

Voucher Activity Inquiry Page Recommendations

The Department of Budget and Finance (DBF) is recommending that you use the new Voucher Activity Inquiry page on a regular weekly basis to retrieve critical voucher information to ensure that your vouchers are being processed in a timely fashion. Often times, vouchers do not make it to the DBF queue because one or more processes have not been completed on the voucher, such as budget checking, or approval. By following the below recommended actions, vouchers can be more closely monitored and missing actions can be completed to allow the voucher to be processed.

Navigate to the Voucher Activity Inquiry report as follows:

Main Menu>>Accounts Payable>>Review Accounts Payable Information>>Vouchers>>Voucher Activity Inquiry

Approved but not Budget Checked-

To perform this inquiry, enter your *PCA* in the **Program Cost Account** area. Then select *Not Chk'd* under **Budget Status** and *Approved* under **Approval Status**. This inquiry will display vouchers that have been approved but not budget checked. Vouchers in this status will NOT go to the Accounts Payable (AP) queue for further processing. See example below-

Voucher Activity Inquiry

*Business Unit	=	MDJUD	Exclude Deleted Vouchers:	<input type="checkbox"/>	Exclude Closed Vouchers:	<input type="checkbox"/>
Voucher ID	Begins w/		Voucher Description	Contains		
Invoice Number	Begins w/		Invoice Date From		Invoice Date To	
Gross Invoice Amount						
PO Number	Begins w/		Project ID			
Vendor ID	Begins w/		Supplier Name		Vendor Search	
Entered By	Begins w/					
Program Cost Account	Begins w/	60091	Account From		Account To	
Approp Year From			Approp Year To			
Acct Dt From			Acct Date To			
Matching, Approvals, Status Search Options						
Budget Status	Not Chk'd	Post Status		Transaction Status		
Match Status				Approval Status	Approved	

REQUIRED ACTION – Open the existing voucher and perform budget checking and then save the voucher. The voucher will then be finalized and ready for DBF to review and process.

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Vouchers in Budget Error Status-

To run this report, enter your *PCA* in the **Program Cost Account** area. Then select *Error* under **Budget Status**. This inquiry will show vouchers that received an error in the budget checking process. Vouchers in this status will NOT go to the AP queue for further processing. (This does not apply to those vouchers that only received a budget warning during the budget checking process.) See example below-

Voucher Activity Inquiry

*Business Unit	=	MDJUD	Exclude Deleted Vouchers:	<input type="checkbox"/>	Exclude Closed Vouchers:	<input type="checkbox"/>
Voucher ID	Begins w/		Voucher Description	Contains		
Invoice Number	Begins w/		Invoice Date From		Invoice Date To	
Gross Invoice Amount						
PO Number	Begins w/		Project ID			
Vendor ID	Begins w/		Supplier Name		Vendor Search	
Entered By	Begins w/					
Program Cost Account	Begins w/	60091	Account From		Account To	
Approp Year From			Approp Year To			
Acct Dt From			Acct Date To			
Matching, Approvals, Status Search Options						
Budget Status	Error	Post Status		Transaction Status		
Match Status				Approval Status		

REQUIRED ACTION – Open the existing voucher and review the “Budget Exception” on the Summary Tab by clicking the blue hyperlink for further details. On the page presented, you can also select the Budget Chartfields tab to see the actual accounts that have issues. The budget errors need to be resolved for the voucher to be ready for DBF to review and process. Please contact DBF if you should need assistance.

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Budget Checked but Not Approved-

To perform this inquiry, enter your *PCA* in the **Program Cost Account** area. Then select *Valid* under **Budget Status** and *Pending* under **Approval Status**.

Voucher Activity Inquiry

*Business Unit	=	MDJUD	Exclude Deleted Vouchers:	<input type="checkbox"/>	Exclude Closed Vouchers:	<input type="checkbox"/>
Voucher ID	Begins w/		Voucher Description	Contains		
Invoice Number	Begins w/		Invoice Date From		Invoice Date To	
Gross Invoice Amount						
PO Number	Begins w/		Project ID			
Vendor ID	Begins w/		Supplier Name		Vendor Search	
Entered By	Begins w/					
Program Cost Account	Begins w/	60091	Account From		Account To	
Approp Year From			Approp Year To			
Acct Dt From			Acct Date To			
Matching, Approvals, Status Search Options						
Budget Status	Valid	Post Status		Transaction Status		
Match Status				Approval Status	Pending	

REQUIRED ACTION – Contact your approver to request that they approve the required voucher. If you are not sure who the approver is, open the existing voucher and under the Summary Tab, click on the blue Approval History hyperlink. A new window will open and then you can click on the approver link to see the identified approver(s). Once the voucher is approved, it will be ready for DBF to review and process.

SUMMARY -

As shown with the above scenarios, the Voucher Activity Inquiry page can be very useful to be proactive with your voucher management. All vouchers should be monitored and required actions taken on a regular basis to ensure timely payment to our vendors. As always, any questions, please reach out to a staff member of DBF.