How to view scanned invoice in ASCENT:

1. Log into: <u>https://ascent.jefferson.edu/psp/fscmp/?cmd=login</u>

Jefferson. HEALTH IS ALL WE DO					
Oracle/PeopleSoft FSCM91 FSCMP					
	User ID: jrw010				
	Password: ••••••••••••••••••••••••••••••••••••				
	3				

2. Navigation: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry



3. Under 'Find an Existing Value' enter voucher criteria and then click 'Search'.

Note Business Unit is required and relates to the legal entity by which the invoice would be paid under (TJH, TJH, etc.).

Voucher

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

		0 8	33339). 399999	
Use Saved Search:	•			
Business Unit:	= •		TJU	
Voucher ID:	begins with	۲	XXXXXXXX	
Invoice Number:	begins with	٠	XXXXX	
Invoice Date:	= •		3)
Short Vendor Name:	begins with	۲		
Vendor ID:	begins with	٠		
Name 1:	begins with	٠		
Voucher Style:	- •			•
Related Voucher:	begins with	٠		
Entry Status:	- •			¥
Voucher Source:	- •			T
Case Sensitive				
Voucher Source:	= •			▼

4. Click invoice information tab and then click the Attachments link.

Lefferson.					Home Work
Favorites Main Menu	> Accounts Payable > Vo	uchers > Add/Update > F	Regular Entry		
Summary <u>R</u> elated	Documents Invoice Inform	nation Payments Vouch	er Attributes <u>E</u> rror Sur	nmary	م New Wind
Business Unit: Voucher ID: Voucher Style:	TJU 20187045 Regular Voucher	Invoice No: Invoice Date: Accounting Date:	1803 01/02/2016 01/14/2016	Tax Exempt	
Vendor ID: ShortName: Location: Address:	0000020774 WARSHAW R-001 LOC1 1	ROBIN WARSHAW 338 HAMEL AVENUE GLENSIDE, PA 19038		<	Session Defaults <u>Attachments (1)</u> <u>Comments(0)</u>

5. Click file name to view.

20187045.pdf

Voucher Header Attachment

Business Unit	TJU	Vouc
Details		
File Name	Description	