



State of Oklahoma COR216 P Card Voucher Build Manual

Revised: May 7, 2008



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Review Date:

Original Issue: [02/28/2005]
Current Version: [04/07/2008]
[12/31/2008]



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OVERVIEW

On a daily basis authorized state employees can make authorized purchases using state approved credit cards. The credit cards are issued by Bank One and the transaction detail resulting from charges made by employees are sent to Bank One from the participating merchants. Bank One furnishes a web site that is accessible by authorized employees and that can be used to review and edit the transactions made by each employee. After transactions have been reviewed and edited, they are downloaded on a designated date to the State's mainframe computer and then loaded into the CORE system Voucher Build staging tables. Each agency is responsible for creating vouchers for its agency from the data in the staging tables using the PCard Voucher Build Process. This guide contains instructions for creating the vouchers using the Voucher Build process after they have been loaded into the staging tables. This guide does not contain instructions for reviewing and editing transactions through the Bank One website; nor does it include instructions for loading the transactions into the Voucher Build staging tables.



Voucher Batch Request

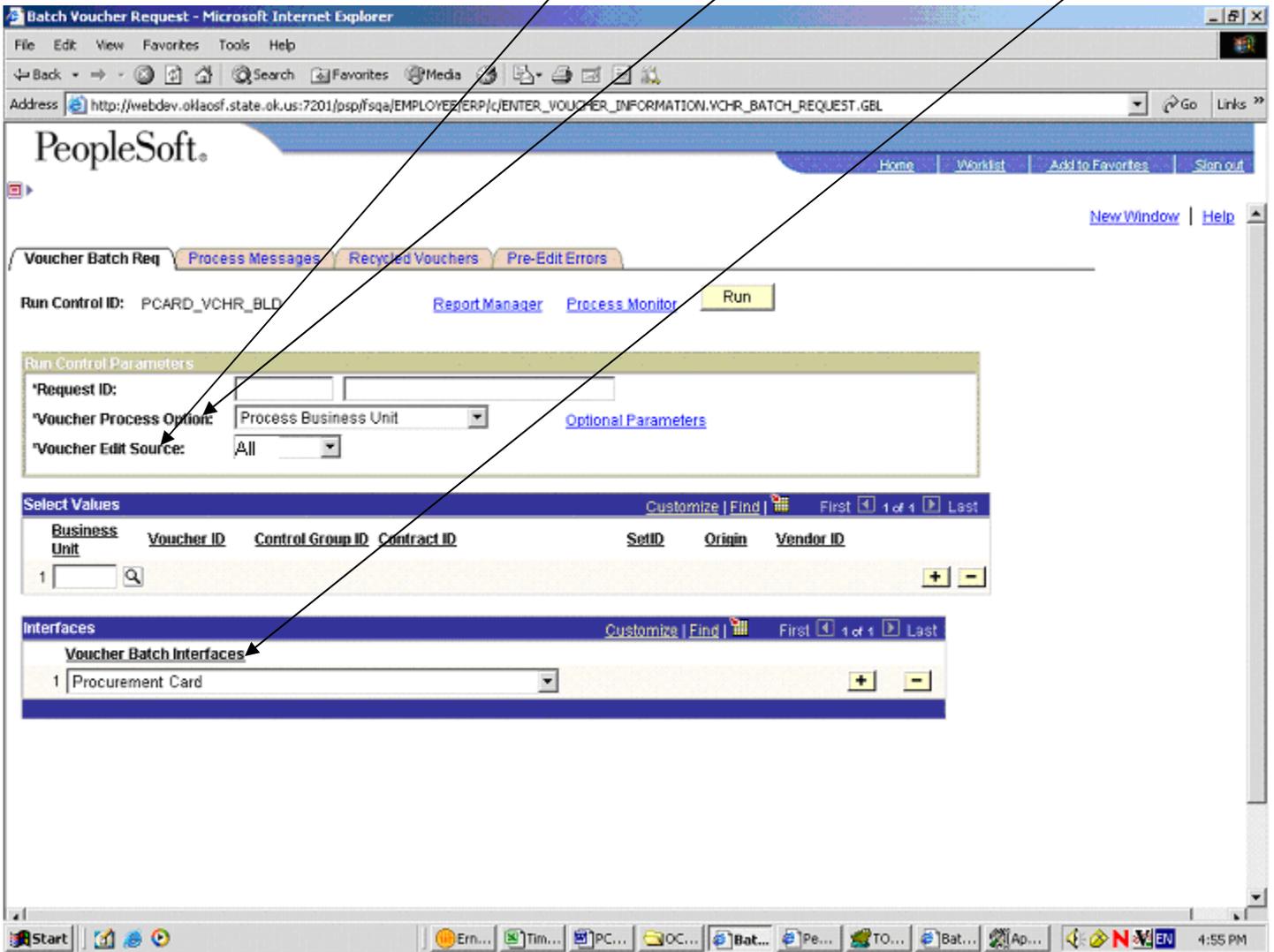
Step 1

Navigate to **Accounts Payable>Batch Processes>Vouchers>Batch Voucher Request** and create a new Run Control ID. You can use any name that has meaning to you. Once the new Run Control ID is created, you may re-use it from month to month.



Step 2

After **clicking** the Add button, the following page displays. The Voucher Process Option and the Voucher Batch Interface Option will be disabled. Set the Voucher Edit Source to 'All' so that both new and recycled vouchers will be processed.





Step 3

Enter your 5 digit Business Unit, a Request ID, and Description and click Run. The request ID and description are for informational purposes only. You may enter anything that is meaningful to you. The business unit will be used to retrieve the data from the voucher build staging tables and create the vouchers for your agency. The Optional Parameters hyperlink will not be used.

The screenshot shows the 'Batch Voucher Request' interface in a Microsoft Internet Explorer browser. The address bar shows the URL: `http://webdev.oklaosf.state.ok.us:7201/psp/fsga/EMPLOYEE/ERP/JENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GEL`. The interface includes a 'PeopleSoft' logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the logo, there are tabs for 'Voucher Batch Req', 'Process Messages', 'Recycled Vouchers', and 'Pre-Edit Errors'. The 'Run Control ID' is 'PCARD_VCHR_BLD'. There are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. The 'Run Control Parameters' section contains the following fields:

- *Request ID: EHS_001 | P Card
- *Voucher Process Option: Process Business Unit (dropdown)
- *Voucher Edit Source: All (dropdown)

An 'Optional Parameters' link is visible next to the 'Process Business Unit' dropdown. Below this is a 'Select Values' section with a table:

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1 01000						

Below the table is an 'Interfaces' section with a dropdown menu showing '1 | Procurement Card'. Annotations with arrows point from the text in Step 3 to the 'Business Unit' field, the 'Request ID' field, the 'Description' field, the 'Run' button, and the 'Optional Parameters' link.



Step 4

After you click Run, the following page displays. The Server Name should be PSUNX. The other fields on the page do not need to be changed.

Click **OK**.

Batch Voucher Request - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7181/psp/fscopy/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL

PeopleSoft. Home Add to Favorites Sign out

New Window help

Process Scheduler Request

User ID: ESTEWART Run Control ID: EHS_001

Server Name: PSUNX Run Date: 01/28/2005

Recurrence: Run Time: 7:04:21 PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web	TXT

[OK](#) [Cancel](#) [Refresh](#)

Done Internet



Step 5

Upon clicking OK, you will return to the Voucher Batch Req tab. Click on the [Process Monitor](#) hyperlink.

The screenshot shows the PeopleSoft Batch Voucher Request interface in a Microsoft Internet Explorer browser window. The browser title is "Batch Voucher Request - Microsoft Internet Explorer". The address bar shows the URL: http://webdev.okaof.state.ok.us:7021/psp/fscdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VOHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The PeopleSoft logo is at the top left. The main content area is titled "Voucher Batch Req" and has several tabs: "Voucher Batch Req", "Process Messages", "Recycled Vouchers", and "Pre-Edit Errors". The "Process Monitor" tab is selected. Below the tabs, there is a "Run Control ID: 001" and a "Run" button. A "Process Instance: 13689" is displayed. The "Run Control Parameters" section contains the following fields:

- *Request ID: EHS_001 P Card
- *Voucher Process Option: Process Business Unit
- *Voucher Edit Source: All

Below this is a "Select Values" table with columns: Business Unit, Voucher ID, Control Group ID, Contract ID, SetID, Origin, and Vendor ID. The table contains one row with Business Unit 01000. Below the table is an "Interfaces" section with a dropdown menu showing "Procurement Card".



Step 6

After clicking [Process Monitor](#) you should see the following page:

Click the [Refresh](#) button every 10 seconds or so until the [Run Status](#) changes to Success and the [Distribution Status](#) changes to Posted.

After the Run Status changes to Success, click on the [Go Back to Voucher Batch Request](#) hyperlink.

The screenshot shows a web browser window titled "Batch Voucher Request - Microsoft Internet Explorer". The address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL. The page header includes the PeopleSoft logo and navigation links like Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the header, there are tabs for "Process List" and "Server List". A search area titled "View Process Request For" contains fields for User ID (ESTEWART), Type, Last (10 Minutes), Name, Instance, Run Status, and Distribution Status. A yellow "Refresh" button is located next to the "Last" field. Below the search area is a table titled "Process List" with columns: Select, Instance Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance Seq 14006, Process Type Application Engine AP_VCHRBLD, User ESTEWART, Run Date/Time 01/18/2005 10:36:51AM CST, Run Status Queued, and Distribution Status N/A. At the bottom left, there is a blue hyperlink "Go back to Voucher Batch Request". At the bottom right, there are "Save" and "Notify" buttons. The status bar at the bottom shows "Process Instance:14006" and "Internet".



Step 7

After clicking the [Go Back to Voucher Batch Request](#) hyperlink, it will access the page you started from when you initially ran the Voucher Build process (also known as the Voucher Batch Process). The [Process Messages](#) tab contains limited information and should be ignored. **Click on the [Pre-Edit Errors](#) tab.**



Step 8

After clicking on the Pre-Edit Errors tab, the following page will display. It is used to view whether or not there are pre-edit errors that prohibited the voucher(s) from being created. The fields to the right of the Examine Error Messages and Go to Review Pre-Edit Errors hyperlinks will be populated when there are pre-edit errors. There can be pre-edit errors for the agency's PCard, the statewide contract PCard, or both. A line will display for each PCard with pre-edit errors. In our example, there is one voucher that did not build because of pre-edit errors. If there are no pre-edit errors, nothing will display below the Request Status box.

An example of a pre-edit error is a transaction with an invalid Vendor ID. Voucher defaulting cannot be processed correctly because Vendor ID is part of the Payables Control and Defaulting Hierarchy. To examine the Pre-Edit error messages, click on the Examine Error Messages. To review and correct the Pre-Edit errors, click on the Go to Review Pre-Edit Errors hyperlink. For our example, click on the Examine Error Messages link.

Batch Voucher Request - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7021/pspf/sdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites Sign out

Voucher Batch Req Process Messages Recycled Vouchers **Pre-Edit Errors**

User ID: ESTEWART Run Control ID: 001
 Request ID: EHS_001 Description: P Card Refresh Log

Request Status
 Process Instance: 13704

	Examine Error Messages	Go to Review Pre-edit Errors	Business Unit	Voucher ID	Origin	Control Group ID	Vendor ID	Buying Agreement ID	Invoice Number
1	Examine Error Messages	Go to Review Pre-edit Errors	01000	00000047	PCD		0000000000		010_20030630_001

Save Return to Search Notify Refresh

Voucher Batch Req | Process Messages | Recycled Vouchers | Pre-Edit Errors

Process Instance:13704 Internet



Step 9

Clicking the [Examine Error Messages](#) link accesses the following page. There are five tabs available. Clicking on each tab will display the Pre-Edit errors for that tab and will offer a Correct Errors hyperlink to give you an opportunity to correct the errors. In this example, the errors are an invalid Vendor ID and Vendor Location on the Header Errors tab.

Click on the [Correct Errors](#) hyperlink.

The screenshot shows the PeopleSoft interface for a Batch Voucher Request. The browser title is "Batch Voucher Request - Microsoft Internet Explorer". The address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The PeopleSoft logo is visible in the top left. A navigation menu on the left lists various options under "My Favorites" and "Portal Objects". The main content area has five tabs: "Header Errors", "Line Errors", "Distribution Line Errors", "Scheduled Payment Detail", and "Misc Charge Errors". The "Header Errors" tab is active, displaying the following information:

Unit:	01000	Voucher:	00000047
Invoice Date:	06/30/2003	Invoice:	010_20030630_001
Vendor:	0000000000	TEST	

Below this information is a "Voucher Errors" section with a "Correct Errors" link. The error details are as follows:

Field Name	Message
VENDOR_ID	TSE Prompt table edit; value not found in prompt table.
VENDOR_LOC	TSE Prompt table edit; value not found in prompt table.

At the bottom of the interface, there are buttons for "Save", "Return to Search", and "Notify", and a navigation bar with links for "Header Errors", "Line Errors", "Distribution Line Errors", "Scheduled Payment Detail", and "Misc Charge Errors".



Step 10

Clicking the **Correct Errors** hyperlink accesses the following page. The error messages indicated that the Vendor ID and Vendor Location were invalid; however, an invalid Vendor ID will automatically generate an invalid Vendor Location error also. Correcting the Vendor ID will probably correct the Vendor Location. For purposes of this example, change the Vendor ID to 0000001101 and click Save.

In this example the Build Status is To Build. The next time you run the voucher build process with the 'All' option in the Voucher Edit Source, this voucher should be successfully created.

You can opt to delete the voucher from the staging tables by clicking on the Update Bld Stat hyperlink and selecting the Delete option. However, you will then have to enter the voucher manually. Consider carefully before choosing the Delete option.

The screenshot shows the PeopleSoft 'Batch Voucher Request' form. At the top, the 'Header' tab is selected, showing 'Payment' details. The 'Unit' is 01000, 'Voucher' is 00000047, and 'Bld Status' is 'To Build'. There are hyperlinks for 'Update Bld Stat', 'Header Errors', and 'Line Errors'. Below this, the 'Invoice - Pre-edit Errors' section contains fields for Vendor (0000000000), Location (001), Date (06/30/2003), and Invoice (010_20030630_001). The 'PO/Receiver Pre-edit Errors' section includes fields for Build Code, PO Unit (01000), PO ID (222222224), Recv BU, Recv ID, Carrier ID, PK Slip No, and Bill of Lading. The 'Contract Pre-Edit Errors' section has SetID and Contract fields. The 'Voucher Line' section shows a table with columns for Line Flag, Item ID, Description, Quantity, UOM, Unit Price, and Extended Amt. Below this is the 'Distributions' section with tabs for Chartfields, Assets Data, and VAT. A table with columns for Quantity, Amount, GL Unit, Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, Program, Project, and Oper Unit is visible. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.



Step 11

After correcting the pre-edit errors and saving your changes, you will need to return to the Voucher Build page. (There currently is no link back to that page from your current location (see tip below). To return to the Voucher Build page, go to the menu and navigate back to the Voucher Batch page (i.e. Accounts Payable>Batch Processes>Vouchers>Voucher Batch Request. You may wish to add this to My Favorites.) After navigating back to the Voucher Build page you should see the following page. **Click on the Recycled Vouchers tab.**

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher Batch Req Process Messages Recycled Vouchers Pre-Edit Errors

Run Control ID: 001 Report Manager Process Monitor Run

Run Control Parameters

*Request ID: EHS_001 P Card

*Voucher Process Option: Process Business Unit Optional Parameters

*Voucher Edit Source: All

Select Values Customize Find First 1 of 1 Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1 01000						

Interfaces Customize Find First 1 of 1 Last

Voucher Batch Interfaces

1 Procurement Card

TIP: Before clicking the [Examine Error Messages](#) and [Go to Review Pre-Edit Errors](#) links noted page 10, open a new window. Then the voucher screen can be closed after the corrections are made. You may need to **click** the refresh button to retrieve the revised data.



Step 12

Upon clicking on the Recycled Vouchers tab, the following page displays. It is used to view whether or not a built voucher has recycle voucher exceptions. If the fields to the right of the Examine Error Messages and Correct Errors hyperlinks are populated, then a voucher has been created with errors that need correcting. Recycle voucher exceptions can occur for the agency's PCard, the statewide contract PCard, or both. In our example, voucher #00000048 has recycle voucher exceptions. If there are no recycle voucher exceptions, nothing will display below the Request Status box.

An example of a recycle error is a transaction with an invalid chartfield. An invalid chartfield does not preclude the voucher from being built, but it must be corrected before the voucher can have a postable status. To examine the recycle error messages, click on the Examine Error Messages. To review and correct the recycle errors, click on the Correct Errors hyperlink. For our example, click on the Examine Error Messages hyperlink.

The screenshot shows the PeopleSoft 'Batch Voucher Request' interface. The 'Recycled Vouchers' tab is active. The page displays the following information:

- User ID: ESTEWART, Run Control ID: 001
- Request ID: EHS_001, Description: P Card
- Process Instance: 13704

Below this information is a table with the following columns: Examine Error Messages, Correct Errors, Unit, Voucher, Origin, Group, Vendor, Buy Agree ID, Invoice, Invoice Date, and Gross Amount. The table contains one row of data:

Examine Error Messages	Correct Errors	Unit	Voucher	Origin	Group	Vendor	Buy Agree ID	Invoice	Invoice Date	Gross An
Examine Error Messages	Correct Errors	01000	00000048	PCD		0000001101		010_20030630_001	06/30/2003	

At the bottom of the interface, there are navigation buttons: Save, Return to Search, Next in List, Previous in List, Notify, and Refresh. The breadcrumb trail at the bottom reads: Voucher Batch Req | Process Messages | Recycled Vouchers | Pre-Edit Errors.

TIP: If the voucher built and is not in recycle status, use the navigation Accounts Payable>Vouchers>Entry>Regular Entry. Find the existing value by searching for the vendor ID #0000001101 or #0000001105 to review the voucher and enter the PC pay group.



Step 13

Clicking on the [Examine Error Messages](#) hyperlink accesses the following page. There are five tabs available to you. As with the Pre-Edit errors, clicking on the different tabs will reveal the recycle exceptions for that tab and provide a [Correct Errors](#) hyperlink to allow you to review and correct the errors. Once all of the recycle exceptions are corrected and saved, the voucher will no longer appear on the Recycled Vouchers tab of the Voucher Build page. The Header Errors tab reveals that, while there are no header errors, there are voucher line and distribution line errors. Click on the [Line Errors](#) tab.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft Batch Voucher Request page. The browser's address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/psp/psdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The page features a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, there are five tabs: Header Errors, Line Errors, Distribution Line Errors, Scheduled Payment Detail, and Misc Charge Errors. The Line Errors tab is selected. The page displays the following information:

Unit: 01000 Voucher: 00000048
Invoice Date: 06/30/2003 Invoice: 010_20030630_001
Vendor: 0000001101 AUTHORITY ORDER-PCARD

Voucher Errors Find | View All First 1 of 1 Last

Edit Type: Application Edit Error Count: 2 [Correct Errors](#)

Details Find | View All First 1-2 of 2 Last

Field Name	Message
VOUCHER_ID	Distribution Line edit errors exist.
VOUCHER_ID	Voucher Line edit errors exist.

At the bottom of the page, there are buttons for Save, Return to Search, and Notify. Below these buttons are the same five tabs as above: Header Errors | Line Errors | Distribution Line Errors | Scheduled Payment Detail | Misc Charge Errors. The browser's status bar at the bottom shows "Done" and "Internet".



Step 14

After clicking on the **Line Errors** tab, the following page displays. It reveals that there are distribution line errors (as we learned from the Header Errors tab). Click on the **Distribution Line Errors** tab.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft 'Batch Voucher Request' interface. The browser's address bar shows the URL: `http://webdev.okaof.state.ok.us:7021/pspf/sdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES`. The PeopleSoft logo is visible at the top left, and navigation links like 'Home', 'Worklist', and 'MultiChannel Console' are at the top right. A tabbed menu at the top includes 'Header Errors', 'Line Errors', 'Distribution Line Errors', 'Scheduled Payment Detail', and 'Misc Charge Errors'. An arrow points to the 'Distribution Line Errors' tab. Below the tabs, the following information is displayed:

Unit: 01000 Voucher: 00000048
Invoice Date: 06/30/2003 Invoice: 010_20030630_001
Vendor: 0000001101 AUTHORITY ORDER-PCARD

The 'Voucher Line Errors' section shows:

Line	Edit Type	Error Count
1	Application Edit	1

Below this, the 'Details' section shows a table with the following error:

Field Name	Message
VOUCHER_ID	Distribution Line edit errors exist.



Step 15

After clicking on the Distribution Line Errors tab, the following page displays. Click on the View All hyperlink

The screenshot shows a web browser window titled "Batch Voucher Request - Microsoft Internet Explorer". The address bar shows a URL from "webdev.oklaosf.state.ok.us". The page header includes the "PeopleSoft" logo and navigation links like "Home", "Working", "MultiChannel Console", "Add to Favorites", and "Sign out".

Below the header, there are several tabs: "Header Errors", "Line Errors", "Distribution Line Errors" (which is selected), "Scheduled Payment Detail", and "Misc Charge Errors".

Under the "Distribution Line Errors" tab, the following information is displayed:

- Unit: 01000 Voucher: 00000048
- Invoice Date: 06/30/2003 Invoice: 010_20030630_001
- Vendor: 0000001101 AUTHORITY ORDER-PCARD

Below this, there are two sections:

- Voucher Line Errors**: Shows "Line: 1" and "Amount: 19.00". It has a "View All" link.
- Distribution Line Errors**: Shows "Line: 1", "Edit Type: Prompt Tbl", and "Error Count: 2". It has a "View All" link. An arrow from the text above points to this "View All" link.

The "Distribution Line Errors" section also contains a "Details" table with the following data:

Field Name	Message
ACCOUNT	TSE Prompt table edit; value not found in prompt table.
CLASS_FLD	TSE Prompt table edit; value not found in prompt table.

At the bottom of the page, there are buttons for "Save", "Return to Search", and "Notify", along with a breadcrumb trail: "Header Errors | Line Errors | Distribution Line Errors | Scheduled Payment Detail | Misc Charge Errors".



Step 16

Clicking on the [View All](#) hyperlink allows the user to view the voucher line distribution line errors. There are invalid values in the Account and Class_Fld fields for both distribution lines of this voucher. Click on the [Correct Errors](#) hyperlink.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft 'Batch Voucher Request' page. The browser address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The PeopleSoft header includes navigation links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the header, there are tabs for Header Errors, Line Errors, Distribution Line Errors (selected), Scheduled Payment Detail, and Misc Charge Errors. The main content area displays voucher information: Unit: 01000, Voucher: 00000048, Invoice Date: 06/30/2003, Invoice: 010_20030630_001, and Vendor: 0000001101 AUTHORITY ORDER-PCARD. A 'Voucher Line Errors' section shows a table with columns for Line, Amount, and Error Count. Line 1 has an amount of 19.00 and 2 errors. Below this, a 'Distribution Line Errors' section shows details for Line 1, including a table with Field Name and Message columns. The messages for ACCOUNT and CLASS_FLD are 'TSE Prompt table edit; value not found in prompt table.' A 'Correct Errors' hyperlink is visible next to the error count. A second 'Distribution Line Errors' section shows details for Line 2, which also has 2 errors and the same messages for ACCOUNT and CLASS_FLD. The browser status bar at the bottom shows a javascript error: javascript:submitAction_win0(document.win0,'\$ICField10\$hviewall\$0');



Step 17

Clicking on the **Correct Errors** hyperlink accesses the voucher screen. Note that the voucher is in Recycle status. Built vouchers in recycle status have an **In Error** checkbox next to each voucher line and voucher distribution line and are checked for voucher lines and distribution lines that have exceptions. In our example below, both distribution lines associated with voucher line 1 have exceptions. The necessary corrections are as follows:

A. Add an **Account** to both distribution lines

B. Change the chartfield on both distribution lines

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites

Invoice Information Payments Voucher Attributes Accounting Information

Style: Regular Entry Status: Recycle Comments

Unit: 01000 Voucher ID: 00000048 Group: Budget Status: Not Chk'd Post Status: Unposted

Copy from a Source Document

PO Unit: 01000 Purchase Order: 222222222 Copy PO Worksheet Copy Option: None

Vendor

Advanced Vendor Search

Vendor: 0000001101

Name: AOP-001

Location: 001

*Address: 1

AUTHORITY ORDER-PCARD

AGENCY PREFERENCE

OKLAHOMA CITY, OK 99999

Invoice

Invoice No: 010_20030630_001

Invoice Date: 06/30/2003

*Pay Terms: 0 Days

Misc Amt:

Frght Amt:

Acctg Date: 06/30/2003

Total: 19.00 *Curr: USD Balance: 0.00

Non Merchandise Summary

Invoice Lines Find View All First 1 of 1 Last

1 *Dist by: Amt SpeedChart View PO/Receiver

Item	Description	Quantity	UOM	Unit Price	Extended Amt	In Error
					19.00	<input checked="" type="checkbox"/>

Distribution Lines Customize Find View 1 1-2 of 2

ChartFields Exchange Rate Statistics Assets

In Error	Amount	Quantity	*GL Unit	Budget Date	*Account	Sub-Account	Fund Type	Class Funding	Dept	Bud Ref	CFDA#
<input checked="" type="checkbox"/>	9.00		01000	06/30/2003				19401		04	
<input checked="" type="checkbox"/>	10.00		01000	06/30/2003				19401		04	

After making the changes, click **Save**. (Once the voucher is saved, the **In Error** boxes are no longer checked even if all the necessary changes are not made). Enter the pay group PC on the payments tab of the voucher.



Step 18

In this example, there was a voucher that did not build because of pre-edit errors and a voucher that built with recycled vouchers exceptions. The pre-edit errors were corrected on page 10 and the voucher was corrected on page 19.

After correcting the recycled voucher, we returned to the Voucher Build page. (There currently is no link back to that page from your current location (see tip on page 13). To return to the Voucher Build page go to your menu and navigate back to the Voucher Batch page (i.e. Accounts Payable>Batch Processes>Vouchers>Voucher Batch Request. You may wish to add this to My Favorites.) Navigating back to the Voucher Build page displays the following page. **Click on the Recycled Vouchers tab.**

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher Batch Req Process Messages **Recycled Vouchers** Pre-Edit Errors

Run Control ID: 001 Report Manager Process Monitor Run

Run Control Parameters

*Request ID: EHS_001 P Card

*Voucher Process Option: Process Business Unit Optional Parameters

*Voucher Edit Source: All

Select Values Customize Find First 1 of 1 Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
	01000					

Interfaces Customize Find First 1 of 1 Last

Voucher Batch Interfaces

1 Procurement Card

Internet



Step 19

Clicking on the Recycled Vouchers tab accesses the following page. There are no longer any Recycled Vouchers exceptions because the errors were corrected.

Step 20

We must now rerun the Voucher Build to build the Pre-Edit Error voucher. Click on the Voucher Batch Req tab and begin with Step 4 on page 8.

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://webdev.okaosf.state.ok.us:7021/psp/psdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VOCH_BATCH_REQUEST.GBL?Folder=MVFAVORITES

PeopleSoft.

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher Batch Req Process Messages Recycled Vouchers Pre-Edit Errors

User ID: ESTEWART Run Control ID: 001

Request ID: EHS_001 Description: P Card Refresh Log

Request Status

Process Instance: 13706

Save Return to Search Next in List Previous in List Notify Refresh

Voucher Batch Req | Process Messages | Recycled Vouchers | Pre-Edit Errors

Done Internet