



COR112 Purchase Order Voucher Manual



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Document History

Document Revision	Date	Description
1.0	03/17/2003	Initial Document
1.1	10/01/2007	9.0 Version Updated
1.2	05/01/2011	ADA Compliance
1.3	01/26/2021	Logo Change



PO Vouchers Overview

The PeopleSoft PO Vouchers business process enables the creation of vouchers from PO and receiver data that was previously entered into the system during the PO/receiving business process. The benefits of this allow:

- A reduction in both time and effort by not having to re-key data to the voucher.
- Improved accuracy as no data is manually entered.
- Automated tracking of amount and quantity remaining on the PO.
- Automated cross-reference between POs and vouchers.
- Automated encumbrance and expenditure tracking.
- Vouchers can be created either from purchase orders or receiving documents. Agency business processes will be the determining factor on which method will be used to copy the PO to the voucher.

This manual is divided into the following main coverage areas:

PO Order Inquiry

The key component of a PO that affect the way it copies onto a voucher is explained.

PO Voucher Creation

The entire process of creating a voucher from a PO and or a receiving document is covered.

Matching

The match and match exception process is explained.

Document Tolerance

The process of what to do when a voucher fails document tolerance is explained

Budget Checking Errors

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

PO Activity Summary and PO Accounting Entries

The PO inquiry screens used to review voucher activity that were performed on POs are covered.

PO Voucher Closure

How erroneous PO vouchers may be removed from the system is covered.

Adjustment Vouchers

Debits or credit adjustments used to adjust existing posted vouchers is explained.

Journal Vouchers

When a journal voucher is appropriate for a PO voucher expenditure correction is discussed.

Finalize Function

When and how to liquidate and encumbrance on the sourced PO using the final function on the voucher is explained.



NOTE: Throughout this manual screen 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.



Purchase Order Inquiry

Purchase orders and receipts are the source documents for PO vouchers. Accounts payable users who can understand the values and information copying from the purchase order (PO) onto the voucher will be able to work more effectively with purchasing, prevent and resolve errors, and process invoices more efficiently. The chapter explains the key components of a PO that affect the way it copies onto a voucher.

Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

1. **Business Unit:** (BU) defaults to specific value for each user. It is the only required field. The additional fields serve to narrow the search.
2. **PO ID:** Search on a partial or complete PO number. PO numbers are ten digits and begin with AGY9 where AGY is the agency number.
3. **PO Date:** Search on a specified date or date range.
4. **PO Status:** Search on a status available in the dropdown box.
5. **Vendor Information:** Search on vendor short name or ID to select a vendor. The  allows for a vendor search.
6. **Buyer:** Search on CPO using CPO user ID.
7. **PO Type:** Search on type available in the dropdown box.
8. **Click .**



Purchase Order Inquiry Page

The Purchase Order Inquiry page opens with view-only access to the PO. Each PO includes:

1. Header Information: Pertains to the whole PO
2. PO Line: Details the items and quantities ordered
3. PO Distribution Lines: Contains the expenditure accounts and chartfield distributions

Purchase Order Inquiry

Purchase Order

Unit: 09000 1 PO Status: Dispatched
 PO ID: 0909000041 Budget Status: Valid
 Change Order: 3

Header

PO Date: 01/08/2004 Doc Tol Status: Valid
 Vendor: INSIGHT IN-001 Backorder Status: None
 Vendor ID: 0000069013 [Vendor Details](#) Receipt: Not Recvd
 Hold From Further Processing
 Buyer: Garry George

Amount Summary

Merchandise: 9135.58
 Freight/Tax/Misc.: 0.00
 Total: 9135.58 USD

[Header Details](#) [All RTV](#) [Matching](#)
[Header Comments...](#) [Document Status](#)
[Change Order](#) [Select Lines To Display](#)

Link to PO Distribution Lines 3

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1	096247	Insurance and risk management	096247	1.0000	MOR	6291.74 USD	Active
2	096247	Insurance and risk management	096247	4.0000	MOR	1862.36 USD	Active
3	096247	Insurance and risk management	096247	6.0000	MOR	981.48 USD	Active

NOTE: PO Inquiry is helpful before, during, and after voucher creation, and is useful in preventing and resolving certain voucher exceptions.



Purchase Order Header

PO header information significant to accounts payable users is as follows:

1. **PO Status:** The PO Status must be Dispatched for the PO to copy onto the voucher. If the status is other than Dispatched when copying the PO to the voucher, a message that there is no matching value displays on the voucher.
2. **Budget Status:** The PO budget checks against the allotment budget and creates encumbrance(s). The budget status must be Valid for a voucher copied from a PO to budget check and reduce the encumbrance(s).

Purchase Order Inquiry	
Purchase Order	
Unit: 09000	1 PO Status: Dispatched
PO ID: 0909000041	2 Budget Status: Valid
Change Order: 3	POA Status: Not Required
Header	
PO Date: 01/08/2004	Doc Tol Status: Valid
Vendor: INSIGHT IN-001	Backorder Status: None
Vendor ID: 0000069013 3 Vendor Details	6 Receipt: Not Recvd
Buyer: Garry George	<input type="checkbox"/> Hold From Further Processing
PO Reference:	Amount Summary
Header Details 4 All RTV 5 Matching	Merchandise: 9135.58
Header Comments... Document Status	Freight/Tax/Misc.: 0.00
Change Order	Total: 9135.58 USD
	Select Lines To Display

3. **Vendor ID and Vendor Details:** The vendor ID, location, and address copy from the PO onto the Invoice Information page of the voucher component.
 - These values must be the same on the PO and the Invoice Information page of the voucher component when the process called Matching is run. See page 11, #5.
 - A matching exception (H200) occurs when the vendor location and/or address on the Invoice Information page and PO do not match. Many H200 matching exceptions occur because the location and address are changed on the PO after the PO is copied to the voucher but before matching is run.

Vendor Details Link

The [Vendor Details](#) link displays a Vendors Details panel, which contains the vendor location and address.

If a voucher has a H200 matching exception, correct it by entering this PO location and address onto the Invoice Information page of the voucher component.



Purchase Order Inquiry

Vendor Details -- INSIGHT INVESTMENTS CORP

③

Unit: 09000 PO ID: 0909000041 Change Order: 3

Location: 0001 Te

Address: 1 Show Address Details Ba

Contact: Show Contact Details

Salesperson: Show Salesperson Details

4. **Header Comments:** The link is activated on the PO Inquiry page if the CPO entered comments applicable to the whole PO. Comments may provide useful information to accounts payable users. By default, one comment displays when the link is clicked, but the [View All](#) link on the header bar is activated when there are multiple comments. Clicking [View All](#) will expand all comments.



Purchase Order Inquiry

Vendor Details -- INSIGHT INVESTMENTS CORP

③

Unit: 09000 PO ID: 0909000041 Change Order: 3

Location: 0001 Te

Address: 1 Show Address Details Ba

Contact: Show Contact Details

Salesperson: Show Salesperson Details

5. **Matching:** Matching compares vouchers with purchase orders and receiving documents to ensure the correct vendor is paid and that the payments do not exceed the quantities and amounts on the POs. *Matching should be enabled on all POs with the exception of Authority Orders* (authority for purchases for small dollar expenditures). See the Matching chapter beginning on page 60 for additional information.

Matching Link

Purchase Order Inquiry 5			
PO Matching -- INSIGHT INVESTMENTS CORP			
Unit:	09000	PO ID:	0909000041
		Change Order:	3
Match Status			
Partially			
Matching Options			
Match Action:	Standard		
Match Rule:	STANDARD		
Return			

The Matching link displays the PO Matching panel and provides the Match Option and Match Status applicable to the PO as a whole.

- Matching Options:
 - Standard: PO to voucher or receipt to voucher.
 - No Match: No match required. No Match is used for authority orders because the vendor ID cannot match on the PO and voucher.
- Match Status: Values include To Match, Partially, Fully Matched, and Unmatched based on the extent to which the matching process has been completed for the PO.


NOTE: If a Match Status is *Fully Matched*, the PO cannot be copied onto the voucher. A message that there is no matching value displays on the voucher if an attempt is made to copy a matched PO.

6. Receipt (page 10): Displays the receipt status of the PO. Values are Not Received, Partial, and Received. See the PO – Receiving Required section beginning on page 18 for information about POs that do require receiving.

Purchase Order Lines

The PO lines with item descriptions, quantities, amounts, and statuses are listed on the PO Inquiry page. Also included on the PO lines are three icons that provide access to information that is important to accounts payable.

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1	096247	Insurance and risk management	096247	1.0000	MOR	6291.74 USD	Active
2	096247	Insurance and risk management	096247	4.0000	MOR	1862.36 USD	Active
3	096247	Insurance and risk management	096247	6.0000	MOR	981.48 USD	Active

1. **Line Details** : Displays the Details for Line panel for the PO line selected and allows view-only access to additional information pertaining to the particular line. Included are specifications for two options that affect the way the PO line matching rules will apply.

Details for Line INSIGHT IN-001

PO ID: 0909000041 **Line: 1** [Insurance and risk management](#)

Status: Active **Amount Only** Backorder Status: None

Line Details

Physical Nature: Goods

- **Amount Only**: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.


Quantity: Schedule: Product: PO


Withholding Replenish Code: Standard

Recv Reqd Optional Inspect Device Tracking

Config Code:

- **Recv Reqd**: Values are Do not Receive, Optional, and Required. If receiving is required, the receiver is matched to the voucher. If receiving is required but the voucher is created without a receiver, a R500 matching exception occurs.

2. **Line Comment** : Displays the PO Line Comments panel for the PO line selected. Comments pertaining to a PO line are available when the icon contains lines. Comments may provide useful information to accounts payable users. By default, one comment displays when the link is clicked, but the [View All](#) in the header bar is activated when there are multiple comments. Clicking [View All](#) link will expand all comments

3. **Schedule** : Allows schedules and distributions to be accessed for the PO line selected. PO line 1 was selected for the print screens that follow.

Purchase Order Schedules Page

Schedules are created for each unique delivery address and due date. Although there are several icons on the schedules page, two icons provide access to information that is important to accounts payable.

Purchase Order Inquiry

Schedules

Unit: 09000 PO ID: 0909000041 Change Order: 3

[Return to Main Page](#)

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

Line: 1 **1** [Insurance and risk management](#) PO Qty: 1.0000 MOR Amount: 6291.74 USD



Schedules Customize | Find | [View All](#) First 1 of 1 Last

[Details](#) [Statuses](#)

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1 2	01/08/2004			09001	1.0000	6291.74000	6291.74 USD	Active

3

- 1. Line:** By default, only the schedule(s) for the PO line selected displays. When there are schedules associated with multiple PO lines, the [View All](#) link in the Lines header bar activates. Clicking [View All](#) will expand all available PO lines and their associated schedules.


 - When there are numerous PO Lines, it may be preferable to access the Lines by one of the following means:
 - The [Find](#) link on the header bar allows a search string to be entered to search for a particular line or value.
 - The [First](#) 1 of 3 [Last](#) identifies which PO Line is displayed and the total number of PO Lines. Use the navigation buttons and links to scroll through the Lines. FIRST and LAST accesses the first and last PO Line.
- 2. Schedule Details** : Provides Matching and Match Status PO for the PO schedule selected. See page 16.
- 3. Distributions/Chartfields** : Contains information about the funding allocation and expense account distribution of the PO line. See page 17.



Schedule Details

Schedule Details  : Provides Matching and Match Status PO for the PO schedule selected:

- **Matching Options:** No Match (no match required) and Full Match (standard match action applies to the PO schedule). Only Authority Order PO schedules should be set to No Match.
- **Match Status PO:** Values include To Match, Partially, Fully Matched, and Unmatched based on the extent to which the matching process has been completed for the schedule. If a Match Status PO is Fully Matched, the PO line is not available to be copied onto the voucher.
- The Schedule Details panels for the three PO lines in the example PO are displayed to illustrate that each PO line can be in different stages of the match process. This will be important when the PO is copied to the voucher in the PO Voucher Creation chapter.

Purchase Order Inquiry	
Details for Schedule 1	
PO ID:	0909000041
Line:	1
Item:	096247  Insurance and risk management
Due Date	01/08/2004
Original Promise Date:	
Ship Date:	
Ship Via	COMMON Common Carrier
Freight Terms	FOB DEST Free on board at Destination
Matching	Full Match
Match Status PO	Partial



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PO ID:	0909000041
Line:	2
Item:	096247
	Insurance and risk management
Schedule Details	
Due Date	01/08/2004
Original Promise Date:	
Ship Date:	
Ship Via	COMMON Common Carri
Freight Terms	FOB DEST Free on board a
Matching	Full Match
Match Status PO	Matched

PO ID:	0909000041
Line:	3
Item:	096247
	Insurance and risk management
Schedule Details	
Due Date	01/08/2004
Original Promise Date:	
Ship Date:	
Ship Via	COMMON Common Carri
Freight Terms	FOB DEST Free on board a
Matching	Full Match
Match Status PO	Unmatched

NOTE: Matching occurs at the line PO line level. When vouchers match, they reduce the quantity and/or amounts available to match.



Distribution Details

The Distributions page contains information about the funding allocation and expense account distribution of the PO line. It can be distributed among single or multiple lines.

1. Line and Schedule: Identifies the PO line and schedule selected with the icon on the Schedules page (page 14).
2. Distribute By: Method allocates the charges with one of two options:
 - Amount: The sum of all distribution amounts must equal the schedule amount. (Inventory items cannot be distributed by amount.) Line 1 in the example is distributed by Amount. The sum of the five (5) distribution amounts total the Merchandise Amt of \$6,291.74. The PO Qty column has no values.

Distributions for Schedule 1

PO ID: 0909000041 Line: 1 1 Sched: 1 Item: 096247 Insurance and risk management

Status: Active Sched Qty: 1.0000 2

Distribute by: Amount 2 Merchandise Amt: 6291.74 USD

Doc. Base Amount: 6291.74 USD

Dist	Status	Percent	PO Qty	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Budg Dt	Location
1	Open	4.9280		310.06 USD	09000	532160	01	1000	19401	1000083	04	01/08/2004	09000
2	Open	29.5998		1862.34 USD	09000	531310	01	1000	21500	3000060	04	01/08/2004	09000
3	Open	10.3998		654.33 USD	09000	531310	01	1000	19401	1000083	04	01/08/2004	09000
4	Open	39.4731		2483.54 USD	09000	TBD					05	07/01/2005	09000
5	Open	15.5993		981.47 USD	09000	TBD					05	07/01/2005	09000

- Quantity: The sum of all distribution quantities must equal the schedule quantity. Line 3 in the example is distributed by Quantity. The PO Qty for distribution line 1 and the Sched Qty are 6.

Distributions for Schedule 1

PO ID: 0909000041 Line: 3 3 Sched: 1 Item: 096247 Insurance and risk management

Status: Active Sched Qty: 6.0000

Distribute by: Quantity 2 Merchandise Amt: 981.48 USD

Doc. Base Amount: 981.48 USD

Dist	Status	Percent	PO Qty	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Budg Dt	Location
1	Open	100.0000	6.0000 2	981.48 USD	09000	TBD					05	07/01/2005	09000

NOTE: The Distribute By on the PO is very important to accounts payable because it affects the behavior of the voucher. This is demonstrated on pages 36-37.

3. Distribution Lines and Encumbrances: When the PO budget checks with a status of Valid, an allotment encumbrance is created for each PO distribution line with an expense account beginning with 5 or 601100 (authority order POs).



- TBD values are entered on PO distribution lines account fields when contractual obligations span past the current budget year. TBD PO distribution lines do not budget check against the allotment budget and must not be used on the voucher. If a voucher with a TBD account has been created against a PO and has posted, the TBD account cannot be changed on the PO when the budget becomes available. See page 39 for additional information.
- The PO distribution line amounts copy onto the voucher regardless of the remaining encumbrance left on the PO lines when copying from the PO. See page 38.

Distributions												
Customize Find Vie												
Chartfields												
Details/Tax 4 Asset Information Req Detail												
Dist	Status	Percent	PO Qty	3 Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	
1	Open	4.9280		310.06 USD	09000	532160	01	1000	19401	1000083	04	
2	Open	29.5998		1862.34 USD	09000	531310	01	1000	21500	3000060	04	
3	Open	10.3998		654.33 USD	09000	531310	01	1000	19401	1000083	04	
4	Open	39.4731		2483.54 USD	09000	TBD	3				05	
5	Open	15.5993		981.47 USD	09000	TBD					05	

4. Details Page: Contains the Commitment Control Close Flag field. The flag checkbox will be checked if the outstanding encumbrance for the distribution line was fully liquidated through the PO or by using the final function on the voucher. The Finalize Function chapter beginning on page 105 covers liquidation of an outstanding encumbrance using a voucher.

NOTE: If the Commitment Control Close flag checkbox is checked for every PO distribution line, the PO line will not be available to copy onto the voucher. If just one checkbox is not checked, the PO line will be available to copy to the voucher (if it is not fully matched) and, if selected, all distribution lines will copy onto the voucher.

Distributions						
Customize Find View All First 1-5 of 5						
Chartfields						
Details/Tax 4 Asset Information Req Detail						
Dist	Status	4 Percent	Base Amt	Currency	Commitment Control Close Flag	
1	Open	4.9280	310.06 USD	Currency	<input type="checkbox"/>	
2	Open	29.5998	1862.34 USD	Currency	<input type="checkbox"/>	
3	Open	10.3998	654.33 USD	Currency	<input type="checkbox"/>	
4	Open	39.4731	2483.54 USD	Currency	<input type="checkbox"/>	
5	Open	15.5993	981.47 USD	Currency	<input type="checkbox"/>	



Purchase Orders - Receiving Required


The purchasing receiving process enables goods and services to be received and referenced against a PO. This section provides an overview of the key receiving components of a PO that affect the way it copies into a voucher.

Purchase Order Inquiry Page

When a PO requires receiving (page 11, #6), the Receipt status values include Not Recvd, Partial, or Received based on the extent to which the receiving process has been completed for the PO.

Purchase Order Inquiry			
Purchase Order			
Unit:	04000	PO Status:	Dispatched
PO ID:	0409007771	Budget Status:	Valid
▼ Header			
PO Date:	07/01/2006	Doc Tol Status:	Valid
Vendor:	OSU-001	Backorder Status:	None
Vendor ID:	0000000010	Receipt:	Received
			Vendor Details
Hold From Further Processing			

Purchase Order Lines

The Line Details  icon allows view-only access to additional information including the specifications for the amount-only and receiving options that affect the way the PO line matching rules will apply.

Lines								Customize	Find	View All	First	1 of 1	Last
Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status						
1	 099712	Pass thru funding for training	099712	1.0000	SUM	70000.00 USD	Active						

Details for Line Panel

The Details for Line panel for PO line 1 is illustrated.

Details for Line OSU-001

PO ID: 0409007771 **Line: 1** [Pass thru funding for training](#)
 Status: Active **Amount Only** Backorder Status: None

Line Details


Physical Nature: Goods
 Amount: 70,000.00 USD
 Category: 099712 PASS THRU FUNDING FOR 17141

- Amount Only: Designates the line as amount-only since the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.

Price Qty: Schedule Price Date: PO
 Withholding Replenish Code: Standard
 Recv Reqd Required Inspect Device Tracking
 Config Code:

- Recv Reqd: If receiving is Required a receiver must be matched to a voucher. If the voucher is created without a receiver, a R500 matching exception occurs. See page 59.

Purchase Order Line and Schedules

The Schedule Details  icon provides the matching and Match Status PO for the PO schedule selected. See page 21 for the Schedule Details for this PO line.

Purchase Order Inquiry

Schedules

Unit: 04000 PO ID: 0409007771
[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 [Pass thru funding for training](#) PO Qty: 1.0000 SUM Amount: 70000.00 USD

Schedules Customize | Find | View All First 1 of 1 Last

Details Schedules

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	08/28/2006			04020	1.0000	70000.00000	70000.00 USD	Active



Details for Schedule Panel

The Schedule Details for PO line 1 is illustrated.

Purchase Order Inquiry
Details for Schedule 1

PO ID: 0409007771
 Line: 1
 Item: 099712
 Pass thru funding for training


Schedule Details

Due Date: 08/28/2006
 Original Promise Date: 10/10/2005
 Ship Date:
 Ship Via: COMMON Common Carrier
 Freight Terms: FOB DEST Free on board at Destination

Matching: Full Match
 Match Status PO: Partial

- **Matching Options:** The option Full Match must be selected for POs requiring receiving (standard match action applies to the PO schedule). **Only Authority Order PO schedules should be set to No Match.**
- **Match Status PO:** Values include Partial, Matched, and Unmatched based on the extent to which the matching process has been completed for the schedule. If a Match Status PO is *Fully Matched*, the PO line is not available to be copied onto the voucher. The match status can be partial even though it is fully received when vouchers have not been created for all receipts.

Distribution Details

The Distribution Details for PO line 1 is illustrated. (The distribution line for the PO line and schedule selected is accessed with the  icon on the Schedules page, (page 14).

Purchase Order Inquiry
Distributions for Schedule 1

PO ID: 0409007771 Line: 1 Sched: 1 Item: 099712 Pass thru funding for training

Status: Active
 Distribute by: Amount
 Sched Qty: 1.0000
 Merchandise Amt: 70000.00 USD
 Doc. Base Amount: 70000.00 USD

Distributions

Dist	Status	Percent	PO Qty	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Re
1	Open	37.9561		26569.24	USD	04000	559110	08	1000	19701	2142108 07
2	Open	62.0439		43430.76	USD	04000	554120	08	1000	19701	2142108 07

Since PO line 1 was designated as Amount-Only (page 20), the Distribute by can only be Amount. The charges will be allocated over the amount of \$70,000. Inventory items or items with fixed costs should be distributed by Quantity.



PO Voucher Creation

PO vouchers begin with the copying of the PO and/or receiving data. After copying, this data may be edited or additional data may be added to complete the voucher.

Step 1 – Copy PO/Receiver Data to Voucher

Navigation: *Accounts Payable > Vouchers > Add/Update > Regular Entry*

Add a New Value Voucher Page:

The screenshot shows the 'Voucher' form with the following fields and callouts:

- 1: Business Unit: 09000
- 2: Voucher ID: NEXT
- 3: Voucher Style: Regular Voucher
- 4: Vendor ID: (empty)
- 5: Invoice Number: 125351
- 6: Invoice Date: 06/30/04
- 7: Gross Invoice Amount: 0.00
- 8: Estimated No. of Invoice Lines: 1
- 9: Add button

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 the vendor.
4. **Vendor Information:** *Do not enter* vendor ID or short name. It will default from the PO.
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 or use the icon to select the date.
7. **Gross Invoice Amount:** Do not populate until after the PO is copied.
8. **Estimated No.** of Invoice Lines: Leave at 1.
9. Click .

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



Invoice Information Tab

The Invoice Information Tab displays when **Add** was clicked on the Add and Search page.

1. **Invoice Number and Invoice Date:** Populated from the information entered on the Add and Search page or it can be populated directly on the Invoice Information page.
2. **Copy from a Source Document:** PO vouchers are copied from the PO and/or receiving data and are the source documents. The PO associated with a voucher is also referred to as the reference document. After copying the PO or receiver, the data may be edited or additional data may be added to complete the voucher.

Distribution Lines										
Amount	Quantity	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
0.00		09000								06/30/2004

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



Copying from a Source Document

There are two (2) options when copying the PO to the voucher:

1. Copy from a Source Document:

- This option may be suitable for agencies that have one PO line item and are not using the receiving option.
- All PO line items available for vouchering copy onto the voucher. The first PO in the PO Inquiry chapter, #0909000041, has three PO lines but one is Fully Matched (page 12). The two lines that are not Fully Matched will copy into the voucher. If both will not be used, one will have to be deleted.
- To create a PO voucher, input the PO Unit and Purchase Order number in the upper left hand corner and select **Copy PO** button.

2. Worksheet Copy Option:

- Purchase Order Only – This option is preferable for agencies that have multiple PO line items and are not using the receiving option. It allows the user to select specific line item(s) to copy onto the voucher. This option also allows users to view the PO line item(s) and “read” the values and information copying from the PO.
- PO Receipt – This option is preferable for agencies using the receiving option. When the PO is marked as receiving required, the user must receive the product. Accounts payable users will be able to determine if the product was received and how much when using this option to process a voucher.
- To create a PO voucher, **select** the button located to the far right of the Worksheet Copy Option Field and **select** either Purchase Order Only or PO Receipt.



PO Lookup Criteria

If Purchase Order Only is selected from the Worksheet Copy Option, the PO Lookup Criteria page displays.

Copy Worksheet

Unit: 09000 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: 1 09000 Office of State Finance 2 View Matched /Cancelled Only

PO Number From: 3 0909000041 PO Number To:

PO Line Number From: 4 PO Line Number To:

PO Date Option: 5 No Date PO Date:

Additional Search Criteria 6

Max Rows to Return: Search 7 Copy Entire Document Reset [Select All](#) [Clear All](#)

1. **PO Business Unit:** **Enter** the purchasing business unit.
2. **View Matched/Cancelled Only:** This access is not available to accounts payable users. If a matched and/or cancelled PO is entered in the PO Number field, a message displays that there is no matching value.
3. **PO Number From and PO Number To:** **Enter** a PO number in the PO Number From field to search for individual purchase orders. Search for a range of purchase orders by entering PO numbers in the PO Number From and the PO Number To fields.
4. **PO Line Number From and PO Line Number To:** **Enter** a PO line number in the PO Line Number From field to search for individual purchase order lines. Search for a range of purchase order lines by entering PO line numbers in the PO Line Number From and the PO Line Number To fields. A PO number must be entered. These fields are not available if a range of PO numbers is selected.

Look Up PO Line Number From

4 PO Business Unit: 09000
 PO Number: 0909000041
 Line Number:

Look Up Clear Cancel [Basic Lookup](#)

Search Results
 View All First 1-3 of 3 Last

Line Number	Item ID	Description
1	096247	insurance and risk management
2	096247	insurance and risk management
3	096247	insurance and risk management

NOTE: Clicking the displays all PO lines including PO lines with a status of Fully Matched. Only the PO lines that are not Fully Matched will copy onto the voucher.

5. **PO Date Option and PO Date:** **Enter** the PO Date Option field in conjunction with the PO Date field to limit the search to POs that fall within a selected date range.



PO Lookup Additional Search Criteria

6. Additional Search Criteria: This section initially appears as collapsed; expand this section to access these optional fields. Specify additional criteria with PO lookup criteria or with only the PO Business Unit defined. However, any information defined in this groupbox overrides the values specified in the PO Lookup Criteria groupbox.

Additional Search Criteria

Get only the PO lines that contain the following information
 Get all PO lines for any PO that contains the following information

Item ID	Item Description	Quantity	Unit Price	Merch Amt	Vendor Item ID	Mfg Item ID	Contract ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Get only the PO lines that contain the following information: **Select** to include only the PO lines that contain the data specified in the additional search criteria. This field is set as the default.
 - Get all PO lines for any PO that contains the following information: **Select** to include all PO lines for POs that contain the data specified in the additional search criteria.
 - **Enter** data to further narrow the search in the available fields. Data can be entered in more than one field. When searching for quantity, unit price, or merchandise amount, **enter** at least one of the following fields: Item ID, Item Description, Vendor Item ID, Manufacturing Item ID, or Contract ID.
7. **Click** Search to populate the Select PO Lines scroll area with the purchase orders that match the search criteria.

PO Search and Copy

The Select PO Lines scroll area displays BU 09000, PO #0909000041, the PO entered in the PO Criteria Lookup on page 24. It is the first PO discussed in the Purchase Order Inquiry chapter beginning on page 9. It demonstrates how the set up of a PO, the extent of the PO line match statuses, and the options selected by the Certified Procurement Officer (CPO) impact the accounts payable voucher. **It is to the payers benefit to understand the information and values copying onto this page and the voucher.**

Max Rows to Return Search Copy Selected Lines Reset Select All Clear All

8

Select PO Lines Fin

PO Unit: 09000 PO No.: 0909000041 PO Date: 01/08/2004

Vendor ID: 0000069013 INSIGHT INVESTMENTS CORP

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required
<input type="checkbox"/>	1		1 096247	Insurance and risk management	1.0000	MOR	6291.74	3969.28	USD	1.0000	MOR	6291.74	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3		1 096247	Insurance and risk management	6.0000	MOR	163.58	981.48	USD	6.0000	MOR	163.58	<input type="checkbox"/>	<input type="checkbox"/>

7 Select All Clear All PO Line Count: 2 PO Total: \$4,950.76



1. Line and Schedule Number: PO line and schedule number available for selection. Only the lines that are not Fully Matched or do not have all the Commitment Close Flag checkbox on for all distribution lines (page 17) will copy onto the voucher. PO line 2 is Fully Matched (page 15) and, therefore, not available for selection.
2. Quantity Vouchered: The PO line item quantity available for vouchering (quantity left to match). **The field can be modified if the PO line is not designated as amount-only (page 13).**
 - Decrease the quantity to match a lesser invoice quantity. The value and the extended amount (quantity x unit price) are carried forward to the voucher line. Do not increase it as the voucher will fail matching with a V200 exception. See page 70.
 - If no quantity copies into the field, a prior voucher used the available quantity. **The PO line may not have been designated as amount-only when the quantity value was 1 (page 13) or the quantity on a prior voucher was not reduced to match the invoice quantity.** Contact the helpdesk to determine the proper action to take.
 - **DO NOT enter a zero amount.** This adversely affects the matching tables.
3. Unit Price: Should be the vendor item price when the PO line is not designated as amount-only. **Payers should consult a supervisor or CPO when an invoice unit price is higher than the PO line unit price and the line is not designated as amount-only.** Paying a higher unit price will result in an encumbrance shortfall that may not be detected until the last quantities are vouchered.

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required
<input type="checkbox"/>	1		1 096247	Insurance and risk management	1.0000	MOR	6291.74	3969.28	USD	1.0000	MOR	6291.74	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3		1 096247	Insurance and risk management	6.0000	MOR	163.58	981.48	USD	6.0000	MOR	163.58	<input type="checkbox"/>	<input type="checkbox"/>

Select All Clear All PO Line Count: 2 PO Total: \$4,950.76

4. Merchandise Amt: The PO line item amount available for vouchering (amount left to match).
 - The field can be modified if the PO line is designated as amount-only. The amount entered populates the Unit Price and the Extended Amount on the voucher line.
 - If this amount is less than your invoice amount, the voucher will fail matching with a V300 exception. See the Matching Chapter, page 57.
5. Amount Only: Designates the PO line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line. **If the PO quantity is 1 and the Amount Only checkbox is not checked, but more than one payment will be made against the PO line, consult with the CPO before the first voucher is vouchered.**
6. Receiving Required: Designates the PO line as *Receiving Required* (page 19). If receiving is required, a receiver is matched to the voucher and the PO Receipt from the Worksheet Copy Option should be selected (page 24). If receiving is not required, consult with the CPO to change the status before the voucher is matched.
7. Select: **Select** an individual PO line or select any combination of PO lines. **Click [Select All](#) to select all of the lines for a single purchase order. Click [Clear All](#) to deselect all the lines for a single purchase order.**
8. Copy Button: After all the pertinent PO lines have been selected, **click** [Copy Selected Lines](#) to create the voucher.



Receiver Lookup Criteria

If the PO requires receiving and the goods or services are received, select PO Receipt from the Worksheet Copy Options (page 23) to access the Receiver Lookup Criteria page.

Copy Worksheet

Unit: 04000 Voucher: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: PO Number: PO Dt Opt: PO Date:

Receipt Unit:

Receipt Number From: Receipt Number To:

Receiver Line From: Line:

'Receipt Date Option: Receipt Date:

Ship To: Packing Slip:

Pro Number: Bill of Lading:

Carrier ID:

Additional Search Criteria

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

1. **PO Business Unit:** Enter the purchasing business unit. It is the only required field. A purchasing business unit, a receiving business unit, or both, must be entered depending on the other fields used to further the search.
2. **PO Number:** Enter a PO number to search for individual POs. The purchasing business unit must also be entered.
3. **PO Date Option and PO Date:** Enter the PO Date Option field in conjunction with the *PO Date* field to limit the search to POs that fall within a selected date range.
4. **Receipt Unit:** Search for receipts by receiving business unit. A purchasing business unit, a receiving business unit, or both, must be entered.
5. **Receipt Number From and Receipt Number To:** Enter a receipt number in the *Receipt Number From* field to search for individual receipts. Search for a range of receipts by entering receipt numbers in the *Receipt Number From* and the *Receipts Number To* fields. A receiving business unit must be entered.
6. **Receiver Line From and Line:** Enter a receiver line number in the *Receiver Line From* field to search for individual receiver lines. Search for a range of receiver lines by entering receiver line numbers in the *Receiver Line From* and the Line fields. A receipt number must be entered. These fields are not available if a range of receipt numbers is selected.



Receiver Lookup Additional Search Criteria

7. Receipt Date Option and Receipt Date: **Enter** the Receipt Date Option in conjunction with the PO Date field to limit search to receipts that fall within a selected date range.
8. Ship To, Packing Slip, Bill of Lading, and Carrier ID: **Enter** data in these fields to narrow the search. Data can be entered in more than one field. A receipt unit must be entered if these fields are used to limit search results.
9. Additional Search Criteria: This section initially appears as collapsed; expand this section to access these optional fields. Specify additional criteria with receiver lookup criteria or with only the Receipt Unit defined. However, any information defined in this groupbox overrides the values specified in the Receiver Lookup Criteria groupbox.

Additional Search Criteria

Get only the Receipt lines that contain the following information

Get all Receipt lines for any Receipt that contains the following information

Item ID	Item Description	Quantity	Unit Price	Merch Amt	Vendor Item ID	Mfg Item ID	Contract ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Get only the Receipt lines that contain the following information: **Select** to include only the receiver lines that contain the data specified in the additional search criteria. This field is set as the default.
 - Get all Receipt lines for any Receipt that contains the following information: **Select** to include all receiver lines for receipts orders that contain the data specified in the additional search criteria.
 - **Enter** data to further narrow the search in the available fields. Data can be entered in more than one field. When searching for quantity, unit price, or merchandise amount, **enter** at least one of the following fields: Item ID or Item Description.
10. **Click** **Search** to populate the Select Receiver Lines scroll area with the receiver lines that match the search criteria.



Receiver Search and Copy

The Select PO Lines scroll area displays BU 04000, PO #0409007771, the PO entered in the Receiver Lookup Criteria on page 28. It is the PO requiring receiving illustrated in the Purchase Order Inquiry chapter beginning on page 8. The voucher is matched not only to the PO, but also to the receipt.

Max Rows to Return	<input type="text"/>	Search	11 Copy Selected Lines	Reset	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All												
Select Receiver Lines Find View All First 1 of 2 Last																		
PO Unit:	04000	PO No.:	0409007771	PO Date:	07/01/2006	1												
BU Recv.:	04000	1 Receipt No.:	0000011761	2 Recv Date:	08/16/2007													
Ship To:	04020	Carrier ID:		Packing Slip:														
Pro Number:		Bill of Lading:																
Vendor ID:	0000000010	OKLAHOMA STATE UNIVERSITY				3												
Customize Find View All First 1 of 1 Last																		
Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM	Purchase Order Price	PO No.	Line	Sched Num	Recv Line Status	Amount Only	
<input type="checkbox"/>	1	1	099712	Pass thru funding for training	1.0000	SUM	12164.48	12164.48	USD	1.0000	SUM	70000.00	0409007771	1	1	Received	<input checked="" type="checkbox"/>	
							<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	10									

- Receipt No:** A ten digit receipt number is assigned to receipts. By default, the first available Receipt No. displays. [The View All](#) link in the Select Receiver Lines header bar will activate if there are multiple receipts. **Click [View All](#) link** or the use the navigation buttons to scroll through the receipts.
- Recv Date:** The date the item(s) (was) were received.
- Receipt Line:** The number of receipt number(s) available for selection. There is only one receipt line for this receipt number.
- Quantity:** Displays the unmatched quantity (in the voucher unit of measure) on the receiver line. **The field can be modified if the PO line is not designated as amount-only** (page 13).
 - Decrease the quantity to match a lesser invoice quantity. The value and the extended amount (quantity x unit price) are carried forward to the voucher line. **However, the voucher distribution line must be changed manually on the Invoice Information page to match both the quantity and the extended amount.**
 - Do not increase the quantity for more than the amount received as the voucher will fail matching with a R900 exception. See the Matching Chapter, page 57.
- Unit Price:** Should be the vendor item price when the PO line is not designated as amount-only. Paying a higher unit price will result in an R650 matching exception. See the Matching Chapter, page 57.
- Merchandise Amt:** Displays the merchandise amount on the receiver.
 - The field can be modified if the PO line is designated as amount-only. The amount entered populates the Unit Price and Extended Amount on the voucher lines.
 - If this amount is less than the invoice amount, the voucher will fail matching with a R650 exception. See the Matching Chapter, page 57.
- Line and Sched Num:** PO line and Schedule number associated with the receipt line.
- Recv Line Status:** Values include Received, Open, Hold, Closed, and Cancelled.



9. **Amount Only:** Designates the PO line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line. **If the PO quantity is 1 and the Amount Only checkbox is not checked, but more than one payment will be made against the PO line, consult with the CPO before the first voucher is vouchered.**
10. **Select All and Clear All:** Click [Select All](#) box to select all of the lines for a single receipt. Each receipt that the system returns has a [Select All](#) box button. The button must be clicked for each receipt to select its lines. Click [Clear All](#) box to deselect all the lines for a single receipt. Each receipt that the system returns has a [Clear All](#) box button. The button must be clicked for each receipt to deselect its lines.
11. Click [Copy Selected Lines](#) to create the voucher after the pertinent receipt lines have been selected.



Step 2 – Review Invoice Information

Review the invoice information after the PO/Receiver information is copied onto the voucher. The Invoice Information page displays when the **Copy Selected Lines** is clicked on the Select PO/Receiver Lines scroll area (pages 26 and 30). The example used for this step is an Authority Order PO copied onto the voucher.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	09000	Invoice Number:	2 AO Illustration	
Voucher ID:	00010198	Invoice Date:	3 09/01/2007	
Voucher Style:	Regular	Action:		Run
Copy from a Source Document				
PO Unit:		Purchase Order:		Copy PO
				Worksheet Copy Option: None
Vendor:	0000001100	Pay Terms:	4 0 Days	Basis Dt Type Inv Date
Name:	AO-001			Comments 6
Location:	0001	Accounting Date:	09/30/2007	
Address:	1	Currency:	USD	Non Merchandise Summary
AUTHORITY ORDER VENDOR		Total:	5 25.00	Calculate
AGENCY PREFERENCE		Difference:	0.00	
OKLAHOMA CITY, OK 99999		Packing Slip:		

1. **Vendor, Name, Location, and Address:** Copies from the PO/Receiver. These values must match the PO when the matching process is run. The CPO may have changed the location and/or address after the PO is copied onto the voucher but before matching is run. See page 11 for information on how to find the updated location and/or address to enter on the Invoice Information page.
- If the PO is an Authority Order (AO), **enter** the Vendor number or name to match the invoice vendor. If the vendor number or name is not known, **click** the icon or the [Advanced Vendor Search](#) link. Use of this feature is explained in detail in the COR113 Regular Vouchers Manual.

NOTE: If the voucher posted, unpost the voucher to reactivate the [Advanced Vendor Search](#) link.

- **OSF will not process a voucher with an AO vendor ID for payment.**
- Many of the accounts payable reports use the vendor from the Invoice Information page.
- The [Withholding](#) link will not activate on the Invoice Information page if the voucher should be associated with a vendor set up for 1099 withholding in the vendor file.
- If the PO is not an AO and the vendor name copied in does not match the invoice name, the payer should contact a supervisor or the CPO.



Invoice Section

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary	
Business Unit:	09000	Invoice Number:	2 AO Illustration		
Voucher ID:	00010198	Invoice Date:	3 09/01/2007		
Voucher Style:	Regular	Action:		Run	
Copy from a Source Document					
PO Unit:		Purchase Order:		Copy PO	
				View Related Document	
				Worksheet Copy Option: None	
Vendor:	0000239963	Pay Terms:	4 0 Days	Basis Dt Type Inv Date	
Name:	SEMMATERIA-001	1			Comments 6
Location:	0001	Accounting Date:	09/30/2007		
Address:	1	Currency:	USD	Non Merchandise Summary	
SEMMATERIALS LP				Total: 5 25.00	
				Difference 0.00	
				Calculate Withholding 7	

2. **Invoice Number:** Enter the number from the vendor's invoice on the Add and Search page or directly on this page. 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.
3. **Invoice Date:** Enter the date on the vendor's invoice on the Add and Search page or directly on this page. The date of the vendor's invoice is used to compute days outstanding.
4. **Pay Terms:** Copies from the PO. Currently the default rate should be zero days and should not be changed.
5. **Total Dollar Amount:** Enter the invoice amount after the PO/Receiver is copied. When this field is populated, the Total and Gross Amount on the Payments page will populate with the same amount.
6. **Comments:** Click the [Comments](#) link to enter notes about the invoice. Comments are meant for your reference only and up to 254 characters can be entered. Comments print on the OSF Form 15A voucher jacket.
7. **Withholding:** The [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](#) link 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: AO Illustration Vendor: 0000239963 SEMMATERIALS LP
 VAT Entity: Voucher: 00010198 Date: 09/01/2007

Withholding Option

Postpone Withholding

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

Line	Description	Withholding Code	'Withholding Applicable
1	A O - ACCTG, 20000		<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	07				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.

OK Cancel

- 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 and distribution lines will default onto the Invoice Information page for each PO/Receipt line copied to the voucher. Changes to the line(s) may be necessary if the invoice differs from the PO or receiver.

Voucher Lines Copying from the PO

PO #0909000041, PO lines 1 and 3, were selected and copied onto the voucher in this example. Refer to page 23. No values were changed in the Quantity Vouchered or Merchandise Amt fields on the Copy Worksheet. The voucher lines copied as follows:

Voucher Line 1 – Copied from PO Line 1

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	096247	Insurance and risk mana	1.0000	MOR	6,291.74000	3,969.28
Ship To		SpeedChart	<input checked="" type="checkbox"/> Amount Only		<input type="checkbox"/> Use One Asset ID		Calculate
09001			Purchase Order & Receiver Info		Associate Receiver(s)		

Voucher Line 2 – Copied from PO Line 3

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity	096247	Insurance and risk mana	6.0000	MOR	163.58000	981.48
Ship To		SpeedChart	<input type="checkbox"/> Use One Asset ID		<input type="checkbox"/> Force Price		Calculate
09000			Purchase Order & Receiver Info		Associate Receiver(s)		
Maintenance WO Unit	Maintenance Work Order	Task Number	Resource Type	Resource Line No.			

- Line: Voucher lines are numbered in sequential order and do not always correspond to the PO line numbers copied. Voucher line 1 is linked to PO line 1 and voucher line 2 is linked to PO line 3.
- Purchase Order & Receiver Info: **Click** this link to access the PO information page to view information about the source purchase order and receiver.

View Source PO/Receiver Information							
Unit:	09000	Voucher:	NEXT	Line:	2	*Line Match Option:	Full Match
PO Number				Receipt Number			
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
09000	0909000041	3	1				
PO/Receipt Comments							
OK Cancel Refresh							

- Item and Description: The item number and description copy from the PO.



Distribute By – Amount (PO)

4. Distribute by: The Distribute By allocates the charges over the number of units (quantity) or the dollar amount in the line item.
 - The Distribute by is determined by the CPO and copies from the PO. See page 17.
 - Distribute by on the source document (PO) determines how matching calculates. Payers can change the Distribute by on the voucher, but the matching rules apply based on the source document (PO).
 - Changing the Distribute by option and entering incorrect values on the voucher line can result in the PO line matching before the quantity and/or amount is fully used. If the PO is distributed correctly, changing the Distribute by on the voucher should be the exception.
 - Distribute by Amount – The *Quantity*, *Unit Price*, and *Extended Amounts* are activated. Since the Merchandise Amt was not changed on the Copy Worksheet (page 27, #4), the Extended Amount populated with the amount left to match. In the example, the amount left to match on voucher line 1 is \$3,969.28.
 - **Enter** the Extended Amount for the voucher line. Although the extended dollar amount is not dependent on the quantity x unit price, an agency policy should be implemented to require that quantity x unit price equal the extended amount to minimize the risk of matching the PO lines based on incorrect quantities and unit prices in the voucher.

Voucher Line 1 – Merchandise Amt Not Changed on Copy Worksheet

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	096247	Insurance and risk mana	1.0000	MOR	6,291.74000	3,969.28

Ship To: 09001 SpeedChart: Amount Only Use One Asset ID

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

- The Merchandise Amt field can be modified if the PO line is designated as amount-only on the Copy Worksheet. The amount entered populates the Unit Price and the Extended Amount on the voucher line. Had the Merchandise Amt field been populated with \$1000, the invoice line would have copied as follows:

Voucher Line 1 – Merchandise Amt Changed on Copy Worksheet to \$1000

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	096247	Insurance and risk mana	1.0000	MOR	1,000.00000	1,000.00

Ship To: 09001 SpeedChart: Amount Only Use One Asset ID

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



Distribute by - Quantity (PO)

- Distribute by Quantity – Quantity x Unit Price calculated the Extended Amount on the voucher line. Since the Quantity Vouchered was not changed in the Copy Worksheet for PO line 3 (page 26, #2), the quantity populated with the quantity left to match. In the example, the quantity left to match on voucher line 2 is 6.
 - Enter the Quantity on the voucher line to agree to the actual quantity on the invoice if it is less than the unmatched quantity. The Unit Price is activated and can be changed, but an agency policy should be implemented to require payers to notify their supervisors or CPO if the invoice price is higher than the PO unit price. The Extended Amount field is not activated.

Voucher Line 2 – Quantity Not Changed on Copy Worksheet

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity	096247	Insurance and risk mana	6.0000	MOR	163.58000	981.48
Ship To		SpeedChart					
09000							
							<input type="checkbox"/> Use One Asset ID <input type="checkbox"/> Force Price <input type="button" value="Calculate"/>

- The Quantity Vouchered field can be modified on the Copy Worksheet. The value and the extended amount (quantity x unit price) are carried forward to the voucher line. Had the Quantity Vouchered field been populated with 1, the invoice line would have copied as follows:

Voucher Line 2 – Quantity Changed on Copy Worksheet to 1

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity	096247	Insurance and risk mana	1.0000	MOR	163.58000	163.58
Ship To		SpeedChart					
09000							
							<input type="checkbox"/> Use One Asset ID <input type="checkbox"/> Force Price <input type="button" value="Calculate"/>



Voucher Distribution Lines Copying from PO

When a PO budget checks with a status of Valid, an allotment encumbrance is created for each PO distribution line with an expense account beginning with 5 or 601100 (AOs). PO vouchers are created and each voucher distribution line is linked to a PO distribution lines. When the voucher budget checks with a status of Valid, the encumbrance for each linked PO distribution line is reduced.

The Select PO Lines scroll area (pages 26) allows the user to select specific PO line(s) to copy onto the voucher, but it does not allow selection of specific PO distribution lines. Upon selecting a PO line with multiple distribution lines, **all distribution lines copy onto the voucher and the [View All](#) in the Distribution Lines header bar must be activated.**

The PO lines and distribution lines in the example are associated with PO #0909000041, lines 1 and 3. Refer to page 35. No values were changed in the Quantity Vouchered or Merchandise Amt fields on the Copy Worksheet. The voucher lines and distribution lines copied as follows:

Voucher Distribution Lines – Voucher Line 1 (distributed by amount)

Distribution Lines												
GL Chart Exchange Rate Statistics Assets												
6	1	2	GL Unit	3	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	4	5
+	1	310.06	09000	532160	01	1000	19401	1000083	04			06/30/2004
+	2	1,862.34	09000	531310	01	1000	21500	3000060	04			06/30/2004
+	3	654.33	09000	531310	01	1000	19401	1000083	04			06/30/2004
+	4	2,483.54	09000	TBD					05			06/30/2004
+	5	981.47	09000	TBD					05			06/30/2004

- Amount: The amounts copying onto the voucher distribution lines depend on the PO Distribute by:
 - Amount: **The original encumbrances copy to the voucher distribution lines. The values are not reduced by amounts that may have reduced the encumbrances on prior vouchers.**

NOTE: The sum of the voucher distribution lines does not equal the Extended Amount (amount left to match).

- Quantity: The Quantity copied to the voucher x the Unit Price determines the amount. The Amount field is not activated.



Voucher Distribution Lines – Voucher Line 2 (distributed by quantity)

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity	096247	Insurance and risk mana	6.0000	MOR	163.58000	981.48

Ship To: 09000 SpeedChart

Use One Asset ID Force Price

Line	Amount	Quantity	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	981.48	6.0000	09000	TBD					05		06/30/2004

- Quantity: Quantities populate in the quantity field when the PO is distributed by quantity.
- Account: The account and chartfield combination copy from the PO onto each voucher distribution line and includes the following values:
 - Account Number – Valid expenditure accounts begin with 5.
 - PO account codes beginning with 5 are not always correct. An incorrect account code can be overridden on the voucher.
 - TBD PO distribution lines do not budget check against the allotment budget. Although they copy from the PO onto the voucher, they must not be used on the voucher. If a voucher with a TBD account has been created against a PO and has posted, the TBD account cannot be changed on the PO at any time in the future. Additionally, if a TBD account has been overwritten on the voucher distribution line after it has been copied from the PO, the voucher distribution line will budget check as a direct expenditure and will not liquidate an encumbrance. OSF will delete vouchers with TBD account codes or overwritten TBD accounts.**
 - The AO account code of 601100 should be changed to the proper account on the voucher. **OSF will NOT process a voucher with a 601100 account code for payment.**

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099915	Authority Order Purchase	1.0000	SUM	6,000.00000	6,000.00

Ship To: 09000 SpeedChart

Amount Only Use One Asset ID

Purchase Order & Receiver Info

Line	Amount	Quantity	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	6,000.00	1.0000	09000	601100		1000	19801	1000001	08		10/04/2007

- 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.



4. **CFDA:** Catalog of Federal Assistance number can be populated by procurement or accounts payable.
5. **Budget Date:** Defaults with the date the voucher is created. **DO NOT CHANGE.**
6. Add or delete voucher distribution lines.
 - **Delete** voucher distribution line that will not be used, including lines with lapsed budgets or TBD accounts. If the TBD account is the correct distribution line, request the CPO change the PO before creating the PO voucher.
 - **Click** the (left of the voucher distribution line) to insert a voucher distribution line copied from a PO. The inserted distribution line will be linked to the same PO distribution line as the distribution line copied from the PO.

NOTE: Voucher distribution lines with zero amounts are deleted upon saving the voucher.

7. If necessary, change the quantity and/or unit price in the invoice line ensuring that the Quantity x the Unit Price equals the Extended Amount. **Select** the correct distribution line(s) and **enter** the correct quantities and amounts. The sum of the distribution line amount(s) must equal the invoice line amount. In the example, PO line 1, distribution lines 2 and 3, were selected to pay the invoice. All the TBD distribution lines were deleted.

Distribution Lines										
Amount	Quantity	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	
500.00		09000	531310	01	1000	21500	3000060	04		
500.00		09000	531310	01	1000	19401	1000083	04		

Invoice Lines							
Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	096247	Insurance and risk mana	1.0000	MOR	1,000.00000	1,000.00

Amount Only Use One Asset ID

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



Voucher Lines Copying from the Receipt

PO #0409007771, receipt 0000011761, was selected and copied onto the voucher in this example. Refer to page 30. No values were changed in the Merchandise Amt field on the Copy Worksheet.

Voucher Line 1 – Copied from Receipt Line 1

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099712	Pass thru funding for train	1.0000	SUM	12,164.48000	12,164.48

Ship To: 04020, SpeedChart

Amount Only Use One Asset ID

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

1. Line: Voucher lines are numbered in sequential order and do not always correspond to the receipt line numbers copied.
2. Purchase Order & Receiver Info: **Click** to access the PO/Receiver information page to view information about the source purchase order and receiver.

Unit: 04000 Voucher: NEXT Line: 1 'Line Match Option' Full Match

PO Number				Receipt Number			
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
04000	0409007771	1	1	04000	0000011761	1	1

PO/Receipt Comments

3. Item and Description: The item number and description copy from the PO.
4. Distribute by: The *Distribute by* allocates the charges over the number of units (quantity) or the dollar amount in the line item. It copies from the PO. If the receiver is correct, changing the *Distribute by* on the voucher should be the exception.
 - Distribute by Amount – The Quantity, Unit Price, and Extended Amounts are activated. Although the extended dollar amount is not dependent on the quantity x unit price, the extended amount calculated properly because the item was received. Agree the voucher line amount(s) to the vendor invoice line amount(s).
 - Distribute by Quantity – The Extended Amount on the voucher line is calculated based on the quantity and unit price and is not activated. Agree the voucher line amount(s) to the vendor invoice line amount(s).



Associate Receivers

5. Associate Receivers: Allows access to the Associate Receiver Lines page, where receivers can be manually associated to the voucher line(s) for matching. This may be necessary if the Copy PO Only option was selected rather than PO Receipt option but the PO requires receiving.

Associate Receiver

Unit: 04000 Voucher: NEXT Invoice:

Invoice Line

Line: 1 Item: 099712
 Quantity: 1.0000 UOM: SUM Unit Price: 12164.48000 USD

PO Number

Unit: 04000 PO No.: 0409007771 PO Line: 1 Sched Num: 1 Amt Only

Associated Receiver(s) [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Delete	Recv BU	Receipt No	Line	Seq	Quantity to Match (PO UOM)	Voucher UOM	Unmatched Qty (VUOM)	Unit Price	Merch Amt	Currency	Merchandise Amount Received
<input type="checkbox"/>	04000	0000011761	1	1	1.0000	SUM	1.0000	12164.48	12164.48	USD	12164.480

OK Cancel [Associate Receiver Lines](#)

The Associate Receiver Lines provides search functions to display all receivers related to the PO schedule line specified on the voucher line. **Select** the receiver(s) to associate it (them) with the voucher line for matching.

Associate Receiver Lines

Unit: 04000 Voucher: NEXT Line: 1 Invoice:
 Item: 099712 Quantity: 1.0000 UOM: SUM Unit Price: 12164.48000 USD

PO Lookup Criteria

PO Unit: 04000 PO No.: 0409007771 Line: 1 Sched Num: 1

Receiver Lookup Criteria

Recv BU: Receipt No:
 Ship To: Recv Dt Opt: Recv Date:
 Bill of Lading: Carrier ID:
 Pro Number: Packing Slip Number:

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Select	Unit	Receipt No	Line	Vendor	Name	Ship To	Recv Date	Quantity	UOM	Unit Price	Merch Amt
<input type="checkbox"/>	04000	<input type="text" value="0000011761"/>	1	0000000010	OKLAHOMA STATE UNIVERSITY	04020	08/16/2007	1.0000	SUM	12164.48	12164.48 USD
<input type="checkbox"/>	04000	<input type="text" value="0000011762"/>	1	0000000010	OKLAHOMA STATE UNIVERSITY	04020	08/16/2007	1.0000	SUM	14816.87	14816.87 USD



Voucher Distribution Lines Copying from Receipt

The Select Receipt Lines scroll area (pages 30) allows the user to select specific receipt line(s) to copy onto the voucher, but it does not allow selection of specific distribution lines. However, the designated receiver can select one of three options to allocate quantities or amounts among multiple distributions.

- **FIFO** (First-in-First-out): PO quantities or amounts are allocated to the distribution lines in the order in which they are added to the PO schedule. This is the default receipt allocation type.
- **Prorate**: PO quantities or amounts are allocated by calculating the percentage of received quantity or amount to the total PO line quantity. The received quantity or amount is then allocated to each distribution line using that percentage. This is for non-inventory items only.
- **Specify**: Allocations are allocated by the user manually entering the receipt quantity or amount at the distribution level when receiving PO schedules with multiple distributions. This enables the specific allocation of the receipt quantity or amount by open PO distribution quantity or amount.

The PO lines and distribution lines in the example are associated with PO #0490900771, receipt #0000011761. Refer to page 41 to review the PO line amounts and page 30 to review the values in the Merchandise Amt fields on the Copy Worksheet.

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099712	Pass thru funding for trair	1.0000	SUM	12,164.48000	12,164.48


Ship To: 04020 SpeedChart: Amount Only Use One Asset ID

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

GL Chart	Exchange Rate	Statistics	Assets	6	1	2	3	4	5
				Amount	Quantity	GL Unit	Account	CFDA#	Budget Date
				0.00		04000	559110	08	10/09/2007
				12,164.48	1.0000	04000	554120	08	10/09/2007

1. **Amount**: The receipt was allocated based on the FIFO (default) method. The \$0.00 copying onto voucher distribution line 1 signifies that prior receipts fulfilled the amount on PO distribution line 1. The amount copying onto voucher distribution line 2 may be for the correct distribution or it may need to be recorded to voucher distribution line 1 or be allocated to distribution lines 1 and 2. Accounts payable must verify that the expenditure is recorded to the correct distribution(s).
2. **Quantity**: Quantities populate in the quantity field when the PO is distributed by quantity and are also allocated among the distribution lines based on the method selected to allocate quantities among multiple distributions.
3. **Account**: The account and chartfield combination copy from the PO onto each voucher distribution line. Refer to pages 38 and 40 for a description of the values. TBD distribution lines can copy onto the vouchers from a PO that is received.
4. **CFDA**: Catalog of Federal Assistance number can be populated by procurement or accounts payable.
5. **Budget Date**: Defaults with the date the voucher is created. **DO NOT CHANGE**.
6. Add or delete voucher distribution lines.



- **Delete** voucher distribution line that will not be used, including lines with lapsed budgets or TBD accounts. If the TBD account is the correct distribution line, request the CPO change the PO before creating the PO voucher.
- **Click** the  (left of the voucher distribution line) to insert a voucher distribution line copied from a PO. The inserted distribution line will be linked to the same PO distribution line as the distribution line copied from the PO.

NOTE: Voucher distribution lines with zero amounts are deleted upon saving the voucher.

If necessary, change the quantity and/or unit price in the invoice line ensuring that the Quantity x the Unit Price equals the Extended Amount.

- **Select** the correct distribution line(s) and **enter** the correct quantities and amounts.
- The sum of the distribution line amount(s) must equal the invoice line amount.
- In this example, the voucher was saved after verifying the distribution line selected was correct. The system deleted the zero voucher distribution line.

The screenshot shows the 'Invoice Lines' window. At the top, there is a table with columns: Line, Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. Line 1 is selected, with 'Amount' as the distribute by, '099712' as the item, and 'Pass thru funding for train' as the description. The quantity is 1.0000, UOM is SUM, unit price is 12,164.49000, and extended amount is 12,164.48. Below this, there are fields for 'Ship To' (04020) and 'SpeedChart'. There are also checkboxes for 'Amount Only' (checked) and 'Use One Asset ID' (unchecked), and a 'Calculate' button. Below the main form is a 'Distribution Lines' section with a table showing one distribution line. The table has columns: Amount, Quantity, GL Unit, Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, and Budget Date. The distribution line has an amount of 12,164.48, quantity of 1.0000, GL Unit of 04000, Account of 554120, Sub-Account of 08, Fund Type of 1000, Class-Funding of 19701, Dept of 2142108, Bud Ref of 07, and Budget Date of 10/09/2007.

NOTE: Multiple PO and or receipt lines may be copied onto a single voucher as long as they have the same Vendor ID, Location and Address.



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:

*Pay Terms:	0 Days		Basis Dt Type	Inv Date
Accounting Date:	10/09/2007			
*Currency:	USD		Comments	
Total:	12,164.48	Calculate	Non Merchandise Summary	
Difference	0.01			

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

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099712	Pass thru funding for train	1.0000	SUM	12,164.49000	12,164.49
Ship To		SpeedChart		<input checked="" type="checkbox"/> Amount Only		<input type="checkbox"/> Use One Asset ID	
04020						Calculate	
Purchase Order & Receiver Info Associate Receiver(s)							
Difference							
Merchandise Amt	12164.49	Distributed amount	12164.48	Difference	0.01		

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

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099712	Pass thru funding for train	1.0000	SUM	12,164.49000	12,164.49
Ship To		SpeedChart		<input checked="" type="checkbox"/> Amount Only		<input type="checkbox"/> Use One Asset ID	
04020						Calculate	
Purchase Order & Receiver Info Associate Receiver(s)							
Difference							
Merchandise Amt	12164.49	Distributed amount	12164.48	Difference	0.01		


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

Balancing	
Invoice Lines	12164.49
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>
<hr/>	
(minus) Total	12164.48
<hr/>	
(equals) Difference Amount	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:	04000 	Invoice Number:	1564156	
Voucher ID:	00042539	Invoice Date:	10/09/2007 	
Voucher Style:	Regular	Action:	<input type="button" value="Run"/>	

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

Header Errors for Business Unit 04000, Voucher 00042539	
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.



Step 6 – Edit Payment Information

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Payment

Payment Information

Review the Payment Information.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit: 04000	Invoice Number: 1564156			
Voucher ID: 00042539	Invoice Date: 10/09/2007			
Voucher Style: Regular	Action: [Run]			
Vendor: ① OKLAHOMA STATE UNIVERSITY 304 WHITEHURST HALL STILLWATER, OK 74078-1024	Total: ④ 12,164.48			
	Pay Terms: ⑥ 0 Days [Schedule Payments]			
Payment Information Find View All First 1 of 1 Last				
Scheduled Payment: ⑤ 1	Gross Amount: ④ 12,164.48 USD			⑤
'Remit to': ② 0000000010 ③	Discount: 0.00 USD			
Location: 0001	Scheduled Due: 10/09/2007 ⑥			
'Address': 1 OKLAHOMA STATE UNIVERSITY 304 WHITEHURST HALL	Net Due: 10/09/2007			
	Discount Due:			
	Accounting Date:			

- Vendor: The vendor ID and address copied from the PO/Receiver 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 Name: 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 . 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 . 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 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. 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.

The screenshot shows a 'Payment Method' form with the following fields and values:

'Bank:	OST	1	Pay Group:		4
'Account:	0100	2	'Handling:	RE	5
'Method:	WIR	3	'Netting:	N	
Message:	Message will appear on remittance advice.				6

Additional elements in the form include a 'Layout' link next to the Method field and a 'Messages' link at the bottom right.

1. Bank: OST for all payments except Express Checks.
2. 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.
3. Methods: CHK (OST creates check), MAN (agency writes 700 fund check and interfaces record to OSF) and WIR (interagency payment). A Layout 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.

The screenshot shows a 'Layout' form with the following fields and values:

Layout:	FUNDTRNFR
Settle by:	Pay Cycle

4. 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.
5. 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.
6. 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"/> 1	Payment Date: <input type="text"/> 2
Pay: <input type="text"/>	Reference: <input type="text"/> 3
Hold Payment <input type="checkbox"/> 4	
Separate Payment <input type="checkbox"/> 5	
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 COR118 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 COR118 AP Inquiry and Reporting Manual for information about this report.



Step 7 – Voucher Attributes

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Voucher Attribute

Voucher Attributes Page

The Voucher Attributes page displays the current matching status of the voucher. No match action is performed on this page. Status are below:

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	04000	Invoice Number:	1564156	
Voucher ID:	00042539	Invoice Date:	10/09/2007	
Voucher Style:	Regular	Action:	<input type="text"/> <input type="button" value="Run"/>	
		Total:	12,164.48	
Voucher Processing				
<input checked="" type="checkbox"/> Post Voucher <input type="checkbox"/> Close Voucher				
<input checked="" type="checkbox"/> Revalue Voucher <input type="checkbox"/> Delete Voucher				
Accounting Instructions				
'Accounting Template: STANDARD Account At: Gross <input type="text"/>				
Match Action				
'Status: Ready <input type="text"/>		Match Due Date: 10/09/2007		
<input type="checkbox"/> Pay UnMatched Voucher				
Transaction Currency				

- Ready: Marks the voucher as ready for matching after copying the PO or receipt onto the voucher.
- No Match: Indicates that the PO copied onto the voucher has a No Match Status. The action should be No Match only if it was copied from an AO PO.
- Exceptions: The voucher failed the matching process. See page 62 for information pertaining to Match Exceptions.
- Matched: Indicates that the voucher has successfully passed the matching process.



Step 8 – Viewing Voucher Summary Page

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Summary

Voucher Summary Tab

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: ① 04000 Voucher ID: 00042539 Voucher Style: Regular Contract ID: Vendor Name: OKLAHOMA STATE UNIVERSITY 304 WHITEHURST HALL STILLWATER, OK 74078-1024		Invoice Date: ① 10/09/2007 Invoice No: 1564156 Invoice Total: 12,164.48 USD Pay Terms: ③ 0 Days Voucher Source: Online Origin: ④ ONL Created: 10/09/2007 Created By: CORE35 Modified: 10/11/2007 Modified By: CORE35 ERS Type: Not Applicable Close Status: Open		
Entry Status: ② Postable Match Status: Ready Approval Status: Approved Post Status: Unposted Document Tolerance Status: Not Chk'd Budget Status: Not Chk'd Budget Misc Status: Valid				
View Related ⑤ <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>				
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/>				

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: Displays the current match status of the voucher. Values include Ready, No Match, Exceptions, and Matched. Refer to the Matching chapter beginning on page 75.
 - Post Status: The posting process creates accounting entries from vouchers. Values include Posted and Unposted.



- **Document Tolerance:** Displays the current document tolerance status of the voucher. Values include Valid, Not Checked, and Exceptions. Refer to the Document Tolerance chapter beginning on page 69.
 - **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 73 for information to handle exceptions.
3. **Payment Terms.**
 4. **Voucher Entry Information.**
 5. The View Related box allows users to **select** from the following values and **click Go** link to view related invoice information. The inquiry pages are opened in a separate window.

The screenshot shows a web interface with a section titled "View Related" with a circled number 5. Below the title is a dropdown menu currently displaying "Payment Inquiry". The dropdown list is open, showing the following options: "Payment Inquiry", "Accounting Entries Inquiry", "Payment Inquiry", "Purchase Order Inquiry", and "Voucher Inquiry". To the right of the dropdown is a "Go" link. Below the dropdown are buttons for "Save", "Return to Search", and "Add". At the bottom of the interface, there are links for "Summary | Invoice Information | Summary".


- **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 COR118 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 COR118 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 COR112 PO Voucher Manual has chapter on this page.
- **Voucher Inquiry:** **Select** to access the Voucher Inquiry page and search for related vouchers. The COR118 AP Inquiry and Reporting Manual has a chapter on this page.



Step 9 - Viewing Voucher Errors


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								
1	Amount	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
	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			
Styl: Regular	Total: 100.00 USD			
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.	



Step 10 – On-Demand Processes

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Invoice Information Action

On-Demand Processes

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

The screenshot shows a software interface with an 'Action:' dropdown menu. The dropdown is open, displaying four options: 'Budget Checking', 'Document Tolerance', 'Match, Doc Tol, Bdgt', and 'Matching'. A 'Run' button is located to the right of the dropdown. A 'Copy' button is visible below the dropdown. The text 'View Re' and 'Copy Option' are partially visible on the right side of the interface.

Entry Status:	Postable
Match Status:	Ready
Approval Status:	Approved
Post Status:	Unposted
Document Tolerance Status:	Not Chk'd
Budget Status:	Not Chk'd
Budget Misc Status:	Valid

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

- Use the Voucher Summary page to ensure the voucher has been saved and edited with the approval status *Approved* and entry status *Postable*.
- If the voucher requires matching, super users can run *Match*, *Doc Tol*, *Bdgt* directly from the Invoice Information page using the Action field.
- If the voucher does not require matching, users can run *Document Tolerance* first, and then *Budget Checking* directly from the Invoice Information page using the Action field.



NOTE: On Demand processes require significant system resources and should only be used when necessary.

NOTE: Vouchers must have a Match Status of No Match or Matched and a Document Tolerance Status of Valid before they will budget check.



After initiating any of on-demand processes, 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 – The system runs the selected on-demand process and returns to the Invoice Information screen when the process is completed. View the updated statuses on the Voucher Summary page.
- No – The system returns to the Invoice Information screen to allow navigation within the voucher component; however, while the process 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 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 on-demand process is complete, a message displays noting the voucher is in a payables batch. Viewing the updated statuses will require exiting the voucher and searching on the voucher ID to view the Voucher Summary page after the on-demand process is complete.

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

Business Unit: 04000 Invoice Number: 1564156
 Voucher ID: 00042539 Invoice Date: 10/09/2007
 Voucher Style: Regular Action: Match, Doc Tol, Bdgt

Copy from a Source Document

PO Unit: Purchase Order:

Vendor: 0000000010
 Name: OSU-001
 Location: 0001
 Address: 1 Advanced Vendor Seal

OKLAHOMA STATE UNIVERSITY
 304 WHITEHURST HALL
 STILLWATER, OK 74078-1024

Invoice Lines

Line	Distribute by	Item
1	Amount	099712
Ship To		SpeedChart
		04020

Application Engine - FS_STREAMLN - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://webdev.oklaosf.state.ok.us:719

Queued

Process Name: FS_STREAMLN On-Demand Process

Process Instance: 4657735 **Process Type:** Application Engine



Matching

Matching compares vouchers with POs and receipts to ensure the correct vendor is paid and that the payments do not exceed the quantities and amounts on the PO lines and schedules. Matching should be enabled on all POs with the exception of Authority Orders. Matching compares the following and asks the questions:

- 2-way matching – The invoice is compared to the PO. Was the product ordered?
- 3-way matching – The invoice is compared to the PO and the receiver. Was the product ordered and received?
- 4-way matching – The invoice is compared to the PO, the receiver, and inspections. Was the product ordered, received, and inspected?

Voucher Match Status

Whether a voucher will or will not be subject to matching is dependent on the match options selected when a PO is created. Refer to pages 12 and 15 for the match options available at the PO header level and PO line and schedule level. This information is transferred to the voucher and may be viewed on the Voucher Attributes page of the voucher component. See page 52 for the navigation.

Business Unit: 00	Invoice Number: BATKA JUNE INVOICE
Voucher ID: 00075556	Invoice Date: 07/31/2007
Voucher Style: Regular	Action: [Dropdown] <input type="button" value="Run"/>
Total: 1,700.00	

Match Action	
Status: Exceptions	Match Due Date: 07/31/2007
<input type="checkbox"/> Pay UnMatched Voucher	

If voucher lines exist that have been flagged as full match on the PO, the system set the match action to Ready automatically when it copies voucher information from a PO or receipt. The Match Action Status values are:

- Ready: Marks the voucher as ready for matching after copying the PO or receipt onto the voucher.
- No Match: Indicates that the PO copied onto the voucher has a No Match Status. The action should be No Match only if it was copied from an AO PO.
- Exceptions: The voucher failed the matching process.
- Matched: Indicates that the voucher has successfully passed the matching process.

Matching Quantities and Amounts

View Source PO/Receiver Information

Unit: 00 Voucher: 00075556 Line: 1 'Line Match Option' Full Match

PO Number		Receipt Number					
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
00	9007080	1	2				

1. Invoice Line: When the invoice is matched to the PO, matching compares the Invoice Line to the PO/Receiver line item for quantity and extended amount. In the example, voucher line 1 is sourced to PO line 1, schedule line 2, per the View PO Information link.

Voucher Line

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity	094876	Psychologists/psychologi	3.0000	EA	400.00000	1,200.00

Ship To: 85 SpeedChart

Use One Asset ID Force Price



2. Quantity on the Invoice Line (unless the PO line is marked as an amount only): Matched to the quantity on the PO/Receiver line. If the quantity on the voucher or combination of vouchers exceeds the PO/Receiver, a match exception will be received. In the example, the voucher quantity of 3 plus the quantities from prior vouchers against PO line 1, schedule line 2, is compared to the quantity of 13.
3. Extended Amount on the Invoice Line: Matched to the extended amount on the PO line. If the extended amount on the voucher or combination of vouchers exceeds the PO extended amount, then an exception will be received. In the example, the voucher extended amount of \$1,200.00 plus the extended amounts from prior vouchers against PO line 1, schedule line 2, is compared to the amount of \$5,200.00.

PO Line and Schedule

Lines

Line: 1 Psychologists/psychological.se PO Qty: 26.0000 EA Amount: 10400.00 USD


Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	02/27/2006			85	6.0000	400.00000	2400.00 USD	Canceled
2	07/01/2006			85	13.0000	400.00000	5200.00 USD	Active
3	04/02/2007			85	13.0000	400.00000	5200.00 USD	Active

4. Go to Review Errors : If the icon displays in the Invoice Line scroll area, most likely it is a matching exception. **Click** the Go to Review Errors icon  to view a description of a voucher error.

NOTE: Matching is at the invoice line level. Invoice distribution lines do not match to the PO. They are used to check document tolerance and budget check. See the Document Tolerance and Budget Checking Chapters on page 69 and 76 for additional information.



Match Exceptions

The Error Summary page is displayed after clicking the Go to Review Errors icon . When the voucher has match exception(s), the match rule exception(s) with description(s) is identified for each voucher line that did not pass matching. See page 60 for a table that lists and defines match rule exceptions.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	00	Invoice Number:	BATKA JUNE INVOICE	
Voucher ID:	00075556	Invoice Date:	07/31/2007	
Style:	Regular	Total:	1,700.00	USD
Invoice Line Errors Customize Find View All First 1-2 of 2 Last				
Line	Field Name	Message		
1	RULE_V200	Life To Date Voucher Qty > PO Qty + %Tolerance		
1	RULE_V300	Life to Date Voucher Amount > PO Amount (No Price Tolerance Specified)		

Match exception(s) can also be researched directly from the voucher. **Select** the [Exceptions](#) link from the Summary page of the voucher component to access the Match Workbench.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	00	Invoice Date:	07/31/2007	
Voucher ID:	00075556	Invoice No:	BATKA JUNE INVOICE	
Voucher Style:	Regular	Invoice Total:	1,700.00	USD
Contract ID:		Pay Terms:	0 Days	
Vendor Name:	JOHN BATKA PHD PC	Voucher Source:	Online	
	73501	Origin:	ONL	
Entry Status:	Postable	Created:	08/13/2007	
Match Status:	Exceptions			



Match Workbench

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

The Match Workbench is comprised of various pages that enable review of match information according to specified search criteria.

The screenshot shows the Match Workbench interface with the following elements:

- Use Saved Search:** A dropdown menu with a search icon and a circled 6.
- Business Unit:** A dropdown menu with 'equal to' selected and a circled 1.
- Match Status:** A dropdown menu with 'equal to' selected and a circled 2.
- Voucher ID:** A dropdown menu with 'All Values' selected and a circled 3.
- Vendor SetID:** A dropdown menu with '(Invalid Value)' selected and a circled 4.
- Vendor ID:** A dropdown menu with 'All Values' selected and a circled 4.
- Max Rows to Retrieve:** A text input field with '300' and a circled 5.
- Buttons:** Search (circled 7), Clear, Advanced Search (circled 6), Save Search Criteria (circled 6), Delete Saved Search (circled 6), and Personalize Search (circled 6).
- Process Monitor:** A link in the top right corner.

- Business Unit:** Enter the BU.
- Match Status:** Select a Match Status to narrow the search.
 - Match Exceptions Exist:** Include in the search only vouchers that have matching exceptions. This or the Match Exceptions report (APY1090) can be used to review match exceptions with voucher, PO, and receiver information, and match error information.
 - Matched:** Include in the search only vouchers that are matched. It can be used to search for matched vouchers that need to be unmatched but the search should be further limited since it includes matched vouchers that are paid.
 - To Be Matched:** Include in the search only vouchers that have not been matched.
- Voucher ID:** Search for a particular voucher ID, a range of vouchers, or use another option in the drop down box.
- Vendor SetID and Vendor ID:** Search for a particular vendor, a range of vendors, or use another option in the Vendor Drop down box. The SETID is 00000.
- Max Rows to Retrieve:** Increase the max rows from 300 up to 99999 if anticipating search results of more than 300 vouchers.
- Advanced Search, Personalize Search, and Save Search:** Click to access and select search fields to display on the Match Workbench page. Save the search criteria and use it again by selecting from the save search list. Saved searches can be deleted.
- Click Search** to access a list of vouchers that meet the search criteria. Below is an example of a Match Exception Exist search results. The [Match Exceptions Exist](#) link accesses the Match Exceptions Workbench Details page and the voucher ID accesses the voucher in a separate window.

Search Results for Match Inquiry Type: Match Exceptions Exist

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

Select	Match	Business Unit	Vouchers	Vendor ID	Invoice Number	Gross Amt	Currency
<input type="checkbox"/>	Match Exceptions Exist	00	00074523	0000072751	303668	225.44	USD
<input checked="" type="checkbox"/>	Match Exceptions Exist	00	00075556	0000247430	BATKA JUNE INVOICE	1700.00	USD
<input type="checkbox"/>	Match Exceptions Exist	00	00075800	0000263748	70230	209.90	USD

Select All Clear All

Action:



8. **Action:** Allows on-demand processes to be run for the selected vouchers.

Match Exception Workbench Details

The Match Exception Workbench Details page is accessed directly when the Exceptions link from the Summary page of the voucher component is selected. It also is displayed when searching from the Match Workbench.

Match Exception Workbench Details			
Business Unit:	00	Voucher:	00075556
Vendor:	0000247430	Vendor SetID:	00000
Vendor Name	JOHN BATKA PHD PC	Match Due Date:	07/31/2007
Updated By:	02	Due Date:	07/31/2007
Terms:	00 0 Days	Origin:	On Line
Gross Amt:	1700.00 USD	Control Group:	
Match Exception Summary		Invoice:	BATKA JUNE INVOICE
Document Details		Vendor Location:	0001
		Invoice Date:	07/31/2007
		Matched Date:	10/12/2007
		Match Status:	Match Exceptions Exist
		Match Type:	
		Voucher Match Action:	<input type="text"/> <input type="button" value="Apply"/>

1. **Voucher Information:** The voucher information populates based on the voucher selected from the search criteria or the Summary page Exceptions link.
2. **Match Exception Summary:** **Click** the link to access the Match Exception Workbench Summary page to view all *header level exceptions* associated with this voucher.

Match Exception Workbench Summary			
Business Unit:	00	Voucher:	00075556
Vendor:	0000247430	Vendor SetID:	00000
Vendor Name	JOHN BATKA PHD PC	Match Due Date:	07/31/2007
Updated By:	02	Due Date:	07/31/2007
Terms:	00 0 Days	Origin:	On Line
Gross Amt:	1700.00 USD	Control Group:	
Invoice Line Errors		Invoice:	BATKA JUNE INVOICE
		Vendor Location:	0001
		Invoice Date:	07/31/2007
		Matched Date:	10/12/2007
		Match Status:	Match Exceptions Exist
		Match Type:	
Customize Find View All <input type="button" value="First"/> 1-2 of 2 <input type="button" value="Last"/>			
Voucher Line	Match Rule ID	Description	
1	RULE_V200	Life to date voucher qty is greater than PO qty	
1	RULE_V300	Life to date voucher amount is greater than PO amt	

3. **Document Details:** **Click** the link to access the Associated Document Information page to view voucher, PO, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.

Line Details Find | **View All** 4 First 1 of 3 Last

Voucher Line Number: 4 1 Voucher Line Match Action: Apply

PO Business Unit: 00 PO Number: 9007080

Line Number: 5 1 Schedule Number: 5 2

[Line Document Details](#) 6 View Document: 7 Purchase Order

Document Id: '00 9007080 Go

Match Rules Rules Override Options

Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	1200.00	5200.00	
	Extended price % tolerance	1200.00	5200.00	
	Unit price does not equal PO unit price + % tol	400.00000	400.00000	
8	Unit price does not equal PO unit price + unit tol	400.00000	400.00000	
9	Life to date voucher qty is greater than PO qty	3	13	
9	Life to date voucher amount is greater than PO amt	1200	5200	
	Life to Date > Sched Amt + % ext tol	1200.00	5200.00	
	Life to Date > Sched Amt + ext amt tol	1200.00	5200.00	

4. Voucher Line Number: Identifies the voucher line that corresponds with the Match Rules. In this example, the first of the three lines is displayed. All lines are available for viewing.
5. Line Number and Schedule Number: Identifies the PO line number and schedule number associated with the invoice line.
6. Line Document Details: **Click** the link to access the Associated Document Information page to view voucher, PO, and receiver attributes. This link accesses the specific voucher line.
7. View Document and Document ID: **Select** the type of document, the document ID, and click Go to access detailed information for the associated document. Option appear if document exists and include:
 - Purchase Order: **Select** to access the Purchase Order Inquiry page.
 - Receiver: **Select** to access the Receipts page. (Not currently enabled.)
 - Voucher: **Select** to access the Voucher component.
8. : Indicates the voucher line has a match exception.
9. **Click** the match detail button to access the Match Rules Detail page to view a detailed description of the match rule.

Match Rules Detail Page

The Match Rules Detail Page is displayed after clicking the match details button  (page 62, #9).

Life to Date Quantity

Match Rule Details

Life to date voucher qty is greater than PO qty

Match Control: STANDARD	Match Rule Type: MERCH - QTY
Match Rule: RULE_V200	Description: Life to Date Voucher Qty > PO Qty

The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity

Life to Date Amount

Match Rule Details

Life to date voucher amount is greater than PO amt

Match Control: STANDARD	Match Rule Type: MERCH-AMT
Match Rule: RULE_V300	Description: Life to Date Voucher Amount > PO Amount

The extended price tolerance and the extended price percentage tolerance are 0, and the total amount vouchered (including previously matched vouchers) exceeds the amount on the purchase order.

The match rules indicate that the quantity and amount entered on invoice line 1 has exceeded the quantity and amount on PO line 1, Schedule 2. Since these matching exceptions are the result of a combination of vouchers, use the Activity Summary page to view the activity that has occurred against a PO. See the Activity Summary chapter beginning on page 77.



Undo Matching

After running the matching process, super users can undo matching for unpaid vouchers using the Match Workbench. If the voucher has posted, it must be unposted first. Undo matching resets the match status of selected purchase order(s)/receipts tied to a voucher. Undo matching is usually done if a voucher line needs to be corrected on a voucher.

Access the Match Workbench using the navigation on page 60. The criteria for the voucher matched on page 44 will be selected for the purposes of undo matching.

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit: equal to

Match Status: equal to

Voucher ID: equal to

Search Results for Match Inquiry Type: Matched

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

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

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Invoice Number	Gross Amt	Currency
<input checked="" type="checkbox"/>	Matched	Auto - Matched	04000	00042539	0000000010	1564156	12164.48	USD

Select All Clear All

Action:

Select the voucher to Undo Match, choose the Action of Undo Matching, and click . A message will display with the process instance number. Select [Process Monitor](#) link to view the status of the job. Return to the voucher to make the necessary changes.

NOTE: Matching is at the line level so undo matching will open the line fields.

Invoice Line before Undo Matching

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099712	Pass thru funding for trair	1.0000	SUM	12,164.48000	12,164.48

Invoice Line after Undo Matching

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099712	Pass thru funding for trair	1.0000	SUM	12,164.48000	12,164.48



Match Exception Rule ID and Definitions

Rules beginning with S are system errors and must be fixed for a voucher to match.

Rule ID	Description	Clarification and Resolution
RULE_S100	Invalid Match Control ID.	The voucher requires matching but the PO is not set up to Match, or vice-versa. All POs other than AOs should be set up to Match.
RULE_S110	Credit Adjustment Quantity > PO Matched Quantity.	
RULE_S111	Credit Adjustment Amount > PO Matched Amount.	
RULE_S120	Credit Adjustment Quantity > Receiver Match Qty.	This matching exception in the past is resolved by removing the receiving required option if the goods or services are not received.
RULE_S121	Credit Adjustment Amount > Receiver Match Amount.	
RULE_S122	Credit Adjustment Quantity > Receiver Match Qty.	
RULE_S123	Credit Adjustment Amount > Receiver Match Amount.	
RULE_S200	Invalid PO ID exists not set for match.	The PO is usually in a locked status. Contact the help desk to have it unlocked.
RULE_S201	Invalid Receiver exists but not set for matching.	
RULE_S210	Invalid PO Status.	PO was not in dispatched when matching was run.
RULE_S300	Invalid UOM conversion for PO.	Change the UOM to match the PO.
RULE_S400	Invalid currency exchange rate for PO.	
RULE_S500	Invalid UOM conversion for Receipt.	Change the UOM to match the receipt.



Rule ID	Description	Clarification and Resolution
RULE_S600	Invalid currency exchange rate for Receipt.	
RULE_S700	Invalid Global exchange rate conversion error.	

The following are Match Rules. This table lists, defines, and explains the Matching Rules delivered with the system:

Rule ID	Description	Clarification and Resolution
RULE_E100	Extended Price Tolerance.	The voucher extended price exceeds the PO extended price plus or minus (+/-) the extended price tolerance, and the tolerance is not equal to (<>) 0.
RULE_E200	Extended Price % Tolerance.	The voucher extended price exceeds the PO extended price plus or minus the extended price percentage tolerance, and the tolerance does not equal 0.
RULE_H200	Voucher Vendor/Loc<>PO Vendor/Loc.	The vendor on the PO does not equal the vendor on the voucher. Check the location and address on the Vendor Details link on the PO Inquiry page and change the location and address on the Invoice Information page of the voucher.
RULE_H400	Voucher Vendor/Loc<>Receiver Vendor/Loc.	The vendor on the voucher does not equal the vendor on the receipt. Check the location and address on the Vendor Details link on the PO Inquiry page and change the location and address on the Invoice Information page of the voucher.
RULE_I100	Inspection Required but not Complete.	The item ordered requires inspection but inspection has not been completed.
RULE_P400	Voucher Unit Price <> PO Unit Price + % Unit Tol.	The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the PO price range (calculated using price percentage tolerance). The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt.
RULE_P500	Voucher Unit Price <> PO Unit Price + Unit Price Tolerance.	The unit price tolerance does not equal 0, and the voucher price does not fall within the PO price range (calculated using unit price tolerance).



Rule ID	Description	Clarification and Resolution
RULE_R500	No receipts found.	The Matching process could not find any receipts for the PO specified on the voucher line that were available for matching. If receiving is required, create the receipt. If receiving is not required, request the receiving required be removed.
RULE_R600	No receipt found, but unmatched ones exist.	The Matching process found receipts for this PO that were available for matching but could not make an association to the voucher line using any of the document association criteria. Check the receipt on the voucher to ensure the correct one is associated to the receipt.
RULE_R650	Voucher line amt > Sum of received amount. (Receiving is required.)	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching). Check the receipt tab on Activity Summary to review the amount of the receipt.
RULE_R651	Voucher line amt > Sum of received amount.	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching).
RULE_R900	Total voucher received quantity > Accepted Qty	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. Use Activity Summary to review quantities received, invoiced, and matched.
RULE_R901	Total voucher received quantity > Accepted Qty. Amount-only is N.	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. Use Activity Summary to review quantities received, invoiced, and matched
RULE_R950	Voucher Quantity greater than Assoc. Receipt Qty.	The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s).
RULE_R951	Voucher Quantity greater than Assoc. Receipt Qty. (Non-PO receipt).	The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s) (non-PO Receipt).
RULE_V200	Life to Date Voucher Qty > PO Qty.	The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the PO plus the allowed over-receiving quantity. Use Activity Summary to review quantities invoiced and matched.
RULE_V300	Life to Date Voucher Amount > PO Amount.	The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the PO. An exception is not generated for an amount-only purchase order or non-PO receipt. Use Activity Summary to review amounts invoiced and matched.



OKLAHOMA

Rule ID	Description	Clarification and Resolution
RULE_V400	Life to Date > Sched Amt + % ext tol.	The extended price percentage tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the PO amount (calculated using extended price percentage tolerance).
RULE_V500	Life to Date > Sched Amt + ext amt tol.	The extended price tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the PO amount (calculated using extended price tolerance).



Document Tolerance

Voucher document tolerances are allowable percentages or amounts by which the voucher distribution line can exceed the PO distribution line. The state uses a zero document tolerance. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. When document tolerance is enabled, the voucher must have a valid document tolerance status before the voucher will be allowed to budget check.

Voucher Document Tolerance Status

If document tolerance checking is enabled, the document tolerance status displays on the Summary page of the Voucher component.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	09000	Invoice Date:	10/08/2007	
Voucher ID:	00011093	Invoice No:	match17	
Voucher Style:	Regular	Invoice Total:	80,000.00	USD
Contract ID:		Pay Terms:	0 Days	
Vendor Name:	TELCO SUPPLY COMPANY	Voucher Source:	Online	
	PO BOX 775	Origin:	ONL	
	SULPHUR, OK 73086-0775	Created:	10/08/2007	
Entry Status:	Postable	Created By:	CORE34	
Match Status:	Matched	Modified:	10/08/2007	
Approval Status:	Approved	Modified By:	CORE34	
Post Status:	Unposted	ERS Type:	Not Applicable	
Document Tolerance Status:	Exceptions	Close Status:	Open	
Budget Status:	Not Chk'd			
Budget Misc. Status:	Valid			

The Document Tolerance Status values are:


- **Not Checked:** The voucher requires document tolerance checking. If any amounts, quantities, or Chartfields are modified after the document tolerance is checked, the system resets the document tolerance status to Not Checked.
- **Valid:** The voucher passed document tolerance checking.
- **Exceptions:** Errors were generated for the voucher during document tolerance checking.

NOTE: This voucher has passed Matching but failed Document Tolerance. Because the Document Tolerance status is not Valid, the voucher was not allowed to budget check.

Document Tolerance Exceptions

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:** **Click** to access the Document Tolerance Exceptions.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	09000	Invoice Date:	10/08/2007	
Voucher ID:	00011093	Invoice No:	match17	
Voucher Style:	Regular	Invoice Total:	80 000.00 USD	
<div style="border: 1px solid black; padding: 5px;"> <p>Microsoft Internet Explorer [X]</p> <p> 1 Document Tolerance has generated exceptions for this document (7550,14)</p> <p>Some of the lines of this document have generated exceptions for exceeding tolerances defined for quantity and amounts between the Purchase Order and Voucher.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>				
Match Status:	Matched	Created:	10/08/2007	
Approval Status:	Approved	Created By:	CORE34	
Post Status:	Unposted	Modified:	10/08/2007	
		Modified By:	CORE34	
Document Tolerance Status:	Exceptions 2	ERS Type:	Not Applicable	
Budget Status:	Not Chk'd	Close Status:	Open	

A separate window opens and directly accesses the Document Tolerance Exceptions page. This page can also be accessed directly from the menu navigation.

Navigation: Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions

When the voucher has document tolerance exception(s), the document tolerance exception(s) with description(s) is identified for each voucher distribution line that did not pass document tolerance.

Document Tolerance Exceptions

Business Unit: 09000 **Document Type:** Voucher **ID:** 00011093

Source line Find | View All First 1 of 1 Last

Line: ① 1 **Sched:** **Distrib:** ① 2

Exceptions Find | View All First 1 of 1 Last

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

Details

Predecessor Business Unit: ② 09000	Defined Tolerance Amount:	<input type="checkbox"/> Override
Pred Doc ID: 0909002187	Defined Tolerance Percentage:	
Pred Line Nbr: 1	Calculated Doc Tol Amt Amount: ③ 25527.02	
Pred Sched Nbr: 1	Calculated Doc Tol Percent Amt: ③ 25527.02	
Pred Distln Num: 2	Source Doc Monetary Amt: ④ 30000.00	
Pred Doc Amt: ③ 25527.02	Source Doc Converted Amt: 30000.00	
Life-to-Date Liquidated Amt ④ 30000.00	Predecessor GL Base Currency: USD	
	Transaction Currency: USD	

1. Line and Distrib: Identifies source (voucher) line and distribution line with document tolerance errors.
2. Predecessor BU, Pred Doc ID, Pred Line Nbr, Pred Sched Nbr, and Pred Distln Num: Identifies the information for the predecessor document (purchase order).
3. Pred Doc Amt, Calculated Doc Tol Amt Amount and Calculated Doc Tol Percent Amt: Displays the amount of the predecessor document. The calculated document tolerance amounts and percents are the same amounts since the state uses zero tolerance.
4. Life-to-Date Liquidated Amt and Source Doc Monetary Amt: Displays the sum total of all source documents linked to the predecessor document. If multiple vouchers are tied to the same PO, the Document Tolerance Checking process calculates the tolerance against the sum total of all vouchers tied to this PO rather than the amounts of the individual vouchers. An individual voucher may be within tolerance, but if the sum of the linked vouchers exceeds the tolerance, the voucher does not pass document tolerance checking.



Reviewing Document Tolerance Exceptions

Use the following navigation to access the Document Tolerance Exception search page and obtain a list of vouchers with document tolerance exceptions.

Navigation: Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions

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

Find an Existing Value

Business Unit: [=] 09000 1

Document Type: [=] Voucher 2

ID: [begins with] 3

4 [Basic Search](#)

Search Results 5
View All First 1-2 of 2 Last

Business Unit	Document Type	ID
09000	Voucher	00011091
09000	Voucher	00011093

1. **BU:** Search on the BU only to view all vouchers with document tolerance exceptions.
2. **Document Type:** Search on the Document Type. Values include *Voucher* and *PO*, but document tolerance is not currently enabled for *POs*.
3. **ID:** **Enter** a voucher ID to narrow the search to a specific voucher.
4. **Click** to view results.
5. **Search Results:** Lists vouchers with exceptions when there are multiple vouchers.

Document Tolerance Exceptions

- **E100: Document exceeds predecessor by more than allowable tolerance**
- **E400: Prior document distribution line has been finalized**

A voucher may pass matching but fail document tolerance. The sum total of the invoice line amounts may be less than the PO line amount, but the sum total of a voucher distribution line may exceed the PO distribution line amount. The system is designed to protect from overspending the PO through matching and document tolerance. Authority Orders do not match so document tolerance will keep the line from being overspent.

If document tolerance exceptions are the result of a combination of vouchers, use the Activity Summary (page 80) and PO Accounting Entries (page 86) to view the activity that has occurred against a PO. The PO distribution line may need to be increased or this or a prior voucher may have been vouchered against the incorrect PO distribution line.

When the document tolerance exception has been resolved, the voucher will go through the budget checking process.



Budget Checking

PO vouchers budget check against the PO encumbrances and cash budgets. When a voucher budget checks against an encumbrance or cash budget that is inadequate, has lapsed, or does not exist, an exception occurs during budget checking. Exceptions must be researched and corrected before the voucher can successfully budget check.

Voucher Budget Checking Status

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: **Click** the link to view the budget checking exceptions.

Summary		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	34500	Invoice Date:	09/11/2007						
Voucher ID:	00190202	Invoice No:	01006-08						
Voucher Style:	Regular	Invoice Total:	38,085.00	USD					
<div style="border: 1px solid gray; padding: 5px;"> <p>Microsoft Internet Explorer [X]</p> <p>1 Budget Checking Errors Exist (18021,91)</p> <p>Budget checking errors were logged for this document. Please check the budget exception page to view them.</p> <p style="text-align: center;">OK</p> </div>									
Match Status:	Matched	Created:	10/10/2007						
Approval Status:	Approved	Created By:	CORE34						
Post Status:	Unposted	Modified:	10/10/2007						
		Modified By:	CORE34						
Document Tolerance Status:	Valid	ERS Type:	Not Applicable						
Budget Status:	2 Exceptions	Close Status:	Open						
Budget Misc Status:	Valid								

The Budget Status values are:

- Not Chk'd: The voucher requires budget checking. If any amounts, quantities, or Chartfields are modified after budget checking is run, the system resets the budget status to Not Checked
- Valid: The voucher passed budget checking.
- Exceptions: Errors were generated for the voucher during budget checking.



Budget Checking 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.

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.

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:

3 [Basic Search](#)

The criteria most often used are:

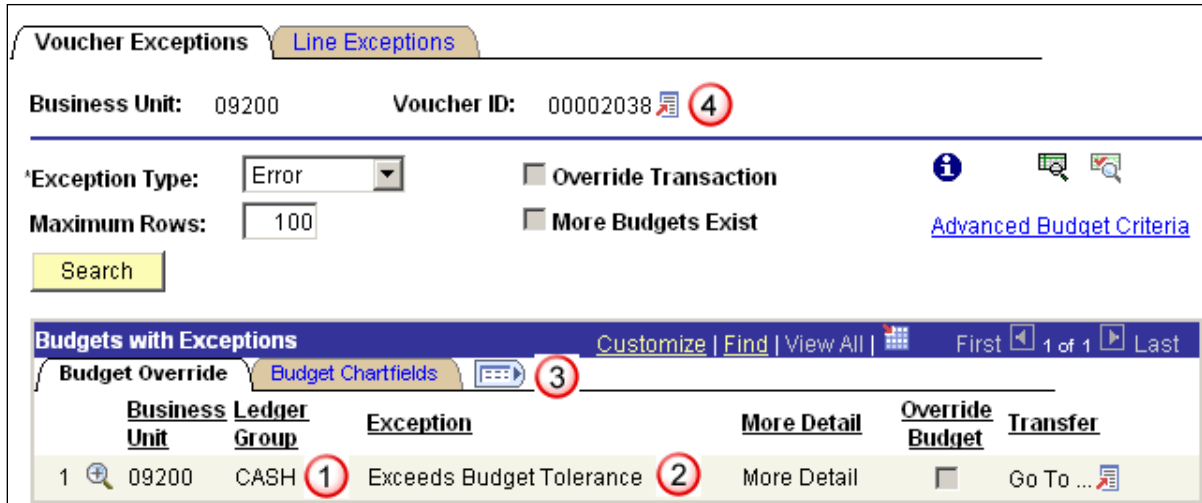
1. **Business Unit:** **Search** on BU only to view all vouchers with budget check error and warning statuses.
2. **Voucher ID:** **Enter** the voucher ID to narrow search to a specific voucher.
3. **Click** to display a list of exceptions if the search was not limited to a specific voucher and there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

NOTE: The 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 the COR113 Regular Vouchers Manual 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: 09200 **Voucher ID:** 00002038 4

Exception Type: Error ▼ **Override Transaction** i [] []

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

Search

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	09200	CASH 1	Exceeds Budget Tolerance 2	More Detail	<input type="checkbox"/>	Go To ... []

1. Ledger Group: The budget failing budget check.
2. 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.
 - Referenced Document is Zero – The voucher associated PO distribution line has a zero balance.
3. Show All Columns icon: **Click** [] [] [] to view the fund type and class entered on the voucher.
4. View Related Links button: **Click** [] to open a page with the following options:

Please select one of the following links:

[Go to Source Entry](#)

[Go to Source Inquiry](#)

Cancel

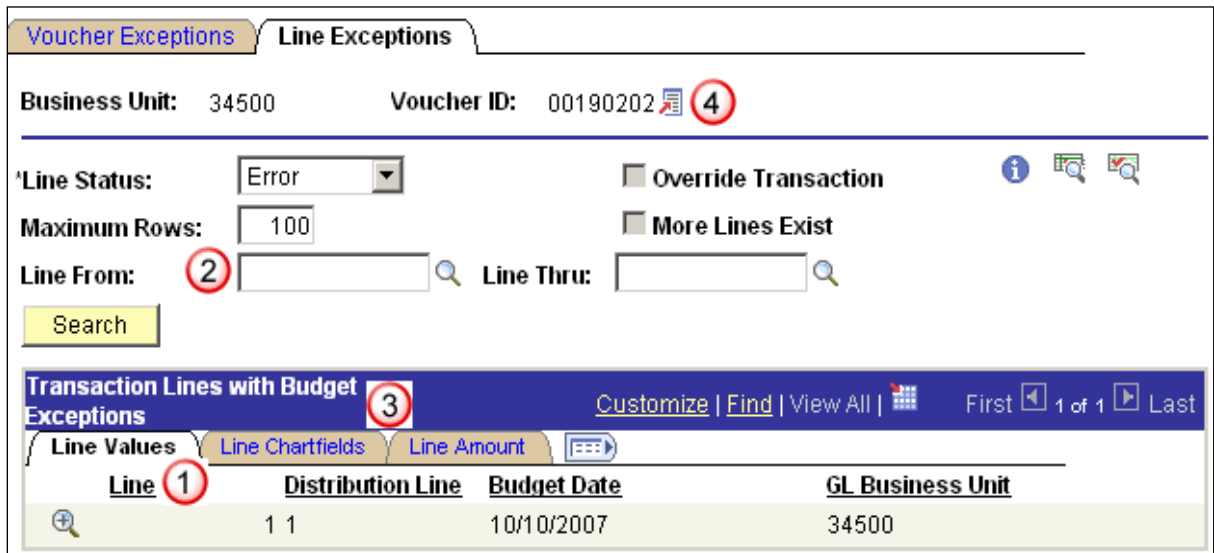
[Go to Source Entry](#) – Opens the Voucher component so that changes can be made to the voucher.


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

Commitment Control Line Exceptions

Line Exceptions

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



1. Line and Distribution Line: Displays the voucher line number(s) and distribution line(s) number(s) that contain(s) errors.
2. 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.
3. Line Chartfields and Line Amount: **Click** to view the Chartfield values or the monetary amount associated with the voucher distribution line with budget exceptions.
4. View Related Links button: **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](#) – Link opens the Voucher component so that changes can be made to the voucher.

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

PO Activity Summary Page

The PO Activity Summary pages are used to view the receiving, invoicing, matching, and returning activities that were performed on the selected POs to date. This inquiry is especially helpful when researching activity that has taken place after a PO has been dispatched. It is also useful when resolving quantity and dollar amount matching exceptions.

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary


Find an Existing Value

PO Activity Summary
Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

Business Unit: ① = 


PO Number: ② begins with


Purchase Order Date: ③ = 

Purchase Order Reference: begins with

Vendor ID: ④ begins with 

Case Sensitive

⑤ [Basic Search](#)  [Save Search Criteria](#)

1. Business Unit: (BU) defaults to specific value for each user. It is the only required field. The additional fields serve to narrow the search.
2. PO Number: **Search** on a partial or complete PO number. PO numbers are ten digits and begin with AGY9 where AGY is the agency number.
3. PO Date: **Search** on a specified date or date range.
4. Vendor Information: **Search** on vendor ID to select a vendor. The  allows for vendor search.
5. **Click** .



NOTE: Each field search can be narrowed using the options in the drop down box to the left of the field.







Activity Summary Details Page



The PO Activity Summary pages provide receiving, invoicing, matching, and returning information for each PO line. The Activity Summary Details pages for the POs used in the PO Voucher Creation chapter are illustrated below.

Activity Summary – PO is Received

Activity Summary							
Unit: 04000		PO Status: Dispatched					
PO ID: 0409007771		Vendor: OKLAHOMA STATE UNIVERSITY					
Lines							
Customize Find View All First 1 of 1 Last							
Details 1 Receipt 2 Invoice 3 Matched 4 RTV 5  6							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	 099712	Pass thru funding for training	SUM	1.0000	70000.000	USD	<input checked="" type="checkbox"/>

Activity Summary – PO is not Received

Activity Summary							
Unit: 09000		PO Status: Dispatched					
PO ID: 0909000041		Vendor: INSIGHT INVESTMENTS CORP					
Lines							
Customize Find View All First 1-3 of 3 Last							
Details 1 Receipt 2 Invoice 3 Matched 4 RTV 5  6							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	 096247	Insurance and risk management	MOR	1.0000	6291.740	USD	<input checked="" type="checkbox"/>
2	 096247	Insurance and risk management	MOR	4.0000	1862.360	USD	<input type="checkbox"/>
3	 096247	Insurance and risk management	MOR	6.0000	981.480	USD	<input type="checkbox"/>

1. Details Page: Displays the PO line information, including the Amount Only designation. Included on this (and all pages) is the Line Details  icon. **Click**  to view the dollar amounts associated with the different activities. If there is more than one PO line, **select** the icon to the right of the line number to view the line details pertaining to it.



Activity Summary - Details for PO Lines

Activity Summary			
Details for Line 1			
PO Number:	0409007771	PO Status:	Dispatched
Line:	1	Vendor ID:	OKLAHOMA STATE UNIVERSITY
Item ID:	099712	Pass thru funding for training	
Line Details			
Order Qty:	1.0000	UOM:	SUM
		Amount Ordered:	70,000.000 USD
Expand All Collapse All			

▼ Receipt			
Open Quantity:	0.0000		
Open Amount:	0.000	USD	
▼ Invoice			
Amt Invoiced:	55,183.130	USD	<input checked="" type="checkbox"/> Amount Only
▼ Matched			
Qty Matched:	0.0000		
Amt Matched:	55,183.130	USD	
▼ RTV			
Qty Returned:	0.0000		
Amount Returned:	0.000		

- Expand All: The page initially appears as collapsed. Expand All to view the dollar amounts associated with each activity.
- Receipt Open Quantity and Open Amount: Represents Order Qty and Amount Ordered less sum of received quantities and dollars. In the example, the Open Quantity is zero since the line is designated as Amount Only. The Open Amount is \$0.00 because receipts total \$70,000.
- Invoice Amt Invoiced: Represents the sum of all vouchers and updates real time. In the example, not all receipts have been invoiced.
- Amount Only: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.
- Matched Qty Matched and Amt Matched: Represents the sum of the voucher quantities and amounts that matched successfully. The fields update after the matching process is run.



Activity Summary - Receipts Tab

2. Receipt Page: The Receipt page provides information on items that have been received.

PO ID: 0409007771		Vendor: OKLAHOMA STATE UNIVERSITY					
Lines Customize Find View All First 1 of 1 Last							
Details Receipt Invoice Matched RTV							
Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1	099712	Pass thru funding for training	SUM	70000.000	0.0000	0.000	USD

- Lines Details: Accesses the Details page. See page 81.
- Open Quantity and Open Amount: Represents Order Qty and Amount Ordered less sum of received quantities and dollars.
- Receipt: Provides a list of receipts and allows drilling into the purchasing system to obtain more information regarding receiving documents. See the COR110, Purchase Order Administration Manual.

Unit: 04000		PO ID: 0409007771		Line 1		Item ID 099712			
Receipt Customize Find View All First 1 of 9 Last									
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seg	Vndr Rcpt Qty	Vndr Reject Qty	Amount	Currency
1	04000	0000008035	1	Received	1	1.0000	0.0000	8513.460	USD
1	04000	0000008752	1	Received	1	1.0000	0.0000	2335.270	USD
1	04000	0000008753	1	Received	1	1.0000	0.0000	4692.600	USD
1	04000	0000009332	1	Received	1	1.0000	0.0000	3664.450	USD
1	04000	0000009925	1	Received	1	1.0000	0.0000	4907.530	USD
1	04000	0000010385	1	Received	1	1.0000	0.0000	2455.930	USD
1	04000	0000011282	1	Received	1	1.0000	0.0000	16449.410	USD
1	04000	0000011761	1	Received	1	1.0000	0.0000	12164.480	USD
1	04000	0000011762	1	Received	1	1.0000	0.0000	14816.870	USD

NOTE: Use the Receipt page to research **R600**, **R650**, **R900**, and **R950** matching exceptions.



Activity Summary - Invoice Tab

3. Invoice Page: The Invoice page provides information on vouchers created against the PO.

PO ID: 0409007771		Vendor: OKLAHOMA STATE UNIVERSITY				
Lines Customize Find View All First 1 of 1 Last						
Details		Receipt				
Invoice 3		Matched				
RTV						
Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency
1	099712	Pass thru funding for training	SUM	<input checked="" type="checkbox"/>	55183.130	USD

- Lines Details: Accesses the Details page. See page 80.
- Amount Only: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.
- Invoice: Provides a list of all vouchers against the PO line regardless of the voucher statuses. The page updates when a voucher is saved. The voucher links allow drilling into the Voucher Inquiry screen to obtain more information regarding the voucher.

Unit: 04000	PO No.:0409007771	Line 1	Item ID 099712			
Invoice Customize Find View All First 1-8 of 8 Last						
Sched Num	AP Unit	Voucher	Line	Amount Invoiced		
1	04000	00035680	1	8513.460		
1	04000	00036915	1	4692.600		
1	04000	00036916	1	2335.270		
1	04000	00037961	1	3664.450		
1	04000	00038993	1	4907.530		
1	04000	00039911	1	2455.930		
1	04000	00041662	1	16449.410		
1	04000	00042539	1	12164.480		



NOTE: A comparison of the Receipts and Invoice details in the example reveals the last receipt has not been invoiced.

















NOTE: Use the Invoice page to determine the quantities and amounts invoiced when researching **V200** and **V300** matching exceptions. Since there is not an Open Quantity and Open Amount on the Invoice page, the details can be downloaded into Excel to compute these values.

Activity Summary - Invoice and RTV Pages

4. **Matched Page:** The Matched page provides information of vouchers that have been matched according to the matching rules in effect.


PO ID: 0409007771		Vendor: OKLAHOMA STATE UNIVERSITY				
Lines						
Details		Receipt				
Invoice		Matched 4				
RTV						
Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1	099712	Pass thru funding for training	SUM	0.0000	55183.130	USD

- **Lines Details:**  Accesses the Details page. See page 80.
- **Matching:**  Provides a list of matched vouchers for the PO line. The page updates after the matching process runs. The voucher links allow drilling into the Voucher Inquiry screen to obtain more information regarding the voucher.

Unit:	04000	PO No.:	0409007771	Line	1	Item ID	099712
Matched							
Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched		
1	04000	00035680	1	0.0000	8513.460		
1	04000	00036915	1	0.0000	4692.600		
1	04000	00036916	1	0.0000	2335.270		
1	04000	00037961	1	0.0000	3664.450		
1	04000	00038993	1	0.0000	4907.530		
1	04000	00039911	1	0.0000	2455.930		
1	04000	00041662	1	0.0000	16449.410		
1	04000	00042539	1	0.0000	12164.480		

5. **RTV Page:** The RTV page provides information of returned receipts.

PO ID: 0409007771		Vendor: OKLAHOMA STATE UNIVERSITY				
Lines						
Details		Receipt				
Invoice		Matched				
RTV 5						
Line	Item	Item Description	UOM	Qty Returned	Amount Returned	Currency
1	099712	Item Description	SUM	0.0000		

6. **Show all Columns icon:** Click  to view the receiving, invoicing, matching, and returning information for all PO lines.



PO Accounting Entries Screen

The PO Accounting Entries page allows the user to review the encumbrances and the reversals and liquidations against the encumbrances. It can also be used to determine the following:

- What is the remaining encumbrance on a PO distribution line?
- Has a PO distribution line been closed at the PO level?
- What is the last voucher or voucher line that is listed as liquidating against an encumbrance?

Navigation: Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries

Selection Criteria:

Selection Criteria

'Business Unit: ① 04000

From PO ID: ② 0409007771 To PO ID:

PO Status: ③

Fiscal Year From/To: ④ Max Rows: ⑥ 300

'Accounting Line View Option: Standard ⑦ Ledger Group: ALLOT

ChartFields

⑤	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
1								

1. Business Unit: (BU) defaults to a specific value for each user.

Filter criteria by:

2. From PO ID to PO ID
3. PO Status
4. Fiscal Year From/To
5. ChartField combinations
6. Max Rows: Increase up to 99999 if more than 300 search results.
7. Ledger Group: **Enter** ALLOT since POs budget check against the allotment budget.
8. **Click** .



PO Acctg LN Lookup

The encumbrance entries related to the allotment budget display. PO encumbrances are listed first followed by the voucher reversals.

Purchase Order	Status	Vendor ID	Trans Type	Unpost Seq	Line	Sched	Dist	GL Unit	Class-Funding	Dept	Bud Ref	Monetary Amount	Reference Reversal ID	Journal ID	Close Value
0409007771	D	0000000010	PO_POENC	0	1	1	1	04000	19701	21	07	26,569.24		0004670716	N
0409007771	D	0000000010	PO_POENC	0	1	1	2	04000	19701	21	07	43,430.76		0004670716	N
0409007771	D	0000000010	REVERSAL	0	1	1	1	04000	19701	21	07	-4,692.60	00036915	0005360403	N
0409007771	D	0000000010	REVERSAL	0	1	1	1	04000	19701	21	07	-2,335.27	00036916	0005360404	N
0409007771	D	0000000010	REVERSAL	0	1	1	1	04000	19701	21	07	-8,513.46	00035680	0005154177	N
0409007771	D	0000000010	REVERSAL	0	1	1	1	04000	19701	21	07	-3,664.45	00037961	0005529327	N
0409007771	D	0000000010	REVERSAL	0	1	1	1	04000	19701	21	07	-2,455.93	00039911	0005802105	N
0409007771	D	0000000010	REVERSAL	0	1	1	1	04000	19701	21	07	-4,907.53	00038993	0005663536	N
0409007771	D	0000000010	REVERSAL	0	1	1	2	04000	19701	21	07	-16,449.41	00041662	0006085889	N
0409007771	D	0000000010	REVERSAL	0	1	1	2	04000	19701	21	07	-12,164.48	00042539	0006226173	N

- Trans Type:** Values include PO_POENC (PO encumbrances) and REVERSAL (liquidations).
- Line, Schedule, and Dist:** The PO line, schedule, and distribution associated with the encumbrance or reversal.
- Class Funding, Dept, and Bud Ref:** Chartfield combination of encumbrances and reversals. If the funding copied from a PO is overwritten on a voucher, the reversal will reverse the encumbrance funding and restore it to the budget. The expenditure will be recorded to the funding on the voucher.
- Monetary Amount:** Amount encumbered or reversed.
- Reference Reversal ID:** Voucher IDs associated with the encumbrance reversal.
- Journal ID:** Each line is assigned a separate transaction line within Commitment Control and is in sequence by transaction line.
- Close Value:** Values are Y (Yes) or N (No). The value Y indicates the distribution line is closed through the PO. If a distribution line is finalized through a voucher, the closed value will continue to show as N, but the encumbrance will be fully liquidated. See the Finalize Function chapter, page 105.

NOTE: PO distribution lines with TBD accounts do not display on PO Accounting Entries because TBD accounts do not encumber in the allotment budget.

NOTE: The reversals on the PO Accounting Entry screen reflect amounts liquidating against the encumbrance and may exceed the amount paid on the voucher if a voucher is finalized.

NOTE: If a voucher fails budget checking with the error message, *Reference Doc Balance is Zero*, it may be because multiple voucher distribution lines are linked back to the same PO distribution line. Since each line is assigned a separate transaction line within Commitment Control, the last voucher distribution line within Commitment Control is the only one that needs to be finalized on the voucher. The voucher distribution line that should be finalized is the last line listed for the last voucher listed, as recorded on the PO Accounting Entries page

Accounting Entries - Reordering Columns

The PO Acctg Ln Lookup has several columns, which are not currently used. Additionally, there may be several line transactions. The following options help to simplify the use of the page.



1. **Customize:** Rather than scrolling from left to right to view the entries, the columns can be reordered. The link accesses the customization page for that grid, which enables columns to be sorted, reordered, hidden, or frozen. The following is an example of how the PO Accounting Entries page columns have been reordered so all the relevant columns can be viewed in a single window.


To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order		Sort Order	
Tab Details (frozen)			
Purchase Order (frozen)			
Status (frozen)			
Vendor ID (frozen)			
Change Order (hidden)	<input type="checkbox"/>		<input type="checkbox"/> Descending
Trans Type (frozen)	<input type="checkbox"/>		
Unpost Seq (frozen)			
Line (frozen)			
Sched (frozen)			
Dist (frozen)			
GL Unit			
Class-Funding			
Dept			
Bud Ref			
Monetary Amount			
Reference Reversal ID			
Journal ID			
Closed Value			
Budget Period			
Fiscal Year			
Accounting Period			
Base Currency			
Account			
Sub-Account			
Fund Type			
CFDA#			
Oper Unit			
Program			
Entry Event			
Project			



Accounting Entries Navigating within Page



2. **Find:** Allows a search string to be entered to search for a particular line or value. This is useful when there are several line transactions. A voucher ID or amount can be used to find or access a particular transaction directly.
3. **View 10:** By default, the first ten line transactions displays. When there are more than ten lines, the [View All](#) link activates in the header bar. Clicking the [View All](#) link will expand the available line transactions up to 100 transactions per page. Use the navigation buttons to access the prior and next pages. Clicking First and Last accesses the first and last transaction.
4. **Excel Icon:** Click  to download the data to Excel so it can be sorted, filtered, etc.



PO Voucher Closing

A PO voucher can be closed if it has posted but it has been decided that it will not be paid or further payments will be necessary. Voucher closing reverses the accounting entries and returns the funds to budget. Closing a PO 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.

Navigation: *Accounts Payable > Vouchers > Add/Update > Close Voucher*

Voucher Close Search

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 =

Voucher ID: ② begins with

Invoice Number: ③ begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: ④ begins with

Close Status Indicator: =

Case Sensitive

⑤ [Basic 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** 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. **Click** to list vouchers eligible for closure.



PO Before Voucher Closing

BU 09000, voucher #00011090, passed matching, document tolerance, and budget checking, and posted to record an expenditure and accrual for \$2,000.00. Subsequently, it was determined the voucher should be closed since it would not be paid.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	09000			Invoice Date: 10/08/2007
Voucher ID:	00011090			Invoice No: match14
Voucher Style:	Regular			Invoice Total: 2,000.00 USD
Contract ID:				
Vendor Name:	SEQUOYAH COMMUNICATIONS INC 2209 WINDSONG EDMOND, OK 73034-6529			Pay Terms: 0 Days
				Voucher Source: Online
Entry Status:	Postable			Origin: ONL
Match Status:	Matched			Created: 10/08/2007
Approval Status:	Approved			Created By: CORE34
Post Status:	Posted			Modified: 10/08/2007
				Modified By: CORE34
Document Tolerance Status:	Valid			ERS Type: Not Applicable
Budget Status:	Valid			Close Status: Open
Budget Misc Status:	Valid			

The voucher reversed (liquidated) the \$3,170 encumbrance for PO #0909002181, line 1, distribution line 1, by \$2,000 as recorded in the PO Accounting Entry inquiry page.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	09000			Invoice Date: 10/08/2007
Voucher ID:	00011090			Invoice No: match14
Voucher Style:	Regular			Invoice Total: 2,000.00 USD
Contract ID:				
Vendor Name:	SEQUOYAH COMMUNICATIONS INC 2209 WINDSONG EDMOND, OK 73034-6529			Pay Terms: 0 Days
				Voucher Source: Online
Entry Status:	Postable			Origin: ONL
Match Status:	Matched			Created: 10/08/2007
Approval Status:	Approved			Created By: CORE34
Post Status:	Posted			Modified: 10/08/2007
				Modified By: CORE34
Document Tolerance Status:	Valid			ERS Type: Not Applicable
Budget Status:	Valid			Close Status: Open
Budget Misc Status:	Valid			



Close Voucher Tab

The Close Voucher Tab is displayed when selecting voucher #00011090 for closure (page 89).

Close Voucher		Voucher Details	
Business Unit:	09000	Voucher:	00011090
Vendor			
Vendor:	0000061412	SEQUOYAH COMMUNICATIONS INC	
ShortName:	SEQUOYAH C-002		
Voucher Information			
Invoice:	match14	Origin:	ONL
Date:	10/08/2007	Group:	
Gross Amount:	2,000.00 USD	Header Budget Status:	Valid
Related Voucher		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable
		Close Status:	Open
Process Manual Close			
Manual Close Date:	10/18/2007	1	<input checked="" type="checkbox"/> Mark Voucher for Closure

1. Mark Voucher for Closure: Select to begin the closing process. The following message will display:

You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)

Note: This process cannot be Undone.

If 'YES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available for further invoicing only for unreconciled PO's selected.

Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.

If 'No', only the voucher liability will be liquidated.

Yes No Cancel **2**

2. **Yes** and **No** : No reverses the accounting entries only. Yes reverses the accounting entries, adjusts the quantities and amounts matched on the voucher, and opens the PO Associated with the Voucher page.




OKLAHOMA


PO Associated with the Voucher


Business Unit: 09000 **Voucher:** 00011090

[Select All](#) [Deselect All](#)

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

	<u>Restore Encumbrance</u>	<u>PO Unit</u>	<u>PO No.</u>	<u>Status</u>	
1	<input checked="" type="checkbox"/> ③	09000	0909002181	D	

3. Restore Encumbrance: **Click** the checkbox to reinstate the encumbrance. If the checkbox is not selected, the encumbrance will not be able to be restored later. As noted in the message, **this process cannot be undone**. Click  .

NOTE: The search icon  displays general information related to the PO schedule and PO distribution lines.



Voucher Statuses After Closing

The voucher will be closed and the accounting entries reversed with the running of the Voucher Posting process in the evening batch process. The matched status and values are adjusted on the PO in the example because Yes was selected in step 2 on page 89.

Summary		Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	09000	Invoice Date:	10/08/2007		
Voucher ID:	00011090	Invoice No:	match14		
Voucher Style:	Regular	Invoice Total:	2,000.00	USD	
Contract ID:		Pay Terms:	0 Days		
Vendor Name:	SEQUOYAH COMMUNICATIONS INC 2209 WINDSONG EDMOND, OK 73034-6529	Voucher Source:	Online		
Entry Status:	Postable	Origin:	ONL		
Match Status:	Ready	Created:	10/08/2007		
Approval Status:	Pending	Created By:	CORE34		
Post Status:	Posted	Modified:	10/08/2007		
Document Tolerance Status:	Valid	Modified By:	CORE34		
Budget Status:	Valid	ERS Type:	Not Applicable		
Budget Misc Status:	Valid	Close Status:	Closed		

The encumbrances are reversed because Yes was selected in step 3 on page 90.

Po Acctg Ln Lookup	
Business Unit:	09000
From PO:	0909002181 To PO: 0909002181
PO Status:	

Accounting Entries													
Details													
Purchase Order	Status	Vendor ID	Trans Type	Unpost Seq	Line	Sched	Dist	GL Unit	Class-Funding	Dept	Bud Ref	Monetary Amount	Reference Reversal ID
0909002181	D	0000061412	PO_POENC	0	1	1	1	09000	21000	10	08	3,170.00	
0909002181	D	0000061412	PO_POENC	0	1	1	2	09000	21000	10	08	412.80	
0909002181	D	0000061412	REVERSAL	0	1	1	1	09000	21000	10	08	-2,000.00	00011090
0909002181	D	0000061412	REVERSAL	0	1	1	1	09000	21000	10	08	2,000.00	00011090



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

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Add a New Value

Voucher

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

Business Unit: 1 04000

Voucher ID: 2 NEXT

Voucher Style: 3 Adjustments

Short Vendor Name: OSU-001

Vendor ID: 4 0000000010

Vendor Location: 0001

Address Sequence Number: 1

Invoice Number: 5 1561456/ADJ

Invoice Date: 6 10/09/07

7 Add

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. **Click** **Add** .

NOTE: The example adjustment voucher adjusts the voucher copied from a receipt (page 44) by reducing the expenditure by \$64.48.



Invoice Information Tab

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):

Invoice Information		Payments	Voucher Attributes
Business Unit:	04000	Invoice Number:	1561456/ADJ
Voucher ID:	NEXT	Invoice Date:	10/09/2007
Voucher Style:	Adjustment	Action:	<input type="button" value="Run"/>
Copy from a Source Document			
View Related Document			
Vendor:	1 0000000010	'Pay Terms:	0 Days
Name:	OSU-001	Control Group:	
Location:	0001	Accounting Date:	10/20/2007
'Address:	1 Advanced Vendor Search	'Currency:	USD
OKLAHOMA STATE UNIVERSITY 304 WHITEHURST HALL STILLWATER, OK 74078-1024		Total:	0.00 <input type="button" value="Calculate"/>
Voucher ID: 2 00042539 <input type="button" value="Copy to Voucher"/>		Packing Slip:	
		3 Copy From Worksheet	

1. Vendor: The adjustment voucher must have the same vendor ID as the source voucher.
2. : 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.



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:

Invoice Information | Payments | Voucher Attributes

Business Unit: 04000 Invoice Number: 1561456/ADJ
 Voucher ID: NEXT Invoice Date: 10/09/2007
 Voucher Style: Adjustment Action: Run

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

Vendor: 0000000010 'Pay Terms: 0 Days Basis Dt Type: Inv Date
 Name: OSU-001 Control Group: Comments
 Location: 0001 Accounting Date: 10/20/2007 Non Merchandise Summary
 Address: 1 Currency: USD
 OKLAHOMA STATE UNIVERSITY Total: 12,164.48 Calculate

1. **Total:** The original voucher amount.

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	099712	Pass thru funding for train	1.0000	SUM	12,164.48000	12,164.48

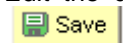
Ship To: 04020 SpeedChart: 00042539 Related Voucher: Amount Only: Adjust Mtch Values/Encumbrance: Use One Asset ID: Calculate

2. **Distribute by and Line Information:** The Distribute by and voucher line information 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. **Adjust Mtch Values/Encumbrance:** The checkbox is selected to restore or liquidate the encumbrance and adjust the matched quantity and amount on the PO line. The checkbox cannot be cleared if the Copy to Voucher option is selected.
5. **Associate Receiver(s):** **Select** to modify the quantity (distribute by quantity) or amount (distribute by amount) if the source voucher is associated with a receipt. See page 98.

Line	Amount	Quantity	Adjust Mtch Values/Encumbrance	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
1	12,164.48	1.0000	<input checked="" type="checkbox"/>	04000	554120	08	1000	19701	2142108	07

6. **Amount and Chartfield Values:** The voucher distribution line amount and accounting distribution copy from the source voucher.

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





Option 2 – Copy Using Copy from Worksheet Link

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

Voucher Worksheet [Back to Invoice](#)

▼ Voucher Lookup Criteria

Business Unit: 04000 Voucher ID: NEXT
 Vendor ID: 0000000010 OKLAHOMA STATE UNIVERSITY
 Voucher ID: ① 00042539 Invoice Number:
 From Voucher Line: To Voucher Line:
 Voucher Date Option: Voucher Date: ②

▶ Additional Search Criteria

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.

Max Rows to Return: ② Search ⑦ Copy Selected Lines Reset ⑤ Select All Clear All

Voucher Information [Find](#) | [View All](#) First 1 of 1 Last

Unit: 04000 Voucher: 00042539 Invoice: 1564156 Date: 10/09/2007
 Vendor: 0000000010 OKLAHOMA STATE UNIVERSITY
 Unpaid: ③ 12164.480 ④ Reverse Qty/Amt

Select Voucher Lines [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Select	Line	Adjust Mch Values/Encumbrance	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt	Currency
<input checked="" type="checkbox"/> ⑤	1	<input checked="" type="checkbox"/> ⑥	04000	0409007771	099712	Pass thru funding for training	1.0000	SUM	12164.48000	④ -12164.48	USD

Select All Clear All Gross Invoice Amount: 12,164.480 Lines Entered: 1

2. Click **Search** 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 100 – 101 for additional details.
4. **Reverse Qty/Amt:** **Select** checkbox to copy the voucher as a negative voucher when creating a credit voucher. Note the merchandise amount became a negative amount but the quantity is positive. This is because the voucher is distributed by amount and the PO line is designated as amount only.
5. **Line:** **Select** the individual voucher lines to be copied to the voucher. The **Select All** and **Clear All** check boxes are also available to manage selection.
6. **Adjust Mch Values/Encumbrance:** The PO copied to the voucher requires matching. Select to restore or liquidate the encumbrance and to adjust the matched values on the PO. If the PO does not require matching, the column will be titled *Restore Encumbrance*.
7. Click **Copy Selected Lines** to copy the information to the adjustment voucher.



Step 3 – Create Distribution Information

Invoice Information Tab

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, the source voucher is reduced by \$64.48.

1. Total: Changed from (\$12,164.48) to (\$64.48).

2. Extended Amount: Changed from (\$12,164.48) to (\$64.48).
3. Adjust Mtch Values/Encumbrance: **Select** to restore or liquidate the encumbrance and to adjust the matched values on the PO if the option was not selected on the Voucher Worksheet. The checkbox can also be cleared if it was selected on the Voucher Worksheet.
4. Associate Receiver(s): **Select** to modify the quantity (distribute by quantity) or amount (distribute by amount) if the source voucher is associated with a receipt. See page 98.

5. Distribution Line 1: Changed from (\$12,164.48) to (\$64.48).

Click Save.



Associate Receiver(s) Link

Click [Associate Receivers](#) link to modify the quantity (voucher is distributed by quantity) or amount (voucher is distribute by amount) if the copied source voucher is associated with a receipt.

In this example, the merchandise amount was changed from (\$12,164.48) to (\$64.48).

Associate Receiver

Unit: 04000 **Voucher:** NEXT **Invoice:** 1564156/ADJ

Invoice Line

Line: 1 **Item:** 099712
Quantity: -1.0000 **UOM:** SUM **Unit Price:** 64.48000 USD

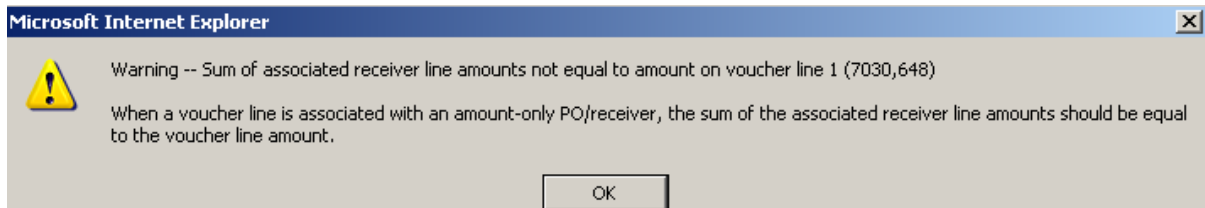
PO Number

Unit: 04000 PO No.: 0409007771 PO Line: 1 Sched Num: 1 **Amt Only**

Associated Receiver(s) [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Recv BU	Receipt No	Line	Seg	Voucher UOM	Unit Price	Merch Amt	Currency	Merchandise Amount Received
04000	0000011761	1	1	SUM	-12164.48	-64.48	USD	12164.480

If the Associate Receiver page is not modified, a warning message displays when the voucher is saved.





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.

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.

Click Save.

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.



Step 5 - Summary Tab

The adjustment voucher will be selected for matching, budget checking, and posting. The Activity Summary and PO Accounting Entries inquiry pages update for the voucher lines selected to restore or liquidate the encumbrance and to adjust the matched values with the Adjust Mtch Values/Encumbrance checkbox.

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:	04000	Invoice Date:	10/09/2007		
Voucher ID:	00042544	Invoice No:	1561456/ADJ		
Voucher Style:	Adjustment	Invoice Total:	-64.48	USD	
Contract ID:					
Vendor Name:	OKLAHOMA STATE UNIVERSITY		Pay Terms:	0 Days	
	304 WHITEHURST HALL		Voucher Source:	Online	
	STILLWATER, OK 74078-1024		Origin:	ONL	
Entry Status:	Postable		Created:	10/20/2007	
Match Status:	Matched		Created By:	CORE35	
Approval Status:	Approved		Modified:	10/20/2007	
Post Status:	Unposted		Modified By:	CORE35	
Document Tolerance Status:	Valid		ERS Type:	Not Applicable	
Budget Status:	Valid		Close Status:	Open	
Budget Misc Status:	Valid				
*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 PO encumbrances.

- If a posted and paid voucher was processed with an incorrect PO, PO line, and/or PO distribution line, and the incorrectly liquidated encumbrance is needed for future payments, submit an OSF Form 77, Voucher Encumbrance Adjustment Request, to OSF to request an expenditure correction.
- If a posted and paid voucher was processed with the correct encumbrance or the incorrectly liquidated encumbrance is not needed for future payments and the accounting entries are incorrect, create a journal voucher to make the expenditure correction.

Example

The PO Accounting Entries Inquiry page for PO #0409007771 is presented to consider whether a journal voucher is the appropriate transaction for an expenditure correction for voucher #00039911, paid against PO line 1, distribution line 1.

- Scenario A: The voucher was recorded to account 559110 but should have been recorded to account 554120. Further research reveals the account number is incorrect because the voucher should have paid against PO distribution line 2. If the liquidated encumbrance, PO line 1, distribution line 1, is needed for future payments, submit an OSF Form 77 to OSF to request an expenditure correction.
- Scenario B: The voucher was recorded to department 2142108 but should have been recorded to department 2142107. The PO does not include an encumbrance for this department but the correct PO was copied onto the voucher. A journal voucher can be created by the agency to make the expenditure correction.

Po Acctg Ln Lookup			
Business Unit:	04000		
From PO:	0409007771	To PO:	0409007771
PO Status:			

Accounting Entries													
Details													
Purchase Order	Status	Trans Type	Unpost Seg	Line	Sched	Dist	GL Unit	Account	Class-Funding	Dept	Bud Ref	Monetary Amount	Reference Reversal ID
0409007771	D	PO_POENC	0	1	1	1	04000	559000	19701	2142108	07	26,569.24	
0409007771	D	PO_POENC	0	1	1	2	04000	554000	19701	2142108	07	43,430.76	
0409007771	D	REVERSAL	0	1	1	1	04000	559000	19701	2142108	07	-4,692.60	00036915
0409007771	D	REVERSAL	0	1	1	1	04000	559000	19701	2142108	07	-2,335.27	00036916
0409007771	D	REVERSAL	0	1	1	1	04000	559000	19701	2142108	07	-8,513.46	00035680
0409007771	D	REVERSAL	0	1	1	1	04000	559000	19701	2142108	07	-3,664.45	00037961
0409007771	D	REVERSAL	0	1	1	1	04000	559000	19701	2142108	07	-4,907.53	00038993
0409007771	D	REVERSAL	0	1	1	1	04000	559000	19701	2142108	07	-2,455.93	00039911
0409007771	D	REVERSAL	0	1	1	2	04000	554000	19701	2142108	07	-16,449.41	00041662
0409007771	D	REVERSAL	0	1	1	2	04000	554000	19701	2142108	07	-12,164.48	00042539
0409007771	D	REVERSAL	0	1	1	2	04000	554000	19701	2142108	07	64.48	00042544



Step 1 – Create Voucher

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Add a New Value

Voucher

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

Business Unit: 1 04000 🔍

Voucher ID: 2 NEXT

Voucher Style: 3 Journal Voucher ▼

Short Vendor Name: OSU-001 🔍

Vendor ID: 4 0000000010 🔍

Vendor Location: 0001 🔍

Address Sequence Number: 1 🔍

Invoice Number: 5 AC-5-41260 #006/JV

Invoice Date: 6 04/24/07 📅

7 Add

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. **Click** .

NOTE: The example journal voucher reclassifies the department recorded on voucher #00039911 as described in Scenario B on page 102.



Invoice Information Tab

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.

Invoice Information		Payments	Voucher Attributes
Business Unit: 04000	Invoice Number: AC-5-41260 #006/JV		
Voucher ID: NEXT	Invoice Date: 04/24/2007		
Voucher Style: Journal	Action: [Dropdown] [Run]		
Vendor: 0000000010	Pay Terms: 0 Days	Basis Dt Type	Inv Date
Name: OSU-001	Control Group: [Dropdown]	Comments	
Location: 0001	Accounting Date: 10/21/2007		
Address: 1 Advanced Vendor Search	Currency: USD		
OKLAHOMA STATE UNIVERSITY 304 WHITEHURST HALL STILLWATER, OK 74078-1024	Total: 1 0.00 [Calculate]		
	Related Voucher: 00039911 2		
	Packing Slip: [Field]		

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.

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

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Correct department				0.00

Distribution Lines

Line	Amount	Quantity	'GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	-2,455.93		04000	559110	08	1000	19701	2142108	07		10/21/2007

1. Description and Extended Amount: **Enter** if applicable. The total of journal lines must net to zero.
2. Voucher 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.

Explorer User Prompt

Script Prompt:

Enter number of rows to add: 4

OK Cancel

4. **Enter** number of rows to add.

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Correct department				0.00

Distribution Lines

Line	Amount	Quantity	'GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	-2,455.93		04000	559110	08	1000	19701	2142108	07		10/21/2007
2	2,455.93		04000	559110	08	1000	19701	2142107	07		10/21/2007

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

Click Save



Journal Voucher Summary Tab

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:	04000	Invoice Date:	04/24/2007	
Voucher ID:	00042545	Invoice No:	AC-5-41260 #006/JV	
Voucher Style:	Journal	Invoice Total:	0.00	USD
Vendor Name:	OKLAHOMA STATE UNIVERSITY 304 WHITEHURST HALL STILLWATER, OK 74078-1024	Pay Terms:	0 Days	
Entry Status:	Postable	Voucher Source:	Online	
Match Status:	No Match	Origin:	ONL	
Approval Status:	Approved	Created:	10/21/2007	
Post Status:	Unposted	Created By:	CORE35	
Document Tolerance Status:	Valid	Modified:	10/21/2007	
Budget Status:	Not Chk'd	Modified By:	CORE35	
Budget Misc Status:	Valid	ERS Type:	Not Applicable	
		Close Status:	Open	
*View Related	Payment Inquiry	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 Error and the Vouchers in Recycle Status reports to monitor and correct journal vouchers timely. See COR113 Regular Vouchers Manual.

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 (7) years.





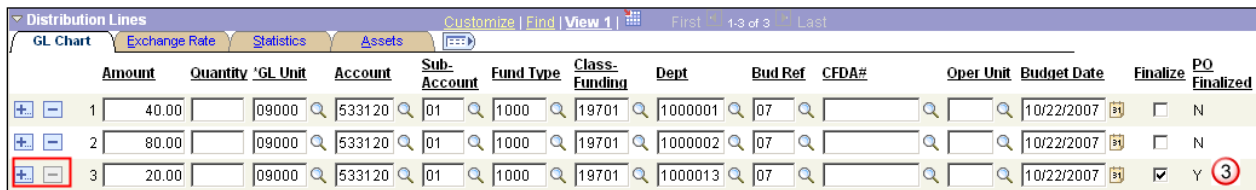
Finalize Function

The finalize function on the Invoice Information page of the voucher component allows liquidation of encumbrances on the sourced PO. The relieved encumbrances are restored to the available budget. The final action can also be reversed to restore the encumbrance to the PO if the PO is not closed and the budget has adequate available budget and has not lapsed.


CRITICAL NOTE: The timing of when a voucher is finalized or unfinalized is important. Only vouchers with an accounting date in an open accounts payable period will budget check. Accounts payable periods are open in the current month and one month prior, except for July when only the month of July is open. This affects the finalize function on the voucher because finalizing or undoing the finalize resets the voucher budget checking flag to Not Chkd. The budget checking process will select vouchers only if the accounting date of the voucher is in an open accounts payable period.

Finalizing a Line Item

- Click the Finalize Line icon  to final all the distribution lines on the voucher line sourced to the PO. PO distribution lines not on the voucher are not finalized.
- Click the Undo Finalize Line icon  to undo the finalization of all the PO distribution lines associated with the line item.

Finalizing a Distribution Line Item

- : Allows individual distribution lines sourced to the PO to be selected without finalizing other voucher distribution line. Clearing the checkbox will undo the finalization.
- The PO Finalized column displays a Y if the PO distribution line sourced from the PO is finalized on this or another voucher.
- The Minus icon  is grayed. Distribution voucher lines and the associated voucher line cannot be deleted before the voucher is posted unless the checkboxes are cleared.

NOTE: Vouchers that have never posted cannot be deleted if the Finalize checkbox is selected. Clear the checkbox if the voucher needs to be deleted.

In the example; voucher line 1, distribution line 2, (\$2,100.00) and voucher line 2, distribution line 3, (\$20.00) were finalized. The encumbrances reversed for \$2,197.81 and \$26.96, restoring \$197.81 and \$6.96 to the 19801 and 19701 budgets, respectively.

Account	Year	Line	Sub-Line	Fund	Dept	Bud Ref	CFDA#	Amount	PO Finalized
0909001942	D	REVERSAL	0 1 1	4 09000	19801	10	08	-1,300.00	00011096
0909001942	D	REVERSAL	0 1 1	5 09000	19801	10	08	-2,197.81	00011096
0909001942	D	REVERSAL	0 1 1	6 09000	19801	10	08	-700.00	00011096
0909001942	D	REVERSAL	0 2 1	1 09000	19701	10	07	-40.00	00011096
0909001942	D	REVERSAL	0 2 1	2 09000	19701	10	07	-80.00	00011096
0909001942	D	REVERSAL	0 2 1	3 09000	19701	10	07	-26.96	00011096



Helpful Hints

PO's not Available for Vouchering

- PO not in a dispatch status
- PO has been closed or canceled
- PO is fully matched
 - Must have an available quantity balance
 - Must have available extended dollar amount balance

Voucher Available for Payment

- Vouchers must be budget checked
- Vouchers must have a document tolerance of valid
- Vouchers must have a match status of matched or no match
- Voucher must have a pay group
- Vendor cannot be on hold
- Vendor must be in an approved status
- Vendor location and address must be active
- Voucher must be sent to OSF (see OSF procedures for exceptions)
- Schedule payment date is current and terms are "0 days"

Vouchers will not Budget Check

- Vouchers are in a recycle status
- PO is not longer in a valid budget checking status
- Document tolerance is not valid

Reasons for Recycle Status

- Voucher does not add
- Department field only contains the first 2 digits (must have all 7)
- Duplicate invoice number
- Invalid chartfield combination. (Fund vs Class)

Reasons Why a Voucher Did Not Post

- Voucher is locked in a batch process. Call OSF to unlock the voucher.
- Voucher not budget checked / or budget checking error
- Voucher not matched / or match has an exception
- Document tolerance not checked / has an error