



**State of Oklahoma CORE Project**

**AP Course P114**

**Express Check Issuance Training Manual**

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MAXIMUS ERP Solutions

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State of Oklahoma

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## **EXCLUSION**

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## EXPRESS CHECKS

Express payments are utilized by individual agencies for auxiliary accounts (ASA and Clearing) in the 7XXX family of funds, i.e. Class field begins with a 7. This enables payments to be issued directly by the agency. Any agency interested in using Express Checks must complete an application for approval. A dedicated printer is required.

Prior to initiating an Express payment, voucher creation must be complete, and the Budget Check status must be valid. Creating an Express payment is a relatively simple process that falls into the following steps:

1. Voucher Selection
2. Creation of the Express Payment
3. Running the Pay Cycle Manager

### STEP 1 – VOUCHER SELECTION

#### VOUCHER SEARCH PAGE

**Navigation:** *Vouchers > Entry /Regular Entry*

We first utilize the above navigation to locate the voucher we intend to pay.

As a minimum, Business Unit must be populated; the other fields are optional and serve to narrow your search.

**Business Unit:** – Defaults to specific value for each User.

**Voucher ID:** – The voucher number that you are going to pay.

**Invoice Number:** – The invoice number of the related voucher that you are going to pay.

**Short Vendor Name:** – The abbreviated name of the vendor that is associated with the voucher.

**Name 1:** – The full name of the vendor that is associated with the voucher.

**Voucher Style:** – Not necessary for payment search.

**Entry Status:** – Not necessary for payment search.

**Case Sensitive:** – Searches to match the case that is entered.



Click  to return a list of vouchers that meet your search criteria.

**VOUCHER SEARCH RESULTS**

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1
58000	00000007	56789	18.9	2003-02-06	BOISE OFFC-001	000000015	BOISE OFFICE SOLUTIONS
58000	00000006	TEST PO CLOSE	112.3	2003-02-05	BOISE OFFC-001	000000015	BOISE OFFICE SOLUTIONS
58000	00000004	123XYZ	100	2003-01-29	ZOLL MEDIC-001	000000018	ZOLL MEDICAL CORPORATION
58000	00000002	09580	1000	2002-10-15	COMPSOURCE-001	000000059	COMP SOURCE OKLAHOMA
58000	00000001	25223	75	2003-01-01	XEROX-001	000000047	XEROX

Search results will be displayed in a list as above whenever there are multiple values. Click on the desired value to go to the Invoice Information Page. If your search only returns one value, you will be taken directly to Invoice Information Page.

**INVOICE INFORMATION PAGE**

**Invoice Information** | Payments | Voucher Attributes | Accounting Information

Style: Regular    Entry Status: Postable    [Comments](#)

Unit: 58000    Voucher ID: 00000007    Group:    Budget Status: Valid    Post Status: Unposted

---

Copy from a Source Document

PO Unit:    Purchase Order:    [Copy PO](#)    Worksheet Copy Option: None

---

<p><b>Vendor</b></p> <p><a href="#">Advanced Vendor Search</a></p> <p>Vendor: 000000015</p> <p>Name: BOISE OFFC-001</p> <p>Location: 001</p> <p>*Address: 1</p> <p>BOISE OFFICE SOLUTIONS 5200 SW 36TH STREET STE 200 OKLAHOMA CITY, OK 73179-7801</p>	<p><b>Invoice</b></p> <p>Invoice No: 56789</p> <p>Invoice Date: 02/06/2003    Acctg Date: 02/07/2003</p> <p>*Pay Terms: 0 Days</p> <p>Misc Amt:    <a href="#">Non Merchandise Summary</a></p> <p>Frght Amt:    <a href="#">Non Merchandise Summary</a></p> <p>Total: 18.90    *Curr: USD    Balance: 0.00</p>
--	--

---

**Invoice Lines**    Find | View All    First

1    \*Dist by: Qty    [SpeedChart](#)    [View PO/Receiver](#)    [Associate Receiver\(s\)](#)     Force Price

Item	Description	Quantity	UOM	Unit Price	Extended Amt
0310-06-32	ENVELOPE, clasp, Kraft,	1.0000	BOX	18.90000	18.90

This brings up the Invoice Information page; if this is the correct voucher, click on the Voucher Attributes Tab to go to the Voucher Attributes Page. Otherwise, utilize the  icon to retry the search.



## VOUCHER ATTRIBUTES PAGE

### Status Section

Invoice Information	Payments	Voucher Attributes	Accounting Information
Unit: 58000	Invoice: 56789	Vendor: BOISE OFFICE SOLUTIONS	
Voucher: 00000007	Date: 02/06/2003	ID: 0000000015	Pay Group:
<b>Status</b>			
Entry Status: Postable	Close Status: Open	Header Budget Status: Valid	
Post Status: Unposted	Match Status: Overridden	Non-Prorated Budget Status: Valid	
Approval Status: Approved		Document Tolerance Status: Valid	
ERS Type: Not Applicable	Voucher Source: Online		

In this section, the following items must be verified prior to attempting the Express Payment process; otherwise the voucher will not be selected for payment:

Header Budget Status: – Valid

Match Status: – Must be Matched, Overridden, or No Match

## PAYMENTS PAGE

Invoice Information	Payments	Voucher Attributes	Accounting Information
Unit: 58000	Voucher ID: 00000007	*Pay Terms: 30 Days	<a href="#">Schedule Payment</a>
<b>Payment Information</b> Find   View All First 1 of 1 Last			
Payment Inquiry <a href="#">Holiday/Currency Options</a> <a href="#">Express Payment</a> <a href="#">Vendor Banks</a> <a href="#">Messages</a> Drafts + -			
<a href="#">Comments</a>			
<b>Payee</b>			
*Remit to: 0000000015	BOISE OFFICE SOLUTIONS 5200 SW 36TH STREET STE 200 OKLAHOMA CITY, OK 73179-7801		
Location: 001	*Addr: 1		
<b>Payment Method</b>		<b>Payment Details</b>	
*Bank: OST	Gross Amt: 18.90 USD	*Action: Schedule	
*Account: 7XXX	Discount: 0.00 USD	Pay: [ ]	
*Method: CHK Check	Net Due: 03/08/2003	Reference: [ ]	
Pay Group: [ ]	Discount Due: [ ]	L/C ID: [ ]	
*Handling: RE	Discount Denied [ ]	Paymt Date: [ ]	
*Netting: N	Scheduled Due: 03/08/2003		
Hold Payment [ ]	Acctg Date: [ ]		
Hold Reason: [ ]			
Separate Payment [ ]			
<a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Refresh</a> <a href="#">Add</a> <a href="#">Update/Display</a>			
Invoice Information   Payments   Voucher Attributes   Accounting Information			

The account should already have the value “7XXX”, if not, this is the last chance to correct it before the payment is created. From this page, invoke the [Express Payment](#) link.



## STEP 2 – VOUCHER SELECTION

### EXPRESS PAYMENT PAGE

**Express Payment**

<b>Payor</b> Department of Central Services DEPT OF CENTRAL SERVICES - NFORMATI OKLAHOMA CITY, OK 73105	<b>Bank and Payee Information</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Bank SetID:</b></td> <td style="width: 20%;">46700</td> <td style="width: 50%;">Office of State Treasurer</td> </tr> <tr> <td><b>Bank:</b></td> <td>OST</td> <td>217 State Capital</td> </tr> <tr> <td><b>Account:</b></td> <td>7XXX</td> <td>Oklahoma City, OK 73105</td> </tr> <tr> <td><b>Payment Currency:</b></td> <td>USD</td> <td>67-6/532</td> </tr> <tr> <td><b>Pay Method:</b></td> <td>CHK</td> <td></td> </tr> </table>	<b>Bank SetID:</b>	46700	Office of State Treasurer	<b>Bank:</b>	OST	217 State Capital	<b>Account:</b>	7XXX	Oklahoma City, OK 73105	<b>Payment Currency:</b>	USD	67-6/532	<b>Pay Method:</b>	CHK	
<b>Bank SetID:</b>	46700	Office of State Treasurer														
<b>Bank:</b>	OST	217 State Capital														
<b>Account:</b>	7XXX	Oklahoma City, OK 73105														
<b>Payment Currency:</b>	USD	67-6/532														
<b>Pay Method:</b>	CHK															

<b>Payment Details</b> <b>Date:</b> 02/10/2003 <b>Amount:</b> 18.90 USD <b>Reference:</b> NEXT	<b>Vendor Set ID:</b> 00000 BOISE OFFICE SOLUTIONS <b>Vendor:</b> 0000000015 5200 SW 36TH STREET STE 200 <b>Address:</b> 1 OKLAHOMA CITY, OK 73179-7801 USA
---	---

On Hold  
  Evaluate Discount Rate  
 Add All Vouchers  
 Create Payment  
 Server: PSUNX

Select Voucher						
Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
58001	00000007	1	System Check	56789	02/06/2003	<input type="checkbox"/> <span style="margin-left: 10px;">+</span> <span style="margin-left: 10px;">-</span>

Save  
 Notify

From this page, all of the payment Bank and Payee information should populate from the voucher.

**NOTE:** Examine all of the Payee information carefully, especially, the Account which should be set to 7XXX. This will be the last chance to change any of this information prior to making the payment.

If you desire to pay more vouchers from the same vendor press the Add All Vouchers button. This will add to the payment all vouchers for this vendor that are available for payment (must be 7xxx fund as well). Additional available vouchers for the same vendor may also be added/deleted by using either the + or - icons. After all desired vouchers are in place; populate the Server field with "PSUNX", and then press the Create Payment button to start Pay Cycle Manager.



### Error Messages

If after pressing the **Create Payment** button, you are not taken to Pay Cycle Manager, but receive an error message, utilize this section to help diagnose some of the more common problems. To resolve, click the **OK** button to return to the Express Payments Page and correct.



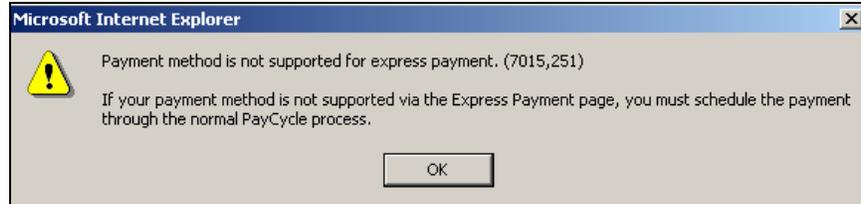
Receipt of this error message, means that Server field on the Express Payments page was not populated with "PSUNX".



This message indicates that Document Tolerance is in error.



This error usually means that the matching process was not run, or completed with exceptions.



Receipt of this message usually indicates one of two issues has occurred:

- The Payment Method selected is not CHK.
- A manual payment for this voucher was already created.

After correcting the error, return to the Express Payments page and press on the **Create Payment** button to return to the Pay Cycle Manager.



### STEP 3 – PAY CYCLE MANAGER

#### PAY CYCLE -EXPRESS PAYMENTS PAGE

Navigation: *Payments > Express Payments > Express Payment Manager*

**Pay Cycle - Express Payments**

Pay Cycle: QUICK1 Express Check

**Pay Cycle Status**

Status: Running [Refresh](#) Trial Register Report List [Process Monitor](#)

Pay From Date: 03/08/2003

Pay Through Date: 03/08/2003

Payment Date: 02/10/2003

Sched Payment Selected: 0 [Summary](#) [Details](#)

**Pay Cycle Exceptions** Discount Lost Withholding Exceptions Discount Denied

**Pay Cycle Reset** Server:  [Reset](#)

**Pay Cycle Results** Customize | Find First 1 of 1 Last

[Main Information](#) [Additional Info](#) [FRT](#)

Pay Status	Instance Bank	Account	Server	*Output Type	Output Destination
-					

[Save](#) [Return to Search](#) [Notify](#)

At this point, Pay Cycle Manager is now running, clicking on the [Refresh](#) button to update the status of the process.

#### Select and Approve Payments

The PayCycle will first select and approve the payments.

**Pay Cycle - Express Payments**

Pay Cycle: QUICK1 Express Check

**Pay Cycle Status**

Status: Approved [Refresh](#) [Trial Register](#) Report List [Process Monitor](#)

Pay From Date: 03/08/2003

Pay Through Date: 03/08/2003

Payment Date: 02/10/2003

Sched Payment Selected: 1 [Summary](#) [Details](#)

**Pay Cycle Exceptions** Discount Lost Withholding Exceptions Discount Denied

**Pay Cycle Reset** Server:  [Reset](#)

**Pay Cycle Results** Customize | Find First 1 of 1 Last

[Main Information](#) [Additional Info](#) [FRT](#)

Process	Pay Status	Instance Bank	Account	Server	*Output Type	Output Destination
Process	Approved	Print Checks	OST	7XXX	Printer	

[Save](#) [Return to Search](#) [Notify](#)

To view the Trial Register, utilize the [Trial Register](#) link.



### TRIAL REGISTER RUN CONTROL SEARCH PAGE

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

Run Control ID: begins with

Case Sensitive

[Basic Search](#)

This page is used to run the trial register. A Run Control will first have to be entered to run the report. Either enter a new Run Control on the Add a New Value tab or select from an existing Run Control by utilizing the  icon. For our example, we have chosen to select from an existing Run control.

#### Search Results

**Search Results**

View All    First  1-5 of 5  Last

Run Control ID	Language Code
<a href="#">MATCH</a>	<a href="#">English</a>
<a href="#">Pay Post</a>	<a href="#">English</a>
<a href="#">QUICK1</a>	<a href="#">English</a>
<a href="#">Register</a>	<a href="#">English</a>
<a href="#">Voucher Post</a>	<a href="#">English</a>

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

Use the Run control "Register".



### Process Scheduler Request

**Process Scheduler Request**

User ID: KSOUTHARD      Run Control ID: Register

---

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Trial Register	APY2030-	Crystal	<input type="text" value="Web"/>	<input type="text" value="HTM"/> <input type="button" value="F"/>

To run the Trial Register, ensure that the following parameters are set:  
 Server Name: – “PSNT”  
 Type: – Web

Press  to go to the Report Manager

---

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

---



REPORT MANAGER ADMINISTRATION PAGE

Explorer		List		Administration		Archives	
View Reports For							
User:	<input type="text" value="KSOUTHARD"/>	Type:	<input type="text"/>	Last:	<input type="text" value="1"/> Days	<input type="button" value="Refresh"/>	
Status:	<input type="text"/>	Folder:	<input type="text"/>	Instance:	<input type="text"/>	to: <input type="text"/>	
Report List				Customize   Find   View All		First 1-11 of 11 Last	
Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details View
<input checked="" type="checkbox"/>	752	1804	Trial Register	02/10/2003 5:29:04PM	HTML Documents (*.htm)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	751	1803	Pay Cycle Process	02/10/2003 5:20:21PM	Text Files (*.txt)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	750	1789	AP/PO Matching	02/10/2003 4:22:02PM	Text Files (*.txt)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	748	1787	Outstanding Balance by Vendor	02/10/2003 3:49:00PM	HTML Documents (*.htm)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	746	1777	AP Crystal Check	02/10/2003 2:41:10PM	Crystal Report (*.rpt)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	742	1772	Pay Cycle Process	02/10/2003 11:37:35AM	Text Files (*.txt)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	738	1764	PS/AP Payment Posting	02/10/2003 11:12:47AM	Text Files (*.txt)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	737	1763	PS/AP Voucher Posting	02/10/2003 11:09:40AM	Text Files (*.txt)	Posted	<a href="#">Details</a> <a href="#">View</a>
<input type="checkbox"/>	736	1762	PS/AP Payment Posting	02/10/2003 10:56:02AM	Text Files (*.txt)	Posted	<a href="#">Details</a> <a href="#">View</a>

To print the Trial Register:

- Tab to the Administration Page
- (✓) the report that you wish to run (in this case the Trial Register)
- Click on the [View](#) link



[Report Detail Link](#)

**Report Detail**

Report ID: 752      Process Instance: 1804  
 Name: APY2030-      Process Type: Crystal  
 Trial Register

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">APY2030- 1804.HTM</a>	12,180	02/10/2003 5:30:12.000000PM PST
<a href="#">Message Log</a>	0	02/10/2003 5:30:12.000000PM PST
<a href="#">PeopleSoft Trace File</a>	8,602	02/10/2003 5:30:12.000000PM PST

[Return](#)

Click on the APY2030 -1804HTM link to view the report.

Click on the [Return](#) button to return to the Pay Cycle Manager.

[Trial Register Report](#)

	Report ID: APY2030	PeopleSoft Accounts Payable	Page No. 1						
<b>AP TRIAL PAYMENT REGISTER</b>			Run Date 10-Feb-2003						
			Run Time 5:32:34 PM						
Payment Cycle:	QUICK1								
Bank Account:	OST 7XXX 7330730536	Swift Code:	103003632						
BOISE OFFICE SOLUTIONS		CHK	Amount: 18.00						
5200 SW 36TH STREET STE 200									
OKLAHOMA CITY									
OK 73179-7801									
US									
Advice ID	Invoice Number	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charge	Net Amount	Currency
00000007	58709	06-Feb-2003	08-Mar-2003		18.90	0.00	0.00	18.90	USD
Total Requirements for Bank Account: 7330730536					18.90	0.00	0.00	18.90	USD

You will then be able to view the report, in a new browser window.



### Print Warrants

**Pay Cycle Manager**

Pay Cycle: QUICK1 Express Check

Approve [Trial Register](#) Report List [Process Monitor](#) Reference Confirmation

---

**Pay Cycle Status**

Status: Approved [Refresh](#)

Pay From Date: 03/08/2003

Pay Through Date: 03/08/2003

Payment Date: 02/10/2003

Sched Payment Selected: 1 [Summary](#) [Details](#)

---

**Pay Cycle Exceptions**      **Pay Cycle Reset**

Discount Lost    Withholding Exceptions    Discount Denied      Server:  [Reset](#)

---

**Pay Cycle Results** Customize | Find | First 1 of 1 Last

[Main Information](#) [Additional Info](#) [EET](#)

Process	Pay Status	Instance	Bank	Account	Server	Output Type	Output Destination
<a href="#">Process</a>	Approved	Print Checks	1809 OST	7XXX	PSNT	Printer	

[Save](#) [Return to Search](#) [Notify](#)

The final component of the process is to print the warrants. This is accomplished by pressing on the [Process](#) button, the actual printing will occur on a secure printer subject to the Office of State Treasurer’s requirements.



# MANUAL PAYMENTS

Manual Payments are utilized when an agency has a business need to issue handwritten checks for auxiliary accounts (ASA and Clearing) in the 7XXX family of funds, i.e. Class field begins with a 7. Any agency interested in using Manual Payments must complete an application for approval. When authorized, preprinted warrants will be provided by the State Treasurer’s Office. Immediately upon writing a manual check the agency must fax a copy to OSF. OSF will enter manual payments in the system.

**Navigation:** *Vouchers > Entry /Regular Entry*

## VOUCHER SEARCH PAGE

The process starts out identical to that of an Express Payment; first locate the voucher that is to be paid.

**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: [=] [58000] [Q]

Voucher ID: [begins with] [ ] [Q]

Invoice Number: [begins with] [ ] [Q]

Short Vendor Name: [begins with] [ ] [Q]

Vendor ID: [begins with] [ ] [Q]

Name 1: [begins with] [ ] [Q]

Voucher Style: [=] [ ] [Q]

Entry Status: [=] [ ] [Q]

Case Sensitive

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

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

As a minimum, Business Unit must be populated; the other fields are optional and serve to narrow the search.

- Business Unit:** – Defaults to specific value for each User.
- Voucher ID:** – The voucher number that is to be paid.
- Invoice Number:** – The invoice number of the related voucher that you are going to pay.
- Short Vendor Name:** – The abbreviated name of the vendor that is associated with the voucher.
- Name 1:** – The full name of the vendor that is associated with the voucher.
- Voucher Style:** – Not necessary for payment search.
- Entry Status:** – Not necessary for payment search.
- Case Sensitive:** – Utilized to match the case that is entered.

Click [Search](#) to return a list of vouchers that meet your search criteria



### VOUCHER SEARCH RESULTS

Search Results First [1] 1-8 of 8 [5] Last

[View All](#)

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Entry Status
58000	00000010	858223	30	2003-02-12	RUSCH INC-001	000000023	RUSCH INC	Regular	Postable
58000	00000009	289563	66	2003-02-12	BIRD AND C-001	000000027	BIRD AND CRGININ INC	Regular	Postable
58000	00000008	ks2234	15	2003-02-11	BOISE OFFC-001	000000015	BOISE OFFICE SOLUTIONS	Regular	Postable
58000	00000007	56789	18.9	2003-02-06	BOISE OFFC-001	000000015	BOISE OFFICE SOLUTIONS	Regular	Postable
58000	00000006	TEST PO CLOSE	112.3	2003-02-05	BOISE OFFC-001	000000015	BOISE OFFICE SOLUTIONS	Regular	Postable
58000	00000004	123XYZ	100	2003-01-29	ZOLL MEDIC-001	000000018	ZOLL MEDICAL CORPORATION	Regular	Postable
58000	00000002	09580	1000	2002-10-15	COMPSOURCE-001	000000059	COMP SOURCE OKLAHOMA	Regular	Postable
58000	00000001	25223	75	2003-01-01	XEROX-001	000000047	XEROX	Regular	Postable

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

Search results will be displayed in a list as above whenever there are multiple values. Click on the desired value if it is in your list to go to the Invoice Information Page. If your search only returns one value, you will be taken directly to Invoice Information Page.

### INVOICE INFORMATION PAGE

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

Style: Regular    Entry Status: Postable    [Comments](#)

Unit: 58000    Voucher ID: 00000010    Group:     Budget Status: Valid    Post Status: Unposted

---

Copy from a Source Document

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

---

**Vendor**

[Advanced Vendor Search](#)

Vendor:

Name:

Location:

\*Address:

RUSCH INC  
2450 MEADOW BROOK PKWY  
DULUTH, GA 30096

**Invoice**

Invoice No:

Invoice Date:

Acctg Date:

\*Pay Terms:

Misc Amt:

Frigh Amt:

[Non Merchandise Summary](#)

---

Total:  \*Curr:  Balance:

This brings up the Invoice Information page; if this is the correct voucher click on the Voucher Attributes Tab to go to the Voucher Attributes Page. Otherwise, utilize the icon to retry the search.



**VOUCHER ATTRIBUTES PAGE**

**Status Section**

Invoice Information	Payments	Voucher Attributes	Accounting Information
<b>Unit:</b> 58000	<b>Invoice:</b> 858223	<b>Vendor:</b> RUSCH INC	
<b>Voucher:</b> 00000010	<b>Date:</b> 02/12/2003	<b>ID:</b> 0000000023	<b>Pay Group:</b>
<b>Status</b>			
<b>Entry Status:</b> Postable	<b>Close Status:</b> Open	<b>Header Budget Status:</b> Valid	
<b>Post Status:</b> Unposted	<b>Match Status:</b> No Match	<b>Non-Prorated Budget Status:</b> Valid	
<b>Approval Status:</b> Approved		<b>Document Tolerance Status:</b> Valid	
<b>ERS Type:</b> Not Applicable	<b>Voucher Source:</b> Online		

In this section, the following items must be verified prior to attempting the Express Payment process; otherwise the voucher will not be selected for payment:

**Match Status:** – Must be Matched, Overridden, or No Match

Next, tab to the Payments page



### PAYMENTS PAGE

The entire process of creating a manual payment occurs on the Payments Page. Accordingly, this page will be broken down into its various sections to show the process in greater detail.

The screenshot shows a web application interface for creating a payment. At the top, there are tabs for 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Accounting Information'. Below the tabs, the 'Payments' section is active, showing 'Unit: 58000', 'Voucher ID: 00000010', and '\*Pay Terms: 30 Days'. A 'Schedule Payment' button is visible. The main area is titled 'Payment Information' and contains several sub-sections: 'Payment Inquiry' with links for 'Holiday/Currency Options', 'Express Payment', and 'Vendor Banks'; 'Comments'; 'Payee' information including '\*Remit to: 0000000023' and 'RUSCH INC, 2450 MEADOW BROOK PKWY, DULUTH, GA 30096'; 'Payment Method' with fields for '\*Bank: OST', '\*Account: 7XXX', '\*Method: CHK', 'Pay Group', '\*Handling: RE', '\*Netting: N', and checkboxes for 'Hold Payment', 'Separate Payment'; 'Payment Details' with 'Gross Amt: 30.00 USD', 'Discount: 0.00 USD', 'Net Due', 'Discount Due', 'Discount Denied', 'Scheduled Due', and 'Acctg Date'; and 'Payment Options' with '\*Action: Schedule', 'Pay', 'Reference', 'L/C ID', and 'Paymt Date'. At the bottom, there are navigation buttons like 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

**NOTE:** Updates to the following payment sections need to occur in this process prior to posting the payment, since, all saved settings are irreversible after posting.

### Payee Section

This is a close-up of the 'Payee' section from the screenshot above. It shows the following fields: '\*Remit to: 0000000023' with a search icon, 'RUSCH INC', '2450 MEADOW BROOK PKWY', 'DULUTH, GA 30096', 'Location: 001' with a search icon, and '\*Addr: 1' with a search icon.

Specifies the name of the payee that is receiving the payment. Ensure that this is the same payee who will receive the warrant.



### Payment Method Section

Payment Method	
*Bank:	OST <input type="text"/>
*Account:	7XXX <input type="text"/>
*Method:	CHK <input type="text"/> Check
Pay Group:	<input type="text"/>
*Handling:	RE <input type="text"/>
*Netting:	N <input type="text"/>
Hold Payment	<input type="checkbox"/>
Hold Reason:	<input type="text"/>
Separate Payment	<input type="checkbox"/>

This section covers the method in which the vendor is to be paid. For a manual payment, the only field that must be updated is Account, which must have a value of "7XXX".

Payment Options	
*Action:	Record <input type="text"/>
Pay:	Full <input type="text"/>
Reference:	000858203 <input type="text"/>
L/C ID:	<input type="text"/>
Paymt Date:	02/12/2003 <input type="text"/>

The following are the steps required to make the manual payment:

1. From the Action section select Record.
2. From the Pay field select either Full or discount (If paying a discount, you will have to go back to the Payment Details section and populate the amount of the discount).
3. From the Reference field, input the warrant number.

Press the  Save button to save the voucher.



If the above error message is received upon saving, the Account field in the Payment Method section is not set to "7XXX". Correct and resave the voucher. After the voucher has been successfully saved, the Payment posting process will be run in the evening by OSF.