



AP240 Managing Vouchers

Last Revised: June 12, 2013

Table of Contents

AP240	1
AP240 Managing Vouchers.....	1
Course Audience and Prerequisites.....	2
Understanding Procure to Pay.....	3
Lesson 1: Reviewing Vendor Information	8
1.1 Searching for Vendors	9
Lesson 2: Entering Vouchers and Identifying Voucher Types.....	15
2.1 Understanding Voucher Entry	16
2.2 Understanding Voucher Statuses	17
2.3 Reviewing a Voucher	19
2.4 Entering a Voucher from a PO Receipt	29
2.5 Entering a Voucher from an Express PO	39
2.6 Entering Non-PO Vouchers	48
Lesson 3: Using Voucher Build	54
3.1 Running Voucher Build	55
3.2 Reviewing Vouchers Created in Voucher Build	58
3.3 Viewing Voucher Build Errors	63
Lesson 4: Managing Voucher Processing Errors	66
4.1 Managing Voucher Budget Checking Exceptions	66
4.2 Managing Document Tolerance Exceptions	76
4.3 Managing Match Exceptions	85
Lesson 5: Performing Exception Processing	95
5.1 Entering Adjustment Vouchers - Debit/Credit Memos	95
5.2 Entering Journal Vouchers	100
5.3 Unposting Vouchers	103
5.4 Deleting a Voucher.....	113
Lesson 6: Managing Voucher Control Groups.....	118
6.1 Creating Voucher Control Groups.....	119
6.2 Selecting Vouchers for a Control Group.....	124
6.3 Marking a Control Group to be Reviewed.....	130
6.4 Running the Control Group Register Report	133
6.5 Reviewing and Verifying the Control Group.....	139
6.6 Posting a Control Group	140
6.7 Deleting Control Groups.....	145
Lesson 7: Reviewing Voucher Information	148
7.1 Reviewing Voucher and Payment Information	148
7.2 Running the Payment History by Vendor Report (APY2000).....	157
Course Summary	165

AP240

AP240 Managing Vouchers

Course Overview

Vouchers are records that are created for the processing of vendor invoices, employee expenses, or adjustments. A voucher is also created for those items for which you must make payments, but do not receive an invoice. Rent payments are a good example of a monthly payment for which you would not normally receive a vendor invoice. Vouchers tie together the vendor, invoice date, invoice amount, line items, distribution (accounting) information, and any purchase orders or receivers for individual vendor invoices.

The *AP240 Managing Vouchers* course discusses reviewing, updating and managing voucher information prior to payment creation.

Course Outline

The following sections and lessons provide information and step-by-step instructions on:

- Course Audiences and Prerequisites
- Lesson 1: Managing and Entering Vouchers
- Lesson 2: Managing Voucher Control Groups
- Course Summary

Training Guide

AP240 Managing Vouchers



Course Audience and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- AOC - DBF Accounting Operations
- District Court - HQ

GEARS Role(s)

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

- AP Supervisor
- AP Manager
- AP Senior Analyst (DBF- Reports Supervisor)
- AP DBF Analyst
- AP Field Supervisor (District Court Only)

Prerequisites

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- 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.

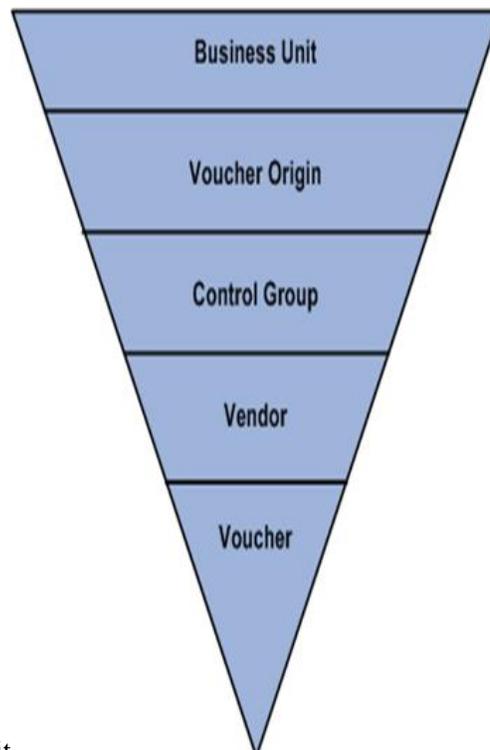
How Does Accounts Payable Work Together with Purchasing?

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:** This is 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.

<i>Quick Reference</i>		3-Way Matching vs. 2-Way Matching	
3-Way Matching		2-Way Matching	
Matches: <ul style="list-style-type: none"> Purchase Order Receipt (Receiving Report) Vendor's / Supplier Invoice 		Matches: <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:

- **Create** the voucher.
 - *Use the online voucher pages.*



- Run the **Budget Checking** Process.
- *This process determines whether funds exist to cover the cost of the invoice.*



- Run the **Matching** Process.
- *This process determines whether the appropriate source documents and unit price match the details of the invoice.*
 - *Matching and Budget checking is required prior to approval.*



- **Approve** the voucher.
 - *The voucher can require approval by your internal supervisor.*



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)
- 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.

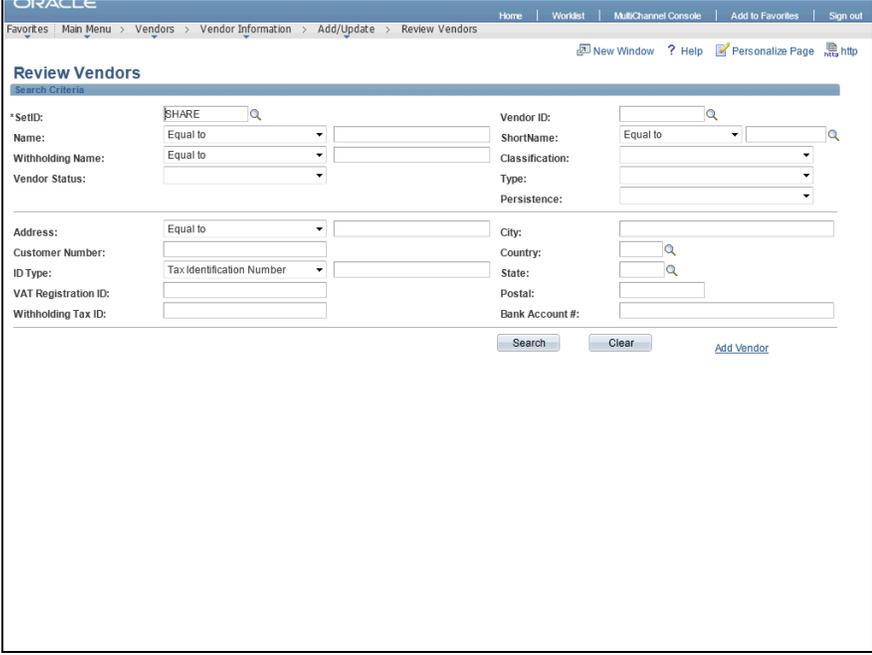
After completing this topic, you will be able to:

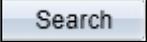
- Use the **Review Vendors** page to search for and review summary vendor information

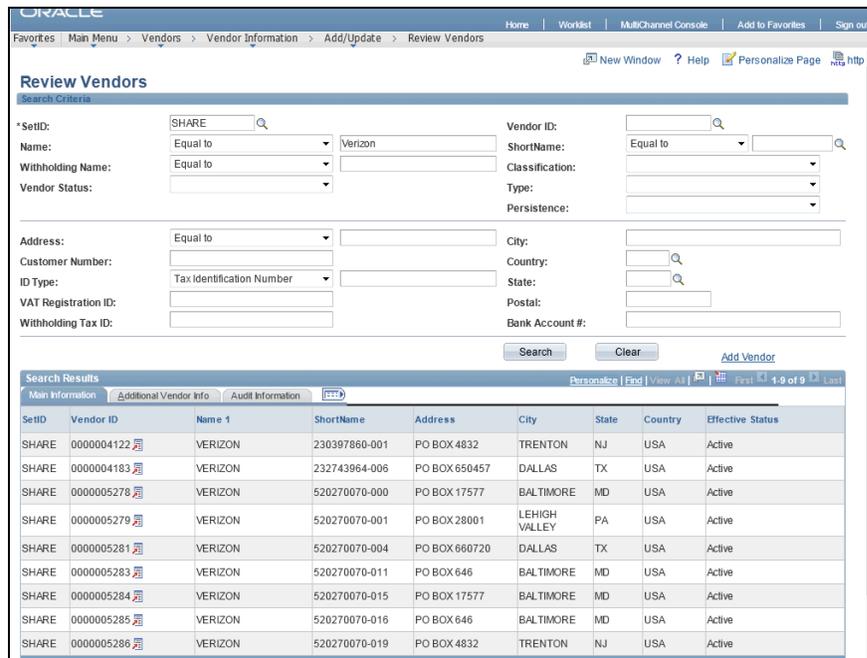
Procedure

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



Step	Action
5.	<p>The Review Vendors page displays.</p> <p>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.</p>
6.	<p>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.</p> <p>In the top section, you may search by the following fields:</p> <ul style="list-style-type: none"> - Name - Short (Vendor) Name (Tax Identification Number and Mail Code Combination) - Vendor ID - Vendor Status - Vendor Type
7.	<p>Use other search options including vendor address components such as street Address, City, State, and Zip Code.</p>
8.	<p>Click the Search button.</p> 



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:

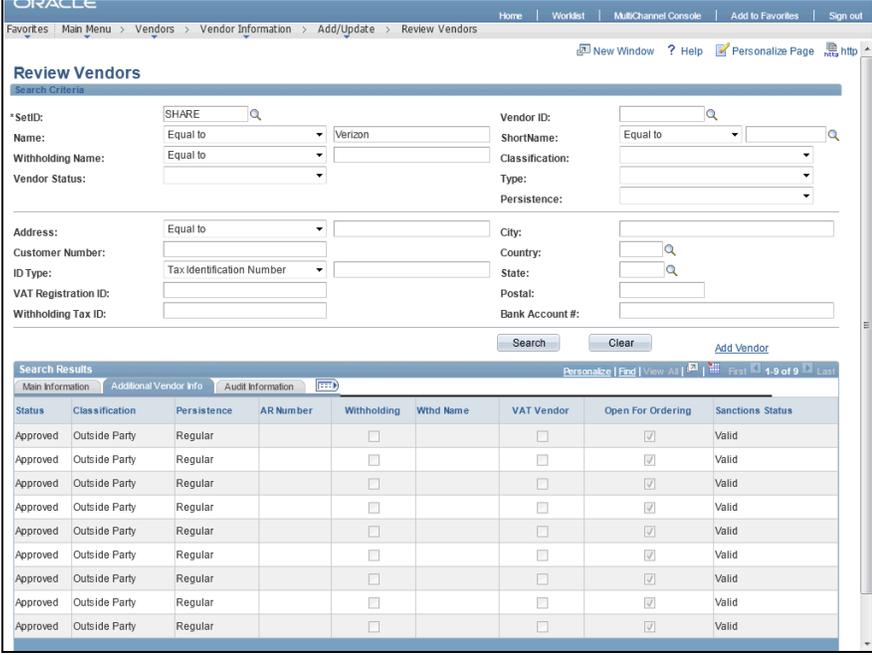
Bank Account #:

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

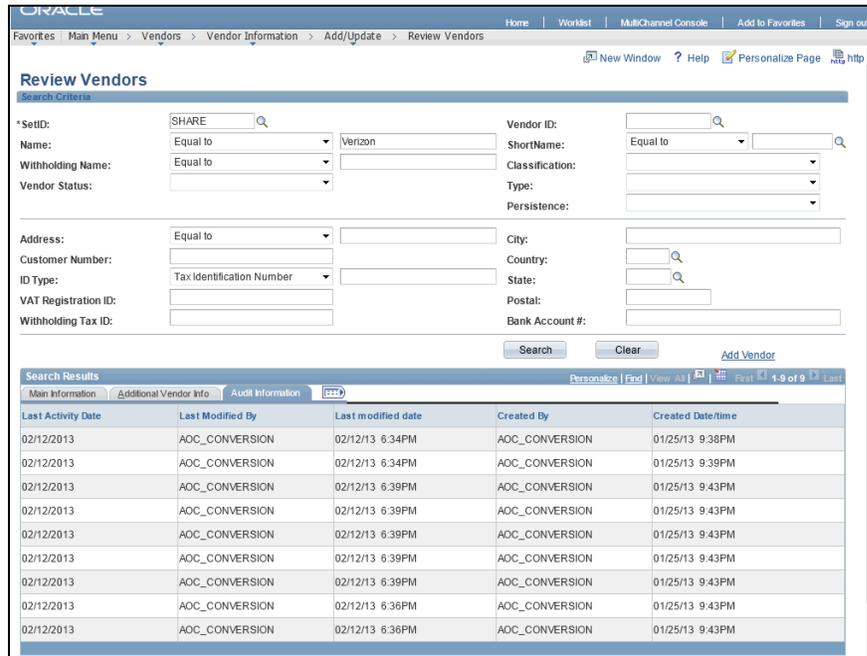
Search Criteria

*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
Approved	Outside Party	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

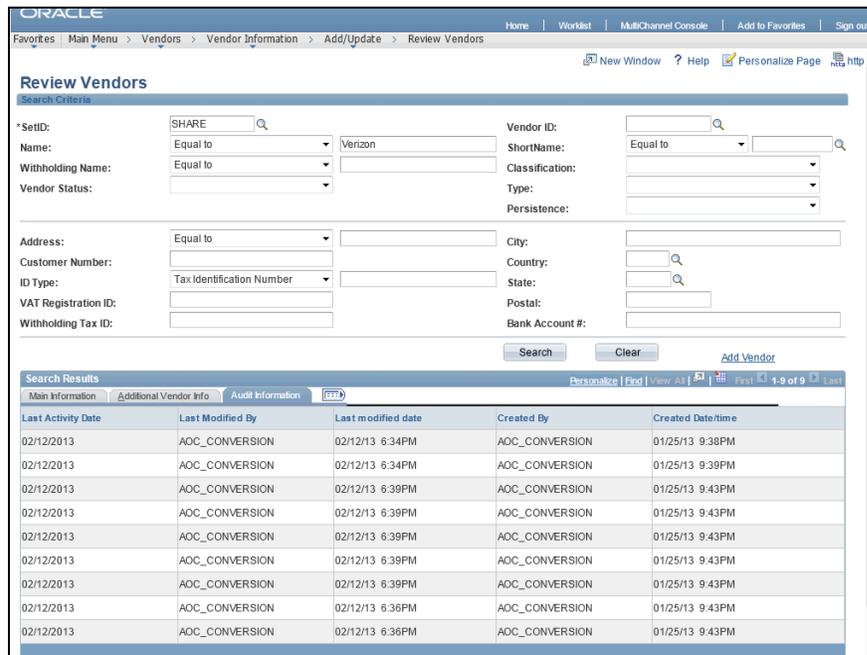
Step	Action
11.	<p>The Additional Vendor Info tab displays.</p> <p>On the Additional Vendor Info tab vie the following information:</p> <ul style="list-style-type: none"> - Vendor's status (e.g., Approved, Denied, Unapproved (pending approval)) - Classification (type of vendor) - Persistence (frequency 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> 



The screenshot shows the Oracle 'Review Vendors' page. The search criteria section includes fields for *SetID (SHARE), Name (Equal to Verizon), Withholding Name (Equal to), Vendor Status, Vendor ID, ShortName (Equal to), Classification, Type, Persistence, Address, City, Customer Number, Country, ID Type (Tax Identification Number), State, VAT Registration ID, Postal, and Withholding Tax ID. Bank Account # is also present. Search and Clear buttons are at the bottom of the criteria section. Below is the 'Search Results' table with the 'Audit Information' tab selected.

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
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.



This screenshot is identical to the one above, showing the Oracle 'Review Vendors' page with search criteria and a table of search results under the 'Audit Information' tab.

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
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
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>	<p>Local court and Judiciary departments run on-demand (immediate) processes to prepare the voucher for approval and posting. These processes include:</p> <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 <p>NOTE: Non-purchase order vouchers only require Budget Checking.</p>
3. <i>Approve voucher</i>	<p>Vouchers are approved within the court or department that the voucher was originated. Voucher approval routings vary for the following voucher types:</p> <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>	<p>Once voucher have been processed, the DBF Accounts Payable Supervisor creates voucher control groups and submits them for review by the designated DBF personnel.</p> <p>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.</p>
5. <i>Post vouchers (DBF)</i>	<p>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.</p>
6. <i>Generate General Ledger journals (DBF)</i>	<p>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.</p>

2.2 Understanding Voucher Statuses

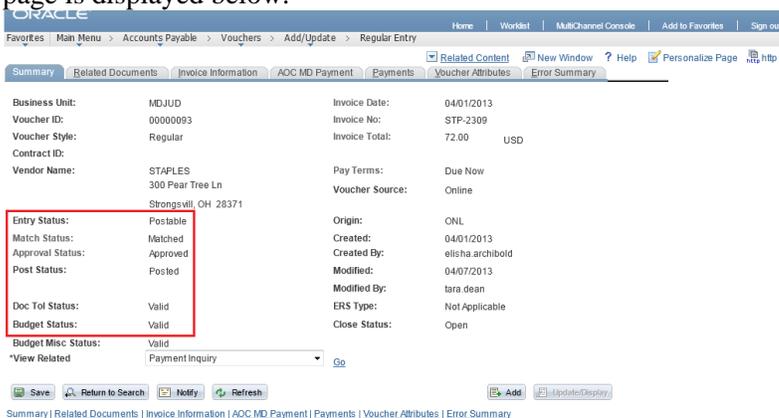
Vouchers go through several stages from initial entry to payment to posting. GEARS Payables tracks these stages using various statuses. The following status types relate to various actions and processes that can be run on a voucher:

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

This topic discusses the stage 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.



Business Unit:	MDJUD	Invoice Date:	04/01/2013
Voucher ID:	00000093	Invoice No:	STP-2309
Voucher Style:	Regular	Invoice Total:	72.00 USD
Contract ID:		Pay Terms:	Due Now
Vendor Name:	STAPLES 300 Pear Tree Ln Strongsville, OH 28371	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	04/01/2013
Approval Status:	Approved	Created By:	elisha.archibold
Post Status:	Posted	Modified:	04/07/2013
Doc Tol Status:	Valid	Modified By:	lara.dean
Budget Status:	Valid	ERS Type:	Not Applicable
Budget Misc Status:	Valid	Close Status:	Open
*View Related:	Payment Inquiry		

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:

Training Guide

AP240 Managing Vouchers



Status Type	Process	Initial Status	Post-Processing Statuses
Entry Status	Voucher Entry	Open	<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	To Be Approved	<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	Not Checked	<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	Not Checked	<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	No Match	<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	Not Posted	<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:

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

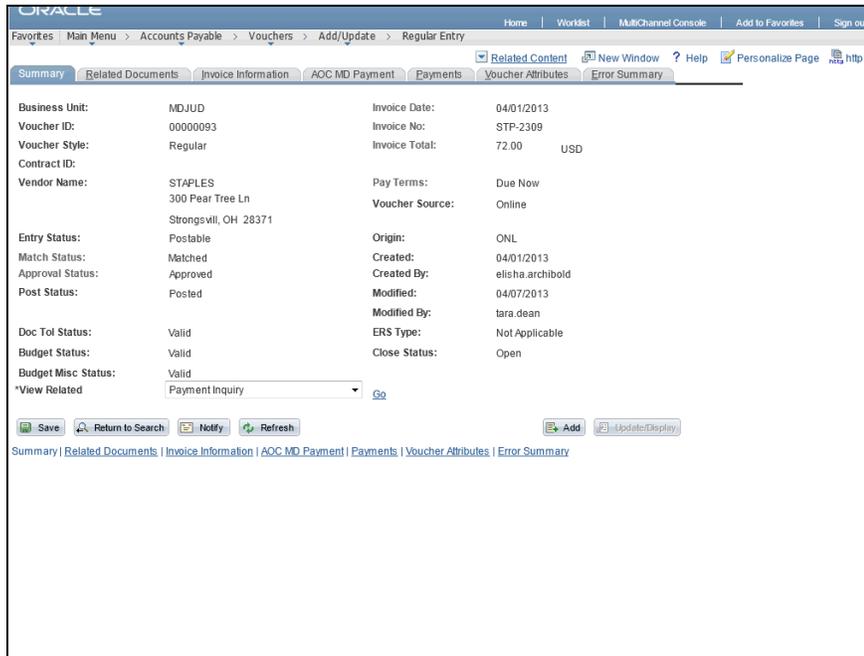
In this topic you will review the pages within the voucher component.

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

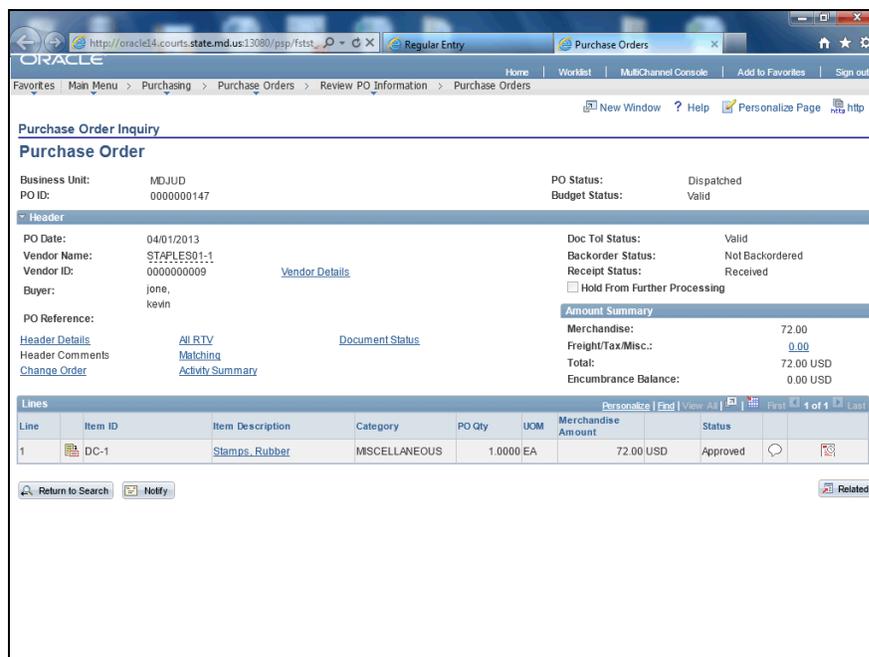
Procedure

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



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>

Step	Action
5.	When applicable, you can access the inquiry pages of related transactions using the View Related drop-down list.
6.	Click the View Related list. 
7.	In this example, click the Purchase Order Inquiry list item. 
8.	Click the Go link to open the inquiry page. 



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

Training Guide

AP240 Managing Vouchers



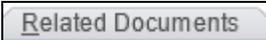
ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 Related Content | New Window | Help | Personalize Page | http

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

Business Unit: MDJUD 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 Origin: ONL
 Match Status: Matched Created: 04/01/2013
 Approval Status: Approved Created By: elisha.archibold
 Post Status: Posted Modified By: 04/07/2013
 Doc Tol Status: Valid ERS Type: Not Applicable
 Budget Status: Valid Close Status: Open
 Budget Misc Status: Valid
 *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> 

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

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

Business Unit: MDJUD Invoice No: STP-2309 Action:
 Voucher ID: 00000093 Invoice Date: 04/01/2013
 Voucher Style: Regular Voucher
 Vendor ID: 000000009

Payment 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	0000000009			1 CHK	72.00		USD

Voucher Line - PO Information

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	

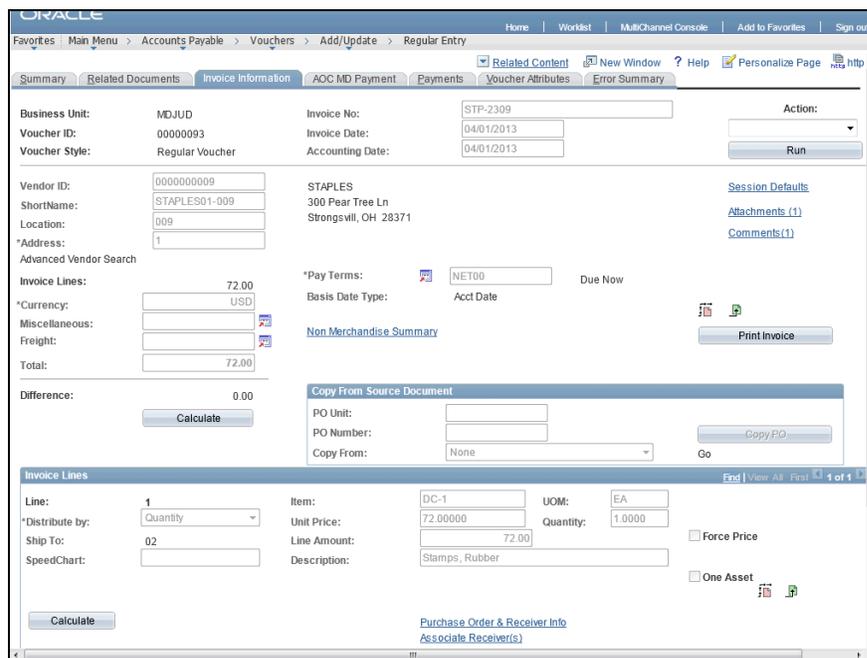
Voucher Line - Receiver Information

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	

Save Return to Search Notify Refresh Add Update/Display

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

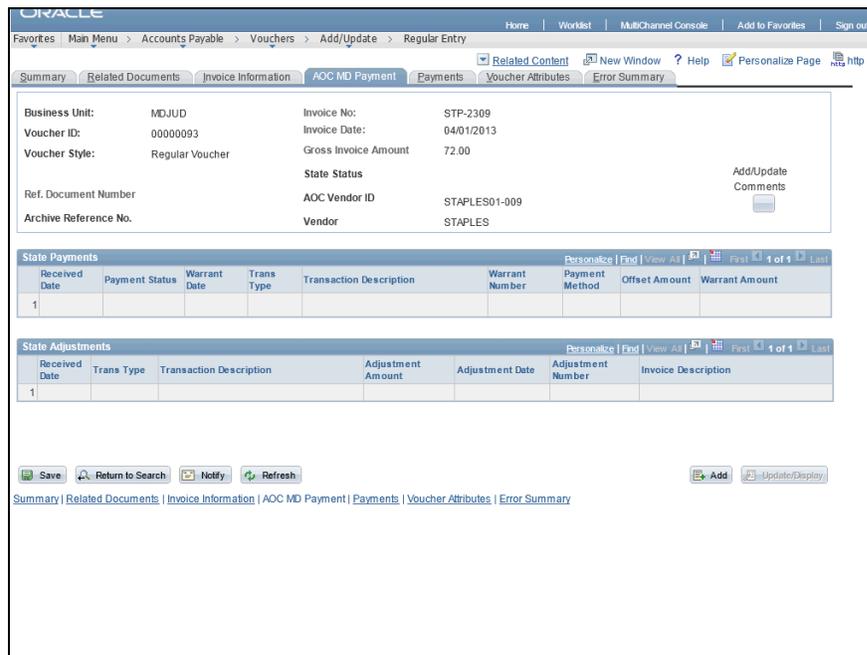
Step	Action
11.	The Related Documents page displays. This page displays documents that have been associated with the voucher including payments, purchase orders, and receipts (if applicable).
12.	The voucher in this example references a purchase order (PO) and a purchase order receipt (PO receipt). The 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.
13.	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.
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.

Step	Action
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.	<p>Voucher attachments and comments are added in the voucher header.</p> <p>Add attachments or comments using the corresponding links in the header. The number of attachments or comments added is indicated next to the hyperlink.</p> <p>In this example, one attachment and one comment has been added.</p>
18.	<p>The Accounting Date field for the voucher displays beneath the Invoice Date field at the top on the page.</p> <p>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.</p>
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.	<p>Every voucher must contain at least one invoice line to be saved.</p> <p>Line information is entered or copied to into the Invoice Lines section of the voucher.</p>
22.	<p>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.</p> <p>If applicable, you can select "Quantity" to distribute the cost of the line item by quantity. This is applicable on to non-PO vouchers.</p> <p>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.</p>
23.	<p>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.</p> <p>Otherwise, you must enter the line information.</p>
24.	.
25.	<p>Each invoice line must have at least one distribution line (funding source).</p> <p>If the voucher line and distribution were copied from another document such as a purchase order or purchase order receipt, the distribution information defaults.</p>

Step	Action
26.	<p>In the Distribution Lines section, 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>



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

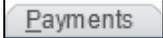
Business Unit: MDJUD Invoice No: STP-2309
 Voucher ID: 00000093 Invoice Date: 04/01/2013
 Voucher Style: Regular Voucher Gross Invoice Amount: 72.00
 State Status Add/Update Comments
 Ref. Document Number AOC Vendor ID: STAPLES01-009
 Archive Reference No. Vendor: STAPLES

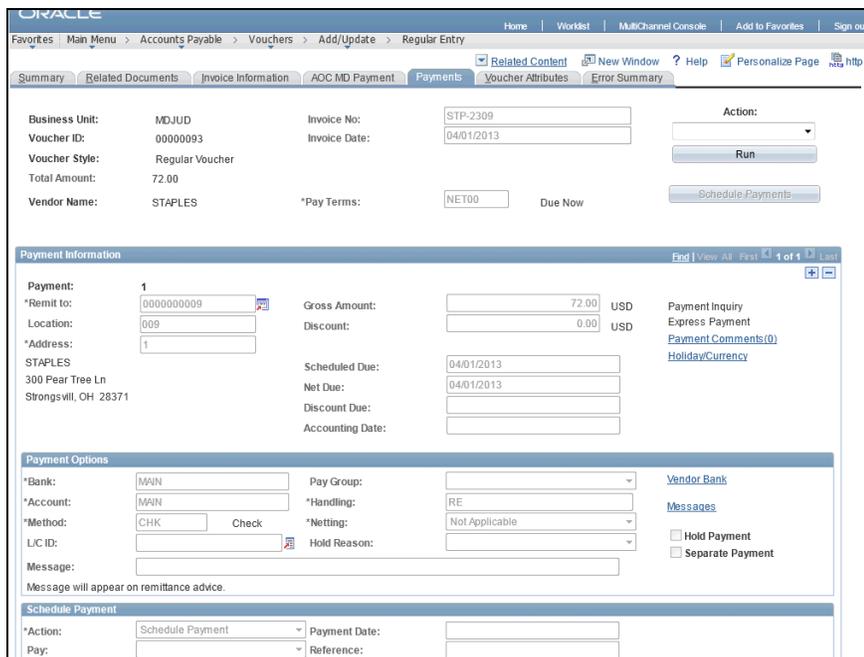
Received Date	Payment Status	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount
1								

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.	The AOC MD Payment page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD). Users with access to the voucher entry component can view this payment reference information.
30.	At the top of the page, you can view the following payment information for the voucher: - Archive Reference Number (ARN) related to the warrant - State Status which indicates: 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)" In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available.
31.	In the State Payments and State Adjustments sections the following information is available when payment reference information is received from the State: - Warrant information (warrant number, date, payment method amount, etc.) - Transactional activity including adjustments, stop payments, re-issues, voided warrants
32.	Click the Payments tab. 



The screenshot shows the Oracle AOC MD Payment interface. The breadcrumb trail is: Home > Worklist > MultiChannel Console > Add to Favorites > Sign out > Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Payments' tab is selected. The form displays the following information:

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

Payment Information

- 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:**

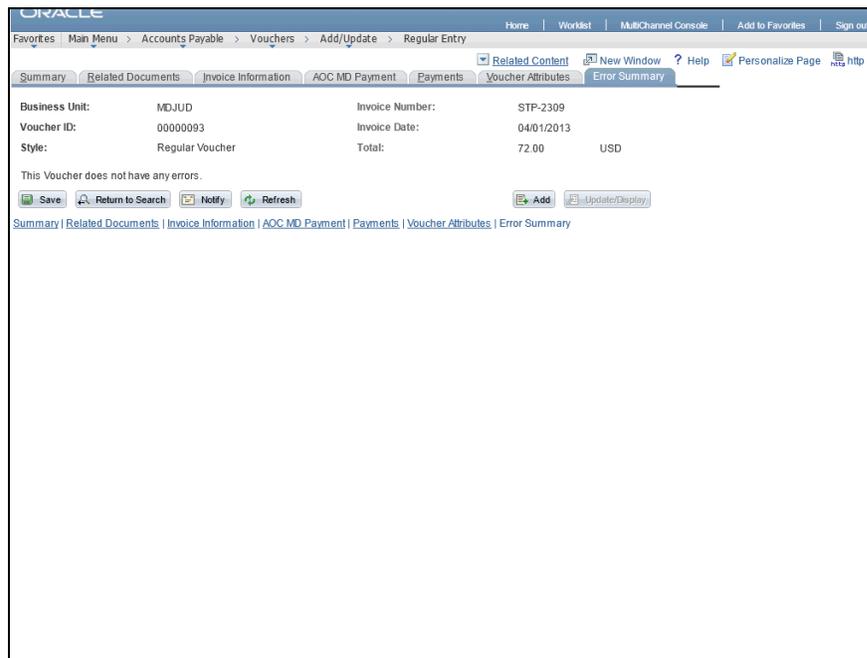
Payment Options

- *Bank:** MAIN
- *Account:** MAIN
- *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

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

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



Step	Action
35.	<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>

Step	Action
36.	<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:

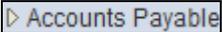
- Vouchers can have one or more purchase orders (obligations) copied into a single voucher.
- A voucher must have completed header and line information with an accounting distribution, and a valid budget status before it can be submitted for approval (when required).
- For purchases greater than \$2,500, 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.

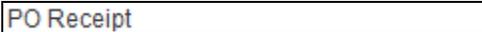
After completing this topic, you will be able to:

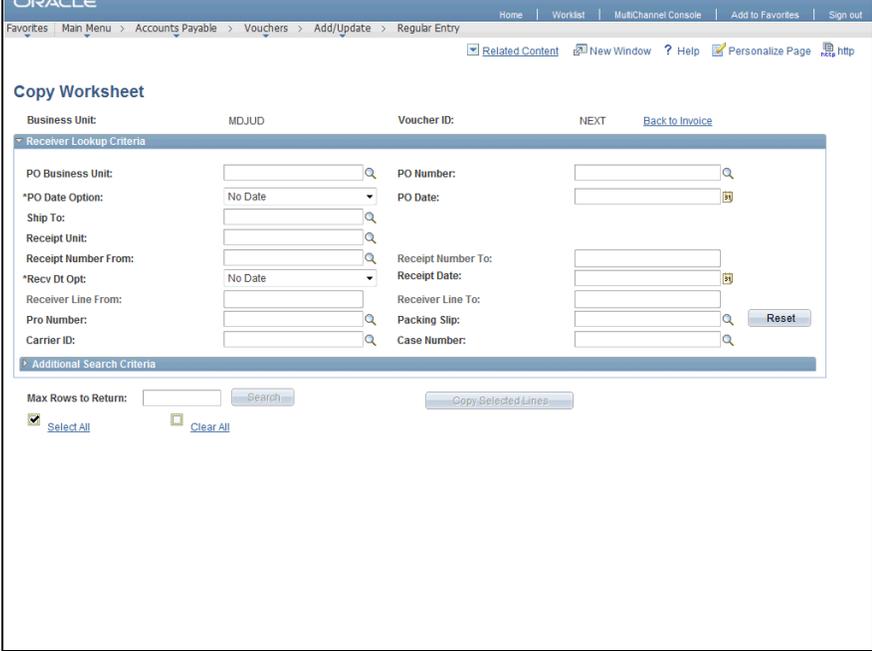
- Create a voucher by copying a PO receipt
- Attach supporting documents to the voucher for approver review
- Run the Matching, Document tolerance and Budget Checking process for a voucher
- Where to view and verify a vouchers status after processing
- Submit a voucher for approval

Procedure

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

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. 

Step	Action
5.	The Voucher - Add a New Value page displays. Enter the TIN and mail-code combination into the Short Vendor Name field.
6.	Enter the desired information into the Invoice Number field.
7.	Enter the invoice date into the Invoice Date field.
8.	Click the Add button. 
9.	The Invoice Information page displays. The values entered on the previous page default in the respective fields.
10.	In the Copy Source Document section, you will copy a PO Receipt. Click the Copy From list. 
11.	Click the PO Receipt list item. 
12.	Click the Go link. 



Copy Worksheet

Business Unit: MDJUD Voucher ID: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: PO Number:

*PO Date Option: No Date PO Date:

Ship To:

Receipt Unit:

Receipt Number From: Receipt Number To:

*Recv Dt Opt: No Date Receipt Date:

Receiver Line From: Receiver Line To:

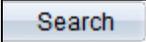
Pro Number: Packing Slip:

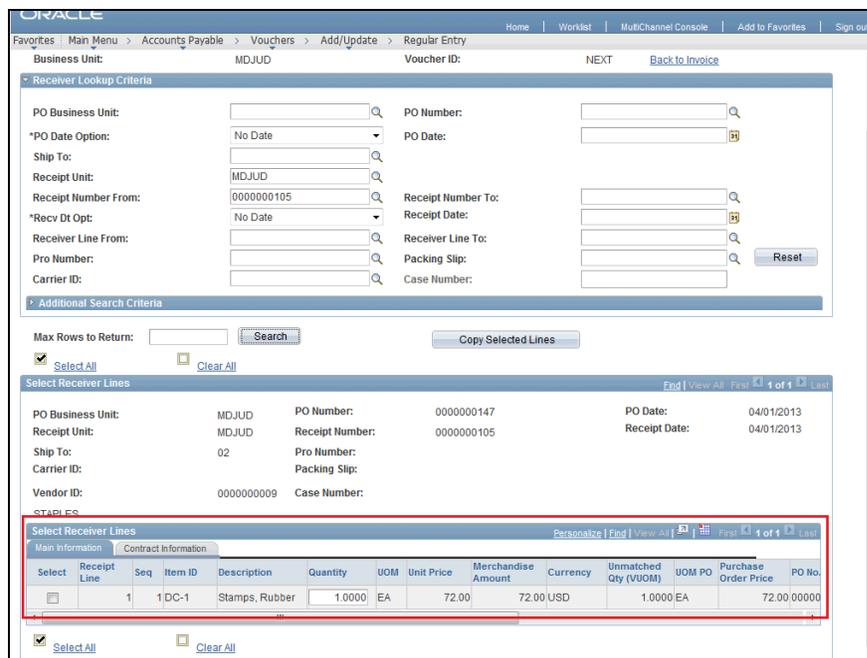
Carrier ID: Case Number:

Additional Search Criteria

Max Rows to Return:

[Select All](#) [Clear All](#)

Step	Action
13.	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.
14.	In this example, you will enter the receipt. Enter " MDJUD " into the Receipt Unit field.
15.	Enter the receipt number into the Receipt Number From field.
16.	Click the Search button. 



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

Business Unit: MDJUD Voucher ID: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: PO Number:

*PO Date Option: No Date PO Date:

Ship To:

Receipt Unit: MDJUD Receipt Number To:

Receipt Number From: 0000000105 Receipt Date:

*Recv Dt Opt: No Date Receiver Line To:

Receiver Line From: Packing Slip:

Pro Number: Case Number:

Carrier ID:

Additional Search Criteria

Max Rows to Return:

Select All Clear All

Select Receiver Lines End | View All | First | 1 of 1 | Last

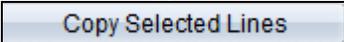
PO Business Unit: MDJUD PO Number: 0000000147 PO Date: 04/01/2013
 Receipt Unit: MDJUD Receipt Number: 0000000105 Receipt Date: 04/01/2013
 Ship To: 02 Pro Number:
 Carrier ID: Packing Slip:
 Vendor ID: 0000000009 Case Number:

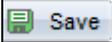
STABLES

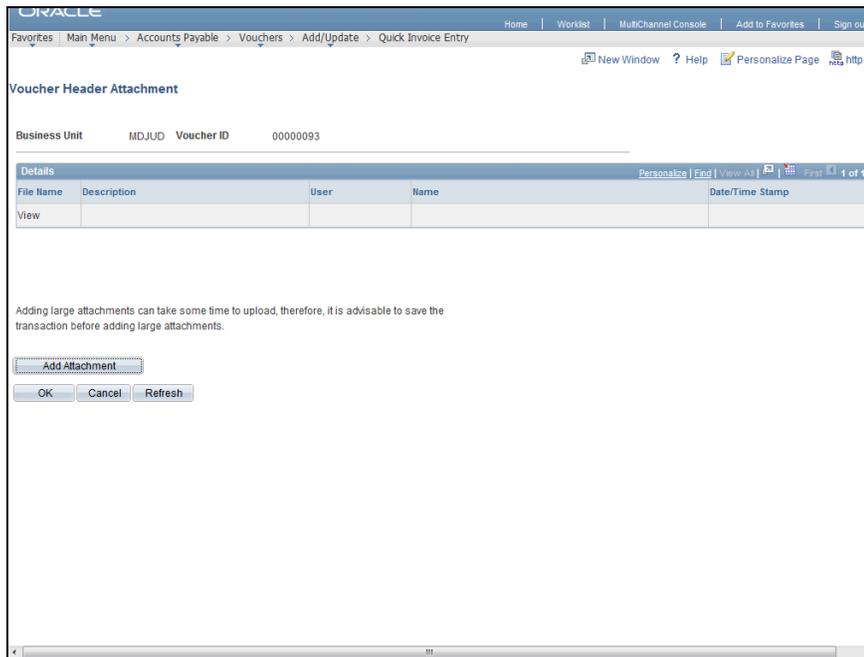
Select Receiver Lines Personalize | End | View All | First | 1 of 1 | Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	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	

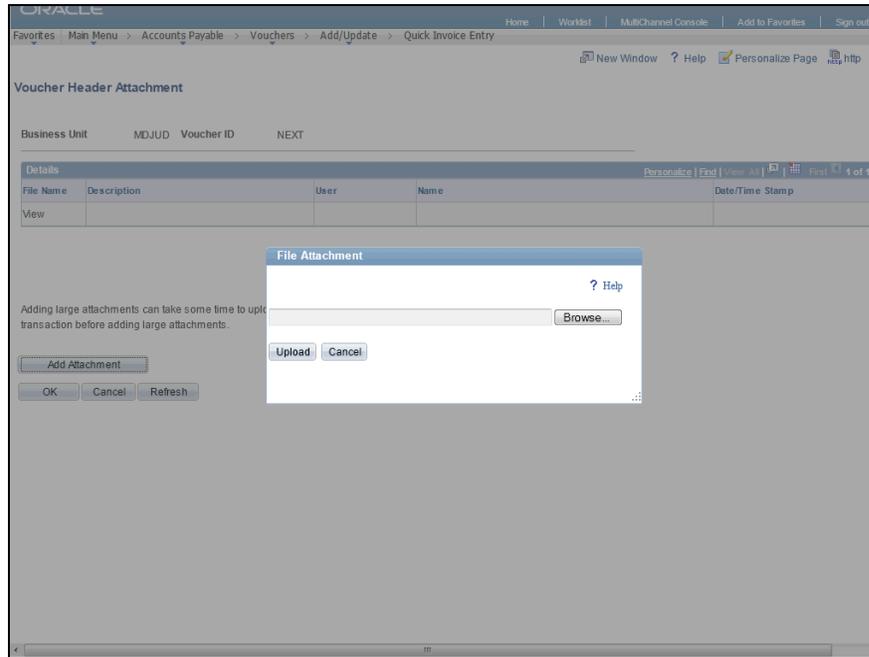
Select All Clear All

Step	Action
17.	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.
18.	Click the Select option for the receipt line(s) you want to copy to the voucher. 
19.	Click the Copy Selected Lines button. 

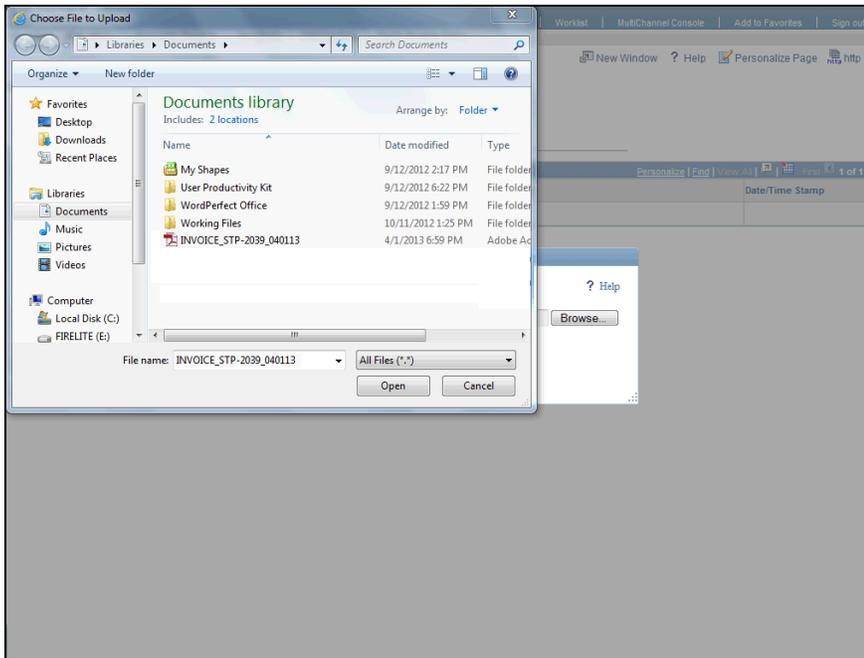
Step	Action
20.	The Invoice Information page displays with receipt line information copied to the voucher. Review the invoice lines.
21.	Use the Purchase Order & Receiver Info and Associate Receiver's links to view purchase order and receipt summary information for the voucher line. NOTE: These links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

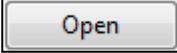
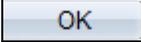


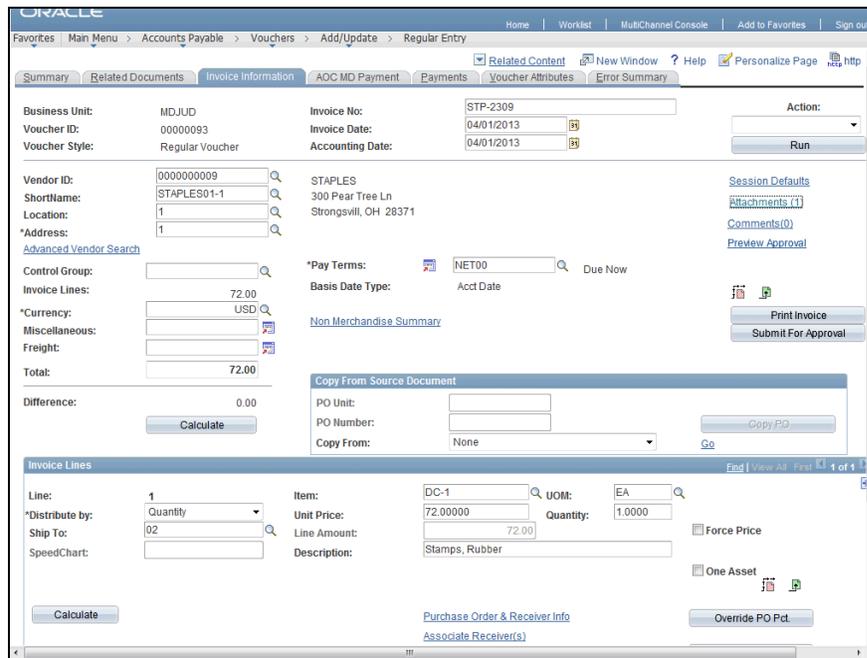
Step	Action
26.	<p>The Voucher Header Attachments page displays.</p> <p>To add an attachment Click the Add Attachment button.</p> 

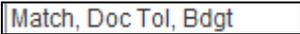
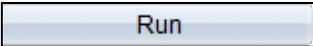


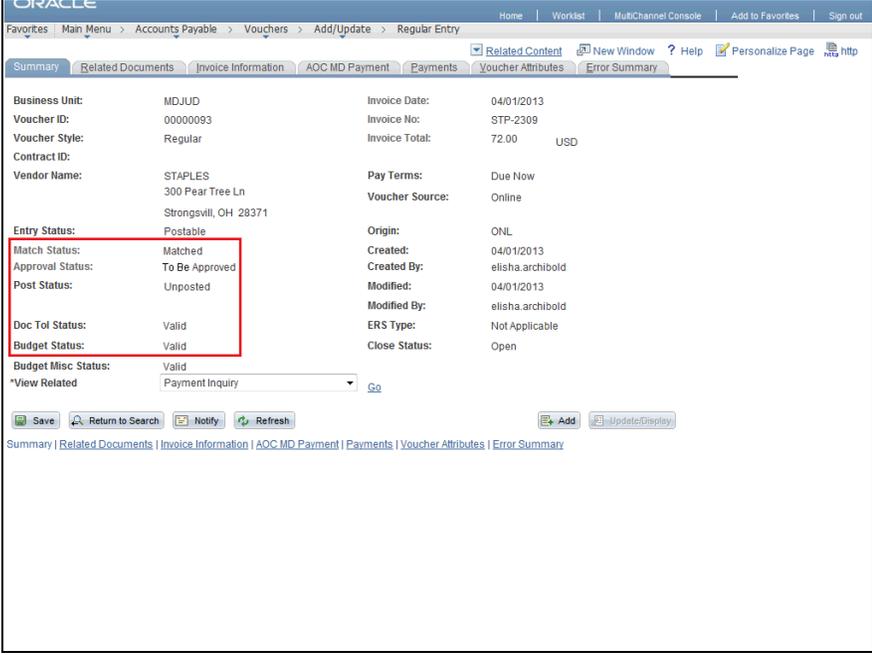
Step	Action
27.	<p>The File Attachment window displays.</p> <p>Browse for and select the field you want to attach. Click the Browse... button.</p> 



Step	Action
28.	Search for the desired file(s). Once you have located the file select it and click the Open button. 
29.	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 ".
30.	Add more attachments by clicking the Add Attachments button, browsing for the file, and uploading the file again.
31.	NOTE: Use the Delete (minus) button at the end of a file row delete attachments, if needed.
32.	Click the OK button. 



Step	Action
33.	The Invoice Information page displays. The Attachments link displays the number of attachments added on the previous page.
34.	Now, process the voucher. Click the Action list. 
35.	Click the Match, Doc Tol, Bdgt list item. 
36.	Click the Run button. 
37.	Click the Yes button. 
38.	Click the Summary tab. 



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

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

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

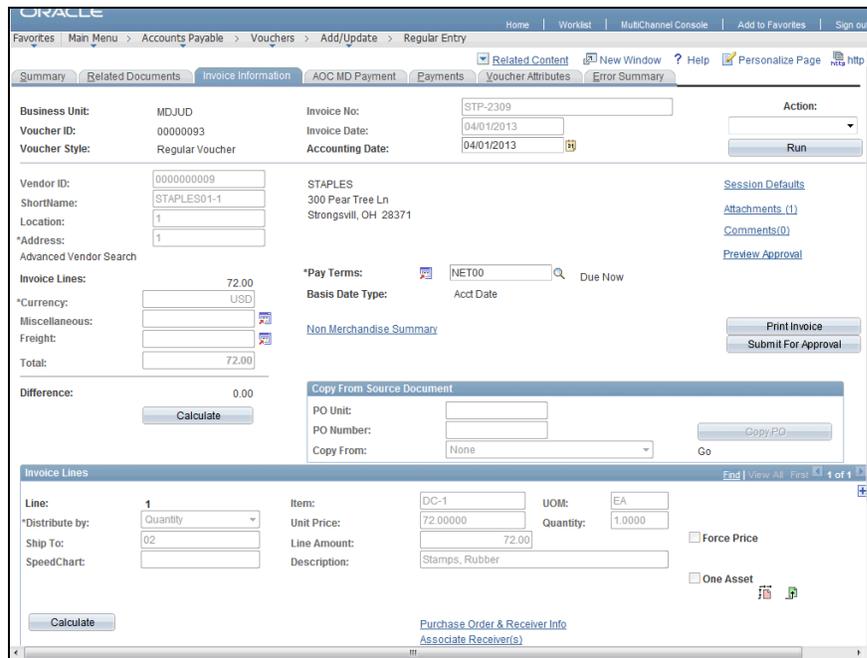
Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit: MDJUD 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 Origin: ONL
 Match Status: Matched Created: 04/01/2013
 Approval Status: To Be Approved Created By: elisha.archibold
 Post Status: Unposted Modified: 04/01/2013
 Doc Tol Status: Valid Modified By: elisha.archibold
 Budget Status: Valid ERS Type: Not Applicable
 Budget Misc Status: Valid Close Status: Open
 *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 | Error Summary

Step	Action
39.	The Summary page for the voucher displays. Verify that the voucher statuses displays the following values: - the Match Status field displays " Matched" - the Doc Tolerance Status displays "Valid" - the Budget Status filed displays "Valid"
40.	The Approval Status field displays "To Be Approved". You must submit the voucher for approval.
41.	Click the Invoice Information tab. 



Business Unit: MDJUD **Invoice No.:** STP-2309 **Action:** [Dropdown]
Voucher ID: 00000093 **Invoice Date:** 04/01/2013
Voucher Style: Regular Voucher **Accounting Date:** 04/01/2013 **Run**

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](#)

Invoice Lines: 72.00 ***Pay Terms:** NET00 Due Now
***Currency:** USD **Basis Date Type:** Acct Date
Miscellaneous: [Non Merchandise Summary](#) **Print Invoice**
Freight: **Submit For Approval**

Total: 72.00

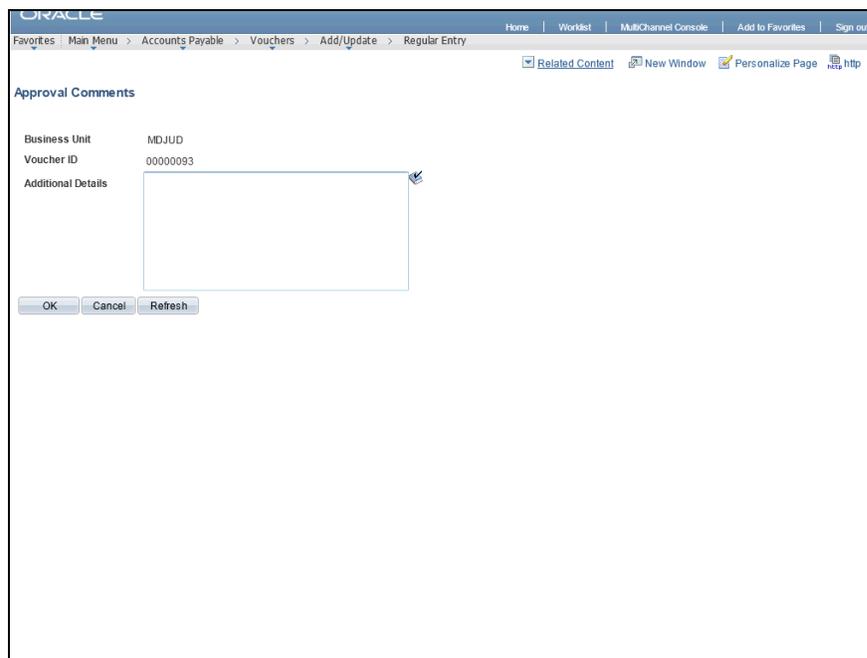
Difference: 0.00 **Calculate**

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

Line	*Distribute by	Ship To	SpeedChart	Item	Unit Price	Line Amount	Description	UOM	Quantity	Force Price	One Asset
1	Quantity	02		DC-1	72.00000	72.00	Stamps, Rubber	EA	1.0000	<input type="checkbox"/>	<input type="checkbox"/>

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

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

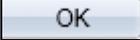


Approval Comments

Business Unit: MDJUD
Voucher ID: 00000093

Additional Details: [Empty Text Area]

OK **Cancel** **Refresh**

Step	Action
43.	<p>The Approval Comments page displays.</p> <p>Type in additional details about your reimbursable expense voucher in the Additional Details comment field.</p>
44.	<p>Click the OK button.</p> 
45.	<p>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).</p>
46.	<p>You have successfully completed the Entering a PO Receipt topic.</p> <p>You have learned how to:</p> <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 - Where to view and verify a vouchers status after processing - Submit a voucher for approval <p>End of Procedure.</p>

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.

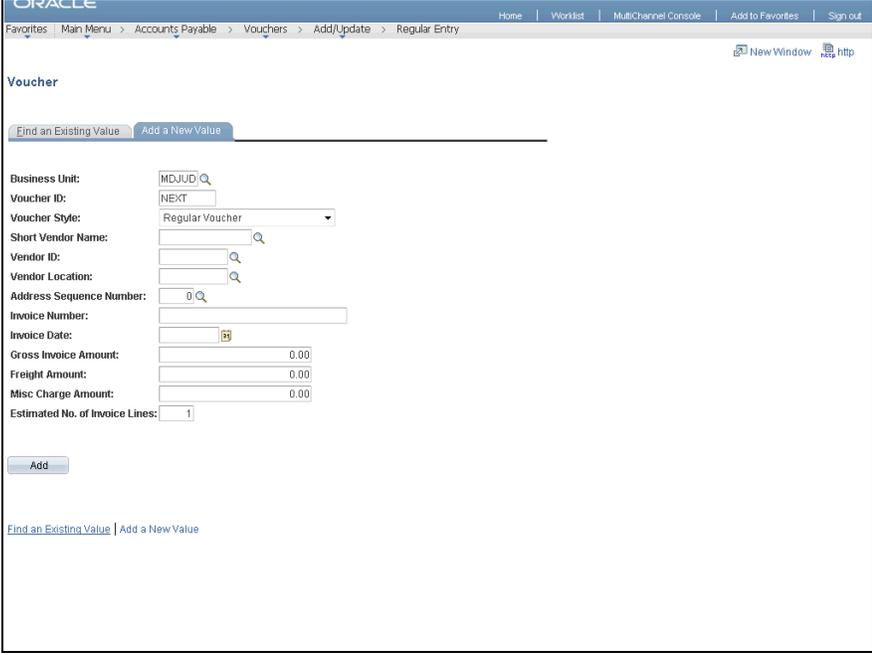
After completing this topic, you will be able to:

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

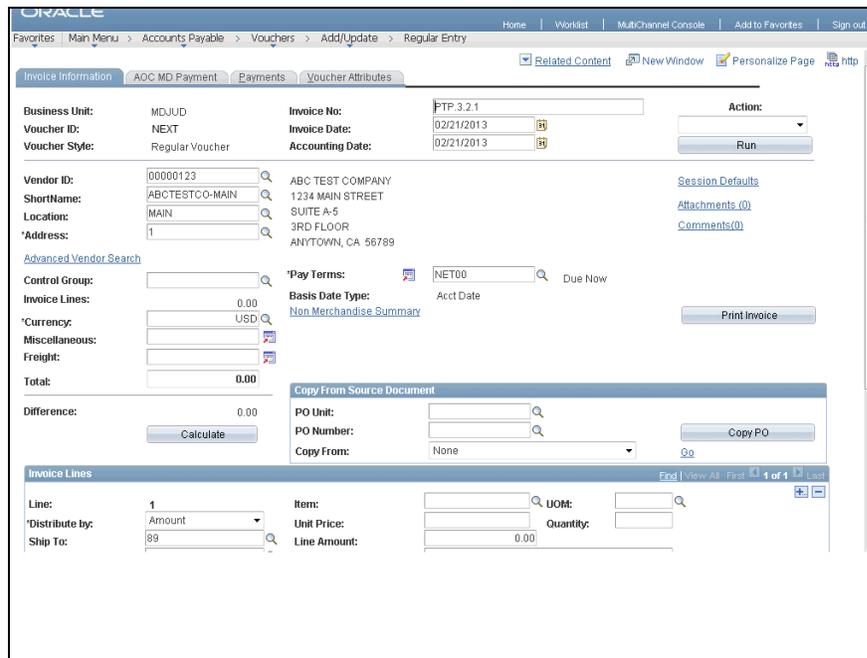
Procedure

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.
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.
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

AP240 Managing Vouchers



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

Address: ANYTOWN, CA 56789

Advanced Vendor Search

Control Group: []
 Invoice Lines: 2200.00
 Currency: USD
 Miscellaneous: []
 Freight: []
 Total: 2,200.00

Difference: 0.00
 Calculate

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

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

Invoice Lines
 Line: 1
 Distribute by: Quantity
 Ship To: 03
 SpeedChart: []
 Item: CC-3
 Unit Price: 400.00000
 Line Amount: 2,000.00
 Description: Coffeemakers
 UOM: PK
 Quantity: 5.0000
 Force Price
 One Asset
 Override PO Pct
 Allocate by Pct

Distribution Lines

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

Save | Notify | Refresh | Add | Update

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

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

Address: ANYTOWN, CA 56789

Advanced Vendor Search

Control Group: []
 Invoice Lines: 2200.00
 Currency: USD
 Miscellaneous: []
 Freight: []
 Total: 2,200.00

Difference: 0.00
 Calculate

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

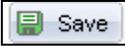
Copy From Source Document
 PO Unit: MDJUD
 PO Number: PTP 3.2.1
 Copy From: None

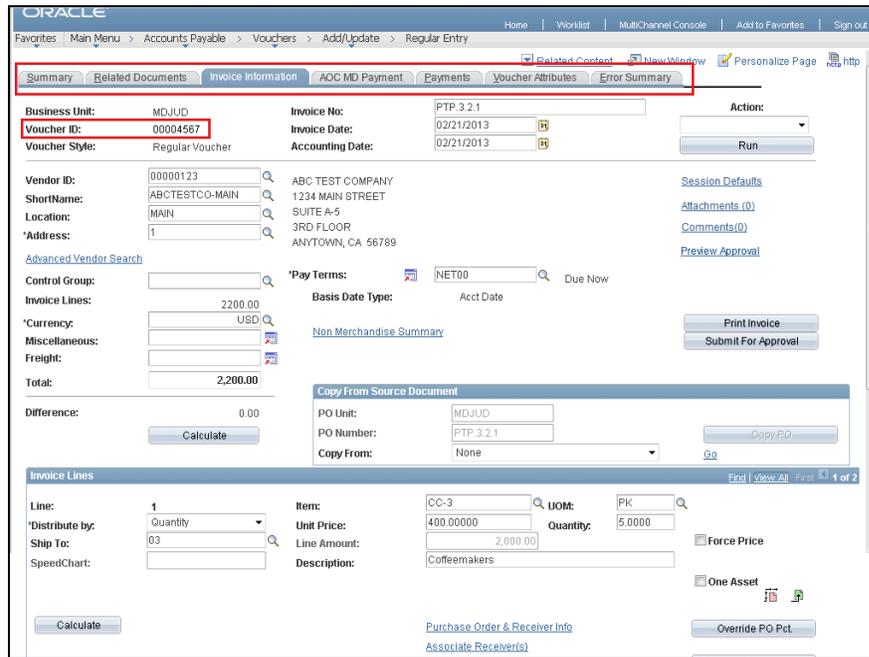
Invoice Lines
 Line: 1
 Distribute by: Quantity
 Ship To: 03
 SpeedChart: []
 Item: CC-3
 Unit Price: 400.00000
 Line Amount: 2,000.00
 Description: Coffeemakers
 UOM: PK
 Quantity: 5.0000
 Force Price
 One Asset
 Override PO Pct
 Allocate by Pct

Distribution Lines

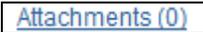
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	OpenItem	Batch Agy	Fund	Dept
	1	100.0000	100.0000	2,000.00	5.0000	MDJUD	0301		C25	0001	

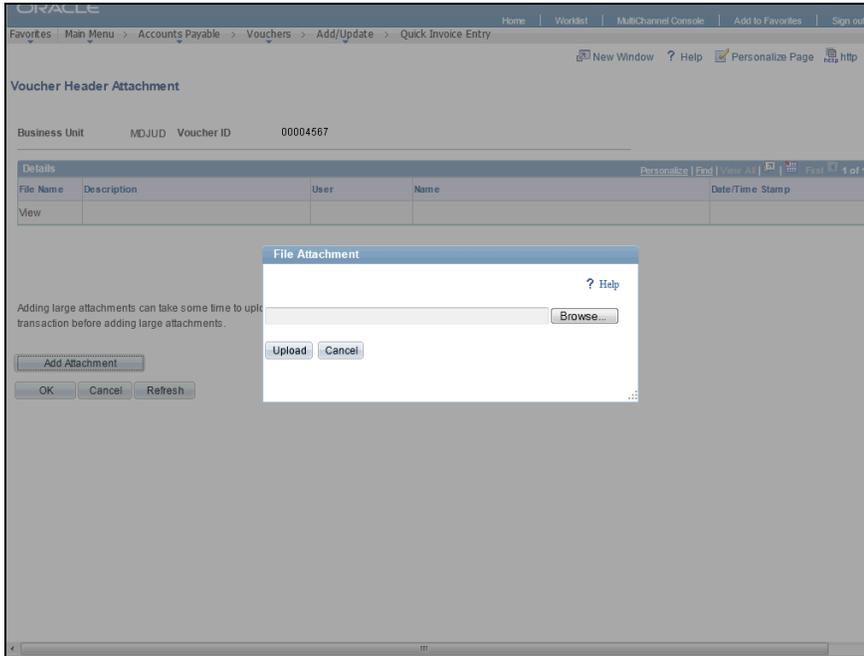
Save | Notify | Refresh | Add | Update

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

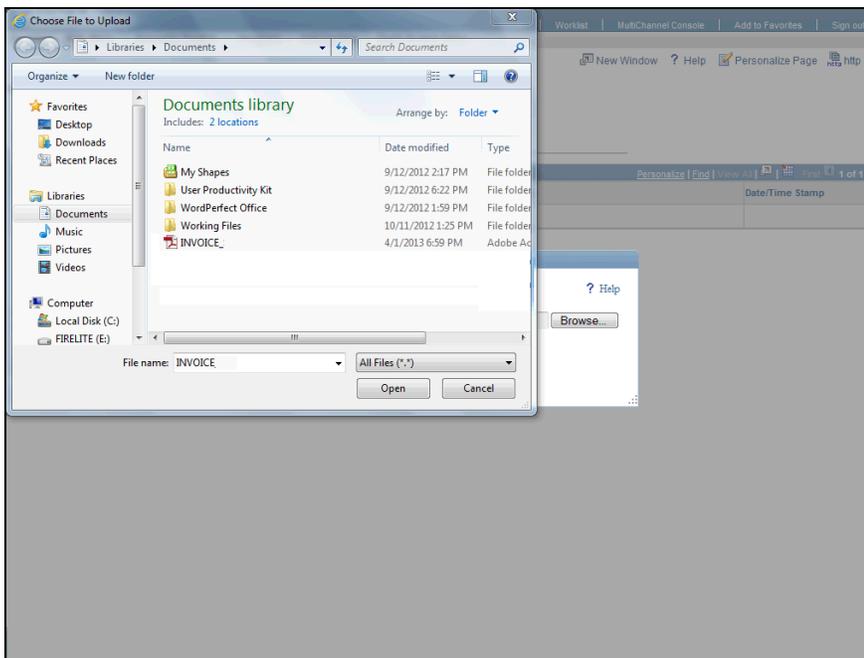


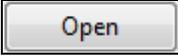
The screenshot shows the Oracle AP240 Voucher Entry interface. Key fields include Business Unit (MDJUD), Voucher ID (00004567), Invoice No. (PTP 3.2.1), Invoice Date (02/21/2013), and Vendor (ABC TEST COMPANY). The Invoice Lines section displays a single line with a quantity of 5,000 and a unit price of 400.00000, resulting in a total of 2,000.00. The 'Attachments (0)' link is highlighted in the original image.

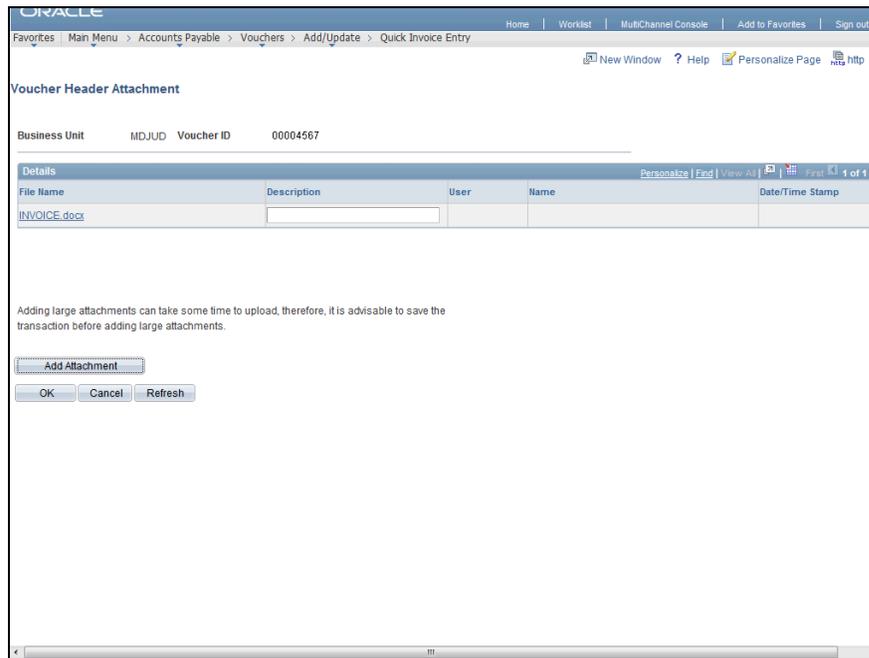
Step	Action
16.	The voucher is assigned a voucher ID after saving. There are also additional tabs located across the top of the voucher.
17.	Attach scanned invoices and other documents located on your computer using the Attachments link. Click the Attachments (0) link. 
18.	The Voucher Header Attachments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

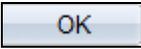


Step	Action
19.	The File Attachment window displays. Browse for and select the field you want to attach. Click the Browse... button. 



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. 

Training Guide

AP240 Managing Vouchers



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: PTP 3.2.1 Action:
 Voucher ID: 00004567 Invoice Date: 02/21/2013
 Voucher Style: Regular Voucher Accounting Date: 02/21/2013 Run

Vendor ID: 00000123 ABC TEST COMPANY Session Defaults
 ShortName: ABCTESTCO-MAIN 1234 MAIN STREET Attachments (1)
 Location: MAIN SUITE A-5 Comments(0)
 *Address: 1 3RD FLOOR ANYTOWN, CA 56789 Preview Approval

Advanced Vendor Search
 Control Group: *Pay Terms: NET00 Due Now
 Invoice Lines: 2200.00 Basis Date Type: Acct Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous: Freight: Total: 2,200.00 Print Invoice
 Difference: 0.00 Calculate Submit For Approval

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

Invoice Lines
 Line: 1 Item: CC-3 UOM: PK
 *Distribute by: Quantity Unit Price: 400.00000 Quantity: 5.0000
 Ship To: 03 Line Amount: 2,000.00 Force Price
 SpeedChart: Description: Coffeemakers One Asset
 Calculate Purchase Order & Receiver Info Associate Receiver(s) Override PO Pct.

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

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: PTP 3.2.1 Action:
 Voucher ID: 00004567 Invoice Date: 02/21/2013
 Voucher Style: Regular Voucher Accounting Date: 02/21/2013 Run

Vendor ID: 00000123 ABC TEST COMPANY Session Defaults
 ShortName: ABCTESTCO-MAIN 1234 MAIN STREET Attachments (1)
 Location: MAIN SUITE A-5 Comments(0)
 *Address: 1 3RD FLOOR ANYTOWN, CA 56789 Preview Approval

Advanced Vendor Search
 Control Group: *Pay Terms: NET00 Due Now
 Invoice Lines: 2200.00 Basis Date Type: Acct Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous: Freight: Total: 2,200.00 Print Invoice
 Difference: 0.00 Calculate Submit For Approval

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

Invoice Lines
 Line: 1 Item: CC-3 UOM: PK
 *Distribute by: Quantity Unit Price: 400.00000 Quantity: 5.0000
 Ship To: 03 Line Amount: 2,000.00 Force Price
 SpeedChart: Description: Coffeemakers One Asset
 Calculate Purchase Order & Receiver Info Associate Receiver(s) Override PO Pct.

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.

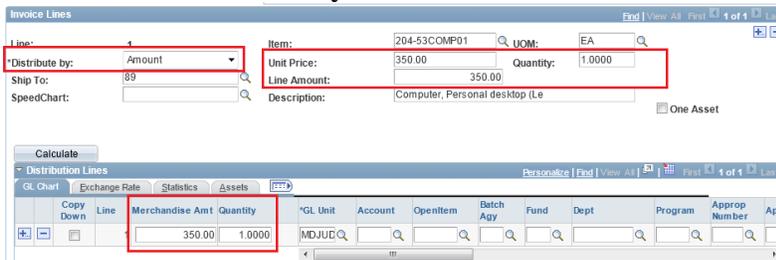
Distributing Voucher Lines by Quantity vs. Amount

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



The screenshot shows the 'Invoice Lines' form. The 'Distribute by' dropdown is set to 'Amount'. The 'Unit Price' is 350.00 and the 'Quantity' is 1.0000. The 'Line Amount' is 350.00. The 'Merchandise Amt' and 'Quantity' fields in the 'Distribution Lines' table are highlighted with red boxes, showing values of 350.00 and 1.0000 respectively.

Invoice Line Distributed By Quantity



The screenshot shows the 'Invoice Lines' form. The 'Distribute by' dropdown is set to 'Quantity'. The 'Unit Price' is 350.00000 and the 'Quantity' is 3.0000. The 'Line Amount' is 1,050.00. The 'Merchandise Amt' and 'Quantity' fields in the 'Distribution Lines' table are highlighted with red boxes, showing values of 1,050.00 and 3.0000 respectively.

After completing this topic, you will be able to:

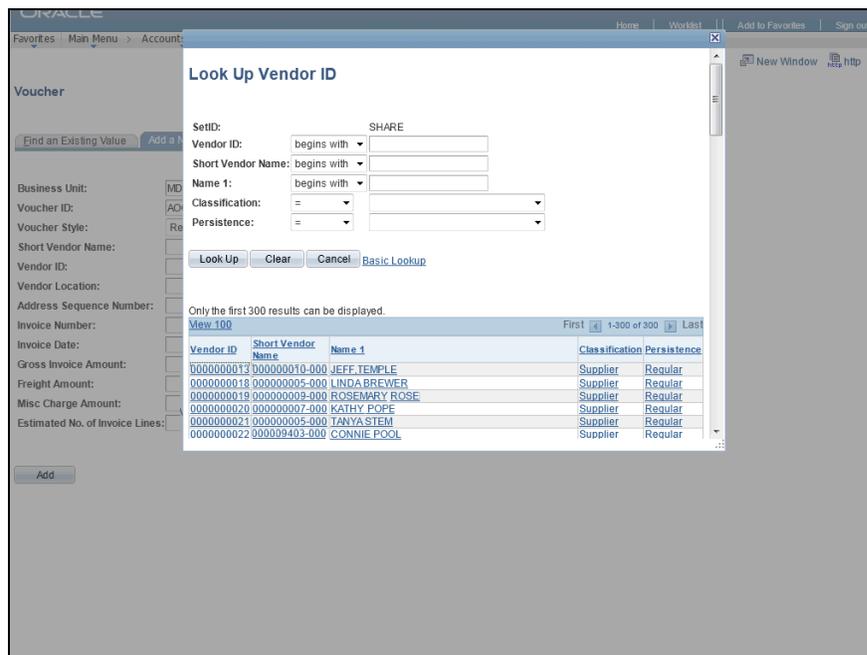
- Create a non-PO voucher
- Enter header, line and distribution details for a voucher
- Attach supporting documentation
- Budget check a non-PO voucher

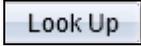
- Verify the budget status for a voucher
- Submit a voucher for approval

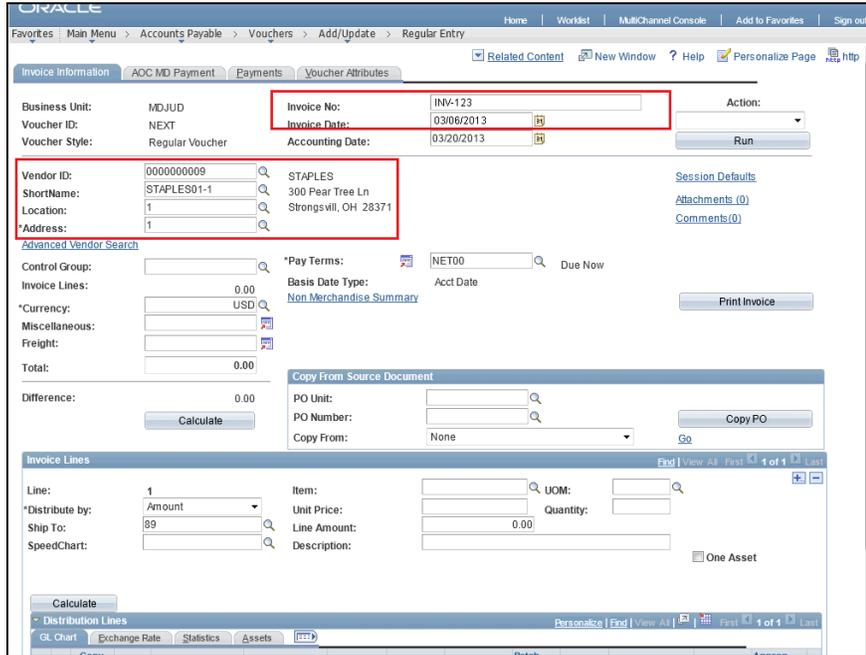
Procedure

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. 
3.	Click the Add/Update link. 
4.	Click the Regular Entry link. 
5.	The Voucher - Add a New Value page displays. Click the Look up Vendor ID button. 



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. 



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.

Step	Action
14.	<p>Select the Distribute By method that is appropriate for the line item.</p> <p>For example, if the invoice lines are listed by cost per item, the Distribute By value should be "Quantity".</p> <p>Alternately, if the vendor invoices you for a flat amount for goods or services, you should use "Amount".</p>
15.	<p>Click the Quantity list item.</p> 
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.	<p>Enter the desired information into the Quantity field.</p> <p>NOTE: When the Distribute By method is "Amount" enter "1".</p>
20.	NOTE: The Description field defaults when you enter an item ID.
21.	Enter the distribution information in the Distribution Lines section.
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.	<p>If using grant or capital project funds, enter the applicable values in the following fields:</p> <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.	<p>Your voucher has been successfully saved, and your Voucher ID now noted on your voucher header.</p> <p>There are also additional tabs displayed for the voucher.</p>

Training Guide

AP240 Managing Vouchers



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: INV-123 Action: [dropdown]
 Voucher ID: 00012345 Invoice Date: 02/20/2013 [B] [B]
 Voucher Style: Regular Voucher Accounting Date: 02/20/2013 [B] [B] Run

Vendor ID: 0000000009 STAPLES
 ShortName: STAPLES01-1 300 Pear Tree Ln
 Location: 1 Strongsville, OH 28371
 *Address: 1
[Session Defaults](#)
[Attachments \(1\)](#)
[Comments \(0\)](#)
[Preview Approval](#)

Control Group: [dropdown] *Pay Terms: NET00 Due Now
 Invoice Lines: 350.00 Basis Date Type: Acct Date
 *Currency: USD [Non Merchandise Summary](#)
 Miscellaneous: [dropdown]
 Freight: [dropdown]
 Total: 350.00

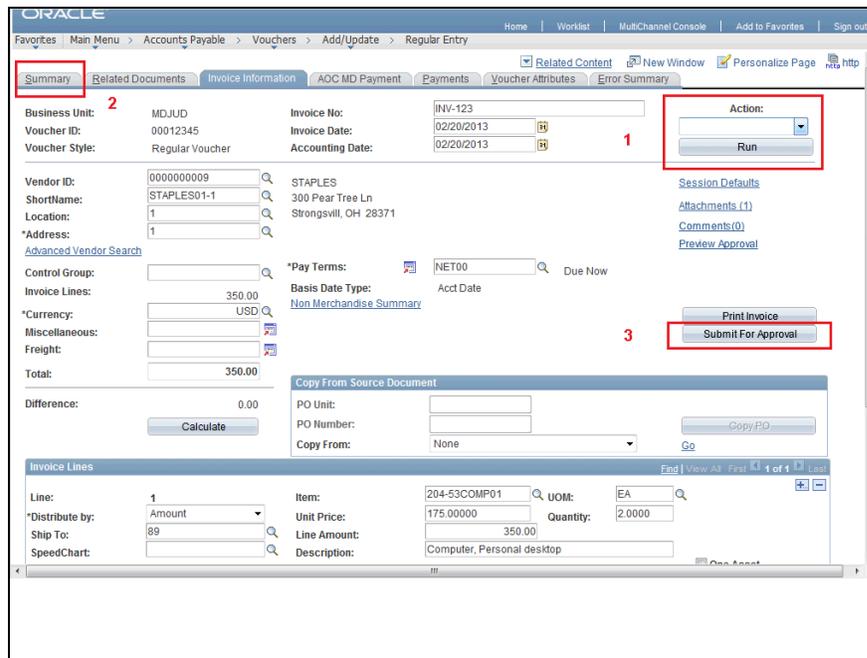
Difference: 0.00 Calculate
 *Copy From Source Document
 PO Unit: [dropdown]
 PO Number: [dropdown] Copy PO
 Copy From: None Go

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

Line: 1 Item: 204-53COMP01 UOM: EA
 *Distribute by: Amount Unit Price: 175.00000 Quantity: 2.0000
 Ship To: 89 Line Amount: 350.00
 SpeedChart: [dropdown] Description: Computer, Personal desktop

Print Invoice
 Submit For Approval

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.



Step	Action
35.	<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 the "Match, Doc Tol, and Bdgt" process and run. This will intimate 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.
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: Using Voucher Build

Lesson Overview

The **Voucher Build** process creates vouchers from several source transactions in GEARS and external sources including:

- Invoices entered/recorded using the Quick Invoice entry method
- Procurement Card (P-Card) transactions
- Recurring vouchers created for rent/lease agreements
- Return of Escrow transactions
- Revenue refunds
- Traffic Ticket Case and Civil Non-EST (Non-Served) refunds

GEARS users within the DBF Accounting Operations division and District Court headquarters run the Voucher Build process to create and then process vouchers created through this process.

NOTE: The Voucher Build process is run by District Court - local court users for Return of Escrow payments.

This lesson discusses how to generate, review, and update vouchers created by the Voucher Build process,

Lesson Objectives

After completing this lesson, you will be able to:

- Run the Voucher Build process
- Review, update, and process vouchers created through the Voucher Build process
- View and correct vouchers created with errors

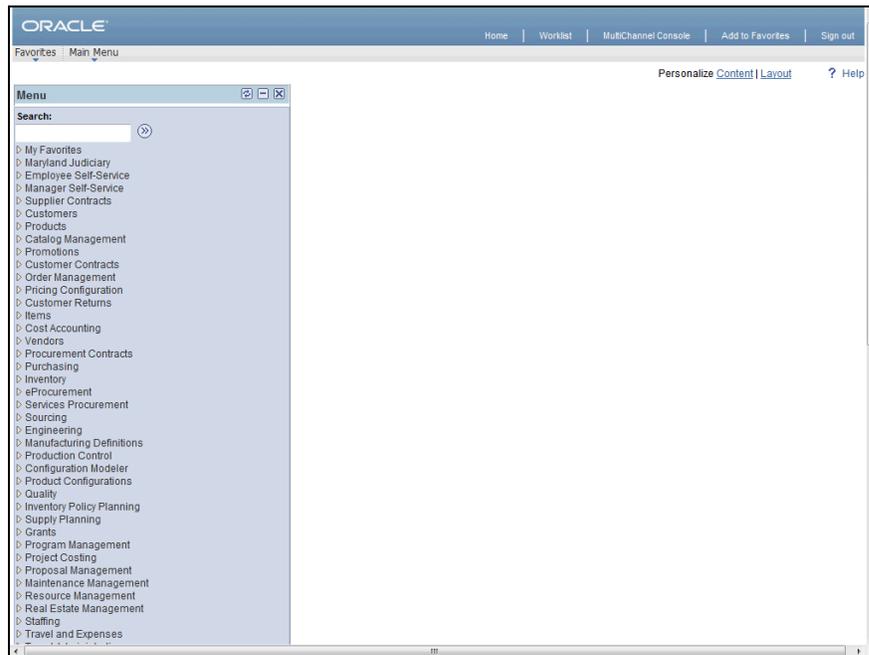
3.1 Running Voucher Build

After completing this topic, you will be able to:

- Create a run control for the Voucher Build process
- Enter process request parameters to specify vouchers to be created
- Run and monitor the Voucher Build process

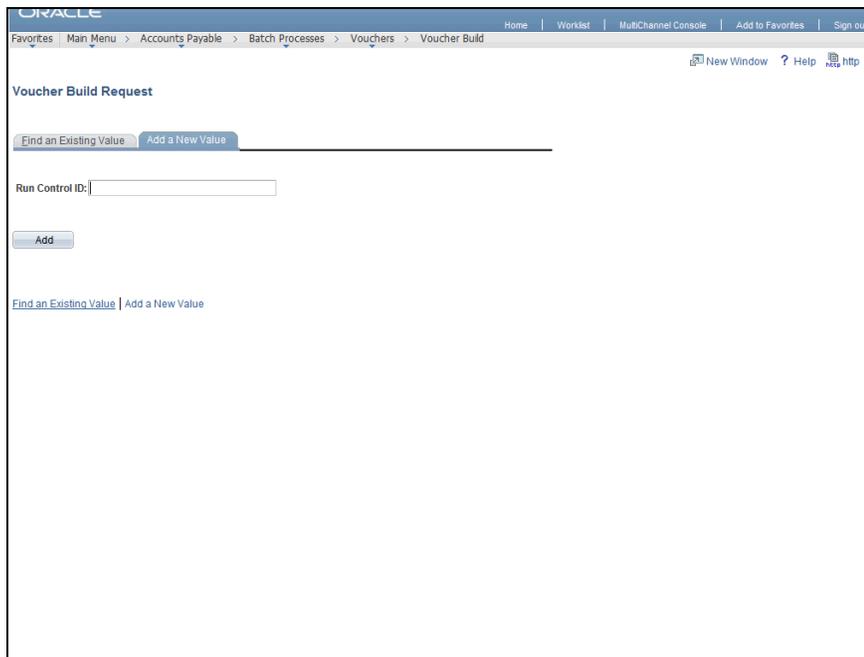
Procedure

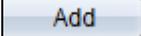
In this topic, you will learn how to create run control the Voucher Build process

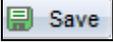
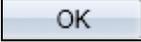


Step	Action
1.	Click the scrollbar.
2.	Click the Accounts Payable link. 
3.	Click the Batch Processes link. 
4.	Click the Vouchers link. 
5.	Click the Voucher Build link. 

Step	Action
6.	<p>The Voucher Build Request - Find an Existing Value page displays.</p> <p>If you have already created a run control ID for this process, you can search for it on the Find an Existing Value page.</p> <p>When running the process for the first time, you must create a new run control on the Add a New Value tab.</p>
7.	<p>In this topic, you will create a new run control. Click the Add a New Value tab.</p> 



Step	Action
8.	<p>The Voucher Build Request - Add a New Value page displays.</p> <p>Enter valid run control ID into the Run Control ID field.</p>
9.	<p>Click the Add button.</p> 
10.	<p>Enter the desired information into the Request ID field. Enter "1".</p>
11.	<p>Enter the desired information into the Description field.</p> <p>In this example, enter "Recurring Voucher Contract".</p>
12.	<p>Verify that the Process Option field displays "Process All Units".</p>
13.	<p>Verify that the Voucher Sources field displays "New Voucher Data".</p>

Step	Action
14.	Click the Voucher Build Interfaces list.
15.	Click the Contracts list item. 
16.	Click the Save button. 
17.	Click the Run button. 
18.	The Process Scheduler Request page displays. Verify that the Voucher Build (AP_VCHRBLD) process is selected. Click the OK button. 
19.	Click the Process Monitor link. 
20.	Click the Refresh button. 
21.	After the process has completed successfully, the following statuses should display: - the Run Status displays "Success" - the Distribution Status displays "Posted"
22.	You have successfully completed the <i>Running Voucher Build</i> topic. You have learned how to: - Create a new run control for the Voucher Build process - Specify process request parameters to build vouchers - Run the Voucher Build process End of Procedure.

3.2 Reviewing Vouchers Created in Voucher Build

After **Voucher Build** has run successfully, you can view, update, and process the vouchers in the Voucher component. Use the **Voucher Source** field on the **Voucher - Find an Existing Value** page to conduct your search along with other search fields, as applicable.

Voucher sources include:

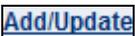
- Contracts (Recurring Voucher Contracts)
- Receivables Customer Refunds
- Non-EST
- Traffic Refunds
- Procurement Cards
- Quick Invoice
- Self Service Invoices (Interpreter Invoices)

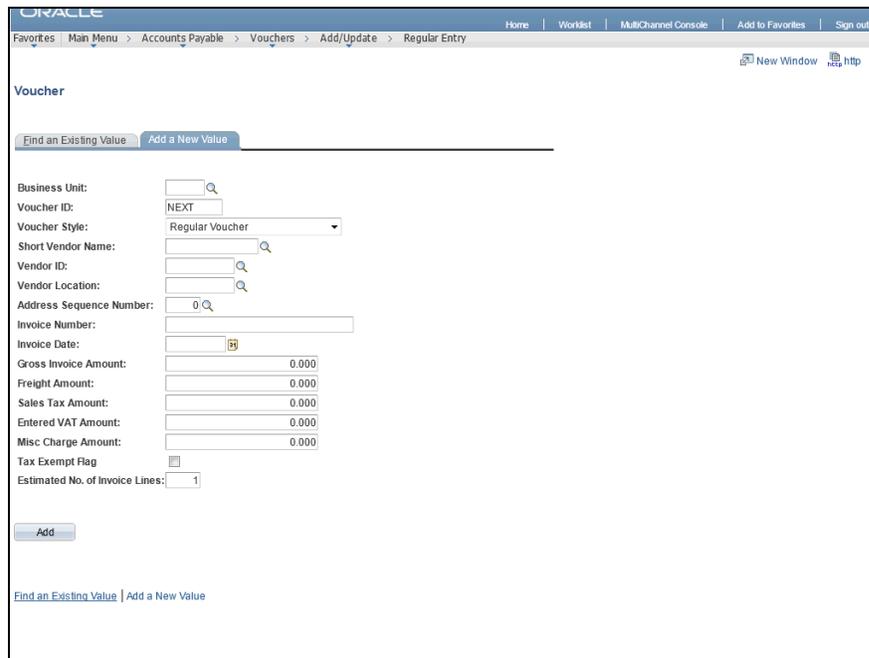
After completing this topic, you will be able to:

- Locate vouchers created in Voucher Build
- Update the voucher, as needed
- Budget check a voucher from the **Invoice Information** page

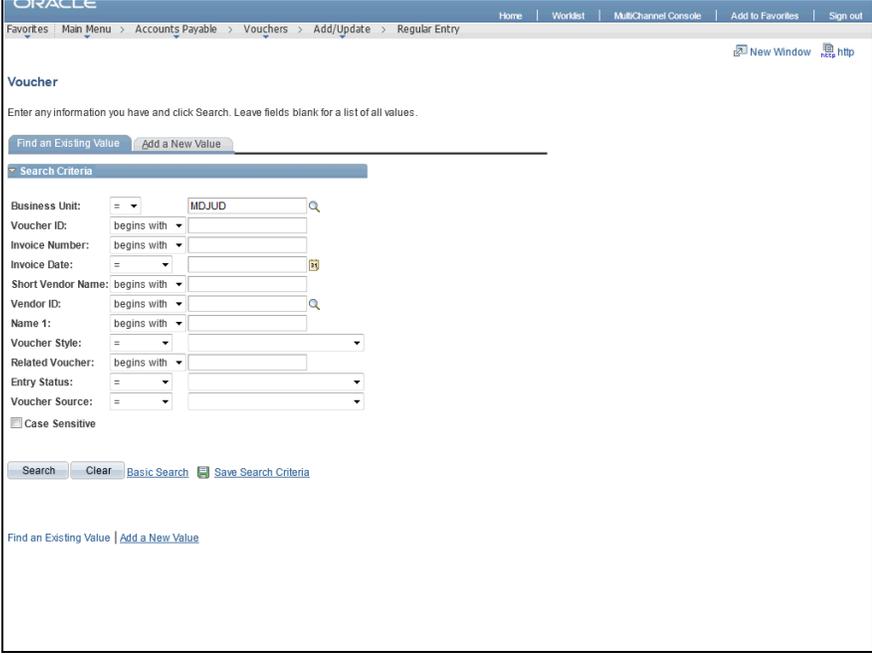
Procedure

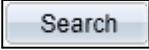
In this topic, you will review how to locate and view vouchers built using the Voucher Build process.

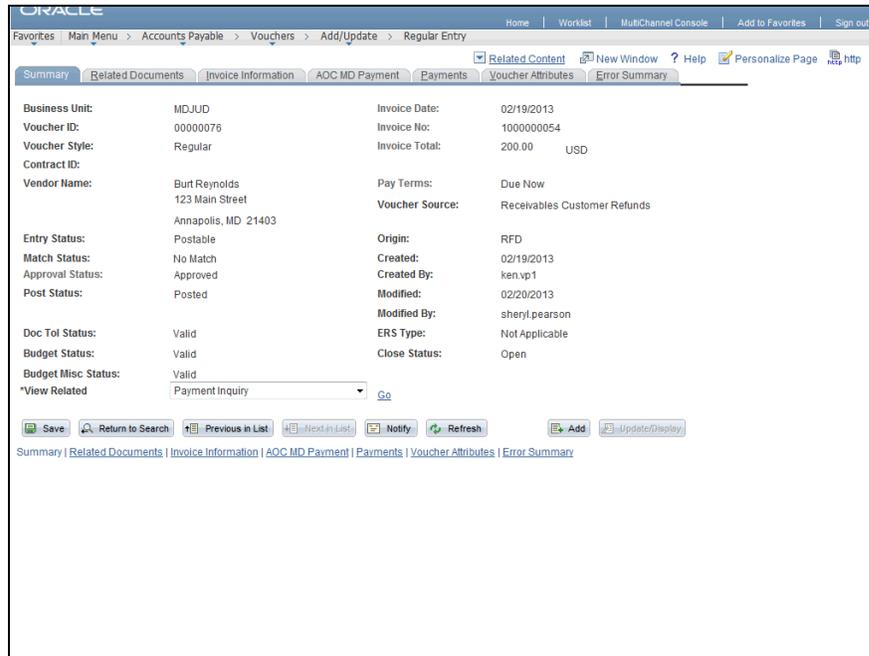
Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Vouchers link. 
3.	Click the Add/Update link. 
4.	Click the Regular Entry link. 



Step	Action
5.	<p>The Voucher - Add a New Value page displays.</p> <p>If you have already created a run control ID for this process, you can search for it on the Find an Existing Value page.</p> <p>When running the process for the first time, you must create a new run control on the Add a New Value tab.</p>
6.	<p>To search for vouchers created through the Voucher Build process, click the Find an Existing Value tab.</p> 



Step	Action
7.	The Voucher - Find and Existing Value page displays. Verify that the Business Unit displays "MDJUD".
8.	Click the Voucher Source list. 
9.	In this example, click the Contracts list item. 
10.	Enter other criteria such as Short Vendor Name, Name1, or Vendor ID. In this example, you will not enter more criteria.
11.	Click the Search button. 
12.	Click the voucher link. 



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

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

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 Date: 02/19/2013
 Voucher ID: 00000076 Invoice No: 1000000054
 Voucher Style: Regular Invoice Total: 200.00 USD
 Contract ID:
 Vendor Name: Burt Reynolds Pay Terms: Due Now
 123 Main Street Voucher Source: Receivables Customer Refunds
 Annapolis, MD 21403
 Entry Status: Postable Origin: RFD
 Match Status: No Match Created: 02/19/2013
 Approval Status: Approved Created By: ken.vp1
 Post Status: Posted Modified: 02/20/2013
 Modified By: sheryl.pearson
 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

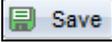
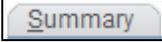
Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Step	Action
13.	<p>The Summary tab displays.</p> <p>Verify that the voucher statuses displays the following:</p> <ul style="list-style-type: none"> - Entry Status displays "Postable" - Budget Checking Status displays "Valid" <p>These statuses indicate that the voucher can be posted and paid.</p> <p>See the <i>Viewing Vouchers Built with Errors</i> topic to view procedures for viewing voucher with errors.</p>
14.	<p>Click the Invoice Information tab.</p> 

Training Guide

AP240 Managing Vouchers



Step	Action
15.	Review the voucher header, line, and distribution. Update the information, as needed.
16.	Click the Save button. 
17.	After saving the voucher changes, you have to process the voucher as you would any other voucher. Use the Action drop-down list to run "Match, Doc Tol, Bdgt" processes. This process will budget check the voucher.
18.	Click the Action list.
19.	Click the Match, Doc Tol, Bdgt list item.
20.	Click the Run button.
21.	Click the Summary tab verify that the voucher Budget Status is "Valid". 
22.	You have successfully completed the <i>Reviewing Vouchers Created in Voucher Build</i> topic. You have learned how to: <ul style="list-style-type: none"> - Locate vouchers created in Voucher Build - Update the voucher, as needed - Budget check a voucher from the Invoice Information page End of Procedure.

3.3 Viewing Voucher Build Errors

Payables logs errors for any vouchers in "Recycle" status, regardless of whether you entered the voucher online or whether built through the **Voucher Build** process. Errors are listed on the **Error Summary** page of the voucher. To find vouchers with errors, select "Recycle" in the **Entry Status** field on the voucher search page.

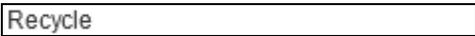
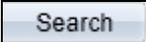
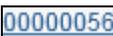
View recycled vouchers that result from **Voucher Build** processing errors, duplicate invoices, and out-of-balance and Chartfield coding errors on the voucher. This topic discusses how to view voucher errors through the voucher component.

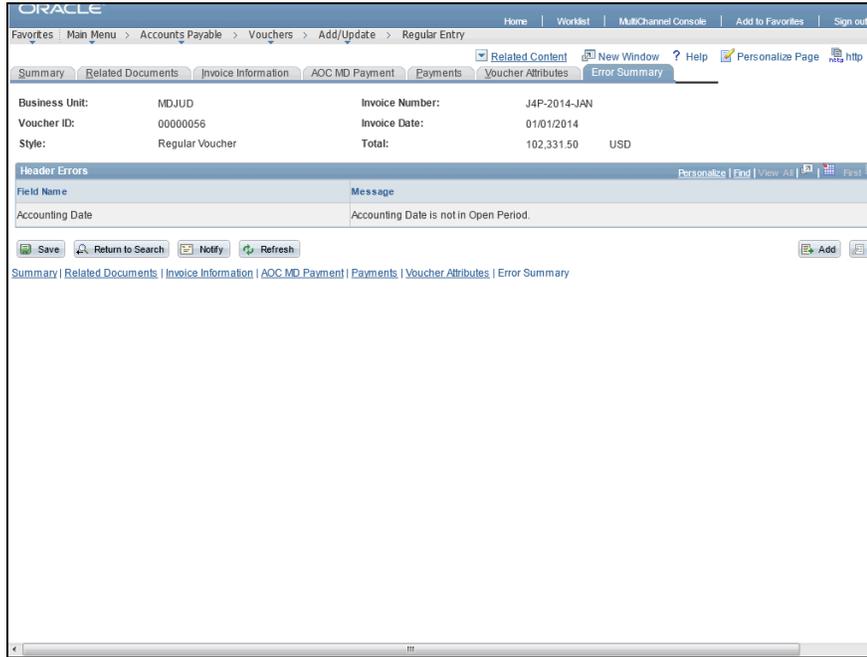
After completing this topic, you will be able to:

- View voucher errors from the **Error Summary** page of a voucher

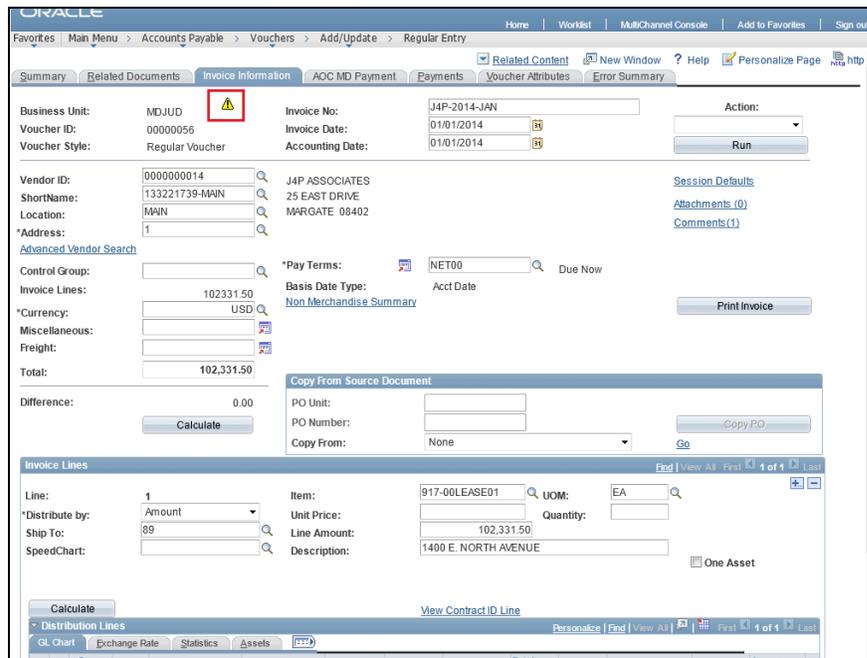
Procedure

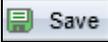
In this topic, you will view the voucher error summary to find errors on the voucher.

Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Vouchers link. 
3.	Click the Add/Update link. 
4.	Click the Voucher Search link. 
5.	Click the Entry Status list. 
6.	Click the Recycle list item. 
7.	Click the Voucher Source list and select the Receivables Customer Refunds list item. 
8.	Click the Search button. 
9.	Click the 0000056 link. 
10.	The Summary page displays for the voucher. Click the Error Summary tab. 



Step	Action
11.	The Error Summary page shows voucher errors that may occur during Voucher Build. View any voucher header, line, and distribution line errors that have prevented the voucher from processing.
12.	Click the Invoice Information tab update the errors. 



Step	Action
13.	The Invoice Information page displays. A yellow triangle appears in the sections where there are errors. These are the same errors that display on the Error Summary page.
14.	Update the voucher header, lines(s), and distribution(s), as needed.
15.	Click the Save button. 
16.	After saving the voucher changes, you may have to process the voucher as you would any other voucher. Use the Action drop-down list to run "Match, Doc Tol, Bdgt" process. This process will budget check the voucher. NOTE: Review the voucher statuses on the Summary tab to verify whether processes need to be run.
17.	You have successfully completed the <i>Viewing Voucher Build Errors</i> topic. You have learned how to: - Search for and view vouchers with a "Recycle" status - Correct vouchers errors and process the voucher End of Procedure.

Lesson 4: Managing Voucher Processing Errors

Lesson Overview

In this lesson, you will review, process vouchers and correct voucher errors.

Lesson Objectives

After completing this lesson, you should be able to:

- Process vouchers and correct voucher errors

4.1 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.
- *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.

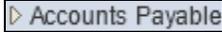
You can view budget exceptions via the **Exceptions** link on the **Summary** page upon the completion of the budget checking process.

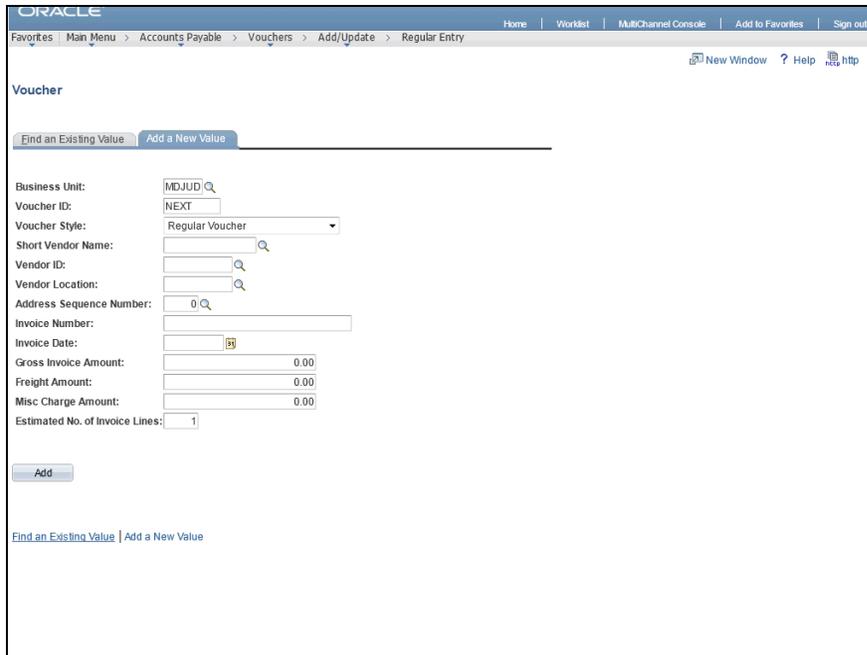
After completing this topic, you will be able to:

- view budget exceptions noted on a voucher

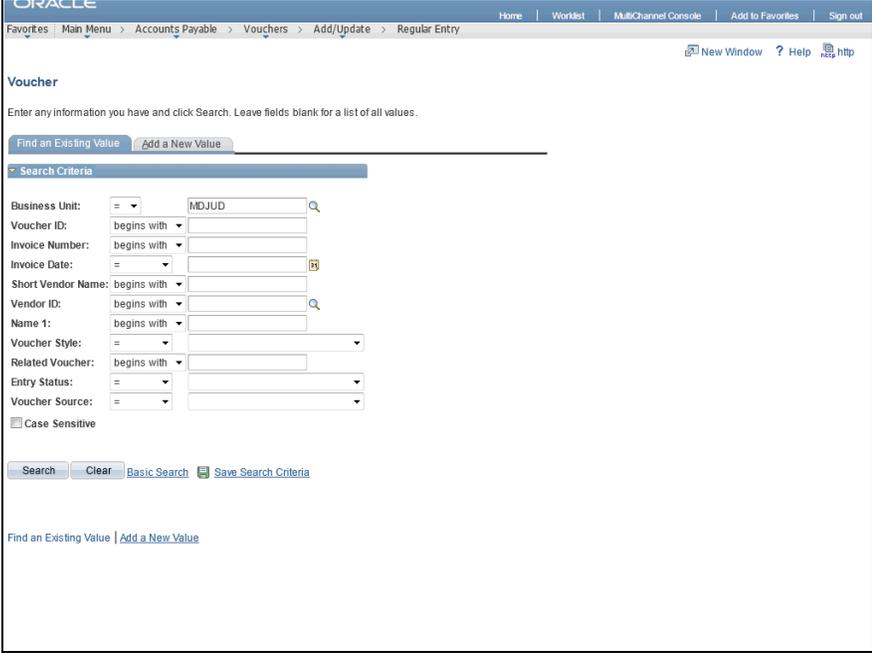
Procedure

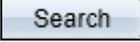
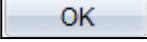
In this topic, you will search for a voucher, access the voucher **Summary** page, and view the budget exception to determine the best corrective action.

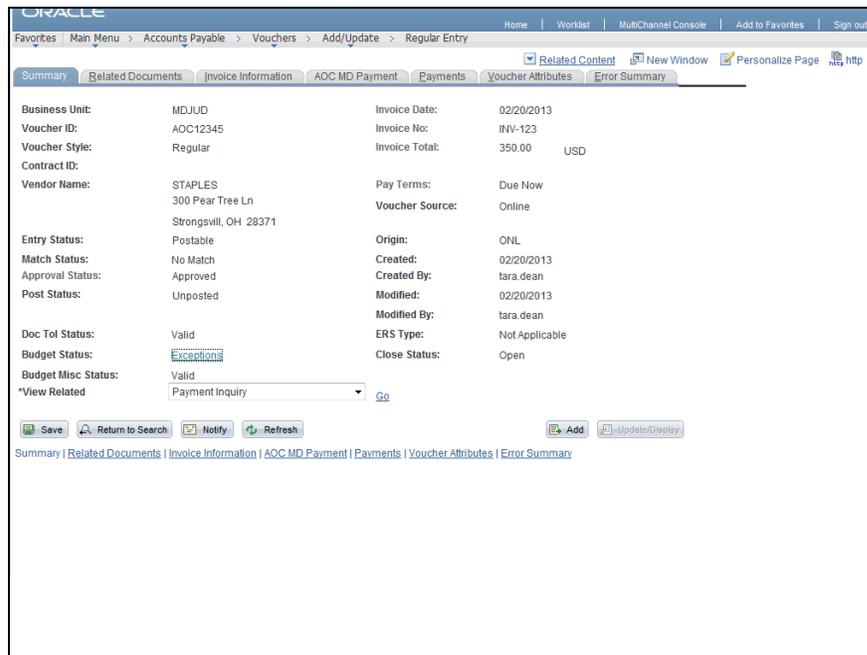
Step	Action
1.	For the purposes of this topic, you will search for a voucher that has already been created to view budget exceptions. If you are working in the voucher you can access the voucher Summary page directly to view budget exceptions.
2.	Click the Accounts Payable link. 
3.	Click the Vouchers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



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> <p></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> <p></p>



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

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

Related Content | New Window | Personalize Page | http

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

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 Pay Terms: Due Now
 300 Pear Tree Ln Voucher Source: Online
 Strongsville, OH 28371
 Entry Status: Postable Origin: ONL
 Match Status: No Match Created: 02/20/2013
 Approval Status: Approved Created By: tara.dean
 Post Status: Unposted Modified: 02/20/2013
 Modified By: tara.dean
 Doc Tot Status: Valid ERS Type: Not Applicable
 Budget Status: [Exceptions](#) Close Status: Open
 Budget Misc Status: Valid
 *View Related: Payment Inquiry Go

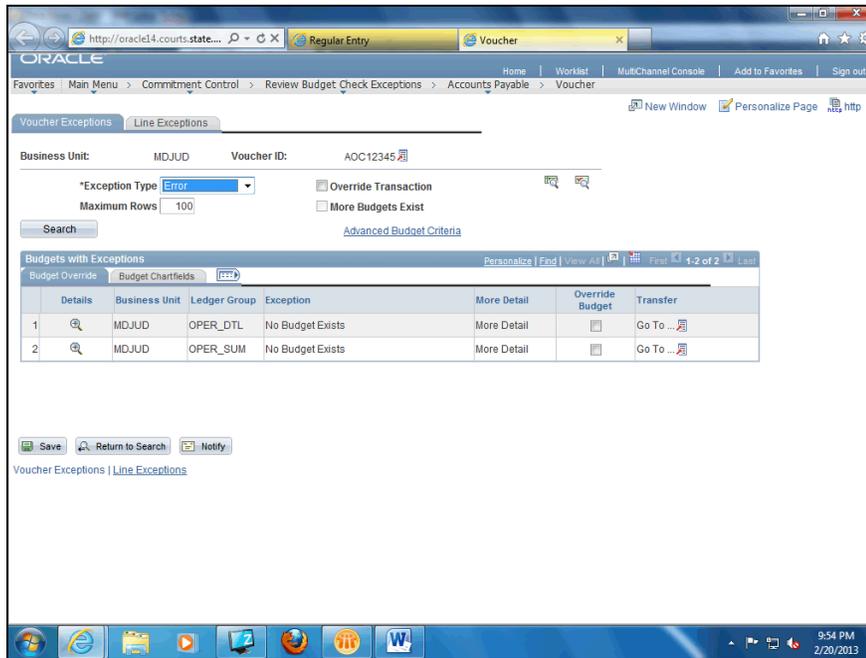
Save | Return to Search | Notify | Refresh | Add | Update/Display

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

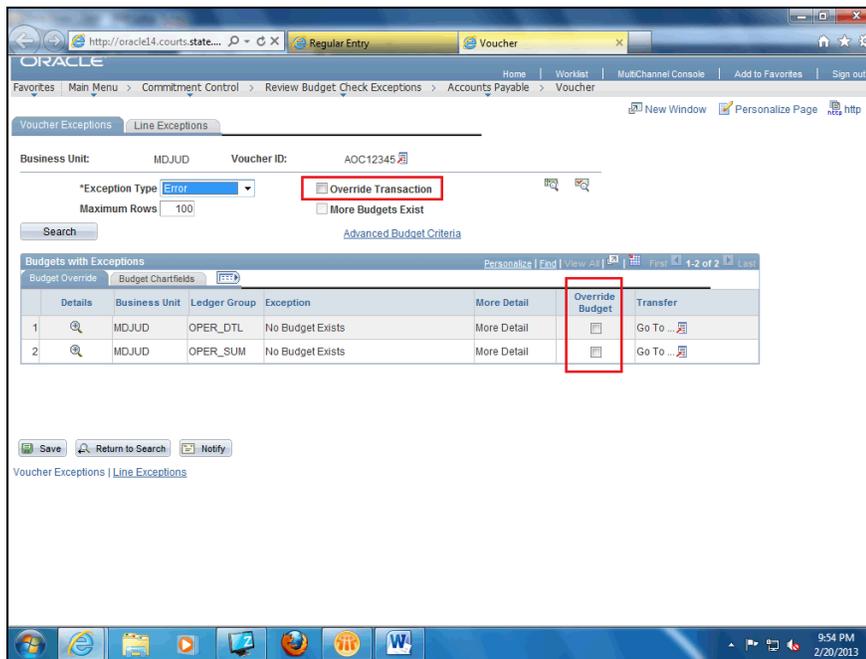
Step	Action
10.	<p>The Summary page for the voucher displays.</p> <p>The voucher has been processed with budget check exceptions (Errors).</p> <p>Click the Exceptions link to view the details.</p> 
11.	<p>The Voucher Exceptions page displays in a new window.</p> <p>The Voucher Exceptions page is used 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>

Training Guide

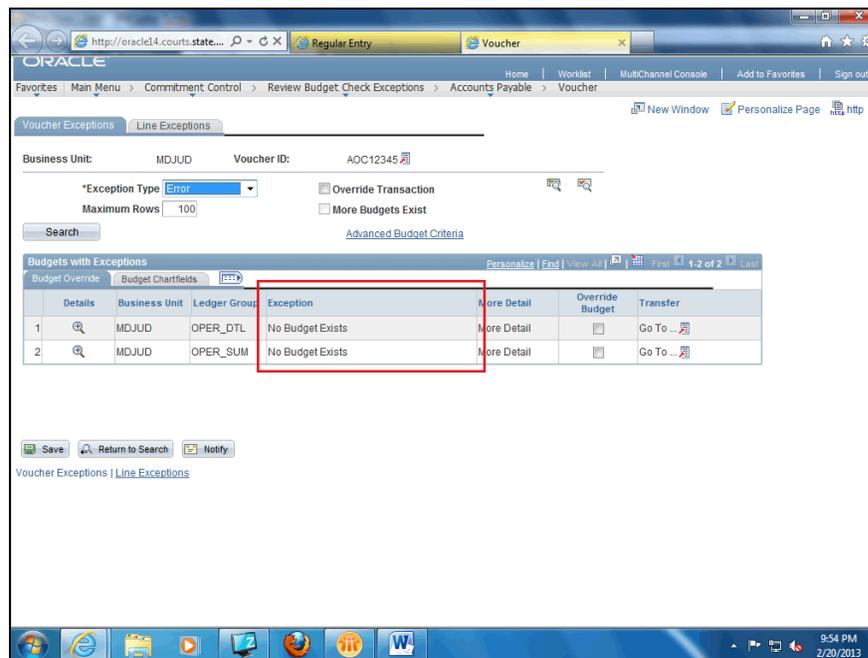
AP240 Managing Vouchers



Step	Action
13.	In the Budgets with Exceptions section, the ledger group (e.g., Operating Detail, OPER_DTL) and associated exceptions display.



Step	Action
14.	<p>After reviewing voucher line information, if you determine that an override is needed, you can override one or more ledger group exceptions.</p> <p>Use the Override Budget check box in the Budgets with Exceptions section to override one or more ledger group exceptions.</p> <p>Use the Override Transaction check box (at the header level) to override all budget exceptions.</p>
15.	<p>After selecting the override option(s):</p> <ol style="list-style-type: none"> 1. Save the page. 2. Budget Check the transaction. You can do this from the Voucher Exceptions page or on the voucher.



Step	Action
16.	In this example, the exception listed for the budget notes that "No Budget Exists".
17.	To ensure we've entered the correct Budget information, we'll review the Voucher line information.
18.	<p>Click the Close button to close the voucher budget exceptions window.</p> 

Training Guide

AP240 Managing Vouchers



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: MJJUD 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 Pay Terms: Due Now
 300 Pear Tree Ln Voucher Source: Online
 Strongsville, OH 28371
 Entry Status: Posttable Origin: ONL
 Match Status: No Match Created: 02/20/2013
 Approval Status: Approved Created By: tara.dean
 Post Status: Unposted Modified: 02/20/2013
 Modified By: tara.dean
 Doc Tol Status: Valid ERS Type: Not Applicable
 Budget Status: [Exceptions](#) Close Status: Open
 Budget Misc Status: Valid
 *View Related: Payment Inquiry

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

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

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

Advanced vendor search

Control Group: *Pay Terms: NET00 Due Now
 Invoice Lines: 350.00 Basis Date Type: Acct Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous:
 Freight:
 Total: 350.00

Difference: 0.00

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

Invoice Lines

Line: 1 Item: 204-53COMP01 UOM: EA
 *Distribute by: Amount Unit Price: 175.00000 Quantity: 2.0000
 Ship To: 89 Line Amount: 350.00
 SpeedChart: Description: Computer, Personal desktop One Asset

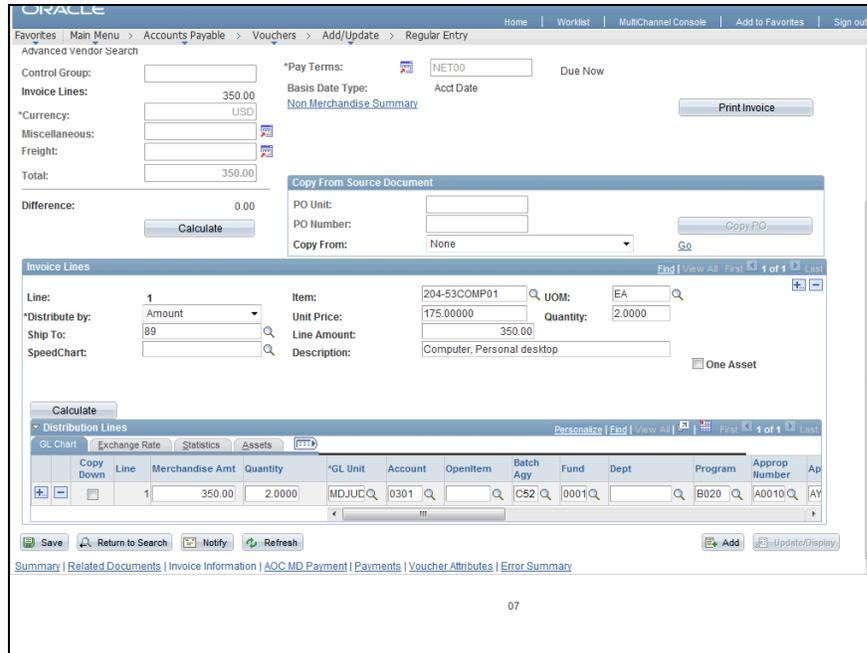
Distribution Lines

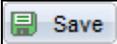
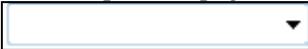
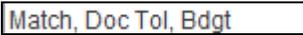
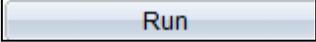
GL Chart	Exchange Rate	Statistics	Assets	IEE	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept	Program	Approp Number	Ap
					1	350.00	2.0000	MJJUC	0301		C52	0001		B020	A0010	AY

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

07

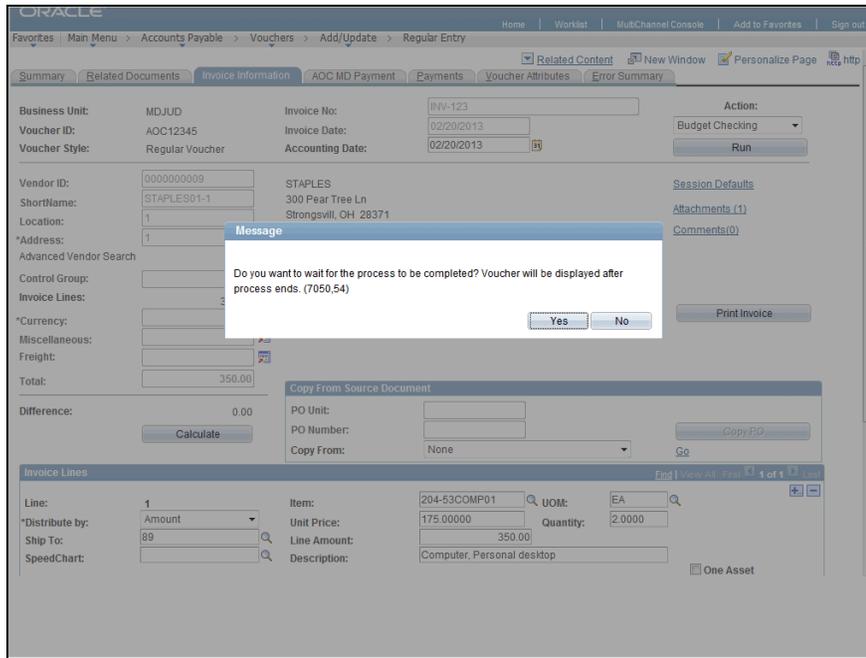
Step	Action
20.	<p>The Invoice Information page displays.</p> <p>Review the Chartfield information for the budget to determine whether you need to edit the Chartfields on the voucher and / or contact your budget officer for assistance.</p>

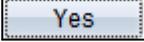


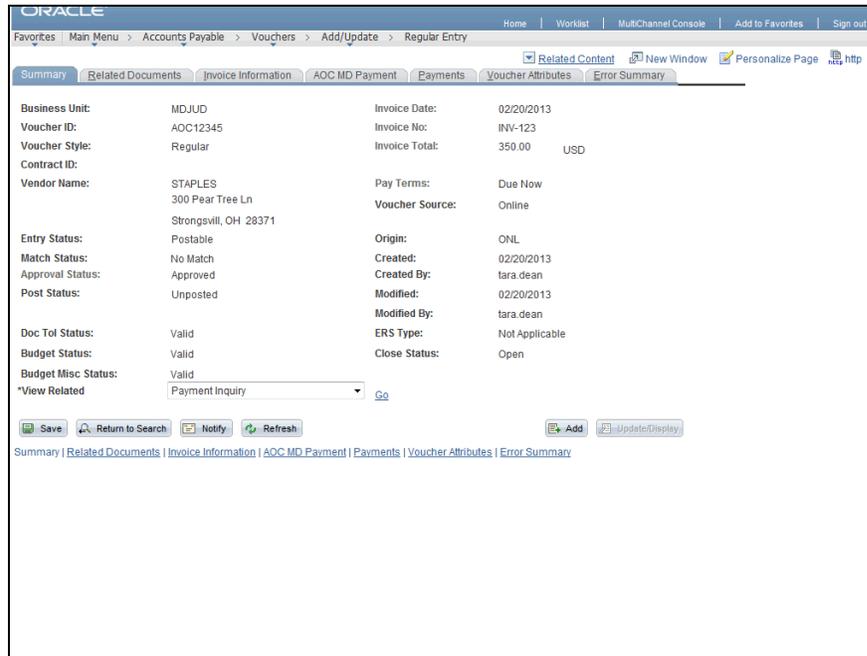
Step	Action
21.	<p>Click the Save button.</p> 
22.	<p>At the top of the page, run the "Match, Doc Tol, Bdgt" process.</p> <p>Then, verify that the voucher Budget Status displays "Valid" by accessing the Summary tab.</p>
23.	<p>At the top of the page, click the Action list.</p> 
24.	<p>Click the Match, Doc Tol, Bdgt list item.</p> 
25.	<p>Click the Run button, to initiate the process.</p> 

Training Guide

AP240 Managing Vouchers



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



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

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

Related Content | New Window | Personalize Page | http

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

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 Pay Terms: Due Now
 300 Pear Tree Ln Voucher Source: Online
 Strongsville, OH 28371
 Entry Status: Postable Origin: ONL
 Match Status: No Match Created: 02/20/2013
 Approval Status: Approved Created By: tara dean
 Post Status: Unposted 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 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
28.	The Summary page displays. Verify that the Budget Status displays "Valid".
29.	You have successfully completed the <i>Managing Voucher Budget Exceptions</i> topic. You have learned how to: <ul style="list-style-type: none"> - View budget exceptions noted on a voucher - Correct budget exceptions, when applicable - Override a budget exception, when needed End of Procedure.

4.2 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).
- *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* (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): This amount is always the same as the Source Doc Monetary Amt. Displays the converted amount of the voucher.
- *Predecessor GL Base Currency* (predecessor general ledger base currency): Displays the purchase order's General Ledger business unit base currency (U.S. Dollars, USD).
- *Transaction Currency*: Displays the currency of the voucher (U.S. Dollars, USD).

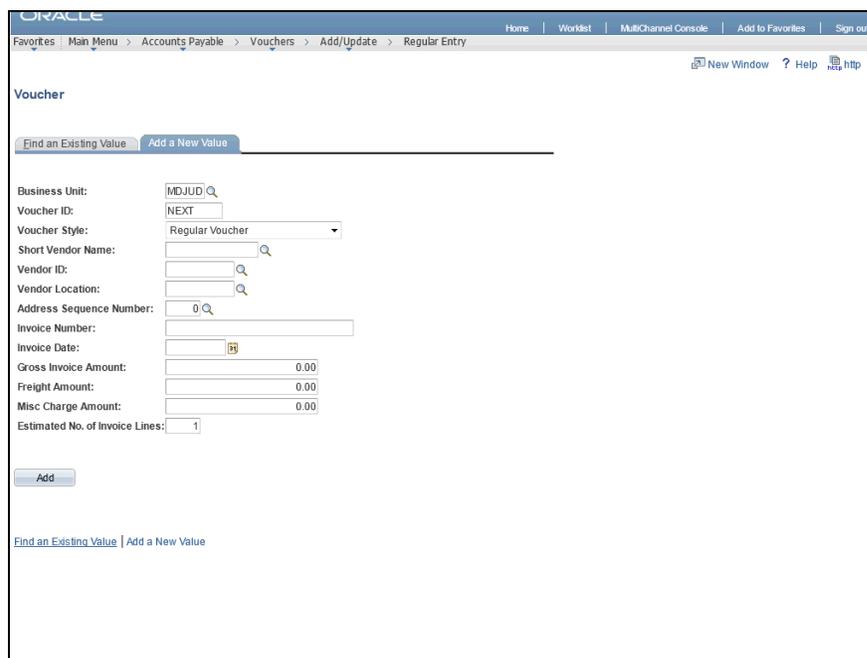
After completing this topic, you will be able to:

- View and override document tolerance errors for a voucher
- View document tolerance override history

Procedure

In this topic, you will search for a voucher, access the voucher **Summary** page, and view the document tolerance 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 Document Tolerance exceptions. 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.
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
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

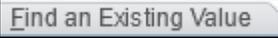
Freight Amount: 0.00

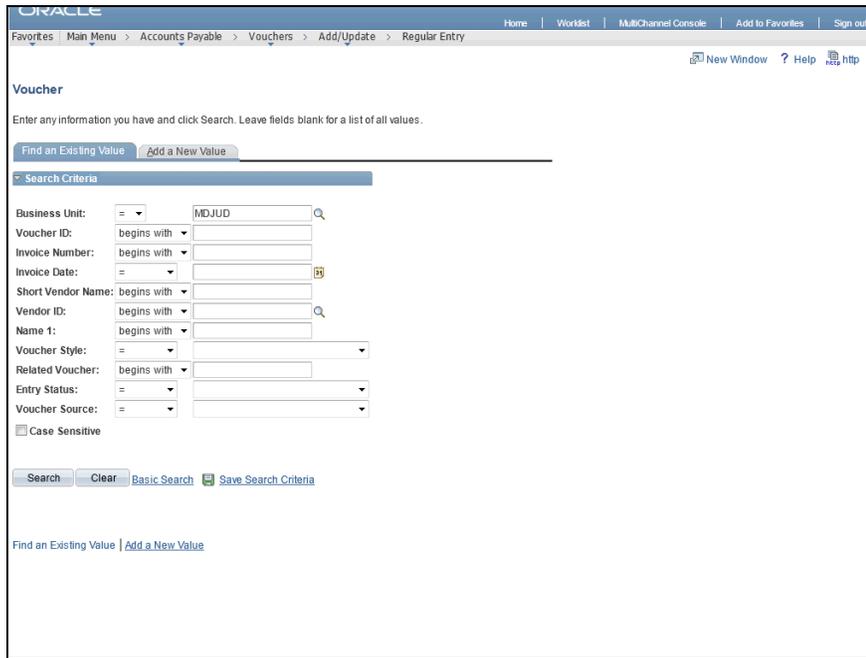
Misc Charge Amount: 0.00

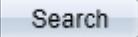
Estimated No. of Invoice Lines: 1

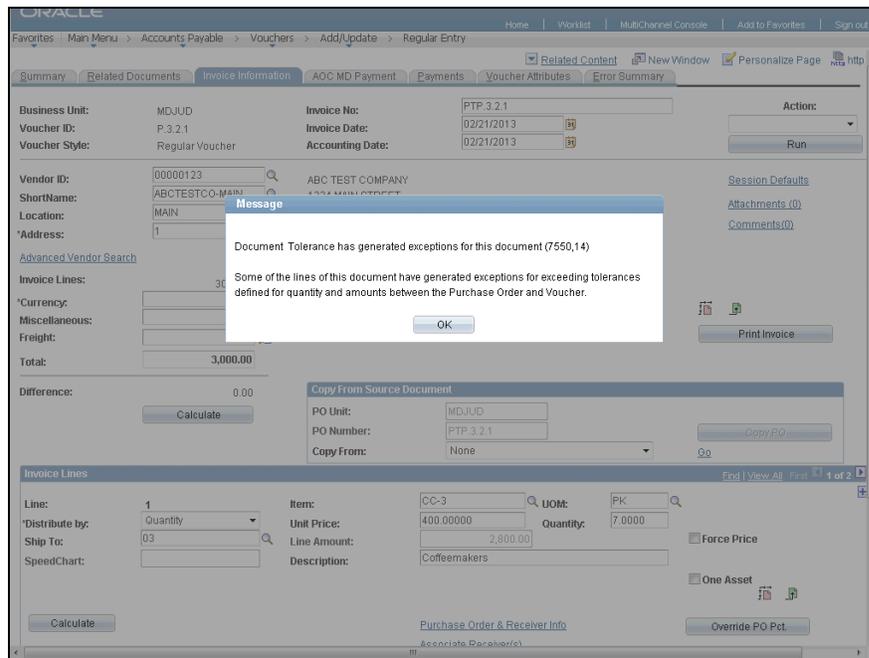
Add

Find an Existing Value | Add a New Value

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



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> 



Step	Action
9.	<p>A message displays notifying you that Document Tolerance exceptions exist on the voucher.</p> <p>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.</p> <p>Click the OK button.</p> <div data-bbox="440 1245 586 1287" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

Training Guide

AP240 Managing Vouchers



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

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>

Business Unit: MDJUD Document Type: Voucher ID: 00000039

Source line: 1 of 1

Line	Sched	Distrib
1		1

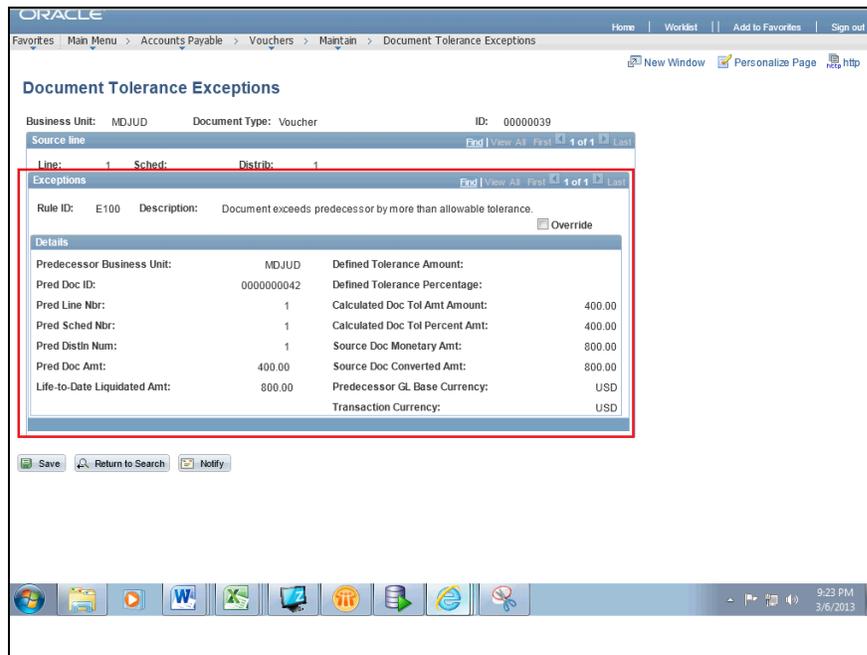
Exceptions: 1 of 1

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

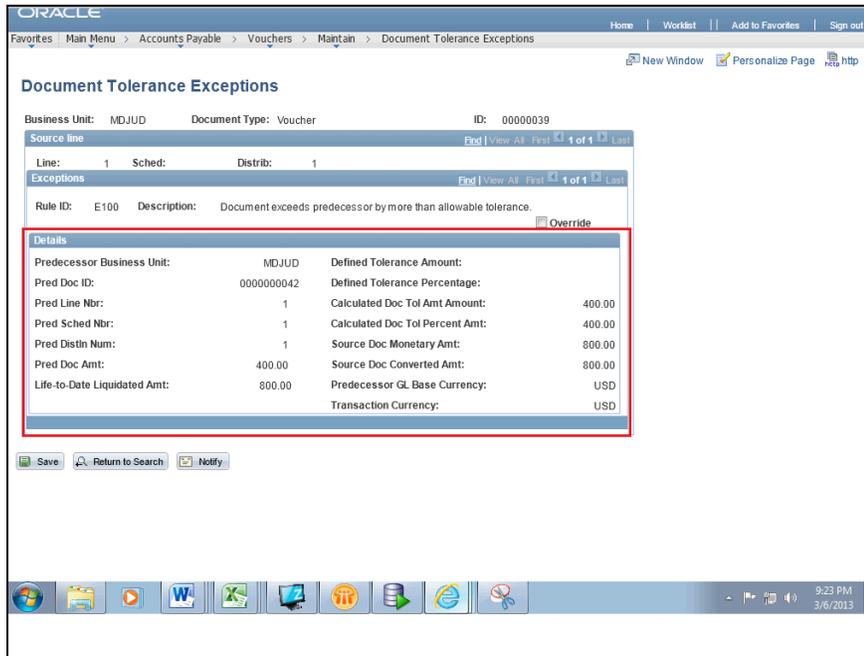
Details:

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 Distn 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 CL Base Currency:	USD
		Transaction Currency:	USD

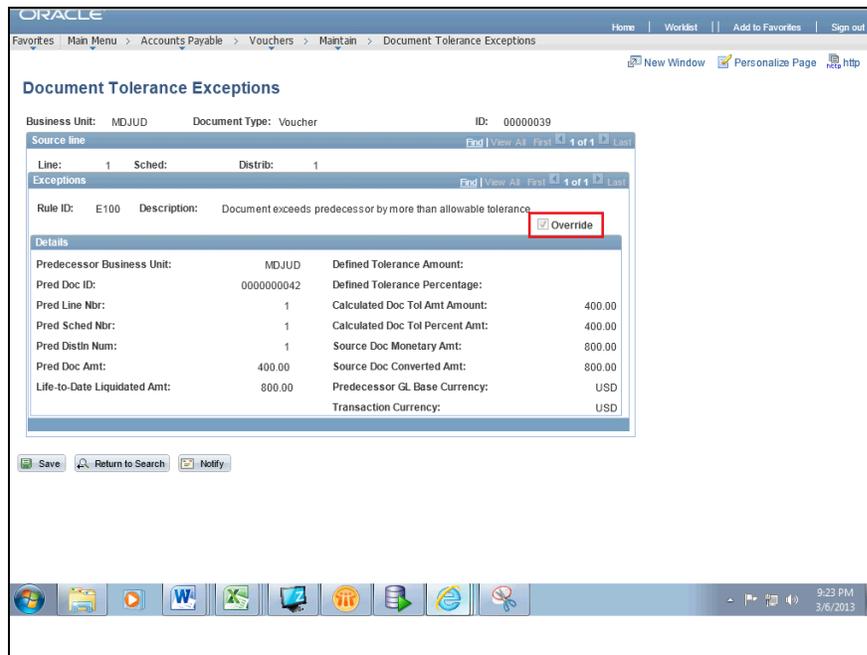
Step	Action
11.	<p>The Document Tolerance Exceptions page displays in a new window.</p> <p>In the Source Lines section, take note of the number of voucher lines that have a document tolerance error.</p> <p>Scroll through them one-by-one or click the View All link to view them all on one page.</p>

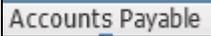
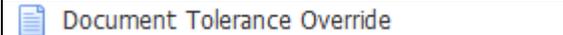


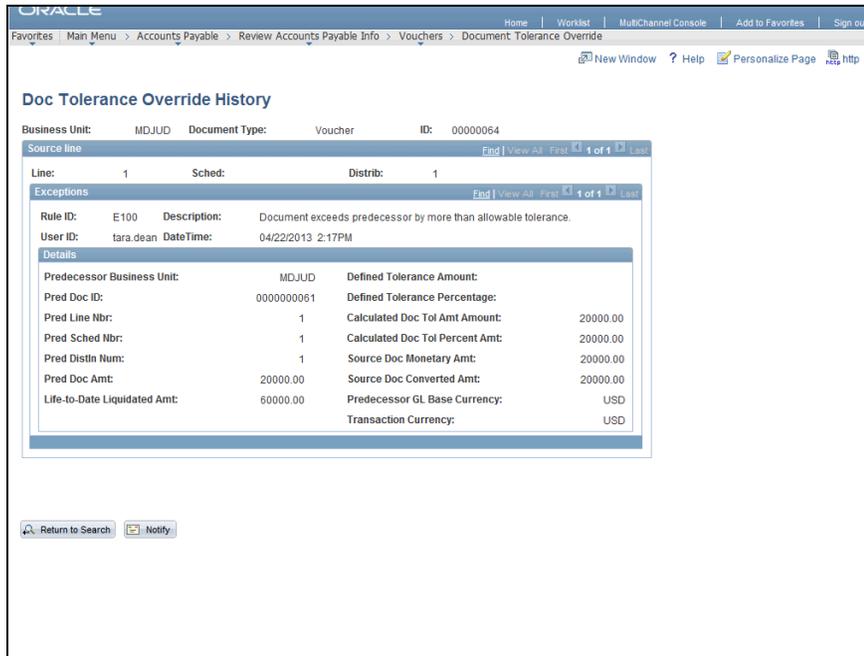
Step	Action
12.	<p>View the document tolerance exception(s) for a voucher line / distribution in the Exceptions section.</p> <p>The exceptions are listed by Rule ID and description. If there is more than one exception</p> <p>NOTE: There may be more than one exception for a line.</p>

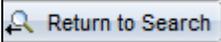


Step	Action
13.	View details of the exception in the Details section, including: <ul style="list-style-type: none"> - The predecessor document (purchase order) information including PO ID, line number, distribution number, and amount - The total of all vouchers linked to the purchase order (Life-to-Date 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.	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. NOTE: Only authorized users in the Department of Budget and Finance can override Document Tolerance errors.
15.	If you determine that an exception on the voucher should be overridden, click the Override check box for the exception. <input type="checkbox"/> Override
16.	Click the Save button. <input type="button" value="Save"/>



Step	Action
17.	After saving the page, the override check box is "grayed-out".
18.	<p>You can view the Document Tolerance Override History at any time after overrides are performed.</p> <p>Navigate to the Doc Tolerance Override History inquiry page.</p> <p>Click the Accounts Payable drop-down menu button.</p> 
19.	<p>Click the Review Accounts Payable Info menu.</p> 
20.	<p>Click the Vouchers menu.</p> 
21.	<p>Click the Document Tolerance Override menu.</p> 



Step	Action
22.	NOTE: If you do not access the Doc Tolerance Override History page after performing an override, you may need to enter search criteria before viewing the Document Tolerance Override History page.
23.	The fields on the Doc Tolerance Override History page are the same as the fields on the Document Tolerance Exceptions page, with the exception of the User ID field and the DateTime field. These two additional fields provide an audit trail of exceptions that have been overridden.
24.	Click the Return to Search button to search for view the document tolerance history of other vouchers. 
25.	You have successfully completed the <i>Managing Document Tolerance Exceptions</i> topic. You have learned how to: - View and override document tolerance errors for a voucher - View document tolerance override history End of Procedure.

4.3 Managing Match Exceptions

View match exceptions for a voucher by using the **Match Exception Workbench**. The system logs each match rule exception for the voucher that you can view using the Match Workbench. You can access the Match Workbench from the **Match Request** page, by clicking the **Exceptions** link on the Voucher **Summary** page in the Voucher component, or through general navigation.

The basic steps for managing match exceptions are listed below:

1. Run the Matching Process. If vouchers do not pass the Matching process, the system flags them as exceptions.
2. View the exceptions on the Match Exception Workbench Details page, where you can set the vouchers that have match exceptions to Override, if necessary.

NOTE: Overridden vouchers are available for payment and are paid the next time the pay cycle is run.

3. Correct the errors
4. Rerun the Matching process.

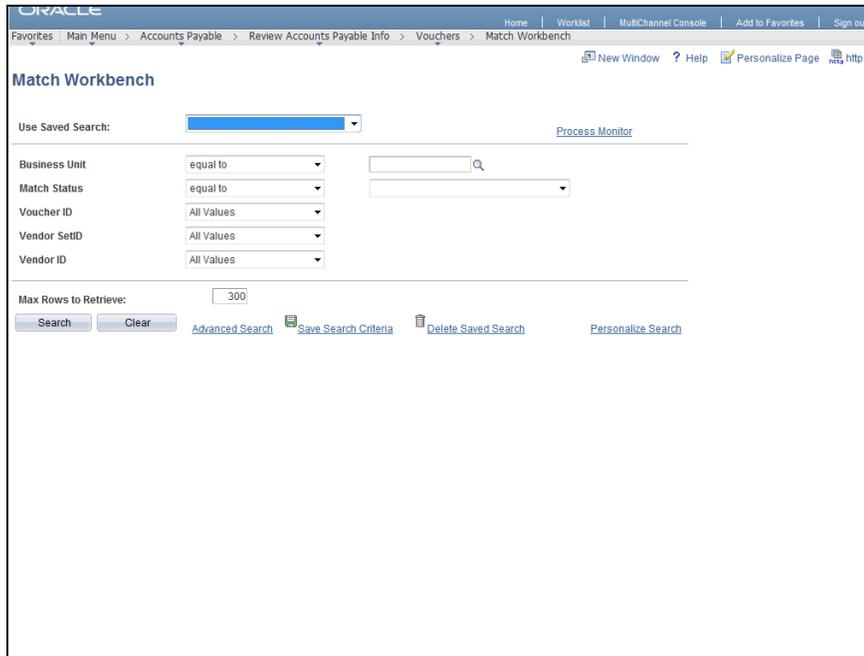
After completing this topic, you will be able to:

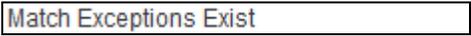
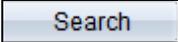
- View match exceptions noted on a voucher
- View the purchase order and receipt information associated with a voucher
- Override match exception for a voucher or voucher lines

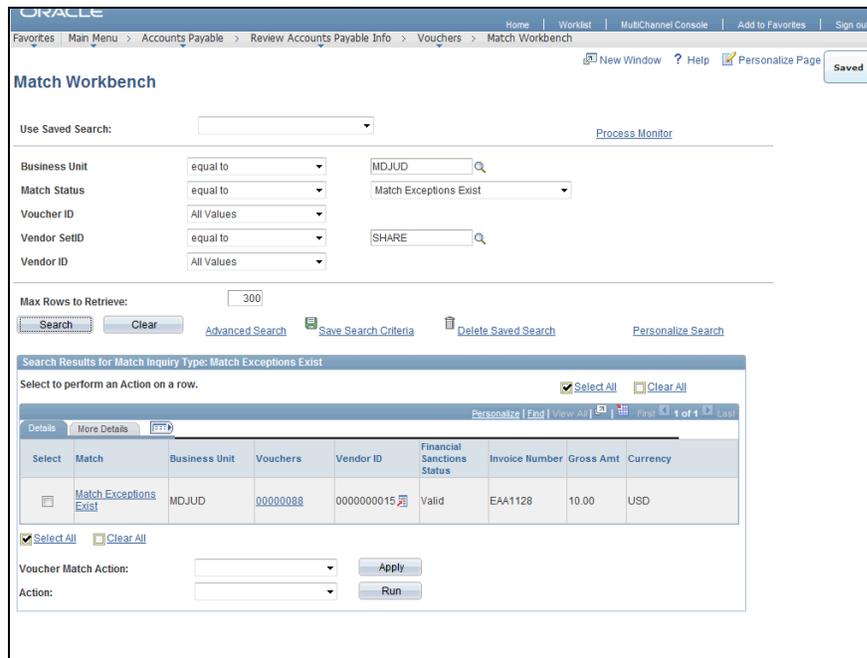
Procedure

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

Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Review Accounts Payable Info link. 
3.	Click the Vouchers link. 
4.	Click the Match Workbench link. 



Step	Action
5.	<p>The Match Workbench page displays.</p> <p>Use the Match Workbench to view a list of vouchers and match information, according to specified search criteria.</p> <p>This page and the pages accessible from it enable you to override exceptions, correct errors, initiate the Matching process, and undo matched vouchers.</p>
6.	<p>In this topic, you will view voucher that have a Match Status of "Match Exceptions Exist".</p> <p>Enter "MDJUD" into the Business Unit field.</p>
7.	<p>Click the Match Status list.</p> 
8.	<p>Click the Match Exceptions Exist list item.</p> 
9.	<p>Click the Search button.</p> 



Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit: equal to MDJUD

Match Status: equal to Match Exceptions Exist

Voucher ID: All Values

Vendor SetID: equal to SHARE

Vendor ID: All Values

Max Rows to Retrieve: 300

[Advanced Search](#) [Personalize Search](#)

Search Results for Match Inquiry Type: Match Exceptions Exist

Select to perform an Action on a row. Select All Clear All

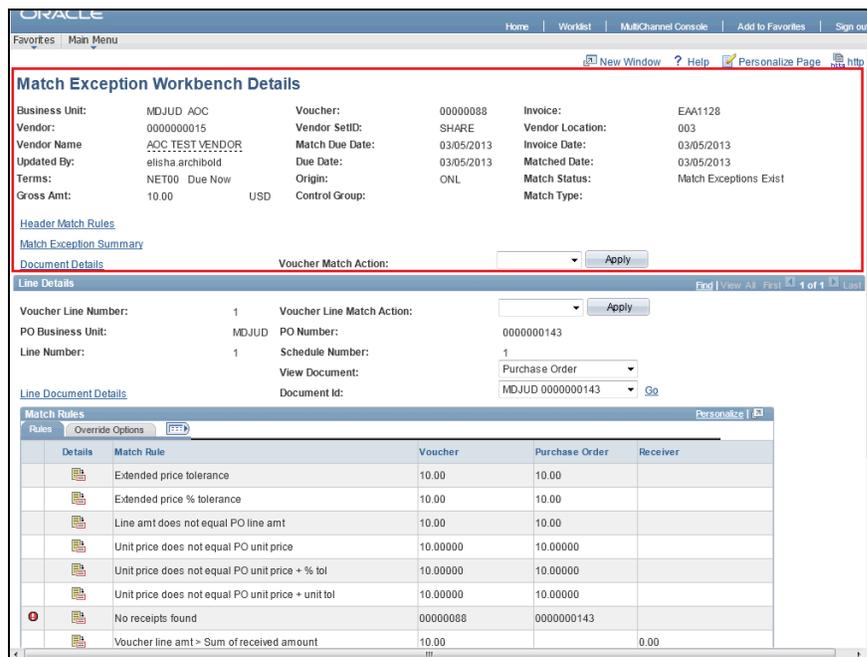
Select	Match	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input type="checkbox"/>	Match Exceptions Exist	MDJUD	000000088	0000000015	Valid	EAA1128	10.00	USD

Select All Clear All

Voucher Match Action:

Action:

Step	Action
10.	A list of vouchers that match you search criteria display.
11.	Click the Match Exceptions Exist link for a voucher you want to review.



Match Exception Workbench Details

Business Unit: MDJUD AOC Voucher: 000000088 Invoice: EAA1128

Vendor: 0000000015 Vendor SetID: SHARE Vendor Location: 003

Vendor Name: AOC TEST VENDOR Match Due Date: 03/05/2013 Invoice Date: 03/05/2013

Updated By: alisha.archibald 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:

Line Details

Voucher Line Number: 1 Voucher Line Match Action:

PO Business Unit: MDJUD PO Number: 0000000143

Line Number: 1 Schedule Number: 1

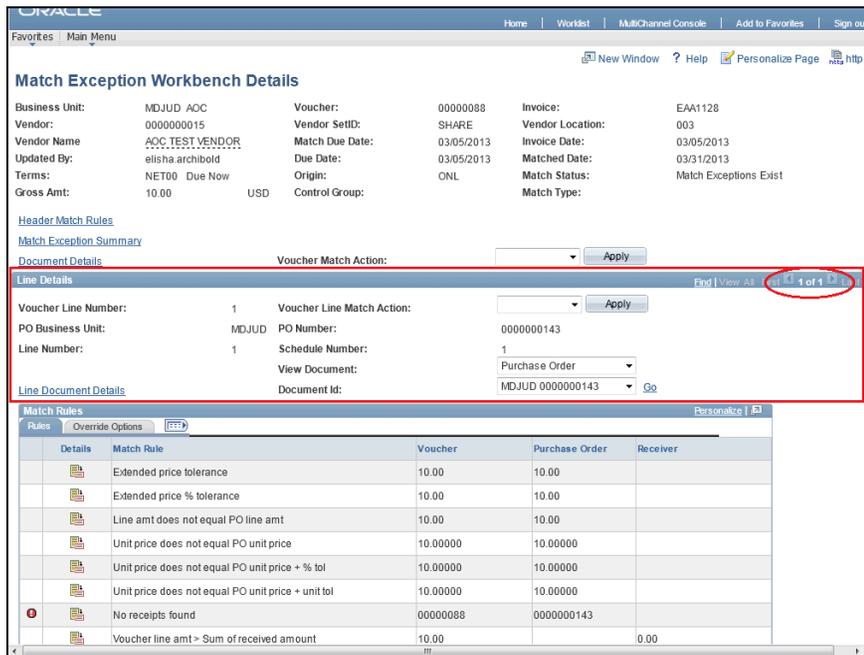
View Document:

Line Document Details Document Id: MDJUD 0000000143

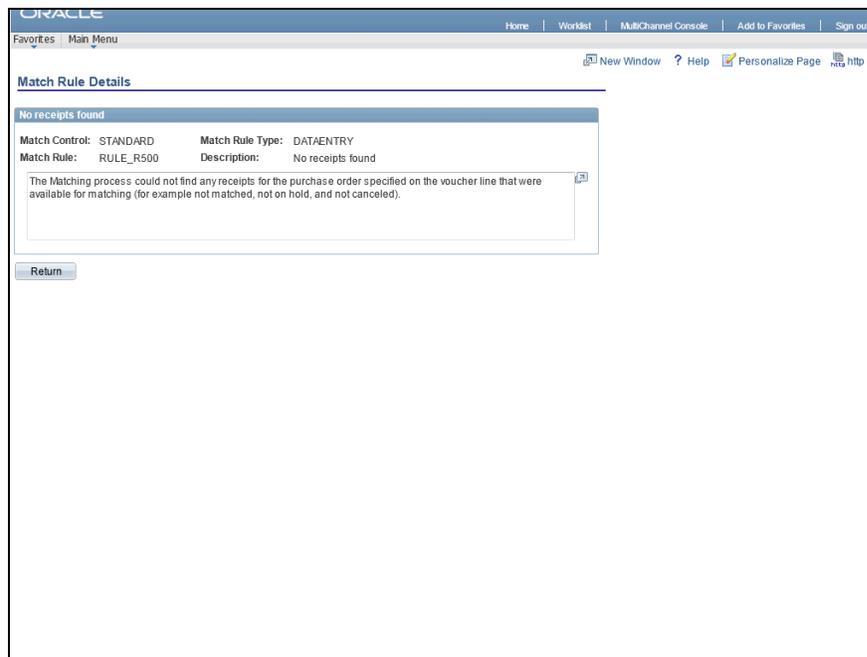
Match Rules

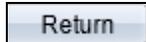
Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	10.00	10.00	
	Extended price % tolerance	10.00	10.00	
	Line amt does not equal PO line amt	10.00	10.00	
	Unit price does not equal PO unit price	10.00000	10.00000	
	Unit price does not equal PO unit price + % tol	10.00000	10.00000	
	Unit price does not equal PO unit price + unit tol	10.00000	10.00000	
	No receipts found	000000088	0000000143	
	Voucher line amt > Sum of received amount	10.00		0.00

Step	Action
12.	The Match Exception Workbench Details page displays in a new window. Voucher summary information displays at the top of the page, including Matching information such Match Status, Matched Date, and Match Type.
13.	Use the links in the top of the page to view more details. In this topic, you will use the Document Details link to view details about the referenced purchase order and PO receipt.
14.	Click the Document Details link. 
15.	The Associated Document Information page displays. 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. It also lists whether a receipt was required for the purchase order. NOTE: Use the scroll arrows or the View all link if there is more than one line with an exception.
16.	Click the Return button. 

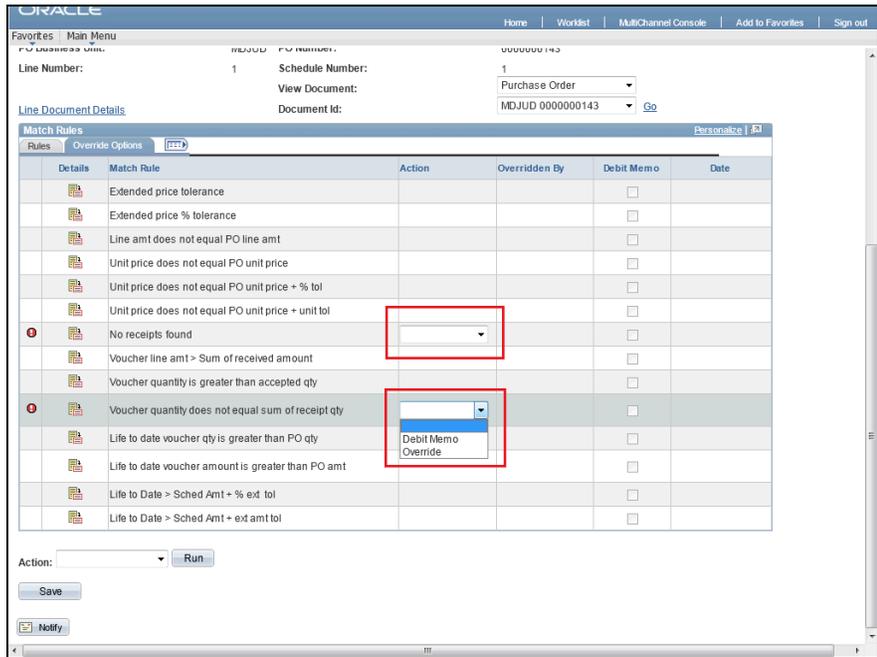


Step	Action
17.	In the Line Details section, if there is more than one voucher line with exceptions review them one at a time using the scrolling arrow button or click the View All link to view them all on one page.
18.	You can access the associated purchase order or receipt inquiry pages the View Document and Document ID drop down lists.
19.	In the Match Rules section view the match rules applied to the voucher and the exceptions that exist.
20.	Use the Details button for a match rule to view a detailed description of the match rule.
21.	A red icon with the exclamation point next to a match rule indicates that the voucher line has a match exception for that rule.
22.	Move the scroll bar downwards to view all match rule exceptions.
23.	Click a Details button to view the match a description of the match rule. 

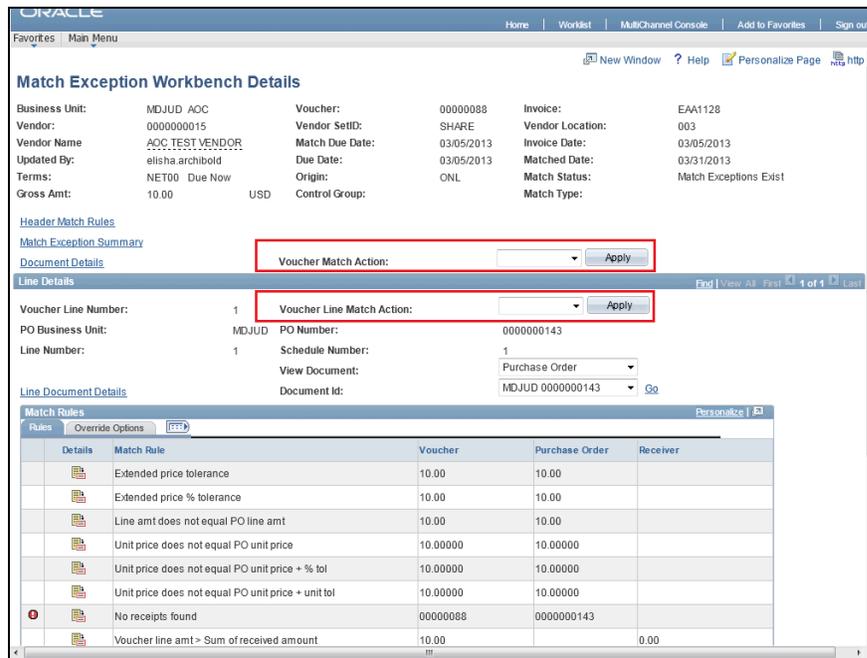


Step	Action
24.	The Match Rule Details page displays. Review the rule description, and then click the Return button. 
25.	Click the Override Options tab. 

Step	Action
26.	Determine whether modifications need to be made to the voucher, purchase order, or receipt line quantities/amounts.



Step	Action
27.	You can override individual exceptions for a voucher line, if applicable.



Match Exception Workbench Details

Business Unit: MDJUD AOC Voucher: 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: 03/31/2013
 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](#)

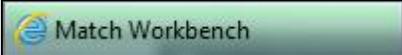
Voucher Match Action:

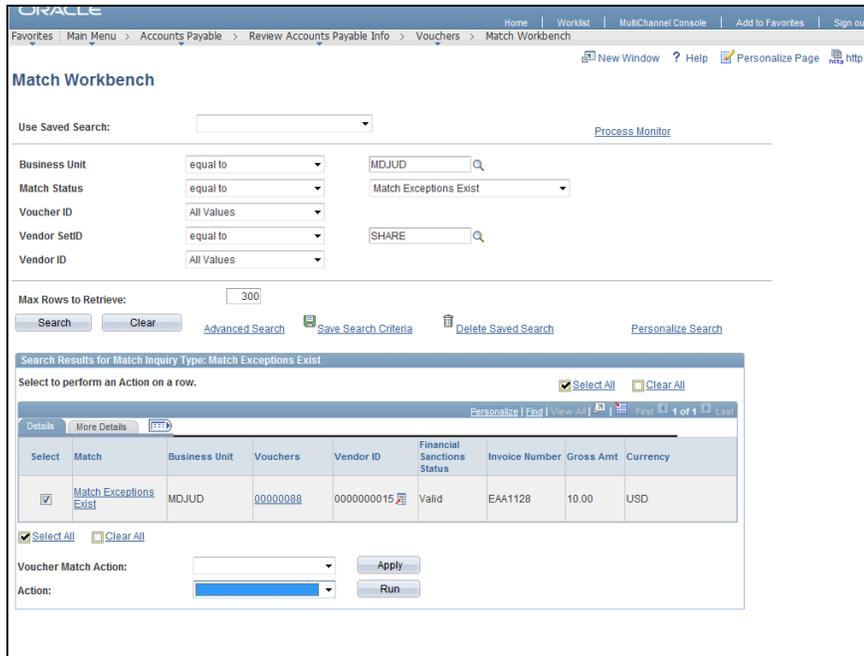
Line Details

Voucher Line Number: 1 Voucher Line Match Action:
 PO Business Unit: MDJUD PO Number: 000000143
 Line Number: 1 Schedule Number: 1
 View Document: Purchase Order
 Document ID: MDJUD 000000143

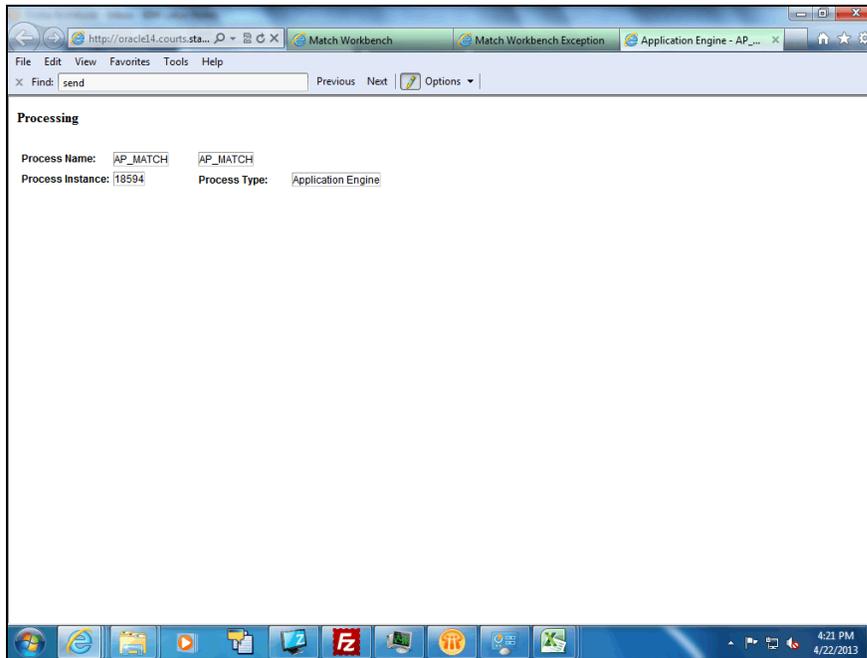
Match Rules

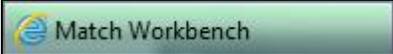
Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	10.00	10.00	
	Extended price % tolerance	10.00	10.00	
	Line amt does not equal PO line amt	10.00	10.00	
	Unit price does not equal PO unit price	10.00000	10.00000	
	Unit price does not equal PO unit price + % tol	10.00000	10.00000	
	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

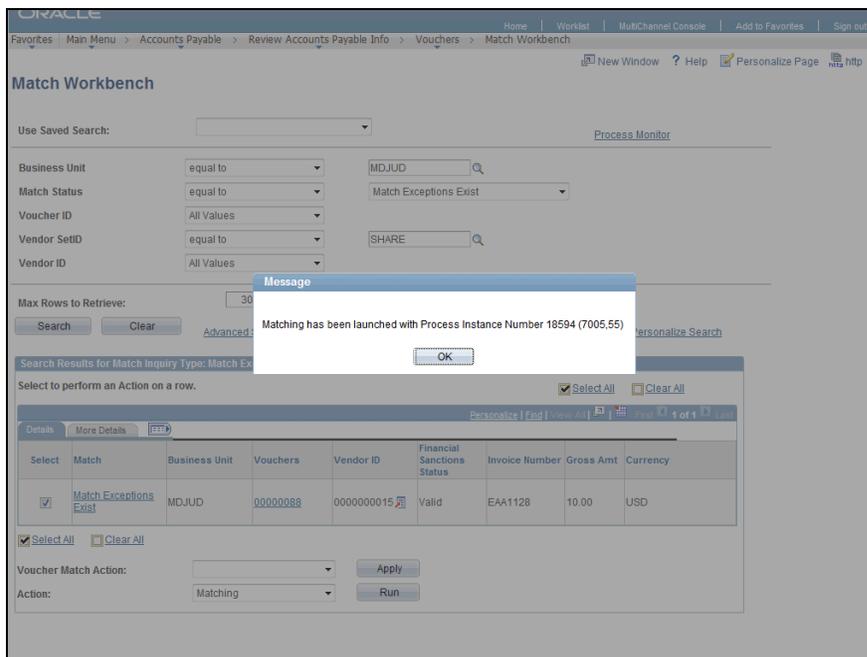
Step	Action
28.	You can also override all exceptions on a voucher (i.e., at the header level) or voucher line using the Voucher Match Action and Voucher Line Match Action drop-down lists.
29.	Upon resolving the matter, the Matching process needs to be run again to update the Match Status on the voucher. If the voucher match exception was overridden, the status changes from "Manually Overriden" to "Matched".
30.	You can run the Matching process from the Match Workbench for one or more vouchers. 



Step	Action
31.	The Match Workbench displays. Click the check box for the voucher(s) you want to run Matching. 
32.	Click the Action list. 
33.	Click the Matching list item. 
34.	Click the Run button. 



Step	Action
35.	<p>A process window opens indicating that the process has been initiated.</p> <p>Return to the Match Workbench window.</p> 



Step	Action
36.	<p>A message displays also indicating that the matching process is launched. Click the OK button.</p> 
37.	<p>The Match Workbench search page displays.</p> <p>To verify the voucher(s) match status, enter search criteria to locate and view the voucher(s).</p> <p>For example, use the Voucher ID search fields to search for one voucher or a range of vouchers or search for vouchers with a Match Status of "Matched".</p>
38.	<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 on a voucher - View the purchase order and receipt information associated with a voucher - Override match exception for a voucher or voucher lines - Review the Match Status of a voucher after running matching <p>End of Procedure.</p>

Lesson 5: Performing Exception Processing

Lesson Overview:

Once a voucher is entered and has gone through any level of processing, it may be necessary to update or correct voucher information and the related accounting entries. Some fields are not editable after processing (e.g., budget checking, matching, posting). As such, you may use error exception processing such as deleting, adjusting (including journal entries), or unposting some vouchers.

This lesson covers the concepts involved in exception processing.

Lesson Objectives:

After completing this lesson you will be familiar with:

- Entering adjustment voucher - debit/credit memos
- Entering journal vouchers
- Unposting vouchers
- Deleting vouchers

5.1 Entering Adjustment Vouchers - Debit/Credit Memos

There may be occasions when you need to make adjustments to vouchers: incorrect data entry, incorrect vendor invoice information, or failure of the vendor to provide the agreed-upon goods or services. In these circumstances, create an adjustment voucher - debit/credit memo.

After completing this topic, you will be able to:

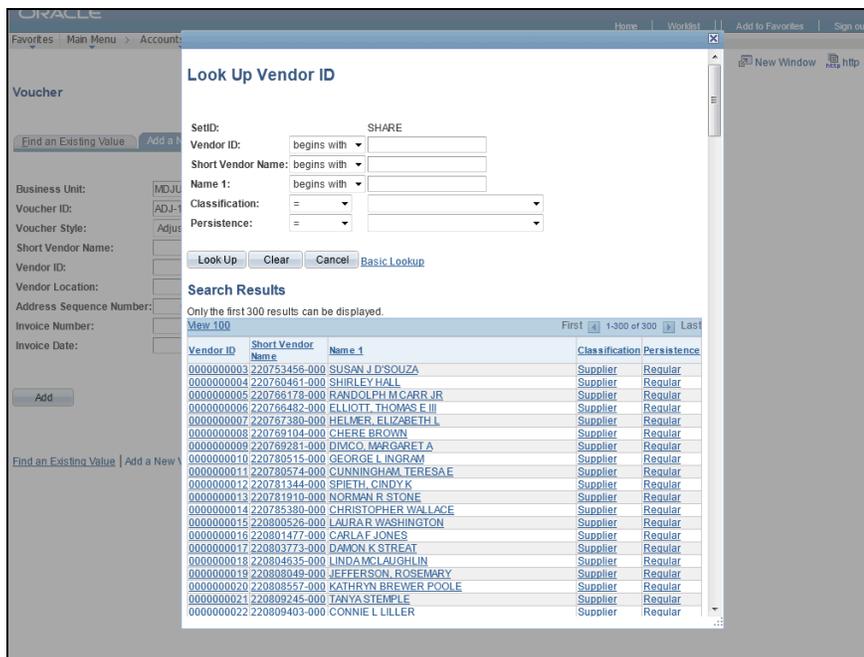
- Enter an adjustment voucher - debit/credit memo

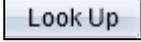
Procedure

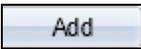
In this topic, you will enter an Adjustment Voucher.

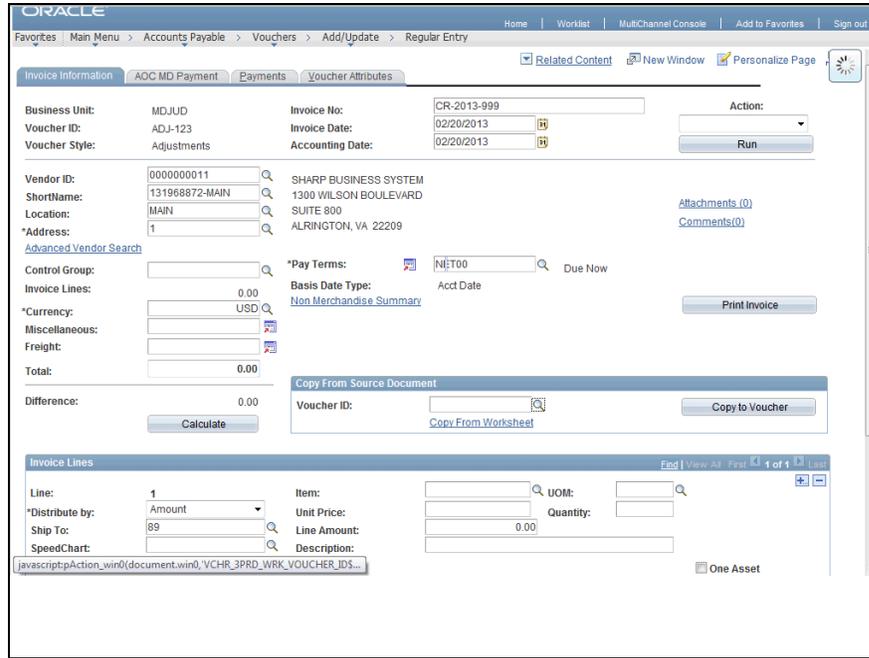
Step	Action
1.	Move the scrollbar down to the Accounts Payable link.
2.	Navigate to the Vouchers page. Click the Accounts Payable link. 
3.	Click the Vouchers link. 
4.	Click the Add/Update link. 

Step	Action
5.	Click the Regular Entry link. 
6.	Click the Voucher Style list. 
7.	Click the Adjustments list item. 
8.	Click the Look up Vendor ID button. 

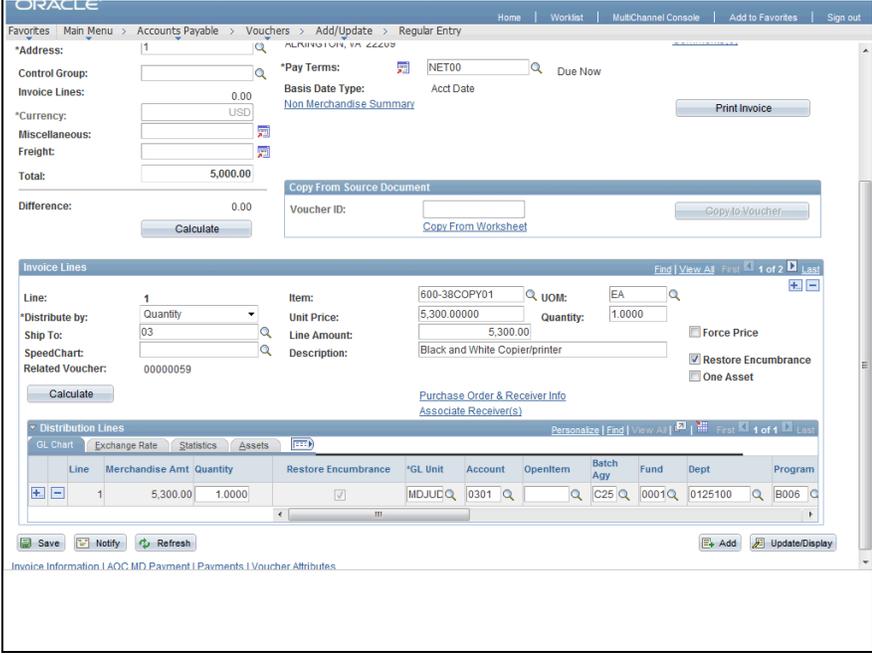


Step	Action
9.	The Look Up Vendor ID window displays. Search for a vendor by looking it by Vendor ID. For this example, enter 000005673 in the Vendor ID field. 
10.	Click the Look Up button. 
11.	Click the 000005673 link or the most appropriate link. 
12.	Enter the desired information into the Invoice Number field. Enter a valid value e.g. " CR-2013-999 ".

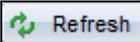
Step	Action
13.	Enter the desired information into the Invoice Date field. Enter a valid value e.g. " 03/05/2013 ".
14.	Click the Add button. 

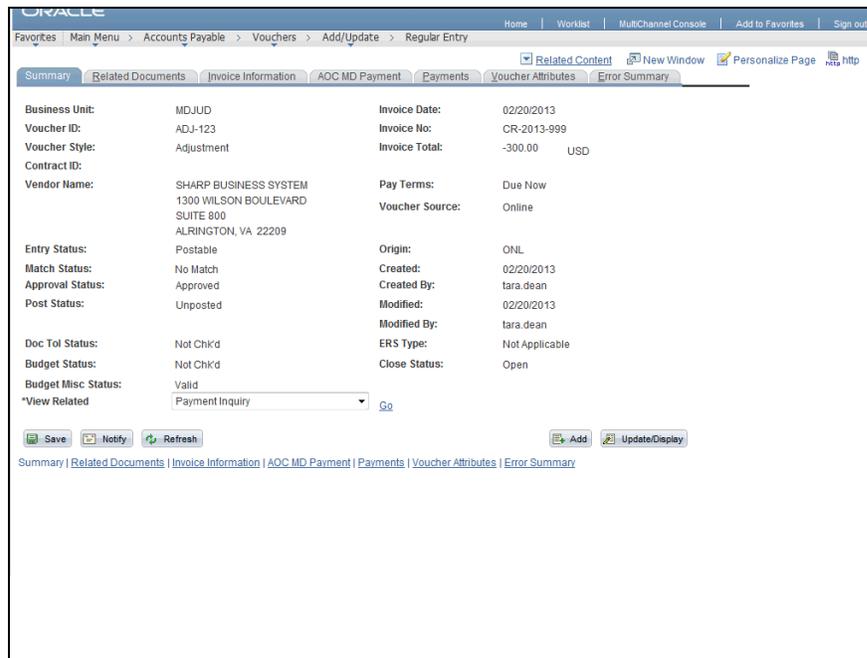


Step	Action
15.	The Voucher - Invoice Information page displays. Enter the desired information into the Voucher ID field. Enter " 0000059 ".
16.	Click the Copy to Voucher button. 



The screenshot shows the Oracle AP240 Voucher Entry interface. The 'Total' field is set to 5,000.00. The 'Line Amount' is 5,300.00. The 'Difference' is 0.00. The 'Invoice Lines' section shows a line for 'Black and White Copier/printer' with a quantity of 1.0000 and a unit price of 5,300.00000. The 'Distribution Lines' table shows a single line with a merchandise amount of 5,300.00 and a quantity of 1.0000.

Step	Action
17.	The related voucher data has been successfully loaded.
18.	<p>Now that the voucher has been copied, the adjustment must be made.</p> <p>In this example, there is a total Merchandise amount of \$5,300; while the line amount is only \$5000. The \$300 difference is manually adjusted.</p> <p>Enter the desired information into the Total field. Enter a valid value e.g. "-300".</p>
19.	Enter the desired information into the Line Amount field. Enter "-300" .
20.	<p>Click the Refresh button.</p> 
21.	Your adjustment has balanced, when the Difference total is 0.00.
22.	Click the Save button.



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

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

Related Content | New Window | Personalize Page | http

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

Business Unit: MDJUD Invoice Date: 02/20/2013
 Voucher ID: ADJ-123 Invoice No: CR-2013-999
 Voucher Style: Adjustment Invoice Total: -300.00 USD
 Contract ID:
 Vendor Name: SHARP BUSINESS SYSTEM Pay Terms: Due Now
 1300 WILSON BOULEVARD Voucher Source: Online
 SUITE 800
 ALRINGTON, VA 22209
 Entry Status: Postable Origin: ONL
 Match Status: No Match Created: 02/20/2013
 Approval Status: Approved Created By: tara.dean
 Post Status: Unposted Modified: 02/20/2013
 Modified By: tara.dean
 Doc Tol Status: Not Chk'd ERS Type: Not Applicable
 Budget Status: Not Chk'd Close Status: Open
 Budget Misc Status: Valid
 *View Related Payment Inquiry Go

Save | Notify | Refresh | Add | Update/Display

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

Step	Action
23.	The system assigns a voucher ID.
24.	<p>You have successfully completed the <i>Entering Adjustment Vouchers - Debit/Credit Memos</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Create an adjustment voucher <p>End of Procedure.</p>

5.2 Entering Journal Vouchers

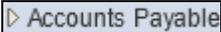
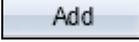
It is not unusual for a business to post and pay a voucher and then discover that the voucher was posted to the incorrect general ledger account. A **journal voucher** can be created to reverse the amount from one account and add it to another without unposting the voucher and payment. The result is a journal voucher with zero balance.

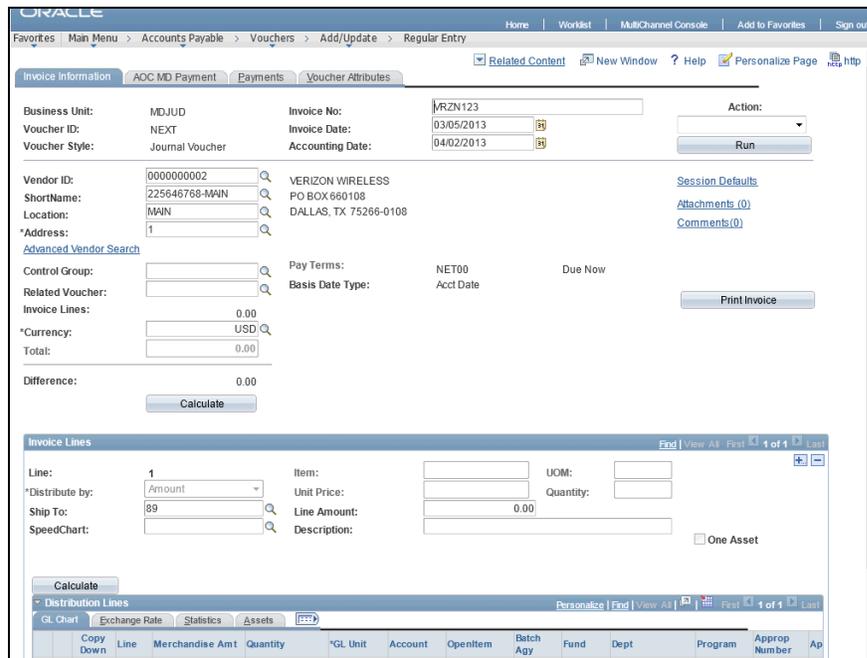
After completing this topic, you will be able to:

- Enter a journal voucher

Procedure

In this topic, you will enter a journal voucher.

Step	Action
1.	Move the scrollbar down to the Accounts Payable link.
2.	Navigate to the Vouchers page. Click the Accounts Payable link. 
3.	Click the Vouchers link. 
4.	Click the Add/Update link. 
5.	Click the Regular Entry link. 
6.	Click the Voucher Style list. 
7.	Click the Journal Voucher list item. 
8.	Click the Look up Vendor ID (Alt+5) button. 
9.	Click the VERIZON WIRELESS link. 
10.	Enter the desired information into the Invoice Number field. Enter " VRZN_123 ".
11.	Enter the desired information into the Invoice Date field. Enter " 03/05/2013 ".
12.	Click the Add button. 



Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Business Unit: MDJUD | Invoice No: VRZN123 | Action: [Dropdown]
 Voucher ID: NEXT | Invoice Date: 03/05/2013
 Voucher Style: Journal Voucher | Accounting Date: 04/02/2013 | Run

Vendor ID: 000000002 | Vendor Name: VERIZON WIRELESS
 Short Name: 225646768-MAIN | PO BOX 660108
 Location: MAIN | DALLAS, TX 75266-0108
 Address: 1

Control Group: [Field] | Pay Terms: NET00 | Due Now
 Related Voucher: [Field] | Basis Date Type: Acct Date | Print Invoice

Invoice Lines: 0.00
 *Currency: USD
 Total: 0.00
 Difference: 0.00 | Calculate

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

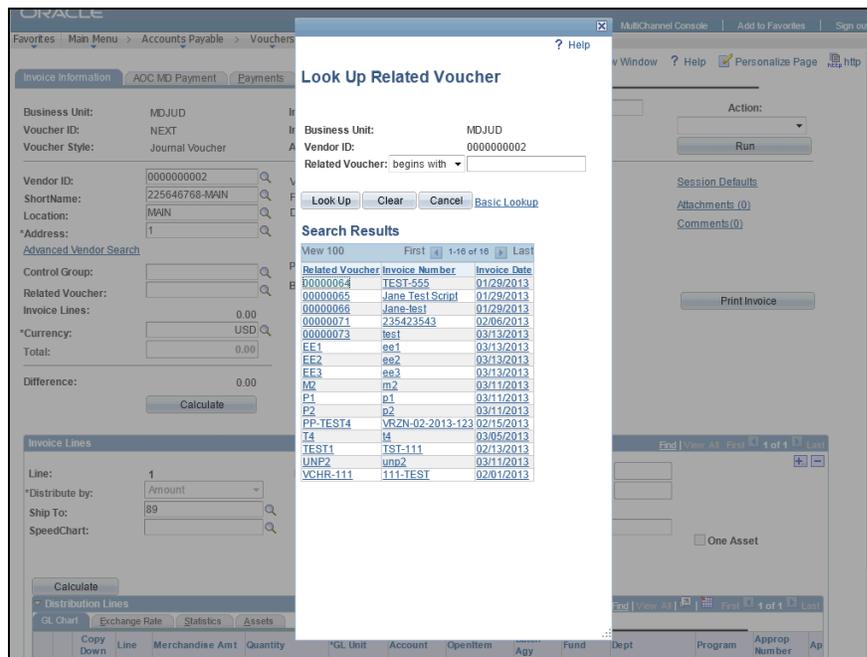
Line: 1 | Item: [Field] | UOM: [Field]
 *Distribute by: Amount | Unit Price: [Field] | Quantity: [Field]
 Ship To: 89 | Line Amount: 0.00
 SpeedChart: [Field] | Description: [Field] | One Asset

Calculate | Distribution Lines | Personalize | Find | View All | First | 1 of 1 | Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept	Program	Approp Number	Ap
-----------	------	-----------------	----------	----------	---------	----------	-----------	------	------	---------	---------------	----

Step	Action
13.	Click the Look up Related Voucher (Alt+5) button. 



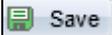
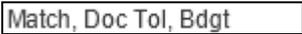
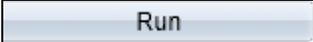
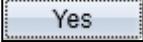
Look Up Related Voucher

Business Unit: MDJUD
 Vendor ID: 000000002
 Related Voucher: begins with [Field]

Look Up | Clear | Cancel | Basic Lookup

Search Results
 View 100 | First | 1-16 of 16 | Last

Related Voucher	Invoice Number	Invoice Date
00000064	TEST-555	01/29/2013
00000065	Jane-Test Script	01/29/2013
00000066	Jane-test	01/29/2013
00000071	235423543	02/06/2013
00000073	ee1	03/13/2013
EE1	ee1	03/13/2013
EE2	ee2	03/13/2013
EE3	ee3	03/13/2013
M2	m2	03/11/2013
P1	p1	03/11/2013
P2	p2	03/11/2013
PP-TEST4	VRZN-02-2013-123	02/15/2013
T4	t4	03/05/2013
TEST1	TST-111	02/13/2013
UNP2	unp2	03/11/2013
VCHR-111	111-TEST	02/01/2013

Step	Action
14.	Click the EE3 link. 
15.	Scroll down to the Distribution Lines table.
16.	Enter the desired information into the Account field. Enter " 0891 ".
17.	Move the scrollbar to the right to display the PCA field. 
18.	Enter the desired information into the PCA field. Enter " 60091 ".
19.	Click the Save button. 
20.	Click the Action list. 
21.	Click the Match, Doc Tol, Bdgt list item. 
22.	Click the Run button. 
23.	Click the Yes button. 
24.	Click the Summary tab. 
25.	You have successfully completed the <i>Entering Journal Vouchers</i> topic. You have learned how to: - Enter a journal voucher End of Procedure.

5.3 Unposting Vouchers

Vouchers cannot be modified once they have been posted or once they have been assigned to a "Verified" control group. If modifications are needed on a voucher that has already been posted, you can unpost the voucher if it has not been selected for payment.

Considerations

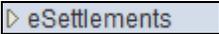
- You cannot unpost a voucher if it has been selected for payment
- If applicable, you must change the status of a control group to update voucher information

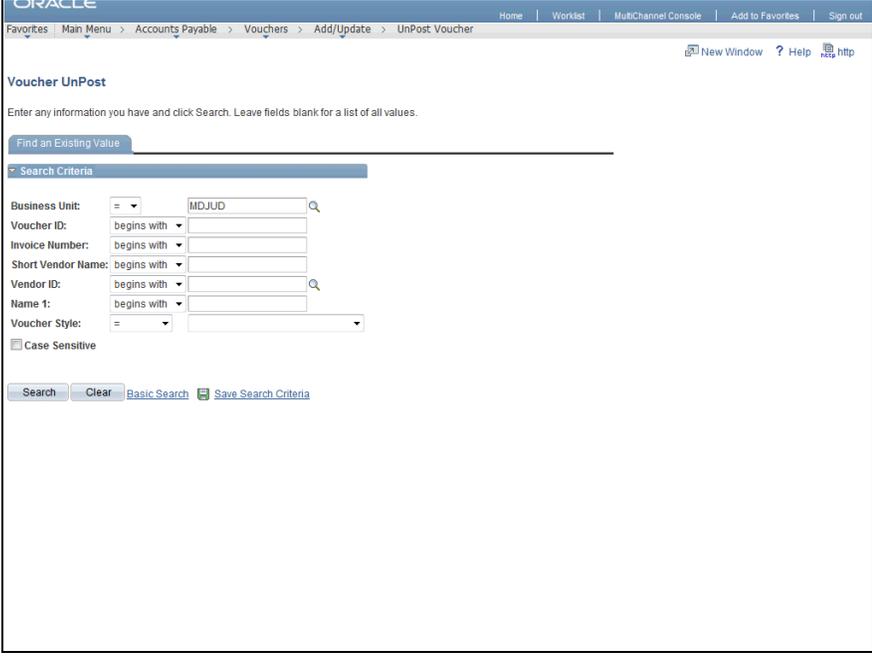
After completing this topic, you will be able to:

- Unpost a voucher
- Verify the Post Status of a voucher

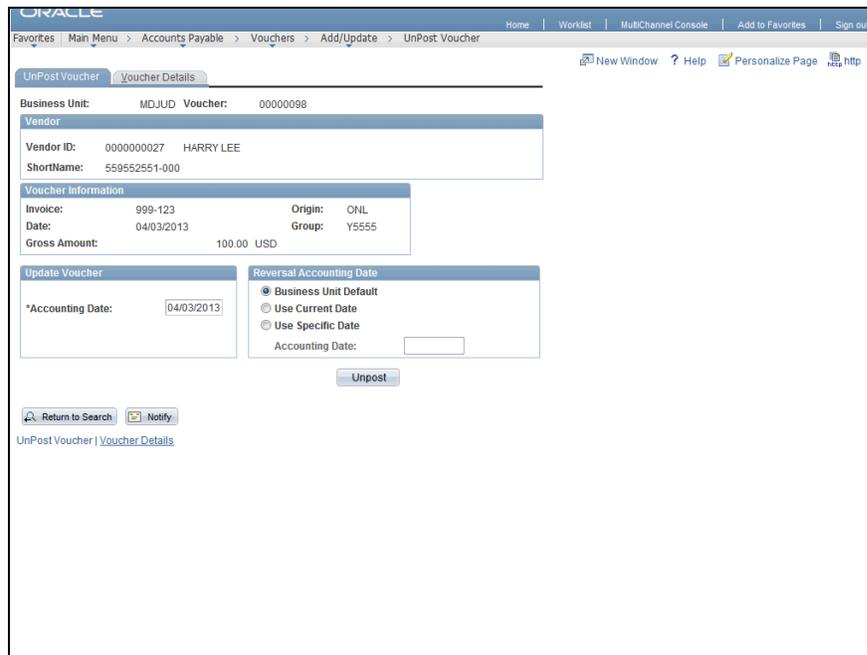
Procedure

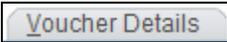
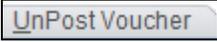
In this topic, you will unpost the voucher and then verify the post status of the voucher.

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



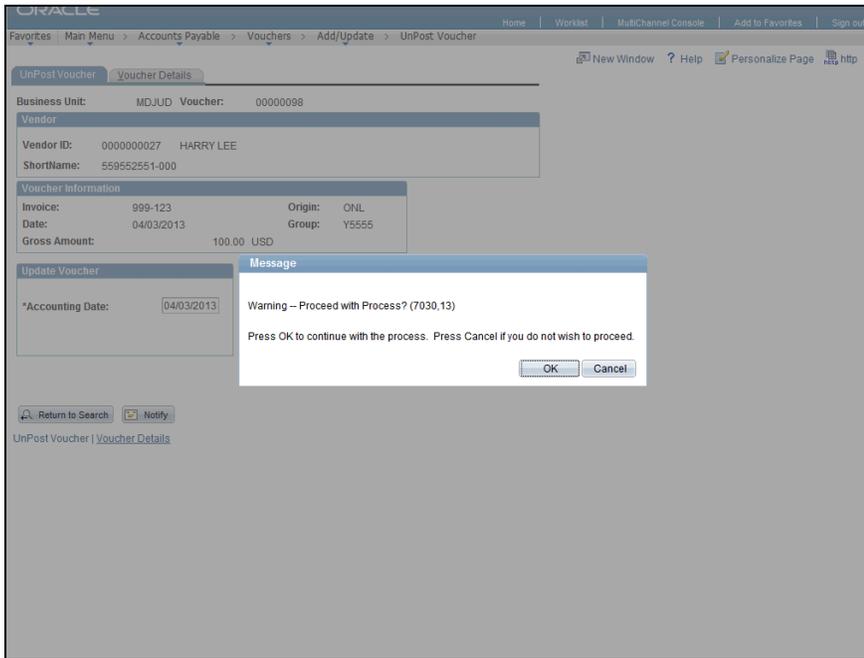
Step	Action
5.	The Voucher Unpost search page displays. Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known.
6.	Click the Search button. NOTE: When you enter the full voucher ID or invoice number you are directed to the UnPost Voucher page. 
7.	Click a voucher ID link. 

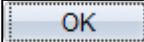


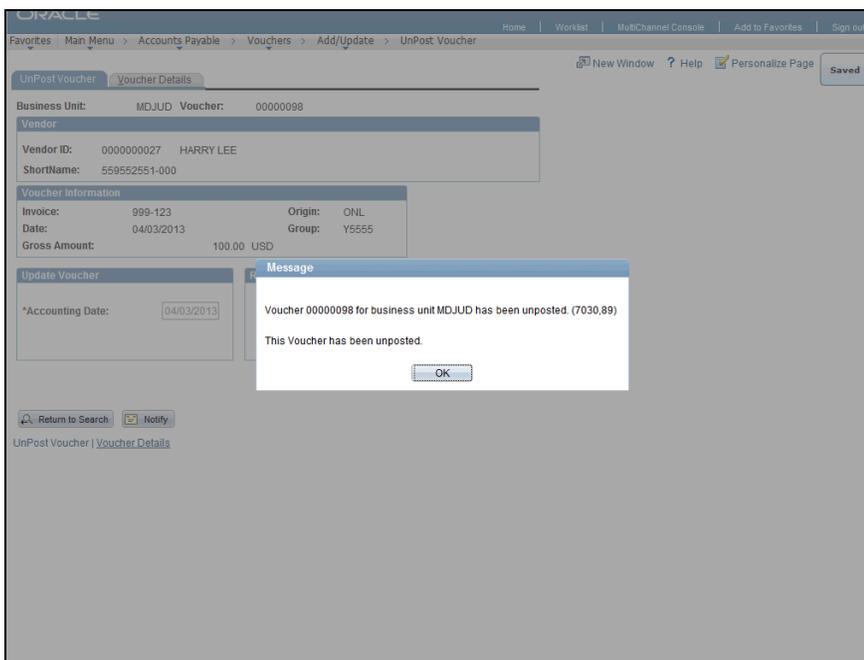
Step	Action
8.	The UnPost Voucher page displays. Summary voucher information displays including: <ul style="list-style-type: none"> - Vendor name, vendor ID, and ShortName - Invoice number, invoice date, gross amount - voucher origin - Control Group ID - Accounting Date
9.	To view voucher details, click the Voucher Details tab. 
10.	The Voucher Details page displays. You can access additional vendor details, if desired, using the Go to Address link in the Vendor section. Other voucher details, such as the payment terms and schedule payment Due Date display.
11.	Click the UnPost Voucher tab. 
12.	The UnPost Voucher page displays. To unpost the voucher, click the Unpost button. 

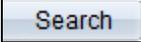
Training Guide

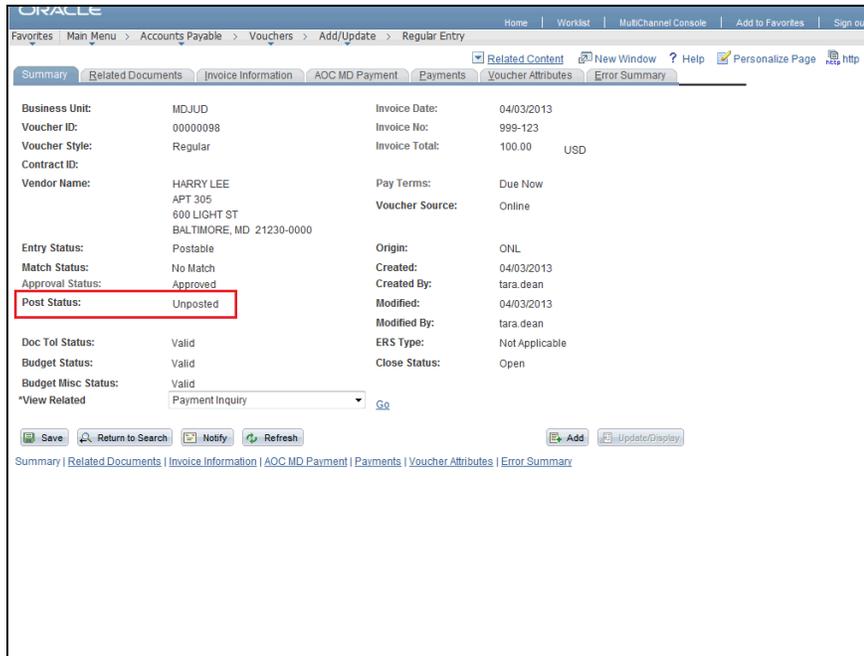
AP240 Managing Vouchers

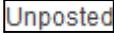
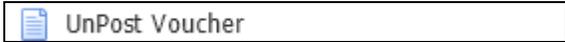
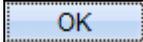
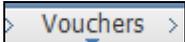


Step	Action
13.	<p>A confirmation message displays to confirm your action.</p> <p>Click the OK button to proceed.</p> 

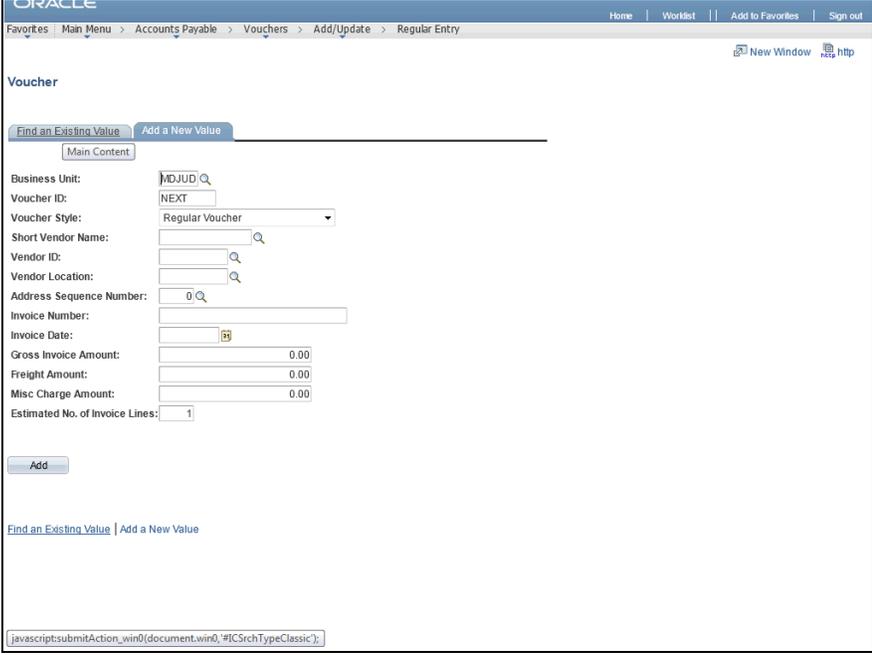


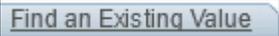
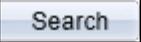
Step	Action
14.	<p>Another message displays to confirm that the voucher has been unposted.</p> <p>Click the OK button.</p> 
15.	<p>To verify the Post Status of the voucher, navigate to the Voucher component.</p> <p>Click the Vouchers drop-down menu button.</p> 
16.	<p>Click the Add/Update menu.</p> 
17.	<p>Click the Regular Entry menu.</p> 
18.	<p>The Voucher - Add a New Value page displays.</p> <p>Click the Find an Existing Value tab.</p> 
19.	<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>
20.	<p>Click the Search button.</p> 
21.	<p>Click the voucher link for the voucher that you want to view.</p> 

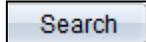
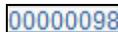
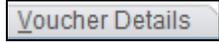
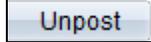
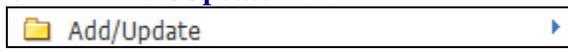
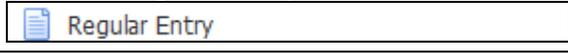
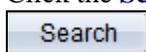
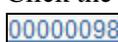


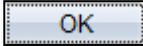
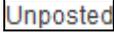
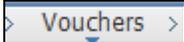
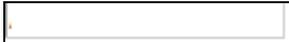
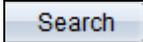
Step	Action
22.	The voucher Summary page displays. Verify that the voucher's Post Status is "Unposted".
23.	You can make updates to the voucher if it is not assigned to a "Verified" control group.
24.	Click the Unposted object. 
25.	Click the Add/Update menu. 
26.	Click the UnPost Voucher menu. 
27.	Note your Voucher ID has automatically defaulted into the Voucher ID search field.
28.	Click the ' Search ' field.
29.	Verify the Voucher information, and click the Unpost button.
30.	Click the OK button. 
31.	Click the Vouchers menu. 
32.	Click the Add/Update link. 

Step	Action
33.	The Voucher Enter the Voucher ID into the Voucher ID field. <input data-bbox="440 386 727 432" type="text"/>
34.	Click the Search button. <input data-bbox="440 478 581 522" type="button" value="Search"/>
35.	The voucher is now in an Unposted status. <input data-bbox="440 573 574 611" type="button" value="Unposted"/>
36.	Click the Accounts Payable link. <input data-bbox="440 663 662 695" type="button" value="▶ Accounts Payable"/>
37.	Click the scrollbar.
38.	Click the Accounts Payable link. <input data-bbox="440 791 662 823" type="button" value="▶ Accounts Payable"/>
39.	Click the Batch Processes link. <input data-bbox="440 873 641 905" type="button" value="Batch Processes"/>
40.	Click the Vouchers link. <input data-bbox="440 955 553 987" type="button" value="Vouchers"/>
41.	Click the Vouchers link. <input data-bbox="440 1037 553 1068" type="button" value="Vouchers"/>
42.	Click the Add/Update link. <input data-bbox="440 1119 574 1150" type="button" value="Add/Update"/>
43.	Click the Regular Entry link. <input data-bbox="440 1201 597 1232" type="button" value="Regular Entry"/>



Step	Action
44.	The Voucher - Add New Value page displays. Click the Find an Existing Value tab. 
45.	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.
46.	Click the Search button. NOTE: When you enter the full voucher ID or invoice number, you are directed to the voucher Summary page. 
47.	The voucher Summary page displays, The Post Status of the voucher is "Posted".
48.	Now, you will unpost the voucher 
49.	Click the Home link. 
50.	Click the scrollbar.
51.	Click the Accounts Payable link. 

Step	Action
52.	Click the Vouchers link. 
53.	Click the Add/Update link. 
54.	Click the UnPost Voucher link. 
55.	Enter the desired information into the Voucher ID field. Enter "%98".
56.	Click the Search button. 
57.	Click the 00000098 link. 
58.	Click the Voucher Details tab. 
59.	Click the UnPost Voucher tab. 
60.	Click the Unpost button. 
61.	Click the OK button. 
62.	Click the OK button. 
63.	Click the Vouchers button. 
64.	Click the Add/Update menu. 
65.	Click the Regular Entry menu. 
66.	Click the Find an Existing Value tab. 
67.	Click the Business Unit object.
68.	Enter the desired information into the Voucher ID field. Enter "%98".
69.	Click the Search button. 
70.	Click the 00000098 link. 

Step	Action
71.	Click the OK button. 
72.	Click the Unposted object. 
73.	Click the Add/Update menu. 
74.	Click the UnPost Voucher menu. 
75.	Note your Voucher ID has automatically defaulted into the Voucher ID search field.
76.	Click the ' Search ' field.
77.	Verify the Voucher information, and click the Unpost button.
78.	Click the OK button. 
79.	Click the Vouchers menu. 
80.	Click the Add/Update link. 
81.	The Voucher Enter the Voucher ID into the Voucher ID field. 
82.	Click the Search button. 
83.	The voucher is now in an Unposted status. 
84.	You have successfully completed the <i>Unposting Vouchers</i> topic. You have learned how to: - Unpost a voucher - Verify the Post Status of a voucher after unposting the voucher End of Procedure.

5.4 Deleting a Voucher

When a voucher is deleted, it is no longer available for viewing, processing, or for use by any users on the system. However, the record of the voucher still exists as an audit trail. If the voucher was entered as a manual payment, the payment remains and can be applied to other vouchers for the vendor.

Before deleting a voucher, you can review details for the voucher on the **Voucher Details** page, within the same page group, before saving the information on the **Delete Voucher** page.

Considerations

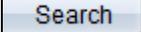
- You cannot delete a voucher with a Match Status of "Matched". If appropriate, unmatch the voucher first and then delete.
- You cannot delete a voucher that has been posted or that has been selected for payment.

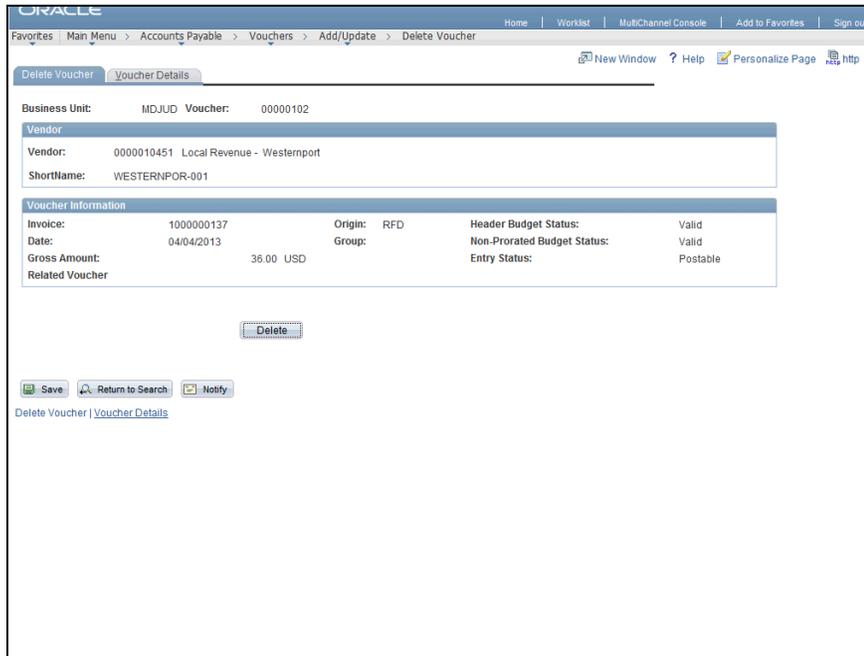
After completing this topic, you will be able to:

- Delete a voucher

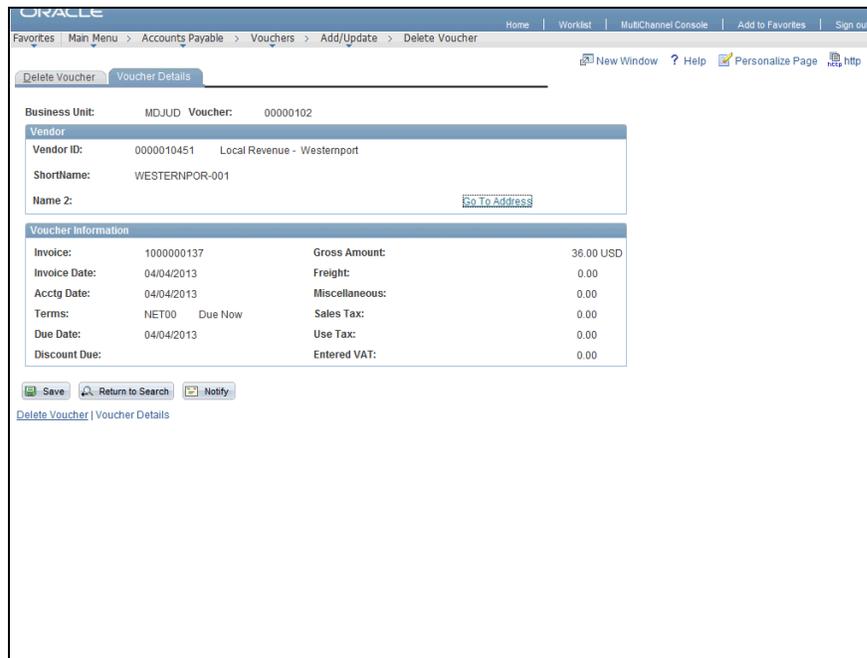
Procedure

In this topic, you will learn how to delete a voucher.

Step	Action
1.	Click the scrollbar.
2.	Click the Accounts Payable link. 
3.	Click the Vouchers link. 
4.	Click the Delete Voucher link. 
5.	The Voucher Delete search page displays. Enter search criteria to narrow your results. Enter the voucher ID, if known.
6.	Click the Search button. NOTE: When you enter the full voucher ID or invoice number you are directed to the Delete Voucher page. 
7.	Click the voucher ID for the voucher you want to delete. 



Step	Action
8.	<p>The Delete Voucher page displays.</p> <p>Summary voucher information displays including:</p> <ul style="list-style-type: none"> - Vendor name, vendor ID, and ShortName - Invoice number, invoice date, gross amount - Related voucher - Voucher origin - Control Group ID - Header Budget Status - Entry Status
9.	<p>To view voucher details, click the Voucher Details tab.</p> <p></p>



Business Unit: MDJUD Voucher: 00000102

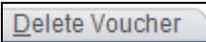
Vendor

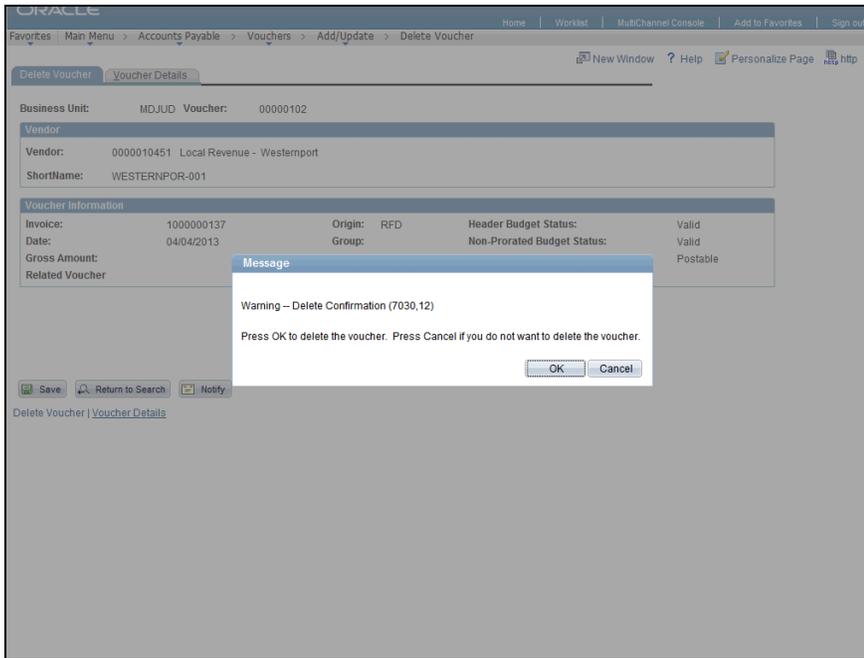
Vendor ID: 0000010451 Local Revenue - Westernport
ShortName: WESTERNPOR-001
Name 2: [Go To Address](#)

Voucher Information

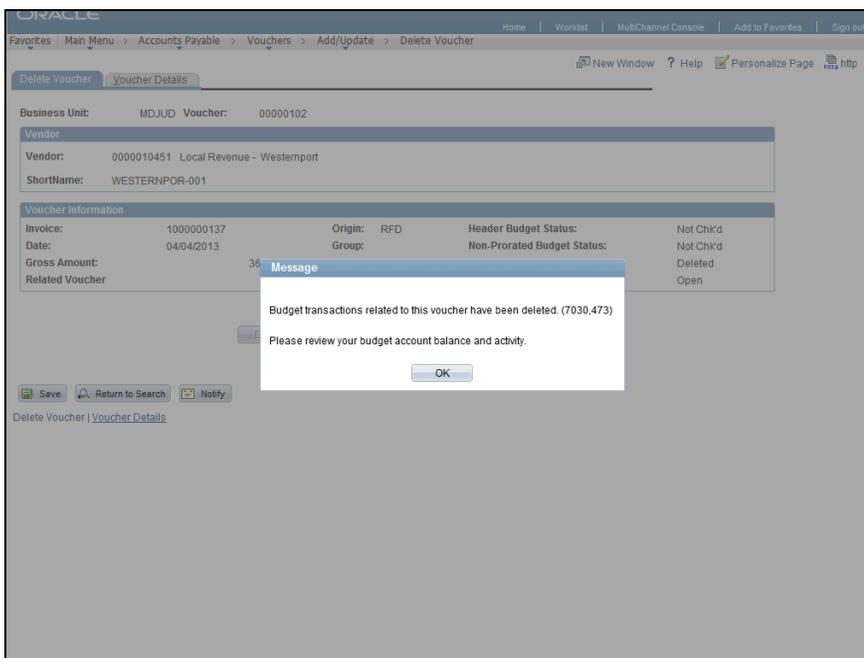
Invoice:	1000000137	Gross Amount:	36.00 USD
Invoice Date:	04/04/2013	Freight:	0.00
Acctg Date:	04/04/2013	Miscellaneous:	0.00
Terms:	NET00 Due Now	Sales Tax:	0.00
Due Date:	04/04/2013	Use Tax:	0.00
Discount Due:		Entered VAT:	0.00

Save Return to Search Notify

Step	Action
10.	<p>The Voucher Details page displays.</p> <p>You can access additional vendor details, if desired, using the Go to Address link in the Vendor section.</p> <p>Other voucher details, such as the payment terms and schedule payment Due Date display.</p>
11.	<p>Click the Delete Voucher tab.</p> 
12.	<p>The Delete Voucher page displays.</p> <p>Click the Delete button.</p> 



Step	Action
13.	<p>A confirmation message displays to confirm your action.</p> <p>Click the OK button to proceed.</p> 



Step	Action
14.	<p>If the voucher was budget checked another message displays indicating that the budget transactions related to the voucher have been deleted.</p> <p>Click the OK button.</p> 
15.	<p>You have successfully completed the <i>Deleting a Voucher</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Delete a voucher <p>End of Procedure.</p>

Lesson 6: Managing Voucher Control Groups

Lesson Overview:

Control groups allow you to batch vouchers together for processing. Control groups must be balanced before any of the vouchers within that group are paid or posted.

In this lesson, you will review how to create a control group and assign vouchers to a control group. You will also learn how to process and manage a control group after it has been updated.

Lesson Objectives:

After completing this lesson, you will be able to:

- Create a voucher control group and assign it to the Appropriate DBF user
- Select vouchers for a control group, review, and update selected vouchers
- Run the Control Group Register Report
- Post voucher control groups
- Delete control groups

6.1 Creating Voucher Control Groups

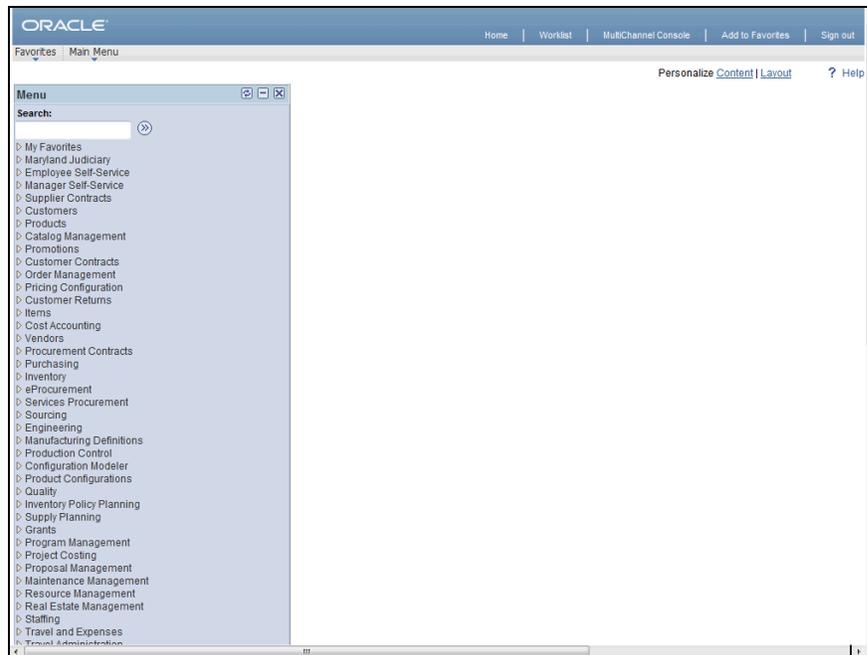
After completing this topic, you will be able to:

- Create a control group
- Assign a DBF user to a control group

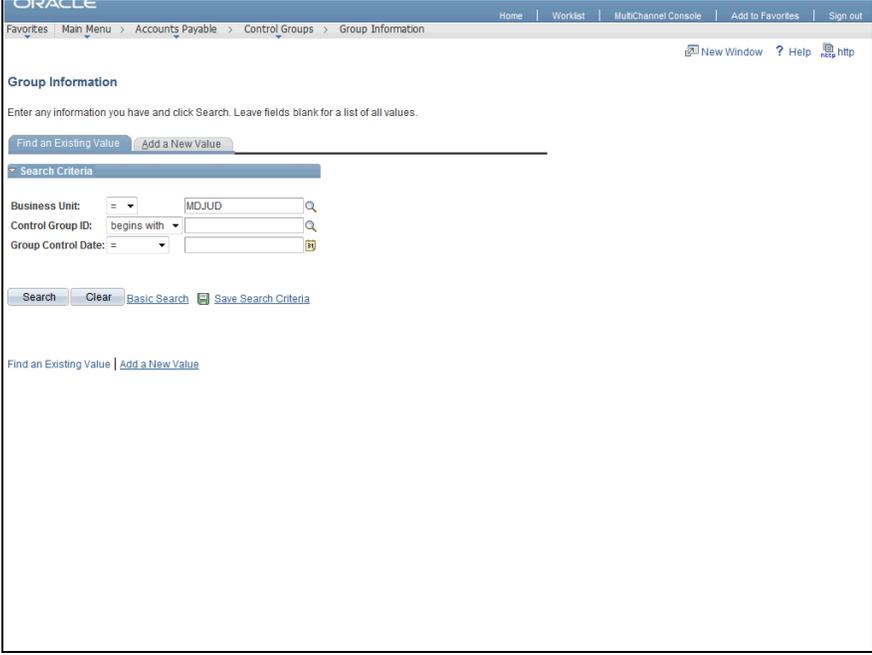
Procedure

In this topic, you will:

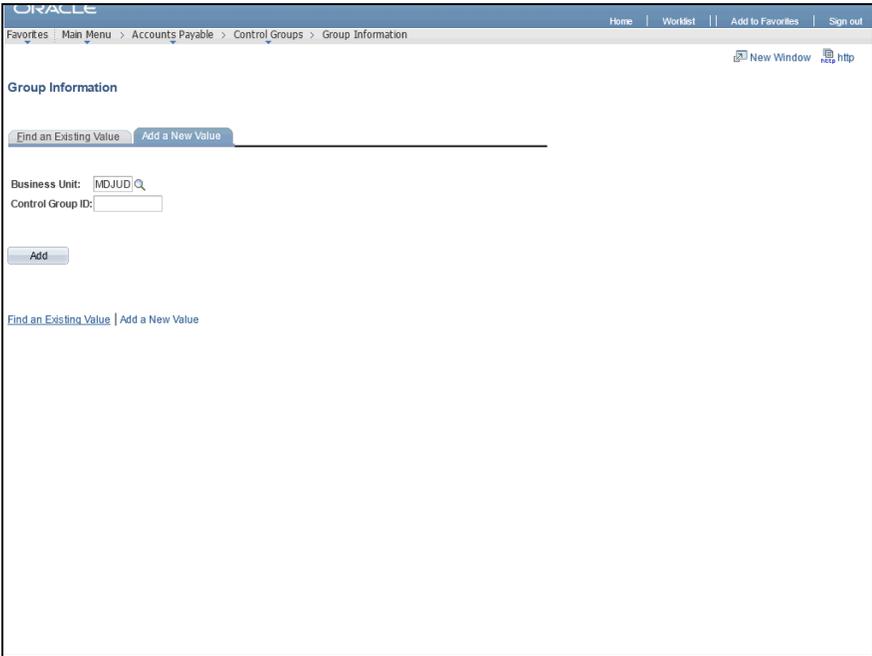
- Create a voucher Control group
- Enter a the control group description based on the document type and four-digit group number
- Assign a Document Prefix Type to be used in the Archive Reference Number
- Assign an AP Supervisor to a control group



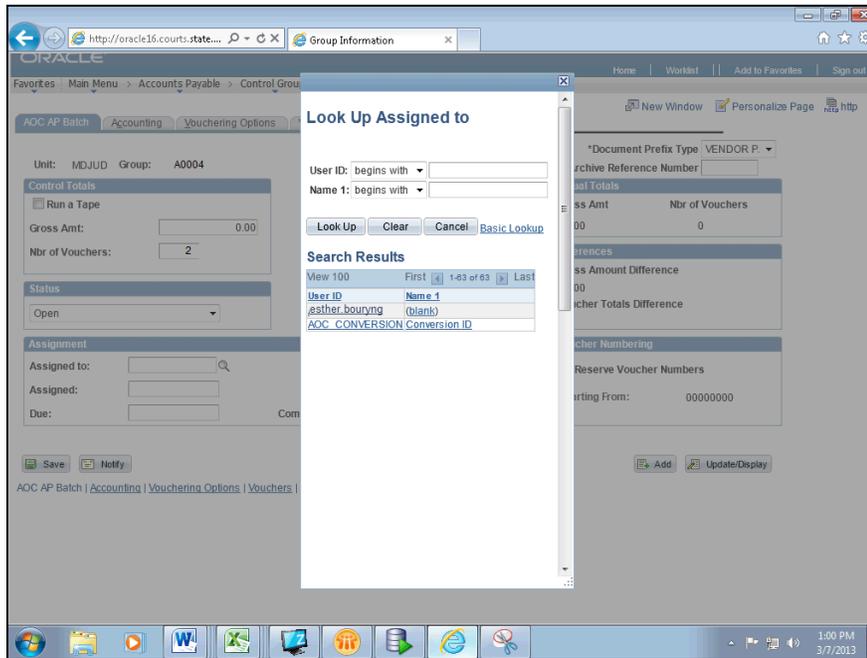
Step	Action
1.	Click the scrollbar.
2.	Click the Accounts Payable link. 
3.	Click the Control Groups link. 
4.	Click the Group Information link. 



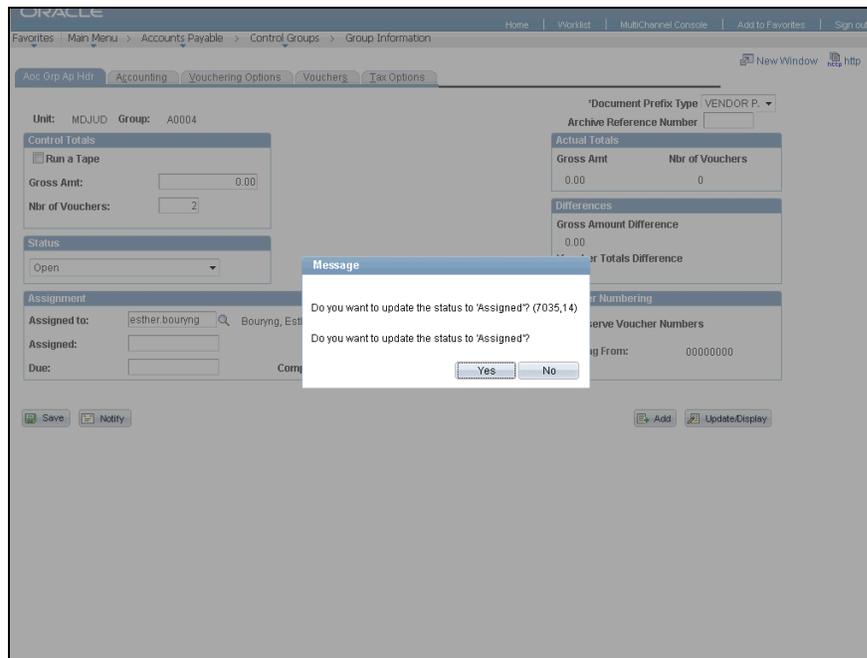
Step	Action
5.	<p>The Group Information search page displays.</p> <p>To add a new control group, click the Add a New Value tab.</p> <div data-bbox="344 1075 586 1115" style="border: 1px solid black; padding: 2px; display: inline-block;">Add a New Value</div>



Step	Action
6.	<p>The Group Information - Add a New Value page displays.</p> <p>Verify the Business Unit field displays "MDJUD".</p>
7.	<p>Enter the control group ID into the Control Group ID field using the appropriate Document Type prefix (i.e., A, D, C, R, T, or N) and the respective four digit group number.</p> <p>For example, enter "A0004".</p>
8.	<p>Click the 'Add' button.</p> 
9.	<p>The AOC Group AP Header page displays.</p>
10.	<p>Enter any number into the Nbr of Vouchers field.</p> <p>NOTE: The number entered into this field is updated when vouchers are assigned to the control group.</p>
11.	<p>Select a Document Prefix Type. The document prefix indicates the type of vouchers being processed in the control group.</p> <p>Click the Document Prefix Type list.</p> 
12.	<p>Double-click the Archive Reference Number list item.</p> 
13.	<p>Identify the assignee to the control group. The assignee is the DBF AP Supervisor who will add the vouchers to the Control Group.</p> <p>Click the Look up Assigned to button.</p> 



Step	Action
14.	<p>The Look Up Assigned To window displays.</p> <p>Click the User ID link of the AP Supervisor.</p> <p>esther.bouryng</p>
15.	<p>Click the Save button.</p> <p> Save</p>



Step	Action
16.	<p>A message displays to confirm that you want to update the status of the control group to "Assigned".</p> <p>Click the Yes button.</p> 
17.	<p>The AOC Group AP Header page displays.</p> <p>The Status is updated to "Assigned". The Assigned and Due fields update with the respective date and time stamps.</p>
18.	<p>You have successfully completed the <i>Creating Voucher Control Groups</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Create a voucher Control group - Enter a the control group description based on the document type and four-digit group number - Assign a Document Prefix Type to be used in the Archive Reference Number - Assign an AP Supervisor to a control group <p>End of Procedure.</p>

6.2 Selecting Vouchers for a Control Group

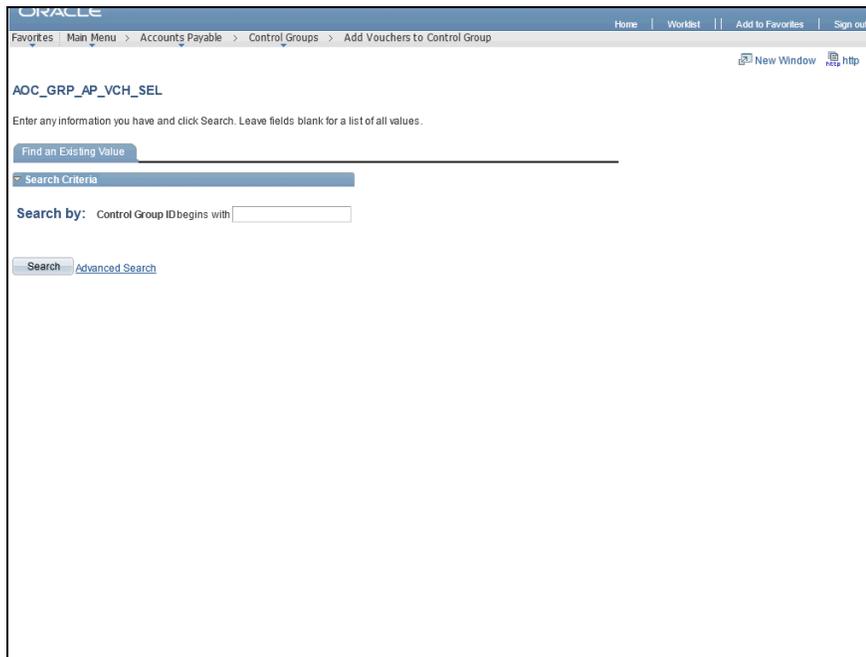
After completing this topic, you will be able to:

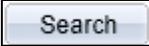
- Access the **AOC Group Voucher Selection** page
- Assign vouchers to a control group

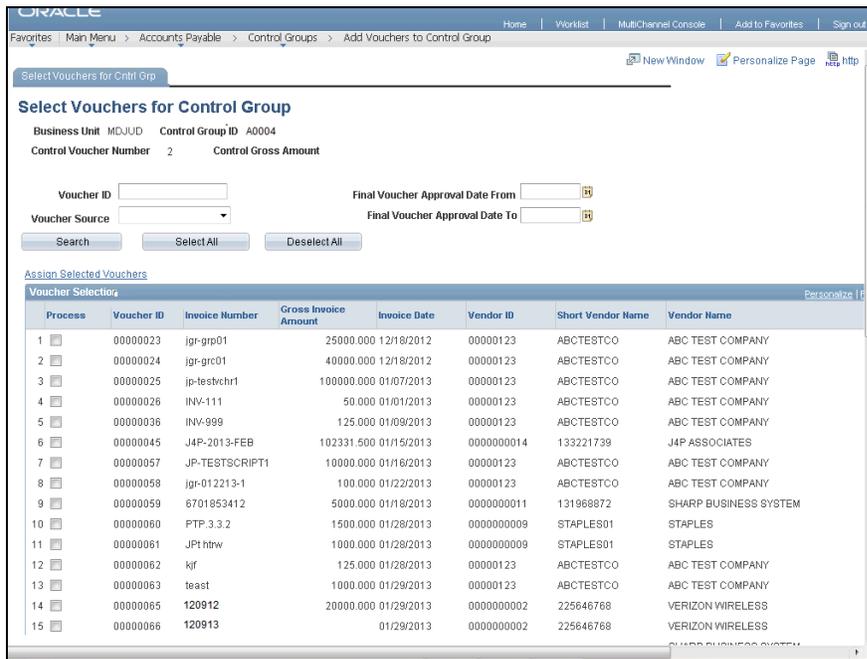
Procedure

A control group has been assigned for review. In this topic, you will select vouchers to include in the control group.

Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Control Groups link. 
3.	Click the Add Vouchers to Control Group link. 



Step	Action
4.	<p>The AOC_GRP_AP_VCH_SEL search page displays.</p> <p>Enter the control group ID into the Control Group ID field or click the Search button and select a control group ID.</p> <p>In this example, enter "A004".</p>
5.	<p>Click the Search button.</p> 



Select Vouchers for Control Group

Business Unit MDJUD Control Group ID A0004
Control Voucher Number 2 Control Gross Amount

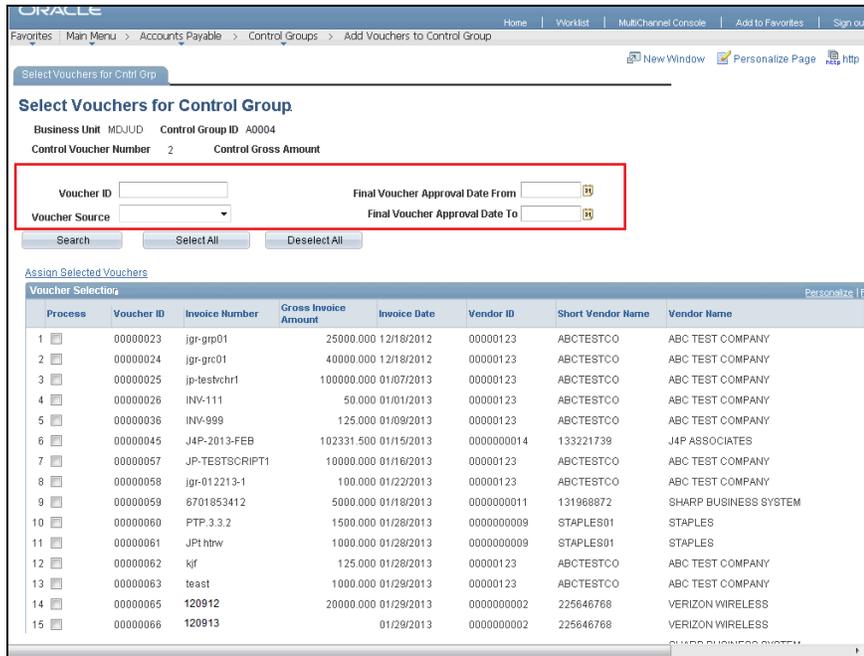
Voucher ID Final Voucher Approval Date From

Voucher Source Final Voucher Approval Date To

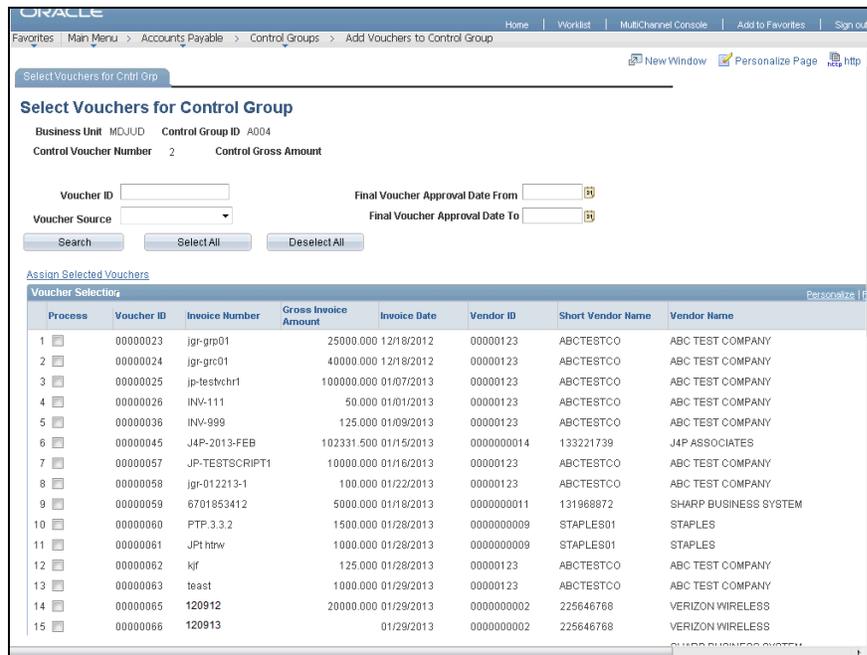
Assign Selected Vouchers

Process	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Vendor ID	Short Vendor Name	Vendor Name
<input type="checkbox"/>	00000023	jgr-grp01	25000.000	12/18/2012	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000024	jgr-grc01	40000.000	12/18/2012	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000025	jp-testbchr1	100000.000	01/07/2013	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000026	INV-111	50.000	01/01/2013	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000036	INV-999	125.000	01/09/2013	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000045	J4P-2013-FEB	102331.500	01/15/2013	0000000014	133221739	J4P ASSOCIATES
<input type="checkbox"/>	00000057	JP-TESTSCRIPT1	10000.000	01/16/2013	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000058	jgr-012213-1	100.000	01/22/2013	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000059	6701853412	5000.000	01/18/2013	0000000011	131968872	SHARP BUSINESS SYSTEM
<input type="checkbox"/>	00000060	PTP.3.3.2	1500.000	01/28/2013	0000000009	STAPLES01	STAPLES
<input type="checkbox"/>	00000061	JPt htrw	1000.000	01/28/2013	0000000009	STAPLES01	STAPLES
<input type="checkbox"/>	00000062	kjf	125.000	01/28/2013	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000063	teast	1000.000	01/29/2013	00000123	ABCTESTCO	ABC TEST COMPANY
<input type="checkbox"/>	00000065	120912	20000.000	01/29/2013	0000000002	225646768	VERIZON WIRELESS
<input type="checkbox"/>	00000066	120913		01/29/2013	0000000002	225646768	VERIZON WIRELESS

Step	Action
6.	<p>The Select Voucher for Control Group page displays.</p> <p>At the top of the page the Control Group ID, Control Voucher Number and Control Gross Amount fields display.</p> <p>The Control Voucher Number and Control Gross Amount fields are updated after assigning voucher to the control group.</p>



Step	Action
7.	<p>Use the filter options at the top of the page to find vouchers that you want to assign to the control group.</p> <p>After entering filter options click the Search button to displays the results in the Voucher Selection section.</p> <p>Your search options include:</p> <ul style="list-style-type: none"> - Voucher ID - Voucher Source - Final Voucher Approval Date From and To



Select Vouchers for Control Group

Business Unit MDJUD Control Group ID A004
Control Voucher Number 2 Control Gross Amount

Voucher ID Final Voucher Approval Date From
Voucher Source Final Voucher Approval Date To

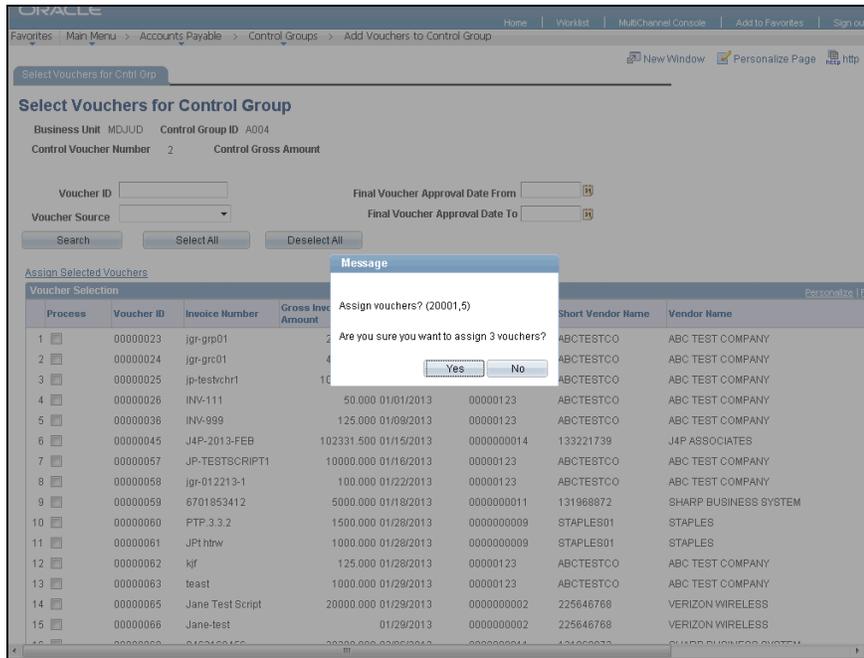
[Assign Selected Vouchers](#)

Process	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Vendor ID	Short Vendor Name	Vendor Name
1	00000023	jgr-grp01	25000.000	12/18/2012	00000123	ABCTESTCO	ABC TEST COMPANY
2	00000024	jgr-grc01	40000.000	12/18/2012	00000123	ABCTESTCO	ABC TEST COMPANY
3	00000025	jp-testvchr1	100000.000	01/07/2013	00000123	ABCTESTCO	ABC TEST COMPANY
4	00000026	INV-111	50.000	01/01/2013	00000123	ABCTESTCO	ABC TEST COMPANY
5	00000036	INV-999	125.000	01/09/2013	00000123	ABCTESTCO	ABC TEST COMPANY
6	00000045	JAP-2013-FEB	102331.500	01/15/2013	0000000014	133221739	JAP ASSOCIATES
7	00000057	JP-TESTSCRIPT1	10000.000	01/16/2013	00000123	ABCTESTCO	ABC TEST COMPANY
8	00000058	jgr-012213-1	100.000	01/22/2013	00000123	ABCTESTCO	ABC TEST COMPANY
9	00000059	6701853412	5000.000	01/18/2013	0000000011	131968872	SHARP BUSINESS SYSTEM
10	00000060	PTP.3.3.2	1500.000	01/28/2013	0000000009	STAPLES01	STAPLES
11	00000061	JPt htnw	1000.000	01/28/2013	0000000009	STAPLES01	STAPLES
12	00000062	kjf	125.000	01/28/2013	00000123	ABCTESTCO	ABC TEST COMPANY
13	00000063	teast	1000.000	01/29/2013	00000123	ABCTESTCO	ABC TEST COMPANY
14	00000065	120912	20000.000	01/29/2013	0000000002	225646768	VERIZON WIRELESS
15	00000066	120913		01/29/2013	0000000002	225646768	VERIZON WIRELESS

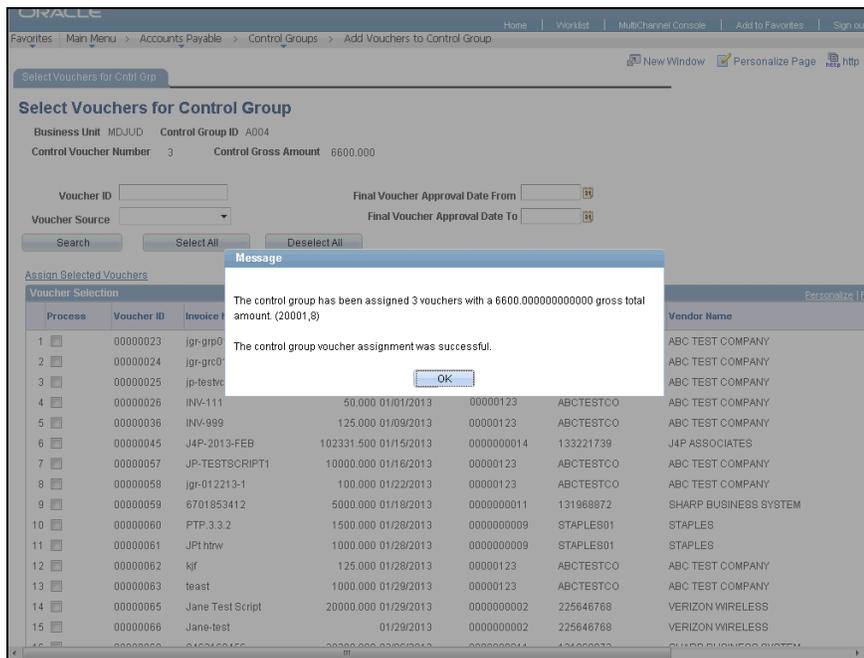
Step	Action
8.	Use the Select All and Deselect All buttons to select/deselect all vouchers listed in the Voucher Selection section.
9.	Click the scrollbar to access the View All link.
10.	If needed, click the View All link to view each all vouchers on one page
11.	Select the vouchers that will be included in the control group by clicking the check box next to each voucher. NOTE: If you want to select all voucher listed use the Select All button. <input type="checkbox"/>
12.	After selecting vouchers, click the Assign Selected Vouchers hyperlink located above the Voucher Selection section. Assign Selected Vouchers

Training Guide

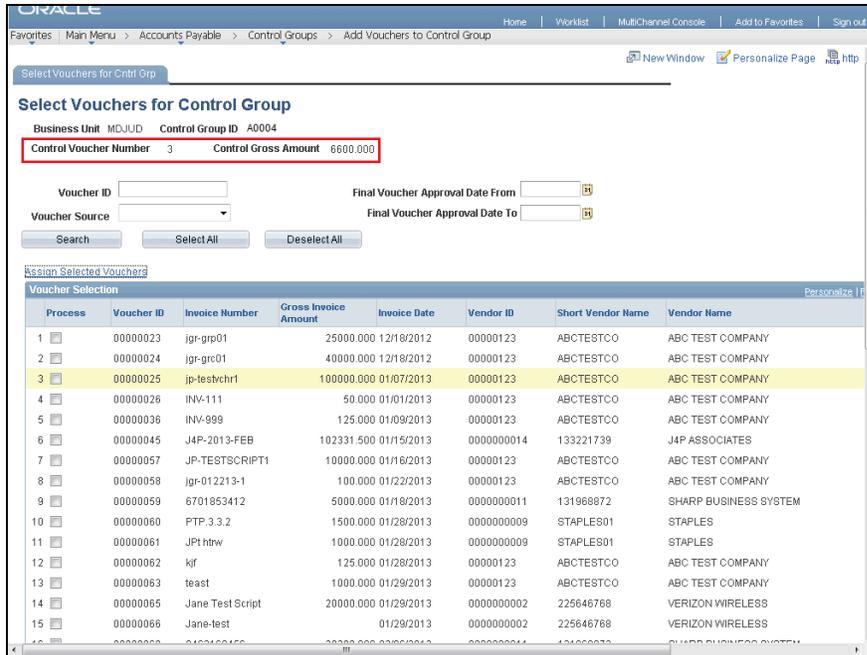
AP240 Managing Vouchers



Step	Action
13.	<p>A message displays to confirm the number of voucher you are assigning.</p> <p>Click the Yes button to confirm.</p> 



Step	Action
14.	<p>Another message displays which provides the number of vouchers assigned and the gross total of the vouchers.</p> <p>Click the OK button.</p> 



Select Vouchers for Control Group

Business Unit: MDJUD Control Group ID: A0004

Control Voucher Number: 3 Control Gross Amount: 6600.000

Voucher ID: Final Voucher Approval Date From:

Voucher Source: Final Voucher Approval Date To:

Voucher Selection

Process	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Vendor ID	Short Vendor Name	Vendor Name
1	00000023	jgr-grp01	25000.000	12/18/2012	00000123	ABCTESTCO	ABC TEST COMPANY
2	00000024	jgr-grc01	40000.000	12/18/2012	00000123	ABCTESTCO	ABC TEST COMPANY
3	00000025	jp-testchr1	100000.000	01/07/2013	00000123	ABCTESTCO	ABC TEST COMPANY
4	00000026	INV-111	50.000	01/01/2013	00000123	ABCTESTCO	ABC TEST COMPANY
5	00000036	INV-999	125.000	01/09/2013	00000123	ABCTESTCO	ABC TEST COMPANY
6	00000045	J4P-2013-FEB	102331.500	01/15/2013	0000000014	133221739	J4P ASSOCIATES
7	00000057	JP-TESTSCRIPT1	10000.000	01/16/2013	00000123	ABCTESTCO	ABC TEST COMPANY
8	00000058	jgr-012213-1	100.000	01/22/2013	00000123	ABCTESTCO	ABC TEST COMPANY
9	00000059	6701853412	5000.000	01/18/2013	0000000011	131968872	SHARP BUSINESS SYSTEM
10	00000060	PTP.3.3.2	1500.000	01/28/2013	0000000009	STAPLES01	STAPLES
11	00000061	JPthrw	1000.000	01/28/2013	0000000009	STAPLES01	STAPLES
12	00000062	kjf	125.000	01/28/2013	00000123	ABCTESTCO	ABC TEST COMPANY
13	00000063	teast	1000.000	01/29/2013	00000123	ABCTESTCO	ABC TEST COMPANY
14	00000065	Jane Test Script	20000.000	01/29/2013	0000000002	225646768	VERIZON WIRELESS
15	00000066	Jane-test		01/29/2013	0000000002	225646768	VERIZON WIRELESS

Step	Action
15.	The Control Voucher Number and Control Gross Amount fields update based on the vouchers assigned.
16.	<p>You have successfully completed the Selecting Vouchers for a Control Group topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Access the AOC Group Voucher Selection page - Assign vouchers to a control group <p>End of Procedure.</p>

6.3 Marking a Control Group to be Reviewed

After vouchers are selected to be included in a control group, the assigned DBF user reviews each voucher in a control group, including:

1. Verifying that the proper attachments are added
2. Saving the attachments to include in the CD sent to the GAD
3. Updating voucher line accounting, as needed.
4. Updating any other voucher elements, as needed.

After reviewing voucher in a control group, the status of the control group is changed to "Ready for Review" and the DBF AP Lead is notified that the control group is ready to be verified.

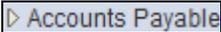
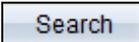
After completing this topic you will be able to:

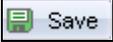
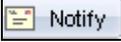
- Update the status of the control group to "Ready" for Review"
- Notify the DBF AP Lead

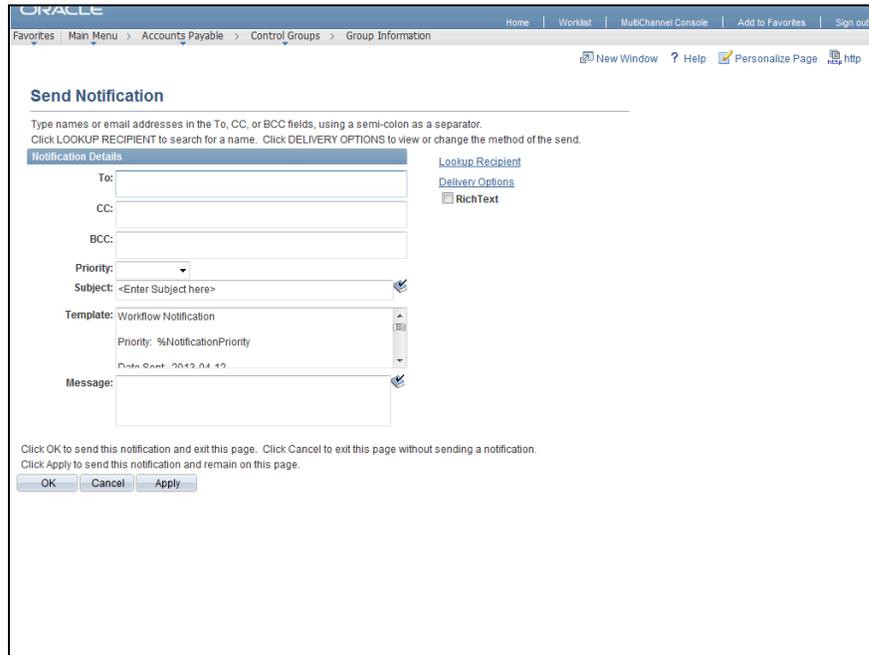
Procedure

Vouchers in a control group have been reviewed and updated.

In this topic, you will change the status of the voucher control group to "Ready for Review".

Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Control Groups link. 
3.	Click the Group Information link. 
4.	The Group Information search page displays. Click the Search button. 
5.	Control Groups display that match your criteria. Select the control group by click the Control Group ID link. 
6.	The Click the Status list. 
7.	Click the Ready for Review list item. 

Step	Action
8.	Click the Save button. 
9.	Send a notification to the DBF AP Lead indicating that the control group is ready for review and approval. Click the Notify button. 



Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

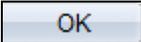
Priority:

Subject: <Enter Subject here>

Template: Workflow Notification
Priority: %NotificationPriority
Data Cont: 2012.04.12

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Step	Action
10.	The Send Notification page displays. Enter the appropriate email address into the To field.
11.	You can copy other DBF users the CC and BCC fields, if desired.
12.	Enter a message into the Message field. For example, enter " Control Group A0004 is ready for your review ".
13.	Click the OK button when done. 

Step	Action
14.	<p>You have successfully completed the <i>Marking a Control Group to be Reviewed</i> topic</p> <p>You have learned how to :</p> <ul style="list-style-type: none">- Search for a control group- Update the control group status- Notify the DBF AP Lead of the control group status <p>End of Procedure.</p>

6.4 Running the Control Group Register Report

In this topic, you will learn how to run the Control Group Register Report.

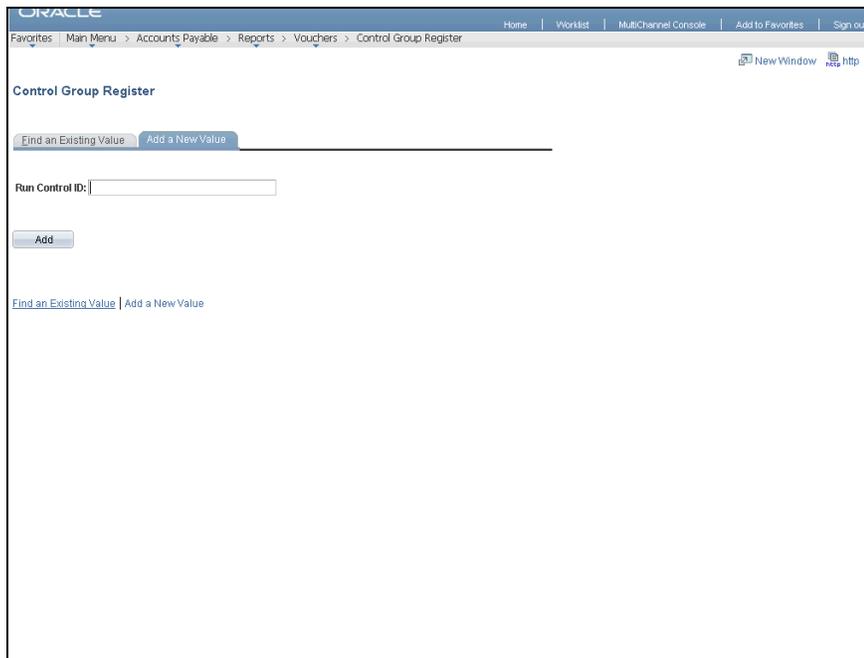
After completing this topic, you will be able to:

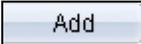
- Navigate to and run the control group register report

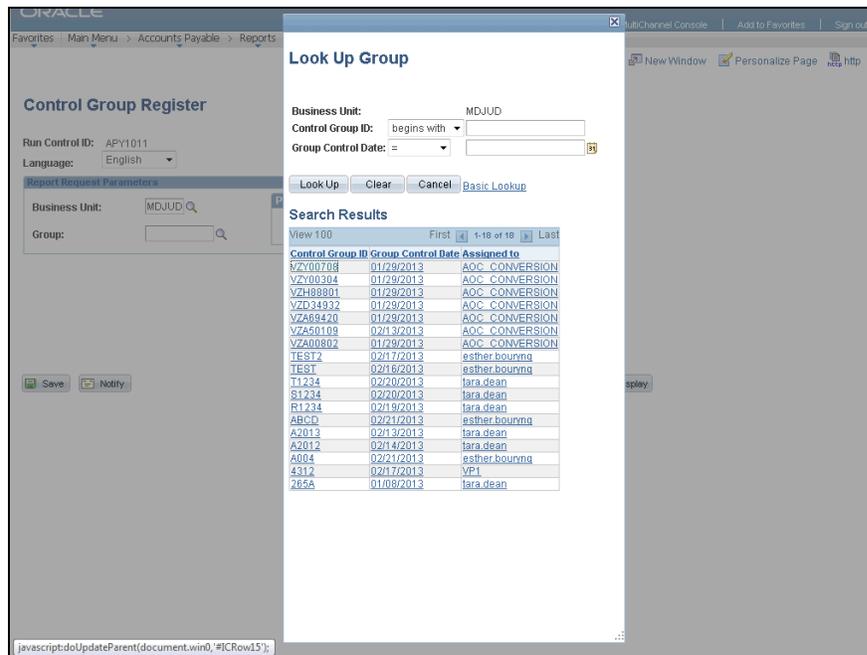
Procedure

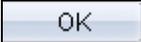
In this topic, you will run the Control Group Register Report.

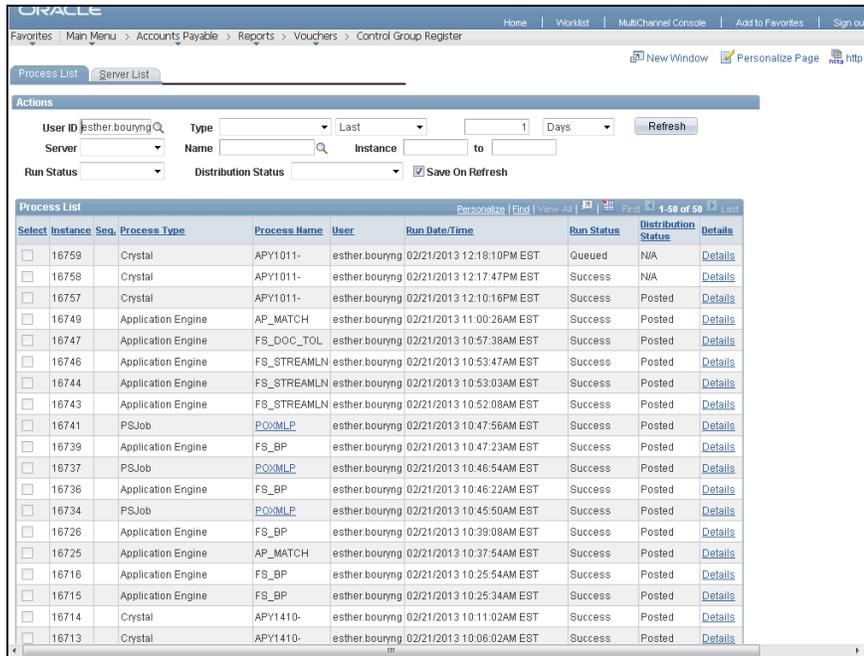
Step	Action
1.	Scroll down to the Accounts Payables link.
2.	Navigate to the Control Group Register page. Click the Accounts Payable link. 
3.	Click the Reports link. 
4.	Click the Vouchers link. 
5.	Click the Control Group Register link. 
6.	The Control Group Register page displays. Click the Add a New Value tab. 



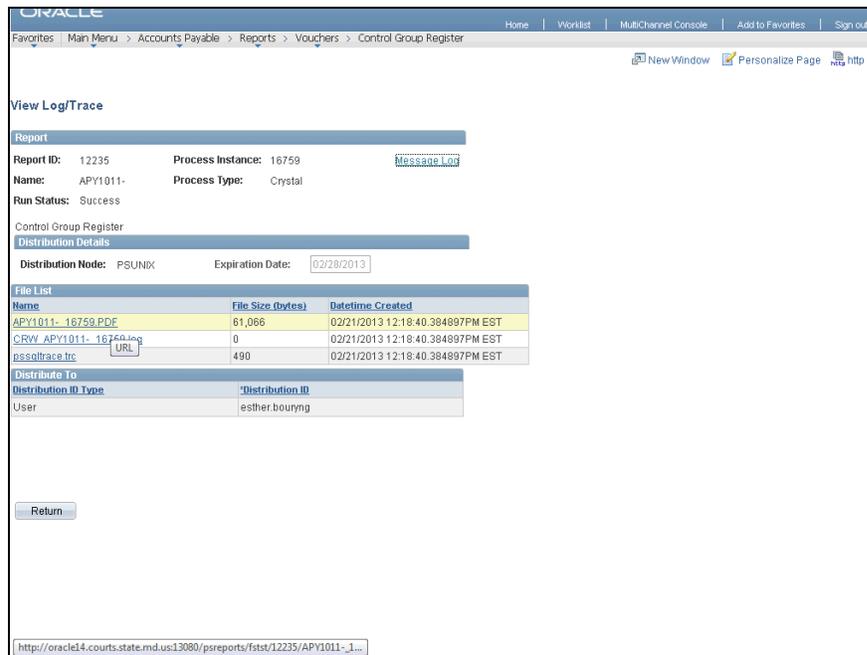
Step	Action
7.	The Add a New Value tab displays. Enter the desired information into the Run Control ID field. Enter " APY1011 ".
8.	Click the Add button. 
9.	The Control Group Register page displays. Click the Look up Group button. 



Step	Action
10.	The Look Up Group window displays. Click a Control Group ID that you created previously. In this example, A004 is selected. 
11.	Click the 'Print Voucher Line' and 'Print Distribution Line' checkboxes. 
12.	Click the Run button. 
13.	The Process Scheduler Request page displays. Click the Server Name list. 
14.	Click the PSNT list item. 
15.	Click the OK button. 
16.	The Control Group Register page displays. Click the Process Monitor link. 



Step	Action
17.	<p>The Process List displays.</p> <p>Click the Refresh button until the Run Status changes from 'Queued' to 'Success' for your Process.</p> <p></p>
18.	<p>When the Run Status = 'Success', click the Details link.</p> <p></p>
19.	<p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p></p>



View Log/Trace

Report

Report ID: 12235 Process Instance: 16759 [Message Log](#)

Name: APY1011- Process Type: Crystal

Run Status: Success

Control Group Register

Distribution Details

Distribution Node: PSUNK Expiration Date: 02/28/2013

File List

Name	File Size (bytes)	Datetime Created
APY1011- 16759.PDF	61,066	02/21/2013 12:18:40.384897PM EST
CRW APY1011- 16759.log	0	02/21/2013 12:18:40.384897PM EST
psnltrace.txt	490	02/21/2013 12:18:40.384897PM EST

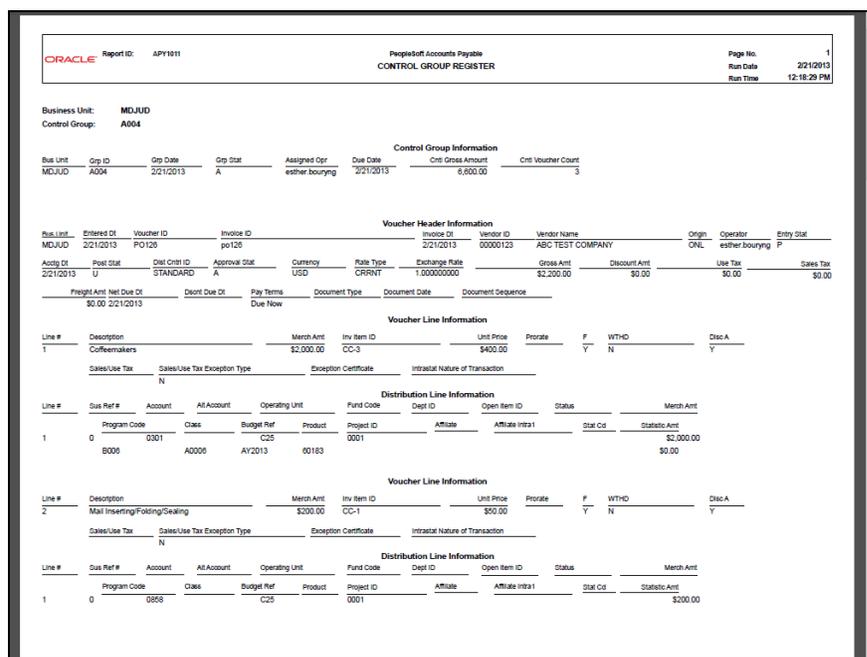
Distribute To

Distribution ID Type	Distribution ID
User	esther.bouryng

[Return](#)

<http://oracle14.courts.state.md.us:3080/psreports/fstst/12235/APY1011-1...>

Step	Action
20.	<p>The View Log/Trace page displays.</p> <p>Click the APY1011- 16759.PDF link.</p> <p>APY1011- 16759.PDF</p>



ORACLE Report ID: APY1011 PeopleSoft Accounts Payable Page No. 1

CONTROL GROUP REGISTER Run Date 2/21/2013

Run Time 12:18:29 PM

Business Unit: MDJUD
Control Group: A004

Control Group Information

Bus Unit	Org ID	Org Date	Org Stat	Assigned Opr	Due Date	Crit Gross Amount	Crit Voucher Count
MDJUD	A004	2/21/2013	A	esther.bouryng	2/21/2013	6,500.00	3

Voucher Header Information

Bus Unit	Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat
MDJUD	2/21/2013	PO126	po126	2/21/2013	00000123	ABC TEST COMPANY	ONL	esther.bouryng	P

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	Prorate	F	WTHD	Disc A
1	Coffeemakers	\$2,000.00	CC-3	\$400.00		Y	N	Y

Distribution Line Information

Line #	Ses Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt
1	0	B006	0301	A0006	AY2013	00183			\$2,000.00

Step	Action
21.	The Control Group Register Report displays in a new window.
22.	You have successfully completed the Running the Control Group Register Report topic. You have learned how to: - Run and review the control group register report End of Procedure.

6.5 Reviewing and Verifying the Control Group

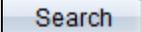
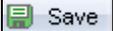
When a control is in balance and no discrepancies exist in the control group, the status is changed to "Verified".

After completing this topic, you will be able to:

- Search for a control group
- Update the control group status to "Verified"

Procedure

In this topic, you will mark a control group as "Verified".

Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Control Groups link. 
3.	Click the Group Information link. 
4.	The Group Information search page displays. Click the Search button. 
5.	Control Groups display that match your criteria. Select the control group by click the Control Group ID link. 
6.	Click the Status list. 
7.	Click the Verified list item. 
8.	Click the Save button. 
9.	After verifying a control group, you need to post the group. See the <i>4.5 Posting a Control Group</i> topic for procedures.
10.	End of Procedure.

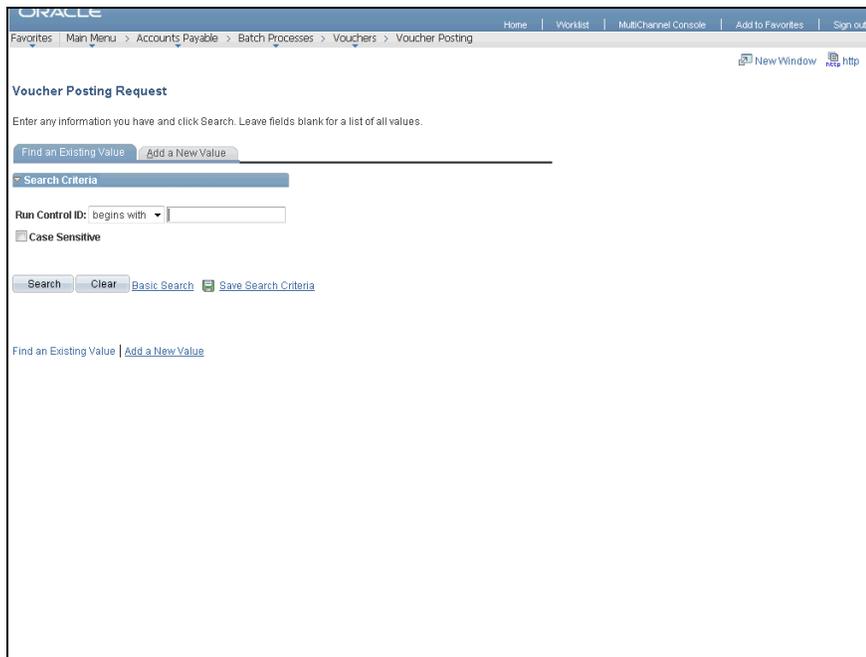
6.6 Posting a Control Group

After completing this topic, you will be able to:

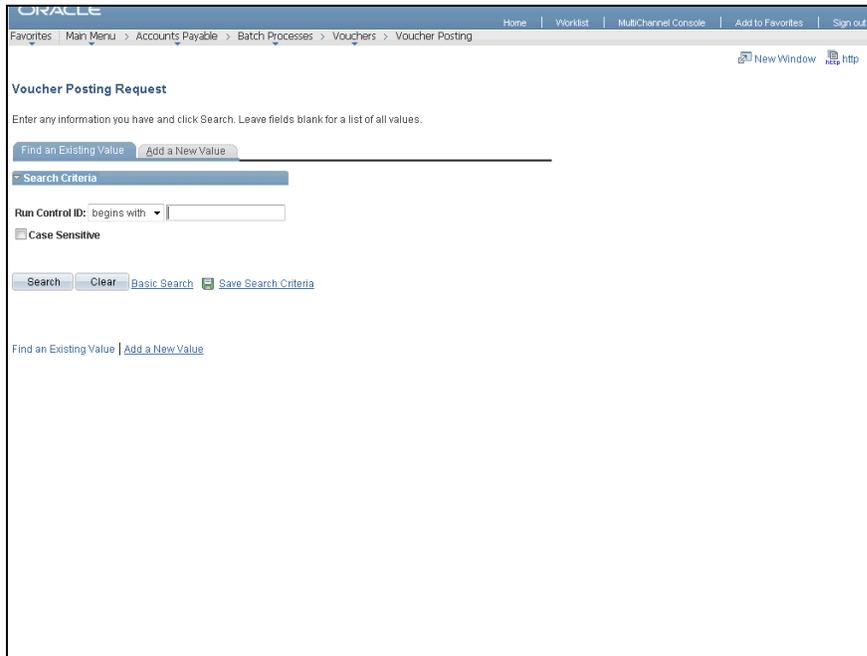
- Post voucher control group

Procedure

In this topic, you will post a "Verified" control group.



Step	Action
1.	<p>The Voucher Posting Request search page displays.</p> <p>If you have already created a run control for the Voucher Post process, you can search for it on the Find and Existing Value page. If you have not, create a run control on the Add a New Value page</p> <p>In this example, you will create a new run control.</p>



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

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Posting

[New Window](#) [http](#)

Voucher Posting Request

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](#)

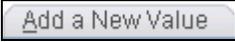
Search Criteria

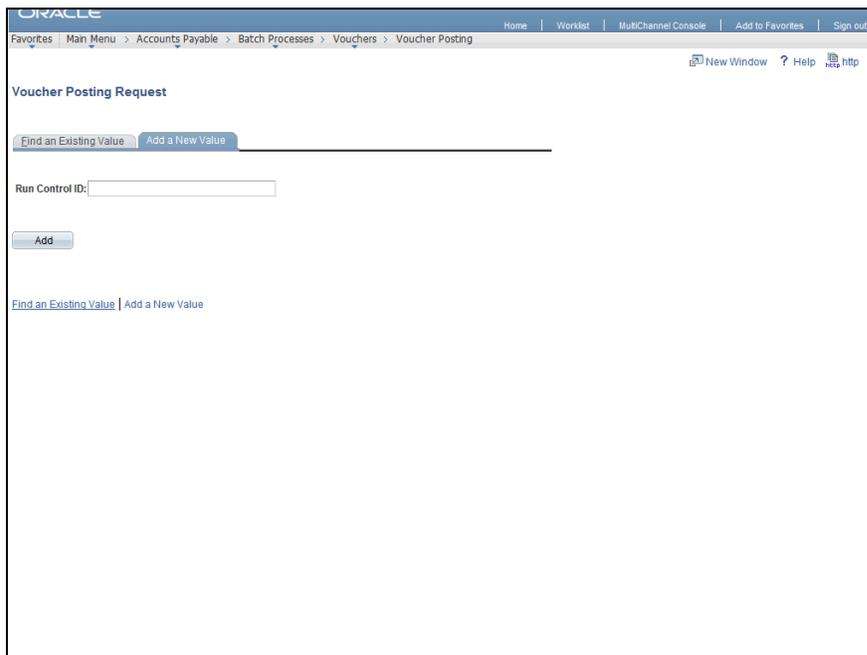
Run Control ID: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

Step	Action
2.	Click the Add a New Value tab. 



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

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Posting

[New Window](#) [? Help](#) [http](#)

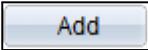
Voucher Posting Request

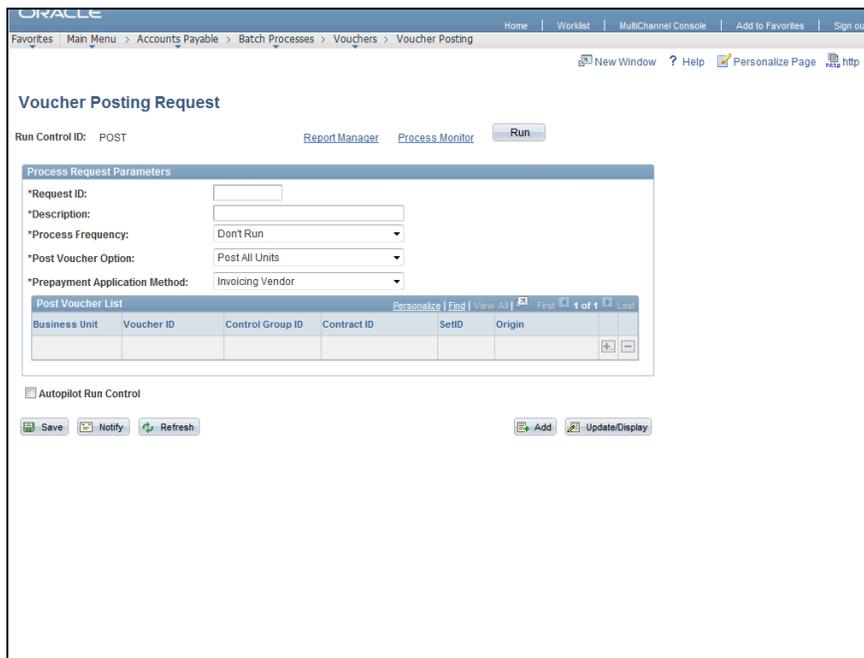
[Find an Existing Value](#) | [Add a New Value](#)

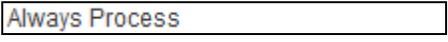
Run Control ID:

[Add](#)

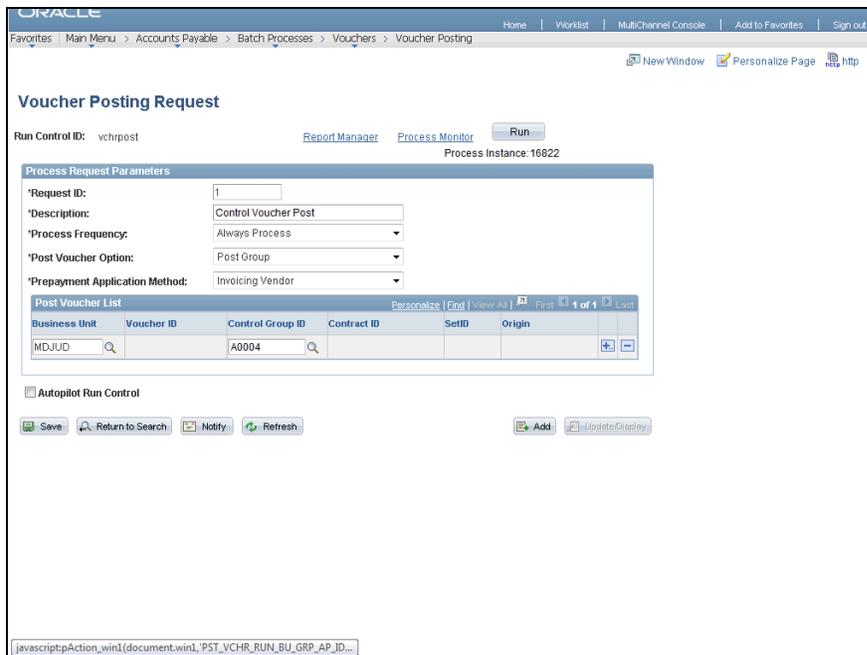
[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
3.	The Add a New Value page displays. Enter a run control ID into the Run Control ID field. For example, enter " vchrpost ".
4.	Click the Add button. 



Step	Action
5.	The Voucher Posting Request page displays. Enter process request parameters to specify the Control Group you want to post.
6.	Enter a Request ID into the Request ID field. For example, enter " 1 ".
7.	Enter run control description into the Description field. For example, enter " Control Voucher Post ".
8.	Click the Process Frequency list. 
9.	Click the Always Process list item. 
10.	Click the Post Voucher Option list. 

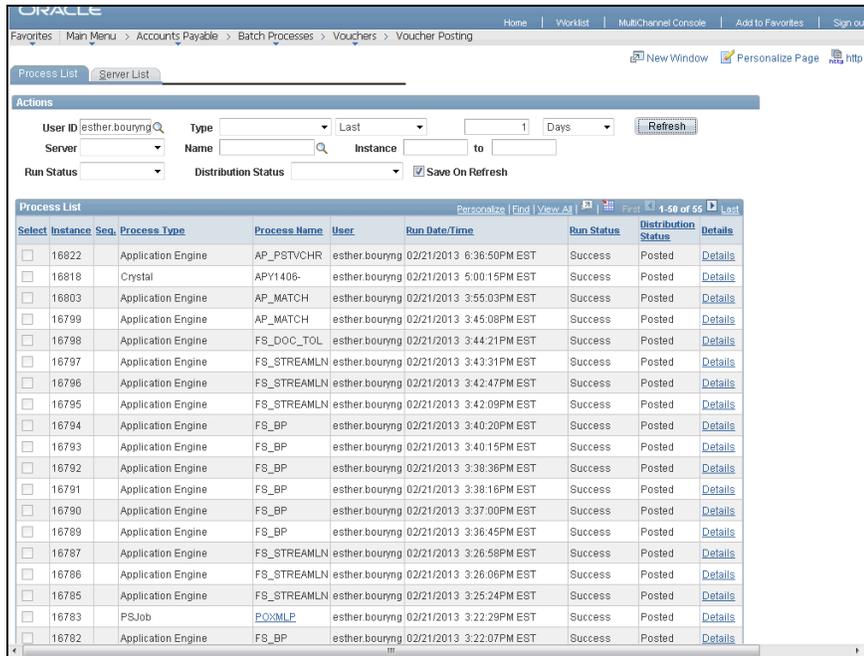
Step	Action
11.	Click the Post Group list item. 
12.	Enter " MDJUD " into the Business Unit field.
13.	Enter or look up the control group ID value in the Control Group ID field.
14.	Click the Run button. 
15.	Click the OK button. 



Step	Action
16.	The Voucher Posting Request page displays. Take note of the Process Instance number displayed under the Run button.
17.	Click the Process Monitor link. 

Training Guide

AP240 Managing Vouchers



Step	Action
18.	The Process Monitor - Process List page displays. The process you ran is listed by Process Instance number.
19.	Click the Refresh button, periodically, until the Run Status is "Success" and the Distribution Status is "Posted" for the process you ran. 
20.	You have successfully completed the <i>Posting a Control Group</i> topic You have learned how to: - End of Procedure.

6.7 Deleting Control Groups

In this topic, we will discuss how to delete a control group.

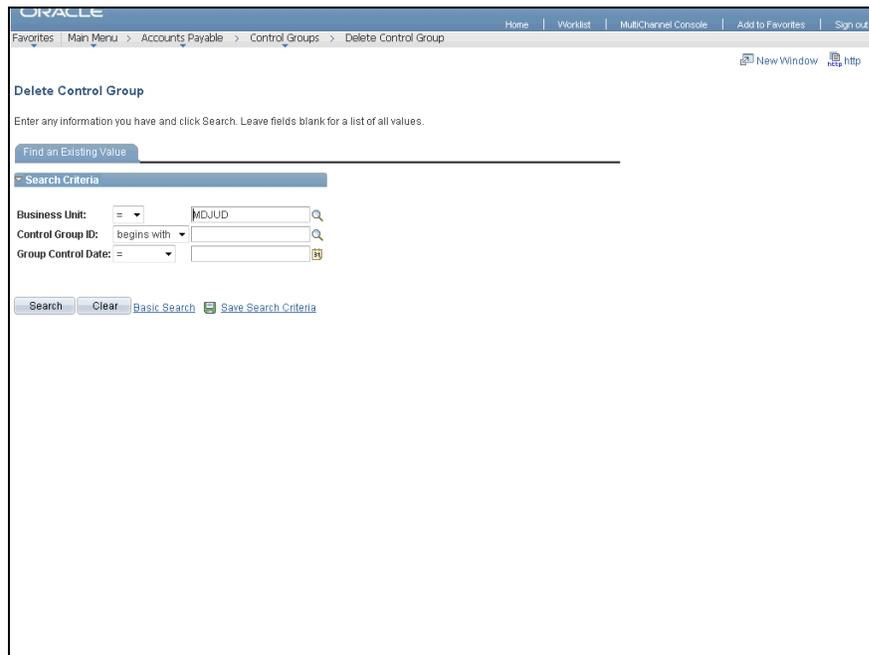
After completing this topic, you will be able to:

- Delete a control group

Procedure

In this topic, you will learn how to delete control groups.

Step	Action
1.	Scroll down to the Accounts Payable link.
2.	Click the Accounts Payable link. 
3.	Click the Control Groups link. 
4.	Click the Delete Control Group link. 



ORACLE
Favorites | Main Menu > Accounts Payable > Control Groups > Delete Control Group | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Delete Control Group

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

Find an Existing Value

Search Criteria

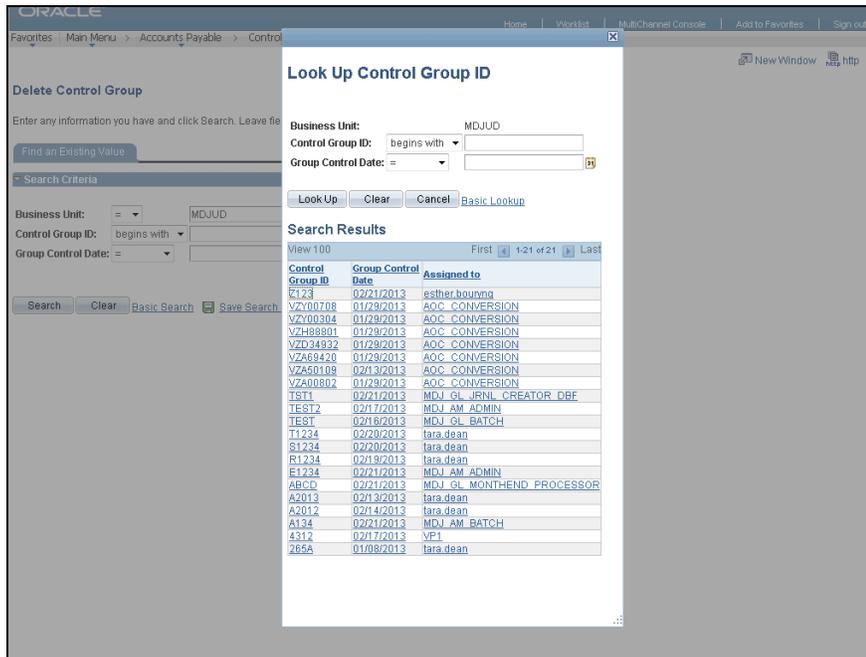
Business Unit: = MCJUD

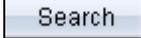
Control Group ID: begins with

Group Control Date: =

Search Clear Basic Search Save Search Criteria

Step	Action
5.	<p>The Delete Control Group search page displays.</p> <p>Click the Look up Control Group ID button.</p> 



Step	Action
6.	<p>The Look Up Control Group ID window displays.</p> <p>Select the appropriate Control Group ID. In this example, Z123 is selected.</p> 
7.	<p>Click the Search button.</p> 

Lesson 7: 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
- the Payment History by Vendor Report

7.1 Reviewing Voucher and Payment 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:

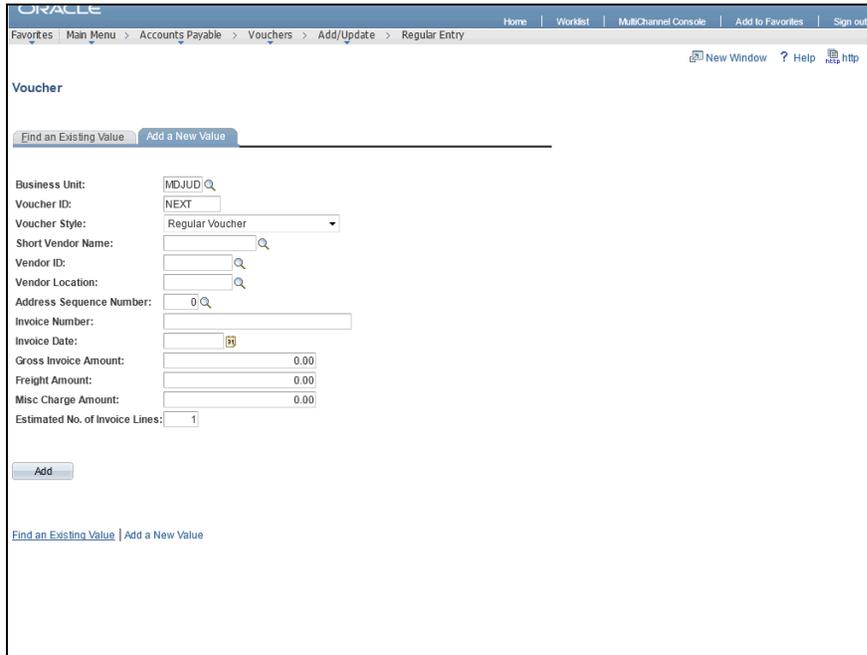
- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment reference information from the State of Maryland General Accounting Division (GAD)

Procedure

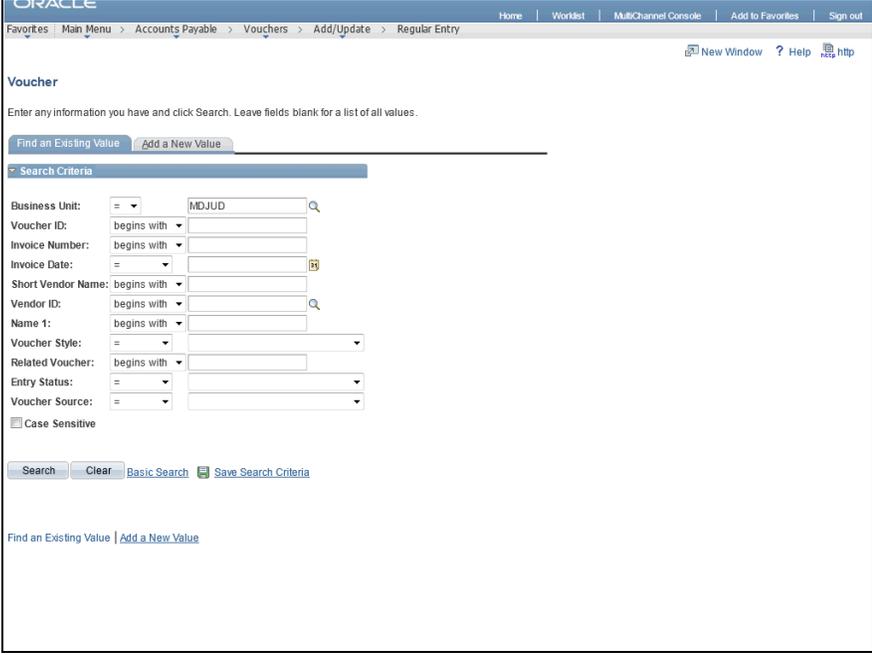
In this topic, you will review the pages within the voucher entry component.

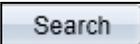
Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Vouchers link. 
3.	Click the Add/Update link. 

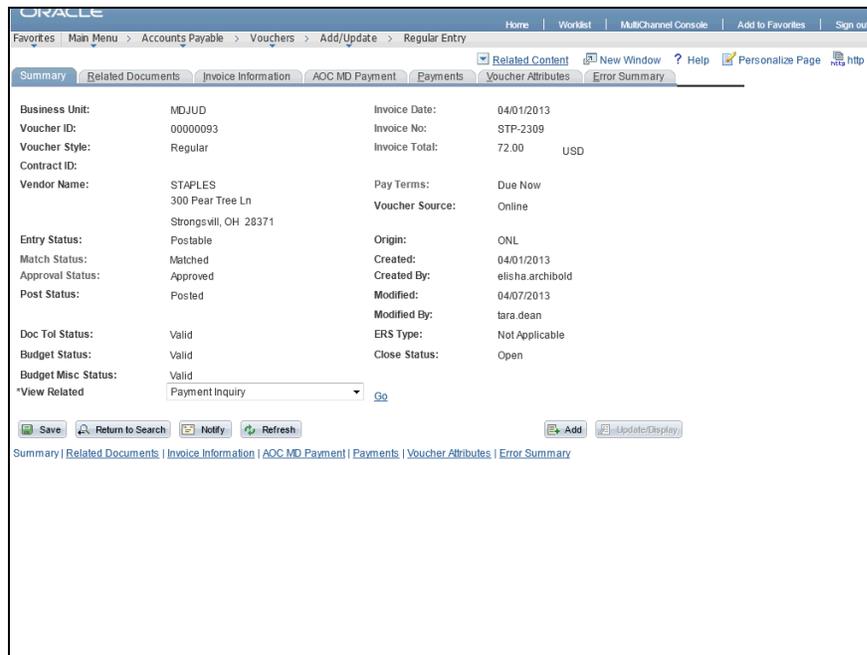
Step	Action
4.	Click the Regular Entry link. 



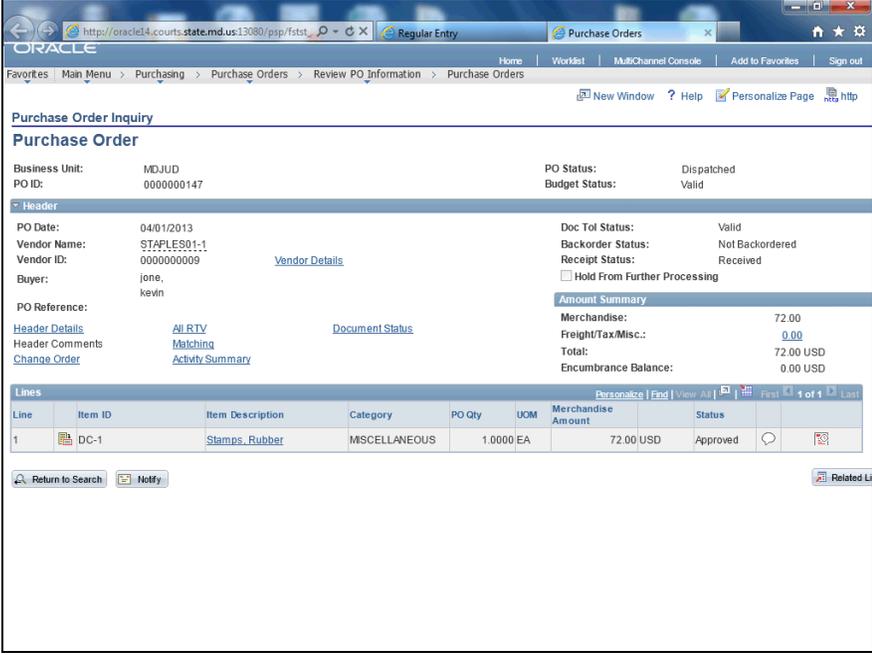
Step	Action
5.	The Voucher - Add a New Value page displays. Click the Find an Existing Value tab. 



Step	Action
6.	<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>
7.	<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> <p></p>



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
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. 



The screenshot shows the Oracle Purchase Order Inquiry page. The browser address bar displays the URL: <http://oracle14.courts.state.md.us:13080/psp/fstst>. The page title is "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:
Header Details: [All RTV](#) [Document Status](#)
Header Comments: [Matching](#)
Change Order: [Activity Summary](#)

Amount Summary

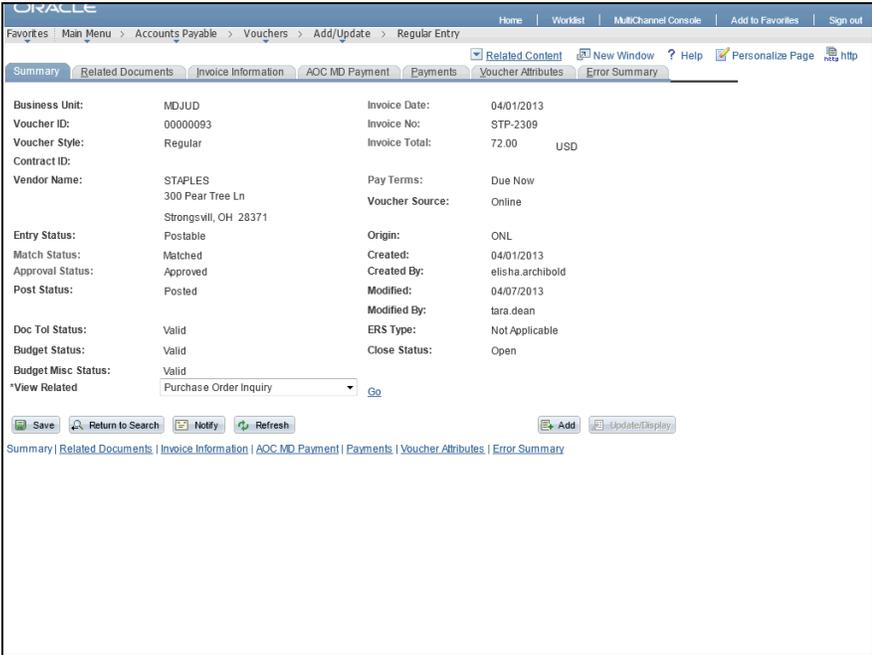
Merchandise:	72.00
Freight/Tax/Misc.:	0.00
Total:	72.00 USD
Encumbrance Balance:	0.00 USD

Lines

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

Buttons: [Return to Search](#), [Notify](#), [Related](#)

Step	Action
15.	<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> 



The screenshot shows the Oracle Voucher page. The browser address bar displays the URL: <http://oracle14.courts.state.md.us:13080/psp/fstst>. The page title is "Voucher".

Summary

Business Unit: MDJUD
Voucher ID: 00000093
Voucher Style: Regular
Contract ID:
Vendor Name: STAPLES
300 Pear Tree Ln
Strongsville, OH 28371

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

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
ERS Type: Not Applicable
Close Status: Open

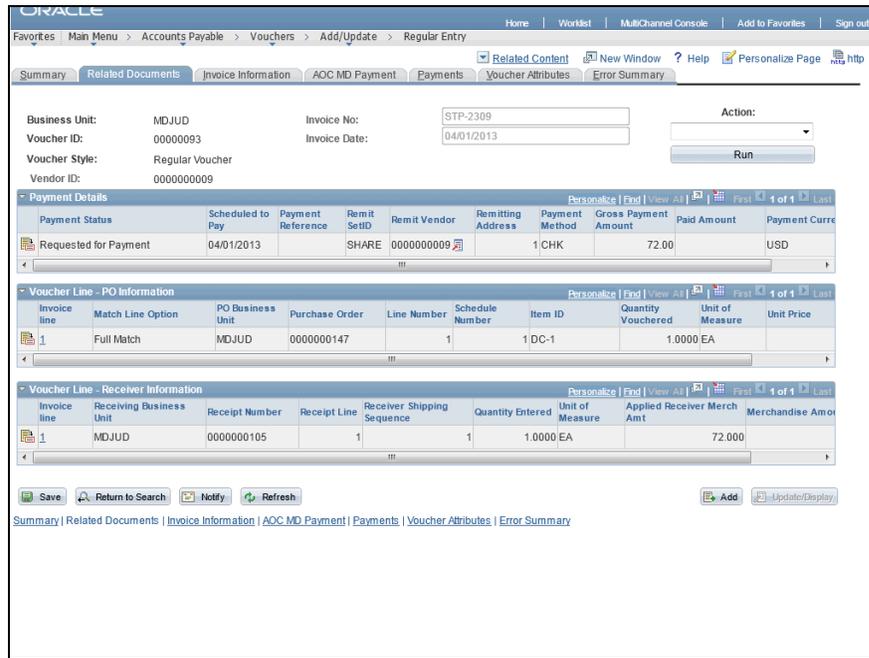
Doc Tol Status: Valid
Budget Status: Valid
Budget Misc Status: Valid

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

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

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

Step	Action
16.	The Summary page for the voucher displays. Click the Related Documents tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Related Documents</div>



The screenshot shows the Oracle AP240 Voucher Summary page. The 'Related Documents' tab is active. The page displays the following information:

- Business Unit:** MDJUD
- Invoice No.:** STP-2309
- Invoice Date:** 04/01/2013
- Voucher ID:** 00000093
- Voucher Style:** Regular Voucher
- Vendor ID:** 000000009

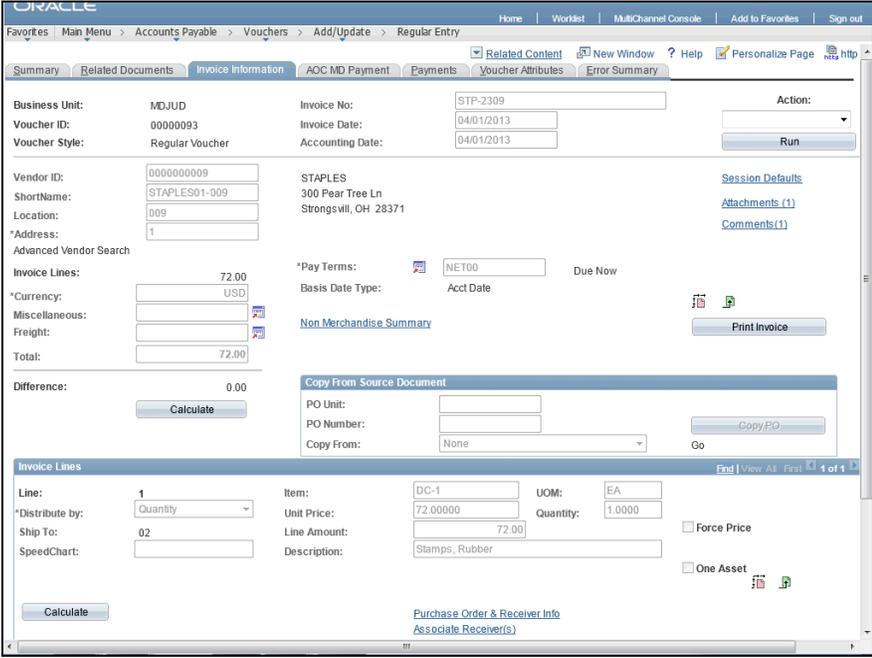
The **Payment Details** section shows a payment status of 'Requested for Payment' with a scheduled pay date of 04/01/2013, a payment method of 'CHK', and a gross payment amount of 72.00 USD.

The **Voucher Line - PO Information** section shows one invoice line with a full match to a purchase order (PO) with PO Business Unit MDJUD and PO Number 000000147.

The **Voucher Line - Receiver Information** section shows one invoice line with a receiving business unit of MDJUD, receipt number 000000105, and a quantity entered of 1.0000 EA.

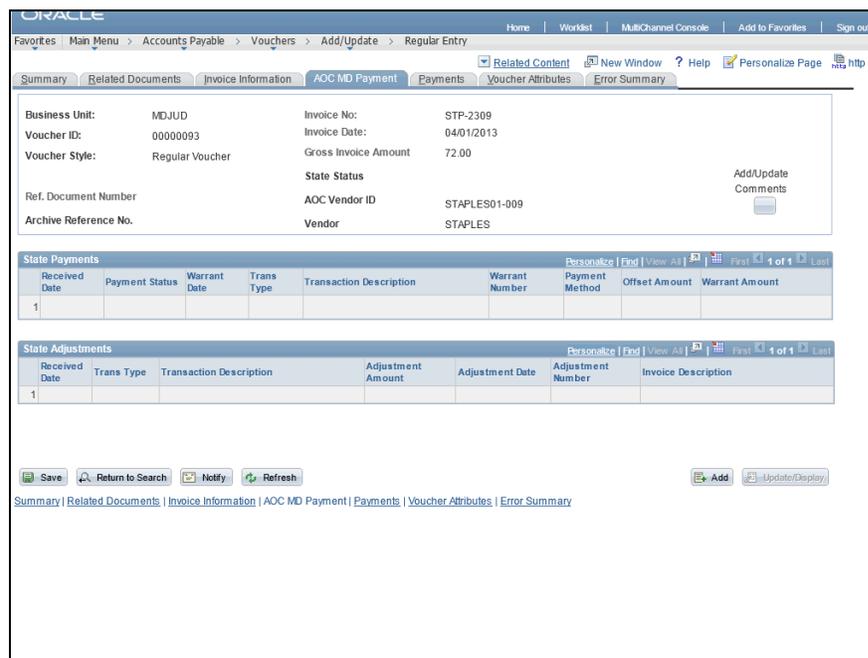
Step	Action
17.	The Related Documents page displays. This page displays documents that have been associated with the voucher, including payments, purchase orders, receipts, and voucher adjustments (if applicable).
18.	The voucher in this example references a purchase order (PO) and a purchase order receipt (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.

Step	Action
20.	Click the Invoice Information tab. 



Step	Action
21.	The Invoice Information page displays. Use the Invoice Information page to enter/update voucher header, line, and distribution (accounting) information.
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.	View attachments and comments using the respective links. In this example, one attachment and one comment has been added.
24.	View line information for a voucher in the Invoice Lines sections. 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.
25.	View funding information for a line in the Distribution Lines section for the line.

Step	Action
26.	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)
27.	Asset information can be viewed on the Assets tab, if applicable.
28.	Click the AOC MD Payment link at the bottom of the page. <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
29.	The AOC MD Payment page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD). Only users with access to the voucher entry component can view this payment reference information.

Step	Action
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
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>

7.2 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.

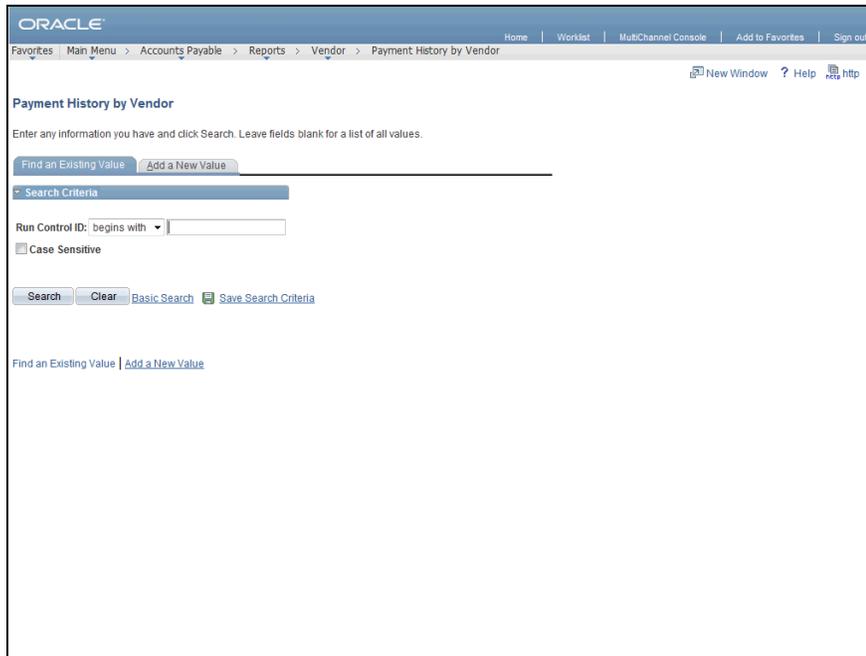
After completing this topic, you will be familiar with:

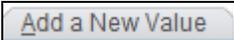
- Running the Payment History by Vendor Report

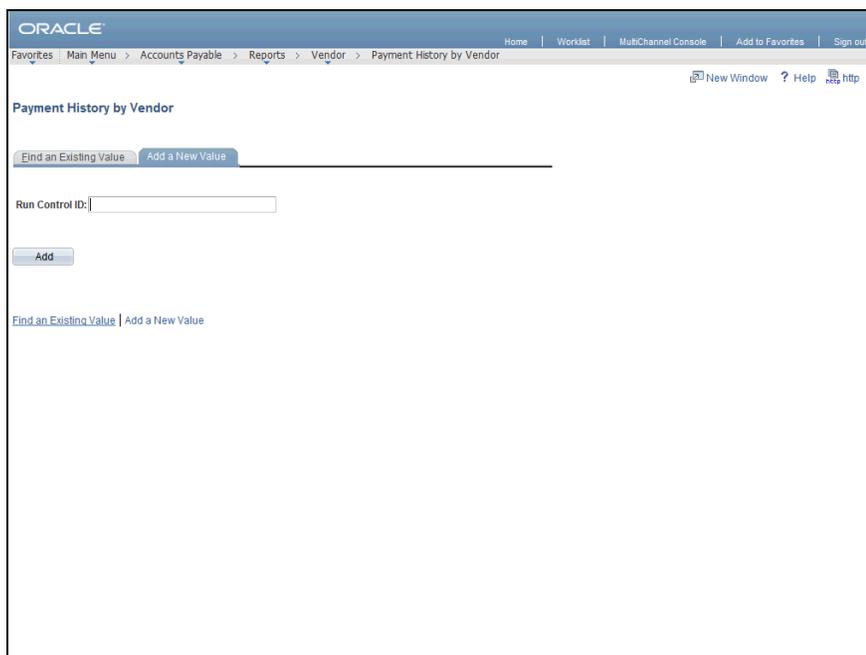
Procedure

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

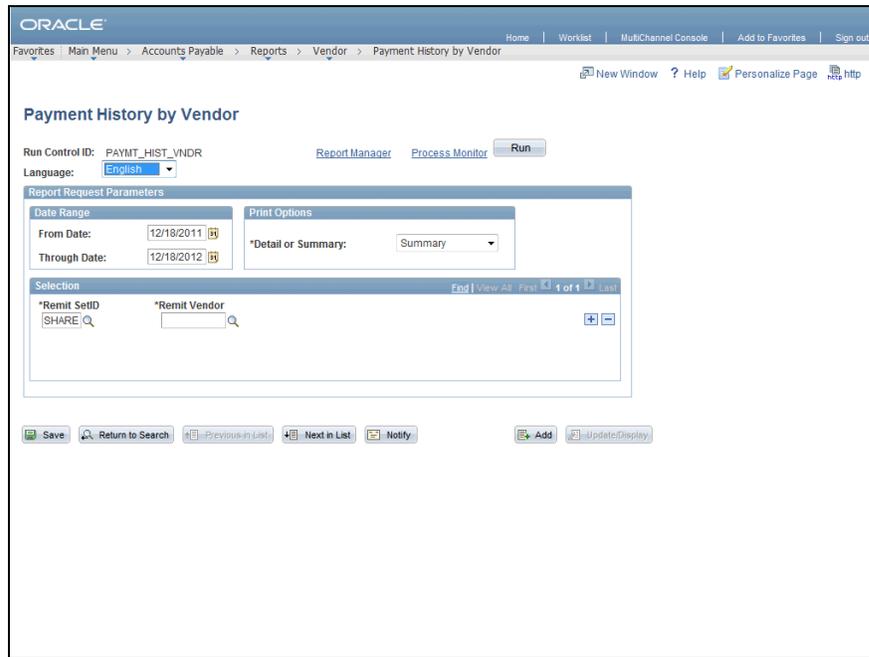
Step	Action
1.	Move the scrollbar down to the Accounts Payables link.
2.	Navigate to the Payment History by Vendor page. Click the Accounts Payable link. 
3.	Click the Reports link. 
4.	Click the Vendor link. 
5.	Click the Payment History by Vendor link. 



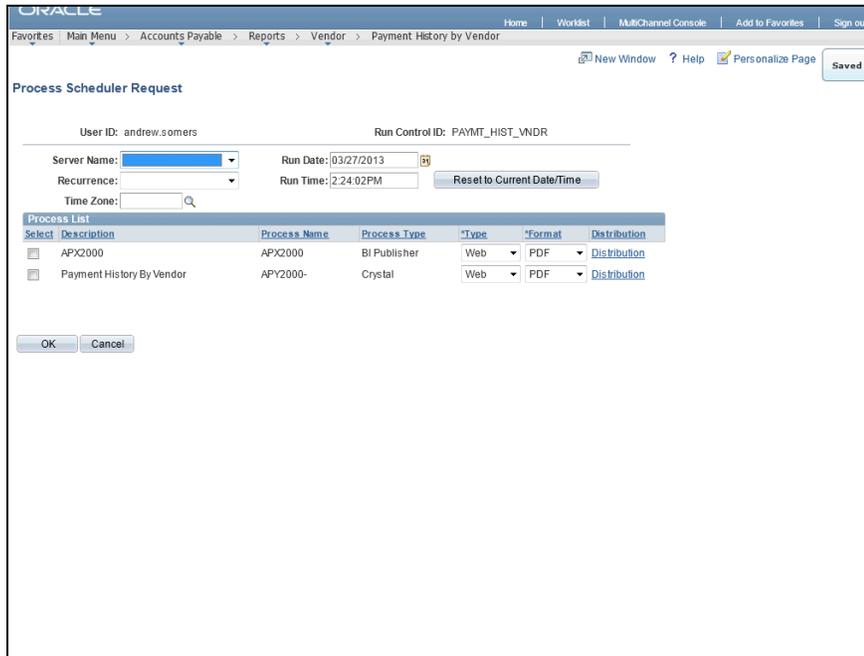
Step	Action
6.	<p>The Payment History by Vendor search page displays.</p> <p>Click the Add a New Value tab.</p> 

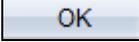


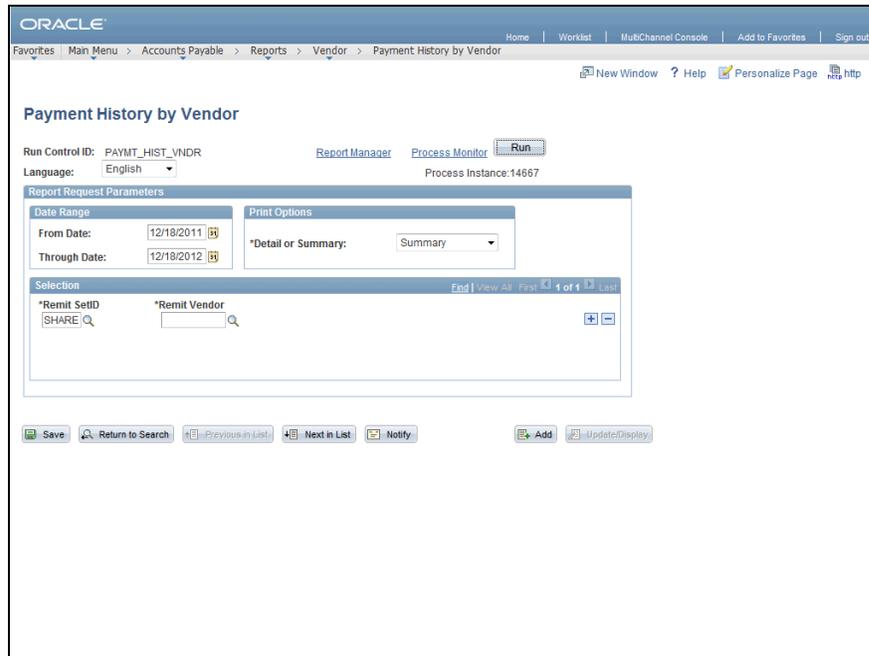
Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. 'PAYMT_HIST_VNDR'.</p> <p>NOTE: Once the Payment History by Vendor report has been run using the run control 'PAYMT_HIST_VNDR' at least one time, subsequent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



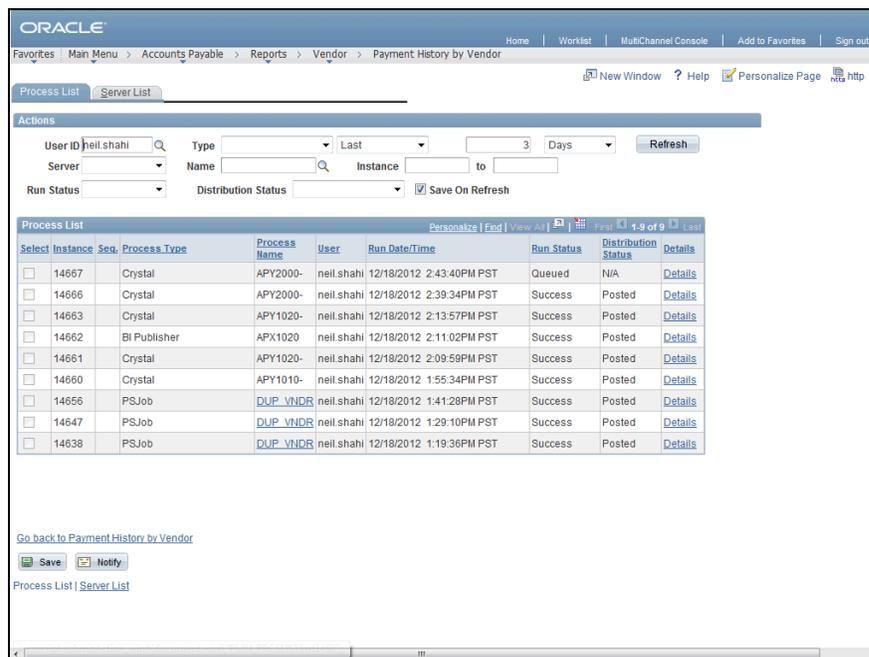
Step	Action
9.	<p>The Payment History by Vendor page displays.</p> <p>Click the Run button.</p> 



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. 

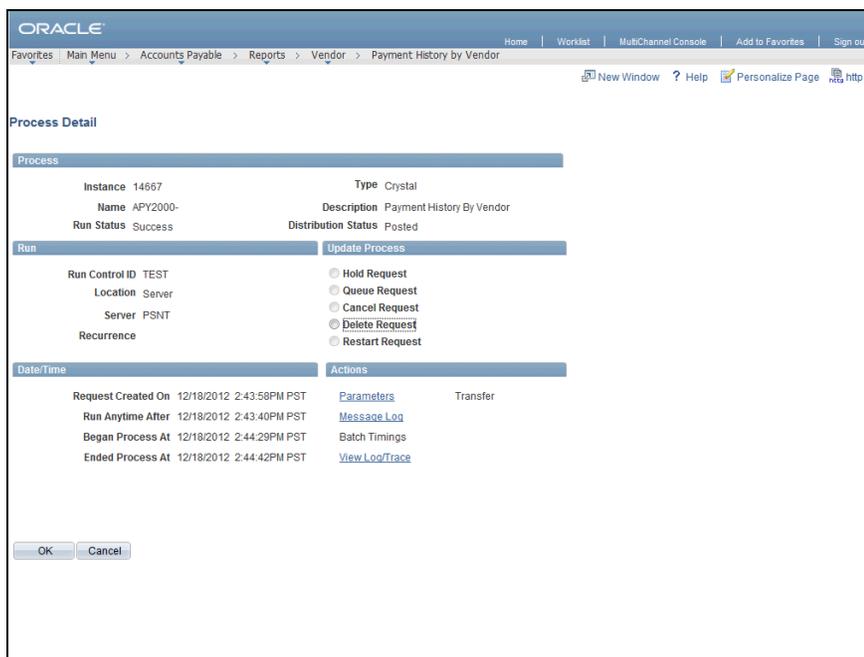


Step	Action
14.	<p>The Payment History by Vendor page displays.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p>

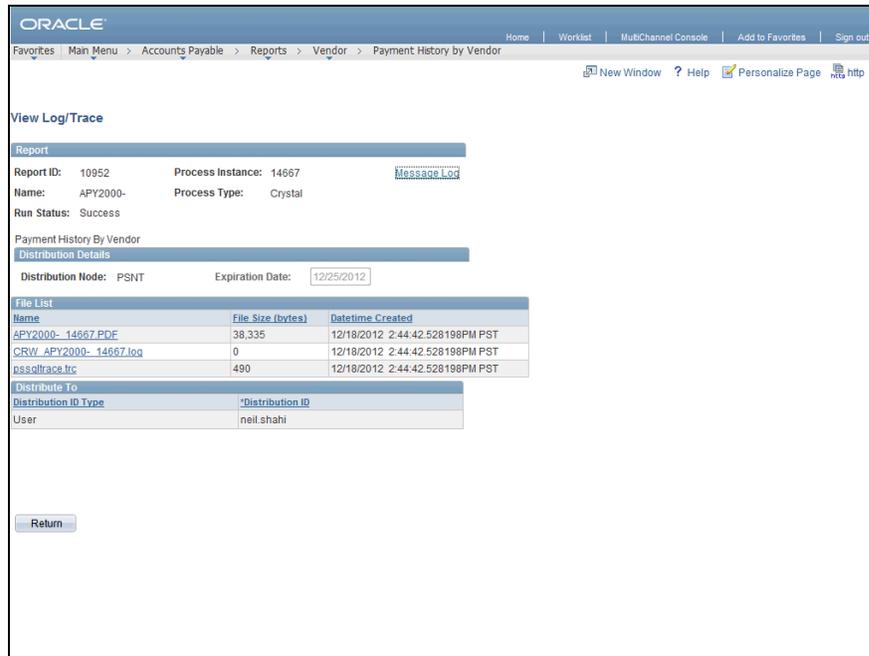


Select	Instance	Sea	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14667		Crystal	APY2000-	neil.shahi	12/18/2012 2:43:40PM PST	Queued	N/A	Details
<input type="checkbox"/>	14666		Crystal	APY2000-	neil.shahi	12/18/2012 2:39:34PM PST	Success	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"/>	14656		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

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. 



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



View Log/Trace

Report

Report ID: 10952 Process Instance: 14667 [Message Log](#)

Name: APY2000- Process Type: Crystal

Run Status: Success

Payment History By Vendor

Distribution Details

Distribution Node: PSNT Expiration Date: 12/25/2012

File List

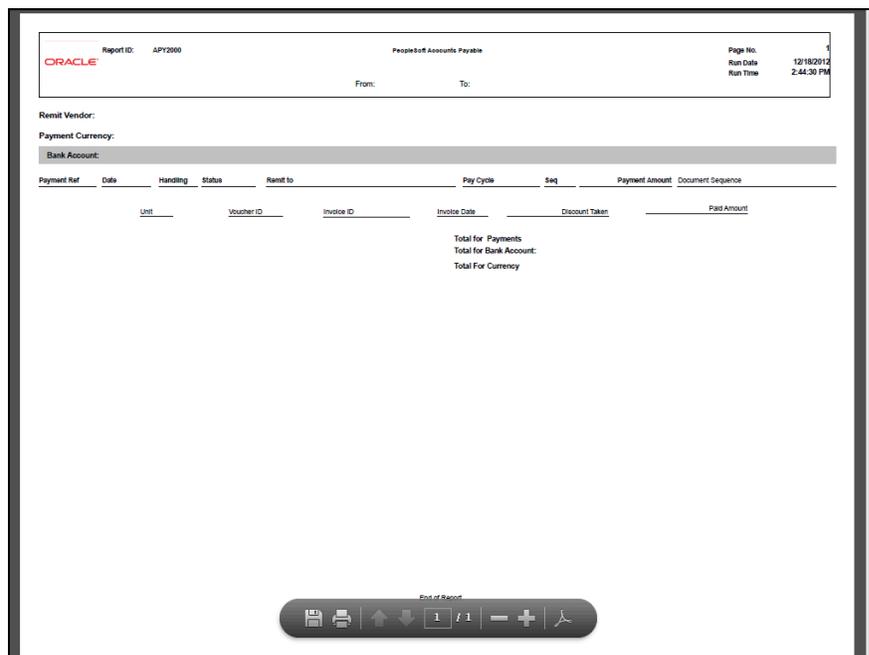
Name	File Size (bytes)	Datetime Created
APY2000- 14667.PDF	38,335	12/18/2012 2:44:42 528198PM PST
CRW APY2000- 14667.log	0	12/18/2012 2:44:42 528198PM PST
psolltrace.trc	490	12/18/2012 2:44:42 528198PM PST

Distribute To

Distribution ID Type	Distribution ID
User	neil.shahi

[Return](#)

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



Report ID: APY2000 PeopleSoft Accounts Payable Page No. 1

From: To: Run Date: 12/18/2012

Run Time: 2:45:20 PM

Remit Vendor:

Payment Currency:

Bank Account:

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount			

Total for Payments
Total for Bank Account
Total For Currency

End of Report

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 *AP240 Managing Vouchers* course. In this course, you have learned how to:

- Create voucher control groups and assign to personnel
- Review and validate invoice information
- Review voucher, purchase order and receipt information
- Identify voucher statuses
- Create/update PO and direct payment vouchers
- Correct voucher errors
- Update and manage voucher information including creating adjustment, reversal, and journal vouchers and deleting vouchers
- Post, Unpost, and close vouchers
- View voucher accounting entries
- Run Voucher Build Process and monitor exceptions

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 gears@mdcourts.gov (<mailto:gears@mdcourts.gov>).