



COR113 Accounts Payable Regular Voucher Manual



Table of Contents

Document History	5
Regular Voucher Overview	6
Regular Voucher Creation.....	7
Step 1 – Create Online Voucher	7
Step 2 – Review Invoice Information.....	9
Supplier Section.....	10
Advanced Supplier Search	12
Invoice Section.....	16
Withholding Link.....	17
Step 3 – Invoice and Distribution Lines	18
Invoice Lines	18
Creating SpeedCharts	19
Copying SpeedCharts.....	21
Distribution Line	24
Step 4 – Voucher Balancing.....	25
Step 5 – Voucher Validation.....	26
Incomplete Voucher	27
Step 6 – Edit Payment Information.....	28
Payment Information.....	28
Payment Options	31
Schedule Payment.....	32
Step 7 – Voucher Summary Page.....	33
Voucher Summary Tab.....	33
Step 8 – Viewing Voucher Errors	36
Error Summary Page	36
Step 9 – On-Demand Budget Checking	37
Find an Existing Value.....	39
Search Fields and Options	39
Journal Vouchers.....	44
Step 1 – Create Voucher	44
Invoice Information Tab I	45
Step 2 – Create Distribution Information	46
Invoice Lines and Distribution Lines	46
Journal Voucher Summary Page.....	47
Adjustment Vouchers	48
Step 1 – Create Voucher	48
Invoice Information Tab	49
Step 2 – Copy Voucher Information	50
Option 1 – Copy Using Voucher ID.....	50
Option 2 - Copy Using Copy from Worksheet Link.....	52
Step 3 – Create Distribution Information	53
Invoice Information Tab	53
Step 4 – Edit Payment Information.....	55
Payments Page.....	55
Summary Tab	56
Budget Checking Errors.....	57



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Summary Tab	57
Commitment Control Voucher Exceptions	58
Voucher Exceptions Page	59
Commitment Control Line Exceptions	61
Deleting Vouchers.....	62
Deleting Eligible Vouchers.....	62
Delete Voucher Page	64
Voucher Closing.....	70
Close Voucher Tab.....	71
Unpost Voucher	73
Unpost Voucher Page	74
Daily Voucher Reports.....	76
Print Vouchers (Revised).....	77
Report Parameters.....	77
Process Scheduler Request	78
Process Instance	79
Process Monitor	79
Process Details Page.....	80
View Log/Trace.....	81
Print Vouchers – OMES Form 15A	83
Voucher Batch Slip	84
Voucher Batch Slip – OMES Form 25B	85
Budget Checking Errors Report	87
Vouchers in Recycle Status.....	88





Document History

Document Revision	Date	Description
1.0	11/01/2003	Initial Document
1.1	11/01/2007	Updated 9.0
1.2	04/18/2011	ADA Compliance and updated
2.0	11/01/2014	Upgrade Update
2.1	01/26/2021	Logo Update



Regular Voucher Overview

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

- Travel (521XXX accounts)
- Interest Payments
- Workers' compensation
- Settlement agreements
- Jury and witness fees
- Flexible benefit reimbursement
- Bond related expenditures (548XXX accounts)
- Scholarship, tuition, incentive payments (552XXX accounts)
- Refunds, indemnities, restitutions (553XXX accounts)
- Program reimbursement (554XXX accounts)
- Transfers (562XXX accounts)
- Payroll withholding payments (633XXX accounts)

This manual is divided among the following main areas:

Voucher Creation: The process of creating a voucher is illustrated.

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

Finding an Existing Value: Search options to find an existing voucher for review or update is explained.

Journal Vouchers: Accounting entry corrections for paid and posted vouchers are covered.

Adjustment Voucher: Debit or credit adjustments used to adjust existing posted vouchers are illustrated.

Budget Checking Errors: The process of what to do when a voucher fails budget checking is explained.

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

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

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

Voucher Reports: The Voucher Jacket form OMES 15A is covered, as well as instructions on how to run and print it. The chapter also introduces the Batch Slip and two other daily voucher reports.



Regular Voucher Creation

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

Step 1 – Create Online Voucher

The Add/Search page will default to the **Add a New Value** tab.

Voucher

Business Unit: 45200

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC

Short Supplier Name: GUNGOLL,JA-001

Supplier ID: 0000199608

Supplier Location: 0001

Address Sequence Number: 1

Invoice Number: SETTLEMENT09012014

Invoice Date: 09012014

Gross Invoice Amount: 100.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

PO Business Unit:

PO Number:

Estimated No. of Invoice Lines: 1

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

Voucher ID: Defaults to NEXT. The system sequentially numbers the vouchers. **DO NOT CHANGE.**




Voucher Style: Defaults to Regular Voucher. Use this style to pay a supplier.

Supplier ID: Enter supplier ID or short name to select the supplier. The supplier name, location, and address sequence will default in from the supplier file.

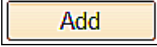
Invoice Number:

- Enter identifiable invoice number from invoice.
- Enter invoice number per agency's style guide when no identifiable invoice number is on the invoice.

Invoice Date: Enter the date or use the calendar  icon to select the date.

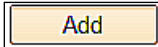
Gross Invoice Amount: Enter the total amount of the invoice.

Estimated No. of Invoice Lines: This should correspond to the number of invoice lines billed on the invoice.

Click enter or  to access the Voucher Component.



Step 2 – Review Invoice Information

The Invoice Information page of the Voucher displays when  is clicked on the Add and Search page. .

Invoice Information | Payments | Voucher Attributes

Business Unit 45200 Invoice No SETTLEMENT09012014
 Voucher ID NEXT Accounting Date 09/24/2014
 Voucher Style Regular Voucher *Pay Terms 00 0 Days
 Invoice Date 09/01/2014 Basis Date Type Inv Date
 Invoice Received
 GUNGOLL, JACKSON, COLLINS, BOX & DEVOLL PC
 Supplier ID 0000199608 Control Group
 ShortName GUNGOLL, JA-001 Incomplete Voucher
 Location 0001
 *Address 1

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Withholding
 Template List
 Advanced Supplier Search
 Supplier Hierarchy

View Related Document
 Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 100.00

SpeedChart
 Ship To 01COSHPO0
 Description
 Packing Slip

One Asset

Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets											
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program		
	1	100.00		45200										

Save Save For Later
 Notify Refresh Add Update/Display

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

Invoice Information: Step 2 requires review of the supplier and invoice information. This information can be populated directly on this page and invoice information entered on the Add and Search page can be revised here.

Invoice Lines: Step 3 covers the values that should be entered on the invoice line.


Distribution Lines: Step 3 also covers how the expenditure for the invoice line is recorded.



Supplier Section

GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC			
Supplier ID	0000199608	Control Group	
ShortName	GUNGOLL,JA-001	<input type="checkbox"/> Incomplete Voucher	
Location	0001		
*Address	1		

Supplier ID: Verify for accuracy.

ShortName: Populates with the *ShortName* from the Supplier file when the Supplier ID is populated. This is the recommended field to search for a supplier when the *Supplier ID* is unknown. **Click** the lookup , **select** an option from the search criteria drop down box and **enter** up to the first fourteen characters of the Supplier's Name. **Click** the Supplier from the Search Results to populate the Supplier information on the voucher.

Look Up ShortName Help

SetID: 00000

Short Supplier Name: begins with GUNGOLL

Supplier Name: begins with

Supplier ID: contains

Default Location: =

Look Up Clear Basic Lookup


Search Results

View 100 First 1 of 1 Last

Short Supplier Name	Supplier Name	Supplier ID	Default Location
GUNGOLL,JA-001	GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC	0000199608	0001

NOTE: If the Supplier ID cannot be determined by searching the Short Supplier Name, the [Advanced Supplier Search](#) link at the far right of the Invoice Information page allows a more robust search. See the Advance Supplier Search following the Supplier Section.



Location: Populates the default Location from the Supplier file. Since the address does not display on the Invoice Information page, **click** the look up icon  next to the Location field to view the Location description field in the Supplier file.



Look Up Location ✕

[Help](#)

SetID: 00000
Supplier ID: 0000199608
Supplier Location: begins with


Basic Lookup

Search Results

View 100 First  1-5 of 5  Last

Supplier Location	Description
0001	EFT PO BOX 1549 ***8945
0002	323 W BROADWAY
0003	DAVENPORT BRADLEY E & SHEFFER
0004	4201 RAMPART ST
0005	101 PARK AVE STE 1400

NOTE: A Location is a default set of rules which define how you conduct business with a supplier.

Address: Populates the Address sequence number linked to the Location in the Supplier file. If the Location Search Results do not provide adequate address information, **click** the lookup icon  next to the Address field to view the Address description field in the Supplier file.



Look Up Address Help

SetID: 00000
 Supplier ID: 0000199608
 Address Sequence Number: [=]
 Address Type: [=]

Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	BUSINESS ADDRESS	PO BOX 1549	ENID	(blank)	OK	USA
2	Business	& KENNETH BARWICK	& KENNETH BARWICK	ENID	(blank)	OK	USA
3	Business	DAVENPORT BRADLEY E ATTY & SHE	DAVENPORT BRADLEY E & SHEFFER HELEN A & PHILLIP	ENID	(blank)	OK	USA
4	Business	4201 RAMPART ST	4201 RAMPART ST	ENID	(blank)	OK	USA
5	Business	101 PARK AVE STE 1400	101 PARK AVE STE 1400	OKLAHOMA CITY	(blank)	OK	USA

NOTE: If an Address sequence linked to the Location in the supplier file is overridden on the voucher, the Location will not change and rules associated with the Location, including bank account information, will still apply to the voucher. However, the overridden Address sequence number will populate on the Invoice Information and the Payments pages.

NOTE: Changing a Location and/or Address sequence number on the Invoice Information page will update the Payments page with the same Location and Address sequence number.

Advanced Supplier Search

The Advance Supplier Search offers a more robust way to search for a Supplier ID and may be particularly useful when searching for a supplier with a common name or a supplier with several addresses. The Search Results includes the Address sequence number details.

Click the [Advanced Supplier Search](#) link at the far right of the Invoice Information page.

Invoice Information | Payments | Voucher Attributes

Business Unit 45200 Invoice No SETTLEMENT09012014
 Voucher ID NEXT Accounting Date 09/24/2014
 Voucher Style Regular Voucher *Pay Terms 00 0 Days
 Invoice Date 09/01/2014 Basis Date Type Inv Date
 Invoice Received
 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC
 Supplier ID 0000199608 Control Group
 ShortName GUNGOLL_JA-001 Incomplete Voucher
 Location 0001
 *Address 1

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Withholding
 Template List
 Advanced Supplier Search
 Supplier Hierarchy

View Related Document

Action



The Supplier Look page displays.

Supplier Lookup	
Search Criteria	Manage Search Results
Name <input type="text" value="G%BOX%"/>	Back to Header Add Supplier
Short Name <input type="text"/>	Max Rows
Alternate Sup <input type="text"/>	<input type="text" value="100"/> Search
City <input type="text"/>	1 to 17 of 17
State <input type="text"/>	
Type <input type="text"/>	
Country <input type="text" value="USA"/>	
Class <input type="text"/>	
Postal <input type="text"/>	

NOTE: The Search Criteria entered in the boxes without the lookup icon must be entered exactly as populated in the Supplier file to return Search Results, unless the PeopleSoft wildcard symbol of % is used in the Search Criteria. It is best to narrow the search using known fields.

Name: Search for the supplier name using a partial name with the wildcard symbol(s) of % or enter the supplier name exactly as it is in the supplier file.

Max Rows: Increase the Max Row from 10 up to 99999 if anticipating search results of more than ten suppliers. A search result is listed for each supplier address.


Manage Search Results: Identifies the number of returned values.

Click [Search](#) to return a list of suppliers. If the supplier does not exist in the supplier file, submit the OMES Vend Form available from the OMES website.



Search Results					Personalize	Find	View 10	First	1-17 of 17	Last
	Supplier	Address	Supplier	Detail						
<input checked="" type="checkbox"/>	0000071408		3 NIGP LOCKBOX	Detail						
<input checked="" type="checkbox"/>	0000180019		1 BUDGET BOX & BAG INC	Detail						
<input checked="" type="checkbox"/>	0000180019		2 BUDGET BOX & BAG INC	Detail						
<input checked="" type="checkbox"/>	0000180019		3 BUDGET BOX & BAG INC	Detail						
<input checked="" type="checkbox"/>	0000199608		1 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC	Detail						
<input checked="" type="checkbox"/>	0000199608		2 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC	Detail						
<input checked="" type="checkbox"/>	0000199608		3 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC	Detail						
<input checked="" type="checkbox"/>	0000199608		4 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC	Detail						
<input checked="" type="checkbox"/>	0000199608		5 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC	Detail						
<input checked="" type="checkbox"/>	0000366505		1 GLASS BOX ANALYTICS	Detail						

: Choose supplier from the returned values and **click** to update the Supplier information on the Invoice Information page.

Detail: Link displays a Supplier Lookup Details panel where more information can be obtained about the supplier when there are multiple returned values with identical names. The  icon displays detailed address information. **Click** to update the Supplier information on the Invoice Information page or [Return Supplier Search](#) to return to search results.



Supplier Lookup Details

SetID 00000

Supplier ID 0000199608



Return Supplier Search

[Back to Header](#)

Supplier Detail

Short Name GUNGOLL,JA-001

Status Approved

Supplier Name GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC

Class HCM

Additional Name

HR Class Garn Pay

Alternate Supp Name



Persistence Regular

Address 00001 BUSINESS ADDRESS

Dflt Loc 0001

EFT PO BOX 1549 ***8945

Corporate Supplier 00000 0000199608 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC

Remit Supp 00000 0000199608 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC

Open For Ordering

Withholding Applicable

VAT Applicable



Invoice Section

Invoice Number and Date: Verify for accuracy.

Business Unit 45200 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 09/01/2014 Invoice Received	Invoice No SETTLEMENT09012014 Accounting Date 09/24/2014 *Pay Terms 00 0 Days Basis Date Type Inv Date	Invoice Total Line Total 100.00 *Currency USD Miscellaneous Freight Total 100.00 Difference 0.00	Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Withholding Template List Advanced Supplier Search Supplier Hierarchy
---	---	---	--

- The system edits for duplicate invoice numbers based on invoice number and supplier ID. A voucher with a duplicate invoice number can be saved in a recycled state; however, it will not continue to process until resolved.
- The invoice number and invoice date print on the electronic remittance advice, the warrant stub and the Miscellaneous Inter/Intra Agency report and should match the supplier's invoice or conform to the agency's internal policy for entering invoice numbers and dates when they are not specified on the supplier's invoice.
- The date of the supplier's invoice is used to compute days outstanding.

Total: Verify the total invoice amount. The total must agree to the sum of the Voucher Invoice Lines.

Comments: [Click](#) link to enter notes about the invoice. Comments are meant for reference only and up to 254 characters can be entered. Comments print on the OMES Form 15A voucher jacket.

Voucher Comments (Maximum number of characters allowed for comments is 254)

Comments:

John Doe Comments

OK
Cancel

Withholding: Link activates on the Invoice Information page if the voucher is associated with a supplier setup for 1099 withholding in the supplier file.



Withholding Link

Entity, Type, Jurisdiction, and Class: Populate from the values specified for the supplier at the supplier location level in the supplier file.

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 [Back to Invoice](#) link to return to the Invoice Information page.

Withholding Information

[Back to Invoice](#)

Business Unit 45200 Invoice Number SETTLEMENT09012014
 Voucher ID NEXT Supplier 0000199608 GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC

Withholding Option

Postpone Withholding

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

Line 1 Description
 Withholding Code Withholding Applicable

Withholding Details Personalize | 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	Withhold at Payment	<input checked="" type="checkbox"/>

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

Message

Invoice Line 1 is marked Withholding Applicable, but is missing applicable Withholding Details. (7400,166)

- If the voucher is not 1099 applicable, clear the Withholding Applicable check box. If it should be a 1099 supplier, notify OMES to populate the location with the 1099 data with an OMES 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.

NOTE: The Class on the Voucher Withholding page must match the Class in the Supplier file in order for the pay cycle to select the voucher for payment.



Step 3 – Invoice and Distribution Lines

Invoice Lines

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

Copy Down: Select to clone values from source line to newly inserted line(s).

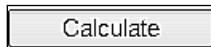


Voucher lines can be added or deleted by clicking the buttons.

Ship To: The field populates based on Ship To locations set up for the BU and is a required field. The purpose for the field is tax related and does not apply to the State.

Description: Enter to describe the voucher line item. The field is optional for direct vouchers.

Line Amount: Enter the amount of the invoice line. The sum of all invoice lines must equal the Total in the Invoice Section of the page or the voucher will be saved in a recycled state. Click the



button to perform the balancing calculation.

SpeedCharts: A shortcut tool, which allows the expenditure distribution information to be more easily populated. SpeedCharts are beneficial when a common set of distributions are used repeatedly for direct vouchers.

NOTE: SpeedCharts are used to create direct vouchers and not PO vouchers.



Creating SpeedCharts

SpeedCharts can be set up by users with Super User security access.

Navigation: *Set Up Financial/Supply Chain > Product Related > Procurement Options > Management > SpeedChart*

SpeedChart

SetID:
SpeedChart Key:
User ID:
Primary Permission List:
Effective Date:

SetID: Use agency as SetID. If the SetID 00000 default is used, the SpeedChart will be shared by all agencies.

SpeedChart Key: Name assigned to SpeedChart and should be indicative of the expenditure distribution information.

Click enter or

SpeedChart

SetID 45200 SpeedChart OS_TRAVEL Eff Date 09/20/2014 *Status Active

Description Total Percent 100.00

Security Option Definition

Universal (All Users) Enter Percentages
 One User Enter Weights
 One Permission

UOM

Description

Speed Charts Personalize | Find | View All | First 1 of 1 Last

Chartfields	Percent	Weight	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit
1	100.00	0.00000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Description: Enter description in the Description fields. The Description field under the SpeedChart name displays in the voucher when searching for a SpeedChart. The Description field in the middle of the page provides for additional information relevant to the SpeedChart.


Status: Active or Inactive. Active SpeedCharts display in the SpeedChart look up on the voucher.


Security Option: Three options are available to allow users access to the SpeedChart.

- Universal – All users with agency access.
- One User – Allows the selection of the User ID.
- One Permission – Allows the selection of a permission level that allows agency access to the SpeedChart. This is generally not used since PeopleSoft security assigns permission.

Enter Percentages: Selected by default and allows cost distribution as a percentage of the total amount as designated in the Percent field for each SpeedChart distribution line. If percentage is not applicable, change the Percent to 0.00 on each distribution line.

Chartfields: Enter the expenditure distribution line(s). One distribution line displays during initial set up but additional lines can be added using the  located at the end of the Chartfields.

 **Correct History**: Used to activate, inactivate, update, add, and/or delete distribution lines, i.e. update Bud Ref field at the beginning of a fiscal year. Return to SpeedChart using **Set Up Financial/Supply Chain > Product Related > Procurement Options > Management > SpeedChart > Find an Existing Value.**

Click  **Correct History** and make the appropriate changes.



SpeedChart

SetID 45200 SpeedChart OS_TRAVEL Eff Date 09/20/2014 *Status Active

Description Out of State Travel GM Total Percent 100.00

Security Option Definition

Universal (All Users) Enter Percentages

One User Enter Weights

One Permission UOM

Description Out of State Travel - G riffin Memorial

Speed Charts Personalize | Find | View All | First 1-4 of 5 Last

Chartfields

Percent	Weight	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit
100.00	0.00000	45200	521210		1000	20000	2002011	15			
0.00	0.00000	45200	521230		1000	20000	2002011	15			
0.00	0.00000	45200	521230		1000	20000	2002011	15			
0.00	0.00000	45200	521240		1000	20000	2002011	15			

Save Return to Search Notify Add Update/Display Include History Correct History

Click Save to create the SpeedChart.

Copying SpeedCharts

SpeedCharts are available to copy expenditure distribution lines into direct vouchers.

Invoice Lines ?

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 100.00

SpeedChart

Ship To 01COSHIP00

Description

Packing Slip

Calculate

After entering the voucher information on the voucher, **enter** the SpeedChart name or select the to look up SpeedCharts.



Look Up SpeedChart Help

SetID: 45200

SpeedChart Key: begins with

Basic Lookup

Search Results

View 100 First 1-13 of 13 Last

SpeedChart Key	Description
706_FLEX	706 FLEX FUND
706_GIFTS	706 CONTRIBUTIONS
706_PT	706 PATIENT TRUST
JTTRAVEL	Per Diem
JTTRAVEL2	Mileage
OS_TRAVEL	Out of State Travel GM
PETCASHSA	PETTY CASH SA
PETTY CASH	PETTY CASH FY13 JTC
SHERIFF/PD	(blank)
TRUST	TRUST DEP SA
TRUST DEP	TRUST DEPOSIT SA
TRUST JJ	TRUST JJ
TRUST SA	PATIENT TRUST

Select the desired SpeedChart by clicking the name. The values from the SpeedChart copy into the distribution lines, and the expense is allocated to each funding based upon the percentage setup in the SpeedChart.

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount

SpeedChart OS_TRAVEL

Ship To 01COSHIP00

Description

Packing Slip

One Asset

▼ Distribution Lines Personalize | Find | View 1 First 1-5 of 5 Last

GL Chart	Exchange Rate	Statistics	Assets										
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	
<input type="checkbox"/>	1	100.00		45200	521210		1000	20000	2002011	15			
<input type="checkbox"/>	2	0.00		45200	521230		1000	20000	2002011	15			
<input type="checkbox"/>	3	0.00		45200	521230		1000	20000	2002011	15			
<input type="checkbox"/>	4	0.00		45200	521240		1000	20000	2002011	15			
<input type="checkbox"/>	5	0.00		45200	521260		1000	20000	2002011	15			



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



Distribution Line

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

Distribution Lines													Personalize	Find	View All	1 of 5	Last
GL Chart	Exchange Rate	Statistics	Assets														
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program					
<input type="checkbox"/>	1	100.00		45200	521210		1000	20000	2002011	15							

: Voucher distribution lines can be added or deleted.

Copy Down: Select in the Copy Down column to clone values from source distribution line to newly inserted distribution line(s).

Amount: Enter the amount that will be distributed to a particular account and chartfield. The sum of the distribution lines must add to the amount of the voucher line or the voucher will be saved in a recycled state.

Chartfield Values:

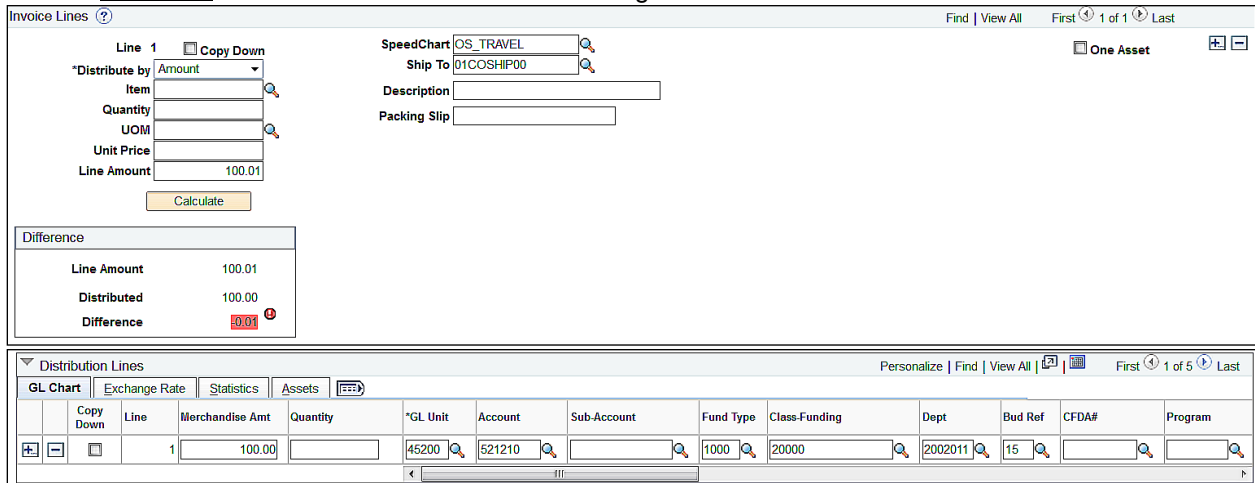
- **Account Number** – Expenditure accounts begin with 5 and miscellaneous payroll withholding claims are recorded to 633 accounts
- **Sub Account** – An agency defined field. The field is optional.
- **Fund Type** – The CAFR fund type being charged.
- **Class Funding** – State fund charged. The class 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.
- **Program Code** - High level performance objective aligned with the budgets.
- **Operating Unit** – An agency defined field. OMES must approve use of operating unit.
- Note that clicking the next to any chartfield while it is blank or partially populated will provide a list of valid values.

Budget Date: Defaults with the date the voucher is created. **DO NOT CHANGE.**

Step 4 – Voucher Balancing

Click the **Calculate** button, located at the header or line level, 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 two areas of the voucher:

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

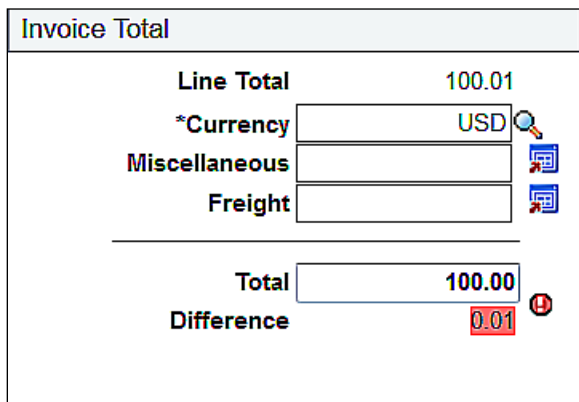


The screenshot shows the 'Invoice Lines' interface. At the top, there is a 'Calculate' button. Below it, the 'Line 1' details are shown, including 'SpeedChart' (OS_TRAVEL), 'Ship To' (01COSH00), and 'Description'. A 'Difference' table is displayed below the line details:

Difference	
Line Amount	100.01
Distributed	100.00
Difference	0.01

The 'Difference' value of 0.01 is highlighted in red. Below this, the 'Distribution Lines' table is visible, showing a single line with a Merchandise Amt of 100.00.

2. Invoice Total Box – Displays the sum of the invoice lines and the header total.




The screenshot shows the 'Invoice Total' box. It displays the following information:

- Line Total**: 100.01
- *Currency**: USD
- Miscellaneous**: [Empty field]
- Freight**: [Empty field]
- Total**: 100.00
- Difference**: 0.01


The 'Difference' value of 0.01 is highlighted in red.















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 Invoice Total box.


Step 5 – Voucher Validation





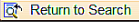


Click  to save the voucher. The system will perform validation checks to ensure that fields are completed correctly. Some of the validations that occur are:

- Duplicate invoice checking
- Verifying the existence of a supplier ID
- Verifying the existence of an invoice date and invoice ID
- Validating accounting distribution field values and combinations
- Balancing header amount against line 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 45200  Voucher ID 00386348 Voucher Style Regular Voucher Invoice Date 09/01/2014  Invoice Received 		Invoice No SETTLEMENT09012014 Accounting Date 09/20/2014  *Pay Terms 00   0 Days Basis Date Type Inv Date		Invoice Total Line Total 100.01 *Currency USD  Miscellaneous  Freight  <hr/> Total 100.00 Difference 0.01 
GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC				
Supplier ID 0000199608  ShortName GUNGOLL_JA-001  Location 0001  *Address 1 				

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

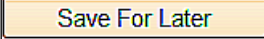
Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 45200 Voucher ID 00386348 Style Regular Voucher		Invoice Number SETTLEMENT09012014 Invoice Date 09/01/2014 Total 100.00 USD		
Header Errors Personalize Find View All   First  1 of 1  Last				
Field Name		Message		
Gross Invoice Amount		Voucher is out of Balance		
  				

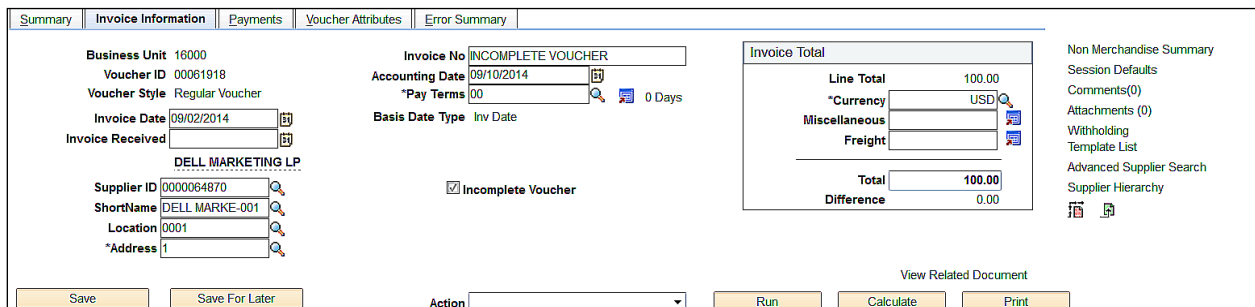
NOTE: Vouchers in recycle status are held from further processing until the voucher is corrected. To find vouchers with errors, **enter** Recycle in the Entry Status field on the Add and Search page.

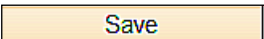
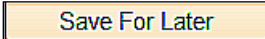


Incomplete Voucher

An Incomplete Voucher can be used to create a voucher but hold it from matching and/or budget checking until a later date. Incomplete vouchers require all of the same items currently required to create a Voucher ID, including Supplier, Invoice ID, Invoice Date, and expenditure distribution information.

Click  to save the voucher. If the voucher passes validation, a voucher number is assigned in numeric sequence and the **Incomplete Voucher** indicator displays. The voucher is saved in recycle status. This eliminates the need to make any manual changes to any of the fields to hold it from processing.



When the voucher is ready to process, Click  to save the voucher in a Postable status. The  and the **Incomplete Voucher** indicator are removed from the voucher.

NOTE: Once an Incomplete Voucher is saved, the voucher cannot be resaved as an Incomplete Voucher again.







NOTE: Incomplete Vouchers are held from further processing until the voucher is saved. To find Incomplete Vouchers, **enter** Incomplete Voucher in the Incomplete Voucher field on the Add and Search page.

Step 6 – Edit Payment Information

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

Payment Information


Review the Payment Information.


Invoice Information	Payments	Voucher Attributes
Business Unit 45200 Voucher ID NEXT Voucher Style Regular Voucher Total Amount 0.00 Supplier Name HILTON 	Invoice No <input type="text"/> Invoice Date <input type="text"/>  <input type="checkbox"/> Incomplete Voucher *Pay Terms <input type="text"/> 0 Days	Action <input type="text"/> <input type="button" value="Run"/> <input type="button" value="Schedule Payments"/>
Payment Information Find View All First 1 of 1 Last		
Payment 1 *Remit to <input type="text"/>  Location <input type="text"/> *Address <input type="text"/>  HILTON  7902 S <input type="text"/> AVE TULSA, OK 74136-8600	Gross Amount <input type="text"/> 0.00 USD Discount <input type="text"/> 0.00 USD Scheduled Due <input type="text"/>  Net Due <input type="text"/> Discount Due <input type="text"/> Accounting Date <input type="text"/>	<input type="button" value="Payment Inquiry"/> <input type="button" value="Payment Comments(0)"/> <input type="button" value="Holiday/Currency"/>

Remit to: The supplier ID entered on the Invoice Information page defaults into the Payments page. The Remit to can be overridden when a payment is assigned. Assigned payments should have supporting documentation accompanying the voucher.


Location: The Location entered on the Invoice Information page defaults into the Payments page.

Address: The Address sequence number entered on the Invoice Information page defaults into the Payments page. Ensure the remit address on the voucher matches the remit address on the invoice.

Click the  icon next to the Address field to select the correct address or submit an OMES Form VEND to have an address added.

Alternate Supplier: If the Remit To address sequence number chosen has an alternate name, e.g., DBA, populated in the supplier file, the alternate name will display in the Alternate Name Icon .



NOTE: The alternate name will not be the Remit To supplier on the voucher but will be the payee on the warrant.

Information Icon : Appears when the Remit to supplier is on payment hold in the Supplier profile.



NOTE: Action to research the payment hold can and should occur before the voucher is sent to OMES for payment.

Gross Amount: The invoice total populates the 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.

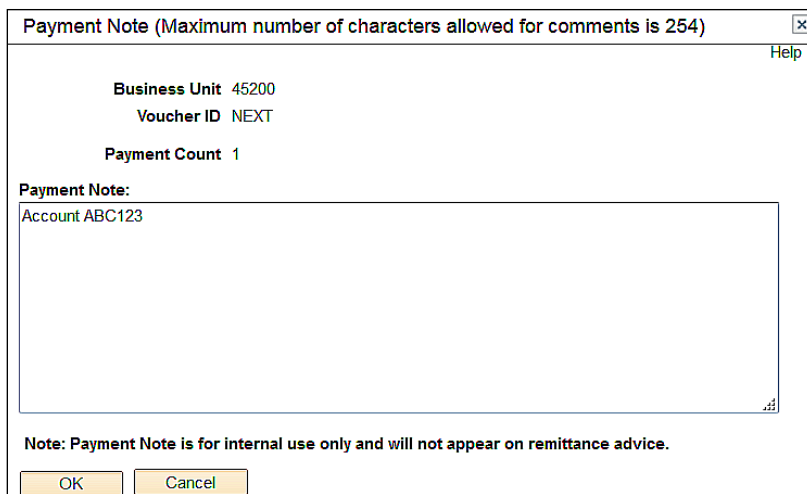
  : Multiple payees can be added or deleted by clicking these buttons. A new row is required for each payee or for each payment if partial payments are made. The sum of the Gross Amounts for each payee must agree to the Invoice Total.

Scheduled Due: Calculates from the Pay Terms and determines when to pay the scheduled payment. If partial payments are made, ensure the Scheduled Due dates are correct.

NOTE: The Pay Cycle selects vouchers with a Scheduled 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 the voucher to OMES for 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 Comments: Enter notes up to 254 characters that are meaningful for internal use. The field grays out after the warrant is created.



The screenshot shows a dialog box titled "Payment Note (Maximum number of characters allowed for comments is 254)". It contains the following information:

- Business Unit 45200
- Voucher ID NEXT
- Payment Count 1
- Payment Note: Account ABC123

At the bottom, there is a note: "Note: Payment Note is for internal use only and will not appear on remittance advice." and two buttons: "OK" and "Cancel".



NOTE: OMES 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.



Payment Options

Review the Payment Option fields.

Payment Options			
*Bank <input type="text" value="OST"/>	Pay Group <input type="text"/>	*Netting <input type="text" value="Not Applicable"/>	Supplier Bank Messages
*Account <input type="text" value="EFT"/>	*Handling <input type="text" value="Regular"/>	L/C ID <input type="text"/>	<input type="checkbox"/> Hold Payment
*Method <input type="text" value="CHK"/> Check	Hold Reason <input type="text"/>	<input type="checkbox"/> Separate Payment	
Message <input type="text"/>			
<small>Message will appear on remittance advice.</small>			

Bank: Office State Treasurer (OST) for all payments except Express Checks (EXPS).

Account: A bank account within the Bank. Values default from Payable Options or Supplier Location.

- EFT when banking information is in the Supplier Location profile. If the class funding on the voucher is 7XXX **exclusively**, populate EFT Account with 7EFT.
- “AGY0,” consisting of the first three digits of the agency number followed by a zero, for interagency payments when the WIR method is in the Supplier Location profile.
- OST for all other payments. If the class funding on the voucher is 7XXX **exclusively**, populate OST Account with 7REG.

Methods: Values default from bank account set up or Supplier Location.

- CHK – Warrant and EFT payments are sent to OST.
- MAN – Agency writes 7XX fund check and interfaces record to OMES
- WIR – Interagency payment. A [Layout](#) link displays on the far right of the screen when the method of WIR defaults from the supplier file for the location selected. The [Layout](#) field value also defaults from the Supplier Location.

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, assign a pay group for the day of the week the voucher is released to OMES. (The day selected has no bearing as to when OMES selects the vouchers for payment.) Add the pay group only when the voucher is ready to pay.
- For rush claims, notify OMES 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 OMES 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, OMES removes the pay group.

Handling: TV (Travel) and RE (Regular). Populating this field with TV will sort travel reimbursement warrants so that they print first. RE sorts the warrants by payee name.

Messages: Enter a payment message up to 70 characters to print on the electronic remittance advice, warrant stub, or Miscellaneous Inter/Intra Agency report. This field grays out after the warrant is created.

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



Accounting in Dispute
Agency Location Code Required
Amount in Dispute
CCR Expired
Contract Retention
EFT incomplete or not Prenoted
Federal Supplier Inactive
Financial Sanctions
Goods in Dispute
Inbound IPAC Required
Other
Quantity in Dispute
Tax Snag
Withholding Hold

NOTE: The Hold Payment does not exclude the voucher from budget checking and reducing the allotment and cash budgets. An Incomplete Voucher should be used for this purpose.

Separate Payment: Select the check box if the voucher must pay separately. If the check box is not checked, vouchers processed for payment on the same day will be combined by BU, supplier number, and supplier location into a single payment. Each invoice will be listed separately on the pay advice for the combined payment.

Schedule Payment

Schedule Payment			
*Action	Schedule Payment	Payment Date	
Pay		Reference	

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.

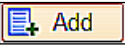
Step 7 – Voucher Summary Page

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 45200	Invoice Date 09/01/2014			
Voucher ID 00386348	Invoice No SETTLEMENT09012014			
Voucher Style Regular	Invoice Total 100.00 USD			
Supplier Name GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC PO BOX 1549 ENID, OK 73702-1549	Pay Terms 0 Days			
Entry Status Postable	Voucher Source Online			
Match Status No Match	Origin ONL			
Approval Status Approved	Created On 09/20/2014 11:45PM			
Post Status Unposted	Created By PGARCIA			
Doc Tol Status Valid	Last Update 09/24/2014 5:12PM			
Budget Status Not Chk'd	Modified By PGARCIA			
Budget Misc Status Valid	ERS Type Not Applicable			
*View Related <input type="text" value="Payment Inquiry"/> Go	Close Status Open			

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

View important voucher information, such as invoice 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. Additional information about statuses, origin, and the Inquiry pages accessible from the Voucher Summary follows.

Statuses:

- **Entry Status:** Displays the phase of the voucher's processing. Values include Recycle, Approved, Open, and Postable.



- **Match Status:** Not applicable for direct vouchers. Discussed in the COR112 PO Vouchers manual.
- **Post Status:** The posting process creates accounting entries from vouchers. Values include Posted and Unposted.
- **Approval Status:** Used for workflow. Currently defaults to Approved, but unmatching a voucher changes the status to Pending and requires rematching to reset the status to Approved.
- **Document Tolerance:** Not applicable for direct vouchers. Discussed in the COR112 PO Vouchers manual.
- **Budget Status:** Vouchers budget check against cash and allotment budgets. Values include Not Chk'd, Valid, Exceptions. Refer to the Budget Checking chapter for information about handling exceptions.

Voucher Source: Indicates the Source used to create the voucher. Values include Online and the voucher build interfaces, including Billing Vouchers, Customer Interfaces, Procurement Card, and Payroll Interface.

Origin: Identifies a specific entry point for online or batch entry. Values include ONL, BIU, GPS, PCD, and PYR.

***View Related:** 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.

*View Related	Payment Inquiry	Go
	Accounting Entries Inquiry	
	Payment Inquiry	
	Purchase Order Inquiry	
	Voucher Document Status	Summary
	Voucher Inquiry	

- **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 a chapter on this page.
- **Voucher Document Status:** This page allows you to locate related documents starting from a voucher number.




- **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 8 – 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.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 45200  Voucher ID 00386348 Voucher Style Regular Voucher Invoice Date 09/01/2014  Invoice Received 		Invoice No SETTLEMENT09012014 Accounting Date 09/20/2014  *Pay Terms 00   0 Days Basis Date Type Inv Date		Invoice Total Line Total 100.01 *Currency USD  Miscellaneous  Freight  <hr/> Total 100.00 Difference 0.01 
GUNGOLL,JACKSON,COLLINS,BOX & DEVOLL PC				
Supplier ID 0000199608  ShortName GUNGOLL,JA-001  Location 0001  *Address 1 				

Go to Review Errors : Click to view a description of a voucher error.

Scroll Areas: Different scroll areas will appear for the different types of errors.

Header Errors for Business Unit 45200, Voucher 00386348	
Help	
Header Errors Personalize Find View All   First  1 of 1  Last	
Field Name	Message
Gross Invoice Amount	Voucher is out of Balance
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/>	



Step 9 – On-Demand Budget Checking

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

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

Entry Status	Postable
Match Status	No Match
Approval Status	Approved
Post Status	Unposted
Doc Tol Status	Valid
Budget Status	Not Chk'd
Budget Misc Status	Valid

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



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

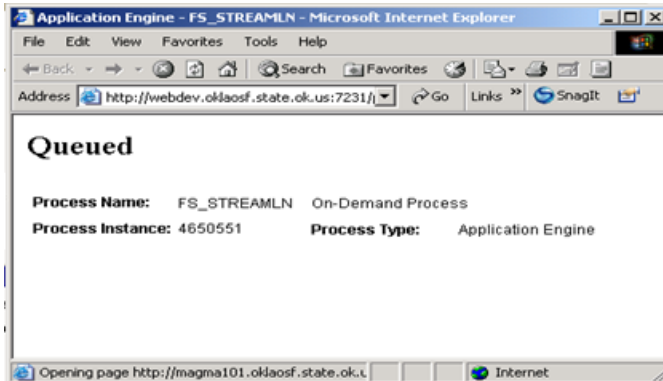
Action	<input type="text" value="Budget Checking"/>	<input type="button" value="Run"/>
--------	--	------------------------------------

The following message displays:

Message
Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)
<input type="button" value="Yes"/> <input type="button" value="No"/>

- **Yes** – The system processes budget checking and returns to the Invoice Information screen when the process is completed. View the updated budget status on the Voucher Summary page.
- **No** – The system returns to the Invoice Information screen to allow navigation within the voucher component; however, while budget checking is running, the fields on the voucher will be grayed out and unavailable for entry.

- A separate window opens displaying the process name and instance. The status will advance from Queued, to Processing, to Success, or Success with Warning. When the budget check process is complete, click the Refresh icon,  to view the updated budget status on the Voucher Summary page.
- If the refresh icon  is clicked before the budget check process is complete, a message displays noting the voucher is in a payables batch. Viewing the updated budget status will require exiting the voucher and searching on the voucher ID to view the Voucher Summary page after the budget check process is complete. See the Find an Existing Value chapter.



NOTE: On demand budget checking can also be performed on the Payments and Voucher Attributes pages.

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

Find an Existing Value

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

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

Search Fields and Options

The Find an Existing value page allows for the entry of several criteria in locating a voucher. While there are several fields to assist in narrowing the search, Business Unit is the only one that is required. Search fields include those listed on the Voucher Search page.

Voucher

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

▼ Search Criteria

Business Unit:	=	<input type="text" value="45200"/>	
Voucher ID:	begins with	<input type="text"/>	
Invoice Number:	begins with	<input type="text"/>	
Invoice Date:	contains	<input type="text"/>	
Short Supplier Name:	=	<input type="text"/>	
Supplier ID:	<	<input type="text"/>	
Supplier Name:	<=	<input type="text"/>	
Voucher Style:	>=	<input type="text"/>	
Related Voucher:	between	<input type="text"/>	
Entry Status:	in	<input type="text"/>	
Voucher Source:	=	<input type="text"/>	
Incomplete Voucher:	=	<input type="text"/>	

Case Sensitive

Each field search can be narrowed using the options in the drop down box.



An example of using several criteria to narrow a search to locate an existing voucher is illustrated.

Voucher

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = 45200

Voucher ID: begins with

Invoice Number: begins with 25

Invoice Date: > 01/01/2014

Short Supplier Name: begins with

Supplier ID: begins with

Supplier Name: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: = Billing Vouchers

Incomplete Voucher: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
45200	00372350	25201406452177	5860.19	5860.19	01/13/2014	OMES-001	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	Regular	(blank)	Postable	Billing	Complete
45200	00376169	25201407452177	6270.13	6270.13	02/24/2014	OMES-001	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	Regular	(blank)	Postable	Billing	Complete
45200	00377571	25201408452177	6710.92	6710.92	03/20/2014	OMES-001	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	Regular	(blank)	Postable	Billing	Complete
45200	00380186	25201409452177	7027.26	7027.26	04/22/2014	OMES-001	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	Regular	(blank)	Postable	Billing	Complete
45200	00382314	25201410452177	7262.07	7262.07	05/16/2014	OMES-001	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	Regular	(blank)	Postable	Billing	Complete
45200	00384637	25201411452177	7314.39	7314.39	06/13/2014	OMES-001	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	Regular	(blank)	Postable	Billing	Complete

Also illustrated are voucher searches against the last five search fields on the Voucher Add and Search page.

Voucher Style: The state uses adjustment, journal, regular, reversal, and template vouchers.



Voucher Style: [=]
Related Voucher: [begins with]
Entry Status: [=]
Voucher Source: [=]
Incomplete Voucher: [=]
 Case Sensitive

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

Basic Search

Related Voucher: Enter an existing Voucher ID in the Related Field to display the related voucher(s). Adjustment, Reversal, and Journal vouchers include a Related Voucher field and must be populated for the Search to identify the Related Voucher ID. The Search Results include Voucher Style and Related Vouchers columns.

Voucher

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

▼ Search Criteria

Business Unit: [=]
Voucher ID: [begins with]
Invoice Number: [begins with]
Invoice Date: [=]
Short Supplier Name: [begins with]
Supplier ID: [begins with]
Supplier Name: [begins with]
Voucher Style: [=]
Related Voucher: [begins with]
Entry Status: [=]
Voucher Source: [=]
Incomplete Voucher: [=]
 Case Sensitive

Basic Search Save Search Criteria

Search Results

View All First 1-109 of 117 Last

Business Voucher Init	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Incomplete
45200	00384820	MUSKOGEE CO SHERIFF 02/14/ADJ	-160.24	-160.24	02/28/2014	MUSKOGEE C-016	0000077012 MUSKOGEE COUNTY	Adjustment	00381684	Postable Online	Complete



Entry Status: This search is used primarily to search for vouchers in Recycle Status.

Entry Status:	=	▼	▼ Postable Recycle Template Voucher
Voucher Source:	=	▼	
Incomplete Voucher:	=	▼	
<input type="checkbox"/> Case Sensitive			



Voucher Source: Voucher Sources listed are the available voucher build interfaces. The state currently uses Billing Vouchers, Custom Interfaces, Procurement Cards, and Payroll/Student Administration.

Voucher Source: =	
Incomplete Voucher: =	
<input type="checkbox"/> Case Sensitive	
<input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search	
	<ul style="list-style-type: none">Asset Lease PaymentsBilling VouchersClaim VoucherConsigned InventoryContractsCustom InterfacesDebit Memo from MatchingEDIExcel Upload VouchersNon PO Evaluated ReceiptOnlinePO Evaluated ReceiptsPay/Bill ManagementPayroll/Student AdministrationPrepaymentProcurement CardsPromotions ManagementQuick InvoiceReal Estate Lease payments

Incomplete Voucher: New in 9.2 is a search for vouchers Saved for Later.

Incomplete Voucher: =	
<input type="checkbox"/> Case Sensitive	
	<ul style="list-style-type: none">Complete VoucherIncomplete Voucher



Journal Vouchers

Journal vouchers are used to correct accounting entries for vouchers that have posted and paid. A journal voucher does not affect the status of the original voucher or payment and it will not adjust Purchase Order encumbrances. The COR112 PO Vouchers Manual Journal Voucher chapter discusses when a journal voucher is appropriate for a PO voucher.

Step 1 – Create Voucher

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

Click Add a New Value Tab

Voucher

Business Unit: 45200

Voucher ID: NEXT

Voucher Style: Journal Voucher

Supplier Name: SMITH,JOHN

Short Supplier Name: SMITH,JOHN

Supplier ID: 00000

Supplier Location: 0001

Address Sequence Number: 1

Invoice Number: TRAVEL08312014

Invoice Date: 08/31/2014

Business Unit: BU defaults to specific value for each user.

Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. **DO NOT CHANGE.**

Voucher Style: Select Journal Voucher.

Supplier ID: Enter the Supplier ID that is identical to the original voucher to be corrected.

Invoice Number: Enter the invoice number as entered on the original voucher and add the suffix of JV.

Invoice Date: Enter the same invoice date as entered on the original voucher.



Click

Invoice Information Tab I

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.

Total: Journal Vouchers are zero amount vouchers. Source documents cannot be copied.

Related Voucher: Enter the voucher ID with incorrect accounting entries to associate it to the journal voucher. The field is optional, but it should be populated to maintain an audit trail and to be able to search for it using the Related Voucher field on the Add and Search page.

Invoice Information	Payments	Voucher Attributes										
Business Unit 45200 Voucher ID NEXT Voucher Style Journal Voucher Invoice Date 08/31/2014 Invoice Received Supplier ID 00000#### ShortName SMITH,JOHN#### Location 0001 *Address 1	Invoice No TRAVEL08312014 Accounting Date 09/24/2014 Pay Terms 00 0 Days Basis Date Type Inv Date Control Group Related Voucher 00385420 <input type="checkbox"/> Incomplete Voucher	<table border="1"> <thead> <tr> <th colspan="2">Invoice Total</th> </tr> </thead> <tbody> <tr> <td>Line Total</td> <td>0.00</td> </tr> <tr> <td>*Currency</td> <td>USD</td> </tr> <tr> <td>Total</td> <td>0.00</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </tbody> </table>	Invoice Total		Line Total	0.00	*Currency	USD	Total	0.00	Difference	0.00
Invoice Total												
Line Total	0.00											
*Currency	USD											
Total	0.00											
Difference	0.00											
Session Defaults Comments(0) Attachments(0) Template List Advanced Supplier Search Supplier Hierarchy												

NOTE: Important characteristics of journal vouchers:

- No voucher or distribution lines will default into the voucher.
- All distribution lines of the voucher with incorrect accounting entries 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

Description and Line Amount: Enter if applicable. The total of journal lines must net to zero.

Distribution Line 1: Populate the first distribution line to reverse the accounting entry that was recorded incorrectly on the associated voucher.

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart

*Distribute by Amount Ship To 01COSHIP00

Item One Asset

Quantity Description

UOM Packing Slip

Unit Price

Line Amount

▼ Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input type="button" value="+"/> <input type="button" value="-"/>	<input checked="" type="checkbox"/>	1	-100.00	<input type="text"/>	45200 <input type="button" value="Q"/>	521110 <input type="button" value="Q"/>	<input type="text"/>	1000 <input type="button" value="Q"/>	20000 <input type="button" value="Q"/>	1000001 <input type="button" value="Q"/>	15 <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>

Select in the Copy Down column to clone values in the distribution line to newly inserted distribution line(s). Click to add additional distribution lines.

Enter number of rows to add.

Enter number of rows to add:

Amount and ChartField Values: Correct value(s) cloned from the distribution line with the Copy Down feature, or enter the values in the distribution line(s).

▼ Distribution Lines Personalize | Find | View All First 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input type="button" value="+"/> <input type="button" value="-"/>	<input checked="" type="checkbox"/>	1	-100.00	<input type="text"/>	45200 <input type="button" value="Q"/>	521110 <input type="button" value="Q"/>	<input type="text"/>	1000 <input type="button" value="Q"/>	20000 <input type="button" value="Q"/>	1000001 <input type="button" value="Q"/>	15 <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="checkbox"/>	2	100.00	<input type="text"/>	45200 <input type="button" value="Q"/>	521110 <input type="button" value="Q"/>	<input type="text"/>	1000 <input type="button" value="Q"/>	19501 <input type="button" value="Q"/>	1000001 <input type="button" value="Q"/>	15 <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>

Click

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

Step 1 – Create Voucher

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

Voucher

Business Unit:

Voucher ID:

Voucher Style:

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Business Unit: Defaults to specific value for each user.

Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. **DO NOT CHANGE.**

Voucher Style: Select Adjustments.

Supplier ID: Enter the supplier ID that is identical to the original voucher that will be adjusted.

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.

Invoice Date: Enter same invoice date as entered on the original voucher.



Click

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).

The Supplier ID must be populated before the source voucher is copied. The system will perform a validation check to ensure the adjustment voucher has the same Supplier ID as the source voucher.

Invoice Information	Payments	Voucher Attributes
Business Unit 45200 Voucher ID NEXT Voucher Style Adjustments Invoice Date 07/07/2014 Invoice Received MARTIN,JOHN Supplier ID 0000 ShortName MARTIN,JOH Location 0001 *Address 1	Invoice No JM624201ADJ Accounting Date 09/21/2014 *Pay Terms 00 0 Days Basis Date Type Inv Date Control Group <input type="checkbox"/> Incomplete Voucher	Invoice Total Line Total 0.00 *Currency USD Miscellaneous Freight Total 0.00 Difference 0.00
<input type="button" value="Save"/> <input type="button" value="Save For Later"/>	Action <input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/>	<input type="button" value="View Related Document"/>
Copy From Source Document		
Voucher ID 00385798	<input type="button" value="Copy to Voucher"/>	<input type="button" value="Copy From Worksheet"/>

There are two options available to copy from the source voucher.

: Option 1 allows the entire source voucher to be copied by entering the Voucher ID and copying it to the voucher.

[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:

Total: The original voucher amount.

Invoice Lines Information: The voucher line information and Line Amount copy from the source voucher.

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.

Merchandise Amt and ChartField Values: The voucher distribution line amounts and accounting distributions 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.

[Back to Invoice](#)

Voucher Worksheet

Voucher Lookup Criteria

Business Unit 45200 Voucher ID NEXT

Supplier ID 0000 MARTIN,JOHN C

Voucher ID 00385798 Invoice Number JM 6242014

From Voucher Line To Voucher Line

Voucher Date Option No Date Voucher Date

▶ Additional Search Criteria

Max Rows to

Return

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

Unit 45200 Voucher 00385798 Invoice JM 6242014 Date 07/03/2014

Supplier 0000 MARTIN,JOHN C

Unpaid 64.590 Reverse Qty/Amt

Select All Deselect All

Select Voucher Lines											Personalize Find View All First 1 of 1 Last
Select	Line	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	
<input checked="" type="checkbox"/>	1								-64.59	USD	

Select All Deselect All **Gross Invoice Amount** 64.590 **Lines Entered** 1

Voucher ID: Enter the source voucher ID. The adjustment voucher must have the same supplier ID as the source voucher to obtain a match.

Click to display the voucher lines.

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 supplier ID.

Line: Select the individual voucher lines to be copied onto the voucher. The **Select All** and **Clear All** check boxes are also available to manage selection.

Reverse Qty/Amt: Select checkbox to copy the voucher as a negative voucher when creating a credit voucher.

Click to copy the information to the adjustment voucher.



Step 3 – Create Distribution Information

Invoice Information Tab

The Invoice Information Tab 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.

Invoice Information		Payments	Voucher Attributes																																						
Business Unit	45200	Invoice No	JM624201ADJ																																						
Voucher ID	NEXT	Accounting Date	09/21/2014																																						
Voucher Style	Adjustments	*Pay Terms	00 0 Days																																						
Invoice Date	07/07/2014	Basis Date Type	Inv Date																																						
Invoice Received		Control Group																																							
	MARTIN,JOHN	<input type="checkbox"/> Incomplete Voucher																																							
Supplier ID	000	<table border="1"> <thead> <tr> <th colspan="2">Invoice Total</th> </tr> </thead> <tbody> <tr> <td>Line Total</td> <td>-64.59</td> </tr> <tr> <td>*Currency</td> <td>USD</td> </tr> <tr> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Freight</td> <td></td> </tr> <tr> <td>Total</td> <td>-64.59</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </tbody> </table>		Invoice Total		Line Total	-64.59	*Currency	USD	Miscellaneous		Freight		Total	-64.59	Difference	0.00																								
Invoice Total																																									
Line Total	-64.59																																								
*Currency	USD																																								
Miscellaneous																																									
Freight																																									
Total	-64.59																																								
Difference	0.00																																								
ShortName	MARTIN,JOH	<input type="button" value="Save"/> <input type="button" value="Save For Later"/> <input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/>																																							
Location	0001	View Related Document																																							
*Address	1	<input type="button" value="Copy From Source Document"/> <input type="button" value="Copy to Voucher"/> <input type="button" value="Copy From Worksheet"/>																																							
<table border="1"> <thead> <tr> <th colspan="2">Invoice Lines</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>Line 1</td> <td>*Distribute by Amount</td> <td>SpeedChart</td> <td>Ship To</td> <td colspan="3"><input type="checkbox"/> One Asset</td> </tr> <tr> <td>Item</td> <td>Quantity</td> <td>Description</td> <td>Related Voucher</td> <td colspan="3">00385798</td> </tr> <tr> <td>UOM</td> <td>Unit Price</td> <td>Packing Slip</td> <td colspan="4"></td> </tr> <tr> <td>Line Amount</td> <td>-64.59</td> <td colspan="5"><input type="button" value="Calculate"/></td> </tr> </tbody> </table>				Invoice Lines		Find	View All	First	1 of 1	Last	Line 1	*Distribute by Amount	SpeedChart	Ship To	<input type="checkbox"/> One Asset			Item	Quantity	Description	Related Voucher	00385798			UOM	Unit Price	Packing Slip					Line Amount	-64.59	<input type="button" value="Calculate"/>							
Invoice Lines		Find	View All	First	1 of 1	Last																																			
Line 1	*Distribute by Amount	SpeedChart	Ship To	<input type="checkbox"/> One Asset																																					
Item	Quantity	Description	Related Voucher	00385798																																					
UOM	Unit Price	Packing Slip																																							
Line Amount	-64.59	<input type="button" value="Calculate"/>																																							
<table border="1"> <thead> <tr> <th colspan="2">Distribution Lines</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1</th> </tr> </thead> <tbody> <tr> <td>GL Chart</td> <td>Exchange Rate</td> <td>Statistics</td> <td>Assets</td> <td colspan="3"></td> </tr> <tr> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>*GL Unit</th> <th>Account</th> <th>Sub-Account</th> <th>Fund Type</th> <th>Class-Funding</th> <th>Dept</th> <th>Bud Ref</th> <th>CFDA#</th> <th>Program</th> </tr> <tr> <td>1</td> <td>-64.59</td> <td></td> <td>45200</td> <td>521120</td> <td></td> <td>1000</td> <td>20000</td> <td>3003028</td> <td>14</td> <td></td> <td></td> </tr> </tbody> </table>				Distribution Lines		Personalize	Find	View All	First	1	GL Chart	Exchange Rate	Statistics	Assets				Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	1	-64.59		45200	521120		1000	20000	3003028	14		
Distribution Lines		Personalize	Find	View All	First	1																																			
GL Chart	Exchange Rate	Statistics	Assets																																						
Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program																														
1	-64.59		45200	521120		1000	20000	3003028	14																																
<input type="button" value="Save"/> <input type="button" value="Save For Later"/>																																									

The data should be edited to reflect the actual amounts and other values of the debit or credit memo. In the example, the expenditure is reduced by \$10.00.

NOTE: When multiple distribution lines copy from the source voucher into an adjustment voucher, distribution lines that will not be adjusted can be deleted.



Invoice Information	Payments	Voucher Attributes																				
Business Unit 45200 Voucher ID NEXT Voucher Style Adjustments Invoice Date 07/07/2014 Invoice Received Supplier ID 0000 ShortName MARTIN,JOHN Location 0001 *Address 1	Invoice No JM624201ADJ Accounting Date 09/21/2014 *Pay Terms 00 0 Days Basis Date Type Inv Date Control Group <input type="checkbox"/> Incomplete Voucher	Invoice Total Line Total -10.00 *Currency USD Miscellaneous Freight Total -10.00 Difference 0.00																				
<div style="text-align: right;">View Related Document</div> Save Save For Later Action Run Calculate Print																						
Copy From Source Document Voucher ID Copy to Voucher Copy From Worksheet																						
Invoice Lines Line 1 *Distribute by Amount Item Quantity UOM Unit Price Line Amount -10.00 Calculate SpeedChart Ship To 01COSHIP00 Description Related Voucher 00385798 Packing Slip																						
Distribution Lines GL Chart Exchange Rate Statistics Assets <table border="1"> <thead> <tr> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>*GL Unit</th> <th>Account</th> <th>Sub-Account</th> <th>Fund Type</th> <th>Class-Funding</th> <th>Dept</th> <th>Bud Ref</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>-10.00</td> <td></td> <td>45200</td> <td>521120</td> <td></td> <td>1000</td> <td>20000</td> <td>3003026</td> <td>14</td> </tr> </tbody> </table> Save Save For Later			Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	1	-10.00		45200	521120		1000	20000	3003026	14
Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref													
1	-10.00		45200	521120		1000	20000	3003026	14													

Total: Changed from (\$64.59) to (\$10.00).

Line Amount: Changed from (\$64.59) to (\$10.00).

Distribution Line: Changed from (\$64.59) to (\$10.00).

Click .



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.

Payment Information		Find View All		First 1 of 1 Last	
Payment 1 *Remit to 0000 Location 0001 *Address 1 MARTIN, JOHN 1200 NE STREET OKLAHOMA CITY, OK 73117-1022		Gross Amount -10.00 USD Discount 0.00 USD	Scheduled Due Net Due Discount Due Accounting Date	Payment Inquiry Payment Comments(0) Holiday/Currency	
Payment Options					
*Bank OST	Pay Group	*Netting Not Applicable	Supplier Bank Messages		
*Account EFT	*Handling Regular	LIC ID	<input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment		
*Method CHK Check	Hold Reason	Message Per Diem Calculated Incorrectly Message will appear on remittance advice.			

Total: If the Total amount on the adjustment voucher is a credit, the source or offsetting voucher(s) amount will be reduced by the amount of the credit adjustment voucher.

NOTE: If a credit adjustment voucher is selected in the pay cycle but the credit amount exceeds the debit voucher(s), the credit and debit voucher(s) will create a zero warrant. Payment 1 on the credit adjustment voucher will change to the credit amount that zeroed the debit voucher(s) and Payment 2 will be added for the remaining credit amount. Since zero warrants are not generated and remitted to the vendor, pay groups should not be added to credit adjustment vouchers and the source or offsetting vouchers until the expenditures exceed the credit.

Remit Supplier ID, Location, and Address: Must be the same on the adjustment voucher and the source or offsetting voucher.

Bank, Account, Method, and Pay Group: Must be the same on the adjustment voucher and the source or offsetting voucher.

Separate Payment: The source or offsetting voucher and the adjustment voucher cannot use the Separate Payment feature.

Click



Summary Tab

The adjustment voucher will be selected for budget checking and posting. The adjustment voucher will be included in the Pay Cycle provided it and the related voucher are submitted on the same batch slip. The remit supplier 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 45200	Invoice Date 07/07/2014			
Voucher ID 00386351	Invoice No JM624201ADJ			
Voucher Style Adjustment	Invoice Total -10.00 USD			
Supplier Name MARTIN,JOHN	Pay Terms 0 Days			
1200 NE STREET	Voucher Source Online			
OKLAHOMA CITY, OK 73111	Origin ONL			
Entry Status Postable	Created On 09/21/2014 10:33PM			
Match Status No Match	Created By			
Approval Status Approved	Last Update 09/21/2014 10:50PM			
Post Status Unposted	Modified By			
Doc Tol Status Valid	ERS Type Not Applicable			
Budget Status Not Chk'd	Close Status Open			
Budget Misc Status Valid				
*View Related Payment Inquiry				
Go				
Return to Search	Notify	Refresh	Add	



Budget Checking Errors

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

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

Summary Tab

Errors can be researched directly from the voucher.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 45200	Invoice Date 09/15/2014			
Voucher ID 00381959	Invoice No 56			
Voucher Style Regular	Invoice Total 1,500.00 USD			
Supplier Name SOUTH CENTRAL INDUSTRIES INC	Pay Terms 0 Days			
PO BOX 3766	Voucher Source Online			
SHAWNEE, OK 74801-3766	Origin ONL			
Entry Status Postable	Created On 09/15/2014 10:23AM			
Match Status No Match	Created By DELLUS			
Approval Status Approved	Last Update 09/15/2014 10:26AM			
Post Status Unposted	Modified By DELLUS			
	ERS Type Not Applicable			
Doc Tol Status Valid	Close Status Open			
Budget Status Exceptions				
Budget Misc Status Valid				
*View Related <input type="text" value="Payment Inquiry"/> Go				
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>		<input type="button" value="Add"/>
Summary Invoice Information Payments Voucher Attributes Error Summary				

Exceptions: Displays on the Summary page. **Click** the link to open a separate window in Commitment Control to view the budget checking exception(s).



Commitment Control Voucher Exceptions

The Voucher Exceptions page is accessed by **clicking** the [Exceptions](#) link on the Voucher Summary page, or a Voucher Budget Check Error search can be executed directly from the menu navigation.

Navigation: *Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher*

Voucher

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

▼ Search Criteria

Commitment Control Tran ID:

Commitment Control Tran Date:

Business Unit:

Voucher ID:

Process Instance:

Process Status:

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

Business Unit: Search on BU only to view all vouchers with budget check error and warning statuses.

Voucher ID: Enter the voucher ID to narrow search to a specific voucher.

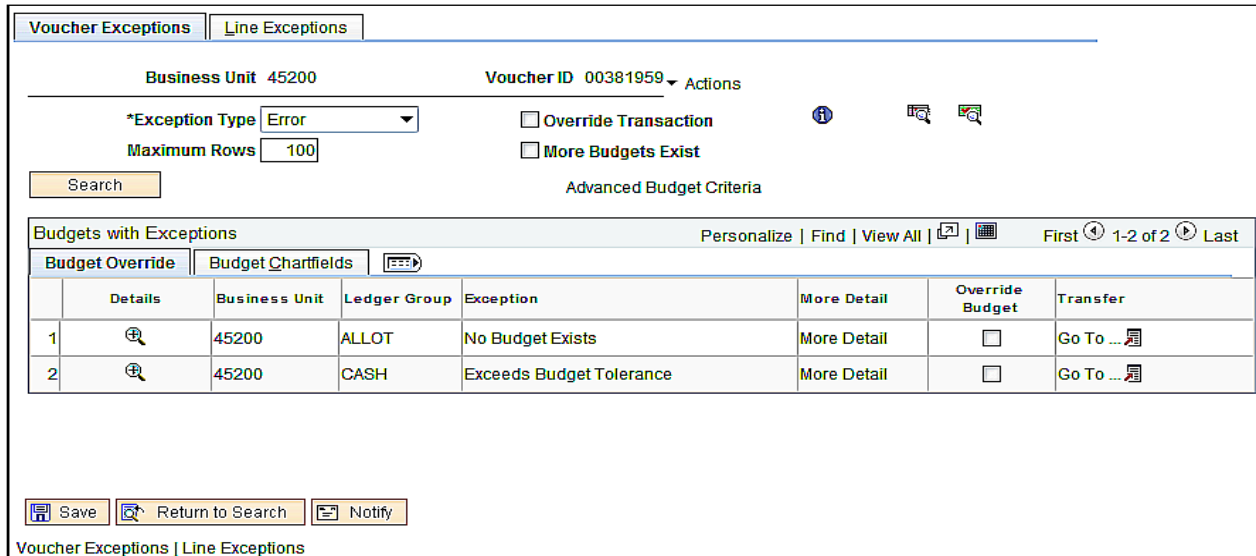
Process Status: Select Errors Exist to display a voucher(s) with budget check exceptions.

Click to display a specific voucher, or 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 vouchers with budget check exceptions and the reason for the budget error by transaction line. This report is included in the Daily Voucher Reports chapter.

Voucher Exceptions Page

Clicking the [Exceptions](#) link or using the menu navigation displays the Voucher Exception page. It provides an [Actions](#) link next to the Voucher ID, and 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 45200 Voucher ID 00381959 Actions

*Exception Type Override Transaction More Budgets Exist

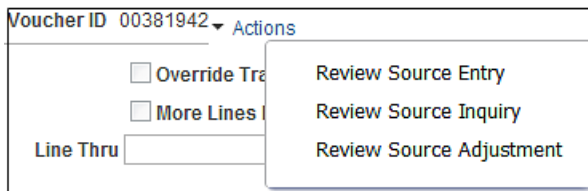
Maximum Rows Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-2 of 2 Last

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
			45200	ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
			45200	CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Voucher Exceptions | Line Exceptions

Review [Actions](#) link:



Voucher ID 00381942 Actions

- Override Transaction
- More Lines
- Review Source Entry
- Review Source Inquiry
- Review Source Adjustment



Line Thru

Review Source Entry – Opens the Voucher component so that changes can be made to the voucher.

Review Source Inquiry – Opens the Voucher Inquiry component to view the voucher.

Review Source Adjustment – Not currently used at the State.

Budget Override Tab: The Voucher Exception page defaults to the Budget Override tab.


Details Icon : Displays the Payables Voucher Line Drill Down page, which contains the Transaction Line Details and the Review Related Link button  to drill down to the same Source Entry and Source Inquiry provided in the [Actions](#) link.

Ledger Group: The budget failing budget check.



Exception: The budget checking error.

- **Exceeds Budget Tolerance** – Voucher amount exceeds the remaining available budget.
- **No Budget Exists** – Budget has not been established or the incorrect budget was entered.
- **Budget Date Out of Bounds** – Budget on the voucher is lapsed and the funds are no longer available.
- **Required Chartfield is Blank** – Required chartfield is missing on the voucher. Required Allot Ledger Group chartfields: *Class Funding (5 digits), Department (first two digits), and Bud Ref.* Required Cash Ledger Group chartfields: *Fund Type and Class Funding (first three digits).*

View Related Links button  : **Click** to open a page with the following options:

Please select one of the following links:






[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#)

[Go to Budget Exceptions](#) – Opens the Budget Exceptions page.

[Go to Budget Inquiry](#) – Opens the Budget Inquiry page.

Budget Chartfields Tab: **Click** the Budget Chartfields tab to view the required chartfields that are or are not entered on the voucher for the ledger group failing budget check. The budget period which the voucher is budget checking against is also included.

Budgets with Exceptions									
Personalize Find View All   First 1-2 of 2 Last									
Budget Override Budget Chartfields 									
	Details	Business Unit	Ledger Group	Account	Fund Type	Class-Funding	Dept	Bud Ref	Budget Period
1		45200	ALLOT			19100	01	14	2015
2		45200	CASH		1000	191			

In this example, the budget does not exist in the ALLOT Ledger Group for budget period 2015 and there is insufficient cash in the CASH Ledger Group.



Commitment Control Line Exceptions

Line Exceptions Page

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

Voucher Exceptions
Line Exceptions

Business Unit 45200
Voucher ID 00381959 Actions

*Line Status Error

Maximum Rows 100

Line From

Override Transaction

More Lines Exist

Line Thru

Transaction Lines with Budget Exceptions
Personalize | Find | View All | First 1 of 1 Last

Line Values

Line Chartfields

Line Amount

	Line	Distribution Line	Budget Date	GL Business Unit
		11	09/15/2014	45200

Line From and Line Thru: Enter the voucher line numbers in these fields to view a range of lines. The prompt list shows only voucher lines with exceptions.

View Exceptions Detail Icon : Displays the Exceptions Detail page, which contains the Budget Check Details and Budget Items on the Voucher Exception page.

Line Values Tab: Displays the voucher line number(s) and voucher distribution line number(s) that contain(s) errors.

Line Chartfields Tab: Click to view the Chartfield values associated with the voucher distribution line with budget check exceptions.

Line Amount Tab: Click to view the monetary amount associated with the voucher distribution line with budget check exceptions.

Deleting Vouchers

Deleting Eligible Vouchers

Only vouchers that have **never** been posted and/or selected for payment are eligible for deletion. **Posted vouchers that are unposted cannot be deleted because the voucher is associated with accounting entries.**

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

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

Voucher Delete

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

▼ Search Criteria

Business Unit: =

Voucher ID: begins with

Entry Status: =

Invoice Number: begins with

Short Supplier Name: begins with

Supplier ID: begins with

Supplier Name: begins with

Case Sensitive

Business Unit: Search on BU only for a list of eligible vouchers for deletion.

Voucher ID: Enter a voucher ID or a range of voucher IDs to select eligible vouchers for deletion.

Entry Status: Narrow search using a specific entry status from the options in the dropdown box.

Invoice Number: Narrow search using invoice number.

Supplier Information: Search by supplier using the short name, supplier ID, and/or supplier name.

Click : Vouchers eligible for deletion will be listed.

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





Delete Voucher Page

The Voucher Delete search displays the Delete Voucher page only for vouchers eligible for deletion. Deleting a voucher removes its access from the Voucher Component and it restores the budget(s) used on the voucher if it successfully budget checked, provided the voucher's accounting date is in an open Accounts Payable period (the current and prior two months) at the time of deletion.

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

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

Deleting a Voucher with Valid Header Budget Status

Delete Voucher		Voucher Details	
Business Unit 09000		Voucher 00049081	
Supplier			
Supplier 0000064870		DELL MARKETING LP	
Short Name		DELL MARKE-001	
Voucher Information			
Invoice	TEST1	Origin	ONL
Date	08/15/2014	Group	
Gross Amount	7,546.70	USD	
Related Voucher			
		Header Budget Status	Valid
		Non-Prorated Budget Status	Valid
		Entry Status	Postable
Delete			
Save	Return to Search	Notify	

Click on the Delete Voucher page to delete the voucher and restore the allotment and cash budgets used on the voucher.

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

Message
Warning – Delete Confirmation (7030,12)
Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>



After confirming deletion, the system deletes the voucher and automatically runs the budget processor. Note the Budget Status and the Entry Status changed from Valid to Not Chk'd and Postable to Deleted.

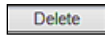
Delete Voucher		Voucher Details	
Business Unit	09000	Voucher	00049081
Supplier			
Supplier	0000064870 DELL MARKETING LP		
Short Name	DELL MARKE-001		
Voucher Information			
Invoice	TEST1	Origin	ONL
Date	08/15/2014	Group	
Gross Amount	7,546.70 USD	Header Budget Status	Not Chk'd
Related Voucher		Non-Prorated Budget Status	Not Chk'd
		Entry Status	Deleted
		Close Status	Open
Delete			
Save	Return to Search	Notify	

Message: Upon deletion, a message displays to advise that the budgets should be reviewed to ensure the monies have been restored.

Message

Budget transactions related to this voucher have been deleted. (7030,473)

Please review your budget account balance and activity.

: The Delete button changes from pink to gray after the budget processor runs.

NOTE: The Voucher Details Tab displays additional supplier/voucher details about the voucher.



Deleting a Voucher with a Header Budget Status other than Valid

Deleting a voucher with a Header Budget Status of *Error* or *Not Chk'd* before deletion is similar to deleting a successfully budget checked voucher, except that the message to review the budget account balance and activity does not display.

Delete Voucher		Voucher Details	
Business Unit 45200		Voucher 00386306	
Supplier			
Supplier 0000073144 SHELTONS SUPERMARKET			
Short Name SHELTONS S-001			
Voucher Information			
Invoice	4391 1 133 25 19JUN14	Origin	ONL
Date	06/19/2014	Group	
Gross Amount	30.33 USD	Header Budget Status	Not Chk'd
Related Voucher		Non-Prorated Budget Status	Valid
		Entry Status	Postable
Delete			

Click on the Delete Voucher page to delete the voucher.

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

Message
Warning – Delete Confirmation (7030,12)
Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

After confirming deletion, the system deletes the voucher. Note that the Header Budget Status did not change. The Entry Status changed from Postable to Deleted.

Delete Voucher		Voucher Details	
Business Unit 45200		Voucher 00386306	
Supplier			
Supplier 0000073144 SHELTONS SUPERMARKET			
Short Name SHELTONS S-001			
Voucher Information			
Invoice	4391 1 133 25 19JUN14	Origin	ONL
Date	06/19/2014	Group	
Gross Amount	30.33 USD	Header Budget Status	Not Chk'd
Related Voucher		Non-Prorated Budget Status	Not Chk'd
		Entry Status	Deleted
		Close Status	Open
Delete			



: The Delete button changed from pink to a transparent white background when it was not necessary for the budget processor to run.

Deleting a Voucher with an Accounting Date in a Closed Period

Accounts Payable periods are open to process transactions for vouchers with an accounting date in the current and prior two months. Deleting a voucher with an accounting date that is not within an open period range halts the budget processor, regardless of the Header Budget Status before deletion.

In the example, deletion of a voucher with a Not Chk'd Header Budget Status and an accounting date in a closed period is attempted.

<input type="button" value="Delete Voucher"/>		<input type="button" value="Voucher Details"/>			
Business Unit 09000		Voucher 00050567			
Supplier					
Supplier 0000378845 POINT 9.03 - ON HOLD					
Short Name POINT 9.03-001					
Voucher Information					
Invoice	POINT 9.03	Origin	ONL	Header Budget Status	Not Chk'd
Date	09/03/2014	Group		Non-Prorated Budget Status	Not Chk'd
Gross Amount	1,035.00 USD	Entry Status		Postable	
Related Voucher					
<input type="button" value="Delete"/>					

After clicking on the Delete Voucher page and clicking to confirm that the voucher should be deleted, the following message displays.

Message
Budget transactions related to this voucher could not be deleted. (7030,907)
Budget transactions related to this voucher could not be deleted because the Accounting Date is not within the open period range specified for this Business Unit. Please, review Accounting Period information and delete the voucher again.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

If is selected, the Header Budget Status is changed to In Process. The button does not change.



Delete Voucher		Voucher Details	
Business Unit 09000		Voucher 00050567	
Supplier			
Supplier 0000378845 POINT 9.03 - ON HOLD			
Short Name POINT 9.03-001			
Voucher Information			
Invoice	POINT 9.03	Origin	ONL
Date	09/03/2014	Group	
Gross Amount	1,035.00 USD	Header Budget Status	In Process
Related Voucher		Non-Prorated Budget Status	Not Chk'd
		Entry Status	Postable
Delete			

Not only did the budget processor not run, the voucher is still available to search in the Voucher Component. Note that the voucher Budget Status is *In Process* on the Voucher Summary page. The accounting date must be changed to a date in the open period range, preferably the current date, so that the voucher can successfully be deleted.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/03/2014	
Voucher ID	00050567	Invoice No	POINT 9.03	
Voucher Style	Regular	Invoice Total	1,035.00 USD	
Supplier Name	POINT 9.03 - ON HOLD	Pay Terms	0 Days	
	100 MAIN ST	Voucher Source	Online	
	OKC, OK 75000	Origin	ONL	
Entry Status	Postable	Created On	09/03/2014 7:47PM	
Match Status	Ready	Created By		
Approval Status	Pending	Last Update	10/02/2014 11:27PM	
Post Status	Unposted	Modified By		
Doc Tol Status	Valid	ERS Type	Not Applicable	
Budget Status	In Process	Close Status	Open	
Budget Misc Status	Not Chk'd			
*View Related	Payment Inquiry	Go		
Return to Search		Notify	Refresh	Add

NOTE: Once a voucher is deleted, it cannot be retrieved. The data associated with the voucher remain in the tables so the voucher number **and the invoice ID for the vendor** cannot be reused. If a voucher needs to be deleted but the invoice still needs to be paid, append the invoice ID on the voucher with an X or some deletion designator before deleting the voucher.



Details for deleted vouchers print on the Voucher Register report. See the COR118 Voucher Inquiry and Reporting manual for additional information about this report.

Voucher Closing

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

- The voucher has posted.
- The voucher must not be selected for payment.
- The voucher may have had warrants issued against it but it has not fully paid.
- The voucher has been paid against a Purchase Order. See the COR112 PO Vouchers Manual for additional information for closing a Purchase Order voucher.


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

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

Voucher Close

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

▼ Search Criteria

Business Unit: = 

Voucher ID: begins with

Invoice Number: begins with


Short Supplier Name: begins with

Supplier ID: begins with

Supplier Name: begins with

Close Status Indicator: =

Case Sensitive



Business Unit: Search on BU only for a list of eligible vouchers for closure.

Voucher ID: Enter a voucher ID to select an eligible voucher for closure.

Invoice Number: Narrow search using an invoice number.

Supplier Information: Search on supplier using the short name, supplier ID, and/or supplier name.

Click : Only vouchers eligible for closure will display.

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

Close Voucher Tab

The Voucher Close search displays the Close Voucher page only for vouchers eligible for closure.

Close Voucher		Voucher Details	
Business Unit	06500	Voucher	00008603
Action:			<input type="button" value="Run"/>
Supplier			
Supplier	0000038180	CHARLES R	
Short Name	I,C-001		
Voucher Information			
Invoice	6/02/14 Travel Claim	Origin	ONL
Date	06/30/2014	Group	
Gross Amount	562.80 USD	Header Budget Status	Valid
Related Voucher		Non-Prorated Budget Status	Valid
		Entry Status	Postable
		Close Status	Open
Process Manual Close			
Manual Close Date	10/03/2014	<input type="checkbox"/> Mark Voucher for Closure	
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	

Check the *Mark Voucher for Closure* checkbox and click .

Close Voucher		Voucher Details	
Business Unit	06500	Voucher	00008603
Action:			<input type="button" value="Run"/>
Supplier			
Supplier	0000038180	CHARLES R	
Short Name	C-001		
Voucher Information			
Invoice	6/02/14 Travel Claim	Origin	ONL
Date	06/30/2014	Group	
Gross Amount	562.80 USD	Header Budget Status	Valid
Related Voucher		Non-Prorated Budget Status	Valid
		Entry Status	Postable
		Close Status	Open
Process Manual Close			
Manual Close Date	10/03/2014	<input checked="" type="checkbox"/> Mark Voucher for Closure	
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	

This process cannot be undone once the is clicked.

- The voucher will be closed with the running of the Voucher Posting process in the evening batch process.
- The accounting entries are reversed.
- The budget check process is initiated and the budget is restored.



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

Unpost Voucher

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

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

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

Voucher UnPost

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

▼ Search Criteria

Business Unit: = ▼ 🔍

Voucher ID: begins with ▼

Invoice Number: begins with ▼

Short Supplier Name: begins with ▼

Supplier ID: begins with ▼ 🔍

Supplier Name: begins with ▼

Voucher Style: = ▼

Case Sensitive

Business Unit: Search on BU only for a list of eligible vouchers for unposting.

Voucher ID: Enter a voucher ID to select an eligible voucher for unposting.

Invoice Number: Narrow search using an invoice number.

Supplier Information: Search on supplier using the short name, supplier ID, and/or supplier name.

Voucher Style: Narrow search using a specific voucher style from the options in the dropdown box.

Click : Only vouchers eligible for closure will be listed.

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



Unpost Voucher Page

The Voucher UnPost search displays the UnPost Voucher page only for vouchers eligible for unposting.

UnPost Voucher Voucher Details	
Business Unit 77200 Voucher 00001522	
Supplier	
Supplier ID 0000080309 [REDACTED], VINCE C	
Short Name [REDACTED], VI-001	
Voucher Information	
Invoice TRAVEL062314	Origin ONL
Date 07/11/2014	Group
Gross Amount 195.50	USD
Update Voucher	Reversal Accounting Date
*Accounting Date 07/11/2014	<input checked="" type="radio"/> Business Unit Default
	<input type="radio"/> Use Current Date
	<input type="radio"/> Use Specific Date
	Accounting Date [REDACTED]
	<input type="button" value="Unpost"/>
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>

Accounting Date: If the voucher has an accounting date that is not within an open period range (the current and prior two months), the voucher accounting date on the UnPost Voucher page will need to be changed to the current date. The unposted accounting entry is recorded on the date the voucher is unposted, even if the voucher can be unposted without changing the Accounting Date on this page.

Click to start the unposting process

Warning Message: The following message displays to confirm that the voucher should be unposted.

Click to proceed:



Message
Warning – Proceed with Process? (7030,13)
Press OK to continue with the process. Press Cancel if you do not wish to proceed.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

NOTE: The Voucher Details Page displays additional supplier/voucher details about the voucher.

Message: Upon unposting, a message displays to advise that the voucher has been unposted.

<p>Message</p> <p>Voucher 00001522 for business unit 77200 has been unposted. (7030,89)</p> <p>This Voucher has been unposted.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>

: The Unpost button changed from pink to a transparent white background when the voucher is successfully unposted.

UnPost Voucher		Voucher Details	
Business Unit 77200		Voucher 00001522	
Supplier			
Supplier ID 0000080309  ,VINCE C			
Short Name  ,VI-001			
Voucher Information			
Invoice	TRAVEL062314	Origin	ONL
Date	07/11/2014	Group	
Gross Amount	195.50	USD	
Update Voucher		Reversal Accounting Date	
*Accounting Date <input type="text" value="07/11/2014"/>		<input checked="" type="radio"/> Business Unit Default <input type="radio"/> Use Current Date <input type="radio"/> Use Specific Date	
		Accounting Date <input type="text" value="10/03/2014"/>	
<input type="button" value="Unpost"/>			

After unposting the voucher, access the Invoice Information page in the Voucher Component. All voucher fields are available for updating if the voucher is a direct voucher.

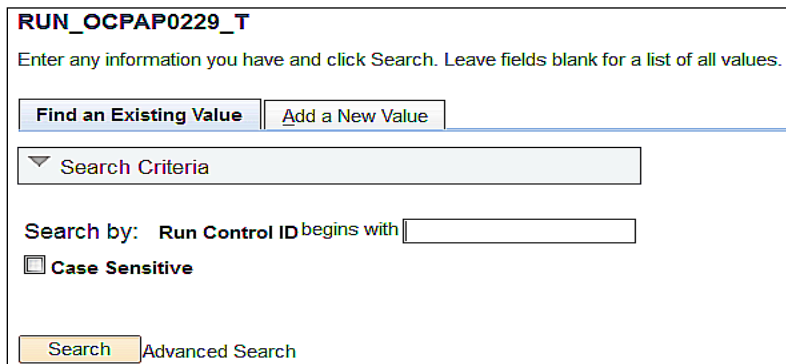
NOTE: Unposting a voucher instructs the system to reverse the accrual accounting entry. Unposting happens in real time once the Unpost Voucher page is saved.

Daily Voucher Reports

There are many voucher reports available (listed in the COR118 AP Inquiry and Reporting manual) but in this chapter, the reports used to submit the invoices for payment and to monitor vouchers exceptions dialy will be introduced. Additionally, the steps necessary to run a report will be illustrated in the first introduced report, the OMES Form 15A Voucher Jacket.

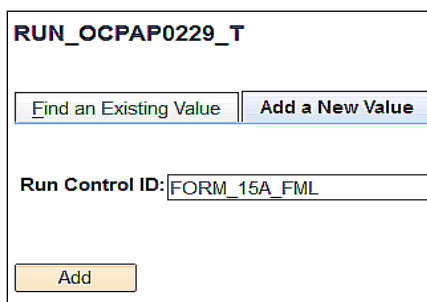
Navigation: Accounts Payable > Reports > Vouchers > Print Vouchers (Revised)

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



Find an Existing Value: If a run control has been established, **enter** an existing run control ID or click the **Search** button and select from a list of available run control IDs.

Add a New Value: If a run control has not been established for a particular menu item, **click** Add a New Value and enter a new ID for the run control. Spaces are not permitted in a run control ID, but underscores can be used in lieu of spaces.



NOTE: Make the run control unique, i.e., append with your initials, agency number, etc.

NOTE: An “all purpose” run control ID can be established, and/or specific run control IDs can be set up for each or select reports.

Print Vouchers (Revised)

The Print Vouchers menu item prints the OSF Form 15A voucher jacket to attach to the supplier's invoice.

Report Parameters

Upon entering a new Run Control ID to access the Print Vouchers (Revised) page, the Report Parameters default in the page as illustrated. The voucher jackets can be printed by voucher date, for a range of vouchers, or by warrant date.

Print Vouchers(Revised)

Run Control ID FORM_15A_FML Report Manager Process Monitor

Report Parameters

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

*Business Unit:

User ID:

Voucher Date:

*From Voucher:

*To Voucher:

Warrant Date:

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

*Approving Officer's Name:

*Approving Officer's Title:

Date Approved:

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

User ID: Defaults to N/A when the run control is first created, but can be overridden with a user ID.

- Must be populated with N/A to print vouchers created by other users or through the Voucher Build process.
- If user ID is used, only the vouchers created by the user will print.

Voucher Date: Defaults to 12/31/1952.



- **Enter** a date to print all vouchers created on a particular date.
- If printing vouchers on the same day they are created, highlight the Voucher Date field and enter a 'T' to populate the current date in the field.
- If the date is other than the current date, blank the field and click the calendar icon to quickly select a date, or key in the date.
- Leave all other parameters as shown and enter the Approving Information.

From Voucher and To Voucher: Both fields default to N/A.

- **Enter** voucher IDs to print a specified range of voucher numbers.
- The Voucher Date may be populated with the date the vouchers were created or it can be populated with the default 12/31/52 date to print vouchers that span dates.

Warrant Date: Defaults to 12/31/1952.

- Vouchers can be reprinted after warrants are issued to maintain a record of vouchers and their corresponding warrants.
- **Enter** a warrant date to print all vouchers paid on a particular date.
- If printing vouchers on the same day they are paid, highlight the Voucher Date field and enter a 'T' to populate the current date in the field
- If the payment date is other than the current date, blank the field and click the calendar icon to quickly select a date, or key in the date.
- Leave all other parameters as shown and enter the Approving Information

Approving Officer's Name and Title, and Date Approved: **Enter** to print on the voucher. The Approving Officers must be on file with OMES (OMES Form 13).

Click to access the Process Scheduler Request.

Process Scheduler Request

The Process Scheduler Request page displays.

Process Scheduler Request Help

User ID: XXXXXXXXXX Run Control ID: FORM_15A_FML

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Revised Print Vouchers Job	OCP229AT	PSJob	(None) ▼	(None) ▼	Distribution



Server Name: Leave blank. The system will select the correct server when running the report. The Server Name may populate with the defaulted Server after initially running the report.

Run Date and Run Time: Populates with the current date and time. Change to a future date and/or time to schedule the report to run at a specific time.

Process List: Values default. **Do not change.**

Click to begin running the report.

Process Instance

Upon clicking from the Process Scheduler, the system returns to the Print Vouchers (Revised) page and displays with the process instance (PI) number of the job.

Print Vouchers(Revised)			
Run Control ID	FORM_15A_FML	Report Manager	Process Monitor
			<input type="button" value="Run"/>
			Process Instance:12445655

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

Process Monitor

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

Process List		Server List							
View Process Request For									
User ID	<input type="text"/>	Type	<input type="text"/>	Last	<input type="text"/>	<input type="text"/>	Days	<input type="text"/>	<input type="button" value="Refresh"/>
Server	<input type="text"/>	Name	<input type="text"/>	Instance	<input type="text"/>	to	<input type="text"/>		
Run Status	<input type="text"/>	Distribution Status	<input type="text"/>	<input checked="" type="checkbox"/> Save On Refresh					
Process List					Personalize Find View All <input type="button" value="Print"/>		First 1-2 of 2 Last		
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12445655		PSJob	OCP229AT	<input type="text"/>	10/03/2014 10:04:45, CDT	Success	Posted	Details

Process Name: Identifies the Process Name.

- Accounts Payable reports contain the number associated with the report in the name.
- If the Process Name is a link, access the report through the link.
- If the Process Name is not a link, access the report through the [Details](#) link.



Run Status: Advances from Queued, to Initiated, to Processing, and finally to Success.

- If the Run Status displays a value of Error or No Success, or the Distribution Status is Not Posted, the report has not completed.
- Do not delete the process instance if a report (or job) does not complete. Contact the help desk for assistance.




Distribution Status: Advances from N/A, to Posting, to Posted.

Click to update the current Run Status and Distribution Status to Success and Posted. When the Run Status is Success and the Distribution Status is Posted, the job is complete.

Click the [OCAP0229](#) link to access the Process Details page.

Process Details Page

Clicking the [OCAP0229](#) link opens the Process Detail page. There are two process instances associated with the Main Job. The first is associated with the retrieval of the data and the second with the generation of the PDF. This is typical when accessing reports through the Process Name.

Process Detail	
	Help
Process Name: OCP229AT	<input type="button" value="Refresh"/>
Main Job Instance: 12445655	
Left Right	
<hr/>	
 12445655 - OCP229AT Success	
 12445656 - OCPAP229 Success	
 12445657 - OCP0229AP Success	

Click the latter process instance number to access the Process Detail page associated with the report.



Process Detail		Help	
Process			
Instance 12445657	Type BI Publisher		
Name OCP0229AP	Description Print Vouchers Revised XML		
Run Status Success	Distribution Status Posted		
Run	Update Process		
Run Control ID FORM_15A_FML	<input type="radio"/> Hold Request		
Location Server	<input type="radio"/> Queue Request		
Server PSUNX	<input type="radio"/> Cancel Request		
Recurrence	<input type="radio"/> Delete Request		
	<input type="radio"/> Restart Request		
Date/Time	Actions		
Request Created On 10/03/2014 10:20:28PM CDT	Parameters	Transfer	
Run Anytime After 10/03/2014 10:04:45AM CDT	Message Log	View Locks	
Began Process At 10/03/2014 10:22:01PM CDT	Batch Timings		
Ended Process At 10/03/2014 10:23:46PM CDT	View Log/Trace		
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

Click [View/Log Trace](#) link to access the View Log/Trace page.

View Log/Trace

The link opens the View/Log Trace page. Click the [PDF](#) link to display the report.



View Log/Trace

Report

Report ID: 11126976 Process Instance: 12445657 [Message Log](#)
 Name: OCP0229AP Process Type: XML Publisher
 Run Status: Success

Print Vouchers Revised XML

Distribution Details

Distribution Node: pshttp Expiration Date: 10/03/2015

File List

Name	File Size (bytes)	Datetime Created
12445657_OCP0229AP.pdf	309,476	10/03/2014 10:23:46.684427PM CDT
AE_OCP0229AP_12445657.stdout	291	10/03/2014 10:23:46.684427PM CDT
AE_OCP0229AP_12445657.trc	7,115	10/03/2014 10:23:46.684427PM CDT
OCP0229AP.pdf	309,476	10/03/2014 10:23:46.684427PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	

[Return](#)



Print Vouchers – OMES Form 15A

Print the OMES Form 15A. Attach the invoice and supporting documents and scan (if approved by OMES to participate in the Voucher Imaging Program) or tri-fold the voucher and supporting documents horizontally with the agency number and voucher number showing on top. The vouchers within each batch should be in sequential, ascending, voucher number order.

OMES FORM 15 A (REVISED 2/14) STATE OF OKLAHOMA Claim Jacket Voucher Form Page 1 of 1		CLAIM OF: MENTAL HEALTH AND SUBSTANCE ABUSE SERV Address: ATTN FINANCE DEPTPO BOX 53277; OKLAHOMA CIT Alt Name: Vend ID: 0000000452 LOC: 0020 ASSIGNMENT SECTION ASSIGNEE: Address: Alt Name: Vend ID: 0000000452 LOC: 0005 I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee		10.00 TOTAL CLAIM AMOUNT	45200 AGENCY BUSINES UNIT	00386327 CLAIM VOUCHER NO.	101900289 WARRANT NO.			
OMES AUDITED BY:		VCR DT: July 11, 2014 Warr DT: September 22, 2014 Agency Board, Comm., Dept: Mental Health & Subst Abuse Sv		Description:			Related Vcr No.			
INVOICE NO PETTY CASH 7/11/14	INV DATE 07/11/2014	Description:					Related Vcr No.			
ORDER NO.	AMOUNT	ACCOUNT	SUB ACCT	FUNDING CLASS	DEPT	BUD REF YR	CFDA	PROJECT	ACTIVITY	OPER UNIT
	10.00	554110		70200	1270001	15				93400
TOTAL 10.00		Alternate Payee Address: OKLAHOMA FORENSIC CENTER PO BOX 89 VINITA, OK, 74301-0089		I hereby approve this claim for payment and certify it complies with the purchasing laws of this State		Agency Approving Officer's signature Approving Officer's Name: John Doe		Title: Chief Finance Officer Date: 10/03/2014		
VCHR		45200		00386327						

- Supplier Name and Address:** Supplier on the Invoice Information page of the Voucher Component.
- Assignee:** Payee on the Payments page if other than the supplier on the Invoice Information page.
- Total Amount/Agency Number/ Voucher Number:** Prints on the warrant stub.
- Warrant Number:** Reprint voucher after it is paid to capture the warrant numbers on the voucher.
- Invoice No and Inv Date:** Prints on the warrant stub.
- Description:** Prints from the Comments field on the Invoice Information page.
- Related Voucher No:** Populated when there is a related voucher ID.
- ChartField Values:** The expenditure distribution information.
- Alternate Payee:** Payee if location used on voucher specifies an alternate payee name or location.
- Signature Line:** To be signed by approving officer on file with OMES (OMES Form 13).



Bar Code: Used for scanning purposes.

Voucher Batch Slip

Vouchers eligible for payment within a pay group print on the Voucher Batch Slip report. It provides information for the vouchers, including the voucher numbers, agency claim numbers (if provided), and voucher amounts. Voucher must have a valid budget check status to print on the batch slip. Vouchers do not have to be posted to print on the batch slip.

Navigation: *Accounts Payable > Reports > Vouchers > Voucher Batch Slip*

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

The Report Parameters requires a specified pay group by Business Unit.

Voucher Batch Slip

Run Control ID VCHR_BATCH_SLIP Report Manager Process Monitor Run

Report Parameters

Business Unit: 09000

Pay Group Code: MO

Voucher Control Group:

Save Notify Add Update/Display



Voucher Batch Slip – OMES Form 25B

The voucher batch slip, OMES Form 25B, is submitted to OMES for voucher payments.

- **The batch slip should include only the vouchers that are being submitted for payment.** Vouchers that are eligible to pay but are withheld from the batch should either have the Pay Group removed or be placed on hold so as not to print on a batch slip until they are ready to be submitted to OMES.
- Agencies approved to participate in the Voucher Imaging Program must write SCAN at the top of the batch slip to help the OMES auditors identify the approved agencies.
- Agencies not scanning must include the tri-folded Form 15A voucher jackets, invoices, and any other documentation supporting the claim with the batch slip. Each separate batch of vouchers should be rubber banded (or paper clipped) together with the batch slip on top in a manner not to be separated during the submission to OMES.
- If a voucher is not on the batch slip, it will not be selected for payment until what prevented it from printing on the batch slip is corrected.
- Vouchers with exceptions that did not print on the batch slip should be corrected and submitted with a subsequent batch slip.

OSF Form 25B (Revised 7/03)	VOUCHER REGISTER BATCH SLIP NOTICE		Page 1 of 1
	For Voucher No.00011047 To Voucher No. 00011049		
Bank Acct Group:	All Others	PAY GROUP:	MO
Agency/ Business Unit:	_____ 09000		
Batch No.:			
Claim Count:	_____ 2		
Batch Total:	\$ _____ 125.00		
Note:			
RESERVED - OSF			
	Date: _____		
	Auditor: _____		
Claim Numbers/Amount Assigned to Batch:			
<u>Voucher No</u>	<u>Claim No</u>	<u>Amount</u>	<u>Voucher No</u> <u>Claim No</u> <u>Amount</u>
T00011047		150.00	
T00011049		(25.00)	



OKLAHOMA

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



Budget Checking Errors Report

The Voucher Budget Checking Error report is a report that lists vouchers that failed to budget check.

Navigation: *Accounts Payable > Reports > Vouchers > Budget Checking Error*

The Report Parameters requires only the Business Unit to run the report.

Run Ocpap0224

Run Control ID Print_Report Report Manager Process Monitor Run

Report Parameters

*From Business Unit: 34000

*To Business Unit: 34000

Save Return to Search Notify Add

The reports includes the voucher number, the voucher distribution line number with the error, the Leger Group failing budget check, and the budget check error message.



State of Oklahoma
Office of Management and Enterprise Service
Budget Checking Error Report
From Business Unit: 34000 To Business Unit: 34000

Page 2 of 3
10/4/14
14:42:59 PM

BUSINESS UNIT 34000 Budget Status E

VCHR ID	VCHR DATE	INVOICE	GROSS AMT	VENDOR ID	VENDOR NAME	AGENCY CLAIM NO
00314167	2014-07-08	BRFSS14-02	36,383.83	0000000340	OKLAHOMA STATE DEPARTMENT OF HEALTH	Claim # 0500346 Vouchers from Remote Agencies
Voucher Line	Distrib Line	Budget Ref		Class	Department	PO No
7	7	14		40000	8560006	
Error Message: Ledger: ALLLOT Message: Exceeds Budget Tolerance						
00314168	2014-07-08	BRFSS14-03	38,558.80	0000000340	OKLAHOMA STATE DEPARTMENT OF HEALTH	Claim # 0500347 Vouchers from Remote Agencies
Voucher Line	Distrib Line	Budget Ref		Class	Department	PO No
7	7	14		40000	8560006	
Error Message: Ledger: ALLLOT Message: Exceeds Budget Tolerance						
00314261	2014-07-09	060 277956	310.24	0000263147	NEUROHR, GEORGE F	Claim # 0500415 Vouchers from Remote Agencies
Voucher Line	Distrib Line	Budget Ref		Class	Department	PO No
1	1	14		21000	7520005	
Error Message: Ledger: ALLLOT Message: Exceeds Budget Tolerance						
00314262	2014-07-09	016 279518	369.64	0000035698	BROWN, DANIEL F	Claim # 0500422 Vouchers from Remote Agencies
Voucher Line	Distrib Line	Budget Ref		Class	Department	PO No
1	1	14		21000	7520005	
Error Message: Ledger: ALLLOT Message: Exceeds Budget Tolerance						
00314480	2014-07-11	REMI942267A	858.23	0000266544	BANK OF AMERICA MERCHANT SERVICES	Claim # 0500635 Vouchers from Remote Agencies
Voucher Line	Distrib Line	Budget Ref		Class	Department	PO No
6	1	14		21000	7520003	3409016777
Error Message: Ledger: ALLLOT Message: Exceeds Budget Tolerance						
7	1	14		21000	7530003	3409016777
Error Message: Ledger: ALLLOT Message: Exceeds Budget Tolerance						
00314495	2014-07-11	025 280094	432.88	0000039537	HERD, JON A	Claim # 0500659 Vouchers from Remote Agencies
Voucher Line	Distrib Line	Budget Ref		Class	Department	PO No
1	1	14		21000	7520005	
Error Message: Ledger: ALLLOT Message: Exceeds Budget Tolerance						

Vouchers in Recycle Status

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

Navigation: Accounts Payable > Reports > Vouchers > Vouchers in Recycle Status

The Report Parameters requires only the Business Unit to run the report.

Run Ocpap0220

Run Control ID VCHR_RECYCLE_STAT Report Manager Process Monitor Run

Report Parameters

*From Business Unit: 45200
Unit:
*To Business Unit: 45200

Save Notify Add Update/Display

The report includes the voucher number, the invoice date, number, and amount.



OKLAHOMA

Accounting Dt	Business Unit	Voucher ID	Name 1	Vendor ID	Invoice DT	Invoice ID	Gross Amt	Entry Status
11/2014	34000	00314570	OFFICE OF MANAGEMENT & ENTERPRISE S	0000000090	12/30/2013	OT00000496	22,241.01	R
3/2014	34000	00313947	FISHER, JEREMIE W	0000324617	7/2/2014	007 279751	1,117.77	R

Report Name: OCP_0220_AP Vouchers with Recycle Status Report
Query Title: OCP_0220_AP