



AP220 - Creating and Maintaining Vouchers

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AP220

AP220 Creating and Maintaining Vouchers

Course Overview

The Judiciary uses GEARS Accounts Payable to enter or record vendor invoices or payment requests for vendor and employee payments. Vouchers are entered to process the following transactions:

- Purchase order based invoices
- Non-purchase order based invoices
- Recurring voucher contracts
- Customer refunds (e.g., Return of Escrow, Traffic Ticket Case and Civil Non-EST (Non-Served) refunds, revenue refunds)
- Employee travel advance payment and expense reimbursement
- Petty cash replenishments

The *AP220 Creating and Maintaining Vouchers* course discusses how to create and maintain vouchers for purchase order and non-purchase order based processing in GEARS.

Course Outline

The following sections and lessons provide information and step-by-step instructions on entering, updating, and processing vouchers in GEARS:

- Course Audiences and Prerequisites
- Lesson 1: Reviewing Vendor Information
- Lesson 2: Entering Vouchers and Identifying Voucher Types
- Lesson 3: Managing Voucher Processing Errors
- Lesson 4: Processing Revenue Refunds
- Lesson 5: Reviewing Voucher Information
- Course Summary

Course Audience and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- Circuit Court
- Court of Appeals
- Court of Special Appeals
- Court Related Agencies
- AOC - All Offices
- State Law Library

GEARS Role(s)

This course is intended for Judiciary employees with the following GEARS role(s):

- AP Field Analyst

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Prerequisites

The recommended prerequisites for this course are:

- INT 100 Introduction to GEARS
- PO100 Understanding GEARS Procurement Processes
- AP100 Understanding GEARS Payables

Understanding Procure to Pay

What is Procure to Pay?

Procure to pay is the transactional relationship cycle between Procurement (PO) and Payables (AP). It provides control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that final invoice is processed - providing full insight into cash-flow and financial commitments.

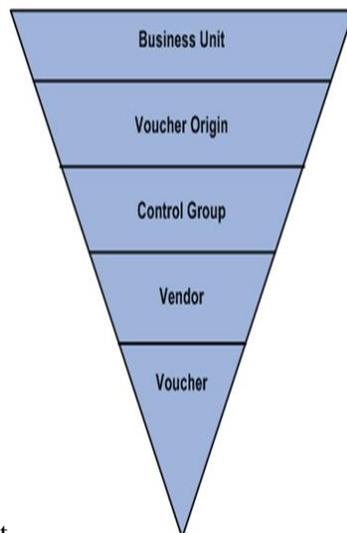
How Does Accounts Payable Work Together with Purchasing?

Accounts Payable and Purchasing work together seamlessly in various ways. They:

- generate vouchers for received goods and services
- perform 2-way or 3-way matching validation among receipts, purchase orders, and invoices
- and allow the user to view related documents and transactions across the entire procure-to-pay process chain

How Does GEARS Manage All of the Data for these Transactions?

As the two modules work together, you may wonder how the data is managed. GEARS utilizes Informational Hierarchies. The Informational Hierarchy consists of the following:



- Business Unit
- Voucher Origin
- Control Group
- Vendor

- Voucher

Each **Business Unit** acts as a separate area of control, representing an independent processing entity. For all Judiciary wide transactions, your business unit is **MDJUD**. The **Voucher Origin** is a designation to identify where the voucher data originated. The most commonly used origin is Online which is noted as **ONL**. This identifies that the vouchers was entered online and directly within the Accounts Payable module. The **Control Group** acts just as its name states. It allows control and management over an entire group rather than individual parts that make up the group. The **Vendor** is a company or it could be an individual, which supplies goods or services to another company (in this case the Judiciary). Finally, the **Voucher** is an electronic accounting document produced after receiving a vendor invoice. It represents an internal intent to make a payment to the vendor for goods and/or services for the amount due as noted on the invoice.

With respect to the vendor, all are contained within a centralized location called the **Vendor Master File**. It is a central, comprehensive data base file maintained by the Department of Systems and Fiscal Compliance (DBF) that contains information about vendors used to facilitate financial transactions between companies. The information includes Tax ID, payment terms, address, contacts, and payment or purchase transaction history.

There are several different voucher types that you may need to be able to recognize. They are:

- **Direct Voucher:** These are vouchers that require no source document.
- **Standard Receipt Voucher:** These are vouchers that require a match to an existing receipt.
- **Purchase Order (Express PO) Voucher:** These are vouchers that require a match to a local on-site procurement or corporate level purchase order.

There are steps to voucher processing worth noting. It assists with voucher dependencies and balancing functionality. The steps are to:

- Access the Voucher component.
- Search / Select an approved Vendor.
- Create vouchers online.
- View purchase order and receiver references. Be sure to associate receiver lines with voucher lines for matching.

Matching

With Accounts Payable and Purchasing working together it allows for 2-way and 3-way matching. This is important because it is an internal control within GEARS, and it ensures that you pay for only the goods and services that you order and receive. The following is a quick look at 3-way vs. 2-way matching.

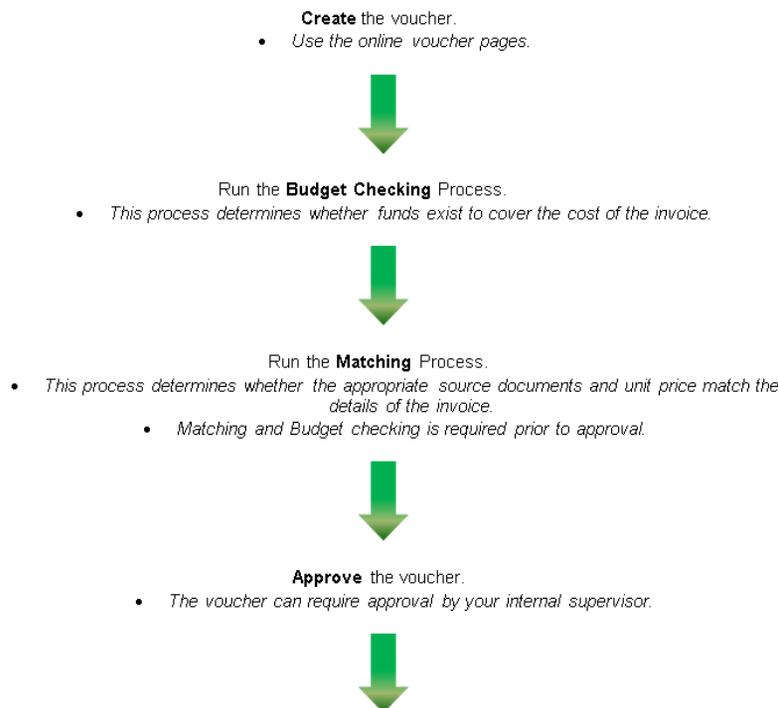
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Quick Reference		3-Way Matching vs. 2-Way Matching	
3-Way Matching		2-Way Matching	
Matches:		Matches:	
<ul style="list-style-type: none"> • Purchase Order • Receipt (Receiving Report) • Vendor's / Supplier Invoice 		<ul style="list-style-type: none"> • Purchase Order • Vendor's / Supplier Invoice 	
Commonly used for any goods or services that have been delivered or rendered and a receipt has been processed within the system.		Commonly used for non-item purchases for which there are no receipts that can be processed within the system.	
<ul style="list-style-type: none"> • Office Supplies • Furniture • Computers 		<ul style="list-style-type: none"> • Repair Services • Rent / Lease Agreements • Maintenance Contracts 	

What Happens to My Voucher?

Here is the basic flow of vouchers in PeopleSoft Purchasing:



DBF the **Reviews and Validates** the voucher.



The voucher information and corresponding documentation are sent to **GAD** for final processing by the State of Maryland.



GAD sends back the **Warrant/Payment** information within 5-30 days.

The Structure of a Voucher

A voucher consists of (3) basic elements:

- **Header:** The Header contains high-level information about the transaction.
- **Line:** Line level information details the goods or services being purchased.
- **Distribution:** Distribution level information includes the budget and accounting details for the purchase.

Budget Checking

You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version and the batch version of the Budget Processor process perform exactly the same tasks. Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

Lesson 1: Reviewing Vendor Information

Lesson Overview

Though the Systems and Fiscal Compliance unit manages vendor information, local court and Judiciary department locations have inquiry access to vendor records including the ability to search and retrieve vendor information to manage their respective Procure-to-Pay transactions. Vendor Inquiry is done through the **Review Vendor** component.

In GEARS, vendor information includes the following:

- Vendor name(s)

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- Tax identification Number (TIN)
- Status, vendor class, and other basic business information that tells you what kind of vendor you are entering
- 1099 status (whether a vendor is a 1099 vendor or not)
- Physical addresses for the vendor
- A vendor's mail code (remit-to address code)

NOTES:

- When a new vendor is created and saved, the system generates a 10-digit vendor ID. The vendor's TIN is also entered as a vendor identifier in the system.
- When searching for a vendor in the system, you can use any of the data elements entered on the vendor record including the vendor ID or the vendor's TIN.
- The vendor's TIN and mail code combination is stored in the **Short Vendor Name** field in the following format: 000000000-000. For example, the **Short Vendor Name** field may display 123456789-000

Lesson Objectives

After completing this lesson, you should be able to:

- Search for vendor and review the vendor's information

1.1 Searching for Vendors

Once vendors have been established and saved, you can search for the vendor record using the **Review Vendors** search page. Use the **Review Vendors** page to search by name, short vendor name (tax identification number), vendor status, and physical location (address, city, state, zip code), among other criteria.

After completing this topic, you will be able to:

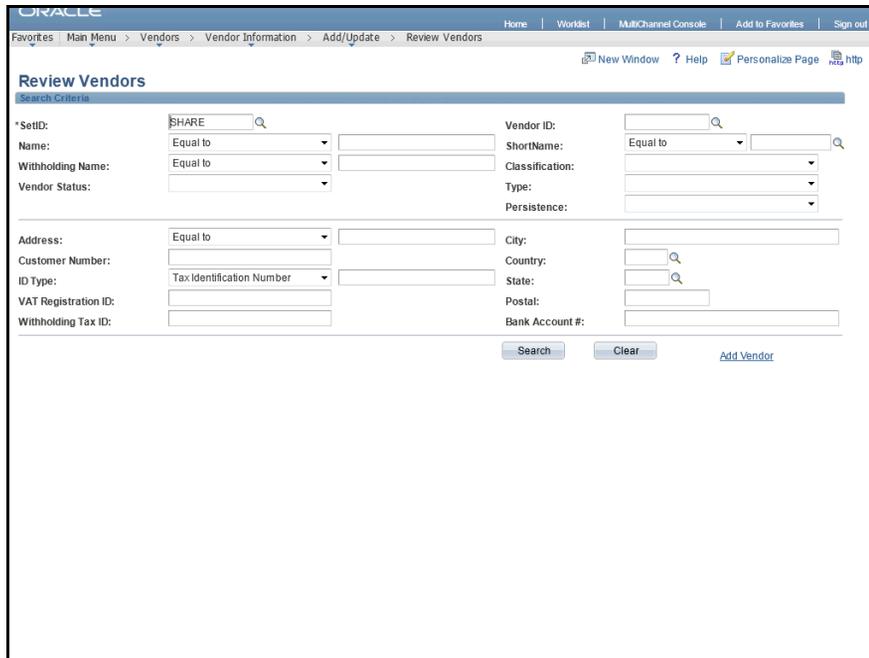
- Use the **Review Vendors** page to search for and review summary vendor information

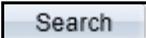
Procedure

In this topic, you will search for a vendor using the **Vendor Information - Review Vendors** page.

Step	Action
1.	Navigate to the Review Vendors search page. Click the Vendors link. 
2.	Click the Vendor Information link. 

Step	Action
3.	Click the Add/Update link. 
4.	Click the Review Vendors link. 



Step	Action
5.	The Review Vendors page displays. The Review Vendors page is used to find and view summary vendor information and to access a vendor record to review and update, when needed.
6.	To begin a search, use one or more of several search options to narrow your search. When you enter less criteria the system retrieves more vendor records. In the top section, you may search by the following fields: - Name - Short (Vendor) Name (Tax Identification Number and Mail Code Combination) - Vendor ID - Vendor Status - Vendor Type
7.	Use other search options including vendor address components such as street Address, City, State, and Zip Code.
8.	Click the Search button. 

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ORACLE
 Home | Workst | MailChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors

Search Criteria

*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postal:

Withholding Tax ID:

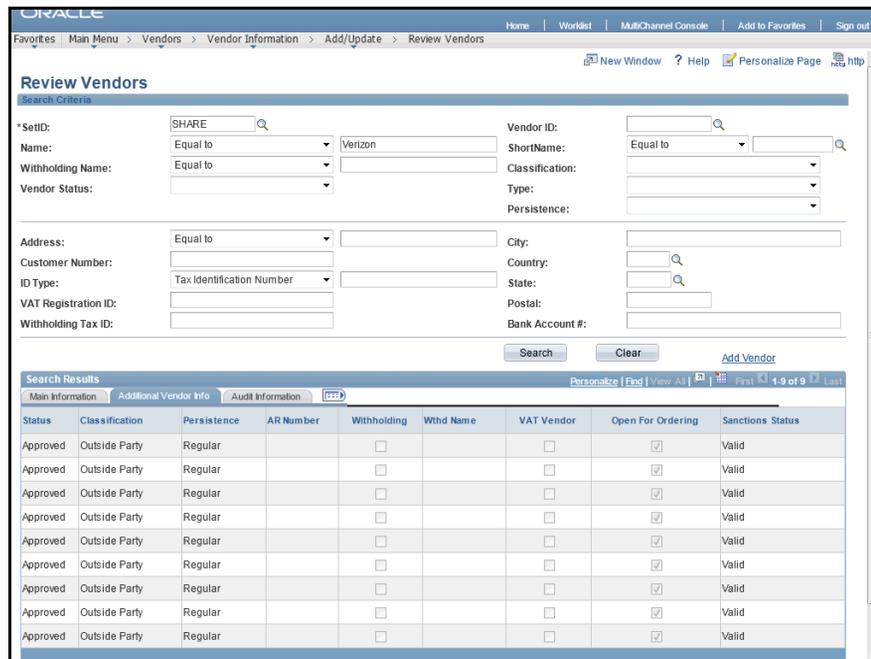
Bank Account #:

Search Results

Main Information | **Additional Vendor Info** | Audit Information

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000004122	VERIZON	230397860-001	PO BOX 4832	TRENTON	NJ	USA	Active
SHARE	0000004183	VERIZON	232743964-006	PO BOX 650457	DALLAS	TX	USA	Active
SHARE	0000005278	VERIZON	520270070-000	PO BOX 17577	BALTIMORE	MD	USA	Active
SHARE	0000005279	VERIZON	520270070-001	PO BOX 28001	LEHIGH VALLEY	PA	USA	Active
SHARE	0000005281	VERIZON	520270070-004	PO BOX 660720	DALLAS	TX	USA	Active
SHARE	0000005283	VERIZON	520270070-011	PO BOX 646	BALTIMORE	MD	USA	Active
SHARE	0000005284	VERIZON	520270070-015	PO BOX 17577	BALTIMORE	MD	USA	Active
SHARE	0000005285	VERIZON	520270070-016	PO BOX 646	BALTIMORE	MD	USA	Active
SHARE	0000005286	VERIZON	520270070-019	PO BOX 4832	TRENTON	NJ	USA	Active

Step	Action
9.	<p>The Search Results grid displays a list of vendors matching your search criteria.</p> <p>The Main Information tab for the vendor(s) listed is also displayed. This tab provides basic vendor identifying information, including:</p> <ul style="list-style-type: none"> - Vendor ID - Name 1 (legal name) - Short (Vendor) Name (Vendor TIN and Mail Code combination) - Address Information - Effective Status (of the Address - Active or Inactive)
10.	<p>Click the Additional Vendor Info tab.</p> <p><input type="button" value="Additional Vendor Info"/></p>



Review Vendors

Search Criteria

*SetID: SHARE
 Name: Equal to Verizon
 Withholding Name: Equal to
 Vendor Status:
 Address: Equal to
 Customer Number:
 ID Type: Tax Identification Number
 VAT Registration ID:
 Withholding Tax ID:
 Vendor ID:
 ShortName: Equal to
 Classification:
 Type:
 Persistence:
 City:
 Country:
 State:
 Postal:
 Bank Account #:

Search Results

Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Vendor	Open For Ordering	Sanctions Status
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

Step	Action
11.	<p>The Additional Vendor Info tab displays.</p> <p>On the Additional Vendor Info tab view the following information:</p> <ul style="list-style-type: none"> - Vendor's status (e.g., Approved, Denied, Unapproved (pending approval)) - Classification (type of vendor) - Persistence (frequency of use, e.g., "Regular"), - Open for Ordering status (when a vendor is approved and this flag is selected, a vendor can be used of transactions)
12.	<p>Click the Audit Information tab.</p> 

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ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors New Window ? Help Personalize Page

Search Criteria

*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postal:

Withholding Tax ID:

Bank Account #:

[Add Vendor](#)

Search Results Personalize | Find | View All | First 1 of 9 | Last

Last Activity Date	Last Modified By	Last modified date	Created By	Created Date/Time
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:38PM
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:39PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM

Step	Action
13.	The Audit Information tab displays vendor record activity, including the user ID of who created and last modified the record and when.

ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors New Window ? Help Personalize Page

Search Criteria

*SetID:

Name:

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postal:

Withholding Tax ID:

Bank Account #:

[Add Vendor](#)

Search Results Personalize | Find | View All | First 1 of 9 | Last

Last Activity Date	Last Modified By	Last modified date	Created By	Created Date/Time
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:38PM
02/12/2013	AOC_CONVERSION	02/12/13 6:34PM	AOC_CONVERSION	01/25/13 9:39PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:39PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM
02/12/2013	AOC_CONVERSION	02/12/13 6:36PM	AOC_CONVERSION	01/25/13 9:43PM

Step	Action
14.	To start a new search, use the Clear button to erase your current search criteria. Then enter new search criteria, as desired.
15.	You have successfully completed the <i>Searching for Vendors</i> topic. You have learned how to: - Search for a vendor using the Review Vendor page - Review vendor information End of Procedure.

Lesson 2: Entering Vouchers and Identifying Voucher Types

Lesson Overview

An **invoice** is the document a vendor submits to request payment for goods or services delivered. When vendor invoices are received by the Judiciary, the invoice information is entered into GEARS Payables through a voucher. A **voucher** is used to record receipt of a vendor invoice and aggregate payments to a vendor.

Voucher Types

There are two types of voucher created to record receipt of a vendor invoice:

1. **PO Vouchers:** references a source document such as a purchase order receipt (PO receipt) or an Express Purchase Order (Express PO).
2. **Non-PO Vouchers:** entered to process a direct payment to a vendor, when no PO receipt or Express PO has been created.

Both voucher types consist of a voucher header, voucher lines, and distribution lines. However, once a PO receipt or Express PO has been associated to the voucher, the voucher inherits the purchase order's header, line, and distribution information. The voucher details must be entered when you create a non-PO voucher.

Lesson Objectives

After completing this lesson, you should be able to:

- Identify steps in the voucher entry process
- Identify voucher statuses
- Process purchase order based invoices
- Process non-purchase order based invoices

2.1 Understanding Voucher Entry

Generally, voucher entry and processing includes the following steps:

1. Create and save the voucher
2. Process the voucher
3. Approve the voucher within court or department

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4. Create and process voucher control groups (DBF Only)
5. Post vouchers (DBF Only)
6. Generate General Ledger journals (DBF Only)

The table below describes each step in the voucher entry process.

Voucher Step	Description
1. <i>Create and save voucher</i>	A voucher is created either through online entry.
2. <i>Process voucher</i>	Local court and Judiciary departments run on-demand (immediate) processes to prepare the voucher for approval and posting. These processes include: <ul style="list-style-type: none"> • Matching: compares voucher lines with referenced purchase order and receipt lines to verify that what was ordered is being paid. This process is also referred to as three-way matching. • Budget Checking: validates accounting information • Document Tolerance: verifies that the amount of the voucher lines copied from a purchase order line does not exceed the defined tolerance percentage/amount NOTE: Non-purchase order vouchers only require Budget Checking.
3. <i>Approve voucher</i>	Vouchers are approved within the court or department that the voucher was originated. Voucher approval routings vary for the following voucher types: <ul style="list-style-type: none"> • Employee Re-imbursements • Local Courts • Judicial Information Systems (JIS)
4. <i>Create and review voucher control groups (DBF)</i>	Once voucher have been processed, the DBF Accounts Payable Supervisor creates voucher control groups and submits them for review by the designated DBF personnel. Voucher accounting lines and attached documentation are verified in the control group. Corrections are made, if needed. The control group can also be deleted, if applicable.
5. <i>Post vouchers (DBF)</i>	After the voucher control group has been verified, vouchers are then posted using the Voucher Post process. This process creates accounting entries and posts them to the Payables module.
6. <i>Generate General Ledger journals (DBF)</i>	Once voucher accounting entries are created and posted in Payables, the Journal Generator process is run by DBF to create corresponding General Ledger Journal entries.

2.2 Understanding Voucher Statuses

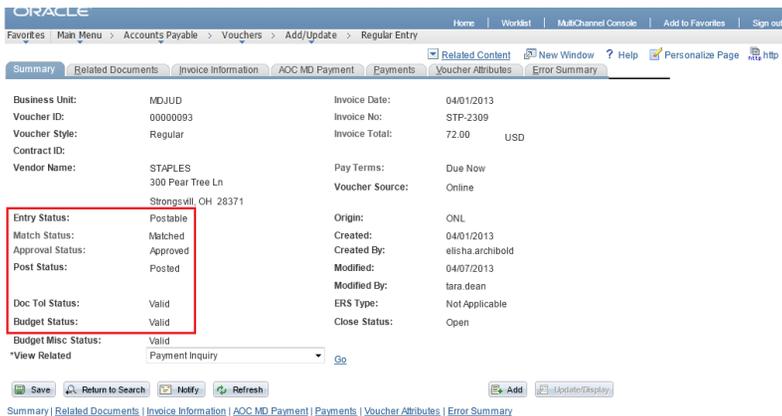
Vouchers go through several stages from initial entry to payment to posting. GEARS Payables tracks these stages using various statuses. The following status types relate to various actions and processes that can be run on a voucher:

- Entry status
- Approval status
- Document Tolerance status
- Budget status
- Match Status
- Voucher Post status

This topic discusses the stages and statuses that a voucher in GEARS may have from voucher entry to processing the voucher for approval and posting. After completing this topic, you will be familiar with:

- Various statuses that a voucher can have during processing

You can review voucher statuses on the **Summary** page of a voucher. The voucher **Summary** page is displayed below.



ORACLE
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | **Related Content** | New Window | Help | Personalize Page | http
 Voucher Attributes | Error Summary

Business Unit: MJJUD Invoice Date: 04/01/2013
 Voucher ID: 00000093 Invoice No: STP-2309
 Voucher Style: Regular Invoice Total: 72.00 USD
 Contract ID:
 Vendor Name: STAPLES Pay Terms: Due Now
 300 Pear Tree Ln Voucher Source: Online
 Strongsville, OH 28371

Entry Status: Postable
Match Status: Matched
Approval Status: Approved
Post Status: Posted
Doc Tol Status: Valid
Budget Status: Valid
 Budget Misc Status: Valid
 *View Related: Payment Inquiry

Origin: ONL
 Created: 04/01/2013
 Created By: elisha.archibold
 Modified: 04/07/2013
 Modified By: tara.dean
 ERS Type: Not Applicable
 Close Status: Open

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Reviewing Voucher Statuses

The following table illustrates the values for each voucher status - before and after processing. The statuses are listed in the order that they would occur:

Status Type	Process	Initial Status	Post-Processing Statuses
Entry Status	Voucher Entry	<i>Open</i>	<ul style="list-style-type: none"> <i>Postable</i>: Voucher passed all system validations and can be posted. <i>Recycle</i>: There are errors that must be corrected before the voucher can be posted. <i>Deleted</i>: The voucher has been deleted.
Approval Status	Voucher Approval	<i>To Be Approved</i>	<ul style="list-style-type: none"> <i>Pending</i>: The voucher is awaiting approval. <i>Approved</i>: The voucher has been approved by an authorized user. <i>Denied</i>: The voucher has been denied by an approver in the approval workflow. The voucher should be updated or canceled (by authorized DBF user).
Document Tolerance Status	Document Tolerance Checking	<i>Not Checked</i>	<ul style="list-style-type: none"> <i>Valid</i>: The voucher has been successfully passed document tolerance checking. <i>Exceptions (Error)</i>: The voucher has not passed document tolerance checking and has errors.
Budget Status	Budget Checking	<i>Not Checked</i>	<ul style="list-style-type: none"> <i>Valid</i>: All voucher lines and distributions have passed budget validations. <i>Exceptions (Error)</i>: There are budget exceptions on one or more voucher distributions that must be corrected.
Match Status	Matching	<i>No Match</i>	<ul style="list-style-type: none"> <i>Matched</i>: The voucher is successfully matched. <i>To Be Matched</i>: Vouchers have not gone through the Matching process or vouchers have been unmatched. <i>Exceptions (Error)</i>: Exceptions occurred when applying the match rules to the voucher. <i>Manually Overridden</i>: The match status was overridden and manually assigned by an authorized DBF user.
Post Status	Voucher Posting	<i>Not Posted</i>	<ul style="list-style-type: none"> <i>Posted</i>: Accounting entries have been created and posted to the Payables module.

2.3 Reviewing a Voucher

A voucher contains several tabs / pages which provide summary and details, including:

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- **Summary tab**
- **Related Documents**
- **Invoice Information**
- **Payment**
- **MD AOC Payment**
- **Errors**

In this topic you will review the pages within the voucher component.

After completing this topic, you will have reviewed the following information within the voucher component:

- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment reference information from the State of Maryland General Accounting Division (GAD)
- Payment options (e.g., payment method, hold options, payment messages)
- Payment schedule options (e.g., scheduling payments vs recording manual payments)
- Voucher errors that may occur during the **Voucher Build** process

Procedure

In this topic, you will review the pages within the voucher entry component.

A screenshot of the Oracle AP220 Voucher Entry page. The browser address bar shows the path: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page has a navigation bar with tabs: Summary (selected), Related Documents, Invoice Information, AOC MD Payment, Payments, Voucher Attributes, and Error Summary. The main content area displays voucher details in two columns:
Business Unit: MJJUD | Invoice Date: 04/01/2013
Voucher ID: 00000993 | Invoice No: STP-2309
Voucher Style: Regular | Invoice Total: 72.00 USD
Contract ID:
Vendor Name: STAPLES | Pay Terms: Due Now
300 Pear Tree Ln | Voucher Source: Online
Strongsville, OH 28371
Entry Status: Posttable | Origin: ONL
Match Status: Matched | Created: 04/01/2013
Approval Status: Approved | Created By: elisha.archibold
Post Status: Posted | Modified: 04/07/2013
Modified By: tara.dean
Doc Tol Status: Valid | ERS Type: Not Applicable
Budget Status: Valid | Close Status: Open
Budget Misc Status: Valid
*View Related: Payment Inquiry (dropdown) Go
At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the very bottom reads: Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary.

Step	Action
1.	<p>The Summary page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information.</p> <p>The Summary page only displays after a voucher is saved.</p>
2.	<p>The voucher statuses display in the bottom left corner of the page including:</p> <ul style="list-style-type: none"> - Entry Status - Match Status - Approval Status - Document Tolerance Status - Budget Status - Post Status
3.	<p>The Voucher Source field indicates the voucher's source. Sources include:</p> <ul style="list-style-type: none"> - Online - Contracts (Recurring Voucher Contracts) - Receivables Customer Refunds - Non-EST - Traffic Refunds - Procurement Cards - Quick Invoice - Self Service Invoices (Interpreter Invoices) <p>The voucher in this example was created through online entry. The Voucher Source is "Online".</p>
4.	<p>You can review when the voucher was created, by whom, and when it was last modified.</p>
5.	<p>When applicable, you can access the inquiry pages of related transactions using the View Related drop-down list.</p>
6.	<p>Click the View Related list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> Payment Inquiry ▼ </div>
7.	<p>In this example, click the Purchase Order Inquiry list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> Purchase Order Inquiry </div>
8.	<p>Click the Go link to open the inquiry page.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> Go </div>

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Purchase Order Inquiry

Purchase Order

Business Unit: MDJUD
 PO ID: 000000147

PO Status: Dispatched
 Budget Status: Valid

Header

PO Date: 04/01/2013
 Vendor Name: STAPLES01-1
 Vendor ID: 000000009
 Buyer: jone, kevin

Doc Tol Status: Valid
 Backorder Status: Not Backordered
 Receipt Status: Received
 Hold From Further Processing

PO Reference: [All RTV](#) [Document Status](#)

Header Details: [All RTV](#)
 Header Comments: [Matching](#)
 Change Order: [Activty Summary](#)

Amount Summary

Merchandise:	72.00
Freight/Tax/Misc.:	0.00
Total:	72.00 USD
Encumbrance Balance:	0.00 USD

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	DC-1	Stamps, Rubber	MISCELLANEOUS	1.0000	EA	72.00 USD	Approved

[Return to Search](#) [Notify](#) [Related Li](#)

Step	Action
9.	<p>The inquiry page opens in a new window.</p> <p>After reviewing the inquiry page, click the Close button to return to the voucher.</p> 

Summary

Business Unit: MDJUD
 Voucher ID: 00000093
 Voucher Style: Regular
 Contract ID:

Invoice Date: 04/01/2013
 Invoice No: STP-2309
 Invoice Total: 72.00 USD

Vendor Name: STAPLES
 300 Pear Tree Ln
 Strongsville, OH 28371

Pay Terms: Due Now
 Voucher Source: Online

Entry Status: Postable
 Match Status: Matched
 Approval Status: Approved
 Post Status: Posted

Origin: ONL
 Created: 04/01/2013
 Created By: elisha.archibold
 Modified: 04/07/2013
 Modified By: tara.dean

Doc Tol Status: Valid
 Budget Status: Valid
 Budget Misc Status: Valid

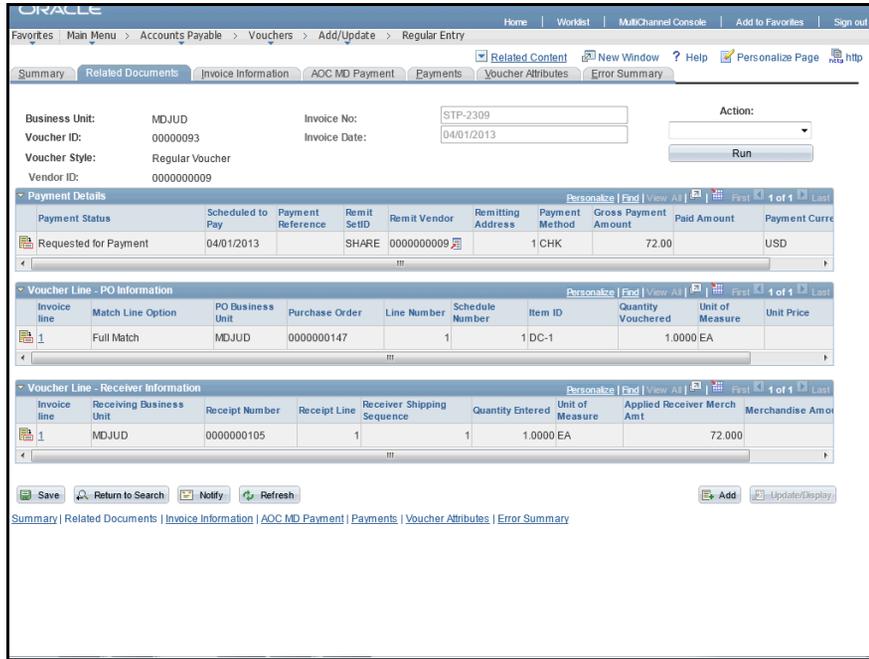
ERS Type: Not Applicable
 Close Status: Open

*View Related: [Purchase Order Inquiry](#) [Go](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Step	Action
10.	<p>The Summary page for the voucher displays.</p> <p>Click the Related Documents tab.</p> 

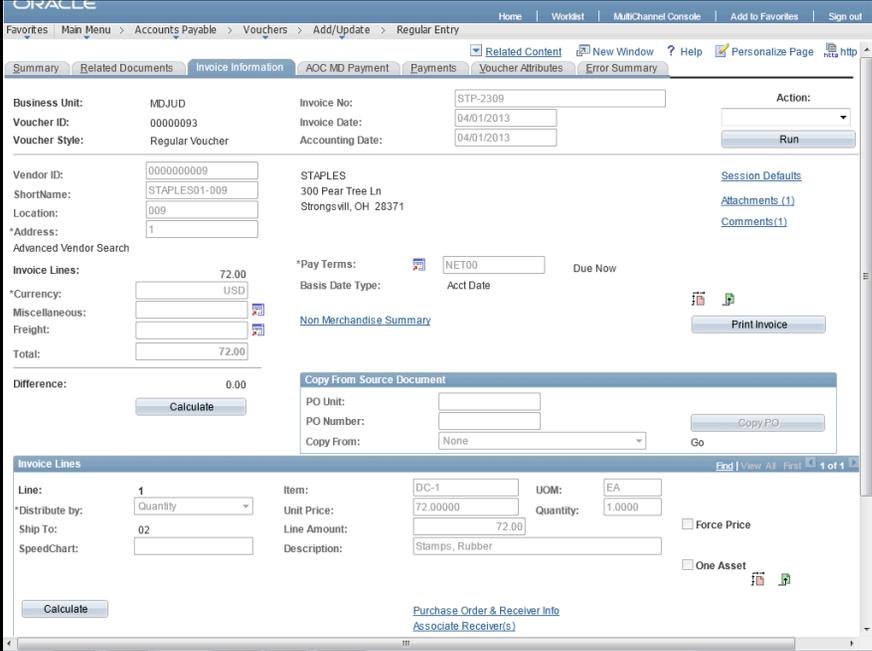


Step	Action
11.	<p>The Related Documents page displays.</p> <p>This page displays documents that have been associated with the voucher including payments, purchase orders, and receipts (if applicable).</p>
12.	<p>The voucher in this example references a purchase order (PO) and a purchase order receipt (PO receipt).</p> <p>The PO or PO receipt lines associated with each invoice line on the voucher display in the Voucher Line - PO Information and Voucher Line - Receiver Information sections, respectively.</p>
13.	<p>The Payment Details section displays actual payment information for payments disbursed by the Judiciary (e.g., Return of Escrow payments). This information includes the status, scheduled pay date, payment method, and paid amount.</p> <p>NOTE: Payment information for State issued warrants is displayed on the AOC MD Payment page.</p>

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Step	Action
14.	Click the Invoice Information tab. 



Step	Action
15.	The Invoice Information page displays. Use the Invoice Information page to enter/update voucher header, line, and distribution (accounting) information.
16.	The voucher header contains high-level information about the voucher including, the voucher ID, invoice number and date, accounting date, vendor information, and the total amount of the voucher.
17.	Voucher attachments and comments are added in the voucher header. Add attachments or comments using the corresponding links in the header. The number of attachments or comments added is indicated next to the hyperlink. In this example, one attachment and one comment has been added.
18.	The Accounting Date field for the voucher displays beneath the Invoice Date field at the top on the page. The Accounting Date is used to determine the date the transaction will be posted to the General Ledger. This date defaults to the current date.

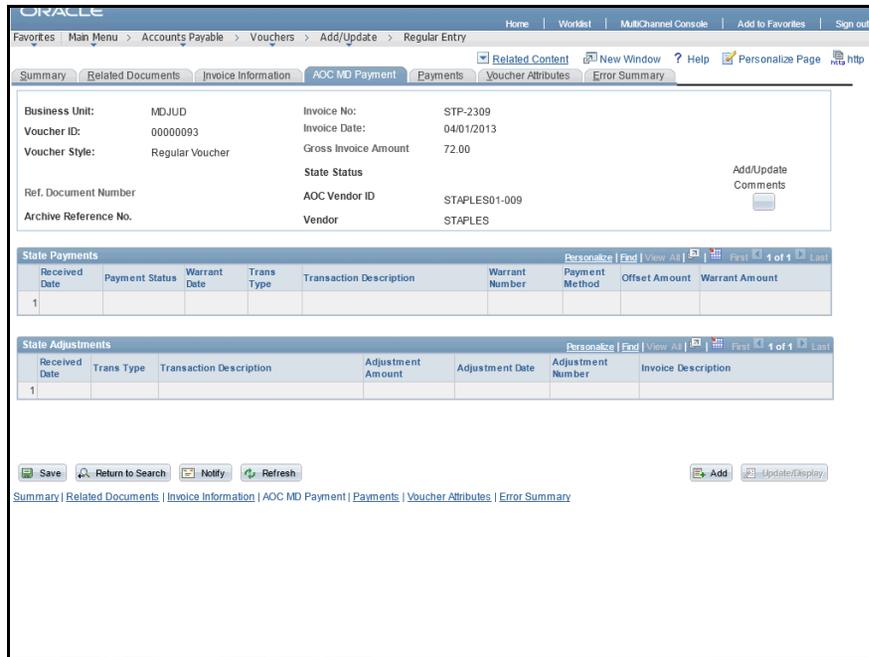
Step	Action
19.	The payment terms default in the Pay Terms field. Use the Look up button to identify different payment terms, if applicable.
20.	The Copy From Source Document section below the header is used to create a voucher using information from other documents including express POs, PO receipts, vouchers, and voucher templates.
21.	Every voucher must contain at least one invoice line to be saved. Line information is entered or copied to into the Invoice Lines section of the voucher.
22.	In the Invoice Lines section, the Distribute By field is required and defaults as "Amount." This indicates that you will distribute the cost of the line item by amount rather than quantity. If applicable, you can select "Quantity" to distribute the cost of the line item by quantity. This is applicable only to non-PO vouchers. NOTE: If a voucher is created from a purchase order (PO) or PO receipt, the voucher lines will default with the attributes of the purchase order lines. You cannot change the Distribute By method.
23.	When a voucher is created from another transaction, such as a PO or PO receipt, the voucher line information is carried over from the copied document. Otherwise, you must enter the line information.
24.	Each invoice line must have at least one distribution line (funding source). If the voucher line and distribution were copied from another document such as a purchase order or purchase order receipt, the distribution information defaults.
25.	In the Distribution Lines section, the following Chartfield information displays on the GL Chart tab: <ul style="list-style-type: none"> - Account - Batch Agency - Fund - Program - Appropriation Number - Appropriation Year - Program Cost Account (PCA) - Project Business Unit (Grants and Capital Projects) - Project ID (Grants and Capital Projects) - Activity (Grants and Capital Projects)
26.	Asset information can be viewed on the Assets tab, if applicable.

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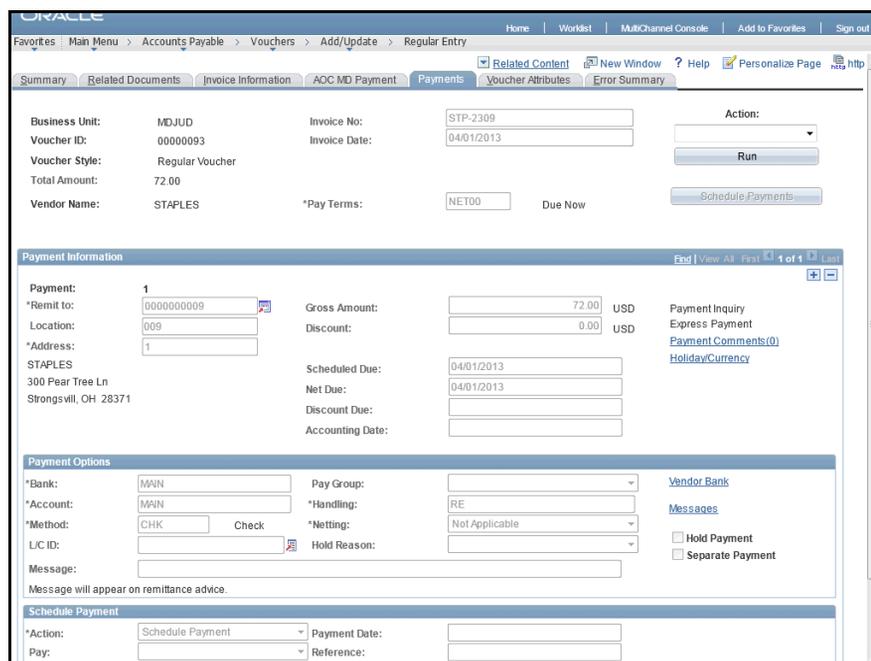


Step	Action
27.	<p>Click the AOC MD Payment link at the bottom of the page.</p> <p>NOTE: You can also access payment information by clicking the AOC MD Payments tab at the top of the page.</p> <p>AOC MD Payment</p>



Step	Action
28.	<p>The AOC MD Payment page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD).</p> <p>Users with access to the voucher entry component can view this payment reference information.</p>
29.	<p>At the top of the page, you can view the following payment information for the voucher:</p> <ul style="list-style-type: none"> - Archive Reference Number (ARN) related to the warrant - State Status which indicates: <ul style="list-style-type: none"> 1) delivery of payment request to the State displayed as "Submitted to State (TRN)", or 2) the receipt of payments details from the State displayed as "Paid by State (HX)" <p>In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available.</p>

Step	Action
30.	In the State Payments and State Adjustments sections the following information is available when payment reference information is received from the State: <ul style="list-style-type: none"> - Warrant information (warrant number, date, payment method amount, etc.) - Transactional activity including adjustments, stop payments, re-issues, voided warrants
31.	Click the Payments tab. 



The screenshot displays the Oracle AP220 Payments page. At the top, there are navigation tabs: Summary, Related Documents, Invoice Information, AOC MD Payment, Payments (selected), Voucher Attributes, and Error Summary. The main form contains the following sections:

- Business Unit:** MDJUD
- Invoice No:** STP-2309
- Invoice Date:** 04/01/2013
- Voucher ID:** 00000093
- Voucher Style:** Regular Voucher
- Total Amount:** 72.00
- Vendor Name:** STAPLES
- *Pay Terms:** NET00
- Due Now**

Payment Information section includes:

- Payment:** 1
- *Remit to:** 000000009
- Location:** 009
- *Address:** 1
- STAPLES**
300 Pear Tree Ln
Strongsville, OH 28371
- Gross Amount:** 72.00 USD
- Discount:** 0.00 USD
- Scheduled Due:** 04/01/2013
- Net Due:** 04/01/2013
- Discount Due:**
- Accounting Date:**

Payment Options section includes:

- *Bank:** MAN
- *Account:** MAN
- *Method:** CHK (selected), Check
- LIC ID:**
- Message:**
- Message will appear on remittance advice.**
- Pay Group:**
- *Handling:** RE
- *Netting:** Not Applicable
- Hold Reason:**
- Vendor Bank**
- Messages**
- Hold Payment
- Separate Payment

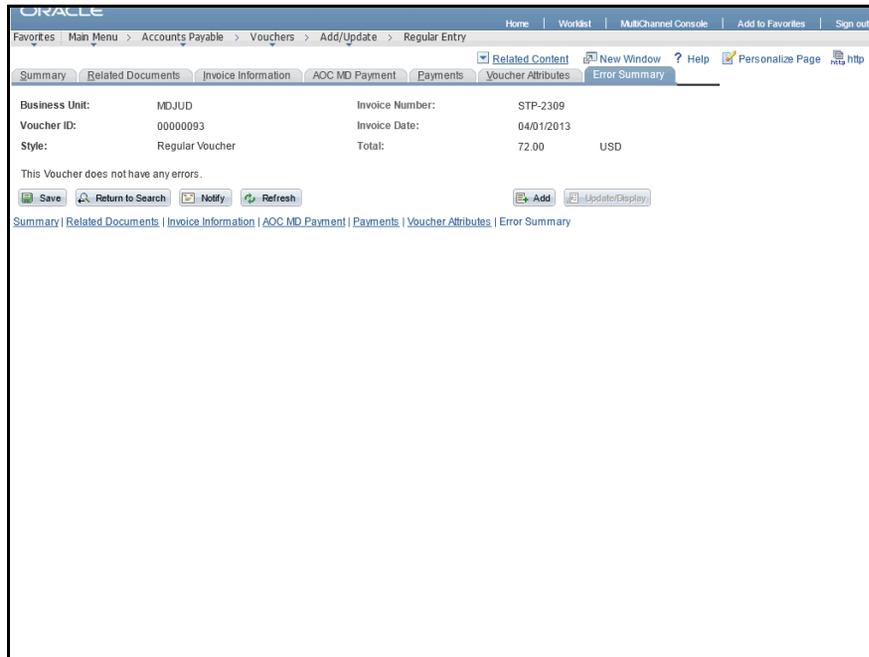
Schedule Payment section includes:

- *Action:** Schedule Payment
- Payment Date:**
- Pay:**
- Reference:**

Step	Action
32.	The Payments page displays. This page is used to update payment information including the payment options and payment schedule information. This page is updated by authorized users only.
33.	Click the Error Summary tab. 

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Step	Action
34.	<p>The Error Summary page displays. The Error Summary page typically shows voucher errors that may occur during Voucher Build.</p> <p>View any voucher header, line, and distribution line errors that have prevented the voucher from being processed.</p>
35.	<p>You have successfully completed the <i>Reviewing a Voucher</i> topic.</p> <p>You have reviewed with the following topics and concepts:</p> <ul style="list-style-type: none"> - Viewing voucher summary information - Viewing voucher related transaction information - Viewing invoice information - Viewing payment information from the State of Maryland General Accounting Division (GAD) - Viewing payment options (e.g., payment method, hold options, payment messages) - Viewing payment schedule options (e.g., scheduling payments vs recording manual payments) - Viewing voucher errors <p>End of Procedure.</p>

2.4 Entering a Voucher from a PO Receipt

In this topic you will create a voucher by copying PO receipt line information. This, in effect, associates the voucher with a purchase order. Once a purchase order has been associated to the voucher, the voucher inherits the purchase order's header, line, and distribution information including all PO attributes (e.g., the accounting distribution method - by quantity or amount).

When a PO voucher is created, it liquidates the encumbrance balance associated with the purchase order line. The purchase order line is either liquidated by the amount or by the quantity of the voucher, depending on how the purchase order was created. Once a purchase order is fully liquidated, it cannot be referenced on a voucher.

NOTES:

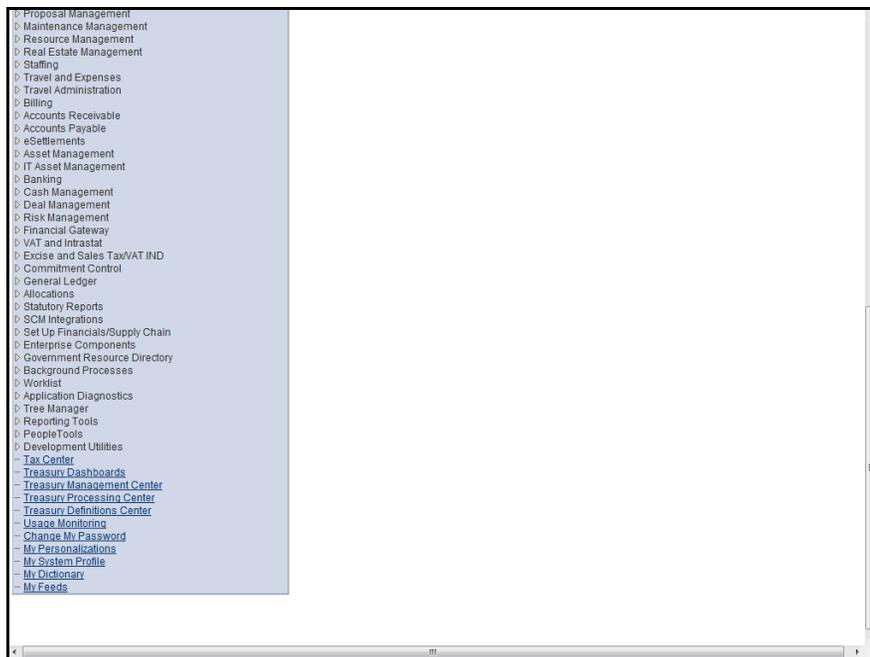
- Vouchers can have one or more purchase orders (obligations) copied into a single voucher.
- A voucher must have completed header and line information with an accounting distribution, and a valid budget status before it can be submitted for approval (when required).
- For purchases greater than \$2,500, a PO and corresponding PO receipt must be created prior to creating a voucher. If neither transaction has been entered in the system, they must be created prior to entering the voucher.

After completing this topic, you will be able to:

- Create a voucher by copying a PO receipt
- Attach supporting documents to the voucher for approver review
- Run the Matching, Document tolerance and Budget Checking process for a voucher
- View and verify a voucher's status after processing
- Submit a voucher for approval

Procedure

In this topic, you will enter a voucher by copying a PO Receipt.



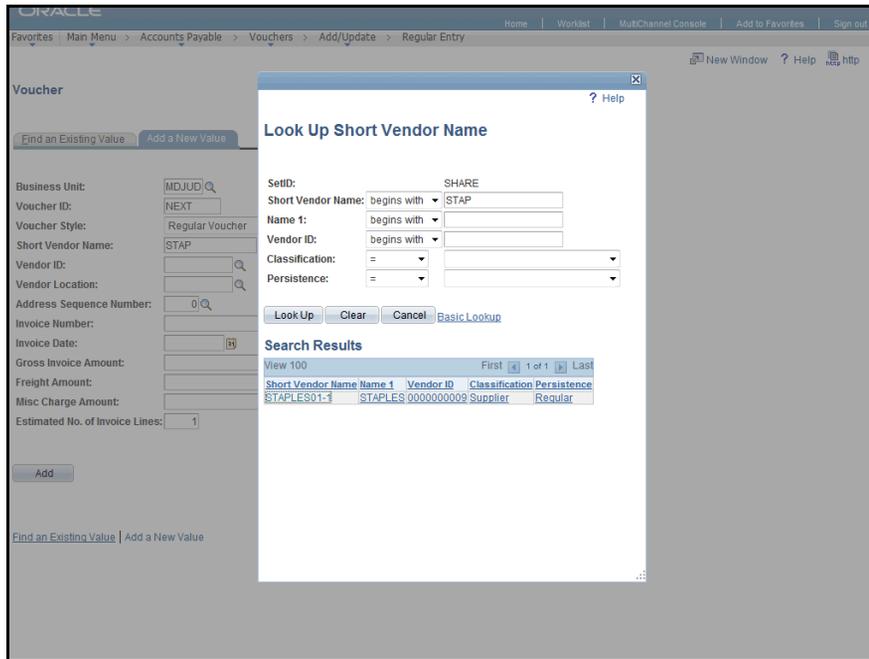
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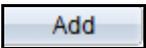
AP220 - Creating and Maintaining Vouchers



Step	Action
1.	Click the Accounts Payable link. Accounts Payable
2.	Click the Vouchers link. Vouchers
3.	Click the Add/Update link. Add/Update
4.	Click the Regular Entry link. Regular Entry

Step	Action
5.	The Voucher - Add a New Value page displays. Enter the TIN and mail-code combination into the Short Vendor Name field.



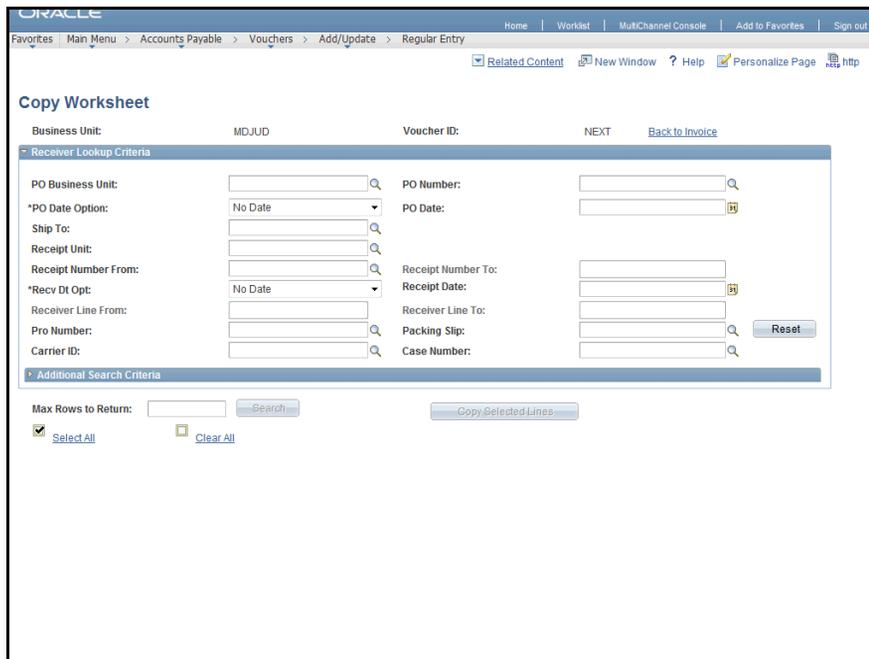
Step	Action
6.	
7.	Enter the desired information into the Invoice Number field.
8.	Enter the invoice date into the Invoice Date field.
9.	Click the Add button. 

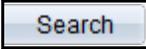
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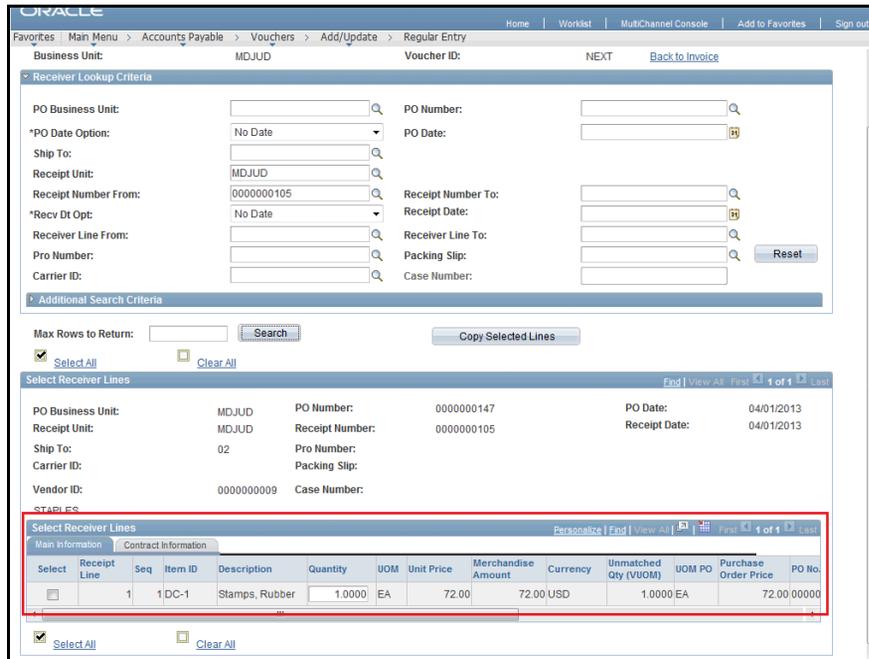
Step	Action
10.	The Invoice Information page displays. The values entered on the previous page default in the respective fields.
11.	In the Copy Source Document section, you will copy a PO Receipt. Click the Copy From list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">None</div>
12.	Click the PO Receipt list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">PO Receipt</div>
13.	Click the Go link. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Go</div>



Step	Action
14.	The Copy Worksheet page displays. Use the search fields in the Receiver Lookup Criteria section to locate the PO receipt. Enter the PO receipt, if known.
15.	In this example, you will enter the receipt. Enter " MDJUD " into the Receipt Unit field.
16.	Enter the receipt number into the Receipt Number From field.
17.	Click the Search button. 

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The screenshot shows the Oracle AP220 Voucher Entry interface. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The 'Business Unit' is 'MDJUD' and the 'Voucher ID' is 'NEXT'. A 'Back to Invoice' link is visible.

The 'Receiver Lookup Criteria' section contains several search fields: PO Business Unit, *PO Date Option (set to 'No Date'), Ship To, Receipt Unit (MDJUD), Receipt Number From (0000000105), *Recv Dt Opt (set to 'No Date'), Receiver Line From, Pro Number, Carrier ID, PO Number, PO Date, Receipt Number To, Receipt Date, Receiver Line To, Packing Slip, and Case Number. A 'Reset' button is located to the right of these fields.

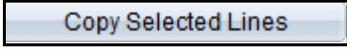
Below the search criteria is a 'Max Rows to Return' field and a 'Search' button. A 'Copy Selected Lines' button is also present.

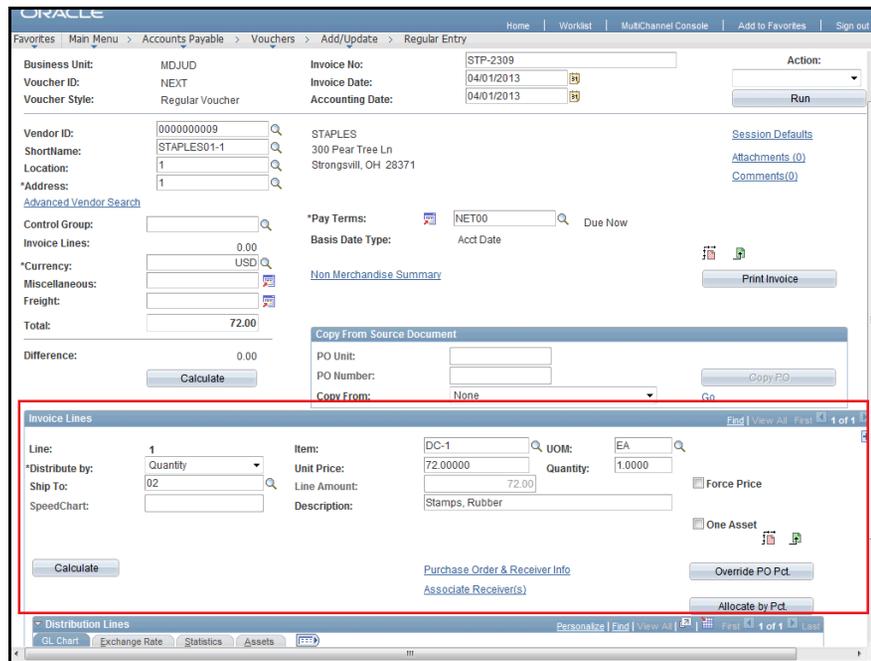
The 'Select Receiver Lines' section shows a summary of the selected line: PO Business Unit: MDJUD, PO Number: 0000000147, PO Date: 04/01/2013, Receipt Unit: MDJUD, Receipt Number: 0000000105, Receipt Date: 04/01/2013, Ship To: 02, Pro Number, Carrier ID, Packing Slip, Vendor ID: 0000000009, Case Number.

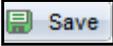
A table titled 'STABLES' is displayed below, showing the details of the selected receipt line. The table has columns: Select, Receipt Line, Seq, Item ID, Description, Quantity, UOM, Unit Price, Merchandise Amount, Currency, Unmatched Qty (V/UOM), UOM PO, Purchase Order Price, and PO No.

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (V/UOM)	UOM PO	Purchase Order Price	PO No.
<input type="checkbox"/>		1	1 DC-1	Stamps, Rubber	1.0000	EA	72.00	72.00 USD		1.0000 EA		72.00 00000	

At the bottom of the table, there are 'Select All' and 'Clear All' buttons.

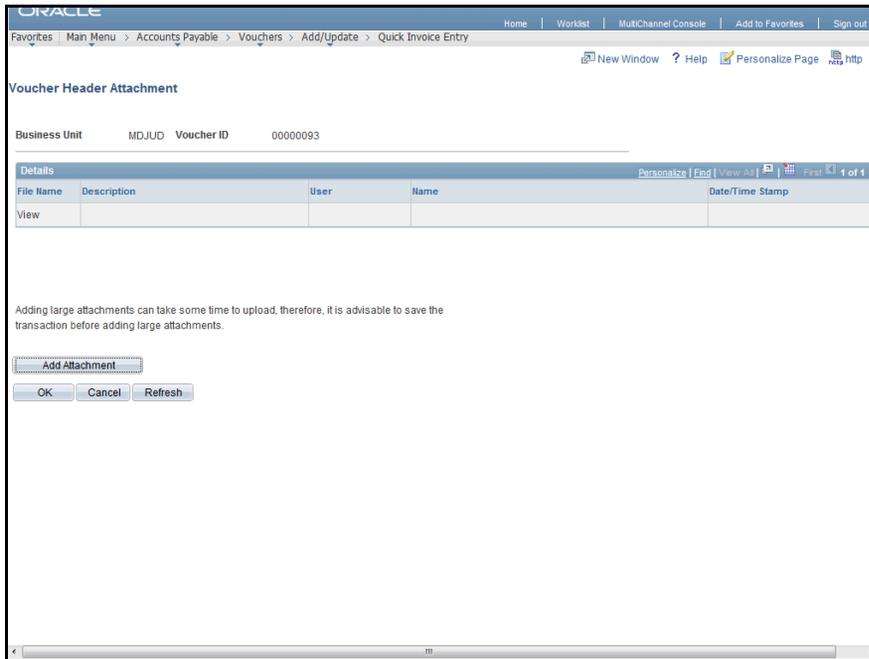
Step	Action
18.	PO receipt lines are listed in the Select Receiver Lines section. On the Main Information tab, review the receipt line details. NOTE: There may be more than one receipt line.
19.	Click the Select option for the receipt line(s) you want to copy to the voucher. 
20.	Click the Copy Selected Lines button. 



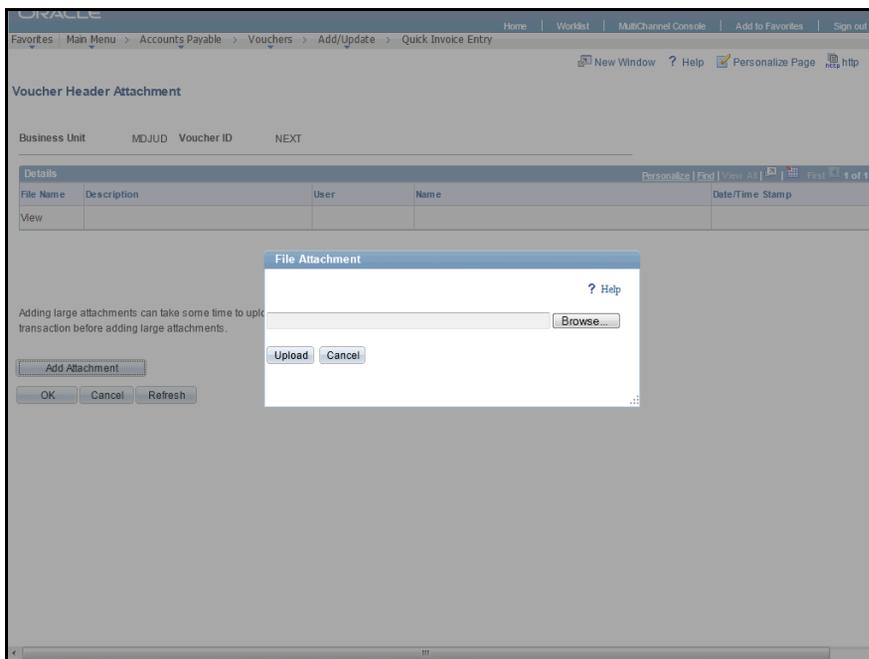
Step	Action
21.	The Invoice Information page displays with receipt line information copied to the voucher. Review the invoice lines.
22.	Use the Purchase Order & Receiver Info and Associate Receiver's links to view purchase order and receipt summary information for the voucher line. NOTE: These links only show on PO Vouchers.
23.	Scroll down to review the voucher line distribution information.
24.	Review the distribution line(s) for the voucher line.
25.	Click the Save button. 
26.	Attach scanned invoices and other documents located on your computer or shared location using the Attachments link. Click the Attachments link. 

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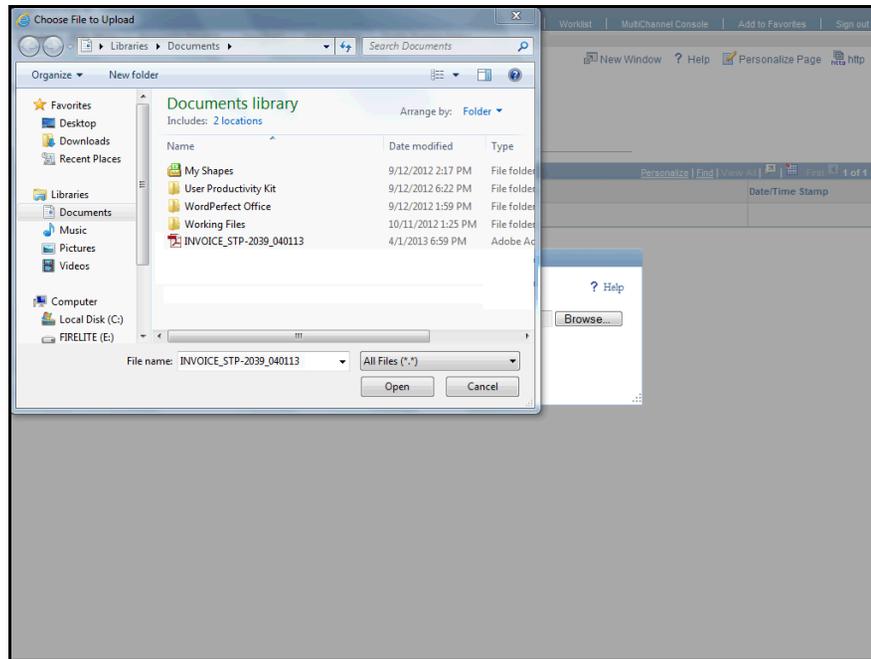
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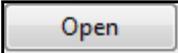
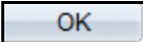


Step	Action
27.	<p>The Voucher Header Attachments page displays.</p> <p>To add an attachment Click the Add Attachment button.</p> 



Step	Action
28.	The File Attachment window displays. Browse for and select the field you want to attach. Click the Browse... button. 



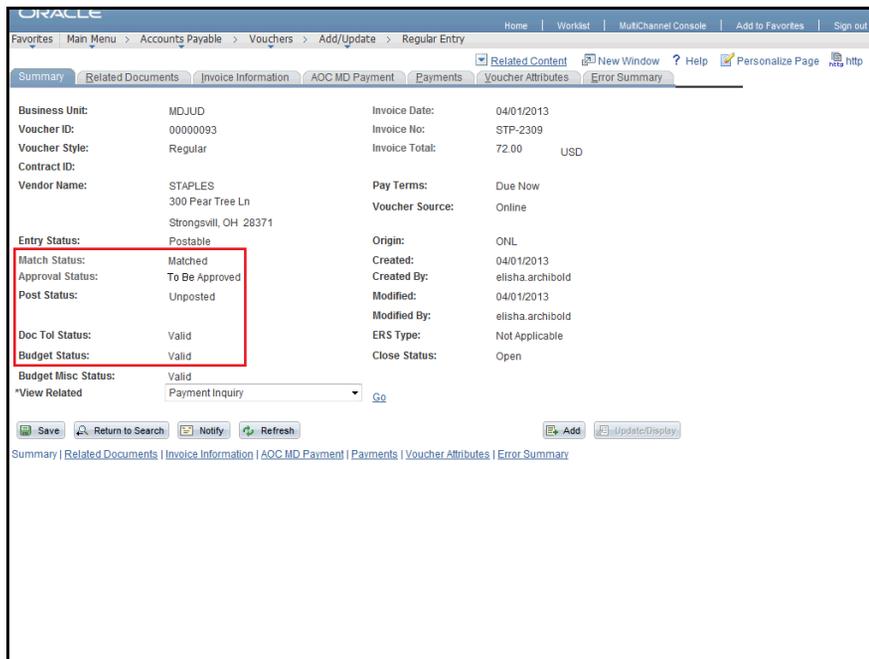
Step	Action
29.	Search for the desired file(s). Once you have located the file select it and click the Open button. 
30.	The Voucher Header Attachment page displays with the selected file. Enter a short description for the file into the Description field. For example, enter " Staples Invoice STP-2309 ".
31.	Add more attachments by clicking the Add Attachments button, browsing for the file, and uploading the file again.
32.	NOTE: Use the Delete (minus) button at the end of a file row delete attachments, if needed.
33.	Click the OK button. 

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Step	Action
34.	The Invoice Information page displays. The Attachments link displays the number of attachments added on the previous page.
35.	Now, process the voucher. Click the Action list. <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: center;"> ▼ </div>
36.	Click the Match, Doc Tol, Bdgt list item. <div style="border: 1px solid black; padding: 2px; margin-left: 20px; display: inline-block;">Match, Doc Tol, Bdgt</div>
37.	Click the Run button. <div style="border: 1px solid black; padding: 5px; margin-left: 20px; display: inline-block; background-color: #d3d3d3;">Run</div>
38.	Click the Yes button. <div style="border: 1px solid black; padding: 2px; margin-left: 20px; display: inline-block; background-color: #d3d3d3;">Yes</div>
39.	Click the Summary tab. <div style="border: 1px solid black; padding: 2px; margin-left: 20px; display: inline-block; background-color: #d3d3d3;">Summary</div>



The screenshot shows the Oracle AP220 Voucher Summary page. The 'Match Status' field is highlighted with a red box and displays 'Matched'. The 'Approval Status' field displays 'To Be Approved'. The 'Doc Tol Status' field displays 'Valid'. The 'Budget Status' field displays 'Valid'. Other fields include Business Unit (MJUD), Voucher ID (0000093), Vendor Name (STAPLES), Invoice Date (04/01/2013), Invoice No. (STP-2309), Invoice Total (72.00 USD), and Pay Terms (Due Now).

Step	Action
40.	<p>The Summary page for the voucher displays.</p> <p>Verify that the voucher statuses displays the following values:</p> <ul style="list-style-type: none"> - the Match Status field displays " Matched" - the Doc Tolerance Status displays "Valid" - the Budget Status filed displays "Valid"
41.	<p>The Approval Status field displays "To Be Approved".</p> <p>You must submit the voucher for approval.</p>
42.	<p>Click the Invoice Information tab.</p> 

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ORACLE
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Related Content | New Window | Help | Personalize Page | http

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MJJUD Invoice No: STP-2309 Action:
 Voucher ID: 00000093 Invoice Date: 04/01/2013
 Voucher Style: Regular Voucher Accounting Date: 04/01/2013

Vendor ID: 000000009 STAPLES [Session Defaults](#)
 ShortName: STAPLES01-1 300 Pear Tree Ln [Attachments \(1\)](#)
 Location: 1 Strongsville, OH 28371 [Comments\(0\)](#)
 *Address: 1 [Preview Approval](#)

Advanced Vendor Search
 *Pay Terms: NET00 Due Now
 Basis Date Type: Acct Date
 Invoice Lines: 72.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 72.00
 Difference: 0.00

[Non Merchandise Summary](#)

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines [Purchase Order & Receiver Info](#)
[Associate Receiver\(s\)](#)

Line: 1 Item: DC-1 UOM: EA
 *Distribute by: Quantity Unit Price: 72.00000 Quantity: 1.0000
 Ship To: 02 Line Amount: 72.00 Force Price
 SpeedChart: Description: Stamps, Rubber One Asset

Step	Action
43.	<p>The Invoice Information page displays.</p> <p>Click the Submit for Approval button.</p> 

ORACLE
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

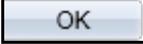
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Related Content | New Window | Personalize Page | http

Approval Comments

Business Unit: MJJUD
 Voucher ID: 00000093

Additional Details

Step	Action
44.	The Approval Comments page displays. Type in additional details about your reimbursable expense voucher in the Additional Details comment field.
45.	Click the OK button. 
46.	Use the Preview Approval link to view the approval routing for the voucher. Routings vary based on your local court or department or the type of voucher (i.e., JIS or employee reimbursement).
47.	You have successfully completed the Entering a PO Receipt topic. You have learned how to: <ul style="list-style-type: none"> - Create a voucher by copying a PO receipt - Attach supporting documents to the voucher for approver review - Run the Matching, Document tolerance and Budget Checking process for a voucher - View and verify a voucher's status after processing - Submit a voucher for approval End of Procedure.

2.5 Entering a Voucher from an Express PO

Express POs are entered for purchases less than \$2500 that are not sensitive or hazardous items. **NOTE:** Sensitive and hazardous items must follow the requisition entry process which requires that a PO and corresponding PO Receipt be entered in GEARS.

A PO receipt may not have been entered for an Express PO. To create a voucher that references an Express PO that does not have a PO Receipt you can copy the Express PO to create the voucher.

After completing this topic, you will be able to:

- Create a PO voucher that is copied from an Express PO

Procedure

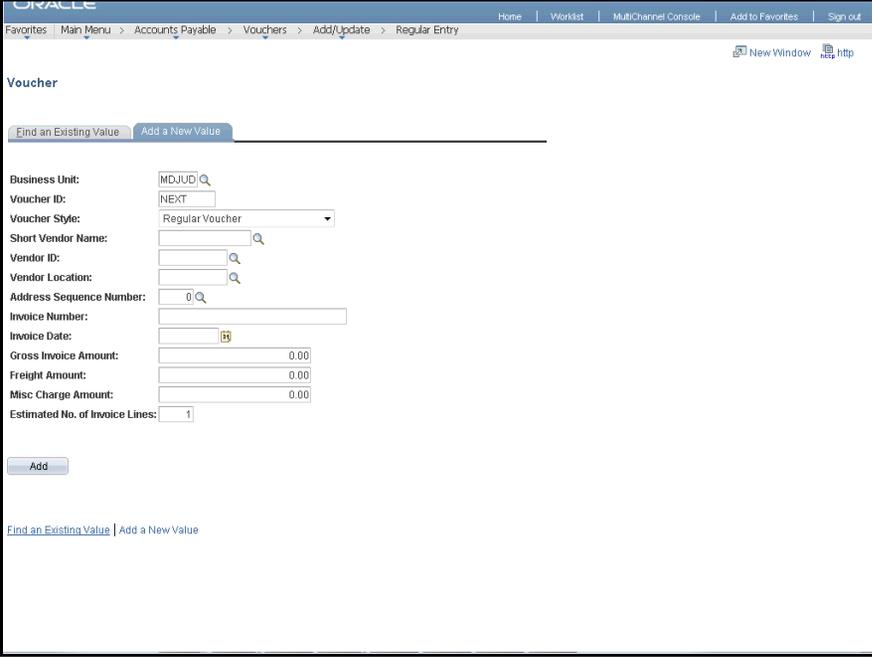
In this topic, you will create a voucher from an Express PO.

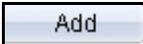
Step	Action
1.	Navigate to the Voucher page. Click the Accounts Payable link.

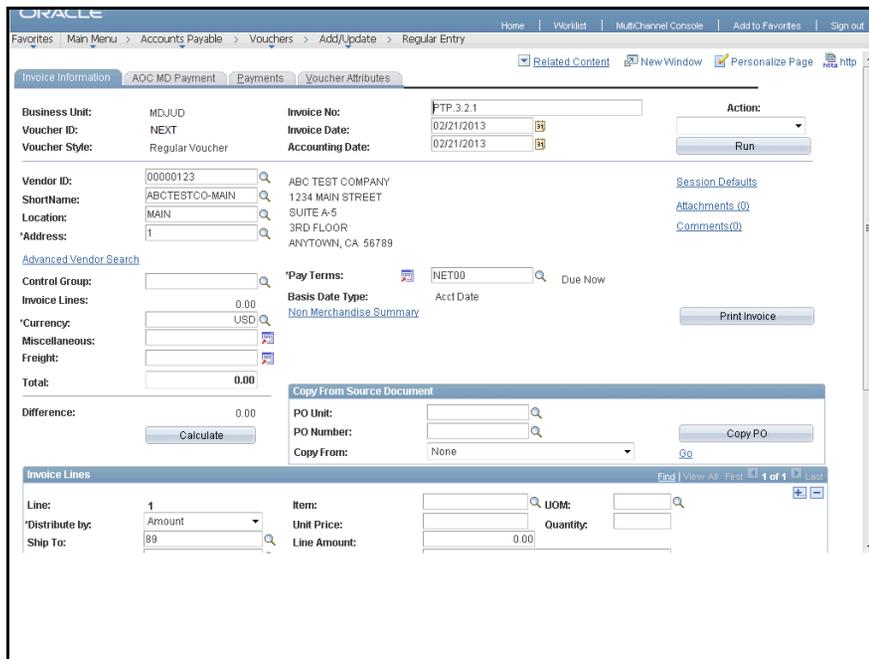
Training Guide

AP220 - Creating and Maintaining Vouchers

Step	Action
2.	Click the Vouchers link. 
3.	Click the Add/Update link. 
4.	Click the Regular Entry link. 



Step	Action
5.	The Voucher - Add a New Value page displays.
6.	Enter the vendor's TIN and Mail code combination into the Short Vendor Name field. Enter a valid value.
7.	The Vendor ID and Location should self-populate when the Short Vendor Name field is populated. Enter the desired information into the Invoice Number field. Enter a valid value.
8.	Enter the desired information into the Invoice Date field. For example, " 02/21/2013 ".
9.	Click the Add button. 



Step	Action
10.	The Invoice Information page displays. Enter the desired information into the PO Unit field. Enter a valid value e.g. " mdjud ".
11.	Enter the express PO number into the PO Number field.
12.	Click the ' Copy PO ' button. 

Training Guide

AP220 - Creating and Maintaining Vouchers



The screenshot shows the Oracle AP220 Voucher form. The 'Invoice Lines' section is highlighted with a blue bar at the top, indicating 1 line. The line details are as follows:

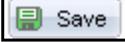
Line	Item	UOM	Unit Price	Quantity	Line Amount
1	CC-3	PK	400.00000	5.0000	2,000.00

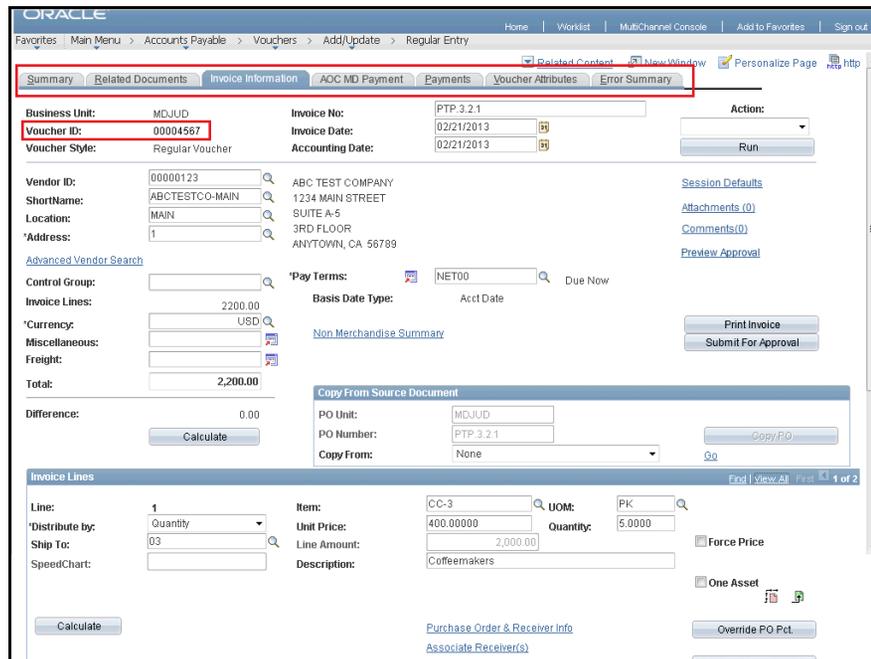
The description for this line is 'Coffee makers'. The 'Distribution Lines' table below shows the same line with 100% PO and Percent values.

Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Open Item	Batch Agy	Fund	Dept
1	100.0000	100.0000	2,000.00	5.0000	MDJUD	0301		C25	0001	

Step	Action
13.	<p>The Express PO line information has been copied to the voucher.</p> <p>There may be more than one line copied to the voucher. View the number of lines in the blue bar of Invoice Lines section.</p>

This is a duplicate of the screenshot above, showing the Oracle AP220 Voucher form with the 'Invoice Lines' section highlighted in blue, indicating 1 line. The line details are: Line 1, Item CC-3, UOM PK, Unit Price 400.00000, Quantity 5.0000, Line Amount 2,000.00. Description: Coffee makers.

Step	Action
14.	Review the line(s) and associated distribution (funding).
15.	Click the Save button. 

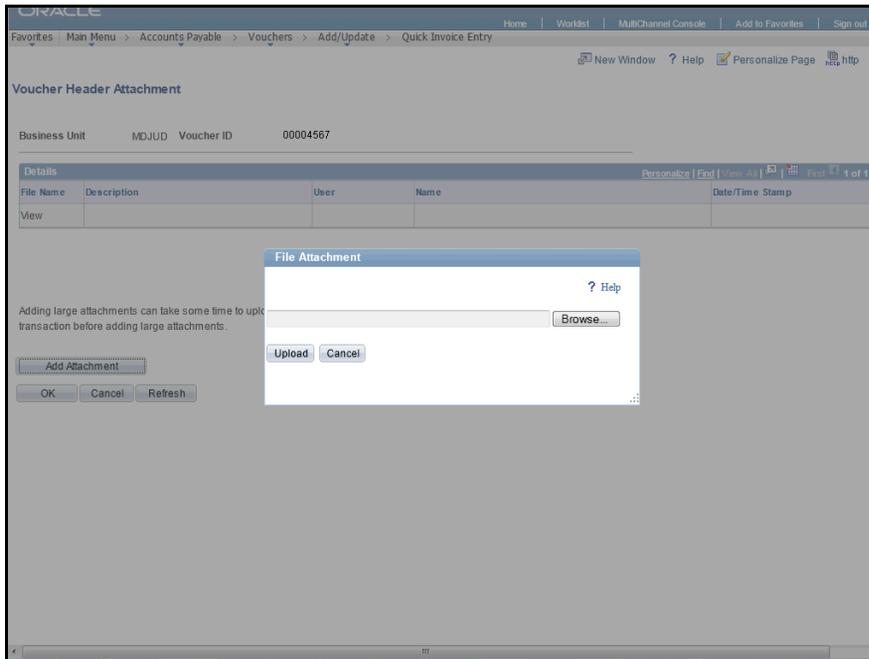


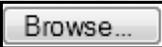
The screenshot shows the Oracle AP220 Voucher Entry interface. The 'Voucher ID' field is highlighted with a red box and contains the value '00004567'. The 'Invoice Information' tab is selected at the top. The form includes fields for Business Unit (MDJUD), Invoice No. (PTP 3.2.1), Invoice Date (02/21/2013), and Accounting Date (02/21/2013). Vendor information for ABC TEST COMPANY is displayed. The total amount is 2,200.00 USD. The 'Invoice Lines' section shows a single line for 'Coffee makers' with a quantity of 5,000 and a unit price of 400.00000. A 'Save' button is visible at the bottom left of the form.

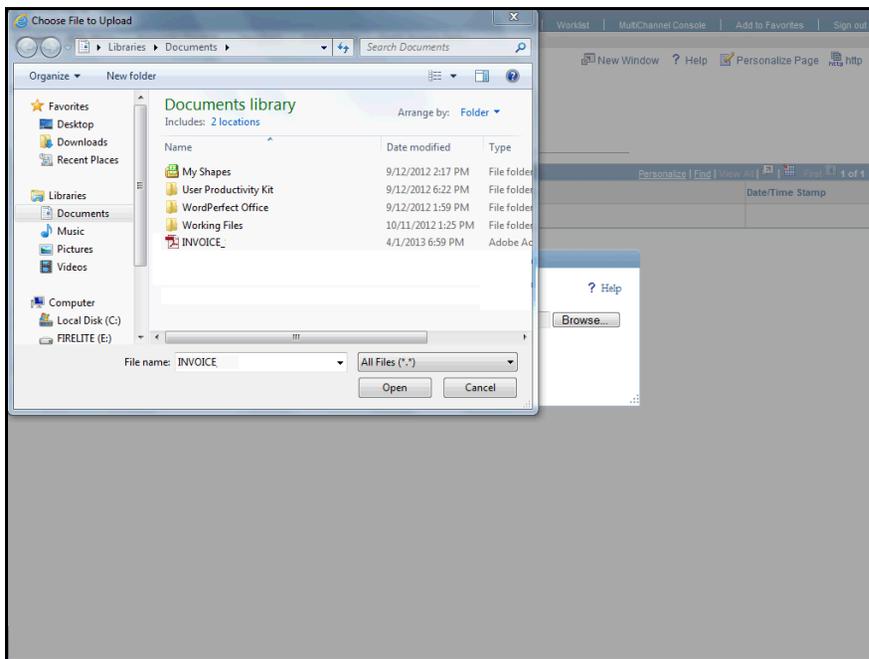
Step	Action
16.	The voucher is assigned a voucher ID after saving. There are also additional tabs located across the top of the voucher.
17.	Attach scanned invoices and other documents located on your computer using the Attachments link. Click the Attachments (0) link. 
18.	The Voucher Header Attachments page displays. To add an attachment Click the Add Attachment button. 

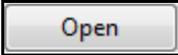
Training Guide

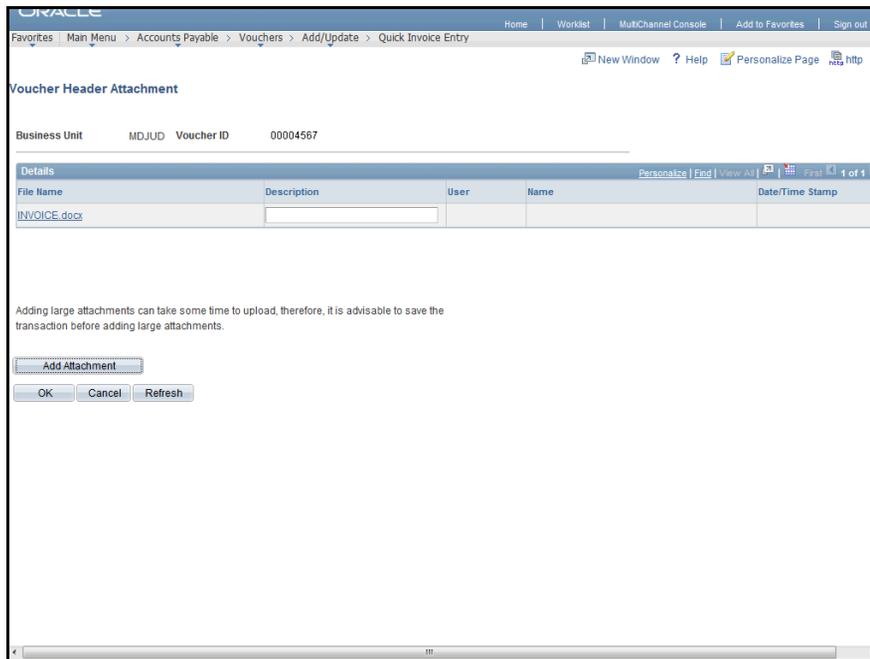
AP220 - Creating and Maintaining Vouchers

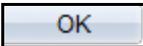


Step	Action
19.	<p>The File Attachment window displays.</p> <p>Browse for and select the field you want to attach. Click the Browse... button.</p> 



Step	Action
20.	Search for the desired file(s). Once you have located the file select it and click the Open button. 



Step	Action
21.	The Voucher Header Attachment page displays with the selected file. Enter a short description for the file into the Description field. For example, enter " Vendor Invoice ".
22.	Add more attachments by clicking the Add Attachments button, browsing for the file, and uploading the file again.
23.	NOTE: Use the Delete (minus) button at the end of a file row delete attachments, if needed.
24.	Click the OK button. 

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ORACLE
 Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice No: PTP.3.2.1 Action:
 Voucher ID: 00004567 Invoice Date: 02/21/2013
 Voucher Style: Regular Voucher Accounting Date: 02/21/2013

Vendor ID: 00000123 ABC TEST COMPANY
 ShortName: ABCTESTCO-MAIN 1234 MAIN STREET
 Location: MAIN SUITE A-5
 Address: 1 3RD FLOOR ANYTOWN, CA 56789

Control Group: Invoice Lines: 2200.00
 Currency: USD
 Miscellaneous: Freight: Total: 2,200.00
 Difference: 0.00

*Pay Terms: NET00 Due Now
 Basis Date Type: Acct Date
 Non Merchandise Summary

Copy From Source Document
 PO Unit: MDJUD
 PO Number: PTP.3.2.1
 Copy From: None

Invoice Lines
 Line: 1 Item: CC-3 UOM: PK
 Quantity: 400.00000 Unit Price: 5.00000
 Ship To: 03 Line Amount: 2,000.00
 Description: Coffeemakers

Step	Action
25.	The Invoice Information page displays. The Attachments link displays the number of attachments added on the previous page.

ORACLE
 Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice No: PTP.3.2.1 Action:
 Voucher ID: 00004567 Invoice Date: 02/21/2013
 Voucher Style: Regular Voucher Accounting Date: 02/21/2013

Vendor ID: 00000123 ABC TEST COMPANY
 ShortName: ABCTESTCO-MAIN 1234 MAIN STREET
 Location: MAIN SUITE A-5
 Address: 1 3RD FLOOR ANYTOWN, CA 56789

Control Group: Invoice Lines: 2200.00
 Currency: USD
 Miscellaneous: Freight: Total: 2,200.00
 Difference: 0.00

*Pay Terms: NET00 Due Now
 Basis Date Type: Acct Date
 Non Merchandise Summary

Copy From Source Document
 PO Unit: MDJUD
 PO Number: PTP.3.2.1
 Copy From: None

Invoice Lines
 Line: 1 Item: CC-3 UOM: PK
 Quantity: 400.00000 Unit Price: 5.00000
 Ship To: 03 Line Amount: 2,000.00
 Description: Coffeemakers

Step	Action
26.	<p>After saving you need to perform the following actions:</p> <ol style="list-style-type: none"> 1) Use the Action process list to select and run the "match, Doc Tol, Bdgt" process. This initiates the Matching, Document Tolerance, and Budget Checking processes. 2) Verify that the processes ran successfully. Go to the Summary tab to view voucher statuses. 3) Submit the voucher for approval.
27.	<p>You have successfully completed the <i>Entering Regular Vouchers from an Express PO</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Search for and copy an Express PO to create a voucher - Review voucher lines copied from the Express PO - Attach documentation to a voucher <p>End of Procedure.</p>

2.6 Entering Non-PO Vouchers

You can create vouchers without referencing an Express PO or PO receipt. This is called a non-PO voucher. When you create a non-PO voucher, invoice information is not copied from a source document. All voucher header, line, and distribution (Chartfield) information has to be entered in the respective sections of the voucher.

Non-PO vouchers are typically created for items under \$2500 that are not sensitive or hazardous items when an Express PO was not created.

Distributing Voucher Lines by Quantity vs Amount

A voucher's line amount can be distributed by amount or by quantity depending on how the vendor invoices you.

For example, if the vendor invoice lines list goods or services by unit price or by rate, the voucher lines should be distributed by "Quantity". When a vendor invoices you for a flat amount for goods or services, the voucher lines should be distributed by "Amount".

An example of a voucher line distributed by amount and one distributed by quantity is shown below. Notice that the **Line Amount** and the **Merchandise Amount** fields are not editable when an invoice line is distributed by quantity. Additionally, invoice lines distributed by "Amount" should always have a quantity of "1".

Invoice Line Distributed by Amount

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Invoice Lines

Line: 1
 Distribute by: Amount
 Ship To: 89
 SpeedChart:

Item: 204-53COMP01
 Unit Price: 350.00
 Line Amount: 350.00
 Description: Computer, Personal desktop (Le)

UOM: EA
 Quantity: 1.0000

One Asset

Calculate

Distribution Lines

Line	Merchandise Amt	Quantity	GL Unit	Account	OpenItem	Batch Agg	Fund	Dept	Program	Approp Number	App
1	350.00	1.0000									

Invoice Line Distributed By Quantity

Invoice Lines

Line: 1
 Distribute by: Quantity
 Ship To: 89
 SpeedChart:

Item: 204-53COMP01
 Unit Price: 350.00000
 Line Amount: 1,050.00
 Description: Computer, Personal desktop (Le)

UOM: EA
 Quantity: 3.0000

One Asset

Calculate

Distribution Lines

Line	Merchandise Amt	Quantity	GL Unit	Account	OpenItem	Batch Agg	Fund	Dept	Program	Approp Number	App
1	1,050.00	3.0000									

After completing this topic, you will be able to:

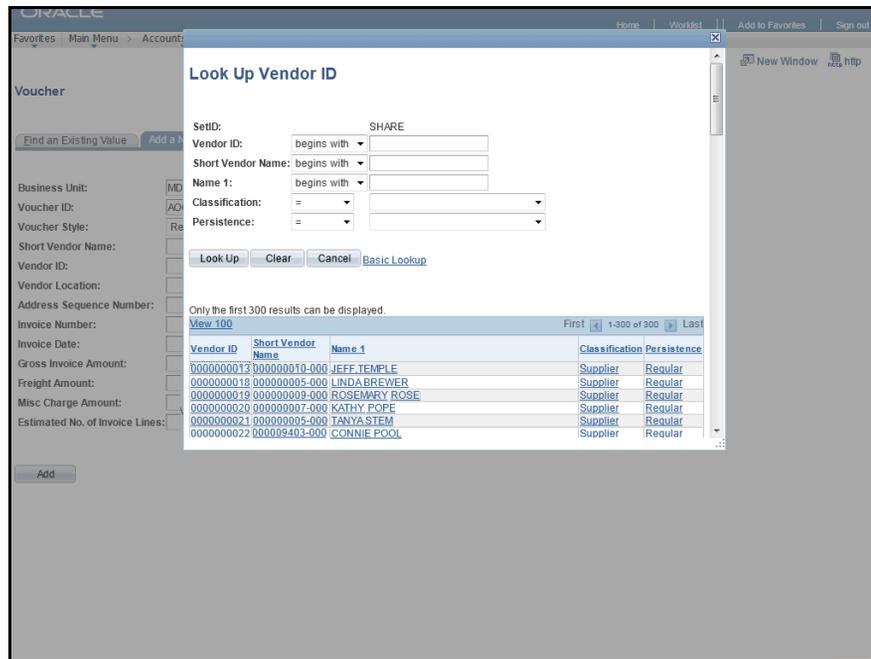
- Create a non-PO voucher
- Enter header, line and distribution details for a voucher
- Attach supporting documentation
- Budget check a non-PO voucher
- Verify the budget status for a voucher
- Submit a voucher for approval

Procedure

In this topic, you will enter a non-PO voucher.

Step	Action
1.	Navigate to the Vouchers page. Click the Accounts Payable link.
2.	Click the Vouchers link. Vouchers
3.	Click the Add/Update link. Add/Update
4.	Click the Regular Entry link. Regular Entry

Step	Action
5.	The Voucher - Add a New Value page displays. Click the Look up Vendor ID button. 



Look Up Vendor ID

SetID: SHARE

Vendor ID: begins with

Short Vendor Name: begins with

Name 1: begins with

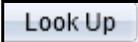
Classification: =

Persistence: =

Buttons: Look Up, Clear, Cancel, Basic Lookup

Only the first 300 results can be displayed.

Vendor ID	Short Vendor Name	Name 1	Classification	Persistence
000000013	000000010-000	JEFF TEMPLE	Supplier	Regular
000000018	000000005-000	LINDA BREWER	Supplier	Regular
000000019	000000009-000	ROSEMARY ROSE	Supplier	Regular
000000020	000000007-000	KATHY POPE	Supplier	Regular
000000021	000000005-000	TANYA STEM	Supplier	Regular
000000022	000009403-000	CONNIE POOL	Supplier	Regular

Step	Action
6.	The Look Up Vendor ID page displays. Enter search criteria to find the vendor you want to select.
7.	Click the Look Up button. 
8.	Click the vendor ID link. 
9.	Enter the desired information into the Invoice Number field.
10.	Enter the invoice date into the Invoice Date field.
11.	Click the Add button. 

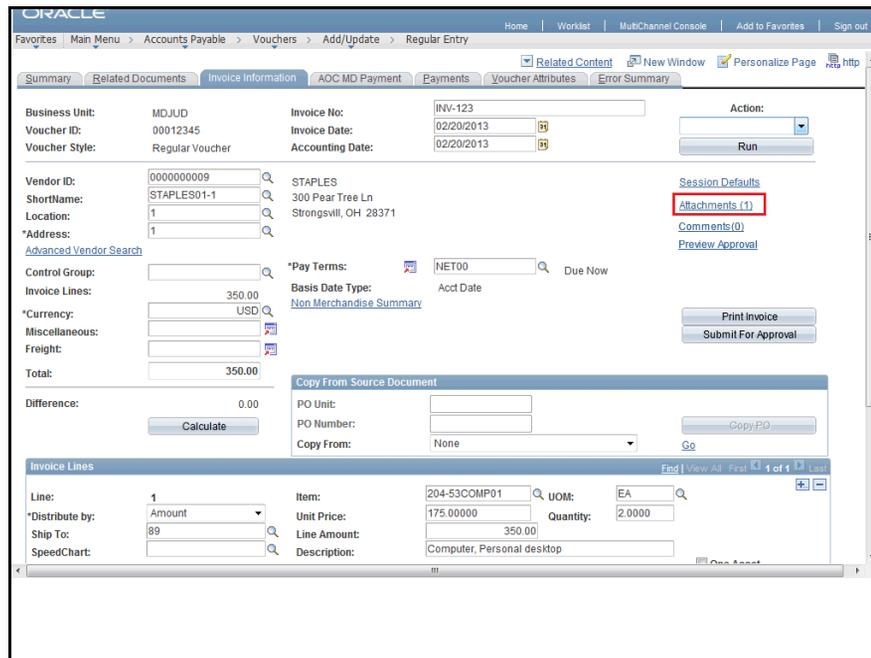
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Step	Action
12.	The Invoice Information page for the voucher displays. The values entered on the Voucher - Add a New Value page default in the respective fields.
13.	In the Invoice Lines sections, enter voucher line for each vendor invoice line.
14.	Select the Distribute By method that is appropriate for the line item. For example, if the invoice lines are listed by cost per item, the Distribute By value should be "Quantity". Alternately, if the vendor invoices you for a flat amount for goods or services, you should use "Amount".
15.	Click the Quantity list item. 
16.	Enter the Item ID or search for and select the Item ID.
17.	Enter or select the appropriate Unit of Measure in the UOM field.
18.	Enter the unit price into the Unit Price field, if applicable.
19.	Enter the desired information into the Quantity field. NOTE: When the Distribute By method is "Amount" enter "1".
20.	NOTE: The Description field defaults when you enter an item ID.
21.	Enter the distribution information in the Distribution Lines section.

Step	Action
22.	Enter the account (sub-object code) into the Account field.
23.	Enter the Batch Agency into the Batch Agy field.
24.	Enter the fund into the Fund field.
25.	Enter the program code into the Program field.
26.	Enter the Appropriation Number into the Approp Number field.
27.	Move the scrollbar to the right to reveal additional fields, if necessary.
28.	Enter the Program Cost Account into the PCA field.
29.	If using grant or capital project funds, enter the applicable values in the following fields: <ul style="list-style-type: none"> - PC Business Unit (MDJUD) - Project (ID) - Activity
30.	To add additional voucher lines, click the Add multiple new rows (plus) button in the top right corner of the Invoice Lines section.
31.	Click the Save button.
32.	Your voucher has been successfully saved, and your Voucher ID now noted on your voucher header. There are also additional tabs displayed for the voucher.



The screenshot displays the Oracle AP220 Voucher Entry interface. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The 'Invoice Information' tab is active, showing fields for Business Unit (MDJUD), Voucher ID (0012345), Voucher Style (Regular Voucher), Invoice No (INV-123), Invoice Date (02/20/2013), and Accounting Date (02/20/2013). The Vendor ID is 000000009, and the Vendor Name is STAPLES. The Invoice Lines section shows a total of 350.00 USD. The 'Invoice Lines' table has one line with Line 1, Item 204-53COMP01, Unit Price 175.00000, and Quantity 2.0000. The 'Attachments (1)' link is highlighted with a red box. The 'Copy From Source Document' section is also visible.

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Step	Action
33.	Use the Attachments link to attach scanned invoices and other supporting documents that located on your computer or shared location. When there are attachments added to the voucher header, the Attachments link displays the number of attachments added on the previous page.
34.	Click the Save button.

The screenshot shows the Oracle AP220 Voucher form. The 'Summary' tab is selected and highlighted with a red box and the number '2'. The 'Action' dropdown menu is highlighted with a red box and the number '1'. The 'Submit For Approval' button is highlighted with a red box and the number '3'. The form displays voucher details for Business Unit MDJUD, Invoice No. INV-123, and Vendor ID 000000009 (STAPLES). The total amount is 350.00 USD. The 'Invoice Lines' section shows one line item for 'Computer, Personal desktop' with a quantity of 2.0000.

Step	Action
35.	After saving you need to perform the following actions: 1) Use the Action process list to select the "Match, Doc ToI, and Bdgt" process and run. This will initiate the Budget Checking process. 2) Verify that the Budget Status is "Valid". Go to the Summary tab to view voucher statuses. 3) Submit the voucher for approval.

Step	Action
36.	<p>You have successfully completed the <i>Entering Non-PO Vouchers</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Create a non-PO voucher - Enter header, line and distribution details for a voucher - Attach supporting documentation - Budget check a non-PO voucher - Verify the budget status for a voucher - Submit a voucher for approval <p>End of Procedure.</p>

Lesson 3: Managing Voucher Processing Errors

Lesson Overview

In this lesson, you learn how to manage errors that occur after the processing a voucher including budget checking, document tolerance, and matching exceptions. The respective voucher status displays as "Exceptions" when there was an error in processing. A link on the **Summary** tab next to the status allows you to access the exceptions page or associated workbenches to review the errors and determine the resolution.

Lesson Objectives

After completing this lesson, you should be able to:

- Review budget checking, document tolerance, and matching exceptions
- Access the associated exceptions or workbench to view errors in detail
- Determine the appropriate course of action to resolve the matter

3.1 Managing Voucher Budget Checking Exceptions

For vouchers, the Commitment Control budget checking process is used to check the available balance of a budget or on a purchase order (PO) and set aside the funds (if available). The system requires a budget status of "Valid" to source a PO to a voucher. When a voucher is created using a PO or PO receipt, the budget checking process liquidates the associated purchase order balance and transfers the associated funds to the voucher to create the expense. For non-PO vouchers, funds are taken directly from the available budget.

The budget status of the voucher will be "Valid" if the transaction passes budget checking.

Sometimes the budget checking process produces an error or warning based on rules for a budget. You will see "Exceptions" in the **Budget Status** field of the voucher when the transaction does not pass budget checking.

Budget exceptions you receive may include one of the following:

- *Exceeds Control Budget* - The budget for the Chartfield information entered on the transaction has inadequate funds. Edit the Chartfield information or contact your budget analyst.

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- *No Budget Exists* - A charge was posted to a Chartfield combination where no budget exists. Edit the Chartfield information or contact your budget analyst.

NOTE: Chartfield information includes the budget date recorded on the distribution line. The budget date is located on the distribution line in the **Distribution Lines** section of the voucher.

You can view budget exceptions via the **Exceptions** link on the **Summary** page upon the completion of the budget checking process.

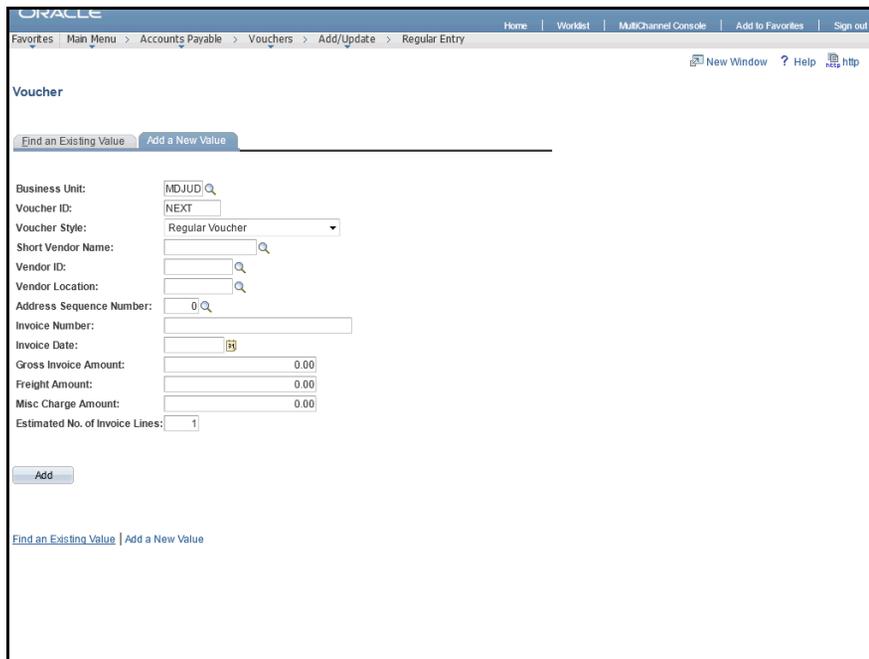
After completing this topic, you will be able to:

- view budget exceptions noted on a voucher

Procedure

In this topic, you will search for a voucher, access the voucher **Summary** page, and view the budget exception to determine the best corrective action.

Step	Action
1.	For the purposes of this topic, you will search for a voucher that has already been created to view budget exceptions. If you are working in the voucher you can access the voucher Summary page directly to view budget exceptions.
2.	Click the Accounts Payable link. ▶ Accounts Payable
3.	Click the Vouchers link. Vouchers
4.	Click the Add/Update link. Add/Update
5.	Click the Regular Entry link. Regular Entry



Oracle
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window ? Help http

Voucher

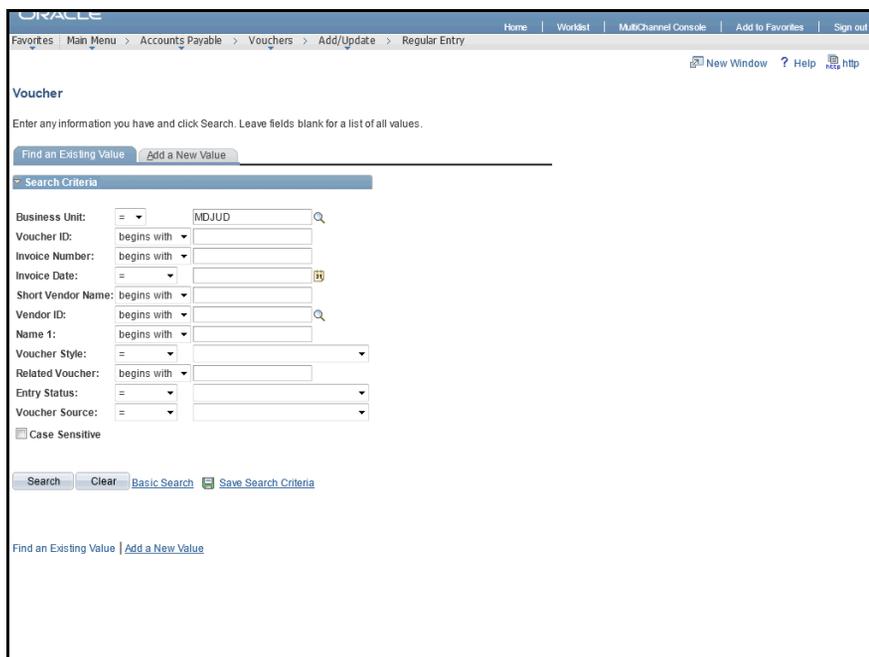
Find an Existing Value | **Add a New Value**

Business Unit: MDJUD
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

Step	Action
6.	<p>The Voucher - Add a New Value page displays.</p> <p>Click the Find an Existing Value tab.</p> 



Oracle
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window ? Help http

Voucher

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

Find an Existing Value | **Add a New Value**

Search Criteria

Business Unit: = MDJUD
Voucher ID: begins with
Invoice Number: begins with
Invoice Date: =
Short Vendor Name: begins with
Vendor ID: begins with
Name 1: begins with
Voucher Style: =
Related Voucher: begins with
Entry Status: =
Voucher Source: =
 Case Sensitive

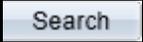
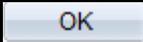
Search Clear Basic Search Save Search Criteria

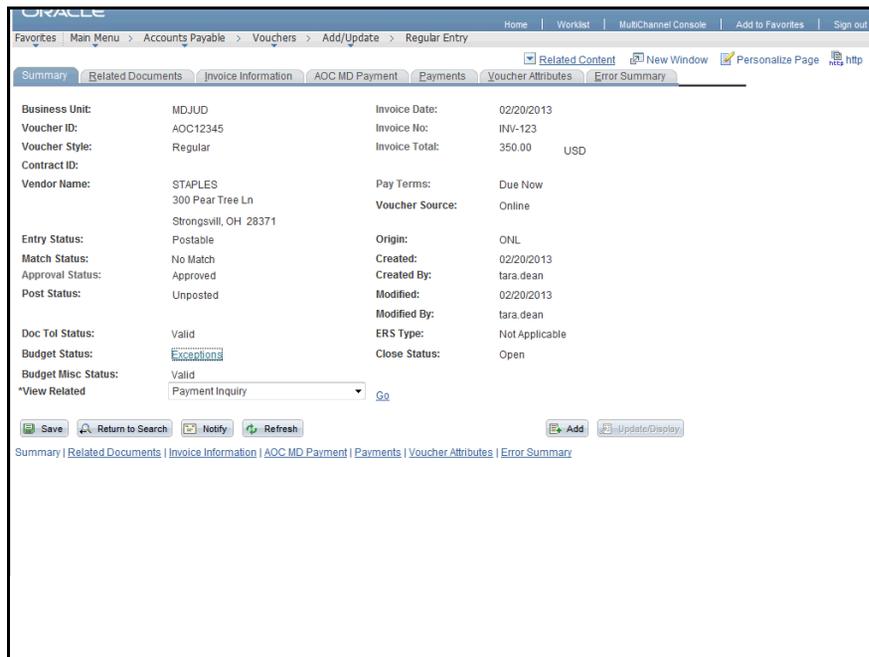
Find an Existing Value | Add a New Value

Training Guide

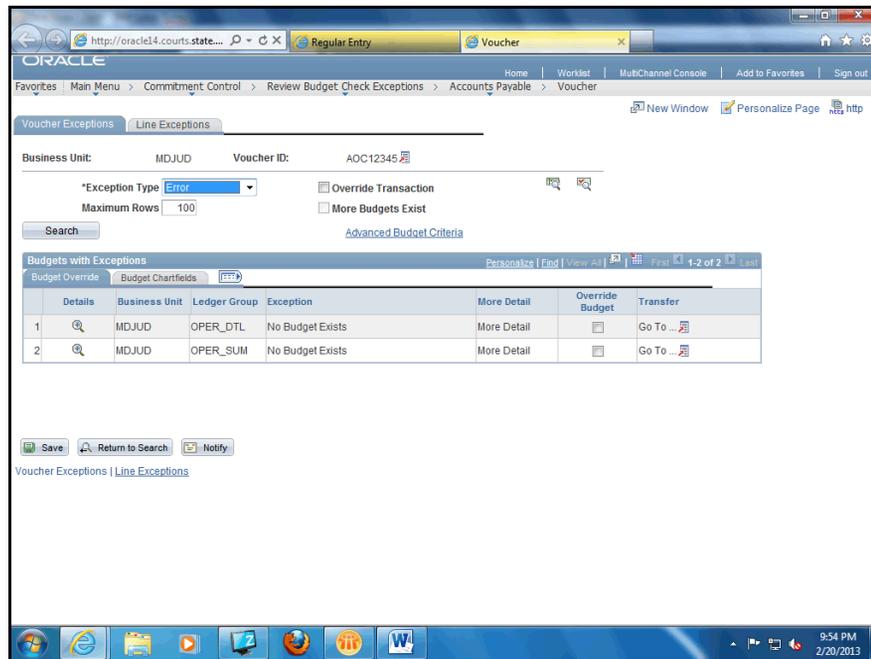
AP220 - Creating and Maintaining Vouchers



Step	Action
7.	<p>The Voucher - Find an Existing Value page displays.</p> <p>Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.</p>
8.	<p>Click the Search button.</p> <p>NOTE: When you enter the voucher number as search criterion, you are directed to the Summary page for the voucher.</p> 
9.	<p>A message displays notifying you that budget exceptions exist on the voucher.</p> <p>NOTE: This message may display when you access a voucher that has budget exceptions or after you have run the budget checking process and an exception exists.</p> <p>Click the OK button.</p> 



Step	Action
10.	<p>The Summary page for the voucher displays.</p> <p>The voucher has been processed with budget check exceptions (Errors).</p> <p>Click the Exceptions link to view the details.</p> 

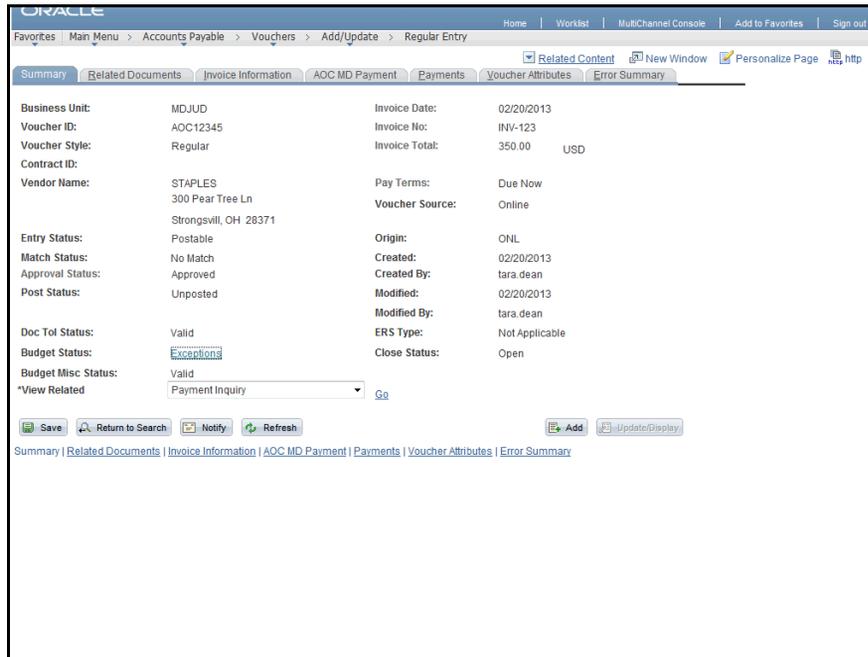


Step	Action
11.	<p>The Voucher Exceptions page displays in a new window.</p> <p>The Voucher Exceptions page is used to view budget checking errors or warnings for vouchers, and to view the transaction lines the error or warnings affect.</p>
12.	<p>The Exception Type field indicates the type of exception currently displayed on the Voucher Exception page.</p> <p>Budget exceptions are either errors or warnings.</p>
13.	<p>In the Budgets with Exceptions section, the ledger group (e.g., Operating Detail, OPER_DTL) and associated exceptions display.</p> <p>In this example, the exception listed for the budget notes that "No Budget Exists".</p>
14.	<p>To ensure we've entered the correct Budget information, we'll review the Voucher line information.</p>

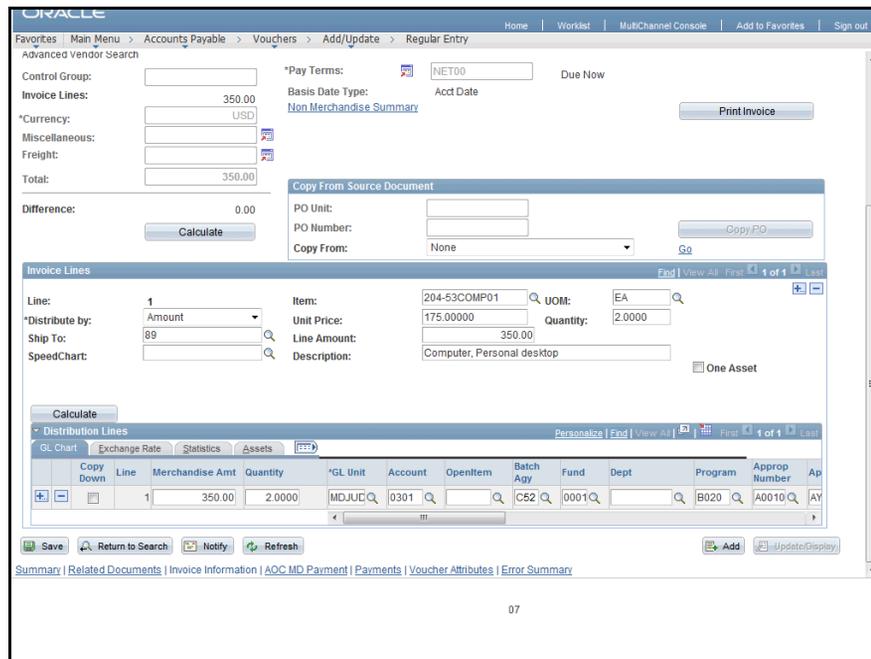
Training Guide

AP220 - Creating and Maintaining Vouchers

Step	Action
15.	Click the Close button to close the voucher budget exceptions window. 

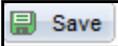
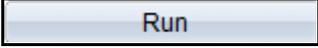


Step	Action
16.	The Voucher Summary page displays. Select the Invoice Information tab.



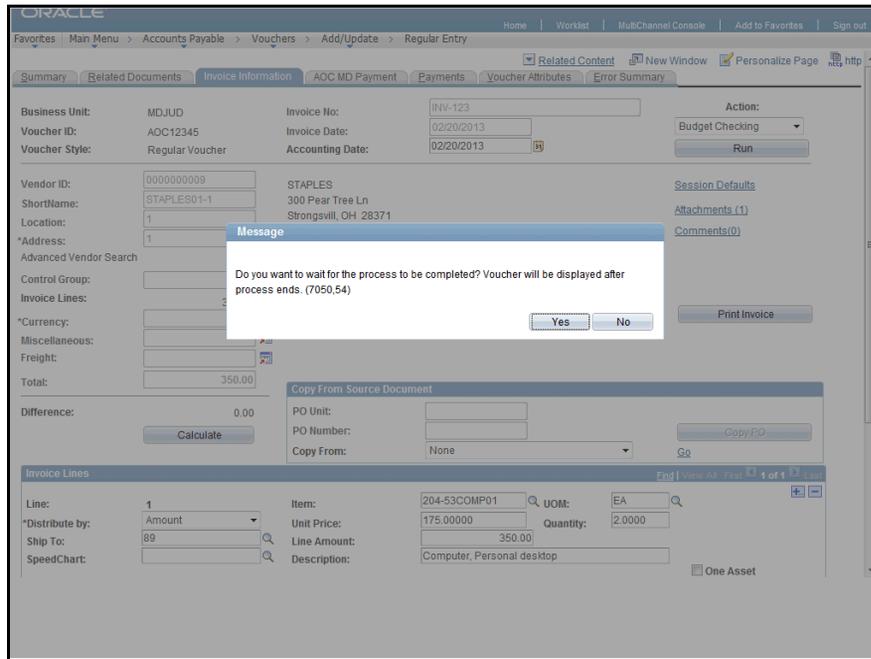
The screenshot displays the Oracle AP220 Voucher entry interface. At the top, the breadcrumb trail is: Home > Worklist > MultiChannel Console > Add to Favorites > Sign out > Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Invoice Lines' section shows a total of 350.00. The 'Distribution Lines' table is as follows:

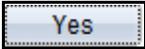
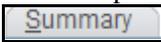
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Openitem	Batch Agy	Fund	Dept	Program	Approp Number	Ap
	1	350.00	2,000	MDJUD	0301		C52	0001		B020	A0010	AY

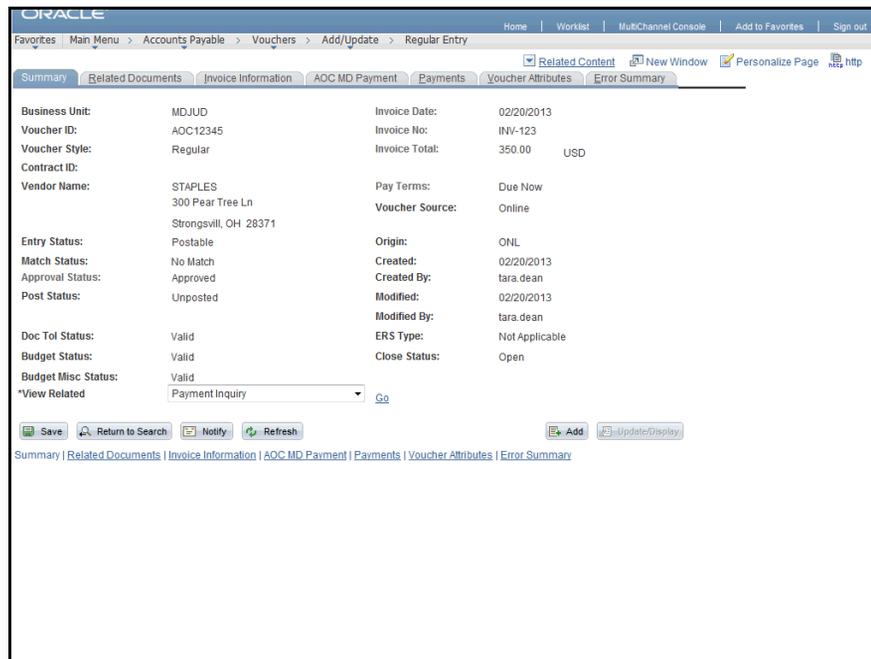
Step	Action
17.	<p>The Invoice Information page displays.</p> <p>Review the Chartfield information for the budget to determine whether you need to edit the Chartfields on the voucher and / or contact your budget officer for assistance.</p> <p>In this example, Batch Agency C52 was entered inadvertently. The Batch Agency should be C25.</p> <p>To correct this error, enter "C25" into the Batch Agy field.</p>
18.	<p>Click the Save button.</p> 
19.	<p>At the top of the page, click the Action list.</p> 
20.	<p>Click the Match, Doc Tol, Bdgt list item.</p> 
21.	<p>Click the Run button, to initiate the process.</p> 

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AP220 - Creating and Maintaining Vouchers



Step	Action
22.	<p>A message displays.</p> <p>Click the Yes button to wait for the process to complete.</p> 
23.	<p>Once the process is finished, click the Summary tab to view your voucher status.</p> 



The screenshot shows the Oracle AP220 Voucher Summary page. The breadcrumb navigation is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'Regular Entry'. The 'Summary' tab is selected. The page displays the following information:

Business Unit:	MDJUD	Invoice Date:	02/20/2013
Voucher ID:	AOC12345	Invoice No:	INV-123
Voucher Style:	Regular	Invoice Total:	350.00 USD
Contract ID:			
Vendor Name:	STAPLES 300 Pear Tree Ln Strongsville, OH 28371	Pay Terms:	Due Now
Entry Status:	Postable	Voucher Source:	Online
Match Status:	No Match	Origin:	ONL
Approval Status:	Approved	Created:	02/20/2013
Post Status:	Unposted	Created By:	tara.dean
		Modified:	02/20/2013
		Modified By:	tara.dean
Doc Tol Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		
*View Related:	Payment Inquiry		

At the bottom of the page, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The breadcrumb navigation at the bottom is: Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary.

Step	Action
24.	The Summary page displays. Verify that the Budget Status displays "Valid".
25.	You have successfully completed the <i>Managing Voucher Budget Exceptions</i> topic. You have learned how to: - View budget exceptions noted on a voucher End of Procedure.

3.2 Managing Document Tolerance Exceptions

View document tolerance exceptions for a voucher on the **Document Tolerance Exceptions** page. The field information on the Document Tolerance Exceptions page is listed below.

You can access the Document Tolerance Exceptions page from the **Exceptions** link on the **Summary** page upon the completion of the document tolerance process or by using the following menu navigation: Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions.

Exceptions

- *Rule ID*: Displays the rule ID and description of the document tolerance rule that produced the exception.

Details

- *Pred Doc Amt* (predecessor document amount): Displays the amount of the purchase order (obligation).

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- *Life-to-Date Liquidated Amt* (life-to-date liquidated amount): Displays the sum total of all source documents (vouchers) linked to the predecessor document. An individual voucher may be within the tolerance, but if the sum total of the linked vouchers exceeds the tolerance, the voucher does not pass document tolerance checking.
- *Defined Tolerance Amount*: Displays the defined tolerance amount.
- *Defined Tolerance Percentage*: Displays the defined tolerance percentage. **NOTE:** The system uses whichever value is lower (either the defined amount or the defined percentage) to calculate the tolerance. If the amount of the source document exceeds the lower defined amount, the voucher does not pass document tolerance checking and the system generates an exception.
- *Calculated Doc Tol Amt Amount* (calculated document tolerance amount): Displays the amount of the purchase order (obligation), plus any defined tolerance amount.
- *Calculated Doc Tol Percent Amt* (calculated document tolerance percent amount): Displays the amount of the purchase order (obligation), plus any defined tolerance percentage amount.
- *Source Doc Monetary Amt* (source document monetary amount): Displays the amount of the voucher.
- *Source Doc Converted Amt* (source document converted amount): Displays the converted amount of the voucher. This amount is always the same as the Source Doc Monetary Amt.
- *Predecessor GL Base Currency* (predecessor general ledger base currency): Displays the purchase order's (obligation's) General Ledger business unit base currency (U.S. Dollars, USD).
- *Transaction Currency*: Displays the currency of the voucher (U.S. Dollars, USD).

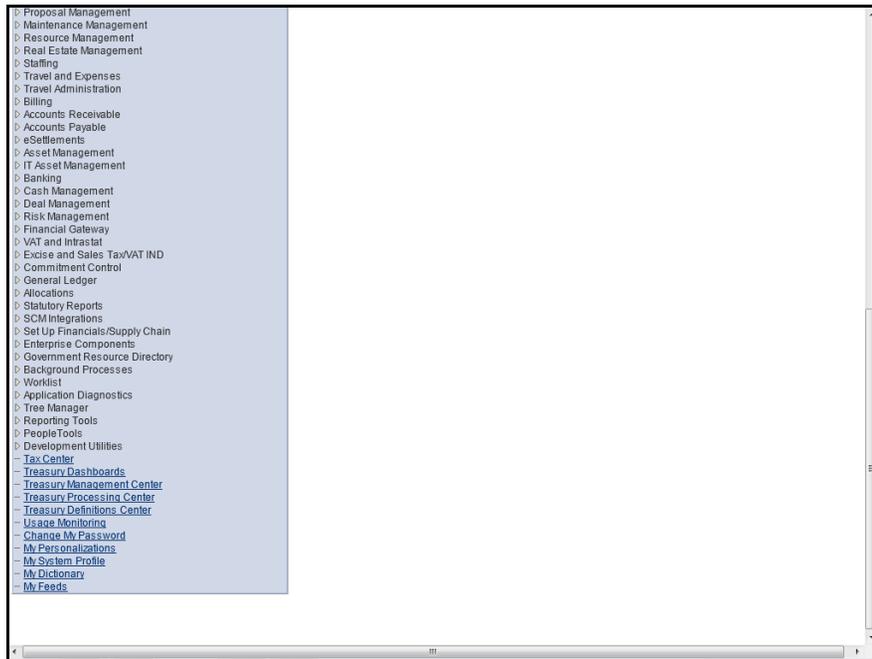
After completing this topic, you will be able to:

- View document tolerance exceptions noted on a voucher

Procedure

In this topic, you will search for a voucher, access the voucher **Summary** page, and view the budget exception to determine the best corrective action.

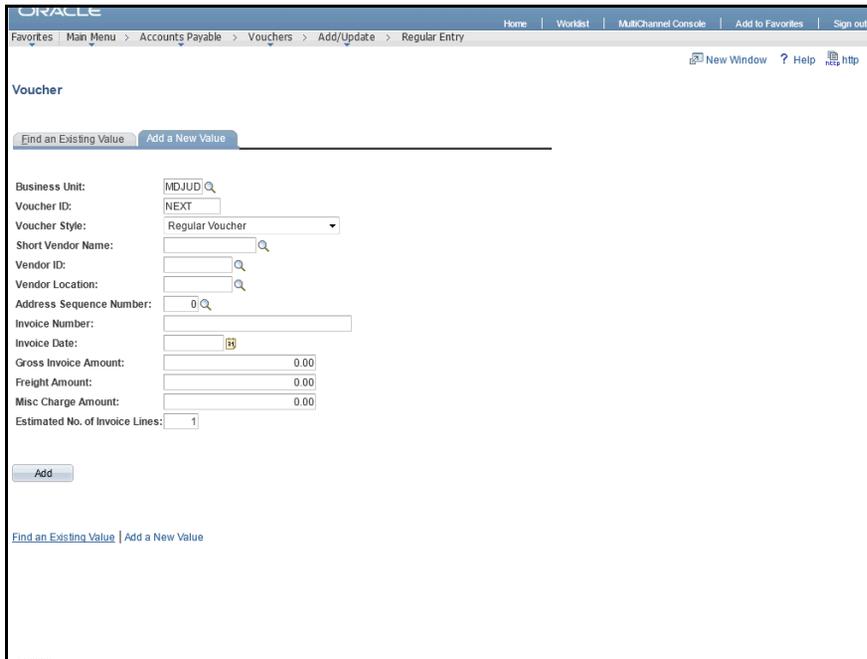
Step	Action
1.	<p>For the purposes of this topic, you will search for a voucher that has already been created to view Document Tolerance exceptions.</p> <p>If you are working in the voucher and have received Document Tolerance exceptions after running the Document Tolerance process, you can access the voucher Summary page directly to view Document Tolerance exceptions.</p>



Step	Action
2.	Click the Accounts Payable link. ▶ Accounts Payable
3.	Click the Vouchers link. Vouchers
4.	Click the Add/Update link. Add/Update
5.	Click the Regular Entry link. Regular Entry

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AP220 - Creating and Maintaining Vouchers



Oracle Voucher - Add a New Value

Business Unit: MDJUD

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

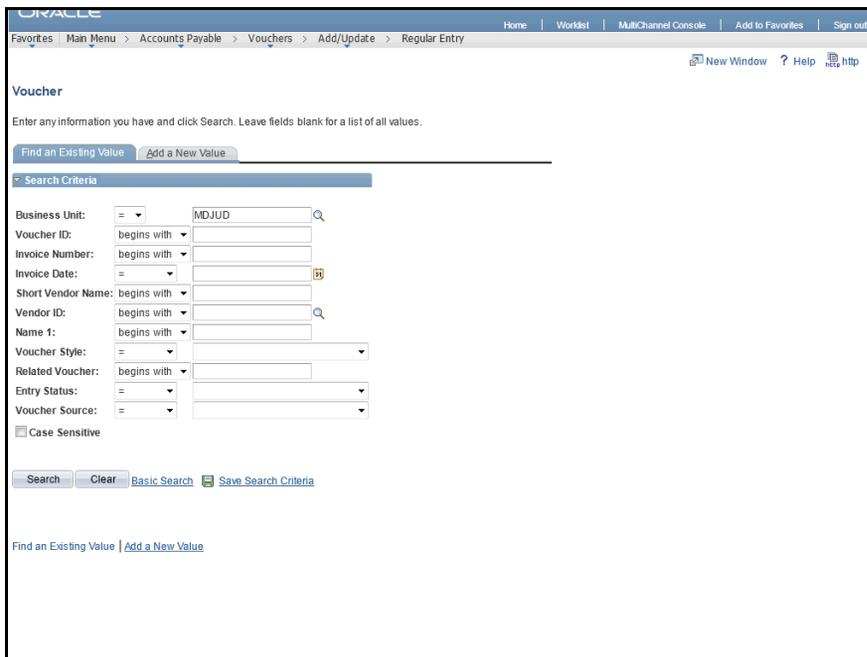
Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
6.	<p>The Voucher - Add a New Value page displays.</p> <p>Click the Find an Existing Value tab.</p> <p>Find an Existing Value</p>



Oracle Voucher - Find an Existing Value

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

Search Criteria

Business Unit: MDJUD

Voucher ID: begins with

Invoice Number: begins with

Invoice Date:

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style:

Related Voucher: begins with

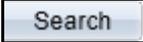
Entry Status:

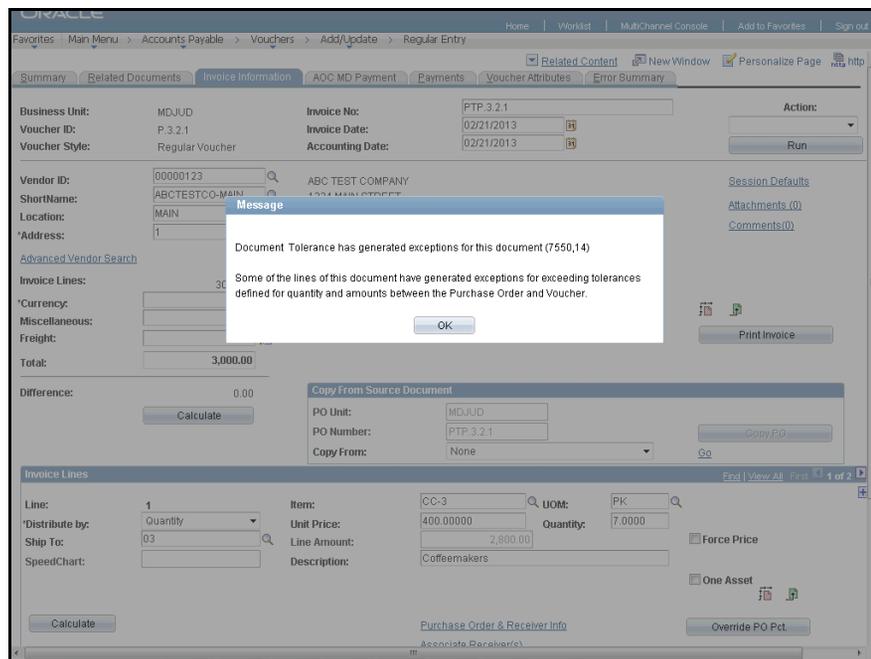
Voucher Source:

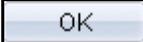
Case Sensitive

Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
7.	The Voucher - Find an Existing Value page displays. Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.
8.	Click the Search button. NOTE: When you enter the voucher number as search criterion, you are directed to the Summary page for the voucher. 



Step	Action
9.	A message displays notifying you that Document Tolerance exceptions exist on the voucher. This message may display when you access a voucher that has Document Tolerance exceptions or after you have run the Document Tolerance process and an exception exists. Click the OK button. 

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AP220 - Creating and Maintaining Vouchers



ORACLE
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page | http

Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit: MDJUD Invoice Date: 03/06/2013
 Voucher ID: 00000039 Invoice No: gaa daae ew
 Voucher Style: Regular Invoice Total: 800.00 USD
 Contract ID:
 Vendor Name: ABC TEST COMPANY Pay Terms: Due Now
 1234 MAIN STREET Voucher Source: Online
 SUITE A-5
 3RD FLOOR
 ANYTOWN, CA 56789

Entry Status: Postable Origin: ONL
 Match Status: Ready Created: 03/06/2013
 Approval Status: Approved Created By: USER001
 Post Status: Unposted Modified: 03/06/2013
 Modified By: USER001
 Doc Tol Status: [Exceptions](#) ERS Type: Not Applicable
 Budget Status: Valid Close Status: Open
 Budget Misc Status: Valid
 *View Related: Payment Inquiry Go

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Step	Action
10.	<p>The Voucher Summary page displays.</p> <p>Click the Exceptions link next to the Doc Tol Status field.</p> <p>Exceptions</p>

ORACLE
 Favorites | Main Menu > Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions

Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page | http

Document Tolerance Exceptions

Business Unit: MDJUD Document Type: Voucher ID: 00000039

Source line: [End](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Line:	Sched:	Distrib:
1		1

Exceptions: [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Rule ID: E100 Description: Document exceeds predecessor by more than allowable tolerance. Override

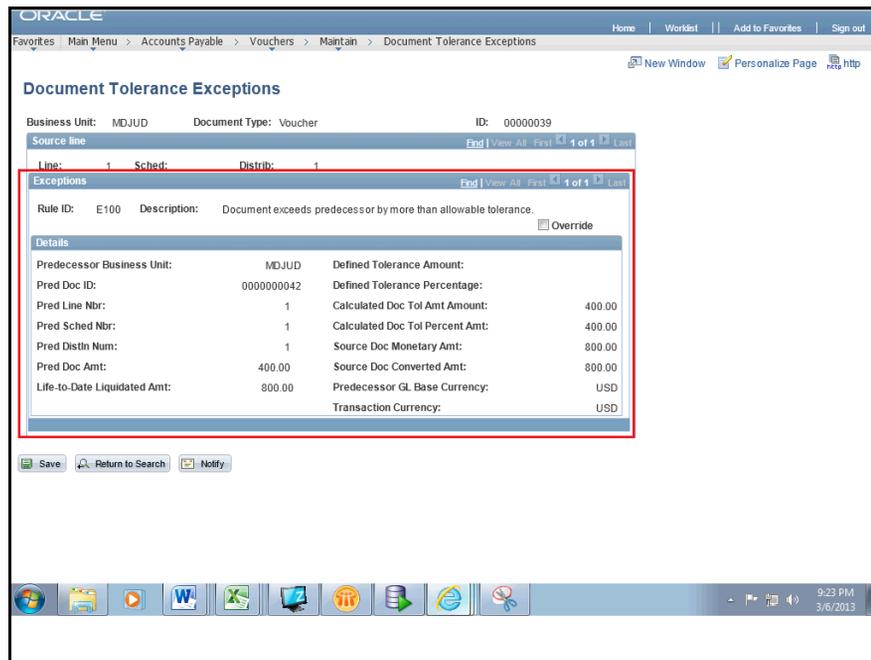
Details

Predecessor Business Unit:	MDJUD	Defined Tolerance Amount:	
Pred Doc ID:	000000042	Defined Tolerance Percentage:	
Pred Line Nbr:	1	Calculated Doc Tol Amt Amount:	400.00
Pred Sched Nbr:	1	Calculated Doc Tol Percent Amt:	400.00
Pred Disth Num:	1	Source Doc Monetary Amt:	800.00
Pred Doc Amt:	400.00	Source Doc Converted Amt:	800.00
Life-to-Date Liquidated Amt:	800.00	Predecessor GL Base Currency:	USD
		Transaction Currency:	USD

Save | Return to Search | Notify

9:23 PM 3/6/2013

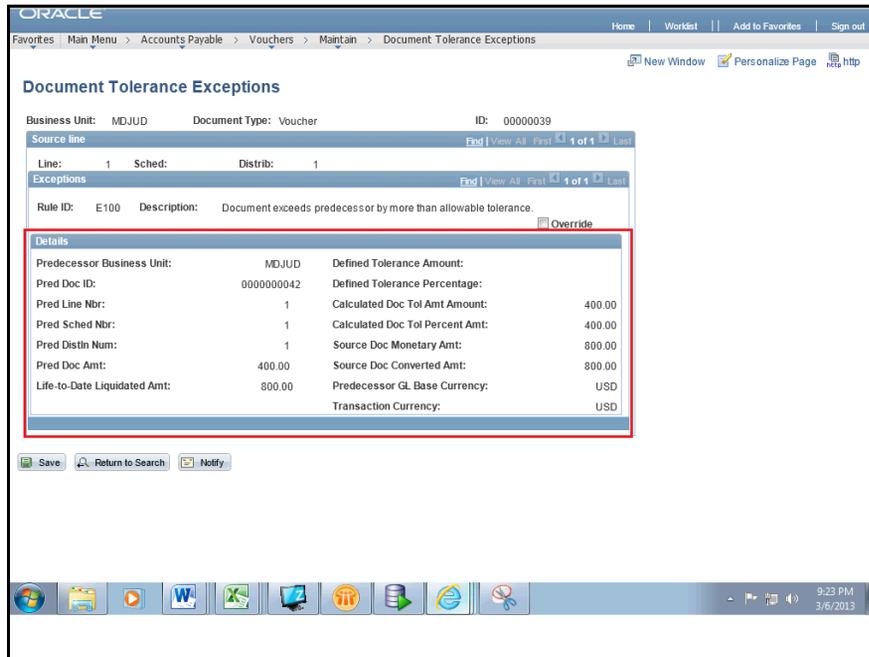
Step	Action
11.	<p>The Document Tolerance Exceptions page displays in a new window.</p> <p>In the Source Lines section, take note of the number of voucher lines that have a document tolerance error.</p> <p>Scroll through them one-by-one or click the View All link to view them all on one page.</p>



Step	Action
12.	<p>View the document tolerance exception(s) for a voucher line / distribution in the Exceptions section.</p> <p>The exceptions are listed by Rule ID and description. If there is more than one exception</p> <p>NOTE: There may be more than one exception for a line.</p>

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AP220 - Creating and Maintaining Vouchers



Step	Action
13.	<p>View details of the exception in the Details section, including:</p> <ul style="list-style-type: none"> - The predecessor document (purchase order) information including PO ID, line number, distribution number, and amount - The total of all vouchers linked to the purchase order (Life-to-Date Liquidated Amount) - The document tolerance percentage / amount defined - The calculated amounts of the purchase order, plus any defined tolerance amount - The voucher amount (Source Doc Monetary Amt)
14.	<p>Determine modifications need to be made to the voucher or purchase order line quantities/amounts. If you require assistance with this matter, contact the Help Desk to facilitate a resolution.</p> <p>NOTE: Only authorized users in the Department of Budget and Finance can override Document Tolerance errors.</p>
15.	<p>You have successfully completed the <i>Managing Document Tolerance Exceptions</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - View document errors for a voucher <p>End of Procedure.</p>

3.3 Managing Match Exceptions

View match exceptions for a voucher on the **Match Exception Workbench Details** page.

You can access the **Match Exception Workbench Details** page from the **Exceptions** link next to the **Match Status** field on the **Summary** page upon the completion of the Matching process or by using the following menu navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench > Match Workbench. You will need to search for the voucher you want to view and then click a **Match Exceptions Exist** link.

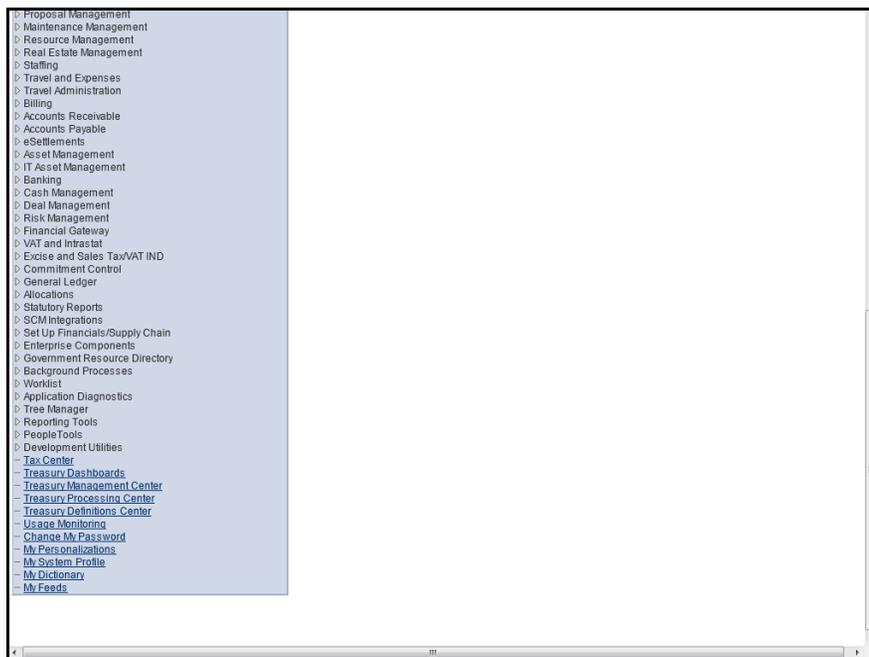
After completing this topic, you will be able to:

- View match exceptions noted on a voucher

Procedure

In this topic you will investigate the match exceptions noted for a voucher.

Step	Action
1.	<p>For the purposes of this topic, you will search for a voucher that has already been created to view match exceptions.</p> <p>If you are working in the voucher and received match exceptions after running the Matching process, you can access the voucher Summary page directly to view match exceptions.</p>



Training Guide

AP220 - Creating and Maintaining Vouchers

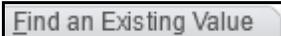


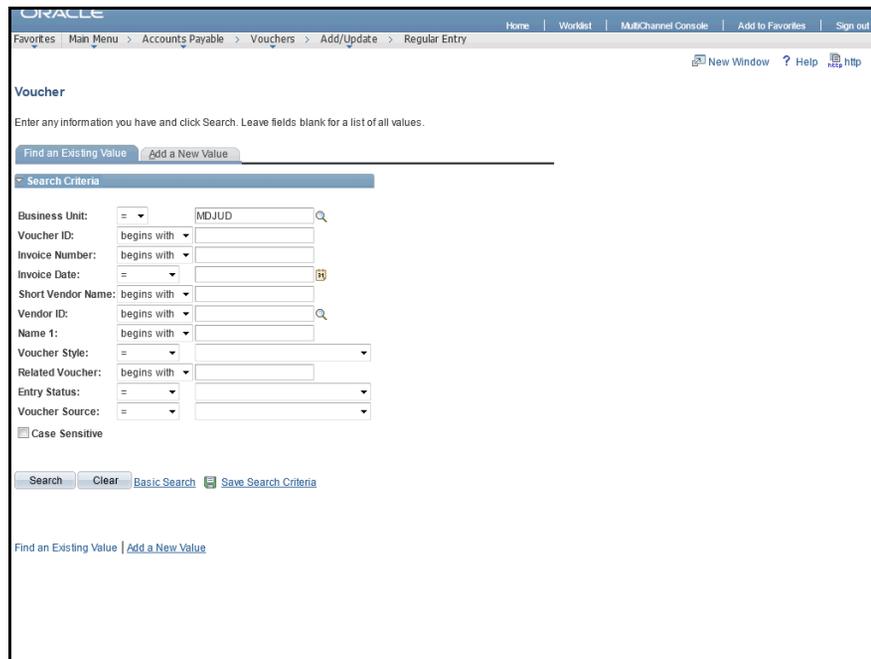
Step	Action
2.	Click the Accounts Payable link. 
3.	Click the Vouchers link. 
4.	Click the Add/Update link. 
5.	Click the Regular Entry link. 

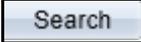
The screenshot shows the Oracle Voucher form with the 'Add a New Value' tab selected. The form includes the following fields and values:

- Business Unit: MDJUD
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Short Vendor Name: (empty)
- Vendor ID: (empty)
- Vendor Location: (empty)
- Address Sequence Number: 0
- Invoice Number: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

Buttons for 'Find an Existing Value', 'Add a New Value', and 'Add' are visible.

Step	Action
6.	The Voucher - Add a New Value page displays. Click the Find an Existing Value tab. 



Step	Action
7.	<p>The Voucher - Find an Existing Value page displays.</p> <p>Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.</p>
8.	<p>Click the Search button.</p> <p>NOTE: When you enter the voucher number as search criterion, you are directed to the Summary page for the voucher.</p> 
9.	<p>A message displays notifying you that match exceptions exist on the voucher.</p> <p>NOTE: This message may display when you access a voucher that has match exceptions or after you have run the Matching process and an exception exists.</p> <p>Click the OK button.</p>

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ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice Date: 03/05/2013
 Voucher ID: 00000088 Invoice No: EAA1128
 Voucher Style: Regular Invoice Total: 10.00 USD
 Contract ID:
 Vendor Name: AOC TEST VENDOR Pay Terms: Due Now
 999 WEST MAIN STREET Voucher Source: Online
 SUITE 123
 ANYTOWN, CA 45678
 Entry Status: Postable Origin: ONL
 Match Status: [Exceptions](#) Created: 03/05/2013
 Approval Status: Approved Created By: elisha.archibold
 Post Status: Unposted Modified: 03/05/2013
 Modified By: elisha.archibold
 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 Previous in List Next in List Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Step	Action
10.	<p>The Summary page for the voucher displays.</p> <p>Click the Exceptions link next to the Match Status field to view match exceptions.</p> <p>Exceptions</p>

ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu

New Window ? Help Personalize Page http

Match Exception Workbench Details

Business Unit: MDJUD AOC Vendor: 00000088 Invoice: EAA1128
 Vendor: 000000015 Vendor SetID: SHARE Vendor Location: 003
 Vendor Name: AOC TEST VENDOR Match Due Date: 03/05/2013 Invoice Date: 03/05/2013
 Updated By: elisha.archibold Due Date: 03/05/2013 Matched Date: 03/05/2013
 Terms: NET00 Due Now Origin: ONL Match Status: Match Exceptions Exist
 Gross Amt: 10.00 USD Control Group: Match Type:

[Header Match Rules](#)
[Match Exception Summary](#)

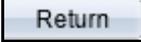
Document Details Voucher Match Action: Apply

Line Details Find | View All First 1 of 1 Lines

Voucher Line Number: 1 Voucher Line Match Action: Apply
 PO Business Unit: MDJUD PO Number: 000000143
 Line Number: 1 Schedule Number: 1
 View Document: Purchase Order
 Line Document Details Document Id: MDJUD 000000143 Go

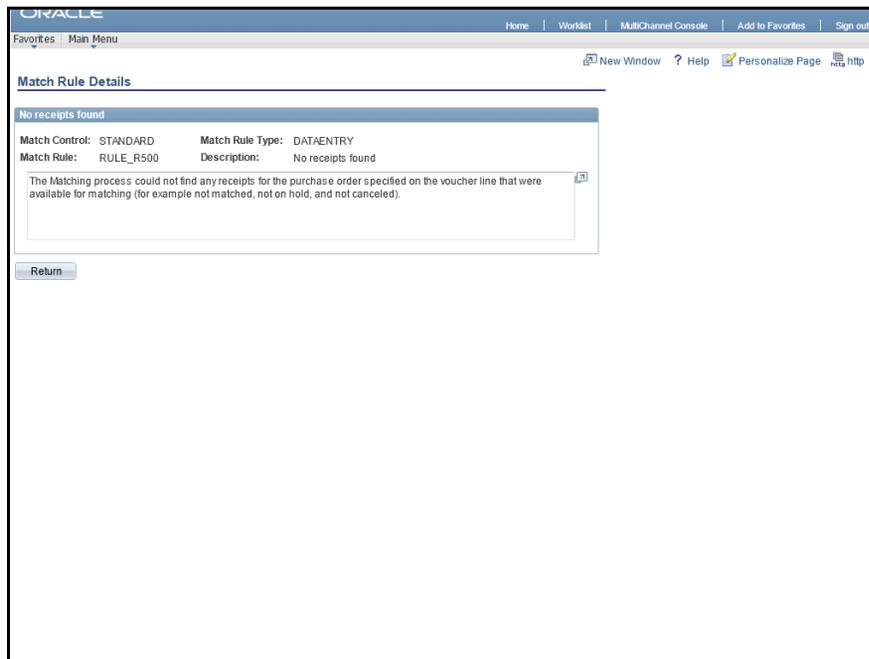
Match Rules Personalize

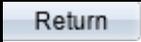
Rules	Details	Match Rule	Voucher	Purchase Order	Receiver
		Extended price tolerance	10.00	10.00	
		Extended price % tolerance	10.00	10.00	
		Line amt does not equal PO line amt	10.00	10.00	
		Unit price does not equal PO unit price	10.00000	10.00000	
		Unit price does not equal PO unit price + % tol	10.00000	10.00000	
		Unit price does not equal PO unit price + unit tol	10.00000	10.00000	
		No receipts found	00000088	000000143	
		Voucher line amt > Sum of received amount	10.00		0.00

Step	Action
11.	<p>The Match Exception Workbench Details page displays.</p> <p>Voucher summary information displays at the top of the page, including Matching information such Match Status, Matched Date, and Match Type.</p>
12.	<p>Use the links in the top of the page to view more details.</p> <p>In this topic, you will use the Document Details link to view details about the referenced purchase order and PO receipt.</p>
13.	<p>Click the Document Details link.</p> 
14.	<p>The Associated Document Information page displays.</p> <p>This page displays the associated voucher, purchase order, and receiver attributes side-by-side to compare item such as line number, line quantity, unit price, (merchandise) amount, etc for respective lines.</p> <p>It also lists whether a receipt was required for the purchase order.</p> <p>NOTE: Use the scroll arrows or the View all link if there is more than one line with an exception.</p>
15.	<p>Click the Return button.</p> 
16.	<p>In the Match Rules section view the match rules applied to the voucher and the exceptions that exist.</p>
17.	<p>Use the Details button for a match rule to view a detailed description of the match rule.</p>
18.	<p>A red icon with the exclamation point next to a match rule indicates that the voucher line has a match exception for that rule.</p>
19.	<p>Move the scroll bar downwards to view all match rule exceptions.</p>
20.	<p>Click a Details button to view the match a description of the match rule.</p> 

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AP220 - Creating and Maintaining Vouchers



Step	Action
21.	<p>The Match Rule Details page displays.</p> <p>Review the rule description, then click the Return button.</p> 
22.	Determine whether modifications need to be made to the voucher, purchase order, or receipt line quantities/amounts. If you require assistance with this matter, contact the Help Desk to facilitate a resolution.
23.	Upon resolving the matter, the Matching process needs to be run again to update the Match Status on the voucher.
24.	<p>You have completed the <i>Managing Match Exceptions</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - View match exceptions noted for a voucher line <p>End of Procedure.</p>

Lesson 4: Processing Revenue Refunds

Lesson Overview:

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make use of 99-99-9999 which will not be sent to GAD for new vendor approval.

Lesson Objectives:

After completing this lesson, you will be familiar with:

- Processing Revenue Refunds

4.1 Processing Revenue Refunds

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make use of 99-99-9999 which will not be sent to GAD for new vendor approval.

Workflow for local court voucher entry has already been defined and will be utilized with this process also. The court AP specialist will enter the voucher, which will then be routed to the court Supervisor for approval. Upon approval of the Court Supervisor the voucher will then be routed to DBF where they will review the information for final processing to GAD.

The attachment of the Court Approved Refund document is available via the Single Pay Invoice. The Invoice number will be the Case Number when one exists. In this topic, you will learn how to process a revenue refund.

After completing this topic, you will be familiar with:

- Processing revenue refunds

Procedure

In this topic, you will learn how to process a revenue refund.

Step	Action
1.	Begin by navigating to the Voucher page. Click the Main Menu button. 
2.	Click the Menu sort button. 
3.	Click the Accounts Payable menu. 
4.	Click the Vouchers menu. 
5.	Click the Add/Update menu. 
6.	Click the Regular Entry menu. 

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AP220 - Creating and Maintaining Vouchers



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 New Window ? Help http

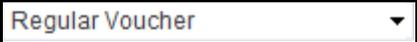
Voucher

Find an Existing Value | Add a New Value

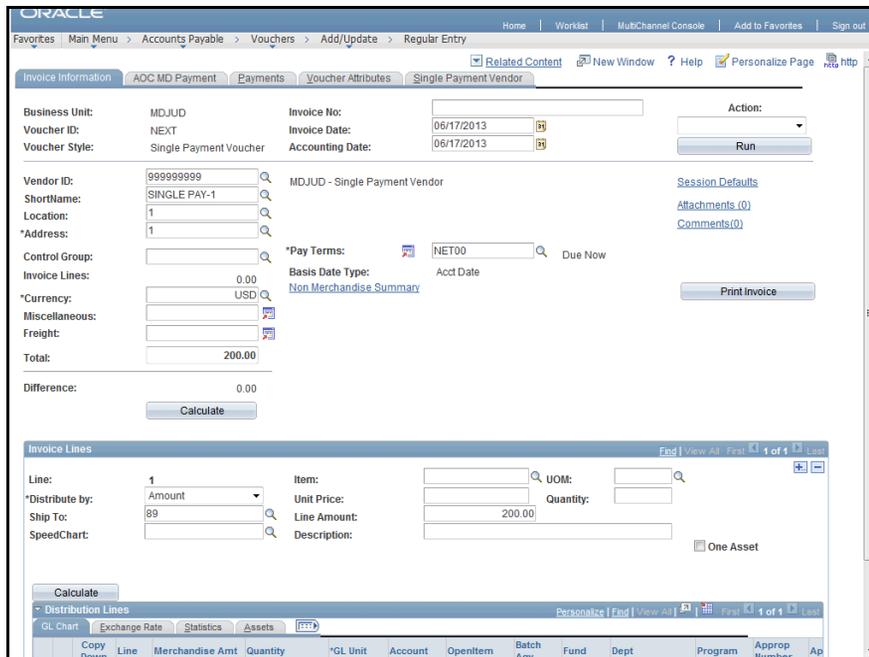
Business Unit: MDJUD
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Short Vendor Name:
 Vendor ID:
 Vendor Location:
 Address Sequence Number: 0
 Invoice Number:
 Invoice Date:
 Gross Invoice Amount: 0.00
 Freight Amount: 0.00
 Misc Charge Amount: 0.00
 Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

Step	Action
7.	The Voucher search page displays. Click the Voucher Style list. 
8.	Click the Single Payment Voucher list item. 
9.	Enter the Case Number or pertinent information into the Invoice Number field, which will be included on the checkstub from the Maryland Comptroller. 
10.	Enter today's date into the Invoice Date field.
11.	Enter the desired information into the Gross Invoice Amount field. Enter " 200 ".
12.	Click the Add button. 
13.	The Vendor Information - Single Payment Vendor tab displays. Enter the Vendor's name into the Name 1 field. Enter " John Doe ".
14.	Enter the desired address into the Address 1 field. Enter " 789 Main Street ". Note: At least one address line must be entered.
15.	Enter the desired city into the City field. Enter " Annapolis ".

Step	Action
16.	Enter the desired state into the State field. Enter " MD ".
17.	Enter the desired zip code into the Postal field. Enter " 21051 ".
18.	Click the Invoice Information tab. 

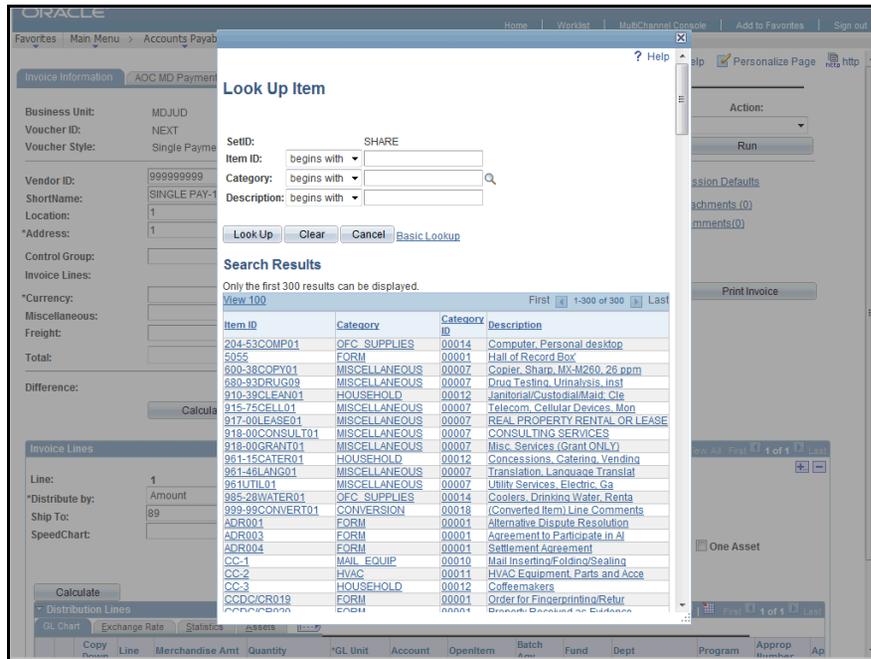


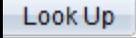
The screenshot shows the Oracle AP220 'Invoice Information' tab. The 'Business Unit' is MDJUD, 'Vendor ID' is 999999999, and 'Invoice Date' is 06/17/2013. The 'Total' amount is 200.00. The 'Invoice Lines' section shows a single line with a quantity of 1 and a line amount of 200.00. The 'Look up Item' button is visible in the bottom right of the 'Invoice Lines' section.

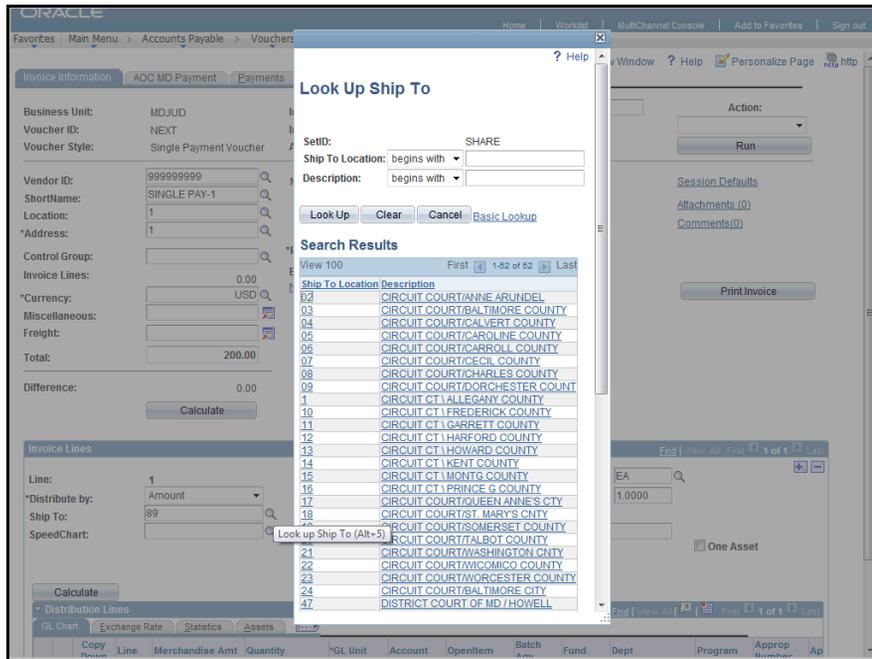
Step	Action
19.	The Invoice Information tab displays. Click the Look up Item button. 

Training Guide

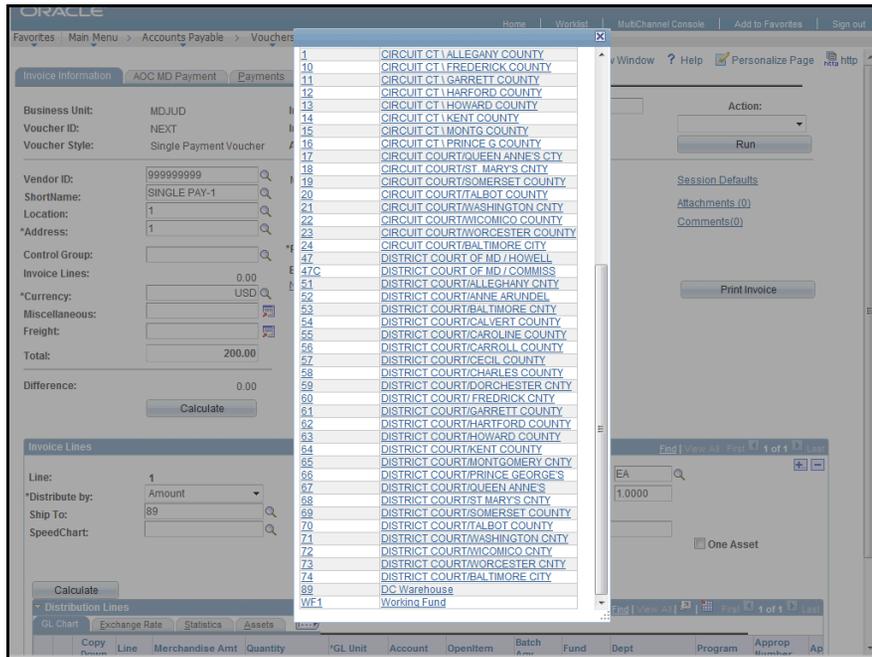
AP220 - Creating and Maintaining Vouchers



Step	Action
20.	<p>The Look Up Item window displays.</p> <p>You may need to select the Contains list item in the Item ID search list to get the full list of items available.</p> <p>Enter the desired information into the Item ID field. Enter "refund".</p>
21.	<p>Click the Look Up button.</p> 
22.	<p>Click the REFUND-000 link.</p> 
23.	<p>Enter the desired information into the UOM field. Enter "ea".</p>
24.	<p>Enter the desired information into the Unit Price field. Enter "200".</p>
25.	<p>Enter the desired information into the Quantity field. Enter "1".</p>
26.	<p>Click the Look up Ship To button.</p> 



Step	Action
27.	The Look Up Ship To window displays. Scroll downward if needed.



Training Guide

AP220 - Creating and Maintaining Vouchers

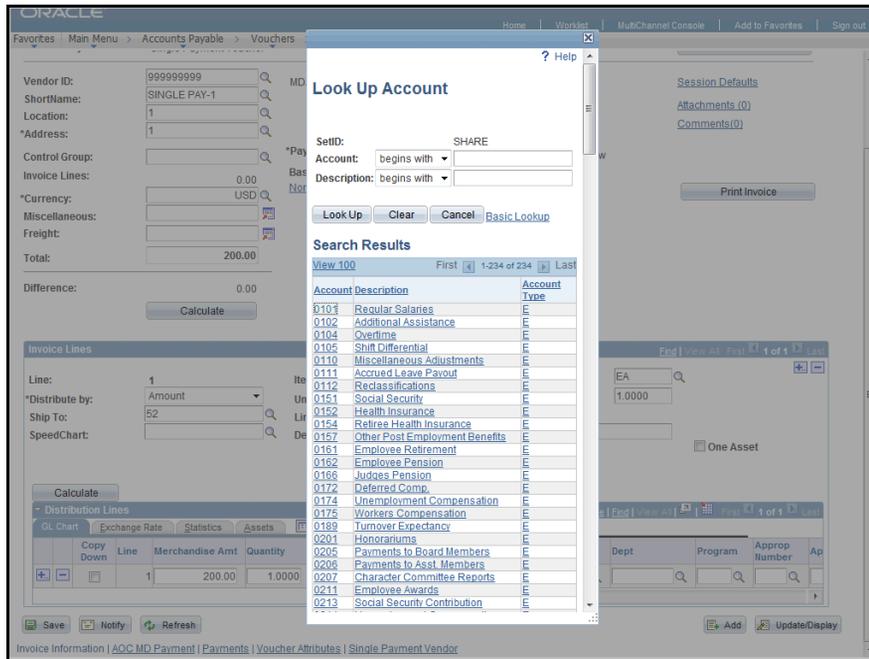


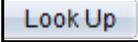
Step	Action
28.	Click the 52 link, or your court location number. 
29.	The SpeedChart field with a PCA may be available for each court location (this will negate the need to enter the distribution line information). Enter the SpeedChart information, if known. If one does not exist or is unknown, follow the remaining steps.
30.	Scroll down to reveal additional fields.

The screenshot displays the Oracle AP220 Voucher Entry interface. Key elements include:

- Vendor Information:** Vendor ID 999999999, Short Name SINGLE PAY-1, Location 1, Address 1.
- Payment Terms:** NET00, Due Now.
- Invoice Lines:** Line 1, Item REFUND-000, UOM EA, Unit Price 200.00000, Quantity 1.0000, Line Amount 200.00, Description Revenue Refund.
- Distribution Lines:** A table with columns for Line, Merchandise Amt, Quantity, *GL Unit, Account, Openitem, Batch Agy, Fund, Dept, Program, and Approp Number. The first row shows Line 1, Merchandise Amt 200.00, and Quantity 1.0000.
- Buttons:** Calculate, Print Invoice, Save, Notify, Refresh, Add, Update/Display.

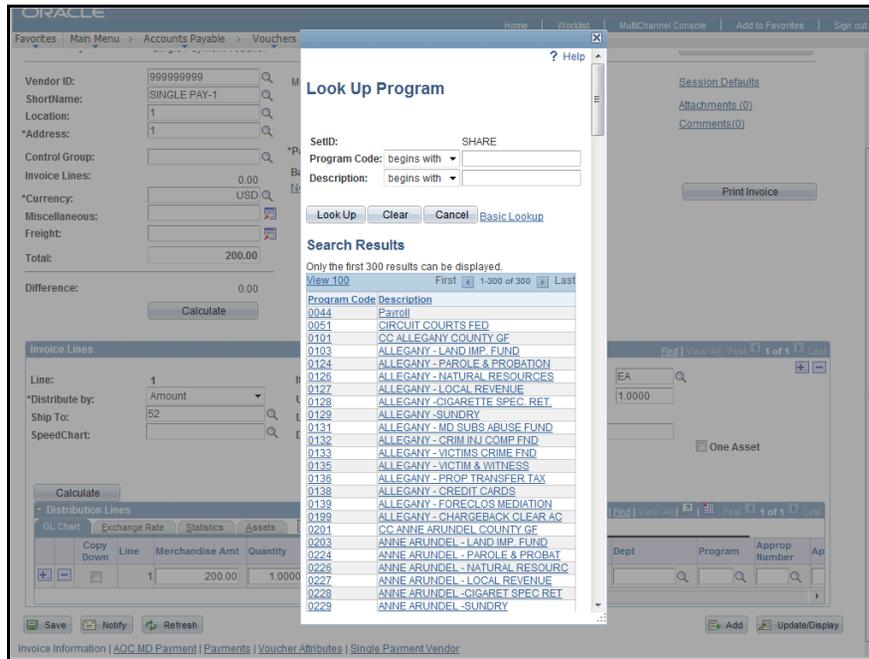
Step	Action
31.	Click the Look up Account button. 

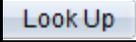
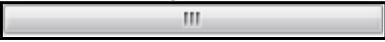


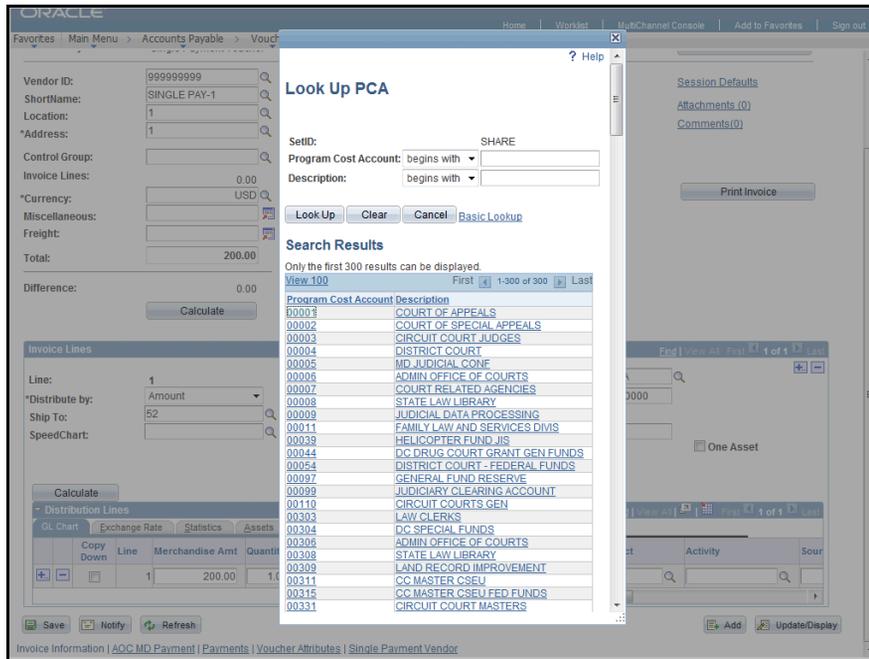
Step	Action
32.	The Look Up Account window displays. Enter the desired information into the Account field. Enter " 54 ".
33.	Click the Look Up button. 
34.	Click the General Fund link. 
35.	Enter the desired information into the Batch Agy field. Enter " C52 ".
36.	Enter the desired information into the Fund field. Enter " 0001 ".
37.	Click the Look up Program (Alt+5) button. 

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AP220 - Creating and Maintaining Vouchers



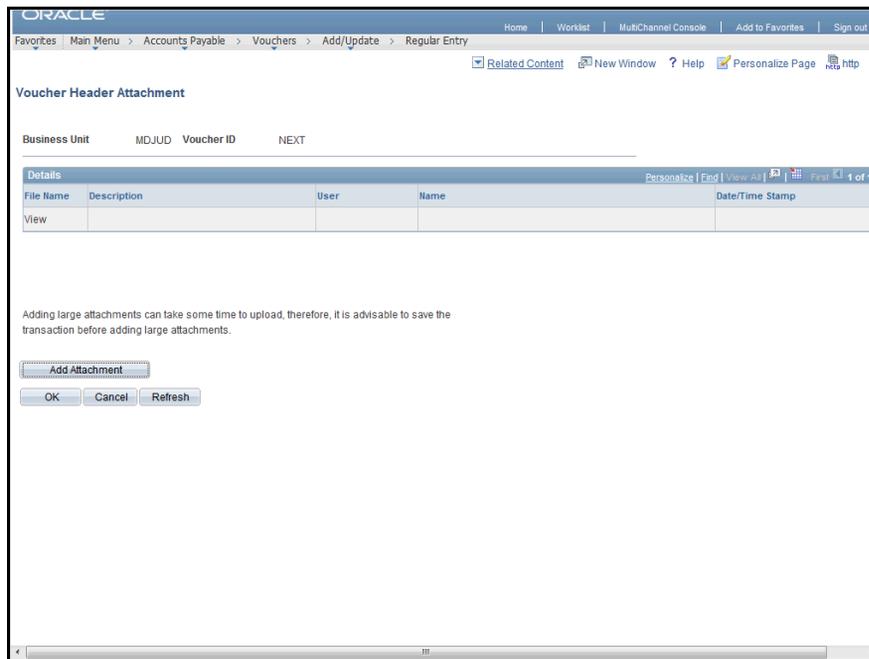
Step	Action
38.	The Look Up Program window displays. Enter the desired information into the Program Code field. Enter " 52 ".
39.	Click the Look Up button. 
40.	Click the 5201 link. 
41.	Enter the desired information into the Approp Number field. Enter " A5200 ".
42.	Scroll to the right to reveal additional fields. 
43.	Enter the desired information into the Approp Yr field. Enter " AY2014 ".
44.	Click the Look up PCA (Alt+5) button. 

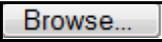
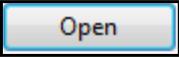
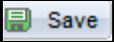


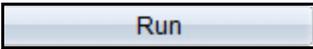
Step	Action
45.	The Look Up PCA window displays. Click the DISTRICT COURT link. DISTRICT COURT
46.	Click the Attachments (0) link. Attachments (0)

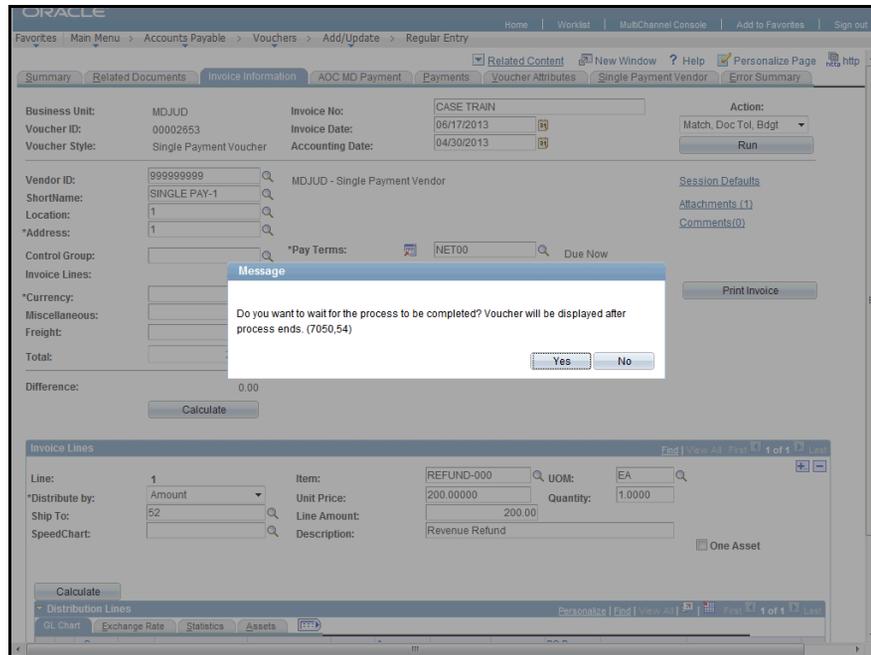
Training Guide

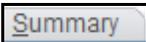
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Step	Action
47.	The Voucher Header Attachment page displays. Click the Add Attachment button. 
48.	Click the Browse... button. 
49.	Once you find the appropriate document, select it and click the Open button. Note: This is where the court-approved document should be attached for DBF review. 
50.	Click the Upload button. 
51.	Enter the desired information into the Description field. Enter " Document for review ".
52.	Click the OK button. 
53.	Click the Save button. 
54.	Click the Action list. 

Step	Action
55.	Click the Budget Checking list item. 
56.	Click the Run button. 



Step	Action
57.	Click the Yes button. 
58.	Click the Summary tab. 

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AP220 - Creating and Maintaining Vouchers



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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor

Business Unit: MJJUD Invoice Date: 06/17/2013
 Voucher ID: 00002953 Invoice No: CASE TRAIN
 Voucher Style: SinglePay Invoice Total: 200.00 USD
 Contract ID:
 Vendor Name: MJJUD - Single Payment Vendor Pay Terms: Due Now
 Voucher Source: Online

Entry Status: Postable Origin: ONL
 Match Status: No Match Created: 06/17/2013
 Approval Status: Approved Created By: andrew.somers
 Post Status: Unposted Modified: 06/17/2013
 Modified By: andrew.somers
 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 Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Step	Action
59.	<p>The Summary tab displays.</p> <p>Review the Summary Page:</p> <p>Once the payment has been processed for budget checking, due to workflow which is setup for Accounts Payable, your Approval Status should be 'Pending.' This will now be routed through Workflow to the court supervisor for approval.</p>
60.	<p>You have successfully completed the <i>Processing Revenue Refunds</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - process and review your revenue refunds <p>End of Procedure.</p>

Lesson 5: Reviewing Voucher Information

Lesson Overview

When vouchers are entered in GEARS, you are able to view details associated with the transaction including the related payment information.

Lesson Objectives

After completing this lesson, you will be able to:

- Review voucher information, including statuses, invoice information, payment information, and related transactions
- Review the Payment History by Vendor Report

5.1 Reviewing Voucher Information

A voucher contains several tabs / pages which provide summary and details, including:

- Summary tab
- Related Documents
- Invoice Information
- MD AOC Payment

In this topic you will review the pages within the voucher component.

After completing this topic, you will have reviewed the following information within the voucher component:

- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment reference information from the State of Maryland General Accounting Division (GAD)

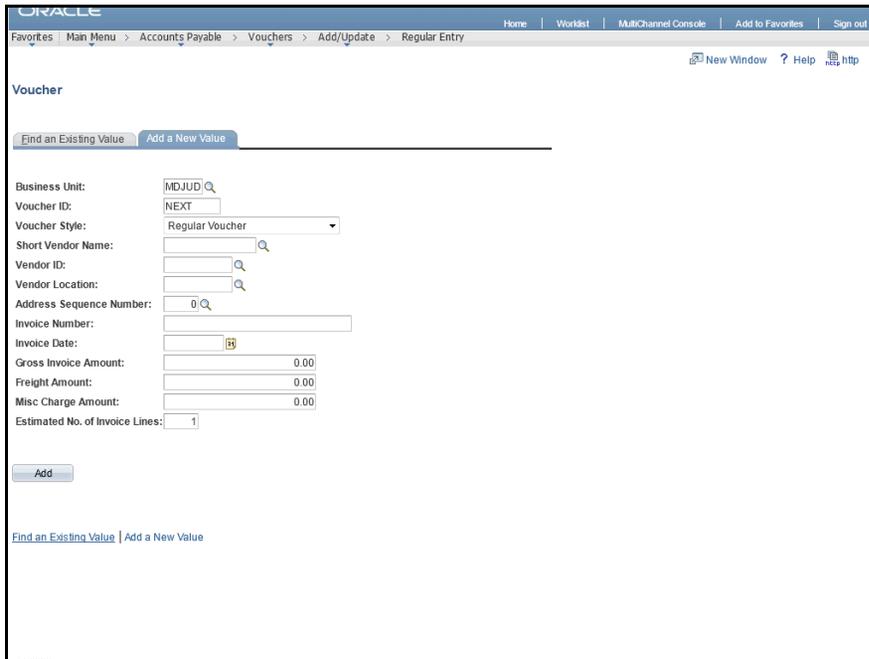
Procedure

In this topic, you will review the pages within the voucher entry component.

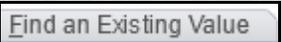
Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Vouchers link. 
3.	Click the Add/Update link. 
4.	Click the Regular Entry link. 

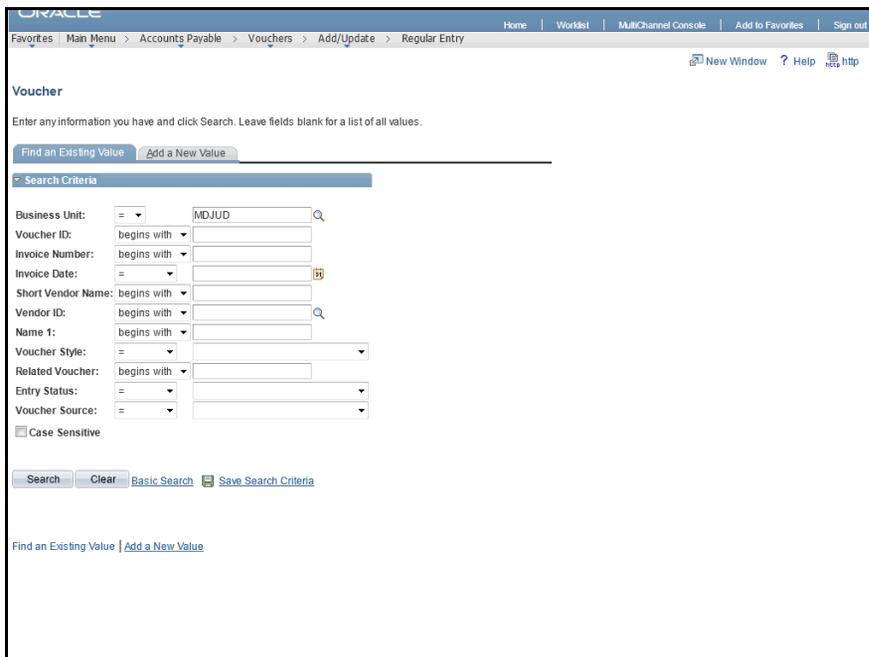
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AP220 - Creating and Maintaining Vouchers

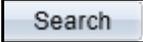


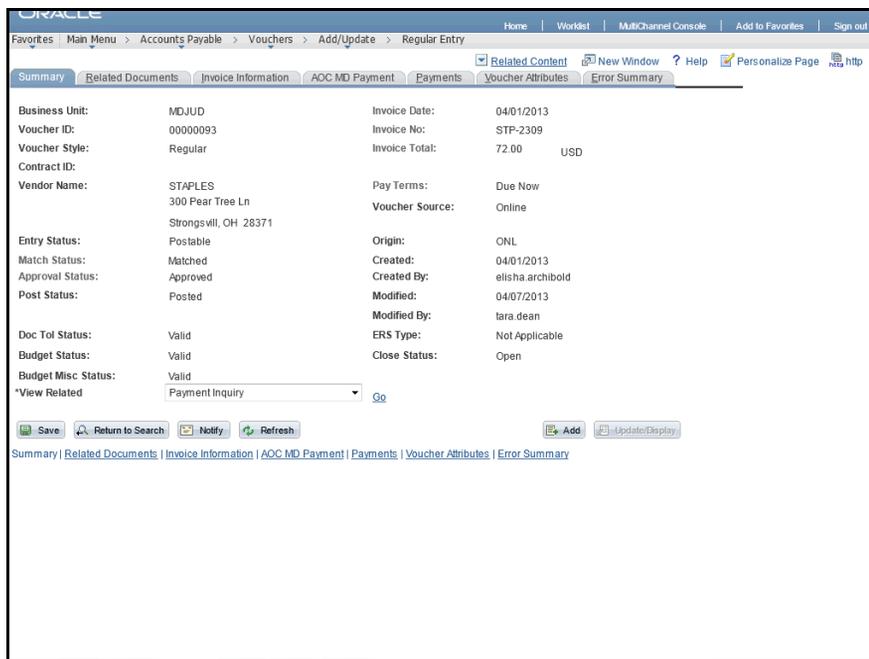
Oracle Voucher - Add a New Value page. Fields include Business Unit, Voucher ID, Voucher Style, Short Vendor Name, Vendor ID, Vendor Location, Address Sequence Number, Invoice Number, Invoice Date, Gross Invoice Amount, Freight Amount, Misc Charge Amount, and Estimated No. of Invoice Lines. An 'Add' button is visible.

Step	Action
5.	<p>The Voucher - Add a New Value page displays.</p> <p>Click the Find an Existing Value tab.</p> 



Oracle Voucher - Find an Existing Value search page. Search criteria include Business Unit, Voucher ID, Invoice Number, Invoice Date, Short Vendor Name, Vendor ID, Name 1, Voucher Style, Related Voucher, Entry Status, and Voucher Source. A 'Search' button is present.

Step	Action
6.	The Voucher - Find an Existing Value page displays. Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.
7.	Click the Search button. NOTE: When you enter the voucher number as search criterion, you are directed to the Summary page for the voucher. 



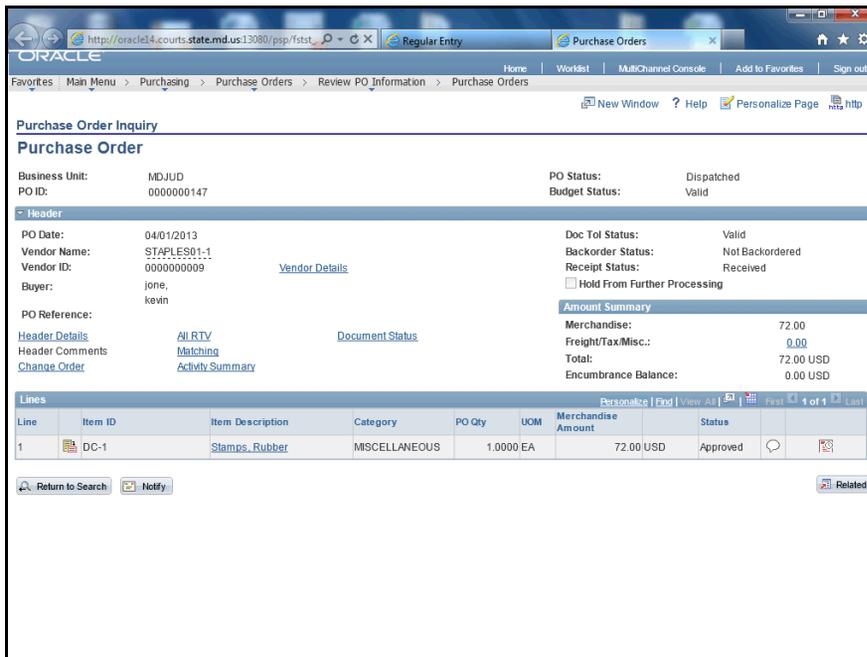
Step	Action
8.	The Summary page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information. The Summary page only displays after a voucher is saved.
9.	The voucher statuses display in the bottom left corner of the page including: <ul style="list-style-type: none"> - Entry Status - Match Status - Approval Status - Document Tolerance Status - Budget Status - Post Status

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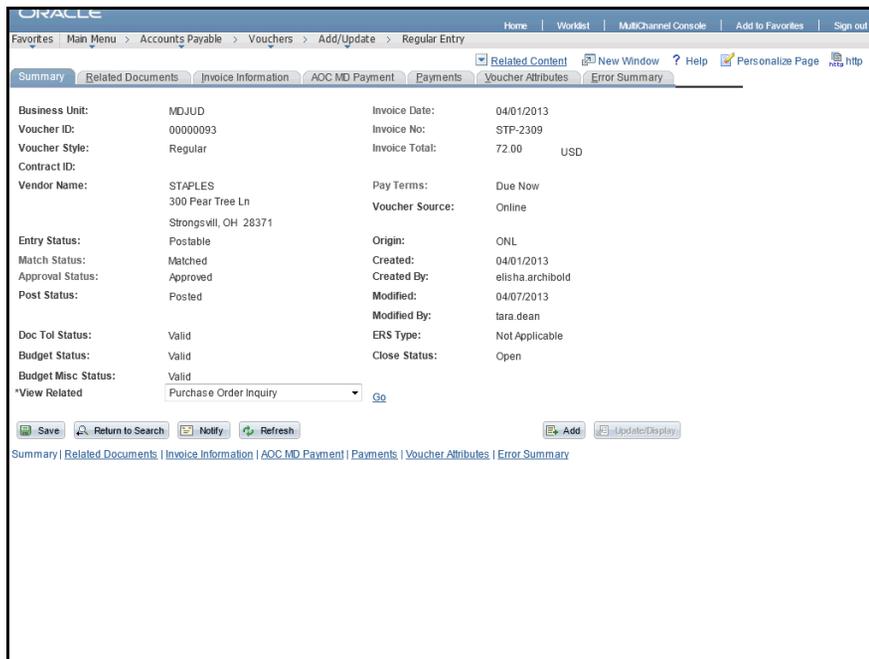
AP220 - Creating and Maintaining Vouchers



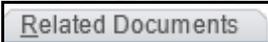
Step	Action
10.	You can review when the voucher was created, by whom, and when it was last modified.
11.	When applicable, you can access the inquiry pages of related transactions using the View Related drop-down list.
12.	Click the View Related list. 
13.	In this example, click the Purchase Order Inquiry list item. 
14.	Click the Go link to open the inquiry page. 

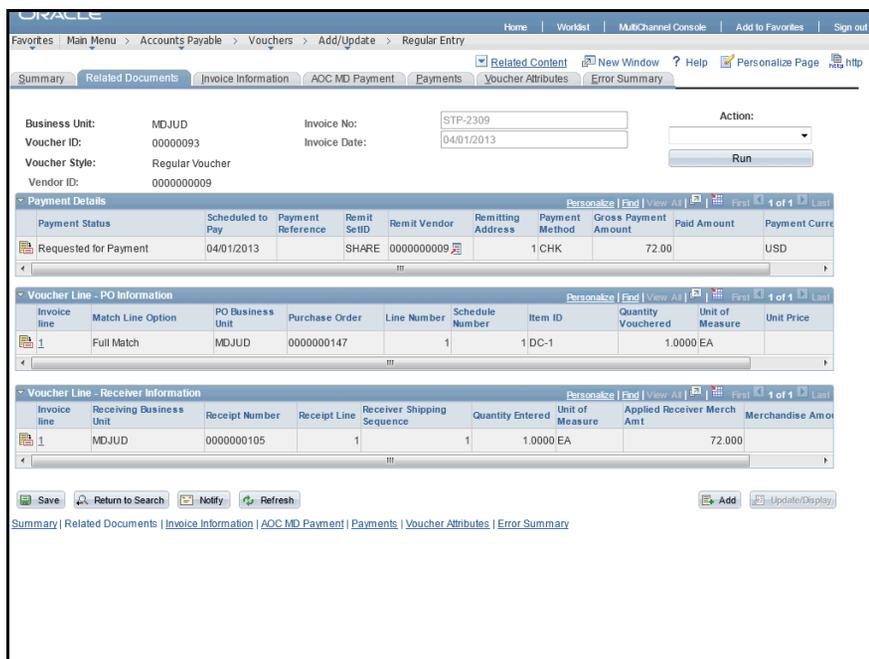


Step	Action
15.	The inquiry page opens in a new window. After reviewing the inquiry page, click the Close button to return to the voucher. 



Oracle AP220 Summary page for a voucher. The page displays various fields for Business Unit, Voucher ID, Vendor Name, Invoice Date, Invoice No., Invoice Total, and Payment Terms. The Business Unit is MDJUD, Voucher ID is 00000093, Vendor Name is STAPLES, Invoice Date is 04/01/2013, Invoice No. is STP-2309, Invoice Total is 72.00 USD, and Payment Terms are Due Now. The page also includes a 'View Related' dropdown menu set to 'Purchase Order Inquiry' and a 'Go' button.

Step	Action
16.	<p>The Summary page for the voucher displays.</p> <p>Click the Related Documents tab.</p> 



Oracle AP220 Payment Details page for a voucher. The page displays a table of payment details, including Payment Status, Scheduled to Pay, Payment Reference, Remit SetID, Remit Vendor, Remitting Address, Payment Method, Gross Payment Amount, Paid Amount, and Payment Currency. The table shows a single payment of 72.00 USD. Below the table, there are sections for Voucher Line - PO Information and Voucher Line - Receiver Information, each with a table of details.

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Requested for Payment	04/01/2013		SHARE	000000009		1 CHK	72.00		USD

Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	MDJUD	000000147	1		1,DC-1	1.0000	EA	

Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount
1	MDJUD	000000105	1	1	1.0000	EA		72.0000

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AP220 - Creating and Maintaining Vouchers



Step	Action
17.	The Related Documents page displays. This page displays documents that have been associated with the voucher including payments, purchase orders, and receipts (if applicable).
18.	The voucher in this example references a purchase order (PO) and a purchase order receipt (PO receipt). The PO or PO receipt lines associated with each invoice line on the voucher display in the Voucher Line - PO Information and Voucher Line - Receiver Information sections, respectively.
19.	The Payment Details section displays actual payment information for payments disbursed by the Judiciary (e.g., Return of Escrow payments). This information includes the status, scheduled pay date, payment method, and paid amount. NOTE: Payment information for State issued warrants is displayed on the AOC MD Payment page.
20.	Click the Invoice Information tab. 

The screenshot displays the Oracle AP220 Voucher form with the 'Invoice Information' tab selected. The form includes the following sections:

- Business Unit:** MDJUD, **Invoice No.:** STP-2309, **Action:** Run
- Voucher ID:** 00000093, **Invoice Date:** 04/01/2013
- Voucher Style:** Regular Voucher, **Accounting Date:** 04/01/2013
- Vendor ID:** 000000009, **ShortName:** STAPLES01-009, **Location:** 009, ***Address:** 1
- Vendor Name:** STAPLES, **Address:** 300 Pear Tree Ln, Strongsville, OH 28371
- Invoice Lines:** 72.00, ***Currency:** USD, **Total:** 72.00
- *Pay Terms:** NET00, **Basis Date Type:** Acct Date, **Due Now**
- Difference:** 0.00, **Calculate** button
- Copy From Source Document:** PO Unit, PO Number, Copy From: None, **Copy PO** button
- Invoice Lines:** Line: 1, ***Distribute by:** Quantity, **Ship To:** 02, **SpeedChart:** (empty), **Item:** DC-1, **Unit Price:** 72.00000, **Line Amount:** 72.00, **Description:** Stamps, Rubber, **UOM:** EA, **Quantity:** 1.0000
- Buttons:** Print Invoice, Calculate, [Purchase Order & Receiver Info](#), [Associate Receiver\(s\)](#)

Step	Action
21.	<p>The Invoice Information page displays.</p> <p>Use the Invoice Information page to enter/update voucher header, line, and distribution (accounting) information.</p>
22.	View voucher header information including, the voucher ID, invoice number and date, accounting date, vendor information, and the total amount of the voucher.
23.	<p>View attachments and comments using the respective links.</p> <p>In this example, one attachment and one comment has been added.</p>
24.	<p>View line information for a voucher in the Invoice Lines sections.</p> <p>When a voucher has more than one line, scroll through the lines using the arrow buttons or click the View All link to view all line at once.</p>
25.	View funding information for a line in the Distribution Lines section for the line.
26.	<p>The following Chartfield information displays on the GL Chart tab:</p> <ul style="list-style-type: none"> - Account - Batch Agency - Fund - Program - Appropriation Number - Appropriation Year - Program Cost Account (PCA) - Project Business Unit (Grants and Capital Projects) - Project ID (Grants and Capital Projects) - Activity (Grants and Capital Projects)
27.	Asset information can be viewed on the Assets tab, if applicable.
28.	<p>Click the AOC MD Payment link at the bottom of the page.</p> <p>NOTE: You can also access payment information by clicking the AOC MD Payments tab at the top of the page.</p> <p>AOC MD Payment</p>

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ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 Summary | Related Documents | Invoice Information | **AOC MD Payment** | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD Invoice No: STP-2309
 Voucher ID: 00000093 Invoice Date: 04/01/2013
 Voucher Style: Regular Voucher Gross Invoice Amount: 72.00
 State Status
 Ref. Document Number AOC Vendor ID: STAPLES01-009
 Archive Reference No. Vendor: STAPLES
 Add/Update Comments

State Payments

Received Date	Payment Status	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount
1								

State Adjustments

Received Date	Trans Type	Transaction Description	Adjustment Amount	Adjustment Date	Adjustment Number	Invoice Description
1						

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Step	Action
29.	<p>The AOC MD Payment page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD).</p> <p>Only users with access to the voucher entry component can view this payment reference information.</p>
30.	<p>At the top of the page, you can view the following payment information for the voucher:</p> <ul style="list-style-type: none"> - Archive Reference Number (ARN) related to the warrant - State Status which indicates: <ol style="list-style-type: none"> 1) delivery of payment request to the State displayed as "Submitted to State (TRN)", or 2) the receipt of payments details from the State displayed as "Paid by State (HX)" <p>In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available.</p>
31.	<p>In the State Payments and State Adjustments sections the following information is available when payment reference information is received from the State:</p> <ul style="list-style-type: none"> - Warrant information (warrant number, date, payment method amount, etc.) - Transactional activity including adjustments, stop payments, re-issues, voided warrants

Step	Action
32.	<p>You have successfully completed the <i>Reviewing Voucher Information</i> topic.</p> <p>You have reviewed with the following topics and concepts:</p> <ul style="list-style-type: none"> - Viewing voucher summary information - Viewing voucher related transaction information - Viewing invoice information - Viewing payment information from the State of Maryland General Accounting Division (GAD) <p>End of Procedure.</p>

5.2 Running the Payment History by Vendor Report (APY2000)

The Payment History by Vendor Report provides a register of payments for a vendor. Using the Print Options radio buttons on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report.

After completing this topic, you will be familiar with:

- Running the Payment History by Vendor Report

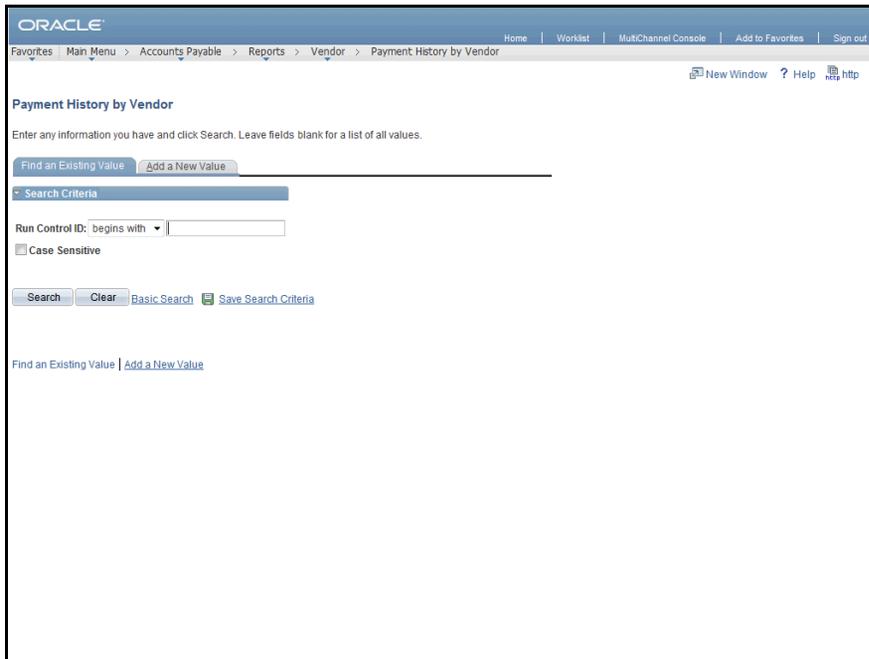
Procedure

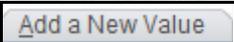
In this topic, you will run the **Payment History by Vendor Report**.

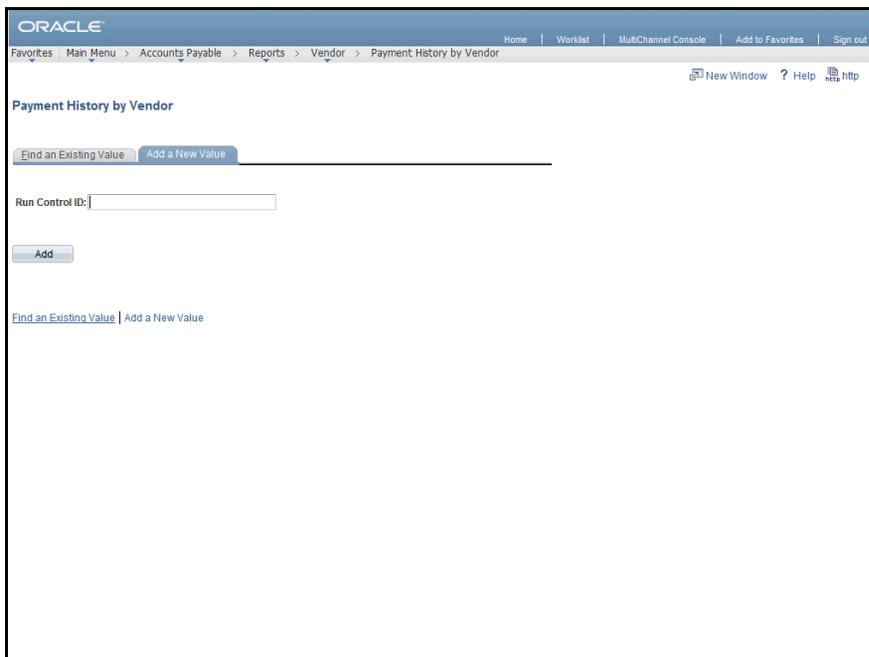
Step	Action
1.	Move the scrollbar down to the Accounts Payables link.
2.	<p>Navigate to the Payment History by Vendor page.</p> <p>Click the Accounts Payable link.</p> 
3.	<p>Click the Reports link.</p> 
4.	<p>Click the Vendor link.</p> 
5.	<p>Click the Payment History by Vendor link.</p> 

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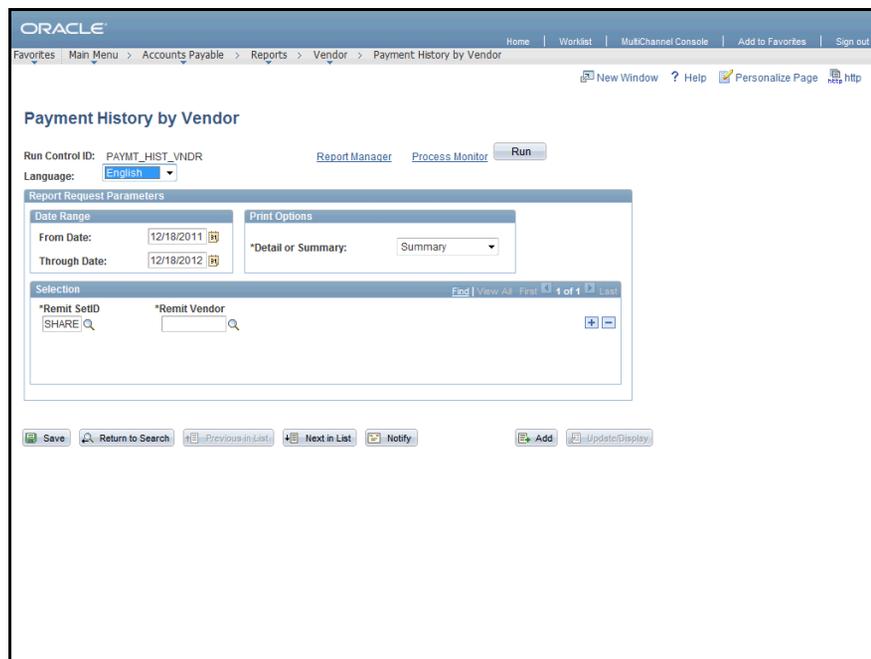
AP220 - Creating and Maintaining Vouchers



Step	Action
6.	<p>The Payment History by Vendor search page displays.</p> <p>Click the Add a New Value tab.</p> 



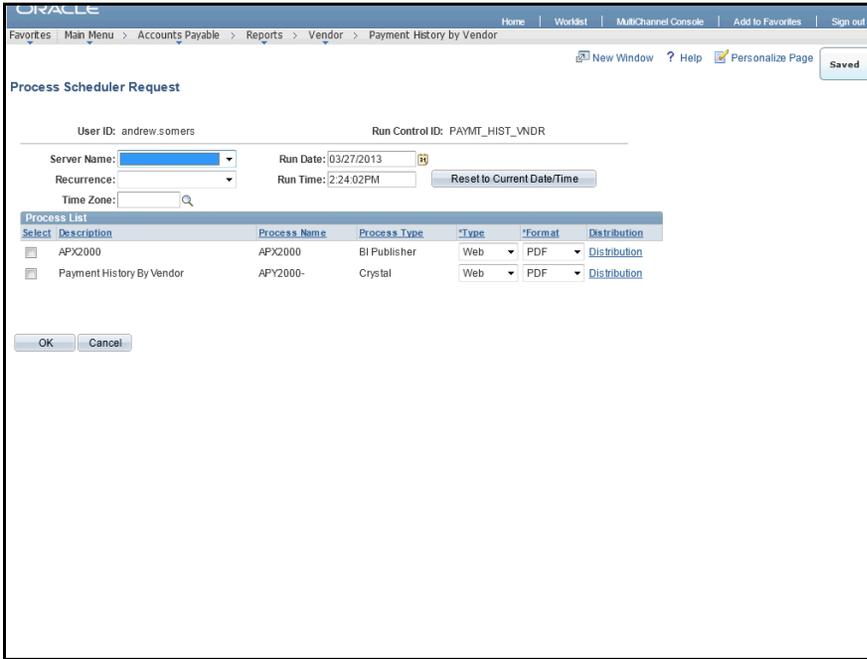
Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. 'PAYMT_HIST_VNDR'.</p> <p>NOTE: Once the Payment History by Vendor report has been run using the run control 'PAYMT_HIST_VNDR' at least one time, subsequent Payment History by Vendor report requests will use the same run control.</p>
8.	Click the Add button.



Step	Action
9.	<p>The Payment History by Vendor page displays.</p> <p>Click the Run button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Run</div>

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

New Window ? Help Personalize Page Saved

Process Scheduler Request

User ID: andrew.somers Run Control ID: PAYMT_HIST_VNDR

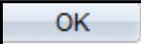
Server Name: [dropdown] Run Date: 03/27/2013 [calendar icon]

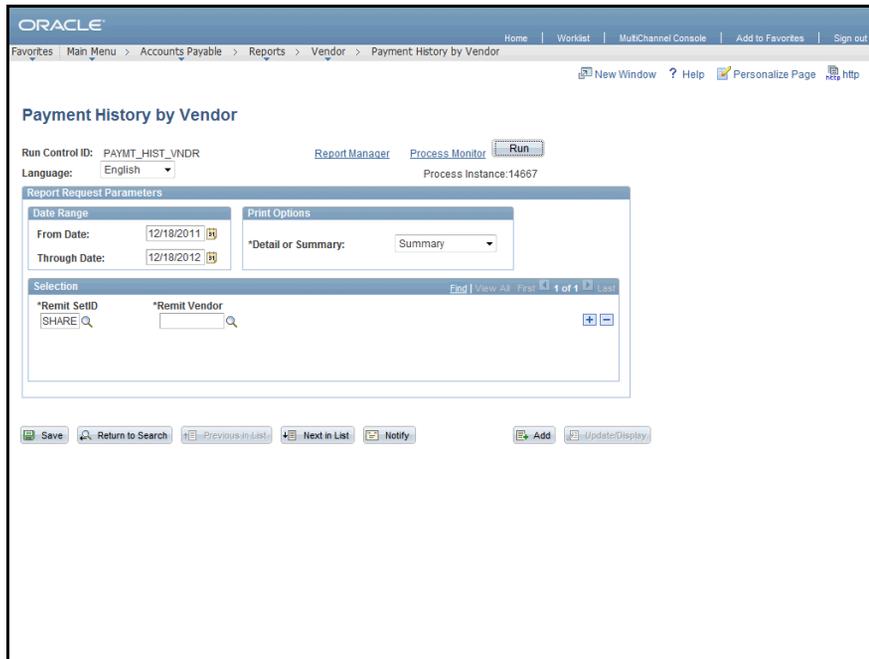
Recurrence: [dropdown] Run Time: 2:24:02PM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	APX2000	APX2000	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Payment History By Vendor	APY2000-	Crystal	Web	PDF	Distribution

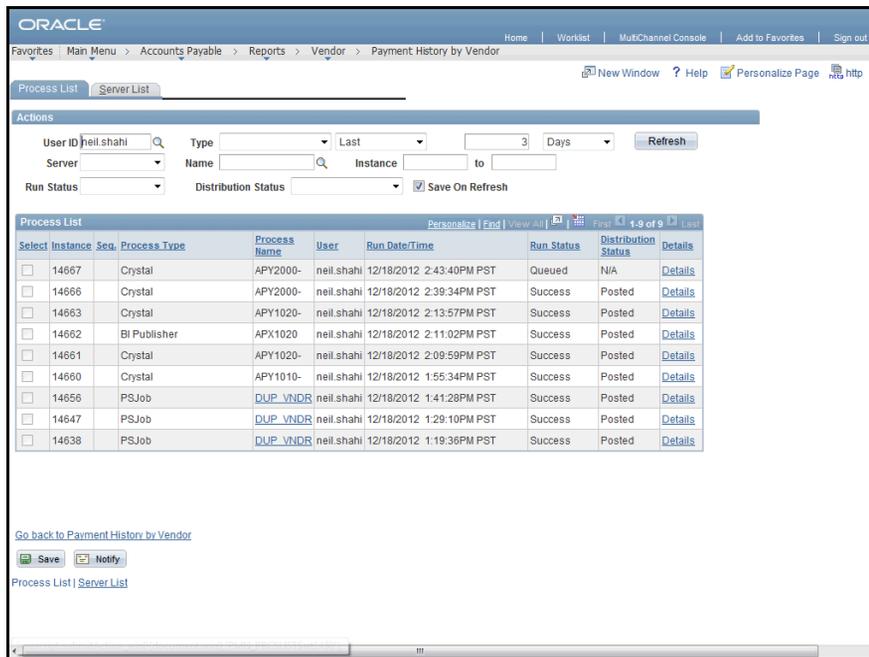
OK Cancel

Step	Action
10.	The Process Scheduler Request page displays. Click the Server Name list. 
11.	Click the PSNT list item. 
12.	Click the Select option for the Payment History By Vendor process. 
13.	Click the OK button. 



The screenshot shows the Oracle 'Payment History by Vendor' report configuration page. The 'Run Control ID' is 'PAYMT_HIST_VNDR' and the 'Language' is 'English'. The 'Report Request Parameters' section includes 'Date Range' with 'From Date' (12/18/2011) and 'Through Date' (12/18/2012), and 'Print Options' with '*Detail or Summary' set to 'Summary'. The 'Selection' section shows '*Remit SetID' as 'SHARE' and '*Remit Vendor' as an empty field. The page includes buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Step	Action
14.	The Payment History by Vendor page displays. Click the Process Monitor link. Process Monitor



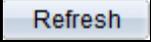
The screenshot shows the Oracle 'Process Monitor' page. It features search filters for 'User ID' (neil.shahi), 'Type', 'Last' (3 Days), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. Below the filters is a table with the following data:

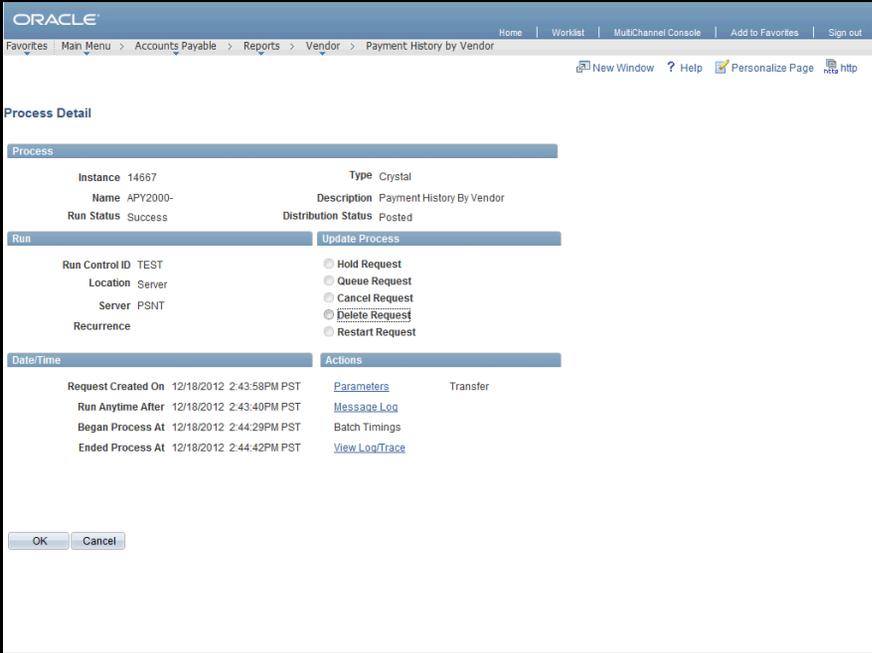
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14667		Crystal	APY2000-	neil.shahi	12/18/2012 2:43:40PM PST	Queued	N/A	Details
<input type="checkbox"/>	14666		Crystal	APY2000-	neil.shahi	12/18/2012 2:39:34PM PST	Success	Posted	Details
<input type="checkbox"/>	14663		Crystal	APY1020-	neil.shahi	12/18/2012 2:13:57PM PST	Success	Posted	Details
<input type="checkbox"/>	14662		BI Publisher	APX1020	neil.shahi	12/18/2012 2:11:02PM PST	Success	Posted	Details
<input type="checkbox"/>	14661		Crystal	APY1020-	neil.shahi	12/18/2012 2:09:59PM PST	Success	Posted	Details
<input type="checkbox"/>	14660		Crystal	APY1010-	neil.shahi	12/18/2012 1:55:34PM PST	Success	Posted	Details
<input type="checkbox"/>	14856		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:41:28PM PST	Success	Posted	Details
<input type="checkbox"/>	14647		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:29:10PM PST	Success	Posted	Details
<input type="checkbox"/>	14638		PSJob	DUP_VNDR	neil.shahi	12/18/2012 1:19:36PM PST	Success	Posted	Details

At the bottom, there are buttons for 'Save' and 'Notify', and a link to 'Go back to Payment History by Vendor'.

Training Guide

AP220 - Creating and Maintaining Vouchers

Step	Action
15.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number in the Process List section.
16.	Click the Refresh button until the Run Status reads " Success " and the Distribution Status reads " Posted ". 
17.	Click the Details link. 



The screenshot shows the Oracle Process Detail page. The breadcrumb trail is: Home > Worklist > MultiChannel Console > Add to Favorites > Sign out > Favorites > Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor. The page title is "Process Detail".

Process

Instance	14667	Type	Crystal
Name	APY2000-	Description	Payment History By Vendor
Run Status	Success	Distribution Status	Posted

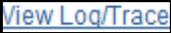
Run

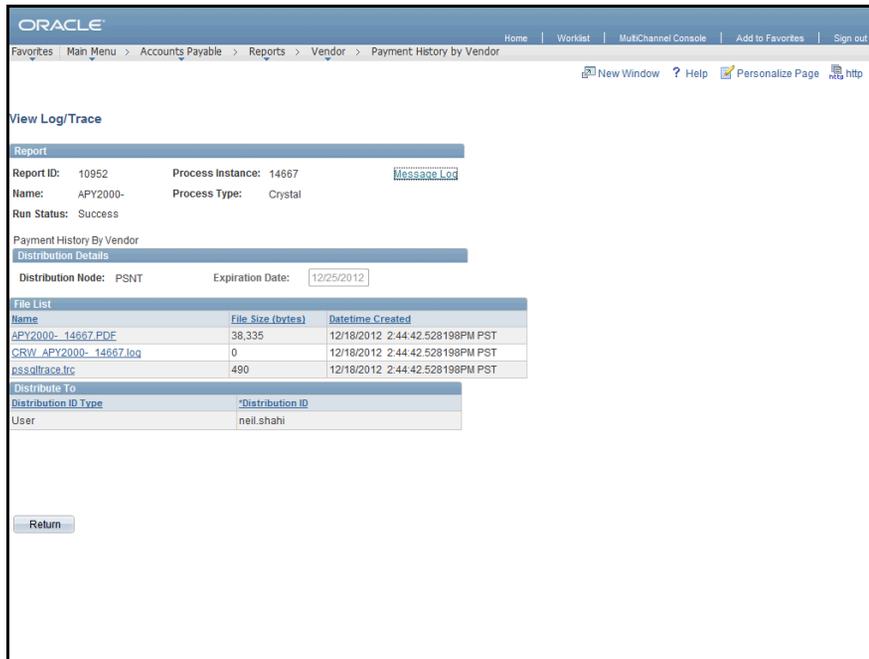
Run Control ID	TEST	Update Process
Location	Server	<input type="radio"/> Hold Request
Server	PSNT	<input type="radio"/> Queue Request
Recurrence		<input type="radio"/> Cancel Request
		<input type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time

Request Created On	12/18/2012 2:43:58PM PST	Parameters	Transfer
Run Anytime After	12/18/2012 2:43:40PM PST	Message Log	
Began Process At	12/18/2012 2:44:29PM PST	Batch Timings	
Ended Process At	12/18/2012 2:44:42PM PST	View Log/Trace	

OK Cancel

Step	Action
18.	The Process Detail page displays. Click the View Log/Trace link. 

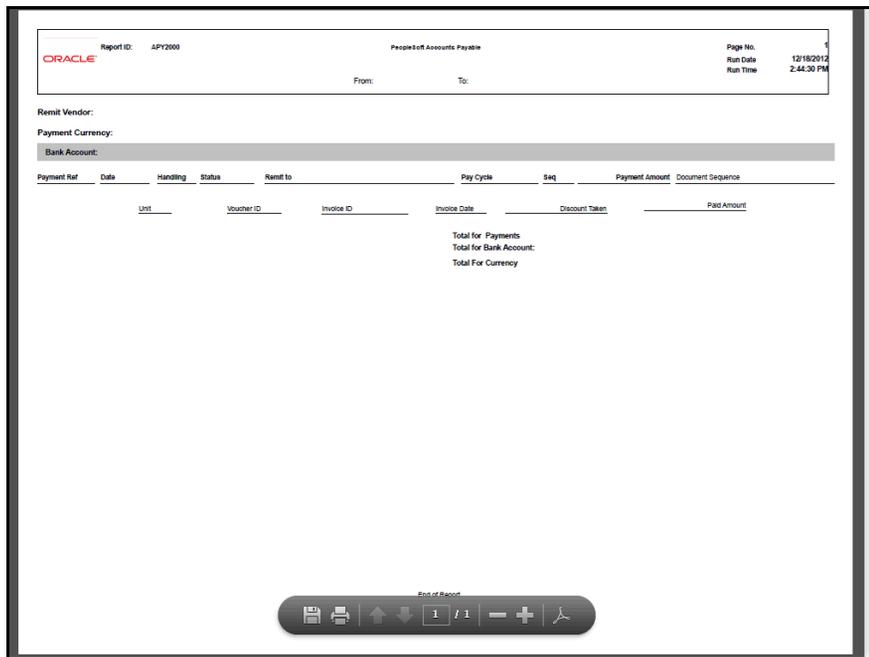


The screenshot shows the Oracle View Log/Trace page. At the top, there is a navigation bar with 'ORACLE' and various menu options like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, the breadcrumb trail reads 'Favorites > Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor'. The main content area is titled 'View Log/Trace' and contains a 'Report' section with the following details: Report ID: 10952, Process Instance: 14667, Name: APY2000-, Process Type: Crystal, and Run Status: Success. There is a 'Message Log' link. Below this is the 'Payment History By Vendor' section, which includes 'Distribution Details' showing 'Distribution Node: PSNT' and 'Expiration Date: 12/25/2012'. A 'File List' table is displayed with the following data:

Name	File Size (bytes)	Datetime Created
APY2000-14667.PDF	38,335	12/18/2012 2:44:42.528198PM PST
CRW APY2000-14667.log	0	12/18/2012 2:44:42.528198PM PST
psqltrace.txt	490	12/18/2012 2:44:42.528198PM PST

Below the file list is a 'Distribute To' section with a table showing 'Distribution ID Type' as '*Distribution ID' and 'User' as 'neil.shahi'. A 'Return' button is located at the bottom left of the page.

Step	Action
19.	<p>The View Log/Trace page displays.</p> <p>Click the APY2000- 14667.PDF link.</p> <p><u>APY2000- 14667.PDF</u></p>



The screenshot shows the Oracle Payment History by Vendor report. At the top, it displays 'ORACLE' and 'PeopleSoft Accounts Payable'. The report ID is 'APY2000'. The page number is '1' and the run date is '12/18/2012'. The run time is '2:44:30 PM'. The report is titled 'Payment History by Vendor' and includes a 'Remit Vendor' section. Below this is the 'Payment Currency' and 'Bank Account' sections. The main data table has the following columns: Payment Ref, Date, Handling, Status, Remit to, Pay Cycle, Seq, Payment Amount, and Document Sequence. The table is currently empty. At the bottom right, there are summary totals: 'Total for Payments', 'Total for Bank Account', and 'Total For Currency'. At the bottom center, there is a 'End of Report' message and a navigation bar with icons for back, forward, and search.

Step	Action
20.	The Payment History by Vendor Report displays in a new window. Review the Report.
21.	You have successfully completed the <i>Running the Payment History by Vendor Report</i> topic. You have learned how to: - Run the Payment History by Vendor Report End of Procedure.

Course Summary



Congratulations!

You have successfully completed the *AP220 Creating and Maintaining Vouchers* course. In this course, you have learned how to:

- Enter regular vouchers
- Identify voucher types
- Submit vouchers for approval
- Manage invoice / vendor payment disputes
- Monitor and manage voucher budget checking, matching and document tolerance exceptions
- View the voucher summary for voucher status information
- Process revenue refunds
- Review related voucher transactions
- Access and use online inquiry pages and run voucher related reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gearstraining@mdcourts.gov (<mailto:gearstraining@mdcourts.gov>).