State of Oklahoma

P214 Payroll to Accounts Payable Process Manual

Revised: November 28, 2007

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INTRODUCTION

The P214 Payroll to Accounts Payable Process Manual is designed to give each student the knowledge of how the Payroll to A/P process works and the ability to correctly process the after-tax payroll withholdings for their agency that are extracted from the Human Resource Management System, (HRMS).

PROCESS STEPS

Step 1

The withholding data that has been transferred by the Payroll staff should be queried prior to running the Batch Voucher process and creating the Vouchers. The query name is:

OCP_PAYROLL_VCHR_STG_VALIDATIO

!! IMPORTANT !!

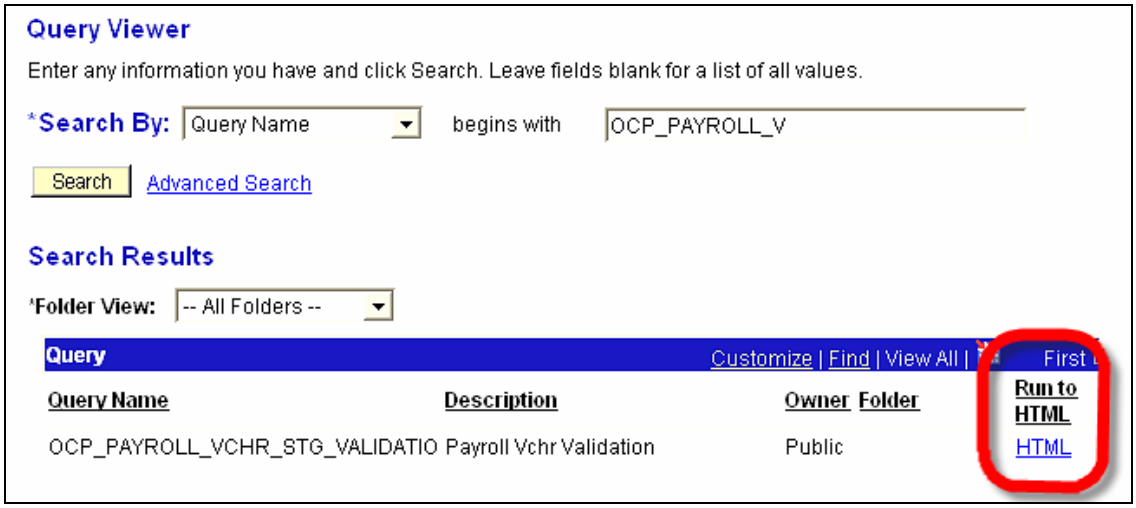
*The query results **must** be reviewed **prior** to running the voucher build process. If the voucher is built incorrectly or does not build at all, the results from this query will help determine where the problem lies (Accounts Payable, HRMS, etc.).*

Query Viewer

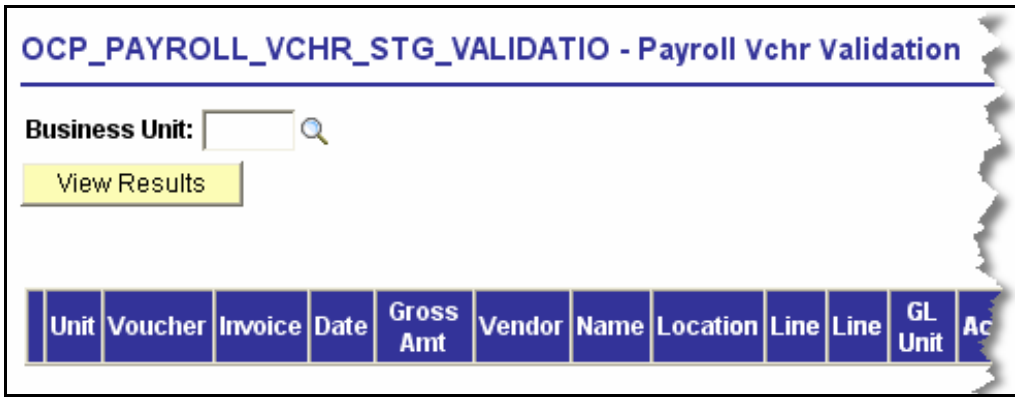
Navigation: ***Reporting Tools > Query > Query Viewer***

Input the query name and select the Search **button.**

Click on the HTML **hyperlink.**

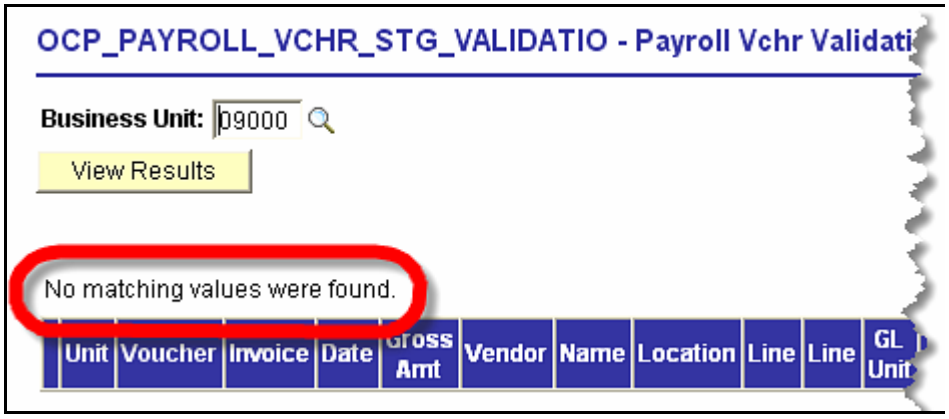


Input your Business Unit number and select the View Results **button:**



You will receive one of two results.

1. The first option is shown below:



If there are no values then one of three things has happened:

A. If the **PYAP_XDEDN** and **PYAP_VCHPOST** processes were not run by Payroll staff, have them run both processes.

B. If the Payroll staff ran the **PYAP_VCHRPOST** process with the wrong Paycheck date, have them re-run the process with the correct date.

C. If both processes were run correctly and no data appears, check with your Payroll counterpart and see when the **PYAP_VCHRPOST** process was run. It can take up to 45 minutes to come across depending on network traffic.

If your query runs to Success, you will get a list of vouchers that are ready to be built:

OCP_PAYROLL_VCHR_STG_VALIDATIO - Payroll Vchr Validation

Business Unit: 34000

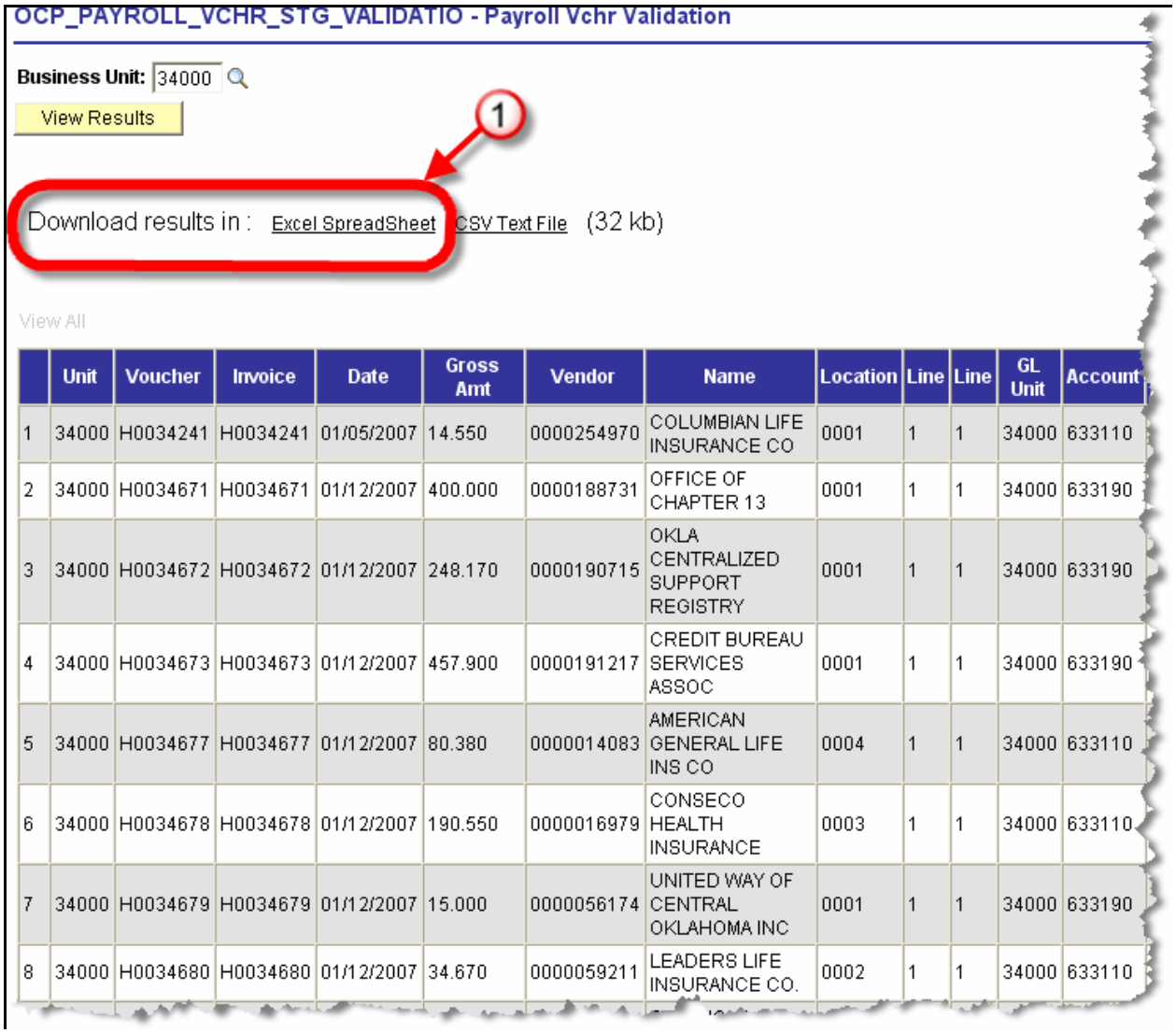
View Results

Download results in : Excel SpreadSheet CSV Text File (32 kb)

View All

	Unit	Voucher	Invoice	Date	Gross Amt	Vendor	Name	Location	Line	Line	GL Unit	Account	St Acc
1	34000	H0034241	H0034241	01/05/2007	14.550	0000254970	COLUMBIAN LIFE INSURANCE CO	0001	1	1	34000	633110	
2	34000	H0034671	H0034671	01/12/2007	400.000	0000188731	OFFICE OF CHAPTER 13	0001	1	1	34000	633190	
3	34000	H0034672	H0034672	01/12/2007	248.170	0000190715	OKLA CENTRALIZED SUPPORT REGISTRY	0001	1	1	34000	633190	
4	34000	H0034673	H0034673	01/12/2007	457.900	0000191217	CREDIT BUREAU SERVICES ASSOC	0001	1	1	34000	633190	
5	34000	H0034677	H0034677	01/12/2007	80.380	0000014083	AMERICAN GENERAL LIFE INS CO	0004	1	1	34000	633110	
6	34000	H0034678	H0034678	01/12/2007	190.550	0000016979	CONSECO HEALTH INSURANCE	0003	1	1	34000	633110	
7	34000	H0034679	H0034679	01/12/2007	15.000	0000056174	UNITED WAY OF CENTRAL OKLAHOMA INC	0001	1	1	34000	633190	
8	34000	H0034680	H0034680	01/12/2007	34.670	0000059211	LEADERS LIFE INSURANCE CO.	0002	1	1	34000	633110	
9	34000	H0034681	H0034681	01/12/2007	100.000	0000063205	OKLAHOMA COLLEGE 529 SAVINGS PLAN	0001	1	1	34000	633190	
10	34000	H0034682	H0034682	01/12/2007	191.300	0000171740	AMERICAN FAMILY LIFE ASSURANCE CO	0001	1	1	34000	633110	
11	34000	H0034683	H0034683	01/12/2007	400.000	0000174073	CREDIT UNION ONE OF OKLAHOMA	0001	1	1	34000	633130	
12	34000	H0034684	H0034684	01/12/2007	1337.590	0000174248	FOCUS FEDERAL CREDIT UNION	0001	1	1	34000	633130	
13	34000	H0034685	H0034685	01/12/2007	165.000	0000175893	OKLA PUBLIC EMPLOYEES ASSOC	0001	1	1	34000	633190	

Print off a copy of the query results (or download them into Excel).



	Unit	Voucher	Invoice	Date	Gross Amt	Vendor	Name	Location	Line	Line	GL Unit	Account
1	34000	H0034241	H0034241	01/05/2007	14.550	0000254970	COLUMBIAN LIFE INSURANCE CO	0001	1	1	34000	633110
2	34000	H0034671	H0034671	01/12/2007	400.000	0000188731	OFFICE OF CHAPTER 13	0001	1	1	34000	633190
3	34000	H0034672	H0034672	01/12/2007	248.170	0000190715	OKLA CENTRALIZED SUPPORT REGISTRY	0001	1	1	34000	633190
4	34000	H0034673	H0034673	01/12/2007	457.900	0000191217	CREDIT BUREAU SERVICES ASSOC	0001	1	1	34000	633190
5	34000	H0034677	H0034677	01/12/2007	80.380	0000014083	AMERICAN GENERAL LIFE INS CO	0004	1	1	34000	633110
6	34000	H0034678	H0034678	01/12/2007	190.550	0000016979	CONSECO HEALTH INSURANCE	0003	1	1	34000	633110
7	34000	H0034679	H0034679	01/12/2007	15.000	0000056174	UNITED WAY OF CENTRAL OKLAHOMA INC	0001	1	1	34000	633190
8	34000	H0034680	H0034680	01/12/2007	34.670	0000059211	LEADERS LIFE INSURANCE CO.	0002	1	1	34000	633110

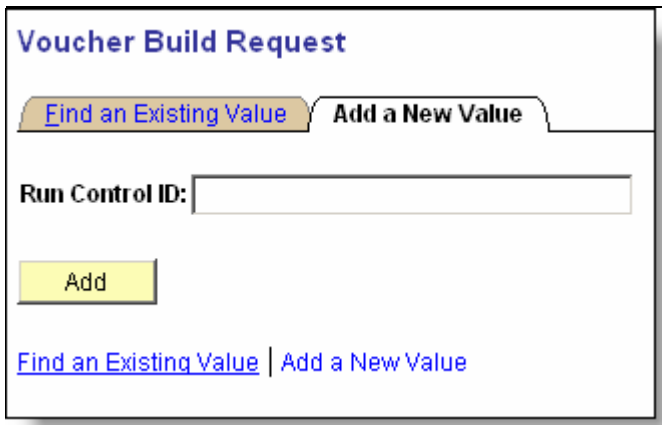
Take (or email) a copy to your Payroll counterpart and have them verify that the data is what was sent.

Step 2

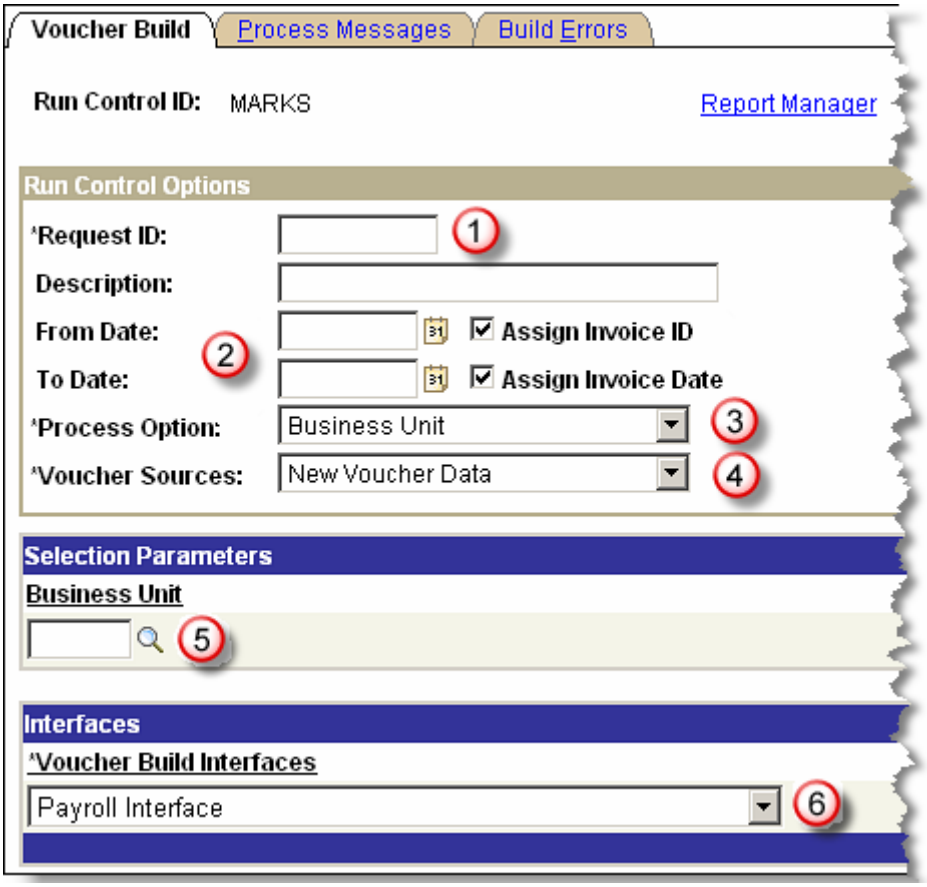
After validating that the queries reflect the data expected, the Batch Voucher Request must be run.

Navigation: ***Accounts Payable > Batch Processes > Vouchers > Voucher Build***

It is highly recommended that you create a new Run Control ID specifically for this process. This will ensure the settings will be correct and it will prevent you from having to retype the settings every time you run the process.

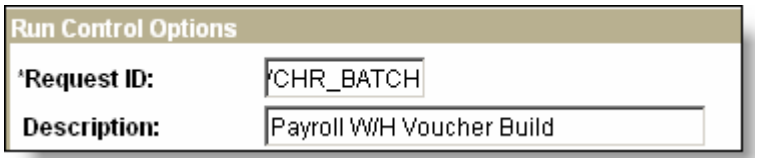


Type in your Run Control ID and click on the Add button.



Six (6) fields must be populated for the Build process to run correctly:

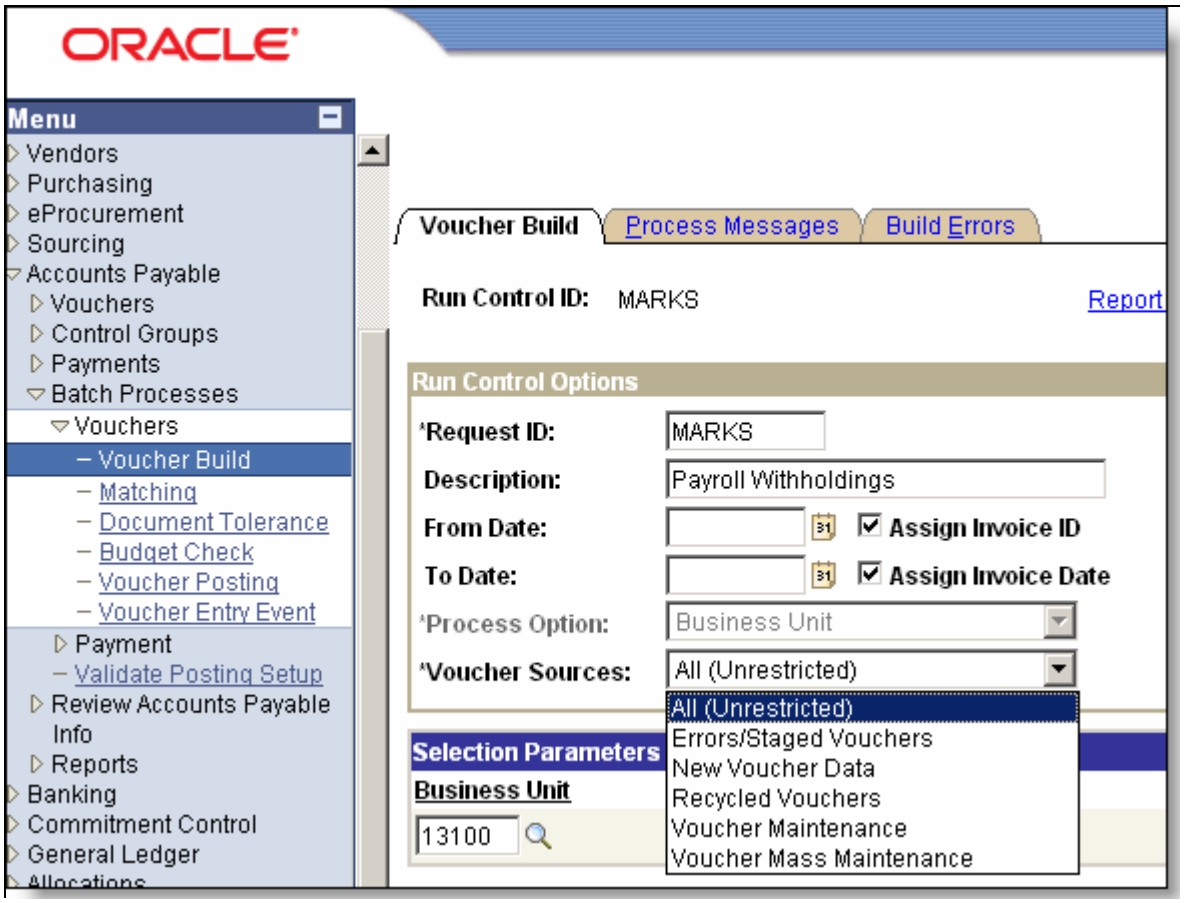
1. ***Request ID:*** *"VCHR_BATCH"*. Hint: This value can be anything, but make sure the value and description used is easily remembered.



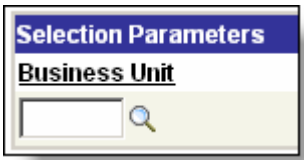
2. ***Dates:*** These values are generally left blank. By leaving them blank, the Voucher Build process will pick up ALL vouchers since the last time the Build was run.

3. ***Voucher Process Option**: Process Business Unit*. This value is usually grayed out (not available), but it is a good idea to verify it is correct.

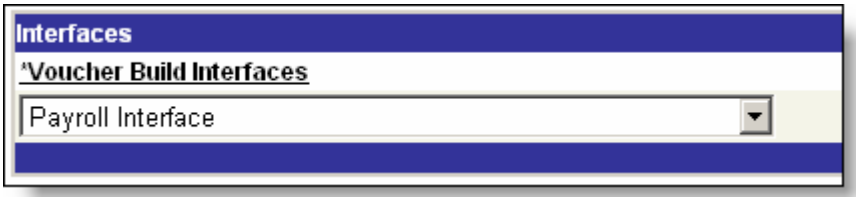
4. ***Voucher Sources:** All (Unrestricted)*. Ensure that "All (Unrestricted)" is selected.



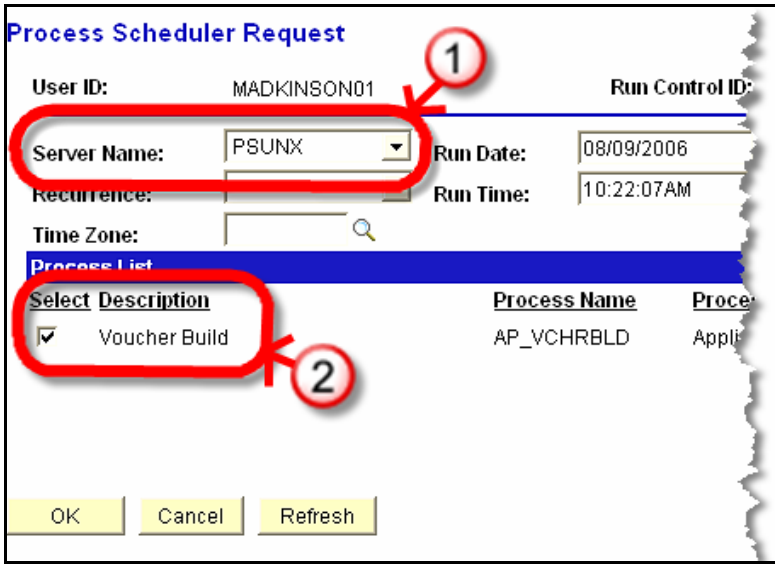
5. ***Business Unit:** Your Business Unit*



6. ***Voucher Batch Interfaces:*** *Payroll Interface*. There are a number of choices in this dropdown menu. Ensure "***Payroll Interface***" is chosen.

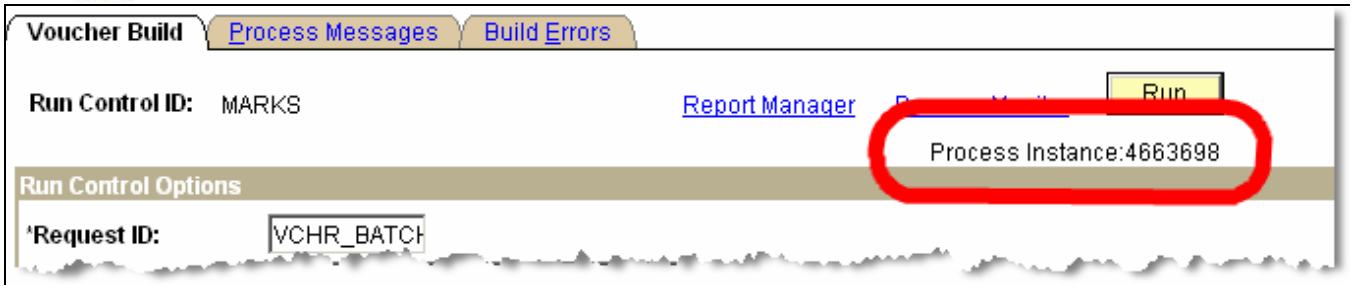


Once the fields have been populated, **click on the** Run **button at the top right of the page.** Within the **Process Scheduler Request** page, **select** the Server **PSUNX** (1) and verify the Process selected is **Voucher Build.** (2) .

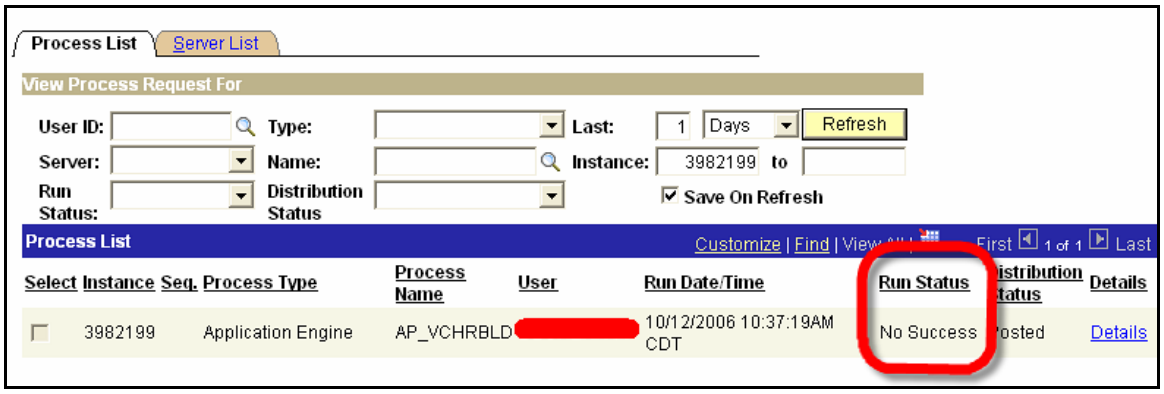


If everything is correct, click on the OK **button at the bottom of the page to run the process.**

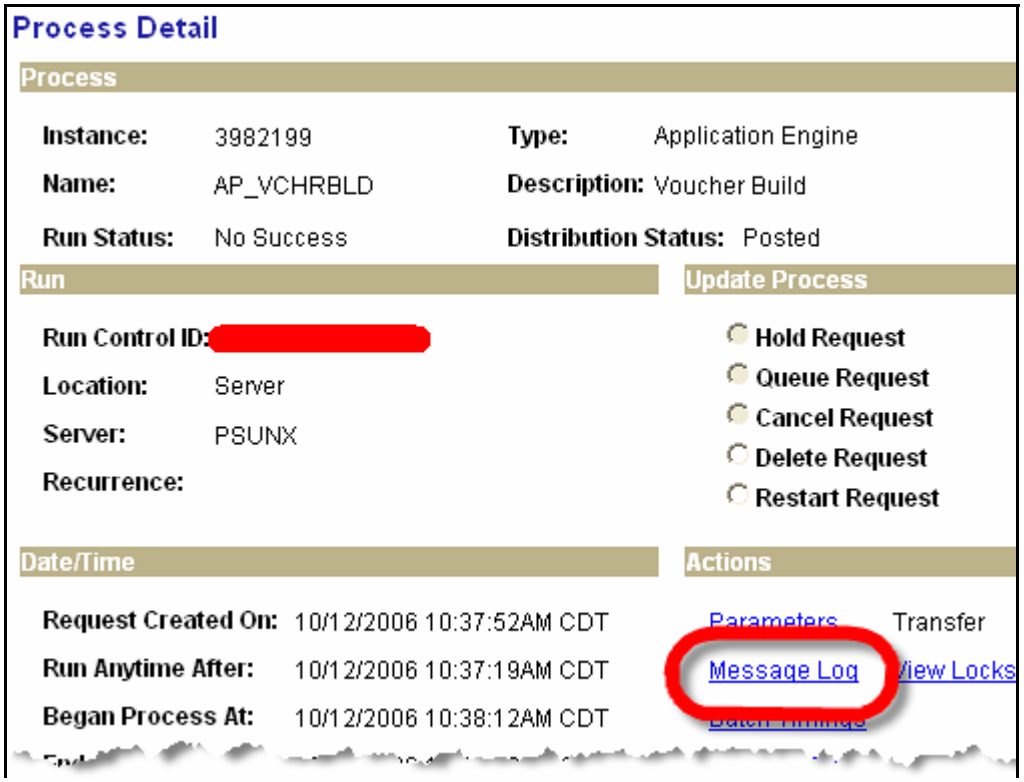
After the button is selected, the **Run Control** page will appear with the Process Instance indicated at the top right of the page. In addition, there will be a Process Monitor hyperlink that can be selected to view your progress.



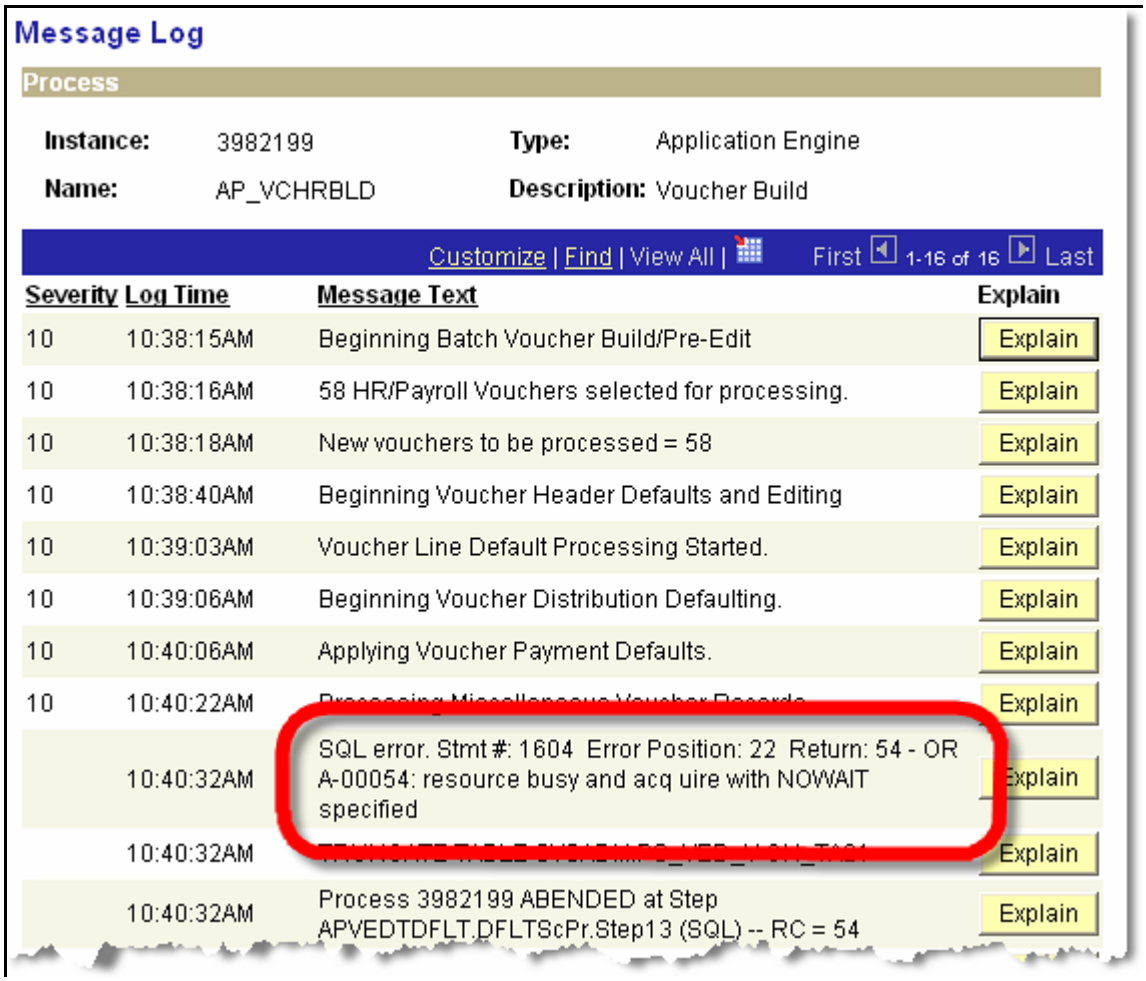
Occasionally click on the Refresh button at the top of the page. The process will run until either a "***Success***" or "***No Success***" status is reached.



If you receive a "***No Success***" Run Status message, navigate to the Message Log. **Click on the Details hyperlink at the right.** This will take you to the **Process Details** page. **Click the Message Log hyperlink.**



If you see a long list of messages, look for one that has the phrase “SQL Error” in the body of the message.



Message Log

Process

Instance: 3982199 **Type:** Application Engine

Name: AP_VCHRBLD **Description:** Voucher Build

Customize | Find | View All | First 1-16 of 16 Last

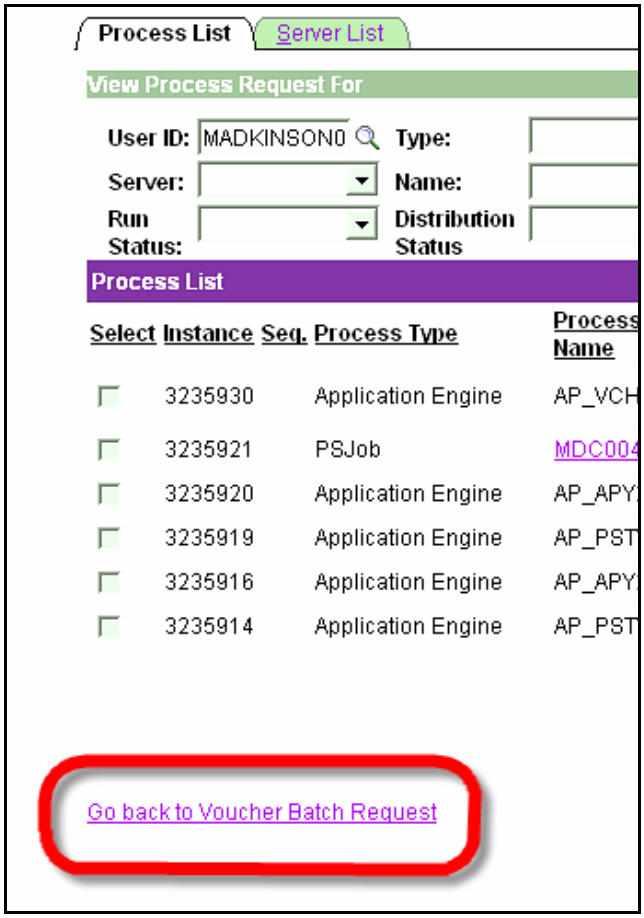
Severity	Log Time	Message Text	Explain
10	10:38:15AM	Beginning Batch Voucher Build/Pre-Edit	Explain
10	10:38:16AM	58 HR/Payroll Vouchers selected for processing.	Explain
10	10:38:18AM	New vouchers to be processed = 58	Explain
10	10:38:40AM	Beginning Voucher Header Defaults and Editing	Explain
10	10:39:03AM	Voucher Line Default Processing Started.	Explain
10	10:39:06AM	Beginning Voucher Distribution Defaulting.	Explain
10	10:40:06AM	Applying Voucher Payment Defaults.	Explain
10	10:40:22AM	[illegible]	Explain
	10:40:32AM	SQL error. Stmt #: 1604 Error Position: 22 Return: 54 - ORA-00054: resource busy and acq uire with NOWAIT specified	Explain
	10:40:32AM	[illegible]	Explain
	10:40:32AM	Process 3982199 ABENDED at Step APVEDTDFLT.DFLTScPr.Step13 (SQL) -- RC = 54	Explain

If you see a SQL Error message like the one above, open a Help Desk Case by calling **405 521-2444** or **866 521-2444** or by emailing **HelpDesk@osf.ok.gov**. Please include the Process Instance number and the SQL Error message. You will not be able to proceed with voucher creation until this issue is resolved.

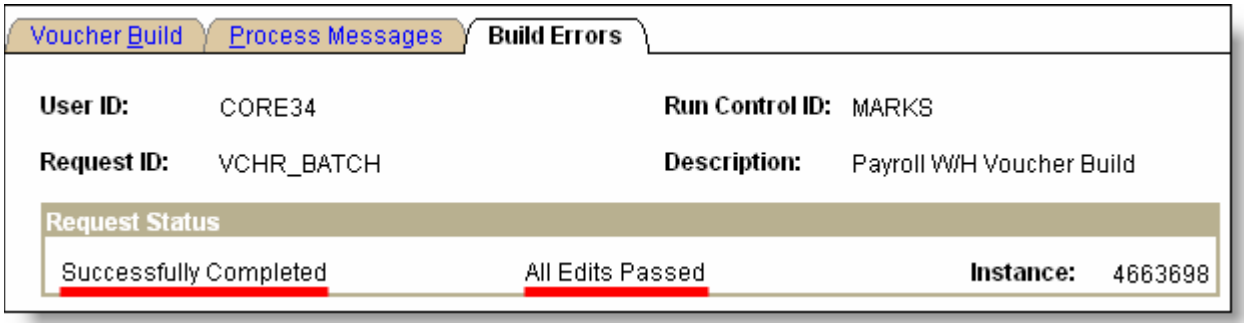
If you receive a “Success” message, then you are ready to proceed to Step 3.

Step 3

After the process has been completed, the user who ran the process will be able to view any vouchers that are in Error status and their associated messages. To see if there are any vouchers in Error status, return to the Voucher Batch Request page by clicking on the **Go back to Voucher Batch Request** hyperlink at the bottom of the Process List page.



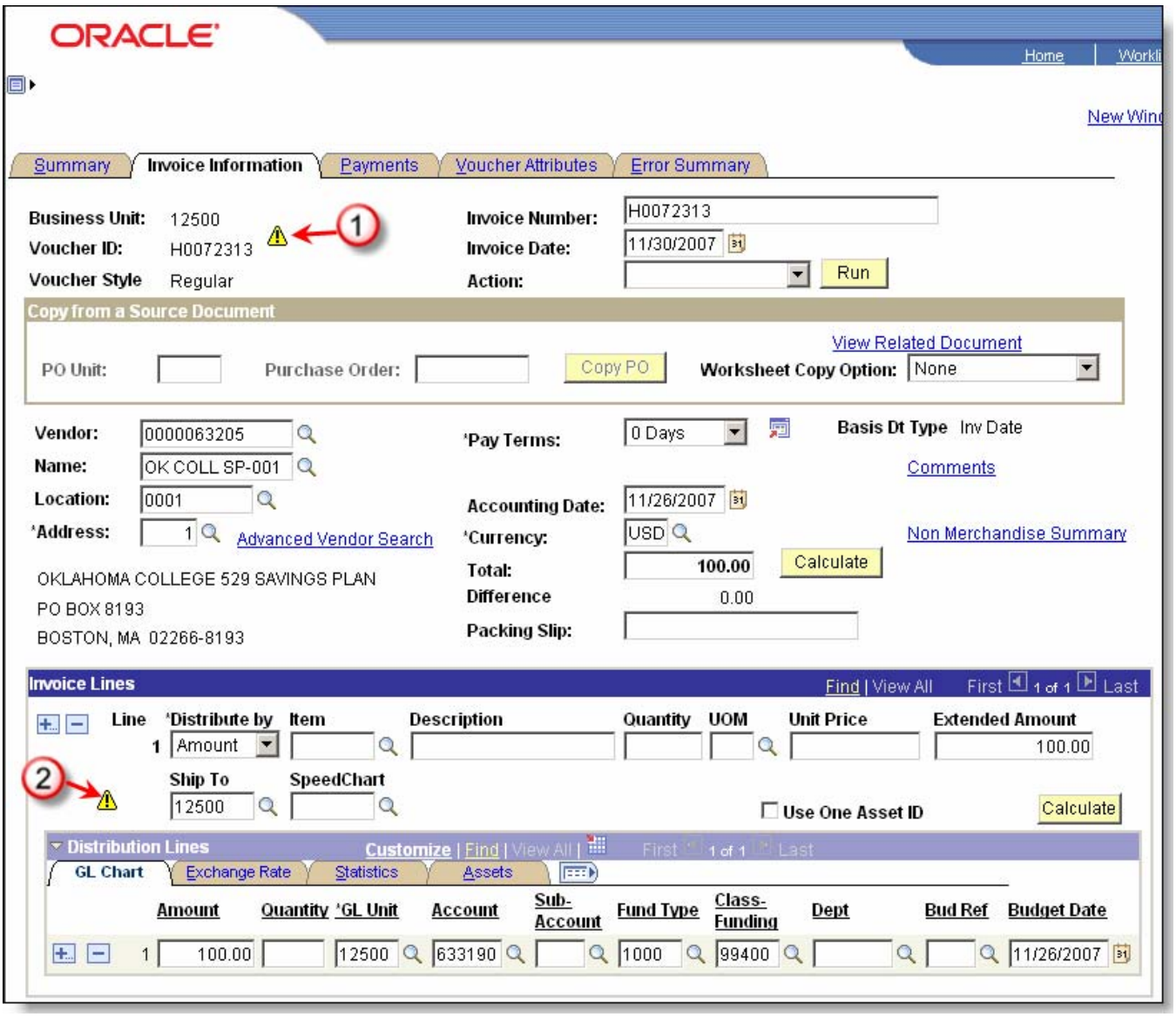
Select the Build Errors **tab**:



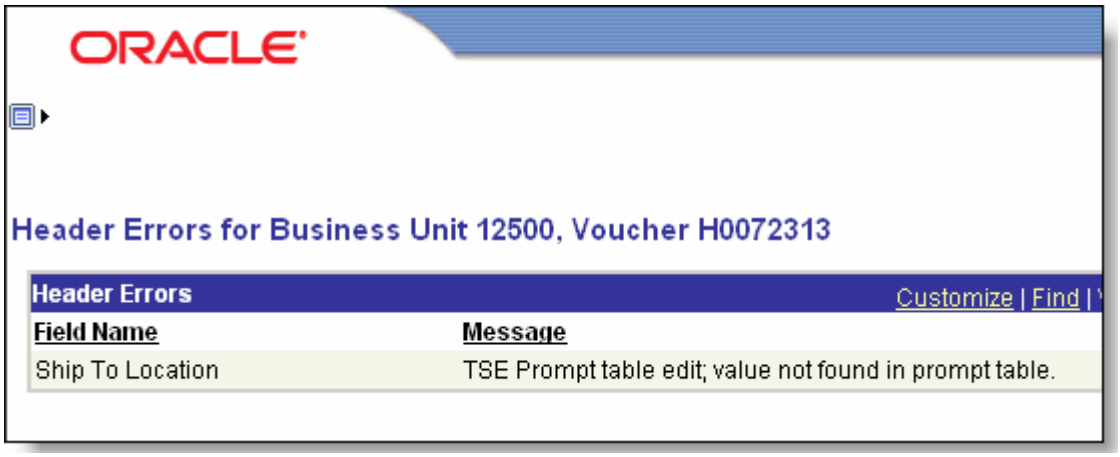
If there are no errors in either area, you are ready to proceed to Step 5 on page 22 of this manual.

Step 4

The vouchers that were just built may have errors that need to be corrected before proceeding to the final step (Step 5). In the example below, there are two places that have Review Errors icons; next to the Voucher ID **(1)** and the Invoice Lines **(2)**

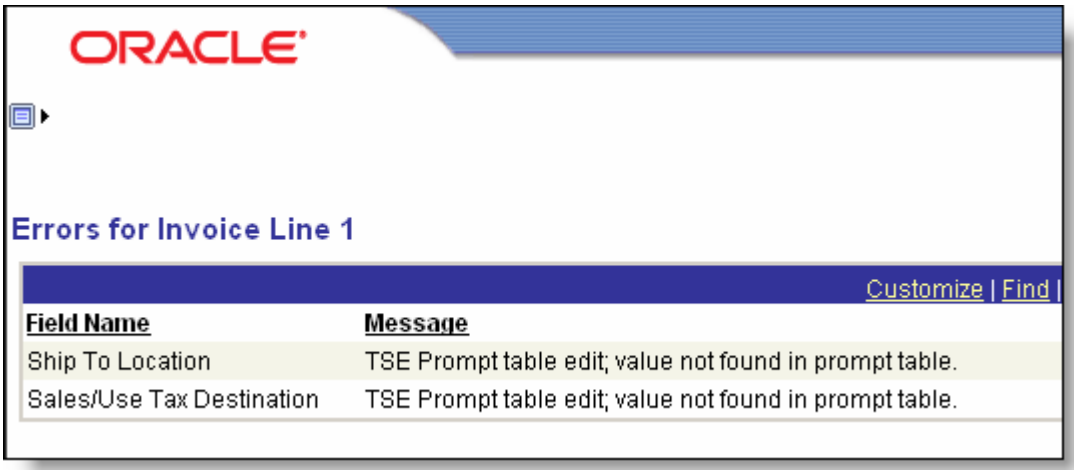


The Header Errors are shown below:



In this instance, the "**Ship To Location**" listed in the Invoice Lines area of the voucher is invalid. Change the Location on the voucher to a valid one by typing it in or using the magnifying glass to select a location from the list.

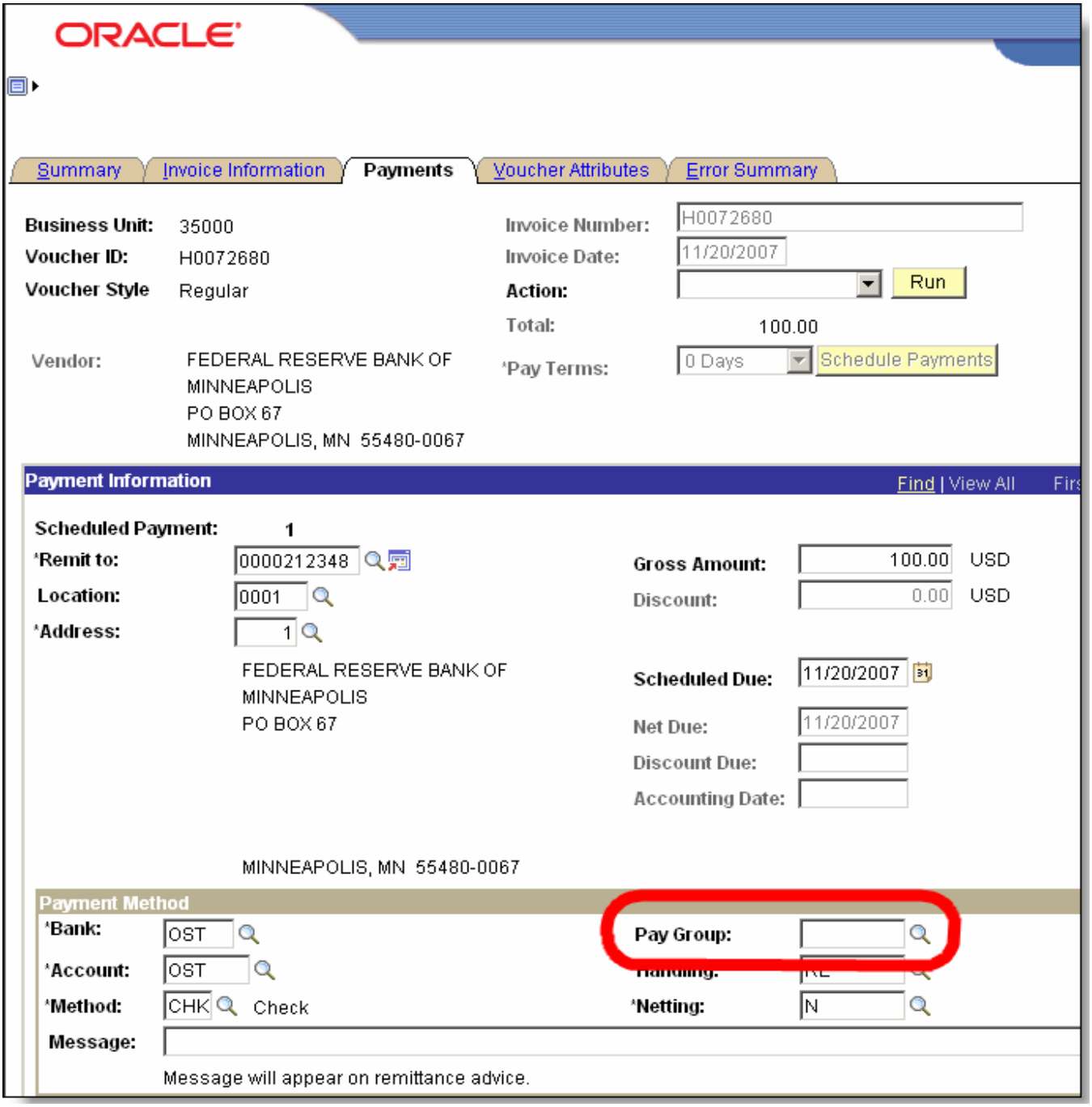
The Invoice Line errors are shown below:



In this case, fixing the "**Ship To Location**" error from #1 above will also fix these errors. When you **Save** the voucher, the two icons should disappear.

Step 5

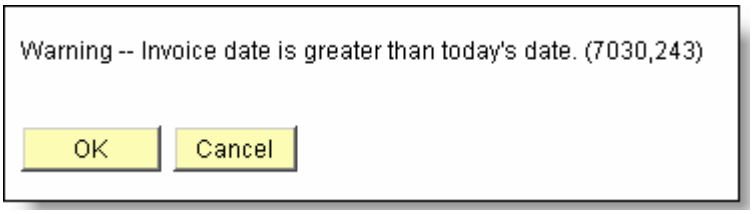
The Pay Group must be added to the Payments Payments Tab for all vouchers that are ready for payment. Failure to do so will prevent warrants from being issued to those vendors.



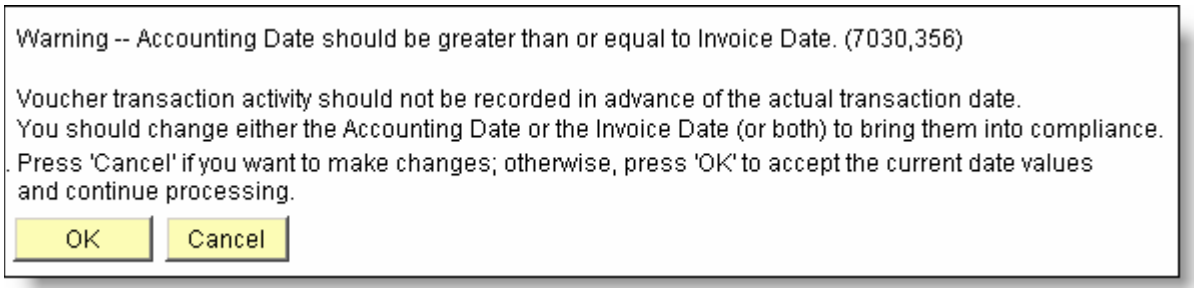
IMPORTANT!!!

After the Pay Group has been added you **MUST** verify the schedule due date and ensure it is the date you will be sending the vouchers to OSF for payment. Failure to do so will result in warrants not being issued in time to mail them to the vendors.

After you save the voucher you ***may*** receive one or more warning messages as follows:



Select the OK **button.**



Select the OK **button.**

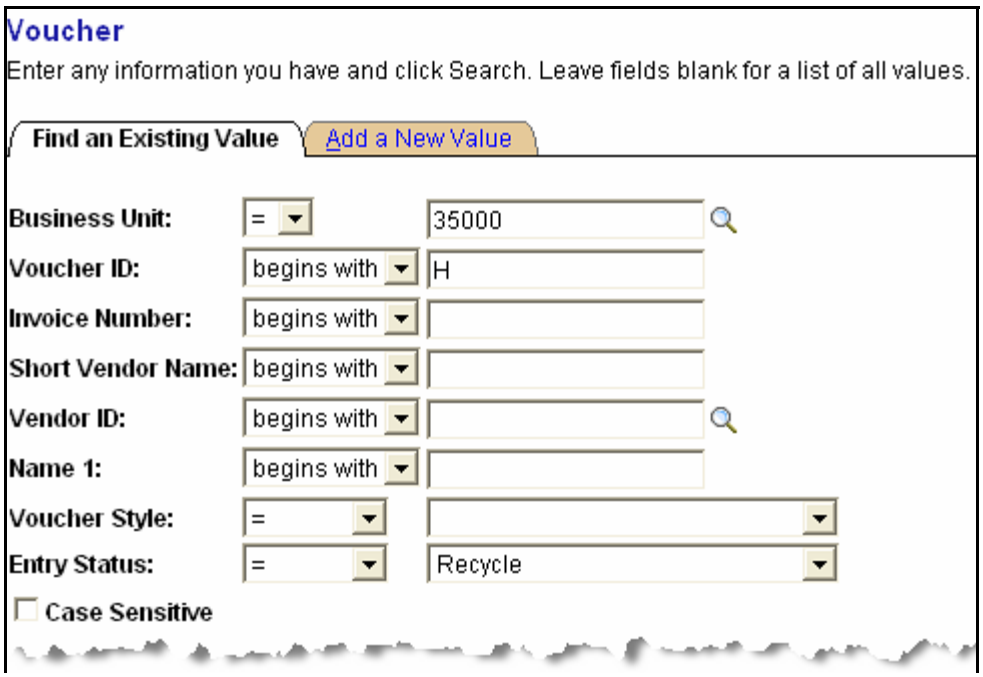
Continue through your regular day-to-day voucher procedures by printing the vouchers, creating the batch slip, and submitting them to Office of State Finance.

For those that do not have access to the Voucher Batch Request process, they can identify their Payroll Vouchers that are in a Recycle status through the **Find An Existing Value** screen.

Navigation: **Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value**

Selection Criteria:

Business Unit = _____ **(Agency)**
Voucher ID Begin With = H_____ **(All Payroll Vouchers will begin with an H)**
Entry Status = **Recycle**



We do not have an example available, however, if we did, the process would follow the same as above in respect to correcting errors and saving to get a valid status; followed by updating the Pay Group.

- The voucher number for the payroll vouchers will begin with an H followed by 7 digits. The number sequence will be statewide; each agency will **NOT** have its own numbering system.
- After the voucher has been built, please follow the normal Accounts Payable processes.

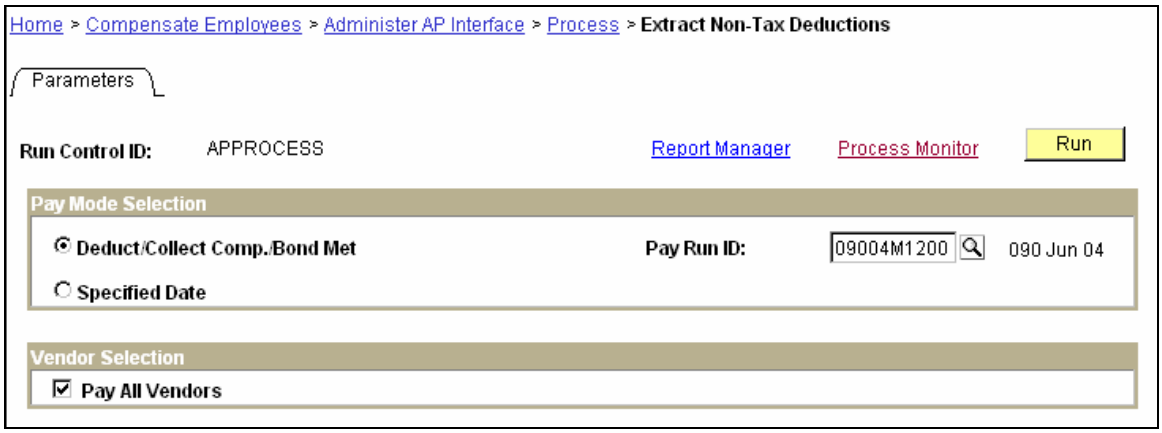
APPENDIX

Once the Payroll has been confirmed, the Payroll staff will be responsible for running two (2) processes within the HRMS system.

- The first process (extract) retrieves the data that will be sent across to the Financials database.

Navigation ***Compensate Employees > Administer AP Interface > Process > Extract Non-Tax Deductions***.

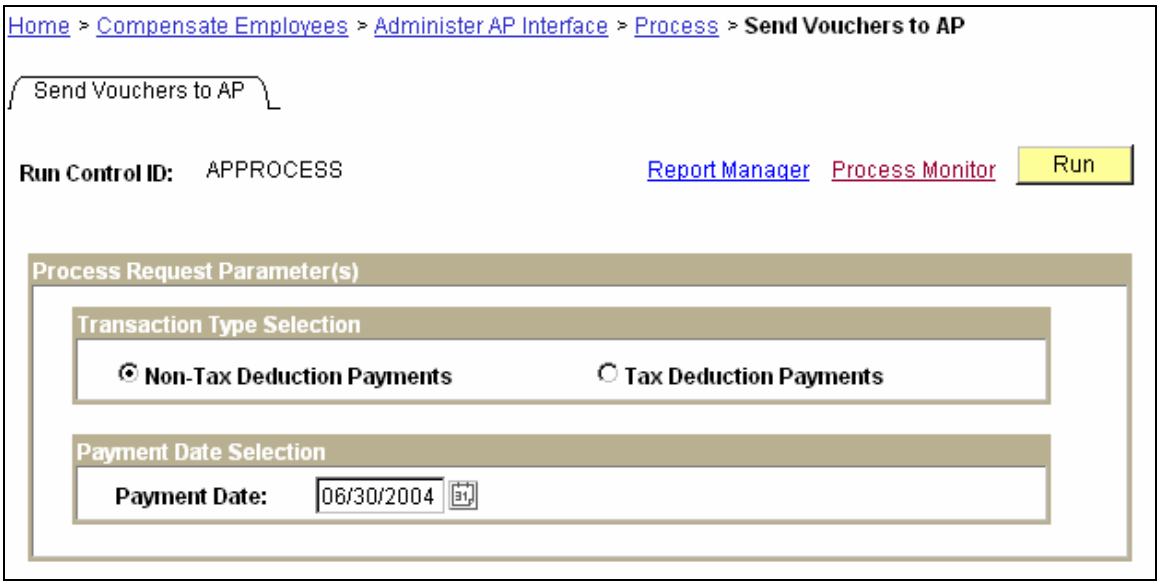
This process is run by Pay Run ID that is specific to the agency.
The process name is: **PYAP_XDEDN**.



- Once the extract process is complete, the Payroll staff will have the opportunity to view the data to be sent and de-select any items that should not be processed at this time.
  - The Paycheck will be updated with the message "**EXTRACTED**". You can view this message by retrieving the paycheck and selecting the Deduction Tab.
  - Please note that if this process was not successful, you will need to review the payrun id used.

- After the review is complete, there is a second process on the HRMS system that will be run. This process uses the Application Messaging functionality to send the data over to the Financials side and places the data into staging tables.

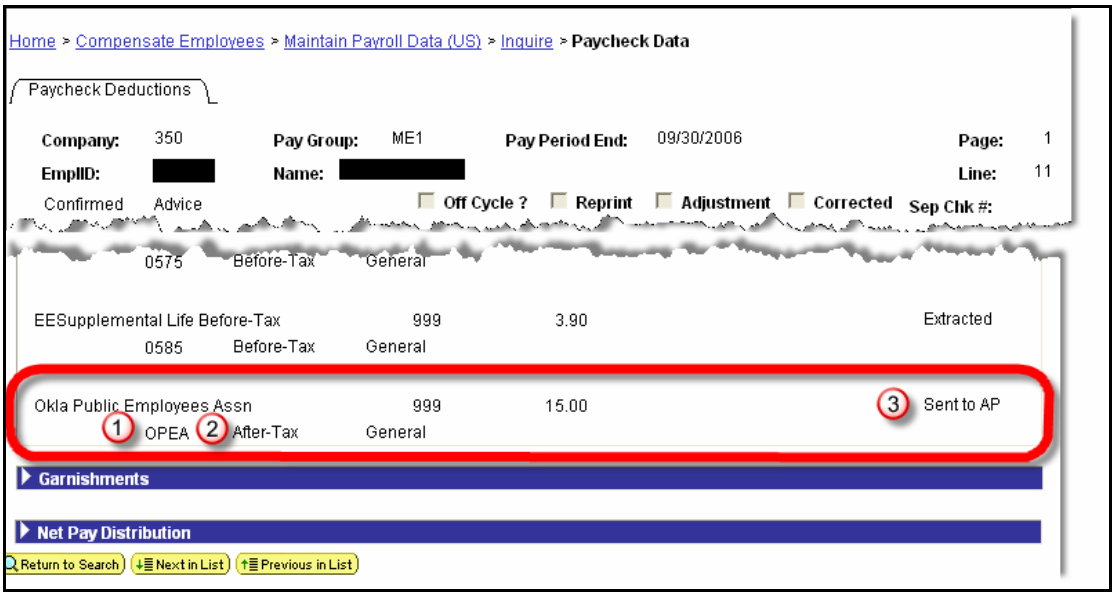
Navigation: ***Compensate Employees > Administer AP Interface > Process > Send Vouchers to AP***



- This process is run by the Payment Date (Pay Check Date). The process name is: **PYAP_VCHPOST**.

> **NOTE**
> If this process was not successful, review the paycheck date used when the process was run.
> ***This date should be the paycheck date, NOT the end of the month date***.
> This date can be found on the paycheck or pay calendar.

- The paycheck data will be updated with the message "**SENT TO AP**". You can view this message by retrieving the paycheck and selecting the Deduction Tab.



- If you find there is no data, review the previous processes to determine whether they ran successfully.
- Garnishments do not show up on the main Deduction Tab. To check the status of the garnishment, expand the Garnishments Tab by **clicking** on the arrow to the left.
- If there are multiple garnishments and the first one has an error, none of the garnishments will be extracted and sent to Accounts Payable.

NOTE!!

Since the process for sending the vouchers to Accounts Payable is using the Application Messaging functionality, it ***could take 30-45 minutes*** for all of the invoices to appear on the Financials side.

CHECK LIST

Step	Description	Path
1	Ensure the payroll deductions are in AP	Reporting Tools>Query>Query Viewer>OCP_PAYROLL_VCHR_STG_VALIDATIO
2	Build vouchers Voucher Batch interface = Payroll interface Select run Select PSNUX server Select OK Hyperlink to “Process Monitor” After “Success” Hyperlink back to “Go back to Voucher Batch Request”	Accounts Payable>Batch Processes>Vouchers>Voucher Build
3	Review errors	From above navigation select “Build Errors” Tab
4	Fix Errors	If errors are present then select the voucher hyperlink, fix and save. (For Pre-Edit Errors you will need to run the batch process again.)
5	Prepare voucher to be sent to OSF for payment Assign a pay group Change any necessary information. Save Voucher	Accounts Payable>Vouchers>Add>Update> Regular Entry> Find an Existing Value
6	Print Voucher Jacket	Accounts Payable>Reports>Vouchers>Print Vouchers
7	Print Batch Slip	Accounts Payable>Reports>Vouchers>Voucher Batch Slip
8	Send voucher with necessary documentation to Office of State Finance.	