and select **Preferences**.  
Click on the **Privacy & Security** category and select **Popup Windows**.  
Click on the **Allowed Sites** button.



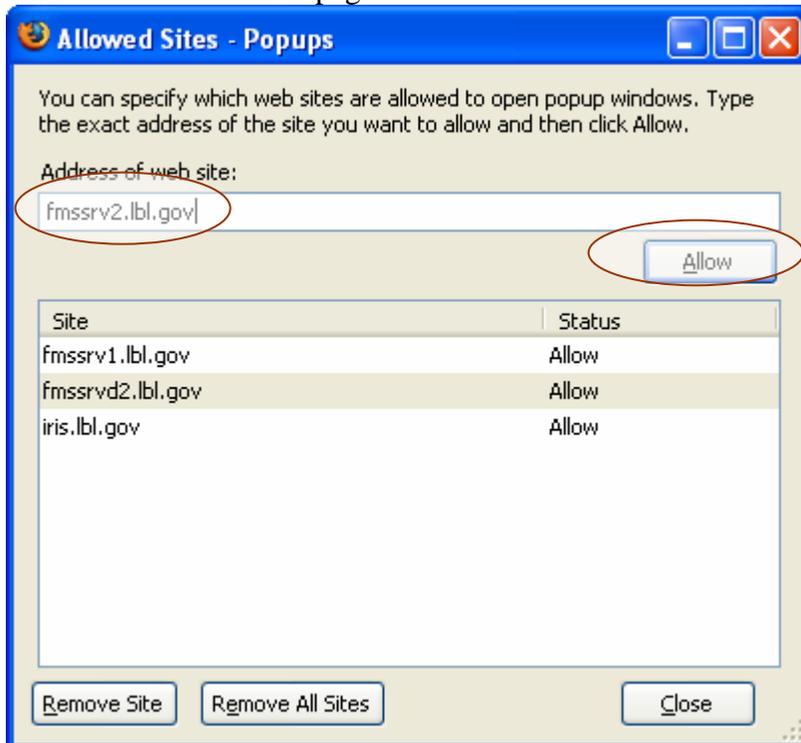
Type **fmssrv2.lbl.gov** in the allow popups dialog box and click **Add**. The web site should be added to the allow popup site list. Click on the **OK** button when done. Go back to the certification page and click on the **View** button to see image of invoice.



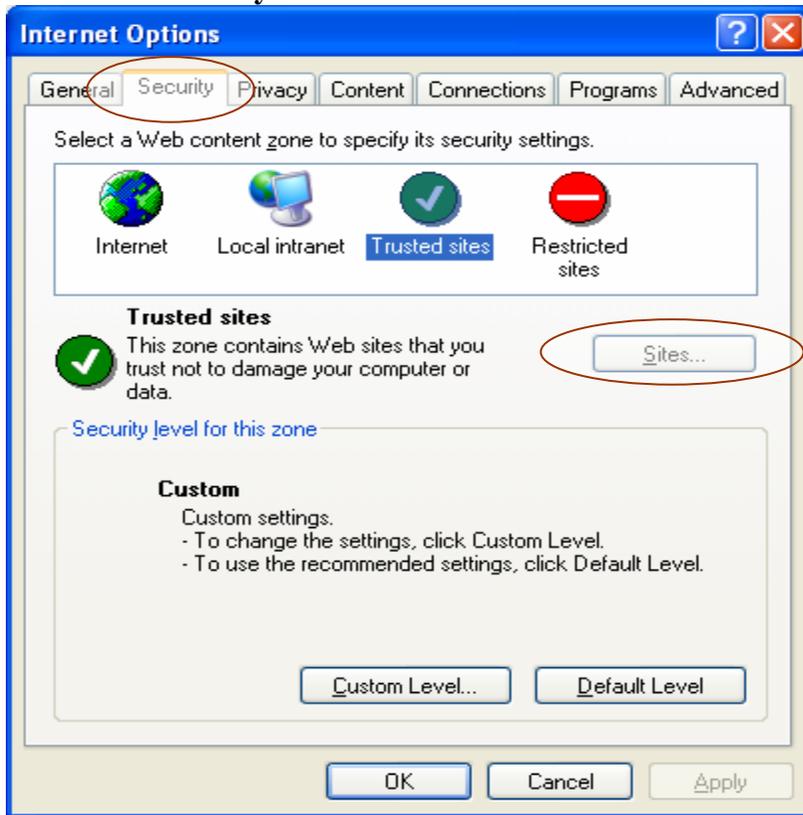
For Firefox, go to the top menu bar and select **Tools**, then **Options**. Click on the **Allowed Sites** button.



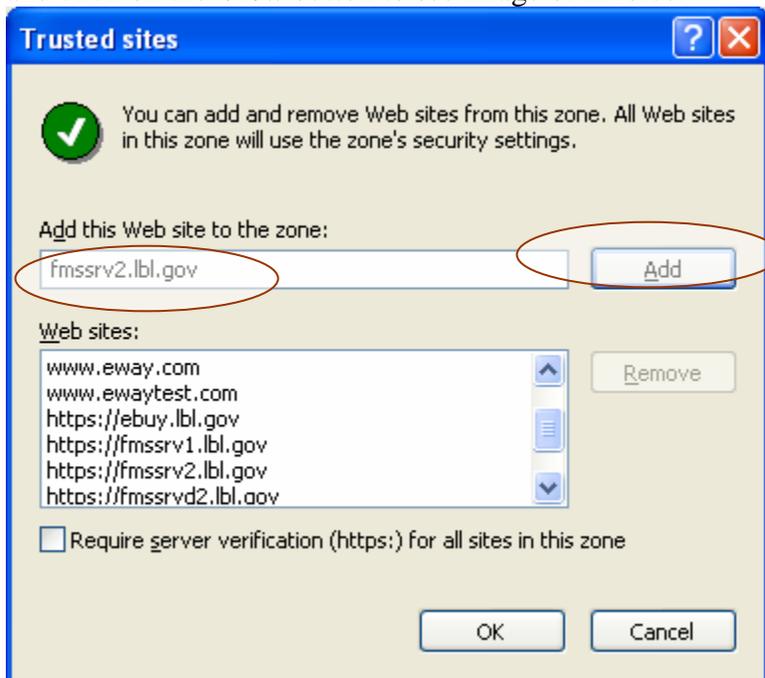
Type **fmssrv2.lbl.gov** in the allow popups dialog box and click **Allow**. The web site should be added to the allow popup site list. Click on the **Close** button when done. Go back to the certification page and click on the **View** button to see image of invoice.



For Internet Explorer, go to the top menu bar and select **Tools**, then **Internet Options**. Go into the **Security** tab and click on the **Sites** button.



Type **fmssrv2.lbl.gov** in the dialog box and click **Add**. The web site should be added to the trusted site list. Click on the **OK** button when done. Go back to the certification page and click on the **View** button to see image of invoice.



For Safari, go to the top menu bar and select **Safari**, then de-select **Block Pop-Up Windows** (no check mark next to Block Pop-Up Windows).