



CORE Oklahoma

State of Oklahoma P113 Accounts Payable Regular Voucher Manual

Revised: October 1, 2007



CORE Oklahoma

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Review Date:

Original Issue: [11/01/2003]
Current Version: [10/01/2007]
[01/31/2008]



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REGULAR VOUCHER OVERVIEW

Regular vouchers are created and paid directly to the vendor; upon completion, they create expenditures against budgets and accounts payable accounting entries. Direct vouchers do not flow through the procurement process: their uses are limited to areas where the state has specific statutory authority to pay vendors directly. Currently, this authority is limited to vouchers related to:

- Travel
- Interest Payments
- Workers compensation
- Settlement agreements
- Payroll withholding payments

This manual is divided among the following main areas:

Voucher Creation

The process of creating a voucher is illustrated.

Template Vouchers

The system allows for the creation of vouchers from saved templates.

Speed Charts

Creation and use of the Speed Chart tool allows distribution information to be copied into a voucher.

Journal Vouchers

Accounting entry corrections for paid and posted vouchers is covered.

Adjustment Voucher

Debit or credit adjustments used to adjust existing posted vouchers is illustrated.

Budget Checking Errors

The process of what to do when a voucher fails budget checking is explained.

Deleting Vouchers

The process of removing erroneous vouchers from the system is covered.

Closing Vouchers

Closing a voucher and restoring any unpaid amount to the budgets whenever a voucher is not fully paid is explained.

Unpost Vouchers

Unposting a voucher to update the distribution lines after a voucher has posted is demonstrated.

Finding an Existing Value

Search options to find an existing voucher for review or update is explained.

Voucher Reports

The Voucher Jacket form OSF 15A is covered as well as instructions on how to run and print it. The chapter also introduces the Batch Slip and three daily voucher reports.



NOTE: Throughout this manual, page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of Oklahoma.



REGULAR VOUCHER CREATION

STEP 1 – CREATE ONLINE VOUCHER

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry



ADD A NEW VALUE:

1. Business Unit: (BU) defaults to specific value for each user.
2. Voucher ID: Defaults to NEXT. The system sequentially numbers the vouchers. **DO NOT CHANGE.**
3. Voucher Style: Defaults to *Regular Voucher*. Use this style to pay a vendor.
4. Vendor Information: Enter vendor ID or short name to select the vendor. The allows for vendor search. The vendor location and address sequence will default in from the vendor file.
5. Invoice Number:
 - Enter identifiable invoice number from invoice.
 - Enter invoice number per BU invoice numbering conventions when no invoice number is on the invoice.
6. Invoice Date: Enter use the icon to select the date.
7. Gross Invoice Amount: Enter the total amount of the invoice.
8. Estimated No. of Invoice Lines: This should correspond to the number of invoice lines billed on the invoice.
9. : Click or press Enter.

Voucher

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

Business Unit: 1 09000

Voucher ID: 2 NEXT

Voucher Style: 3 Regular Voucher

Short Vendor Name: GUNGOLL,JA-001

Vendor ID: 4 0000199608

Vendor Location: 0001

Address Sequence Number: 1

Invoice Number: 5 SETTLEMENT06252007

Invoice Date: 6 06/30/2007

Gross Invoice Amount: 7 100.00

Freight Amount: ** 0.00

Misc Charge Amount: ** 0.00

Estimated No. of Invoice Lines: 8 1

9 **** Not Used**

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

NOTE: This is referred to as the Add and Search page.

NOTE: This and other pages illustrated have tabs on the top and matching hyperlinks on the bottom to navigate to the various pages.



STEP 2 – REVIEW INVOICE INFORMATION

The Invoice Information page is displayed when **Add** is clicked on the Add and Search page.

Invoice Information | [Payments](#) | [Voucher Attributes](#)

Business Unit: 09000 1 **Invoice Number:** SETTLEMENT06252007
Voucher ID: NEXT **Invoice Date:** 06/30/2007 [BT]
Voucher Style: Regular **Action:** [Dropdown] **Run**

Copy from a Source Document | [View Related Document](#)
PO Unit: [Field] **Purchase Order:** [Field] **Copy PO** **Worksheet Copy Option:** None [Dropdown]

Vendor: 0000199608 **'Pay Terms:** 0 Days [Dropdown] **Basis Dt Type** Inv Date
Name: GUNGOLL,JA-001 **Control Group:** [Field] [Comments](#)
Location: 0001 **Accounting Date:** 08/25/2007 [BT]
'Address: [Field] [Advanced Vendor Search](#) **'Currency:** USD [Non Merchandise Summary](#)
 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC **Total:** 100.00 **Calculate** [Withholding](#)
 PO BOX 1549
 ENID, OK 73702-1549 **Packing Slip:** [Field]

Invoice Lines 2 | [Find](#) | [View All](#) | First 1 of 1 Last

| Line | Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
|------|---------------|---------|-------------|----------|---------|------------|-----------------|
| 1 | Amount | [Field] | [Field] | [Field] | [Field] | [Field] | 0.00 |

Ship To: 09000 **SpeedChart:** [Field] Use One Asset ID **Calculate**

Distribution Lines 3 | [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

| Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Oper Unit | Budget Date |
|--------|----------|---------|---------|-------------|-----------|---------------|---------|---------|---------|-----------|-----------------|
| 0.00 | [Field] | 09000 | [Field] | [Field] | [Field] | [Field] | [Field] | [Field] | [Field] | [Field] | 08/25/2007 [BT] |

This page will be divided into sections and covered individually in this chapter.

1. Voucher Header: Step 2 requires review of the vendor and invoice information. This information can be populated directly on this page and incorrect invoice information entered on the Add and Search page can be corrected here.
2. Invoice Lines: Step 3 covers the values that should entered on the invoice line.
3. Distribution Lines: Step 3 also covers how the expenditure for the invoice line is recorded.

NOTE: The Invoice Information and the other voucher pages are contained in what is referred to as the *Voucher Component*.



VENDOR SECTION

1. Vendor Name and Address: Verify for accuracy.
2. Location: If the address is incorrect, click the lookup glass  next to the **Location** field to select the correct address. If another address is selected, the location and address will populate on the Invoice Information page and the Payments page. See page 18 for information about the Payments Page.
3. Advanced Vendor Search: If the vendor ID is unknown or the vendor is incorrect and the Vendor field is grayed out, the link allows a search for vendors using partial names and the wildcard symbol of %.

Vendor: 

Name: 

Location:  **2**

Address:  [Advanced Vendor Search](#) **3**

GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC
PO BOX 1549
ENID, OK 73702-1549

Look Up Location **2**

SetID: 00000
Vendor ID: 0000199608
Vendor Location: 

[Basic Lookup](#)

Search Results

View All First  1-2 of 2  Last

| Vendor Location | Description |
|----------------------|--------------------------------|
| 0001 | PO BOX 1549 |
| 0002 | 323 W BROADWAY |

ADVANCED VENDOR SEARCH

1. Name: Search for the vendor name using a partial name and the wildcard symbol of % or enter the vendor name exactly as it is in the vendor file.
2. Max Rows: Increase the Max Row from 10 up to 99999 if anticipating search results of more than ten vendors (a search result is listed for each vendor address).
3. Search: Click to return a list of vendors. If the vendor does not exist in the vendor file, submit the OSF Vend form available from the CORE website.

Search Criteria

Name: **1**

City:

State:  ShortName:

Country:  Type: 

Postal: Class: 

Manage Search Result

[Back to Header](#)

Max Rows **2** **3**    



ADVANCED VENDOR SECTION

1. Manage Search Results: Identifies the number of returned values.
2. Find Link: Allows a search string to be entered to further narrow the search. In this example, Box was used to narrow the search from the 806 search results.
3. : Choose vendor from the returned values and click to update the vendor on the Invoice Information page.

Search Criteria

Name:

City:

State: ShortName:

Country: Type:

Postal: Class:

Manage Search Result

[Back to Header](#)

Max Rows

1 1 to 806 of 806

Search Results [Customize](#) | [Find](#) | [View 100](#) | [First](#) 580-584 of 806 [Last](#)

| | Vendor | Address | Name | Detail |
|-------------------------------------|------------|---------|---|--|
| <input checked="" type="checkbox"/> | 0000199608 | | 1 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC | 4 Detail |
| <input checked="" type="checkbox"/> | 0000199608 | | 2 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC | Detail |

4. Detail: Link displays a Vendor Lookup Details panel where more information can be obtained about the vendor when there are multiple returned values with identical names. The displays detailed address information.

Vendor Lookup Details 4

SetID: 00000 Vendor ID: 0000199608 [Search](#) [Back to Header](#)

Vendor Detail

| | | | |
|--------------------------|--|--|-----------------------------|
| ShortName: | GUNGOLL,JA-001 | Status: | Approved |
| Name 1: | GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC | Class: | HCM |
| Name 2: | | HR Class: | Garn Pay |
| Address: | 00001 BUSINESS ADDRESS | <input checked="" type="checkbox"/> <input type="button" value="📄"/> | Persistence: Regular |
| Dflt Loc: | 0001 PO BOX 1549 | | |
| Corporate Vendor: | 00000 0000199608 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC | | |
| Remit Vendor: | 00000 0000199608 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC | | |

Open For Ordering
 Withholding Applicable
 VAT Applicable



INVOICE SECTION

1. Invoice Number and Date: Verify for accuracy.

Invoice Information Payments Voucher Attributes

| | | | |
|----------------|---------|-----------------|------------------------------------|
| Business Unit: | 09000 | Invoice Number: | SETTLEMENT06252007 |
| Voucher ID: | NEXT | Invoice Date: | 06/30/2007 |
| Voucher Style: | Regular | Action: | <input type="button" value="Run"/> |

- The system edits for duplicate invoice numbers based on invoice number and vendor ID. A voucher with a duplicate invoice number can be saved in a recycled state; however, it will not continue to process until resolved. See page 17 for additional information about vouchers with recycle status.
- The invoice number and invoice date print on the warrant stub and should match the vendor’s invoice.
- The date of the vendor’s invoice is used to compute days outstanding.

2. Total: Verify the total invoice amount.

| | | | |
|------------------|------------|--|----------|
| *Pay Terms: | 0 Days | Basis Dt Type | Inv Date |
| Control Group: | | Comments | |
| Accounting Date: | 08/25/2007 | Non Merchandise Summary | |
| *Currency: | USD | Withholding | |
| Total: | 100.00 | <input type="button" value="Calculate"/> | |

3. [Comments](#): Click link to enter notes about the invoice. Comments are meant for reference only and up to 254 characters can be entered. Comments print on the OSF Form 15A voucher jacket. See page 67 for additional information about OSF Form 15A and page 71 for an example of comments on the form.

Voucher Comments

John Doe Settlement

4. [Withholding](#): Link activates on the Invoice Information page if the voucher is associated with a vendor setup for 1099 withholding in the vendor file.



WITHHOLDING LINK

1. Entity, Type, Jurisdiction, and Class: Populate from the values specified for the vendor at the vendor location level in the vendor file.
2. Withholding Applicable: Checkbox is on for each invoice line. Select the [View All](#) hyperlink to access multiple voucher lines. Clear the check box to disable withholding for the individual invoice line **only** if the voucher line is exempt from 1099 reporting. (Supervisors knowledgeable about 1099 reporting should approve the clearing of the Withholding Applicable checkbox.) After all changes have been completed, click the [Back to Invoice](#) link to return to the Invoice Information page.

Withholding Information

[Back to Invoice](#)

Unit: 09000 Invoice: SETTLEMENT06252007 Vendor: 0000199608 GUNGOLL,JACKSON,COLLINS,
 VAT Entity: Voucher: NEXT Date: 06/30/2007

Withholding Option

Postpone Withholding

Invoice Line Withhold Information Find | View All First 1 of 1 Last

| Line | Description | Withholding Code | 'Withholding Applicable |
|------|-------------|------------------|-------------------------------------|
| 1 | | | <input checked="" type="checkbox"/> |

Withholding Details Customize | Find | View All First 1 of 1 Last

| | 'Entity | 'Type | 'Jurisdiction | 'Class | Withholding Basis Amt Override | Contract Reference | Rule Override | Apply Withholding | Applicable |
|---|---------|-------|---------------|--------|--------------------------------|--------------------|---------------|-------------------|-------------------------------------|
| 1 | IRS | 1099 | FED | 14 | | | | Payment | <input checked="" type="checkbox"/> |

- The following warning message displays when the vendor is setup for 1099 withholding but the location selected does not have the withholding details entered in the vendor file.

Invoice line is withhold applicable but withholding information not provided. (7030,347)

No withholding information has been entered for the voucher line that is marked as withholding.

Press CANCEL to go back and enter the withholding information
 Press OK to change all voucher lines to non-withholding and save the voucher.

- If the voucher is not 1099 applicable, clear the Withholding Applicable check box.
- If it should be a 1099 vendor, notify OSF to populate the location with the 1099 data with an OSF Form VEND. Populate the Entity, Type, Jurisdiction, and Class on the Withholding Information page and return to the Invoice Information page to continue processing the voucher.



STEP 3 – INVOICE AND DISTRIBUTION LINES

INVOICE LINES

A voucher must have at least one invoice line but may have additional voucher invoice lines to correspond to the number of lines billed on the invoice.

| Line | Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
|------|---------------|------|---------------------|----------|-----|------------|-----------------|
| 1 | Amount | | John Doe Settlement | | | | 100.00 |

Use One Asset ID

- Description:** Enter to describe the voucher line item. The field is optional for direct vouchers.
- Extended Amount:** Enter the amount of the invoice line. The sum of all invoice lines must equal the *Total* in the Invoice Section of the page or the voucher will be saved in a recycled state. Click the **Calculate** button to perform the balancing calculation.
- + -:** Voucher lines can be added or deleted by clicking the buttons.
- Ship To:** The field populates based on Ship To locations set up for the BU and is a required field. The purpose for the field is tax related and does not apply to the State.
- Speedcharts:** A shortcut tool, which allows the accounting distribution information to be more easily populated. Speedcharts are beneficial when a common set of distributions are used repeatedly for direct vouchers.

Speed Charts

NOTE: SpeedCharts are set up by users with Super User security access.

- Click the or enter the SpeedChart name to access the SpeedChart search box.
- Select the desired SpeedChart.

Look Up SpeedChart 5

SetID: 09000
 SpeedChart Key: begins with

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

| SpeedChart Key | Description |
|------------------------|------------------------|
| TRAVEL | TRAVEL |



Speed Charts

The values from the SpeedChart default into the distribution lines. See page 15 for additional information about voucher distribution lines.

Ship To: 09000 SpeedChart: TRAVEL Use One Asset ID

▼ Distribution Lines

GL Chart Exchange Rate Statistics Assets

| | Amount | Quantity | 'GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref |
|---|--------|----------|----------|---------|-------------|-----------|---------------|---------|---------|
| 1 | 0.00 | | 09000 | 521110 | | 1000 | 19701 | 1000025 | 07 |
| 2 | 0.00 | | 09000 | 521120 | | 1000 | 19701 | 1000025 | 07 |
| 3 | 0.00 | | 09000 | 521150 | | 1000 | 19701 | 1000025 | 07 |

- SpeedCharts may be built to include multiple lines of distribution information.
- SpeedCharts may be limited to an individual operator or a permission list that encompasses several operators.
- SpeedChart values populating into the Voucher Distribution Lines can be changed on the voucher.



DISTRIBUTION LINE

A voucher invoice line must have at least one distribution line but may have additional distribution lines if the expenditure will be recorded to several accounts or chartfield distributions.

| Distribution Lines | | | | | | | | | | | | |
|--|----------|----------|---------|-----------|-------------|-----------|---------------|---------|---------|-------|-----------|---------------|
| Customize Find View 1 First | | | | | | | | | | | | |
| GL Chart Exchange Rate Statistics Assets | | | | | | | | | | | | |
| 4 | Amount 1 | Quantity | GL Unit | Account 2 | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Oper Unit | Budget Date 3 |
| + - | 1 | 100.00 | 09000 | 553180 | | 1000 | 19701 | 1000001 | 07 | | | 08/25/2007 |

- Amount: Enter the amount that will be distributed to a particular account and chartfield. The sum of the distribution lines must add to the amount of the voucher line or the voucher will be saved in a recycled state. Refer to page 17.
- Chartfield Values:
 - Account Number – Expenditure accounts begin with 5 and miscellaneous payroll withholding claims are recorded to 633 accounts. **Although the voucher will save when other account numbers are used, OSF will not process a voucher for payment if it has an account other than an expenditure or payroll withholding account number.**
 - Sub Account – Last two digits of the old object code. The field is optional.
 - Fund Type – The CAFR fund type being charged.
 - Class Funding – State fund charged. The class number must be five digits.
 - Dept – Department being charged. The department number must be seven digits.
 - Bud Ref – Budget year that the expenditure is being budget checked against.
 - CFDA – The Catalog of Federal Assistance number used for federal funds.
 - Operating Unit – An agency defined field. OSF must approve use of operating unit.
 - NOTE:** Clicking the next to any chartfield field while it is blank or partially populated will provide a list of valid values.
- Budget Date: Defaults with the date the voucher is created. **DO NOT CHANGE.**
- : Voucher distribution lines can be added or deleted. **NOTE:** If several voucher distribution lines need to be added, populate the first line and then add the number of distribution lines necessary. The chartfield values from the copied distribution line will populate into the additional distribution lines. Make the necessary changes to the chartfield values in the lines added.



STEP 4 – VOUCHER BALANCING

Click the **Calculate** button, located at the header or line level or in the Balancing group box, after confirming the invoice information and entering the invoice line(s) and distribution line(s) to perform on-demand balancing calculations to check if the voucher is in or out of balance. Out of balance information is highlighted in red in three areas of the voucher:

1. Header level – Balances header amount against the voucher line amounts.

***Pay Terms:** 0 Days **Basis Dt Type** Inv Date
[Comments](#)
Accounting Date: 08/25/2007
***Currency:** USD [Non Merchandise Summary](#)
Total: 100.00 **Calculate** [Withholding](#)
Difference 1 **0.01**

2. Line level – Balances voucher line amounts against distribution line amounts.

| Invoice Lines | | | | | | | |
|------------------------|----------------|-------------------|---------------------------|--|---------------------|------------|-----------------|
| Line | *Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
| 1 | Amount | | John Doe Settlement | | | | 100.00 |
| Ship To | | SpeedChart | | | | | |
| 09000 | | | | <input type="checkbox"/> Use One Asset ID Calculate | | | |
| Difference | | | | | | | |
| Merchandise Amt | | 100.00 | Distributed amount | 100.01 | Difference 2 | | 0.01 |

3. Balancing Group Box – Displays the sum of the invoice lines and the header total.

| Balancing | | | |
|-----------|----------------------------|----------------------|------------------|
| | Invoice Lines | 100.01 | |
| | Misc Charge Amount | <input type="text"/> | |
| | Freight Amount | <input type="text"/> | |
| (minus) | Total | 100.00 | Calculate |
| (equals) | Difference Amount 3 | 0.01 | |

When the voucher is in balance, the system displays an amount of 0.00 in the Difference fields located at the header level and the Balancing group box.



STEP 5 – VOUCHER VALIDATION

Click Save to save the voucher. The system will perform validation checks to ensure that fields are completed correctly. Some of the validations that occur are:

- Duplicate invoice checking
- Verifying the existence of a vendor ID
- Verifying the existence of an invoice date and invoice ID
- Validating accounting distribution field values and combinations
- Balancing header amount against lines amounts
- Balancing voucher line amounts against distribution line amounts

If the voucher passes validation, a voucher number is assigned in numeric sequence. Certain errors (e.g., duplicate invoice, voucher out of balance) prompt a warning message but allow the user to save the voucher. A voucher ID is assigned but the Go to Review Errors icon displays to indicate it is in recycle status. The icon appears next to the voucher ID field on the Invoice Information page in this example because the error is at the header level.

[Summary](#) | **[Invoice Information](#)** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: 09000 **Invoice Number:** SETTLEMENT062507
Voucher ID: 00010195 **Invoice Date:** 06/30/2007
Voucher Style: Regular **Action:**

Copy from a Source Document

PO Unit: **Purchase Order:** [View Related Document](#)
Worksheet Copy Option: None

Click the Go to Review Errors icon, , to view the description of the voucher error.

Header Errors for Business Unit 09000, Voucher 00010195

| Header Errors | |
|----------------------|---------------------------|
| Field Name | Message |
| Gross Invoice Amount | Voucher is out of Balance |

NOTE: Vouchers in recycle status are held from further processing until the voucher is corrected. To find vouchers with errors, enter Recycle in the Entry status field on the Add and Search page as illustrated on page 30.



STEP 6 – EDIT PAYMENT INFORMATION

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Payment

- ▼ Accounts Payable
 - ▼ Vouchers
 - ▼ Add/Update
 - Regular Entry
 - Close Voucher
 - Delete Voucher
 - UnPost Voucher

[Summary](#) |
 [Invoice Information](#) |
 Payments |
 [Voucher Attributes](#) |
 [Error Summary](#)

PAYMENT INFORMATION

Review the Payment Information.

[Summary](#) |
 [Invoice Information](#) |
 Payments |
 [Voucher Attributes](#) |
 [Error Summary](#)

| | |
|--|--|
| Business Unit: 09000 | Invoice Number: SETTLEMENT062507 |
| Voucher ID: 00010195 | Invoice Date: 06/30/2007 <input type="button" value="BT"/> |
| Voucher Style: Regular | Action: <input type="button" value="Run"/> |
| Vendor: 1 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC PO BOX 1549 ENID, OK 73702-1549 | Total: 4 100.00 |
| Pay Terms: 6 0 Days <input type="button" value="Schedule Payments"/> | |

| Payment Information | | Find View All | | First | 1 of 1 | Last |
|---|--|--|--|-------|--------|---|
| Scheduled Payment: 1 | | Gross Amount: 100.00 USD | | | | 5 |
| 'Remit to: 2 0000199608 <input type="button" value="Q"/> <input type="button" value="BT"/> 3 | | Discount: 0.00 USD | | | | |
| Location: 0002 <input type="button" value="Q"/> | | Scheduled Due: 06/30/2007 <input type="button" value="BT"/> 6 | | | | |
| 'Address: <input type="button" value="Q"/> | | Net Due: 06/30/2007 | | | | |
| GUNGOLL,JACKSON,COLLINS,BOX & JOHN DOE | | Discount Due: | | | | |
| PO BOX 1549 | | Accounting Date: | | | | |
| ENID, OK 73702-1549 | | | | | | |



PAYMENTS INFORMATION

Summary Invoice Information **Payments** Voucher Attributes Error Summary

Business Unit: 09000 Invoice Number: SETTLEMENT062507
 Voucher ID: 00010195 Invoice Date: 06/30/2007
 Voucher Style: Regular Action: Run
 Total: 100.00
 Vendor: 1 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC
 PO BOX 1549 ENID, OK 73702-1549
 Pay Terms: 6 0 Days Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

*Remit to: 2 0000199608 3
 Location: 0002
 *Address: 2
 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC & JOHN DOE
 PO BOX 1549
 ENID, OK 73702-1549

Gross Amount: 100.00 USD 4 5
 Discount: 0.00 USD
 Scheduled Due: 06/30/2007 6
 Net Due: 06/30/2007
 Discount Due:
 Accounting Date:

- Vendor:** The vendor ID and address entered on the Invoice Information page defaults into the Payments page, including the Remit To vendor fields, when the voucher is saved.
- Remit to:** Ensure the remit address on the voucher matches the remit address on the invoice. Click the next to the Location field to select the correct address or submit an OSF VEND Form to have the correct address added. Assigned payments should have supporting documentation accompanying the voucher.
- Alternate Vendor:** If the Remit To location chosen has an alternate name, e.g., DBA, populated in the vendor file, the alternate name will display in the Alternate Name Icon . **NOTE:** The alternate name will be the payee on the warrant.
- Total and Gross Amount:** The invoice total populates the Totals and Gross Amount when the voucher is saved. If the total on the Invoice Information page is changed after the voucher is saved, change the Gross Amount on the Payment page. The voucher cannot be saved until the Gross Amount agrees to the Total Amount.
- : Multiple payees can be added or deleted by clicking these buttons. A new row is required for each payee or for each payment if partial payments are made. The sum of the Gross Payments for each payee must agree to the Invoice Total.
- Schedule Due:** Calculates from the Pay Terms and determines when to pay the schedule payment. If partial payments are made, ensure the Schedule Due dates are correct. **NOTE:** The Pay Cycle selects vouchers with a Schedule Due date within the last ninety days. If a voucher ages past 90 days, change the Scheduled Due field to the current date before submitting it to OSF for payment.



PAYMENT METHOD

Review the Payment Method fields.

| Payment Method | |
|---|---|
| 'Bank: | OST 1 |
| 'Account: | OST 2 |
| 'Method: | CHK Check 3 |
| 'Pay Group: | <input type="text"/> 4 |
| 'Handling: | RE 5 |
| 'Netting: | N |
| Message: | <input type="text"/> Messages |
| 6 Message will appear on remittance advice. | |

- Bank: OST for all payments except Express Checks.
- Account: Defaults as OST if the method is CHK and “nnnn,” which consist of the first three digits of the agency number followed by a zero, if the method is WIR. The WIR is used for interagency payments only. If the class funding on the voucher is 7XXX *exclusively*, populate the Account with 7REG.
- Methods: CHK (OST creates check), MAN (agency writes 700 fund check and interfaces record to OSF) and WIR (interagency payment). A [Layout](#) link displays when the method of WIR defaults from the vendor file for the location selected. The [Layout](#) field value also defaults from the vendor file.

- Pay Group: Used as part of the Pay Cycle payment selection criteria.
 - After all internal agency approvals are obtained and a voucher has been budget checked and posted, assign a pay group for the day of the week the voucher is released to OSF. (The day selected has no bearing as to when OSF selects the vouchers for payment.) Add the pay group only when the voucher is ready to pay.
 - For rush claims, notify OSF Transaction Processing to obtain approval for priority handling and enter a pay group from a day of the week. Do not enter the pay group SP (Special) as only OSF can assign it.
 - If a voucher is submitted without a pay group, a warrant will not print and the voucher will be returned to the agency.
 - If an unpaid voucher is returned to the agency as a result of an audit finding, OSF removes the pay group.
- Handling: TV (Travel) and RE (Regular). Populating this field with TV will sort travel reimbursement warrants so that they print first. RE sorts the warrants by payee name.
- Message: Enter a payment message of up to 70 characters to print on the remittance advice. This field grays out after the warrant is created.



SCHEDULE PAYMENT AND PAYMENT OPTIONS

| Schedule Payment | | Payment Options | |
|---|------------------------------------|---------------------------------------|---|
| Action: <input type="text" value="Schedule"/> | Payment Date: <input type="text"/> | Hold Payment <input type="checkbox"/> | Separate Payment <input type="checkbox"/> |
| Pay: <input type="text"/> | Reference: <input type="text"/> | Hold Reason: <input type="text"/> | Letter of Credit: <input type="text"/> |

- 6 [Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)

Schedule Payment

- Action: Schedule (OST issues warrant), Record (agency issues warrant), Cancelled (cancelled by request), and Escheated (cancelled by statute).
- Payment Date: Date the warrant is issued.
- Reference: Populates with the nine digit warrant number when the voucher is paid.

Payment Options

- Hold Payment: Select to place a payment on hold. All held payments require a hold reason. Click the next to the Hold Reason field to display the code to explain the payment hold. Release the hold when the warrant is ready to be issued.

| | |
|-----|--|
| ACC | Accounting in Dispute |
| AMT | Amount in Dispute |
| CCR | CCR Expired |
| CRT | Contract Retention |
| EFT | EFT incomplete or not Prenoted |
| GDS | Goods in Dispute |
| IPC | Inbound IPAC Required |
| OTH | Other |
| QTY | Quantity in Dispute |
| TXS | Tax Snag |
| WTH | Withholding Hold |

NOTE: The Hold Payment does not exclude the voucher from budget checking and reducing the allotment and cash budgets.

- Separate Payment: Select the check box if the voucher must pay on a separate warrant. If the check box is not checked, vouchers processed for payment on the same day will be combined by BU, vendor number, and vendor location into a single payment. Each invoice will be listed separately on the pay advice for the combined payment.
- Payment Inquiry Link: Activates when the warrant number is assigned and allows access to the Payment Inquiry Page to view payment information. See the P118 AP Inquiry and Reporting manual for additional information.



PAYMENT NOTE

7. Payment Notes: Enter notes that are meaningful for internal use. The field grays out after the warrant is created.

Payment Note **7**

047351468
Replaced by Warrant # 101291783, dtd 05/05/2005

Note: Payment Note is for internal use only and will not appear on remittance advice.

NOTE: OSF uses the Payment Note field to record a replacement warrant number and the date if the original warrant is replaced. This information prints on the 36 Month Statutory Cancellation Report. See the P118 AP Inquiry and Reporting manual for information about this report.



STEP 7 – VOUCHER ATTRIBUTES

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Voucher Attribute

- ▼ Accounts Payable
 - ▼ Vouchers
 - ▼ Add/Update
 - Regular Entry
 - Close Voucher
 - Delete Voucher
 - UnPost Voucher

[Summary](#) |
 [Invoice Information](#) |
 [Payments](#) |
 Voucher Attributes |
 [Error Summary](#)

VOUCHER ATTRIBUTES PAGE

Edits to the Voucher Attributes page will not be necessary for most users. The exception to this rule will be for users who may need to delete Template vouchers. Refer to page 58.

[Summary](#) |
 [Invoice Information](#) |
 [Payments](#) |
 Voucher Attributes |
 [Error Summary](#)

Business Unit: 09000 **Invoice Number:** SETTLEMENT062507
Voucher ID: 00010195 **Invoice Date:** 06/30/2007 BY
Voucher Style: Regular **Action:**
Total: 100.00

Voucher Processing

Post Voucher Close Voucher
 Revalue Voucher Delete Voucher

Accounting Instructions

'Accounting Template: STANDARD Q **Account At:** Gross ▼

Match Action

'Status: No Match ▼ **Match Due Date:**
 Pay UnMatched Voucher

Transaction Currency

'Source: Tables ▼ **'Currency:** USD Q **Rate Type:** CRRNT Q **Exchange Rate:** 1.00000000

Voucher Approval

'Approval: Pre-Approved ▼ **Business Process:**
Approval Rule Set:



STEP 8 – VIEWING VOUCHER SUMMARY PAGE

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Summary

- ▼ Accounts Payable
 - ▼ Vouchers
 - ▼ Add/Update
 - Regular Entry
 - [Close Voucher](#)
 - [Delete Voucher](#)
 - [UnPost Voucher](#)

[Summary](#) |
 [Invoice Information](#) |
 [Payments](#) |
 [Voucher Attributes](#) |
 [Error Summary](#)

VOUCHER SUMMARY PAGE

Vouchers go through several stages from initial entry to payment to posting. Payables tracks these stages using a variety of statuses that relate to various actions and processes that can be run on a voucher. Many of these statuses are viewed on the Voucher Summary page.

[Summary](#) |
 [Invoice Information](#) |
 [Payments](#) |
 [Voucher Attributes](#) |
 [Error Summary](#)

| | |
|--|---|
| Business Unit: 09000 Voucher ID: 00010195 Voucher Style: Regular Contract ID: Vendor Name: GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC PO BOX 1549 ENID, OK 73702-1549 | Invoice Date: 06/30/2007 Invoice No: SETTLEMENT062507 Invoice Total: 100.00 USD |
| Entry Status: Postable Match Status: No Match Approval Status: Approved Post Status: Unposted Document Tolerance Status: Valid Budget Status: Not Chk'd Budget Misc Status: Valid | Pay Terms: 0 Days Voucher Source: Online Origin: ONL Created: 09/08/2007 Created By: FINTEST08 Modified: 09/09/2007 Modified By: FINTEST08 ERS Type: Not Applicable Close Status: Open |

*View Related [Payment Inquiry](#) [Go](#)

[Save](#) |
 [Return to Search](#) |
 [Notify](#) |
 [Refresh](#) |
 [Add](#)

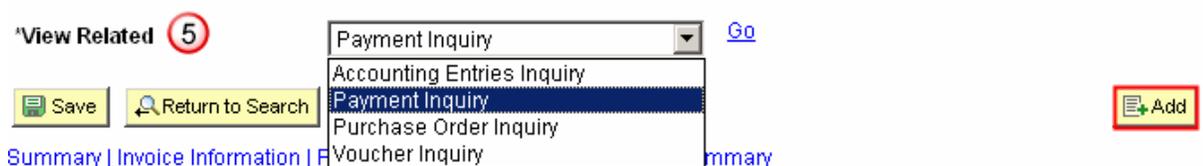
NOTE: At the bottom right on every page of the voucher component is an [Add](#) button. Click it to return to the Add and Search page to enter the next voucher.



VOUCHER SUMMARY PAGE

View important voucher information, summarized from the other three primary pages, such as voucher header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date the voucher was last updated. The following information corresponds to the numbered areas on the Voucher Summary page on the previous page.

1. Voucher Header Information.
2. Statuses:
 - Entry Status: Displays the phase of the voucher's processing. Values include Recycle, Approved, Open, and Postable.
 - Match Status: Discussed in the P112 PO Vouchers manual.
 - Post Status: The posting process creates accounting entries from vouchers. Values included Posted and Unposted.
 - Document Tolerance: Discussed in the P112 PO Vouchers manual.
 - Budget Status: Vouchers budget check against cash and allotment budgets. Values include Not Chk'd, Valid, Exceptions. Refer to the Budget Checking chapter beginning on page 51 for information to handle exceptions.
3. Payment Terms.
4. Voucher Entry Information.
5. View Related: Allows users to select from the following values and click [GO](#) to view related invoice information. The inquiry pages are opened in a separate window.



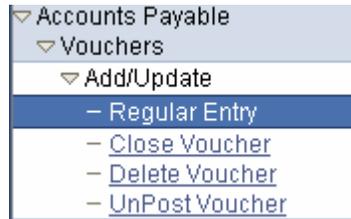
- Accounting Entries Inquiry: Select to access the Accounting Entries Inquiry page and view accounting entries for posted vouchers. If a voucher has not yet been posted, the page does not display accounting entries. The P118 AP Inquiry and Reporting manual has a chapter on this page.
- Payment Inquiry: Select to access the Payment Inquiry and search for related payments. The P118 AP Inquiry and Reporting manual has a chapter on this page.
- Purchase Order Inquiry: Select to access the Purchase Order Inquiry page and search for related purchase orders. The P112 PO Voucher manual has a chapter on this page.
- Voucher Inquiry: Select to access the Voucher Inquiry page and search for related vouchers. The P118 AP Inquiry and Reporting manual has a chapter on this page.



STEP 9 – VIEWING VOUCHER ERRORS

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Error Summary



ERROR SUMMARY PAGE

Payables lists duplicate invoices, out of balance, and combination edit errors for vouchers on the Error Summary page. The Go to Review Errors icon displays in the following locations:

- Voucher ID field on the Invoice Information page for voucher header errors
- In the Invoice Lines scroll area for voucher line errors
- In the Distribution Lines grid for voucher distribution line errors

NOTE: The example is a distribution line error. The class fund and department number are not populated correctly.

| Distribution Lines | | | | | | | | | | | | |
|--------------------|---------------|------------|---------|---------|-------------|-----------|---------------|------|---------|-------|-------------|------------|
| GL Chart | Exchange Rate | Statistics | Assets | | | | | | | | | |
| | Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Budget Date | |
| | 1 | 100.00 | | 09000 | 553180 | | 1000 | 197 | 10 | 07 | | 08/25/2007 |

1. Go to Review Errors : Click to view a description of a voucher error.
2. Scroll Areas: Different scroll areas will appear for the different types of errors.

Summary Invoice Information Payments Voucher Attributes **Error Summary**

Business Unit: 09000 **Invoice Number:** SETTLEMENT062507
Voucher ID: 00010195 **Invoice Date:** 06/30/2007
Style: Regular **Total:** 100.00 USD

2

| Distribution Line Errors | | | |
|--------------------------|-------------------|------------------|---|
| Line | Distribution Line | Field Name | Message |
| 1 | 1 | GL Business Unit | Invoice line 1 has an invalid ChartField combination on Distribution 1. |

Save Return to Search Notify Refresh Add Update/Display



STEP 10 – ON-DEMAND BUDGET CHECKING

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Invoice Information Action



| | | | | |
|-----------------------------|-----------------------------|-------------------------------|---|------------------------------------|
| Summary | Invoice Information | Payments | Voucher Attributes | Error Summary |
| Business Unit: 09000 | Voucher ID: 00010195 | Voucher Style: Regular | Invoice Number: SETTLEMENT062507 | Invoice Date: 06/30/2007 |
| | | | Action: <input type="text" value="Budget Checking"/> | <input type="button" value="Run"/> |

ON-DEMAND BUDGET CHECKING

After the voucher is saved and a voucher ID is assigned, direct voucher statuses are as follows:

| | |
|-----------------------------------|-----------|
| Entry Status: | Postable |
| Match Status: | No Match |
| Approval Status: | Approved |
| Post Status: | Unposted |
| Document Tolerance Status: | Valid |
| Budget Status: | Not Chk'd |
| Budget Misc Status: | Valid |

OSF runs batch processes nightly to budget check and post vouchers; however, there are occasions to budget check a particular voucher in real time, e.g., rush payment, P-Card voucher(s). If it is **necessary** to budget check a voucher the same day the voucher is created, take the following steps:

- Use the Voucher Summary page first to ensure the voucher has been saved and edited with the approval status *Approved* and entry status *Postable*.
- Budget check the voucher on-demand, directly from the Invoice Information page, using the *Action* field. Select Budget Checking and click *Run* to initiate the process.

Action:



ON-DEMAND BUDGET CHECKING - CONTINUED

The following message displays:

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

| | |
|-----|----|
| Yes | No |
|-----|----|

- *Yes* – The system processes budget checking and returns to the Invoice Information screen when the process is completed. View the updated budget status on the Voucher Summary page.
- *No* – The system returns to the Invoice Information screen to allow navigation within the voucher component; however, while budget checking is running, the fields on the voucher will be grayed out and unavailable for entry.
 - A separate window opens displaying the process name and instance. The status will advance from Queued, to Processing, to Success, or Success with Warnings. When the budget check process is complete, click the Refresh icon,  to view the updated budget status on the Voucher Summary page.
 - If the refresh icon  is clicked before the budget check process is complete, a message displays noting the voucher is in a payables batch. Viewing the updated budget status will require exiting the voucher and searching on the voucher ID to view the Voucher Summary page after the budget check process is complete. See the Find an Existing Value chapter on page 29.

| | | | | |
|-------------------------|-------------------------------------|--------------------------|------------------------------------|-------------------------------|
| Summary | Invoice Information | Payments | Voucher Attributes | Error Summary |
|-------------------------|-------------------------------------|--------------------------|------------------------------------|-------------------------------|

| | |
|-------------------------------|---|
| Business Unit: 09000 | Invoice Number: SETTLEMENT062507 |
| Voucher ID: 00010195 | Invoice Date: 06/30/2007 |
| Voucher Style: Regular | Action: Budget Checking |

| | |
|--|------------------------|
| PO Unit: | Purchase Order: |
| Vendor: 0000199608 | |
| Name: GUNGOLL,JA-001 | |
| Location: 0001 | |
| Address: 1 Advanced Vendor Search | |
| GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC | |
| PO BOX 1549 | |
| ENID, OK 73702-1549 | |

| Invoice Lines | | | |
|---------------|---------------|------------|-----|
| Line | Distribute by | Item | Des |
| 1 | Amount | SpeedChart | Jo |
| Ship To | | | |
| 09000 | | | |

Queued

Process Name: FS_STREAMLN On-Demand Process

Process Instance: 4650551 **Process Type:** Application Engine

NOTE: A Budget Status of *Valid* reduces the cash and allotment budgets. A Budget Status of [Exception](#) must be resolved. Refer to the Budget Checking Errors chapter on page 51.

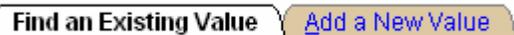


FIND AN EXISTING VALUE

The Add and Search page allows existing vouchers to be viewed and/or updated, depending on user security.

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Find an Existing Value

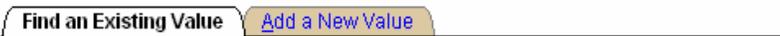


SEARCH FIELDS AND OPTIONS

The Find an Existing value page allows for the entry of several criteria in locating a voucher. While there are several fields to assist in narrowing the search, BU is on the only one that is required. Search fields include those listed on the Voucher Search page. Each field search can be narrowed using the options in the drop down box.

Voucher

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



Business Unit: [=] 09000

Voucher ID: [begins with]

Invoice Number: [begins with]

Short Vendor Name: [begins with]

Vendor ID: [begins with]

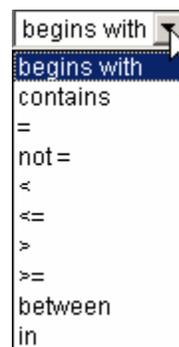
Name 1: [begins with]

Voucher Style: [=]

Related Voucher: [begins with]

Entry Status: [=]

Voucher Source: [=]



Case Sensitive



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



SEARCH FIELDS AND OPTIONS

Voucher can be searched on Voucher Style or Entry Status. The state uses adjustment, journal, regular, reversal, and template vouchers.

Voucher Style: = [dropdown] [text field]

Related Voucher: begins with [dropdown] [text field]

Entry Status: = [dropdown] [text field]

Voucher Source: = [dropdown] [text field]

Case Sensitive

Search Clear [Basic Search](#)

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

- Adjustments
- Claim Voucher
- Journal Voucher
- Prepaid Voucher
- Register Voucher
- Regular Voucher
- Reversal Voucher
- Single Payment Voucher
- Template Voucher
- Third Party Voucher

Entry Status: = [dropdown] [text field]

Voucher Source: = [dropdown] [text field]

Case Sensitive

- Postable
- Recycle
- Template Voucher

New in version 8.9, vouchers can also be searched against the Related Voucher field. Note the *Related Vouchers* column in the Search Results. Selecting any value on the Search Results will display the voucher component for the voucher ID selected.

Voucher

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

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

Business Unit: = [dropdown] [text field: 09000]

Voucher ID: begins with [dropdown] [text field]

Invoice Number: begins with [dropdown] [text field]

Short Vendor Name: begins with [dropdown] [text field]

Vendor ID: begins with [dropdown] [text field]

Name 1: begins with [dropdown] [text field]

Voucher Style: = [dropdown] [text field]

Related Voucher: begins with [dropdown] [text field: 00011047]

Entry Status: = [dropdown] [text field]

Voucher Source: = [dropdown] [text field]

Case Sensitive

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

Search Results

[View All](#)

| Business Unit | Voucher ID | Invoice Number | Gross Invoice Amount | Payment Amount | Invoice Date | Short Vendor Name | Vendor ID | Name 1 | Voucher Style | Related Voucher |
|---------------|------------|-----------------------|----------------------|----------------|--------------|-------------------|------------|-------------|---------------|-----------------|
| 09000 | 00011048 | TRAVELSMITH083107/JV0 | | 0 | 08/31/2007 | SMITH, JOH-001 | 0000051149 | SMITH, JOHN | Journal | 00011047 |



TEMPLATE VOUCHERS

Template vouchers are a quick way to recreate **vendor specific** vouchers that reoccur. An example is travel claims where most of the information is the same invoice after invoice. The template defaults enough information to construct the voucher. Templates may be used repeatedly and modified as needed. Upon copying the template into a voucher, the invoice number and date are added, and the defaulted information is changed to match the invoice. This chapter walks through the following steps.

- Template Creation
- Creating Vouchers from Templates

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry



STEP 1 – TEMPLATE CREATION:

ADD A NEW VALUE

1. **BU:** Defaults to specific value for each user.
2. **Voucher ID:** Defaults to NEXT. The system will assign a voucher ID in sequential order to the Template voucher. **DO NOT CHANGE.**
3. **Voucher Style:** Select *Template Voucher*.
4. **Vendor ID or Short Name:** Use to select vendor. The allows for a vendor search.
5. **Invoice Date:** **NOTE:** A “T” in an Invoice Date field populates the current date. Although most invoices will have a past invoice date, it is appropriate to use the current date in a template voucher since the template is not used to pay the vendor.
6. **Estimated No. of Invoice Lines:** This should correspond to the number of invoice lines billed on the invoice.
7. **Add** : Click or press Enter.

Voucher

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

Business Unit: ① 09000

Voucher ID: ② NEXT

Voucher Style: ③ Template Voucher

Short Vendor Name: SMITH, JOH-001

Vendor ID: ④ 0000051149

Vendor Location: 0001

Address Sequence Number: 1

Invoice Number:

Invoice Date: ⑤ T

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: ⑥ 1

Add ⑦



TEMPLATE CREATION - CONTINUED

The Invoice Information header populated based on the information entered on the Add and Search page, including the Template voucher style. There are two additional required fields on the template voucher:

1. Template ID
2. Description

Invoice Information | Payments | Voucher Attributes

Business Unit: 09000 Invoice Number:
 Voucher ID: NEXT Invoice Date: 09/15/2007
 Voucher Style: **Template**

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option: [View Related Document](#)

Vendor: 0000051149 *Pay Terms: 0 Days Basis Dt Type: Inv Date
 Name: SMITH, JOH-001 Control Group: [Comments](#)
 Location: 0001 Accounting Date: 09/15/2007
 *Address: 1 [Advanced Vendor Search](#) *Currency: USD [Non Merchandise Summary](#)
 SMITH, JOHN Total: 0.00 [Withholding](#)
 OK Packing Slip:

1 **Template ID:** JSTRAVEL 2 **Description:** Travel-Monthly Board Meeting

Enter values meaningful to the template. The values will be used to identify the template that will populate the voucher.

Template Voucher Distribution Lines

The advantage of the template voucher is that the accounting distribution information most commonly used to pay the vendor can be populated in the template.

1. Amount and Chartfield Values: Populate the first distribution line with the accounting distribution information. No amounts are necessary.

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

| | Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref |
|---|--------|----------|---------|---------|-------------|-----------|---------------|---------|---------|
| 1 | 0.00 | | 09000 | 521110 | | 1000 | 19801 | 1000001 | 08 |



TEMPLATE CREATION - CONTINUED

Template Voucher Distribution Lines

- 2. : If additional distribution lines are regularly used to pay the vendor, click the icon to add additional distribution lines. At the prompt, enter the number of rows to add.



- 3. Copied ChartField Values: Values populated in the first distribution line will populate in the additional lines.

| Distribution Lines | | | | | | | | | | |
|--|--------|----------|---------|---------|-------------|-----------|---------------|---------|---------|-------|
| GL Chart Exchange Rate Statistics Assets | | | | | | | | | | |
| | Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# |
| | 1 | 0.00 | | 09000 | 521110 | 1000 | 19801 | 1000001 | 08 | |
| | 2 | 0.00 | | 09000 | 521110 | 1000 | 19801 | 1000001 | 08 | |
| | 3 | 0.00 | | 09000 | 521110 | 1000 | 19801 | 1000001 | 08 | |

- 4. Modify Copied Chartfield Values: Change the appropriate values.

| Distribution Lines | | | | | | | | | | |
|--|--------|----------|---------|---------|-------------|-----------|---------------|---------|---------|-------|
| GL Chart Exchange Rate Statistics Assets | | | | | | | | | | |
| | Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# |
| | 1 | 0.00 | | 09000 | 521110 | 1000 | 19801 | 1000001 | 08 | |
| | 2 | 0.00 | | 09000 | 521120 | 1000 | 19801 | 1000001 | 08 | |
| | 3 | 0.00 | | 09000 | 521150 | 1000 | 19801 | 1000001 | 08 | |

- 5. Save: Click to save the template voucher.

NOTE: Changes can be made to a template voucher including the vendor ID, the number of and values in the distribution lines, and the template description, but not the template ID.



TEMPLATE CREATION - CONTINUED

Template Summary Page

- 1. Entry Status: Template vouchers serve only to create other vouchers and cannot be budget checked or paid.
- 2. Invoice Date, Invoice No., and Invoice Total: Only an invoice date is necessary to create a template voucher. Invoice number and invoice total are not required.

| | | | | | |
|-----------------------------------|---------------------|-------------------------------------|--------------------------|------------------------------------|-------------------------------|
| Summary | | Invoice Information | Payments | Voucher Attributes | Error Summary |
| Business Unit: | 09000 | Invoice Date: | 2 09/15/2007 | Invoice No: | |
| Voucher ID: | 00011045 | Invoice Total: | 0.00 | USD | |
| Voucher Style: | Template | Pay Terms: | 0 Days | Voucher Source: | Online |
| Contract ID: | | | | Origin: | ONL |
| Vendor Name: | SMITH, JOHN | | | Created: | 09/15/2007 |
| | OK | | | Created By: | FINTEST08 |
| Entry Status: | 1 Template Voucher | Modified: | 09/15/2007 | Modified By: | FINTEST08 |
| Match Status: | No Match | ERS Type: | Not Applicable | Close Status: | Open |
| Approval Status: | Denied | | | | |
| Post Status: | Payment Not Applied | | | | |
| Document Tolerance Status: | Valid | | | | |
| | Not Chk'd | | | | |
| | Valid | | | | |

*View Related [Go](#)

NOTE: To search for template vouchers, select Template Voucher in the Voucher Style field in the Add and Search page. See page 30.

NOTE: Agencies that create travel vouchers for many vendor IDs may consider using SpeedCharts rather than Template Vouchers. See pages 13 and 14.



STEP 2 – CREATING VOUCHERS FROM TEMPLATES

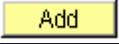
MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry



Creation of a voucher from a template begins identically to that of a Regular voucher except that the Vendor ID must be entered and a Gross Invoice Amount cannot be entered before copying the Template.

ADD A NEW VALUE

1. Business Unit: Defaults to specific value for each user.
2. Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. **DO NOT CHANGE.**
3. Voucher Style: Defaults to *Regular Voucher*. Use this style to pay the vendor.
4. Vendor ID: Enter the vendor ID that is identical to the Template Voucher that will be used to copy to the voucher.
5. Invoice Number: Enter vendor invoice number.
6. Invoice Date: Enter the invoice date or use the  icon to select the date.
7. Gross Invoice Amount: Do **NOT** enter the invoice amount; otherwise, the system will not copy the source template voucher.
8. Estimated No. of Invoice Lines: Leave the total number of lines at 1. The number of lines will default from the source template voucher.
9. : Click or press Enter.

Voucher

Find an Existing Value Add a New Value

Business Unit: ① 09000 

Voucher ID: ② NEXT

Voucher Style: ③ Regular Voucher 

Short Vendor Name: SMITH, JOH-001 

Vendor ID: ④ 0000051149 

Vendor Location: 0001 

Address Sequence Number: 1 

Invoice Number: ⑤ TRAVELSMITH083107

Invoice Date: ⑥ 083107 

Gross Invoice Amount: ⑦ 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: ⑧

Add ⑨

NOTE: The example is for a travel claim. The OSF 19 travel claim does not have an invoice number. Agencies should have written procedures clarifying their invoice numbering conventions for invoices that do not have an identifiable invoice number to ensure the system detects duplicate invoices.



CREATING VOUCHERS FROM TEMPLATES - CONTINUED

The Invoice Information page populates with the values entered in the Add and Search page.

1. Vendor: The vendor must be populated with the same Vendor ID that it is in the source template voucher; otherwise, there will not be a match.
2. Total: Do not populate until after the template is copied to the voucher.
3. Worksheet Copy Option: Select Template to display Voucher Template.

Invoice Information | Payments | Voucher Attributes

Business Unit: 09000 Invoice Number: TRAVELSMITH083107
 Voucher ID: NEXT Invoice Date: 08/31/2007
 Voucher Style: Regular

Copy from a Source Document

PO Unit: [] Purchase Order: [] Copy PO Worksheet Copy Option: None
 View Related Document

Vendor: 0000051149 1 *Pay Terms: 0 Days Basis Dt
 Name: SMITH, JOH-001 *Control Group: []
 Location: 0001 *Accounting Date: 09/15/2007
 *Address: 1 Advanced Vendor Search *Currency: USD
 SMITH, JOHN Total: 2 0.00 Calculate Withholding
 OK Packing Slip: []

3

Non PO Receipt
 None
 PO Receipt
 Purchase Order Only
 Template
 Voucher

4. Template ID: Select on Voucher Template by clicking the icon to search the templates created for the Vendor ID. If only one template is defined for the Vendor ID, it will populate this page field.
5. Copy from template: Click to copy the appropriate invoice header, line, and distribution information from the source template voucher to the regular voucher. This action returns to the Invoice Information page.

Voucher Template

Unit: 09000 Invoice: TRAVELSMITH083107 Vendor: SMITH, JOHN
 Voucher: NEXT Date: 08/31/2007 ID: 0000051149

Select Template to Copy

Template ID: 4 JSTRAVEL Travel-Monthly Board Meeting 5 Copy from template

[Back to Invoice](#)



CREATING VOUCHERS FROM TEMPLATES - CONTINUED

- 6. Total: Populate the *Total* amount after copying the template.
- 7. Description and Extended Amount: Add on the voucher line.

Invoice Information [Payments](#) [Voucher Attributes](#)

Business Unit: 09000 Invoice Number: TRAVELSMITH083107
 Voucher ID: NEXT Invoice Date: 08/31/2007
 Voucher Style: Regular

Copy from a Source Document [View Related Document](#)

PO Unit: Purchase Order: Worksheet Copy Option:

Vendor: 0000051149 *Pay Terms: 0 Days Basis Dt Type: Inv Date
 Name: SMITH,JOH-001 Control Group: [Comments](#)
 Location: 0001 Accounting Date: 09/15/2007
 *Address: 1 [Advanced Vendor Search](#) *Currency: USD [Non Merchandise Summary](#)
 SMITH, JOHN Total: **6** [Withholding](#)
 OK Packing Slip:

Invoice Lines

| Line | Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
|------|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------|
| 1 | Amount | <input type="text"/> | Board Meeting Travel | <input type="text"/> | <input type="text"/> | <input type="text"/> | 150.00 7 |

Ship To: 09000 SpeedChart: Use One Asset ID

Distribution Lines [Customize](#) | [Find](#) | [View All](#)

GL Chart [Exchange Rate](#) [Statistics](#) [Assets](#)

| Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Budget Date |
|--------|----------------------|---------|---------|----------------------|-----------|---------------|---------|---------|----------------------|-------------|
| 00.00 | <input type="text"/> | 09000 | 521110 | <input type="text"/> | 1000 | 19801 | 1000001 | 08 | <input type="text"/> | 09/15/2007 |

NOTE: By default, only the first distribution line displays for each Invoice Line. The [View All](#) in the Distribution Lines header bar activates when multiple lines are available. Clicking *View All* will expand all available distribution lines for viewing.

- When there are numerous distribution lines, it may be preferable to access the lines by one of the following means:
 - The [Find](#) on the header bar allows a search string to be entered to search for a particular line or value.
 - The [First](#) [Last](#) identifies which distribution line is displayed and the total number of distribution lines. Use the navigation buttons and links to scroll through the lines. *FIRST* and *LAST* accesses the first and last distribution line.

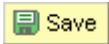


CREATING VOUCHERS FROM TEMPLATES - CONTINUED

The View All was activated. Note the View All changed to View 1 when all lines display. Clicking View 1 will collapse the rows to display one line.

- 8. Amounts and ChartField Values: Make any necessary changes to the voucher distribution lines that copied from the source template voucher (add, delete, and/or change the accounting distribution) and enter the amounts for each distribution.

Table with columns: Amount, Quantity, GL Unit, Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, Program. Row 1: 45, 09000, 521110, 1000, 19801, 1000001, 08. Row 2: 45, 09000, 521120, 1000, 19801, 1000001, 08. Row 3: 60, 09000, 521150, 1000, 19801, 1000001, 08.



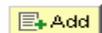
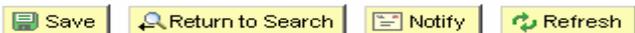
and continue processing as noted in the Voucher Creation chapter.

SUMMARY PAGE – VOUCHER CREATED FROM TEMPLATE

After the voucher is saved, there is no indication that it was copied from a template source voucher. Changes can be made to the voucher after it is copied from a template including the Vendor ID.

Summary page table with fields: Business Unit (09000), Voucher ID (00011047), Voucher Style (Regular), Contract ID, Vendor Name (SMITH, JOHN), Invoice Date (08/31/2007), Invoice No (TRAVELSMITH083107), Invoice Total (150.00 USD), Pay Terms (0 Days), Voucher Source (Online), Entry Status (Postable), Match Status (No Match), Approval Status (Approved), Post Status (Unposted), Document Tolerance Status (Valid), Budget Status (Not Chk'd), Budget Misc Status (Valid), Origin (ONL), Created (09/15/2007), Created By (FINTEST08), Modified (09/15/2007), Modified By (FINTEST08), ERS Type (Not Applicable), Close Status (Open).

*View Related Payment Inquiry Go





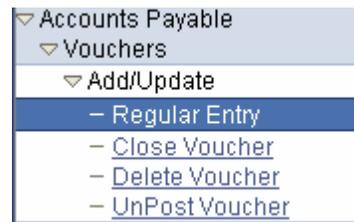
JOURNAL VOUCHERS

Journal vouchers are used to correct accounting entries for vouchers that have posted and paid. A journal voucher does not affect the status of the original voucher or payment and it **will not** adjust Purchase Order encumbrances. The P112 PO Vouchers Manual Journal Voucher chapter discusses when a journal voucher is appropriate for a PO voucher.

STEP 1 – CREATE VOUCHER

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry



ADD A NEW VALUE

1. Business Unit: BU defaults to specific value for each user.
2. Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. DO NOT CHANGE.
3. Voucher Style: Select *Journal Voucher*.
4. Vendor ID: Enter the vendor ID that is identical to the original voucher that will be corrected.
5. Invoice Number: Enter the invoice number as entered on the original voucher and add the suffix of JV.
6. Invoice Date: Enter the same invoice date as entered on the original voucher.
7. **Add**: Click or press Enter.

Voucher

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

Business Unit: ① 09000 🔍

Voucher ID: ② NEXT

Voucher Style: ③ Journal Voucher

Short Vendor Name: SMITH, JOH-001 🔍

Vendor ID: ④ 0000051149 🔍

Vendor Location: 0001 🔍

Address Sequence Number: 1 🔍

Invoice Number: ⑤ TRAVELSMITH083107JV

Invoice Date: ⑥ 083107 📅

Add ⑦

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

NOTE: The example journal voucher corrects the travel voucher created from the template (page 38) by reclassifying the account code used on distribution line 2.



INVOICE INFORMATION PAGE

The Invoice Information header populates with the values entered on the Add and Search page including the Journal voucher style. There are two fields that differ from a regular voucher style.

1. Total: Journal Vouchers are zero amount vouchers. Source documents cannot be copied.
2. Related Voucher: Enter the voucher whose accounting entries were entered incorrectly to associate it to the journal voucher. The field is optional, but it should be populated to maintain an audit trail.

Invoice Information Payments Voucher Attributes

| | |
|---|--|
| Business Unit: 09000 | Invoice Number: TRAVELSMITH083107/JV |
| Voucher ID: NEXT | Invoice Date: 08/31/2007 |
| Voucher Style: Journal | |
| Vendor: 0000051149 | Pay Terms: 0 Days Basis Dt Type Inv Date |
| Name: SMITH, JOH-001 | Control Group: <input type="text"/> Comments |
| Location: 0001 | Accounting Date: 09/16/2007 |
| *Address: 1 Advanced Vendor Search | *Currency: USD |
| SMITH, JOHN | Total: 1 <input type="text" value="0.00"/> <input type="button" value="Calculate"/> |
| OK | Related Voucher: 00011047 2 |
| | Packing Slip: <input type="text"/> |

NOTE: Important characteristics of journal vouchers:

- No voucher or distribution lines will default into the voucher.
- All distribution lines of the voucher whose accounting entries were entered incorrectly may be adjusted.
- Negative values will reduce expenditures.
- Positive values will increase expenditures.
- The total of journal lines must net to zero.



STEP 2 – CREATE DISTRIBUTION INFORMATION

INVOICE LINES AND DISTRIBUTION LINES

1. Description and Extended Amount: Enter if applicable. The total of journal lines must net to zero.
2. Distribution Line 1: Populate the first distribution line to reverse the accounting entry that was recorded incorrectly on the associated voucher.
3. : Click to add additional distribution lines.

Invoice Lines

| Line | 'Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
|------|----------------|------|------------------------|----------|-----|------------|-----------------|
| 1 | Amount | | Incorrect account code | | | | 0.00 |

Ship To: 09000 SpeedChart:

Use One Asset ID Calculate

Distribution Lines Customize | Find | View All

GL Chart | Exchange Rate | Statistics | Assets

| | Amount | Quantity | 'GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Budget Date |
|---|--------|----------|----------|---------|-------------|-----------|---------------|---------|---------|-------|-------------|
| 1 | -45.00 | | 09000 | 521110 | | 1000 | 19801 | 1000001 | 08 | | 09/16/2007 |

4. Enter number of rows to add.

Explorer User Prompt

Script Prompt:

Enter number of rows to add:

OK Cancel

5. Amount and ChartField Values: Values populated in the first distribution line will populate in the additional lines. Make the correction(s).

Invoice Lines

| Line | 'Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
|------|----------------|------|------------------------|----------|-----|------------|-----------------|
| 1 | Amount | | Incorrect account code | | | | 0.00 |

Ship To: 09000 SpeedChart:

Use One Asset ID Calculate

Distribution Lines Customize | Find | View All

GL Chart | Exchange Rate | Statistics | Assets

| | Amount | Quantity | 'GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Budget Date |
|---|--------|----------|----------|---------|-------------|-----------|---------------|---------|---------|-------|-------------|
| 1 | -45.00 | | 09000 | 521110 | | 1000 | 19801 | 1000001 | 08 | | 09/16/2007 |
| 2 | 45.00 | | 09000 | 521130 | | 1000 | 19801 | 1000001 | 08 | | 09/16/2007 |

Save the voucher.



JOURNAL VOUCHER SUMMARY PAGE

The journal voucher will be selected for budget checking and posting; however, no payments will be created since the voucher has a zero balance. When the accounting entry crosses classes, OSF creates the offsetting cash entries (JVCASH entry at the beginning of each month for the prior month).

| | | | | |
|----------------|-------------------------------------|--------------------------|------------------------------------|-------------------------------|
| Summary | Invoice Information | Payments | Voucher Attributes | Error Summary |
|----------------|-------------------------------------|--------------------------|------------------------------------|-------------------------------|

| | | | |
|-----------------------------------|-------------|------------------------|---------------------|
| Business Unit: | 09000 | Invoice Date: | 08/31/2007 |
| Voucher ID: | 00011048 | Invoice No: | TRAVELSMITH083107JV |
| Voucher Style: | Journal | Invoice Total: | 0.00 USD |
| Vendor Name: | SMITH, JOHN | Pay Terms: | 0 Days |
| | OK | Voucher Source: | Online |
| Entry Status: | Postable | Origin: | ONL |
| Match Status: | No Match | Created: | 09/16/2007 |
| Approval Status: | Approved | Created By: | FINTEST08 |
| Post Status: | Unposted | Modified: | 09/16/2007 |
| | | Modified By: | FINTEST08 |
| Document Tolerance Status: | Valid | ERS Type: | Not Applicable |
| Budget Status: | Not Chk'd | Close Status: | Open |
| Budget Misc Status: | Valid | | |

*View Related [Go](#)

NOTE: For users responsible for reconciling, run the OCP_CH_IN_AP_JV query to track journal vouchers and the accounts and classes they affect for a specified date range. Run the OCP_GL_0065_JE_By_Agency Fund query to view the JVCash entries within a specified journal date range.

NOTE: Many journal vouchers are created with invalid accounting distributions or with lapsed budgets, resulting in recycle and budget check error vouchers. Since journal vouchers do not pay, many times the errors go undetected. Review the Budget Checking Errors report on pages 74 and the Vouchers in Recycle Status report on page 75 to monitor and correct journal vouchers timely.

NOTE: The journal vouchers and supporting documents do not need to be submitted to OSF. Agencies are required to retain the vouchers for a period of seven years.



ADJUSTMENT VOUCHERS

Adjustment vouchers are used to adjust an existing posted voucher, either as a correction to the payment or as a debit or credit memo. The voucher that is being adjusted can either be a direct expenditure or PO voucher. Adjustment vouchers reference the adjustment voucher to the original voucher for an audit trail. Typically, an adjustment voucher reflects one of the following scenarios:

- A vendor does not provide a good or service on the original invoice and voucher.
- A vendor provides a subsequent adjusting invoice that is tied to the original voucher.

STEP 1 – CREATE VOUCHER

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry



ADD A NEW VALUE

1. Business Unit: Defaults to specific value for each user.
2. Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. DO NOT CHANGE.
3. Voucher Style: Select *Adjustments*.
4. Vendor ID: Enter the vendor ID that is identical to the original voucher that will be adjusted.
5. Invoice Number: Enter the invoice number as entered on the original voucher and add the suffix of ADJ, or enter a credit or debit memo number.
6. Invoice Date: Enter same invoice date as entered on the original voucher.
7. **Add**: Click or press Enter.

Voucher

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

Business Unit: ① 09000

Voucher ID: ② NEXT

Voucher Style: ③ Adjustments

Short Vendor Name: SMITH, JOH-001

Vendor ID: ④ 0000051149

Vendor Location: 0001

Address Sequence Number: 1

Invoice Number: ⑤ TRAVELSMITH083107/ADJ

Invoice Date: ⑥ 08/31/2007

Add ⑦

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

NOTE: The example adjustment voucher adjusts the travel voucher created from the template (page 38) by reducing the expenditure on voucher distribution line 2 by \$25.



INVOICE INFORMATION PAGE

The Invoice Information header populates with the values entered on the Add and Search page, including the Adjustment voucher style. An adjustment voucher is copied from a source voucher (the voucher being adjusted):

1. Vendor: The adjustment voucher must have the same vendor ID as the source voucher.
2. **Copy to Voucher**: Option 1 allows the entire source voucher to be copied by entering the Voucher ID and copying it to the voucher.
3. Copy From Worksheet: Option 2 allows the individual voucher lines from the source voucher to be selected for copying by accessing the Voucher Worksheet through this link.

Invoice Information | **Payments** | Voucher Attributes

Business Unit: 09000 Invoice Number: TRAVELSMITH083107/ADJ
 Voucher ID: NEXT Invoice Date: 08/31/2007
Voucher Style Adjustment

Copy from a Source Document [View Related Document](#)

Vendor: ① 0000051149 *Pay Terms: 0 Days Basis Dt Type Inv Date
 Name: SMITH, JOH-001 Control Group: [Comments](#)
 Location: 0001 Accounting Date: 09/16/2007
 *Address: 1 [Advanced Vendor Search](#) *Currency: USD [Non Merchandise Summary](#)
 SMITH, JOHN Total: 0.00 **Calculate** [Withholding](#)
 OK Packing Slip:

Voucher ID: 00011047 ② **Copy to Voucher** ③ [Copy From Worksheet](#)



STEP 2 – COPY VOUCHER INFORMATION

OPTION 1 – COPY USING VOUCHER ID

The **Copy to Voucher** option populates the Invoice Information page with the original values from the source voucher as follows:

1. **Total**: The original voucher amount.
2. **Invoice Lines Information**: The voucher line information and *Extended Amount* copy from the source voucher.
3. **Related Voucher**: The system populates the field on the invoice line(s) with the adjusted voucher's voucher ID to link the adjustment voucher lines to the source voucher.
4. **Amount and ChartField Values**: The voucher distribution line amounts and accounting distributions copy from the source voucher.

Invoice Information | **Payments** | Voucher Attributes

Business Unit: 09000 Invoice Number: TRAVELSMITH083107/ADJ
 Voucher ID: NEXT Invoice Date: 08/31/2007
 Voucher Style: Adjustment

Copy from a Source Document [View Related Document](#)

Vendor: 0000051149 Name: SMITH, JOH-001 Location: 0001 Address: 1
 SMITH, JOHN OK

*Pay Terms: 0 Days Basis Dt Type: Inv Date
 Control Group: Accounting Date: 09/16/2007
 *Currency: USD Total: 1 150.00 Calculate
 Packing Slip:

Voucher ID: Copy to Voucher Copy From Worksheet

| Line | Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
|------|---------------|------|----------------------|----------|-----|------------|-----------------|
| 1 | Amount | | Board Meeting Travel | | | | 150.00 |

Ship To: 09000 SpeedChart: Related Voucher: 00011047 Use One Asset ID Calculate

| GL Chart | Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Budget Date |
|----------|--------|----------|---------|---------|-------------|-----------|---------------|---------|---------|-------|-------------|
| 1 | 45.00 | | 09000 | 521110 | | 1000 | 19801 | 1000001 | 08 | | 09/16/2007 |
| 2 | 45.00 | | 09000 | 521120 | | 1000 | 19801 | 1000001 | 08 | | 09/16/2007 |
| 3 | 60.00 | | 09000 | 521150 | | 1000 | 19801 | 1000001 | 08 | | 09/16/2007 |

Edit the data to reflect the actual amounts and other values of the debit or credit memo save the voucher.



OPTION 2 – COPY USING COPY FROM WORKSHEET LINK

The [Copy From Worksheet](#) option displays the Voucher Worksheet.

1. **Voucher ID:** Enter the source voucher ID. The adjustment voucher must have the same vendor ID as the source voucher to obtain a match.
2. **Search:** Click to display the voucher lines.
3. **Unpaid:** Credit adjustment vouchers should **not** be created against a voucher that has been fully paid unless it can be offset against another voucher with the same remit vendor ID. See page 48 – 49 for additional details.
4. **Line:** Select the individual voucher lines to be copied onto the voucher. The *Select All* and *Clear All* check boxes are also available to manage selection.
5. **Reverse Qty/Amt:** Select checkbox to copy the voucher as a negative voucher when creating a credit voucher.
6. **Copy Selected Lines:** Click to copy the information to the adjustment voucher.

Voucher Worksheet

[Back to Invoice](#)

Voucher Lookup Criteria

Business Unit: 09000 Voucher ID: NEXT

Vendor ID: 0000051149 SMITH, JOHN

Voucher ID: **1** 00011047 Invoice Number: TRAVELSMITH083107

From Voucher Line: To Voucher Line:

Voucher Date Option: No Date Voucher Date:

Additional Search Criteria

Max Rows to Return: **2** Search **6** Copy Selected Lines Reset Select All Clear All

Voucher Information Find | View All First 1 of 1 Last

Unit: 09000 Voucher: 00011047 Invoice: TRAVELSMITH083107 Date: 08/31/2007

Vendor: 0000051149 SMITH, JOHN

Unpaid: **3** 150.000 Reverse Qty/Amt **5**

Select Voucher Lines Customize | Find | View All First 1 of 1 Last

| Select | Line | PO Unit | PO Number | Item ID | Description | Quantity | UOM | Unit Price | Merchandise Amt | Currency |
|-------------------------------------|------------|---------|-----------|---------|----------------------|----------|-----|------------|------------------|----------|
| <input checked="" type="checkbox"/> | 4 1 | | | | Board Meeting Travel | | | | 5 -150.00 | USD |

4 Select All Clear All Gross Invoice Amount: 150.000 Lines Entered: 1



STEP 3 – CREATE DISTRIBUTION INFORMATION

INVOICE INFORMATION PAGE

The Invoice Information page fields populate with the information from the source voucher for the voucher lines selected. The amounts on adjustment vouchers created from the [Copy From Worksheet](#) option with the *Reverse Qty/Amt* checkbox selected copy to the voucher as credits.

The data should be edited to reflect the actual amounts and other values of the debit or credit memo. In the example, one item is reduced by \$25.00.

1. Total: Changed from (\$150.00) to (\$25.00).
2. Extended Amount: Changed from (\$150.00) to (\$25.00).
3. Distribution Line 2: Changed from (\$45.00) to (\$25.00). Distribution lines 1 and 3 are deleted. When the voucher is saved, the voucher distribution line will be renumbered to 1.

Invoice Information | [Payments](#) | [Voucher Attributes](#)

Business Unit: 09000 Invoice Number: TRAVELSMITH083107/ADJ
 Voucher ID: NEXT Invoice Date: 08/31/2007
 Voucher Style: Adjustment

Copy from a Source Document [View Related Document](#)

Vendor: 0000051149 *Pay Terms: 0 Days Basis Dt Type: Inv Date
 Name: SMITH, JOH-001 Control Group: Comments
 Location: 0001 Accounting Date: 09/16/2007
 *Address: 1 *Currency: USD Non Merchandise Summary
 SMITH, JOHN Total: 1 -25.00 Calculate Withholding
 Difference: 0.00
 Packing Slip:

Voucher ID: [Copy to Voucher](#) [Copy From Worksheet](#)

Invoice Lines

| Line | Distribute by | Item | Description | Quantity | UOM | Unit Price | Extended Amount |
|----------------|---------------|------|----------------------|---------------------------|-----|---|-----------------|
| 1 | Amount | | Board Meeting Travel | | | | -25.00 2 |
| Ship To: 09000 | | | SpeedChart: 00011047 | Related Voucher: 00011047 | | <input type="checkbox"/> Use One Asset ID Calculate | |

Distribution Lines [Customize](#) | [Find](#) | [View 1](#)

[GL Chart](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

| 3 | Amount | Quantity | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Budget Date |
|---|--------|----------|---------|---------|-------------|-----------|---------------|---------|---------|-------|-------------|
| 2 | -25.00 | | 09000 | 521120 | | 1000 | 19801 | 1000001 | 08 | | 09/15/2007 |

[Save](#) the voucher.



STEP 4 – EDIT PAYMENT INFORMATION

PAYMENTS PAGE

Editing the Payments page is very important for a credit adjustment voucher. Information on this page must match information on the source or offsetting voucher or the system will not select the credit adjustment voucher to reduce the payment.

| | | | | |
|-----------------------|----------------------------|------------------------|---------------------------------|----------------------|
| <u>Summary</u> | <u>Invoice Information</u> | Payments | <u>Voucher Attributes</u> | <u>Error Summary</u> |
| Business Unit: | 09000 | Invoice Number: | TRAVELSMITH083107/ADJ | |
| Voucher ID: | 00011049 | Invoice Date: | 08/31/2007 | |
| Voucher Style: | Adjustment | Total: | ① -25.00 | |
| Vendor: | SMITH, JOHN | *Pay Terms: | 0 Days Schedule Payments | |

OK

| Payment Information | | Find View All | First 1 of 1 Last |
|---------------------------|------------------|-------------------------|---------------------|
| Scheduled Payment: | 1 | | |
| *Remit to: | ② 0000051149 | Gross Amount: | -25.00 USD |
| Location: | 0001 | Discount: | 0.00 USD |
| *Address: | 1 SMITH, JOHN | Scheduled Due: | 09/16/2007 |
| | | Net Due: | 08/31/2007 |
| | | Discount Due: | |
| | | Accounting Date: | |

OK

| Payment Method | |
|---|---|
| *Bank: | OST ③ |
| *Account: | OST |
| *Method: | CHK Check |
| Message: | <input type="text"/> Messages |
| Message will appear on remittance advice. | |

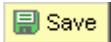
| Schedule Payment | Payment Options |
|---|--|
| *Action: Schedule | Hold Payment <input type="checkbox"/> |
| Payment Date: <input type="text"/> | ④ Separate Payment <input type="checkbox"/> |
| Pay: | Hold Reason: <input type="text"/> |
| Reference: <input type="text"/> | |



PAYMENTS PAGE

The following information corresponds to the numbered areas on the Payments page on the previous page.

1. Total: If the Total amount on the adjustment voucher is a credit, the source or offsetting voucher amount must equal or exceed the credit adjustment voucher.
2. Remit Vendor ID, Location, and Address: Must be the same on the adjustment voucher and the source or offsetting voucher.
3. Bank, Account, Method, and Pay Group: Must be the same on the adjustment voucher and the source or offsetting voucher.
4. Separate Payment: The source or offsetting voucher and the adjustment voucher **cannot** use the Separate Payment feature.



the voucher.

NOTE: If an agency desires to use credit adjustment vouchers, please contact the OSF Accounts Payable Manager so the agency and OSF can coordinate processes to ensure the pay cycle does not omit the credit adjustment vouchers.



SUMMARY PAGE

The adjustment voucher will be selected for budget checking and posting. The adjustment voucher will be included in the Pay Cycle provided the paperwork for it and the related voucher are submitted to OSF together. The remit vendor and location, bank, and pay group must match on both vouchers. The Separate Payment checkbox cannot be selected on either voucher.

| | | | | |
|----------------|-------------------------------------|--------------------------|------------------------------------|-------------------------------|
| Summary | Invoice Information | Payments | Voucher Attributes | Error Summary |
|----------------|-------------------------------------|--------------------------|------------------------------------|-------------------------------|

| | | | |
|-----------------------------------|-------------|------------------------|-----------------------|
| Business Unit: | 09000 | Invoice Date: | 08/31/2007 |
| Voucher ID: | 00011049 | Invoice No: | TRAVELSMITH083107/ADJ |
| Voucher Style: | Adjustment | Invoice Total: | -25.00 USD |
| Contract ID: | | | |
| Vendor Name: | SMITH, JOHN | Pay Terms: | 0 Days |
| | OK | Voucher Source: | Online |
| Entry Status: | Postable | Origin: | ONL |
| Match Status: | No Match | Created: | 09/16/2007 |
| Approval Status: | Approved | Created By: | FINTEST08 |
| Post Status: | Unposted | Modified: | 09/16/2007 |
| | | Modified By: | FINTEST08 |
| Document Tolerance Status: | Valid | ERS Type: | Not Applicable |
| Budget Status: | Not Chk'd | Close Status: | Open |
| Budget Misc Status: | Valid | | |

View Related [Go](#)

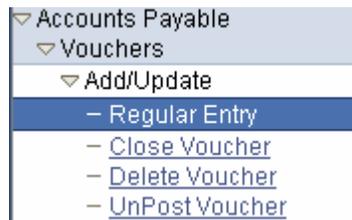


BUDGET CHECKING ERRORS

Vouchers budget check against the allotment and cash budgets. When a voucher budget checks against a budget that is inadequate, has lapsed, or does not exist, an error occurs during budget checking. Errors must be researched and corrected before the voucher can successfully budget check.

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Summary



SUMMARY PAGE

Errors can be researched directly from the voucher.

1. Warning Message: Appears when searching on the Voucher ID to notify that errors exist.
2. Exceptions: Displays on the Summary page. Click the link to view the budget checking exception(s).



| | | | |
|-----------------------|----------|-----------------------|----------------|
| Business Unit: | 09200 | Invoice Date: | 04/04/2007 |
| Voucher ID: | 00002038 | Invoice No: | 205835 |
| Voucher Style: | Regular | Invoice Total: | 192,451.59 USD |

Contract ID:
Vendor Name:

Microsoft Internet Explorer [X]

 **1** Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

| | | | |
|-----------------------------------|-------------------------------------|----------------------|----------------|
| Entry Status: | | Created: | 04/20/2007 |
| Match Status: | Matched | Created By: | RSHAULL |
| Approval Status: | Approved | Modified: | 04/20/2007 |
| Post Status: | Unposted | Modified By: | RSHAULL |
| Document Tolerance Status: | Valid | ERS Type: | Not Applicable |
| Budget Status: | 2 Exceptions | Close Status: | Open |
| Budget Misc Status: | Valid | | |

*View Related



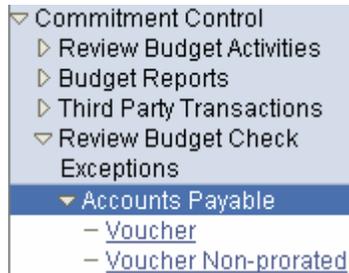


COMMITMENT CONTROL VOUCHER EXCEPTIONS

Click the [Exceptions](#) link to open a separate window to Commitment Control to view the Voucher Exceptions page. This page can also be accessed directly from the menu navigation.

MENU NAVIGATION:

- Commitment Control
- Review Budget Check Exceptions
- Accounts Payable
- Voucher



VOUCHER BUDGET CHECK ERROR SEARCH

The voucher budget checking errors search page allows for the entry of several criteria in locating a voucher(s) with budget check exceptions. The criteria most often used are:

1. **Business Unit:** Search on BU only to view all vouchers with budget check error and warning statuses.
2. **Voucher ID:** Enter the voucher ID to narrow search to a specific voucher.
3. **Search:** Click to display a list of exceptions if the search was not limited to a specific voucher and there are multiple vouchers with exceptions.

Voucher

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

Find an Existing Value

Commitment Control Tran ID:

Commitment Control Tran Date:

Business Unit: **1**

Voucher ID: **2**

Process Instance:

Process Status:

[Basic Search](#)

NOTE: A Budget Checking Error report can also be run daily to identify all vouchers with budget check exceptions and the reason for the budget error for the transaction lines with exceptions. See page 74 for an illustration of the report.



COMMITMENT CONTROL VOUCHER EXCEPTIONS

Voucher Exceptions

Clicking the [Exceptions](#) link or using the menu navigation displays the Voucher Exception page. It lists the budget(s) and the reason(s) for the budget error for the transaction lines with exceptions.

Voucher Exceptions | **Line Exceptions**

Business Unit: 34500 **Voucher ID:** 00190202 **4**

Exception Type: Error **Override Transaction**

Maximum Rows: 100 **More Budgets Exist** [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Budget Override | **Budget Chartfields** **3**

| | <u>Business Unit</u> | <u>Ledger Group</u> | <u>Exception</u> | <u>More Detail</u> | <u>Override Budget</u> | <u>Transfer</u> |
|---|----------------------|---------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| 1 | 34500 | ALLOT 1 | No Budget Exists 2 | More Detail | <input type="checkbox"/> | Go To ... |

- Ledger Group: The budget failing budget check.
- Exception: The budget checking error.
 - Exceeds Budget Tolerance – Voucher amount exceeds the remaining available budget.
 - No Budget Exists – Budget has not been established or the incorrect budget was entered.
 - Budget Date Out of Bounds – Budget on the voucher has lapsed and the funds are no longer available.
- Show All Columns icon: Click the Budget Chartfields tab or icon to view the fund type and class entered on the voucher.
- View Related Links button : Click to open a page with the following options:

Please select one of the following links:

[Go to Source Entry](#) – Opens the Voucher component so that changes can be made to the voucher.

[Go to Source Inquiry](#) – Opens the Voucher Inquiry component to view the voucher.



COMMITMENT CONTROL LINE EXCEPTIONS

Line Exceptions

The Line Exceptions page displays details for voucher lines with budget exceptions.

Voucher Exceptions | **Line Exceptions**

Business Unit: 09200 **Voucher ID:** 00002038 **5**

***Line Status:** Error **Override Transaction**

Maximum Rows: 100 **More Lines Exist**

Line From: **3** **Line Thru:**

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Line Values | **Line Chartfields** | **Line Amount** |

| 1 <u>Line</u> | 2 <u>Distribution Line</u> | 4 <u>Budget Date</u> | <u>GL Business Unit</u> |
|----------------------|-----------------------------------|-----------------------------|-------------------------|
| 1 | 2 | 04/20/2007 | 09200 |

- Line: Displays the voucher line number(s) that contain(s) errors.
- Distribution Line: Displays the voucher distribution line(s) number(s) that contain errors.
- Line From and Line Thru: Enter the voucher lines numbers in these fields to view a range of lines. The prompt list shows only voucher lines with exceptions.
- Line Chartfields and Line Amount: Click to view the Chartfield values or the monetary amount associated with the voucher distribution line with budget exceptions.
- View Related Links : Click to open a page with the following options:

Please select one of the following links:

[Go to Source Entry](#)
[Go to Source Inquiry](#)

[Go to Source Entry](#) – Opens the Voucher component so that changes can be made to the voucher.

[Go to Source Inquiry](#) – Opens the Voucher Inquiry component to view the voucher.



DELETING VOUCHERS

DELETING ELIGIBLE VOUCHERS

Only vouchers that have **never** been posted and/or selected for payment are eligible for deletion. Even if a voucher has been posted and unposted, it cannot be deleted.

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Delete Voucher



VOUCHER DELETE SEARCH

The Voucher Delete search page allows for the entry of several criteria in selecting a voucher for deletion or locating recently deleted vouchers.

1. **Business Unit:** Search on BU only for a list of eligible vouchers for deletion and recently deleted vouchers.
2. **Voucher ID:** Enter a voucher ID or a range of voucher IDs to select eligible vouchers for deletion or to view recently deleted vouchers.
3. **Entry Status:** Narrow search using a specific entry status from the options in the dropdown box.
4. **Invoice Number:** Narrow search using invoice number.
5. **Vendor Information:** Search by vendor using the short name, vendor ID, and/or vendor name.
6. **Search:** Vouchers eligible for deletion or recently deleted will be listed.

Voucher Delete

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

Find an Existing Value

Business Unit: ① = [09000]

Voucher ID: ② begins with [00011046]

Entry Status: ③ = []

Invoice Number: ④ begins with []

Short Vendor Name: begins with []

Vendor ID: ⑤ begins with []

Name 1: begins with []

Case Sensitive

⑥ Search Clear Basic Search Save Search Criteria

Complete ③ Deleted Edited by Batch Voucher Module Modified Open Postable Recycle Reviewed through Maintenance Scheduled for Payment Through batch defaults

NOTE: If the Delete Voucher navigation is selected while the voucher is displayed on the voucher component and the voucher is eligible for deletion, it will bypass the Voucher Delete page and display on the Delete Voucher Page.



DELETE VOUCHER PAGE

The Header budget status before a voucher is deleted is as follows:

- Valid: The voucher was successfully budget checked. The allotment and cash budgets were reduced.
- Error: The voucher failed budget checking. The allotment and cash budgets were not reduced.
- Not Chk'd: The voucher was not budget checked.

1. : Click the Delete Voucher page to delete the voucher and restore the allotment and cash budgets.

NOTE: The Voucher Details page displays additional vendor/voucher details about the voucher.

Delete Voucher | **Voucher Details**

Business Unit: 09000 **Voucher:** 00011046

Vendor

Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES
ShortName: DCS-001

Voucher Information

| | | | |
|----------------------------------|--------------------|------------------------------------|--|
| Invoice: PO TEMPLATE TEST | Origin: ONL | Header Budget Status: Valid | |
| Date: 09/15/2007 | Group: | | Non-Prorated Budget Status: Valid |
| Gross Amount: 111.00 USD | | | Entry Status: Postable |

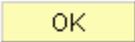
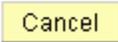
Related Voucher

① 

2. Warning Message: The following warning message displays to confirm that the voucher should be deleted. Click  to proceed.

Warning -- Delete Confirmation (7030,12)

② Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.



DELETE VOUCHER PAGE - CONTINUED

After confirming deletion, the system deletes the vouchers from the database and automatically runs the budget processor. After deletion, a message displays to advise that the budgets should be reviewed to ensure the monies have been restored. Note the Budget Status has changed to Not Chk'd and the Entry Status is Deleted.

Delete Voucher Voucher Details

Business Unit: 09000 Voucher: 00011046

| | |
|-------------------|---|
| Vendor | |
| Vendor: | 0000000580 DEPARTMENT OF CENTRAL SERVICES |
| ShortName: | DCS-001 |

| | | | |
|----------------------------|------------------|------------------------------------|-----------|
| Voucher Information | | | |
| Invoice: | PO TEMPLATE TEST | Origin: | ONL |
| Date: | 09/15/2007 | Group: | |
| Gross Amount: | 111.00 USD | Header Budget Status: | Not Chk'd |
| Related Voucher | | Non-Prorated Budget Status: | Not Chk'd |
| | | Entry Status: | Deleted |
| | | Close Status: | Open |

Microsoft Internet Explorer [X]

Budget transactions related to this voucher have been deleted. (7030,473)
Please review your budget account balance and activity.

OK

Save Return to Search Notify

NOTE: Once a voucher is deleted, it cannot be retrieved. The data associated with the voucher remain in the tables so the voucher number cannot be reused. Details for deleted vouchers print on the Voucher Register report. See the P118 Voucher Inquiry and Reporting manual for additional information about this report.



DELETING TEMPLATE VOUCHERS

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Find an Existing Value



SEARCH FOR TEMPLATE VOUCHER

Template vouchers can be deleted through the Voucher Attributes page in the voucher component rather than with the Voucher Delete page. Search for the template voucher using the Add and Search page.

1. Business Unit: (BU) defaults to specific value for each User.
2. Entry Status: Select the entry status of *Template Voucher* to search for all existing template vouchers.
3. **Search**: Lists template vouchers based on search criteria.

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

Business Unit: 1 = 09000

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: 2 = Template Voucher

Voucher Source: =

Case Sensitive

3

Search Clear Basic Search Save Search Criteria

4. Search Results: Select the desired template for deletion from the search results by clicking on any of the links attributable to the template voucher.

Search Results
View All

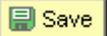
| Business Unit | Voucher ID | Invoice Number | Gross Invoice Amount | Payment Amount | Invoice Date | Short Vendor Name | Vendor ID | Name 1 |
|---------------|------------|----------------|----------------------|----------------|--------------|-------------------|------------|--------------|
| 09000 | 4 00011069 | Inttest10 | 0 | 0 | 09/29/2007 | DANDY_DONU-001 | 0000033032 | DANDY_DONUTS |
| 09000 | 00011045 | (blank) | 0 | 0 | 09/15/2007 | SMITH_JOH-001 | 0000051149 | SMITH, JOHN |

NOTE: The Add and Search page allows for the entry of several criteria in locating a voucher. In the example, entry status was used but the search can be done with any of the fields available.



DELETING A TEMPLATE VOUCHER

The Invoice Information page displays. Access the Voucher Attributes page using the tab at the top or the link at the bottom of the page.

1. Delete Voucher: Check the Delete Voucher option in the Voucher Processing group box to begin the delete process.
2. : Click to continue the process.

3. Warning Message: The following warning message displays to confirm that the template voucher is to be deleted. Click  to proceed

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.



DELETING A TEMPLATE VOUCHER

4. **Return to Search**: After the process is complete, the Voucher Attributes page displays and it appears the template voucher has not been deleted. Click *Return to Search* to access the Add and Search page.

Tax Group: Tax Payment Type Code:

4

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

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

5. **Clear**: The Add and Search page populates with the BU and Voucher ID. If a search was done at this time, the template voucher would display. Click *Clear* to complete the delete process.

Find an Existing Value Add a New Value

Business Unit: =

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

5

Search Clear [Basic Search](#)

6. **Search**: The template voucher is no longer accessible.

Find an Existing Value Add a New Value

Business Unit: =

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

6

Search Clear [Basic Search](#)

No matching values were found.

NOTE: The delete voucher option in the voucher processing group box on the Voucher Attributes page is not available to delete vouchers other than template vouchers.



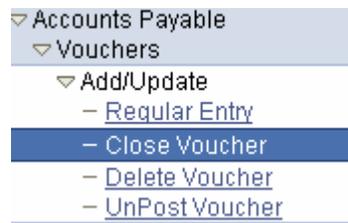
VOUCHER CLOSING

A voucher can be closed if it has posted but it has been decided that it will not be paid or no further payments will be necessary. Voucher closing reverses the accounting entries and returns the funds to the budget. Closing a voucher is allowed when all of the following criteria have been met:

- The voucher has posted.
- The voucher must not be selected for payment.
- The voucher may have had warrants issued against it, but it has not fully paid.
- The voucher has been paid against a Purchase Order. See the P112 PO Vouchers manual for additional information for closing a Purchase Order voucher.

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- Close Voucher



VOUCHER CLOSE SEARCH

The Voucher Close search page allows for the entry of several criteria in selecting a voucher for closure.

1. **Business Unit:** Search on BU only for a list of eligible vouchers for closure.
2. **Voucher ID:** Enter a voucher ID to select an eligible voucher for closure.
3. **Invoice Number:** Narrow search using an invoice number.
4. **Vendor Information:** Search on vendor using the short name, vendor ID, and/or vendor name.
5. **Search:** Click to list vouchers eligible for closure.

Voucher Close

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

Find an Existing Value

Business Unit: ① = [09000]

Voucher ID: ② begins with [00011049]

Invoice Number: ③ begins with []

Short Vendor Name: begins with []

Vendor ID: ④ begins with []

Name 1: begins with []

Close Status Indicator: = []

Case Sensitive ⑤

[Basic Search](#)

NOTE: If the Close Voucher navigation is selected while the voucher is displayed on the voucher component and the voucher is eligible to be closed, it will bypass the Voucher Close search page and display on the Close Voucher page.



CLOSE VOUCHER PAGE

Check the Mark Voucher for Closure checkbox and  the voucher.

- **This process cannot be undone once the  is clicked.**
- The voucher will be closed with the running of the Voucher Posting process in the evening batch process.
- The accounting entries are reversed that evening when voucher posting has run and the monies are returned after the following evening after the budget checking process is initiated.

NOTE: The Voucher Details page displays additional vendor/voucher details about the voucher.

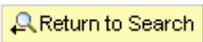
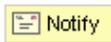
[Close Voucher](#)
[Voucher Details](#)

Business Unit: 09000 Voucher: 00011049

| Vendor | |
|------------|-----------------------------|
| Vendor: | 0000051149 SMITH, JOHN |
| ShortName: | SMITH, JOH-001 |

| Voucher Information | | | |
|---------------------|-----------------------|-----------------------------|----------|
| Invoice: | TRAVELSMITH083107/ADJ | Origin: | ONL |
| Date: | 08/31/2007 | Group: | |
| Gross Amount: | -25.00 USD | Header Budget Status: | Valid |
| Related Voucher | | Non-Prorated Budget Status: | Valid |
| | | Entry Status: | Postable |
| | | Close Status: | Open |

| Process Manual Close | |
|----------------------|--|
| Manual Close Date: | <input type="text" value="09/28/2007"/> |
| | <input checked="" type="checkbox"/> Mark Voucher for Closure |



UNPOST VOUCHER

After a voucher is posted, the distribution line fields on the voucher cannot be changed. If distribution line information must be updated after the voucher is posted, it must first be unposted. Any unpaid voucher can be unposted. Fully or partially paid vouchers cannot be unposted.

MENU NAVIGATION:

- Accounts Payable
- Vouchers
- Add/Update
- UnPost Voucher



VOUCHER UNPOST SEARCH

The Voucher UnPost search page allows for the entry of several criteria in selecting a voucher for unposting.

1. **Business Unit:** Search on BU only for a list of eligible vouchers for unposting.
2. **Voucher ID:** Enter a voucher ID to select an eligible voucher for unposting.
3. **Invoice Number:** Narrow search using an invoice number.
4. **Vendor Information:** Search on vendor using the short name, vendor ID, and/or vendor name.
5. **Voucher Style:** Narrow search using a specific voucher style from the options in the dropdown box
6. **Search:** Only voucher eligible for closure will be listed.

Voucher UnPost

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

Find an Existing Value

Business Unit: ① = 58000

Voucher ID: ② begins with 00042976

Invoice Number: ③ begins with

Short Vendor Name: begins with

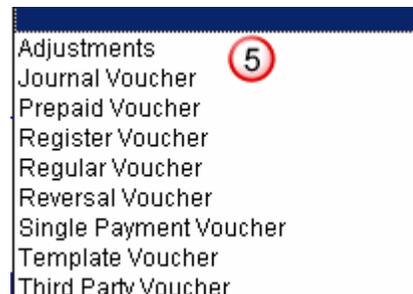
Vendor ID: begins with

Name 1: ④ begins with

Voucher Style: ⑤ =

Case Sensitive

⑥ **Search** **Clear** [Basic Search](#) [Save Search Criteria](#)



NOTE: If the UnPost Voucher navigation is selected while the voucher is displayed on the voucher component and the voucher is eligible to be unposted, it will bypass the Voucher UnPost search page and display on the UnPost Voucher page.



UNPOST VOUCHER PAGE

1. **Unpost**: Click to start the unposting process.
2. Accounting Date: If the voucher has an accounting date in a closed accounts payable period, the voucher accounting date on the UnPost Voucher page will need to be changed to the current date. The unposted entry is recorded on the date the voucher is unposted even if the voucher can be unposted without changing the Accounting Date on this page.

NOTE: The Voucher Details page displays additional vendor/voucher details about the voucher.

UnPost Voucher | **Voucher Details**

Business Unit: 58000 **Voucher:** 00042976

Vendor

Vendor ID: 0000091182 RYLAND,GLEN A
ShortName: RYLAND,GLE-001

Voucher Information

Invoice: TRAVEL RYLAND 08/14/07 **Origin:** ONL
Date: 08/14/2007 **Group:**
Gross Amount: 138.15 USD

Update Voucher

Accounting Date:

Reversal Accounting Date

Business Unit Default
 Use Current Date
 Use Specific Date Accounting Date:

Unpost

3. Warning Message: The following message displays to confirm that the voucher should be unposted. Click **OK** to proceed:

Warning -- Proceed with Process? (7030,13) **3**

Press OK to continue with the process. Press Cancel if you do not wish to proceed.

OK **Cancel**



UNPOST VOUCHER PAGE - CONTINUED

Unposting a voucher instructs the system to create reversing entries of the posting. Unposting happens in real time once the Unpost Voucher page is saved.

UnPost Voucher | **Voucher Details**

Business Unit: 58000 **Voucher:** 00042976

Vendor

Vendor ID: 0000091182 RYLAND,GLEN A
ShortName: RYLAND,GLE-001

Voucher Information

Invoice: TRAVEL RYLAND 08/14/07
Date: 08/14/2007
Gross Amount: 138.15 USD

Update Voucher

***Accounting Date:** 08/17/2007

Reversal Accounting Date

Business Unit Default
 Use Current Date
 Use Specific Date Accounting Date: 09/16/2007

Unpost

Microsoft Internet Explorer

Voucher 00042976 for business unit 58000 has been unposted. (7030,89)
This Voucher has been unposted.

OK

After unposting the voucher, it can be updated on the Invoice Information page of the voucher component screen. If the voucher is a direct voucher, all voucher fields are available for updating.



DAILY VOUCHER REPORTS

There are many voucher reports available (listed in the P118 AP Inquiry and Reporting manual), but in this chapter the reports used to submit the invoices for payment and to monitor vouchers daily will be introduced. Additionally, the steps necessary to run a report will be illustrated in the first introduced report, Print Vouchers.

MENU NAVIGATION:

- Accounts Payable
- Reports
- Vouchers
- Print Vouchers



RUN CONTROL ID

When a report is selected from the menu, a search dialog box appears asking for a run control ID.

1. Existing Run Control ID: If a run control has been established, enter an existing run control ID or click the Search button and select from a list of available run control IDs.
2. Add a New Value: If a run control has not been established for a particular menu item, enter a new ID for the run control in *Add a New Value*. Spaces are not permitted in a run control ID, but underscores can be used in lieu of spaces.

Print Vouchers

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

1 Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

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

Print Vouchers

Find an Existing Value | Add a New Value

2 Run Control ID:

Add

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

NOTE: Make the run control unique, i.e., add your initials, agency number, etc. In the example, FT are the user ID initials and 090 is the agency number.

NOTE: A “all purpose” run control ID can be used or specific run control IDs can be set up for each or some of the reports.



PRINT VOUCHERS

The Print Vouchers prints the voucher jacket, OSF Form 15A, to attach to the vendor’s invoice.

Report Parameters

Upon entering a Run Control ID, the Report Parameter page displays.

1. User ID: Populate with your user ID or N/A.
 - If the field is populated with your user ID, only the vouchers created by you will print.
 - The field must be populated with N/A to print vouchers created by other users or Voucher Build (P-Card and payroll withholding vouchers).
2. Voucher Date: Enter to print all vouchers created on a particular date.
3. From Voucher and To Voucher: A specified range of voucher numbers can be printed. The date may be populated with the date the vouchers were created or it can be populated with 12/31/52 (date selected at implementation) to print vouchers that span dates.
4. Warrant Date: Vouchers can be reprinted after warrants are issued to maintain a record of vouchers and their corresponding warrants. Populate this field with the warrant date.
5. Approving Officer’s Name and Title, and Date Approved: Enter to print on the voucher.
6. **Run**: Click to access the Process Scheduler Request.

Run Ocpap0229

Run Control ID: FT090_PRINT_VCHR

[Report Manager](#) [Process Monitor](#)

Run

6

Report Parameters

You must select a business unit; all other fields are optional.
Enter values in the fields you want to search on and leave the default values in the other fields.

*Business Unit:

1 User ID:

2 Voucher Date:

*From Voucher:

3 *To Voucher:

4 Warrant Date:

5 Enter approving officer's name and title, and approval date:
The name, title and date will not be used in the search.

*Approving Officer's Name:

*Approving Officers Title:

Date Approved:



PRINT VOUCHERS - CONTINUED

Process Scheduler Request

- 7. Server Name: Enter PSTN in the Server name since the Process Type is Crystal.
- 8. Process List: Values default. Do not change.
- 9. **OK**: Click to begin running the report.

Process Scheduler Request

User ID: FINTEST08 Run Control ID: FT090_PRINT_VCHR

Server Name: **7** PSNT Run Date: 09/16/2007
 Recurrence: Run Time: 7:19:27PM **Reset to Current Date/Time**
 Time Zone:

Process List

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------------------|--------------|--------------|------|--------|------------------------------|
| <input checked="" type="checkbox"/> | Print Vouchers 8 | OCAP0229 | Crystal | Web | PDF | Distribution |

9 **OK** **Cancel**

NOTE: The Server Name should always be set to PSNT whenever a Process Type of Crystal is run. The Server Name should be set to PSUNX for all other processes.

Process Instance

Upon clicking **OK** from the Process Scheduler, the system returns to the Report Parameters page and displays with the process instance number of the job.

- 10. Process Monitor: Select link to review the status of the running process.

Run Ocpap0229

Run Control ID: FT090_PRINT_VCHR [Report Manager](#) [Process Monitor](#) **10** **Run**

Process Instance:4649844



PRINT VOUCHERS - CONTINUED

Process Monitor

The Process Monitor allows viewing of the status of scheduled or running processes.

- The run status will advance from *Queued*, to *Initiated*, to *Processing*, and finally to *Success*.
- The distribution status will advance from *N/A*, to *Posting*, to *Posted*.
- If the Run Status ever displays a value of *Error* or *No Success*, or the Distribution Status is *Not Posted*, the report has not completed. Call the help desk for assistance.

11. Refresh: Click to update the current Run Status and Distribution Status.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days 11

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|-----------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 4649844 | | Crystal | OCAP0229 | FINTEST08 | 09/16/2007 7:19:27PM CDT | Initiated | N/A | Details |

When the Run Status is *Success* and the Distribution Status is *Posted*, the job is complete.

12. Details: Click the link to access the Process Details page.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|-----------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 4649844 | | Crystal | OCAP0229 | FINTEST08 | 09/16/2007 7:19:27PM CDT | Success | Posted | Details |



PRINT VOUCHERS - CONTINUED

Process Details Page

13. View/Log Trace: Click link to access the View Log/Trace page.

Process Detail

| Process | |
|----------------------------|------------------------------------|
| Instance: 4649844 | Type: Crystal |
| Name: OCAP0229 | Description: Print Vouchers |
| Run Status: Success | Distribution Status: Posted |

| Run | Update Process |
|---|---------------------------------------|
| Run Control ID: FT090_PRINT_VCHR | <input type="radio"/> Hold Request |
| Location: Server | <input type="radio"/> Queue Request |
| Server: PSNT | <input type="radio"/> Cancel Request |
| Recurrence: | <input type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|---|--|
| Request Created On: 09/16/2007 7:19:56PM CDT | Parameters Transfer |
| Run Anytime After: 09/16/2007 7:19:27PM CDT | Message Log |
| Began Process At: 09/16/2007 7:21:44PM CDT | Batch Timings |
| Ended Process At: 09/16/2007 7:22:04PM CDT | 13 View Log/Trace |

View Log/Trace

14. PDF: Click the pdf link to display the report.

View Log/Trace

| Report | | |
|----------------------------|----------------------------------|-----------------------------|
| Report ID: 2368302 | Process Instance: 4649844 | Message Log |
| Name: OCAP0229 | Process Type: Crystal | |
| Run Status: Success | | |
| Print Vouchers | | |

| Distribution Details | |
|----------------------------------|------------------------------------|
| Distribution Node: FSSTGU | Expiration Date: 09/30/2007 |

| File List | | |
|--|-------------------|---------------------------------|
| Name | File Size (bytes) | Datetime Created |
| CRW_OCAP0229_4649844.log | 0 | 09/16/2007 7:22:04.000000PM CDT |
| OCAP0229_4649844.PDF 14 | 76,912 | 09/16/2007 7:22:04.000000PM CDT |
| pssqltrace.trc | 509 | 09/16/2007 7:22:04.000000PM CDT |

| Distribute To | |
|----------------------|-----------------|
| Distribution ID Type | Distribution ID |
| User | FINTEST08 |



PRINT VOUCHERS – OSF FORM 15A

Print the OSF Form 15A. Attach the invoice and tri-fold the voucher and invoice horizontally with the BU number and voucher number showing on top. The vouchers within each batch should be in sequential, ascending, voucher number order.

The example OSF Form 15A is from the first voucher created in this manual.

OSF Form 15A (Revised 7/03)

STATE OF OKLAHOMA
Claim Jacket Voucher Form

Page 1 of 1

CLAIM OF: GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC
Address: PO BOX 1549, ENID, OK 73702-1549
Alt Name:
Vend ID.: 0000199608 LOC: 0001

ASSIGNMENT SECTION
ASSIGNEE:
Address:
Alt Name:
Vend ID.: _____ LOC: _____

I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

| | | | |
|-----------------------------|----------------------|-------------------|-------------|
| 100.00 | 09000 | 00010195 | Unpaid |
| 3 TOTAL CLAIM AMOUNT | AGENCY BUSINESS UNIT | CLAIM VOUCHER NO. | WARRANT NO. |

VOUCHER DATE: August/25/2007 Warrant Dt:
Agency Board, Comm, Dept:
Office of State Finance

Claimant _____ Date _____

INVOICE NO. **4** INVOICE DATE
SETTLEMENT062507 6/30/2007

DESCRIPTION: John Doe Settlement **5** Related Voucher No. **6** Amt

| ORDER NO. | AMOUNT | OBJECT ACCOUNT | OBJECT SUB-ACCT | FUNDING CLASS | ACT/SUB DEPT | BUDGET REF YR | CFDA CHAR/FIELD | PROGRAM | PROJECT | OPER UNIT | RESERVED |
|-----------|--------|----------------|-----------------|---------------|--------------|---------------|-----------------|---------|---------|-----------|----------|
| 7 | 100.00 | 553180 | | 19701 | 1000001 | 07 | | | | | |

TOTAL 100.00

Alternate Payee Address: **8**
& John Doe
PO BOX 1549ENID, OK 73702-1549

I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. **9**
Agency Approving Officer's Signature
Approving Officer's Name: JOHN DOE
Title: FINANCE OFFICER Date: 08/17/2007

VCHR 09000 00010195 **10**

1. Vendor Name and Address: Entered on the Invoice Information page of the voucher component.
2. Assignee: Payee on the Payments page if other than the vendor on the Invoice Information page.
3. Voucher Information: Prints on the warrant stub. The voucher can be reprinted after the voucher is paid to capture the warrant numbers on the voucher.
4. Invoice Information: Prints on the warrant stub.
5. Comments: Entered in the Invoice Information page.
6. Related Voucher No: Populated when there is a related voucher ID.
7. ChartField Values: The account code and funding information.
8. Alternate Payee: Payee if location used on voucher specifies an alternate payee name.
9. Signature line: To be signed by approving officer on file with OSF (OSF Form 13).
10. Bar Code: Used for scanning purposes.



VOUCHER BATCH SLIP

The Voucher Batch Slip report provides information for the vouchers that are ready to be paid including the voucher numbers, agency claim numbers (if provided), and voucher amounts. The voucher must have a budget checking and document tolerance status of valid and a match status of no match or matched (document tolerance and matching is covered in the P112 PO Voucher manual). The voucher does **not** have to be posted to print on the batch slip.

NOTE: The report parameters for each report varies but most reports are run as illustrated in the Print Vouchers. Only the report parameters and report will be illustrated in the following reports covered in this manual.

MENU NAVIGATION: Accounts Payable>Reports>Vouchers>Voucher Batch Slip

Report Parameters

The report is run for a specified pay group by Business Unit.

Run Ocpap0245

Run Control ID: FT090_BATCH_SLIP [Report Manager](#) [Process Monitor](#)

Report Parameters

Business Unit: 

*Pay Group Code:



VOUCHER BATCH SLIP – OSF FORM 25B

The voucher batch slip, OSF Form 25B, is submitted to OSF with the vouchers, invoices, and any other documentation supporting the claim. If a voucher is not on the batch slip, it will not be selected for payment until what prevented it from printing on the batch slip is corrected. If a voucher that is not ready to be submitted to OSF for payment is included on the batch slip, remove the pay group or place the voucher on hold to ensure that it will not be selected for payment, and reprint the batch slip.

OSF Form 25B
(Revised 7/03)

**VOUCHER REGISTER
BATCH SLIP NOTICE**

For Voucher No.00011047 To Voucher No. 00011049

Page 1 of 1

Bank Acct Group: All Others
Agency/
Business Unit: _____ 09000

PAY GROUP: MO

Batch No.:

Claim Count: _____ 2

Batch Total: \$ _____ 125.00

RESERVED - OSF
Date: _____
Auditor: _____

Note:

Claim Numbers/Amount Assigned to Batch:

| <u>Voucher No</u> | <u>Claim No</u> | <u>Amount</u> | <u>Voucher No</u> | <u>Claim No</u> | <u>Amount</u> |
|-------------------|-----------------|---------------|-------------------|-----------------|---------------|
| T00011047 | | 150.00 | | | |
| T00011049 | | (25.00) | | | |

NOTE: Voucher numbers with a T on the batch slip indicate that the voucher is a travel reimbursement voucher.



BUDGET CHECKING ERRORS REPORT

The Voucher Budget Checking Error report is a daily report that lists vouchers that failed to pass budget checking. It includes the voucher number, the voucher distribution line number with the error, and the budget checking error message.

MENU NAVIGATION: Accounts Payable>Reports>Vouchers>Budget Checking Error

Report Parameters

Only the BU is required to run the report.

Run Ocpap0224

Run Control ID: FT580_BUD_CHK_ERROR

[Report Manager](#) [Process Monitor](#)

Run

| Report Parameters | |
|----------------------|------------------------------------|
| 'From Business Unit: | <input type="text" value="58000"/> |
| 'To Business Unit: | <input type="text" value="58000"/> |

OCP 0224 AP

| Bus Unit | Voucher No | Vchr Line No | Dist Line No | Budget Ref | Class | Dept | PO No | Voucher Date | Invoice No | Distrib Line Amount |
|-----------------------------|------------|--------------|--------------|------------|-------|---------------------------|-------|--------------|------------|---------------------|
| 58000 | 00039452 | 1 | 1 | 05 | 24400 | 0204004 | | 3/1/2007 | 920925_EHS | 816.04 |
| Ledger Group: | | | | | | Error Message : | | | | |
| ALLOT | | | | | | Budget Date out of Bounds | | | | |
| Business Unit Total: | | | | | | | | | | 816.04 |
| Grand Total: | | | | | | | | | | 816.04 |

NOTE: Only a portion of the report is illustrated so it could be viewed with clarity.



VOUCHERS IN RECYCLE STATUS

The Vouchers in Recycle Status report is a daily report that lists vouchers that are held from further processing until the reason for the status has been corrected.

MENU NAVIGATION: Accounts Payable>Reports>Vouchers>Vouchers in Recycle Status

Report Parameters

Only the BU is required to run the report.

Run Ocpap0220

Run Control ID: FT090_VCHRS_RECYCLE [Report Manager](#) [Process Monitor](#)

| Report Parameters | |
|----------------------|------------------------------------|
| 'From Business Unit: | <input type="text" value="09000"/> |
| 'To Business Unit: | <input type="text" value="09000"/> |

OCP 0220 AP

| Accounting Dt | Business Unit | Voucher ID | Name 1 | Vendor ID | Invoice DT | Invoice ID | Gross Amt | Entry Status |
|---------------|---------------|------------|-------------|------------|------------|----------------|-----------|--------------|
| 9/15/2007 | 09000 | 00011047 | SMITH, JOHN | 0000051149 | 8/31/2007 | TRAVELSMITH083 | 150.00 | R |

NOTE: Only a portion of the report is illustrated so it could be viewed with clarity.



VOUCHERS ON HOLD

The Vouchers on Hold report is a daily report that list vouchers that are held from the payment process. A voucher on hold will run through the batch processes, including budget checking, but it will not pay until the hold is removed.

MENU NAVIGATION: Accounts Payable>Reports> Vouchers>Vouchers On Hold

Report Parameters

Only the BU is required to run the report, but a hold reason can be populated to narrow the report to a particular hold reason.

Run Ocpap0251

Run Control ID: FT090_VCHRS_ON_HOLD [Report Manager](#) [Process Monitor](#) Run

Report Parameters

*From Business Unit:

*To Business Unit:

Please leave Blank to include ALL Reasons

Payment Hold Reason:

OCP 0251 AP

| Business Unit | Date | Voucher ID | PO ID | Vendor ID | Vendor Name | Invoice Date | Invoice No. | Pymnt Hold Reason |
|-----------------------------|-----------|------------|-------|------------|-----------------|------------------|-------------|-------------------|
| | | | | | | Amount | | |
| 09000 | | | | | | | | |
| 09000 | 8/16/2007 | 00011029 | | 0000068164 | IBM CORPORATION | 8/2/2007 | 5868655 | AMT |
| | | | | | | 34,904.00 | | |
| 09000 | 8/16/2007 | 00011031 | | 0000068164 | IBM CORPORATION | 8/1/2007 | 7712430 | AMT |
| | | | | | | 17,850.00 | | |
| Business Unit Total: | | | | | | 52,754.00 | | |

NOTE: Only a portion of the report is illustrated so it can be viewed with clarity.