

For Tammy's next GEARS User email:

## Voucher Actions

Action:  
Match, Doc Tol, Bdgt ▾  
Run

If you have already run the **"Match, Doc Tol, Bdgt"** Action on a voucher and it results in an exception, please resolve the exception and then re-run only the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.

For example, you run the **"Match, Doc Tol, Bdgt"** action, and get Budget Exceptions, though Matching and Doc Tolerance are valid. Resolve the budget issue and then re-run only the **"Budget Checking"** action.

See screen shots below.

The screenshot displays the Oracle Voucher Actions interface. At the top, the Oracle logo is visible. Below it, a breadcrumb trail reads: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The main interface is divided into several tabs: Summary, Related Documents, Invoice Information, AOC MD Payment, Payments, Voucher Attributes, and Error Summary. The 'Invoice Information' tab is active, showing fields for Business Unit (MDJUD), Invoice No. (2014221JS), Voucher ID (00044051), Invoice Date (02/21/2014), Voucher Style (Regular Voucher), and Accounting Date (02/21/2014). A red box highlights the 'Action' dropdown menu, which is currently set to 'Match, Doc Tol, Bdgt', and a 'Run' button below it. To the right of the 'Action' dropdown are links for Session Defaults, Attachments (0), Comments (0), and Preview Approval. Below the invoice information, there are fields for Vendor ID (0000010498), ShortName (JEROMERSPE-001), Location (000), and \*Address (1). There is also an 'Advanced Vendor Search' link. The 'Invoice Lines' section shows a total of 17.25 USD. Below this, there are fields for \*Currency (USD), Miscellaneous, and Freight. The 'Difference' is shown as 0.00 with a 'Calculate' button. The 'Copy From Source Document' section includes fields for PO Unit, PO Number, and Copy From (set to None), with a 'Copy PO' button. The 'Invoice Lines' table shows one line with Line 1, \*Distribute by: Amount, Ship To: AOC-NON\_PO, and Description: JUDICIAL CONF PRINCE GEORGES. The 'Distribution Lines' section is partially visible at the bottom.

<b>Business Unit:</b>	MDJUD	<b>Invoice Date:</b>	02/21/2014
<b>Voucher ID:</b>	00044051	<b>Invoice No:</b>	2014221JS
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	17.25      USD
<b>Contract ID:</b>		<b>Pay Terms:</b>	Due Now
<b>Vendor Name:</b>		<b>Voucher Source:</b>	Online
<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONL
<b>Match Status:</b>	No Match	<a href="#">Preview Approval</a>	<b>Created:</b> 02/21/2014
<b>Approval Status:</b>	Pending	<b>Created By:</b>	JOANN.MEYERS
<b>Post Status:</b>	Unposted	<b>Modified:</b>	02/24/2014
		<b>Modified By:</b>	julia.travis
<b>Doc Tol Status:</b>	Valid	<b>ERS Type:</b>	Not Applicable
<b>Budget Status:</b>	<span style="border: 1px solid red; padding: 2px;">Exceptions</span>	<b>Close Status:</b>	Open
<b>Budget Misc Status:</b>	Valid		
<b>*View Related</b>	Payment Inquiry	<input type="button" value="Go"/>	

Business Unit: MDJUD Invoice No: 2014221JS  
Voucher ID: 00044051 Invoice Date: 02/21/2014  
Voucher Style: Regular Voucher Accounting Date: 02/21/2014

Action:  
Budget Checking  
Run

Vendor ID: 0000010498  
ShortName: JEROMERSPE-001  
Location: 000  
\*Address: 1

[Session Defaults](#)  
[Attachments \(0\)](#)  
[Comments\(0\)](#)  
[Preview Approval](#)

[Advanced Vendor Search](#)

Invoice Lines: 17.25  
\*Currency: USD  
Miscellaneous:  
Freight:  
Total: 17.25

\*Pay Terms: NET00 Due Now  
Basis Date Type: Acct Date  
[Non Merchandise Summary](#)

Print Invoice  
Submit For Approval

Difference: 0.00  
Calculate

Copy From Source Document

PO Unit:  
PO Number:  
Copy From: None  
Copy PO  
Go

Invoice Lines

Find | View All | First | 1 of 1 | Last

Line: 1 Item: UOM:  
\*Distribute by: Amount Unit Price: Quantity:  
Ship To: AOC-NON\_PO Line Amount: 17.25  
SpeedChart: Description: JUDICIAL CONF C PRINCE GEORGES  
One Asset

Calculate

<b>Business Unit:</b>	MDJUD	<b>Invoice Date:</b>	02/21/2014
<b>Voucher ID:</b>	00044051	<b>Invoice No:</b>	2014221JS
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	17.25 USD
<b>Contract ID:</b>			
<b>Vendor Name:</b>		<b>Pay Terms:</b>	Due Now
		<b>Voucher Source:</b>	Online
<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONL
<b>Match Status:</b>	No Match	<a href="#">Preview Approval</a>	<b>Created:</b> 02/21/2014
<b>Approval Status:</b>	Pending	<b>Created By:</b>	JOANN.MEYERS
<b>Post Status:</b>	Unposted	<b>Modified:</b>	02/24/2014
		<b>Modified By:</b>	julia.travis
<b>Doc Tol Status:</b>	Valid	<b>ERS Type:</b>	Not Applicable
<b>Budget Status:</b>	Valid	<b>Close Status:</b>	Open
<b>Budget Misc Status:</b>	Valid		
<b>*View Related</b>	Payment Inquiry	<a href="#">Go</a>	

Save Return to Search Notify Refresh Add Update/Display