



Quick Reference Tip Sheet

LAST REVISED DATE: 02/04/2015

General Information

Task	Process Information		
Running a Voucher Activity Inquiry	The Voucher Activity Inquiry Page will allow users to inquire on voucher information using a variety of criteria. Criteria might include Voucher ID, PO Number, Project ID, PCA, Entered By, Budget Status, Approval Status, Match Status, etc. Please note that voucher drilldown capability is secured via the user's PCA access in the system.		

GEARS Navigation

Accounts Payable > Review Accounts Payable Info >	RACLE
Vouchers > Voucher Activity Inquiry	ites Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry

1.0 Process

This document is intended to provide a quick reference to running an inquiry within GEARS.

STEP	ACTION	DETAILS				
1.	Enter and/or select search criteria on the Voucher Activity Inquiry page to search for and review status of voucher(s) and any payment information. You can enter as much search criteria as you like. <u>Note: At a minimum</u> , you must enter a Voucher ID, <u>OR</u> PO Number, <u>OR</u> Project ID, <u>OR</u> PCA (Program Cost Account). At least one of these four fields is required in order to execute the search. In this example, PCA (Program Cost Account), "60081", is entered.	DRACLEC Pavorites Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry Outcher Activity Inquiry *Business Unit MDUDQ Exclude Deleted Vouchers: Exclude Closed Vouchers: Exclude Closed Vouchers: Voucher ID Begins w Invoice Date From Invoice Date To Invoice Autount Project ID Vendor ID Begins w Vendor Name Vendor ID Begins w Googl Account From Account To Matching, Approvals, Status Post Status Approval Status Approval Status Clear *Click Clear to Refresh Search* 				

2.	Enter criteria in any other fields as desired, or select from any of the other drop down selections. You can search on any single or combination of the following fields: Voucher ID/Description, Invoice Number, Invoice Date, Invoice Amount, PO Number, Project ID, PCA, Entered By, Vendor ID/Name, Entered By, PCA (Program Cost Account), Account, Budget Status, Post Status, Transaction Status, Match Status, and Approval Status.	*Business Unit = MDJUDQ Exclude Deleted Vouchers: Exclude Closed Vouchers: Voucher ID Begins w/ Q Voucher Description Contains Invoice Number Begins w/ Q Voucher Description Contains Invoice Number Begins w/ Invoice Date From 08/01/2014 Invoice Date To 10/03/12014 Gross Invoice Amount Invoice Date From 08/01/2014 Invoice Date To 10/03/12014 PO Number Begins w/ Project ID Q Vendor ID Begins w/ Vendor Name Vendor Search Entered By Begins w/ 60091 Q Account From Q Program Cost Account Begins w/ 60091 Account From Q Account To Q
	For example, you can search for vouchers in PCA '60081' by Invoice Date range, 08/01/2014 to 10/31/2014, with Gross Invoice Amount greater than \$100.00 (> 100) and Transaction Status of Paid by State.	Budget Status Post Status Match Status Approval Status Search Clear Clear to Refresh Search*
	Note: The more selection criteria entered, the more granular your results will be.	
3.	You can exclude deleted and/or closed vouchers from your search results.	Voucher Activity Inquiry
	To exclude deleted vouchers, click the check box next to the Exclude Deleted Vouchers: If field. To exclude closed vouchers, click the check box next to the Exclude Closed Vouchers: If field.	*Business Unit = MDJUDQ Exclude Deleted Vouchers: Fxclude Closed Vouchers; Image: Closed Vouchers; Voucher ID Begins w/ Q Voucher Description Contains Image: Closed Vouchers; Ima
	Note : Deleted vouchers do not impact General Ledger (GL) account activity. Closed vouchers will display in GL account activity as both a charge and a credit. In these instances, if necessary, the invoice was processed with a new voucher.	Entered By Begins w/ • Q Program Cost Account Begins w/ • 60091 Q Account From Q Matching, Approvals, Status Search Options Image: Content of the search option o
4.	Click the Search button.	

	The search results annear at the bottom									
52	of the Voucher Activity Inquiry page and	Search result Business	s				Personalize	Eind View Al	P First 🖬 1	-27 of 27 🖻 Last
J u.	of the voucher Activity inquiry page and	Unit	Transaction Status	Voucher	Voucher Description	Invoice Nu	mber	Invoice Date	Invoice Amou	nt PCA
	includes the following information:	1 MDJUD	Paid by State	00079575	office supplies 3766-25M	1464302-	-	08/05/2014		429.82 6009
		2 MDJUD	Paid by State	00082650	Paper 3766 25M	1466061-	D	08/12/2014		401.68 6009
	Transaction Status, Voucher	3 MDJUD	Paid by State	00084787	3766-25M	1468638-	D	08/21/2014		374.66 6009
	ID/Description, Invoice Number, Date,	4 MDJUD	Paid by State	00085809	C10257-08 FY15 Fax Maint	INV43534	1108/11	08/28/2014		199.00 6009
	and Amount, PCA, Account, Monetary	6 MDJUD	Paid by State	00087411	3766-25M	1471165-	D	09/02/2014		103.32 6009
	Amount (Line Amount), Vendor	7 MDJUD	Paid by State	00089121	office supplies 659	217965		09/04/2014		165.68 6009
	ID/Name, PO Number, Match Status,	8 MDJUD	Paid by State	00090667	870958191X09062014	87095819	1	08/28/2014		8963.49 6009
	Approval Status, Approval History,	9 MDJUD	Paid by State	00090930	office supplies 3766-25M	1474239-	D	09/12/2014		453.42 6009
	Budget Status, Post Status, Payment	10 MDJUD	Paid by State	00092628	CK 2001	AOCAUG1	40LB	09/24/2014		1535.38 6009
	Status and Project.	11 MD.IUD	Paid by State	00094850	office supplies - 659	219040		09/29/2014		153 24 6009
		12 MDJUD	Paid by State	00096189	PAYPAL MD GRANTS ACIII 09-14	42460445	555986	09/25/2014	1	0828.49 6009
	New: Search results now includes the	13 MDJUD	Paid by State	00096607	CK 2016	AOCSEPT	140LB	10/09/2014		4209.00 6009
	Account chartfield									
	Account chartneid.	14 MDJUD	Paid by State	00096704	3766-25M	1480242-	D	10/06/2014		186.59 6009
		15 MDJUD	Paid by State	00096706	3766-25M	1480237-	D	10/06/2014		360.00 6009 -
		•		· · · ·	· · · · · · · · · · · · · · · · · · ·	~				,
гь	Scroll to the right in the search results	Search result	s				Personalize	Find View All	First 🚺 1	27 of 27 D Last
50.	to view additional result information, if	Account	Monetary Amount	Vendor ID	Vendor Name	PO Number	Match Status		Approval Status	Approval Hist
	needed.	1 0902		429.82 0000005387	COMPUTER SUPPLY INC		No Match (N/A)		Approved	Approval F
		2 0902		401.68 0000005387	COMPUTER SUPPLY INC		No Match (N/A)		Approved	Approval F
		3 0902		374.66 0000005387	RUDOLPHS OFFICE & COMPUTER SUPPLY INC		No Match (N/A)		Approved	Approval F
		4 0809		199.00 0000005709	DOCUMENT ESSENTIALS		No Match (N/A)		Approved	Approval F
		6 0902		103 32 0000005385	RUDOLPHS OFFICE &		No Match (N/A)		Approved	
		7 0902		165.68 0000005811	COMPUTER SUPPLY INC	0000047652	Matched		Approved	Approval F
		8 0306		178.22 0000007561	AT&T MOBILITY		No Match (N/A)		Approved	Approval F
		9 0902		453.42 0000005387	RUDOLPHS OFFICE & COMPUTER SUPPLY INC		No Match (N/A)		Approved	Approval F
		10 0902		95.38 0000006514	JUDICIARY ST OF MARYLAND		No Match (N/A)		Approved	Approval F
		11,0002		153 34 000005811	WORKING FUND	0000048130	Matched		Approved	Approval h
		12 0819		76.00 0000004656	US BANK	0000048130	No Match (N/A)		Approved	Approval F
		13 0401		836.00.000006514	JUDICIARY ST OF MARYLAND		No Match (N/A)		Approved	Approval F
					WORKING FUND					
		14 0902		186.59 0000005387	COMPUTER SUPPLY INC		No Match (N/A)		Approved	Approval I-
		15 0902		360.00 0000005387	COMPUTER SUPPLY INC		No Match (N/A)		Approved	Approval F
										,
-	If the result contains a hyperlink, you	Soarch rocult	P				Deres for 1		1 H	a
6.	may click the hyperlink to view the	Business	Transaction Status	Vouchar	Voucher Description	Invoice Nu	Personalize	Invoice Date	r Fist - 1-	pt DCA
	information.	Unit	Transaction status	voucher	voucher beschption	invoice nu	mper	Invoice Date	Invoice Amour	
		1 MDJUD	Paid by State	00079575	office supplies 3766-25M	1464302-0)	08/05/2014		429.82 6009
	For example, click on the Voucher	2 MDJUD	Paid by State	00082650	Paper 3766 25M	1466061-0)	08/12/2014		401.68 6009
	Number in the search results to view									
	the Voucher Summary Information ages	3 MDJUD	Paid by State	00084787	3766-25M	1468638-0)	08/21/2014		374.66 6009
	(anona in a neurophylic formation page	4 MDJUD	4 MDJUD Paid by State 000858		C10257-08 FY15 Fax Maint	INV43534		08/28/2014		199.00 6009
	(opens in a new window).	5 MDJUD	Paid by State	00087402	0431119841	04H04311	19841	08/28/2014		171.27 6009
	1									

	The Voucher Summary Page displays in							
7	a now window	ORACLE'						
		Favorites Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry > Regular Entry						
	Note: You must have the appropriate	Summary Related D	ocuments Invoice Information AOC MD I	Payment Payments	Voucher Attributes Error Summary			
	security access to view the page.	and the second second						
		Business Unit:	MDJUD	Invoice Date:	08/05/2014			
		Voucher Style:	00079575 Regular	Invoice Total:	1464302-0			
		Contract ID:	Regular	million fortun	429.02 USD			
		Vendor Name:	RUDOLPHS OFFICE & COMPUTER	Pay Terms:	Due Now			
			SUPPLY INC					
			5020 CAMPBELL BLVD, SOTTE C	Voucher Source:	Online			
		Entry Status	BALTIMORE, MD 21230-4908	Origin:	ONI			
		Match Status:	No Match	Created:	ONE			
		Approval Status:	Approved	Created By:				
		Post Status:	Posted	Modified:				
				Modified By:				
		Doc Tol Status:	Valid	ERS Type:	Not Applicable			
		Budget Status:	Valid	Close Status:	Open			
		Budget Misc Status:	Valid					
		*View Related	Payment Inquiry	Go				
		Save & Return to	Search 🔄 Notity 🦈 Refresh		Add (20 Update/Usplay)			
		Summary Related Docum	nents Invoice Information AOC MD Payment F	ayments Voucher Attrib	utes Error Summary			
	Search Criteria Descriptions							
	Scaren enteña Desenptions	Field Name	Description					
		Business Unit	The value of MDJUD should no	ot be changed.				
		Voucher ID	A search can be done utilizing	the GEARS Vouch	ner ID. This would be the			
	<u>Note</u> :		guickest method to view a kno	wn voucher.				
	*A combination of the search criteria	Voucher	A search can be done utilizing the Invoice Description entered into the voucher					
	may help limit results to your specific	Description	line of the GEARS voucher.					
	needs	Invoice	A search can be done utilizing the Invoice Number entered in the voucher					
	neeus.	Number	within GEARS.					
		Invoice Date	A search can be done utilizing	the Invoice Date	entered in the voucher within			
	*Many of the search options utilize		GEARS. A range of dates can also be utilized.					
	operators such as equal to (=), greater	Gross Invoice	A search can be done utilizing the Gross Invoice Amount entered into the					
	than (>) less than (<) hegins with	Amount	header of the GEARS voucher.					
	contains atc. to assist in defining your	Purchase Order	A search can be done utilizing a Purchase Order Number associated with the					
	contains, etc., to assist in defining your	Number	GEARS voucher.					
	criteria.	Vendor ID	A search can be done utilizing the GEARS Vendor ID, and may assist in finding					
		Number	all vouchers in the system payable to a particular vendor under your PCA.					
		Vendor Name	or Name, and may assist in					
			finding all vouchers in the system payable to a particular vendor under your					
			PCA. Please note that there is also a Vendor Search link that can be used to					
			look up the correct vendor.					
		Entered By	A search can be done utilizing	the GEARS user t	hat entered the voucher in			
			GEARS. This would be helpful to limit results if there are multiple people that					
		DCA /Duran	enter vouchers for your depart	tment/court.				
		PCA (Program	A search can be done utilizing	the PCA (Program	n Cost Account) that is			
		COST ACCOUNT)	boloful to limit the results to it	ist vour rospocti	1, A0200. This would be very			
		Account	A soarch can be done utilizing	the Account Cod	a antarad into the youcher line			
		ACCOUNT	of the GEAPS you chor. A range	o of accounts can	also be utilized			
		Budget Status	A search can be done utilizing	the different Bud	and Statuses such as valid			
		Duuget Status	error not checked. This would	the helpful to ide	entify youchers that perhaps a			
			budget check was erroneously	forgotten				
		Post Status	A search can be done utilizing	the different Pos	t Statuses, such as posted and			
		1050500003	unposted in general voucher	s hecome noster	once the Department of			
			Budget and Finance (DBF) has	processed the vo	pucher. Until this time, the post			
			status would be unposted.		the post			
		Transaction	A search can be done utilizing	the different Tra	nsaction Statuses. such as Not			
		Status	submitted/In the Field, DBF in	Process, DBF pro	cessing hold, Submitted to			
			State, Paid by State, Closed, or	Deleted. This w	ould be helpful to identify			
			vouchers that have not met all	of the criteria fo	or moving to DBF for processing.			
					_			
			Descriptions:					

	 Cancelled Payment – The voucher was processed by DBF, but subsequently the payment was cancelled. Closed – The voucher was posted by DBF, and then subsequently closed. DBF in Process – The voucher has reached DBF for processing, and a Control Group number has been assigned. DBF Processing Hold –The voucher has been put in a "Hold" Control Group by DBF. Deleted – The voucher has been deleted from the system. NOTE: Once deleted, you can't see the voucher under Voucher/Regular Entry. Not Submitted / In the field – The voucher does not meet the criteria for being moved to DBF for processing. NOTE: To be processed by DBF, the voucher must have a valid budget check, valid match status, and be approved. Paid by State – The voucher has been paid by the State. Submitted to State – The voucher has been submitted to the State, but not yet paid.
Match Status	A search can be done utilizing the different Match Statuses, such as match exceptions exist, which may indicate that the voucher needs additional attention.
Approval Status	A search can be done utilizing the different Approval Statuses, such as approved, pending and denied. This would be helpful to identify those vouchers that are awaiting approval or they were erroneously not submitted for approval.

Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.