



COR216 P-Card Voucher Build Manual



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Document History

Document Revision	Date	Description
1.0	10/01/2005	Initial Document
1.1	11/28/2007	Updated
1.2	03/04/2011	Updated for BOA and Asset Interface
2.0	05/01/2014	Upgrade Update
2.1	10/01/2016	Updated BOA Print Screens and Report
2.2	01/26/2021	Logo Updated



Introduction

Authorized state employees can make authorized purchases using the state approved credit card. The credit card is issued by Bank of America and the transaction detail resulting from charges made by employees are sent to the bank from participating merchants. Bank of America furnishes a website that is accessible by authorized employees to review and edit the transactions made by each cardholder. After transactions have been reviewed and edited, they are downloaded on a designated date to the State's mainframe computer and loaded into the State's system Voucher Build staging tables. Each agency is responsible for creating vouchers for its agency from the data in the staging tables using the P-Card Voucher Build Process.

This guide contains instructions for creating the vouchers using the Voucher Build process after they have been loaded into the staging tables. This guide does not contain instructions for reviewing and editing transactions through the Bank of America Works website; nor, does it include instructions for loading the transactions into the Voucher Build Staging Tables.



Bank of America

Bank of America provides internet based access to P-Card transaction information via the Bank of America Works website. Many payers responsible for building the P-Card Voucher will not have access to Works, but because the information recorded in Works is used to build the voucher, it is helpful to understand the relationship between Works and PeopleSoft.

Default Information

The agency P-Card administrator enters default information into the Works page when a charge card is issued to a cardholder. It serves to default the funding and PO information in the Works transaction pages when the card is used to make a charge. The P-Card administrator must update the default information for all cardholders at the beginning of each fiscal year to ensure the charges made after a new fiscal year begins are recorded to the proper funding and will liquidate against the current fiscal year encumbrances.

Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code	
(5 @ \$1873.72) Dell Latitude 7275, CTO & Dell Latitude 7	541120	1000-19701	8810001-A0201	

GL04: CFDA	GL05: Project-Activity-Source-Cat-SubCat	GL06: Operating Unit-Chartfield2	GL07: Sub Account	GL08: Business Unit
		A1830-N/A		45200

GL09: Asset Profile	GL10: PO# Line-PO Sched-PO Distr	Category	Note
HARDWARE01	4529052752-001-001-001	SW1020D---Dell computers, s	

- GL01** – Account Code – assigned in Works based on the MCC codes for each merchant
- GL02** – Fund Type and Class
- GL03** – Department ID and- Program Code
- GL04** – CFDA #
- GL05** – Project, Activity, Source Type, Category, Subcategory – Must have implemented Projects
- GL06** – Operating Unit and Chartfield2
- GL07** – Sub Account
- GL08** – Business Unit
- GL09** – Asset Profile – Must have implemented Asset Management
- GL10** – Purchase Order, Line, Schedule, and Distribution Line

Default account codes are assigned in Works based on the MCC codes for each merchant. The Merchant (Category) Code, or MCC code, is a standard code the credit card industry uses to categorize merchants based on the types of goods or services provided by the merchant.



Added Receipt	Vendor	Allocation	Amount Allocated	MCC
	WW GRAINGER	533210-1860-24500-2000004—FA...	1,741.50	5085
	XPEDX LLC	564110-1840-29400-2000003—PR...	233.60	5111

These default codes may not be appropriate in some circumstances and the transactions should be edited to assign the correct account codes.

Charges Recorded in Works

Charges are recorded to the funding and PO in Works based on the default information. If changes to the default account code, funding and/or encumbrances need to be made, a Works administrator or assignee is able to edit the transaction information.

Below is selected information copied from Works for one transaction. The total charge would have originally been recorded to the default funding and PO information for the cardholder, but since it is split between two chartfield strings and PO encumbrances, the Works administrator edited the transaction. These are the values that will be loaded in the PeopleSoft Voucher, regardless of whether or not the values are valid in PeopleSoft

Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
Planning - Order #7161997279 for aaa batteries and a 2...	536140	1860-24500	2000004-D0102
Order #7161997279 for pens, white out tape, liquid white...	536140	1860-24500	2000004-D0102

GL04: CFDA	GL05: Project-Activity-Source-Cat-SubCat	GL06: Operating Unit-Chartfield2	GL07: Sub Account	GL08: Business Unit
		PLN20001-N/A		09000
		FAC20012-N/A		09000

GL09: Asset Profile	GL10: PO# Line-PO Sched-PO Distr	Category	Note
	0909014169-011-001-001	SW022—State Use Office sup...	PLN20001
	0909014169-011-001-001	SW022—State Use Office sup...	FAC20012

NOTE: Invalid values loaded in PeopleSoft will cause the voucher to be saved in recycle status. The values will either need to be corrected or removed.

NOTE: The PO, line, schedule, and distribution line recorded in Works at the time the transactions are downloaded to PeopleSoft will be the encumbrance linked to the charge when the voucher is built in PeopleSoft, regardless of whether the expenditure distribution in Works agrees to the funding on the



PO distribution line. The Bud Ref is not included in Works. It is populated on the voucher based on the PO, distribution line linked to the charge in Works.

Reviewing Transactions in Works

On-line review and editing of account codes, funding, and PO encumbrances should be done in Works at least weekly or possibly daily to efficiently process the voucher for payment. A particular report designed to review the transactions by account code, funding, and PO encumbrances during the billing cycle and at the end of the month before the data is downloaded into PeopleSoft is the Agency Spend Report.

Exporting the Agency Spend Report

Reports > Template Library > Select Agency Spend Report > Click Modify/Run

The following screen displays. Select Program Card (Business Unit), Post Dates, and Sort Columns by GL: PO#-PO Line-PO Sched-PO Distr to generate the report.

Home Expenses Reports Accounting

Reports > Modify/Run

Create Report Report data is current as of October 8, 2016 2:49 PM CDT.

Category: Spend

Template: shared : Agency Spend Report

Report Options Basic Advanced Reset to defaults Use last run settings

Columns

Available	Selected	Column Sort
<ul style="list-style-type: none"> Allocation <ul style="list-style-type: none"> GL: is Authorized GL: is Complete GL: is Valid GL: Account GL: Account Desc GL: Asset Profile GL: Asset Profile Desc GL: Business Unit GL: Business Unit Desc GL: CFDA GL: CFDA Desc GL: Dept ID-Program Code GL: Dept ID-Program Code Desc GL: Fund Type-Class GL: Fund Type-Class Desc GL: Operating Unit-Chartfield2 GL: Operating Unit-Chartfield2 Desc 	<ul style="list-style-type: none"> Item Description GL: Account MCC Vendor Name Vendor City Vendor State Vendor ZIP GL: PO# Line-PO Sched-PO Distr GL: Fund Type-Class GL: Dept ID-Program Code GL: Operating Unit-Chartfield2 GL: Sub Account GL: CFDA GL: Project-Activity-Source-Cat-SubCat Item Exp Cat Comment - Statewide Contract # Exp Cat Name 	<ul style="list-style-type: none"> A→Z GL: PO# Line-PO Sched-PO Distr

Buttons: Remove, Edit, Add Constant, Remove, Reverse Sort



Filters

Add filter:

Program Card: 1 selected

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Post Date: 10/01/2016 - 10/08/2016

Output Format

Formats: Excel

Output Files: Full Details Summary Only

PDF Delimited Text

Summary Grouping: No Summary Data ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

Save Template to Template Library

Template Name: Agency Spend Report

Description: Agency Works spend

Sharing: Personal Shared Both

Scheduling and Expiration

Job Name: Agency Spend Report

Schedule: Run Now Run Later Recurring

Report Expiration after: 7 day(s)

The report can be exported to Excel, and Works gives the option to save a Report Template to your Personal Template Library so filters do not have to be modified or changed often.

Below is a print screen of selected columns from the Agency Spend Report after it was exported to Excel.

Item Total	GL: Account	MCC	Vendor Name	PO# Line-PO Sched-PO Distr	Fund Type-Class	Dept ID-Program Code
\$126.47	531120	9402	USPS	0399000534-001-001-001	1000-20000	0100001-NP000
\$23.65	522113	4784	PIKEPASS	0399000534-001-001-001	1000-20000	0100001-NP000
\$25.00	515990	5999	CULLIGAN	0399000534-001-001-001	1000-20000	0100001-NP000

Transactions can be sorted by the GL: PO# Line-PO Sched-PO Distr column to compare the sum of P-Card expenditures by PO ID, PO Line, PO Schedule, and PO Distribution Line to the remaining encumbrances on the Outstanding Orders report during the billing cycle and before the voucher is built. This will minimize document tolerance exceptions after the voucher is built.



Another report providing transaction data that can also be sorted by PO, PO Line, PO Schedule, and PO Distribution line is the RPT 170 – Transaction Detail Data. It can be used to check for sufficient funding on the lines, and to identify missing or invalid ChartFields.

Voucher Build Process

After the Works transaction information is downloaded to the staging loading tables, the voucher(s) can be built using the Voucher Build Process.

Step 1 – Voucher Build Request

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

Select or Add a Run Control ID created specifically to run the PCARD Interface. Make the Run Control ID unique by adding initials, business unit, etc.

Voucher Build Request

Run Control ID:

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

Click or enter an existing run control ID and click .



Voucher Build	Process Messages	Build Errors
Run Control ID PCARD_VCHR_BLD_FLM		Report Manager Process Monitor
<input type="button" value="Run"/>		
Run Control Options		
*Request ID	<input type="text" value="1"/>	
Description	<input type="text" value="PCard Voucher Build"/>	
From Date	<input type="text"/>	<input checked="" type="checkbox"/> Assign Invoice ID
To Date	<input type="text"/>	<input checked="" type="checkbox"/> Assign Invoice Date
*Process Option	<input type="text" value="Business Unit"/>	
*Voucher Sources	<input type="text" value="All (Unrestricted)"/>	<input type="checkbox"/> Autopilot Run Control
Selection Parameters Personalize Find <input type="button" value="Print"/> <input type="button" value="Calendar"/> First 1 of 1 Last		
Business Unit		
<input type="text" value="34500"/> <input type="button" value="Search"/>		
Interfaces Personalize Find <input type="button" value="Print"/> <input type="button" value="Calendar"/> First 1 of 1 Last		
*Voucher Build Interfaces	Publish Voucher Messages	
<input type="text" value="Procurement Card"/>	<input type="checkbox"/>	

Voucher Build Page

The fields on the Voucher Build page must be populated correctly to build the vouchers.

1. **Request ID and Description:** The request ID value can be “1” to signify the one request being run, or it can be anything meaningful. The description field should also contain a meaningful description.
2. **Dates:** Leave the date fields blank. The Voucher Build process will pick up ALL vouchers in the staging tables since the last time the Voucher Build was run.
3. **Voucher Process Option:** Business Unit. This field is not available to update.
- 4.

Voucher Sources: All (Unrestricted). **Change** the value from *New Voucher Data* to *All (Unrestricted)*. Unbuilt vouchers in the staging tables can be in different stages depending on voucher build results. The *All (Unrestricted)* Voucher Source allows all vouchers to be built regardless of the stage.



Voucher Build	Process Messages	Build Errors
Run Control ID PCARD_VCHR_BLD_FLM		Report Manager Process Monitor
<input type="button" value="Run"/>		
Run Control Options		
*Request ID	<input type="text" value="1"/>	
Description	<input type="text" value="PCard Voucher Build"/>	
From Date	<input type="text"/> <input type="button" value="B"/>	<input checked="" type="checkbox"/> Assign Invoice ID
To Date	<input type="text"/> <input type="button" value="B"/>	<input checked="" type="checkbox"/> Assign Invoice Date
*Process Option	<input type="text" value="Business Unit"/>	
*Voucher Sources	<input type="text" value="All (Unrestricted)"/>	<input type="checkbox"/> Autopilot Run Control
Selection Parameters	<input type="text" value="All (Unrestricted)"/> <input type="text" value="Errors/Staged Vouchers"/> <input type="text" value="New Voucher Data"/> <input type="text" value="Recycled Vouchers"/> <input type="text" value="Voucher Maintenance"/> <input type="text" value="Voucher Mass Maintenance"/>	Personalize Find <input type="button" value="A"/> <input type="button" value="C"/> First <input type="button" value="L"/> 1 of 1 <input type="button" value="R"/> Last <input type="button" value="+"/> <input type="button" value="-"/>
Business Unit	<input type="text" value="34500"/>	
Interfaces		
*Voucher Build Interfaces	<input type="text" value="Procurement Card"/>	Personalize Find <input type="button" value="A"/> <input type="button" value="C"/> First <input type="button" value="L"/> 1 of 1 <input type="button" value="R"/> Last Publish Voucher Messages <input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>

- Business Unit:** Enter the five digit business unit number. It will be used to retrieve the data from the voucher build staging tables and create the voucher(s) for the agency. Users with access to more than one business unit can run the voucher build process for multiple business units by clicking the plus icon and entering additional business units.
- Voucher Batch Interfaces:** *Procurement Card*. There are a number of choices in this dropdown menu. Ensure "Procurement Card" is chosen.
- Click at the top right of the Voucher Build page to access the Process Scheduler Request page after populating the fields.



Process Scheduler Request

Within the **Process Scheduler Request** page, the Server Name is **PSUNX** and the Process selected is **Voucher Build**.

[Help](#)

Process Scheduler Request

User ID: Run Control ID: PCARD_VCHR_BLD_FLM

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

Click at the bottom of the page to run the process.

Process Instance

The Voucher Build page will appear with the Process Instance indicated at the top right of the page. In addition, there is a [Process Monitor](#) link that can be selected to view your progress on the Process List page.

Process Instance: 12195511

Run Control ID PCARD_VCHR_BLD_FLM Report Manager Process Monitor

Run Control Options	
*Request ID	<input type="text" value="1"/>
Description	<input type="text" value="PCard Voucher Build"/>
From Date	<input type="text"/> <input type="button" value="📅"/> <input checked="" type="checkbox"/> Assign Invoice ID
To Date	<input type="text"/> <input type="button" value="📅"/> <input checked="" type="checkbox"/> Assign Invoice Date
*Process Option	<input type="text" value="Business Unit"/> <input type="text"/>
*Voucher Sources	<input type="text" value="All (Unrestricted)"/> <input type="text"/>
<input type="checkbox"/> Autopilot Run Control	



Process List

Clicking the [Process Monitor](#) link from the Voucher Build page opens the Process List. Occasionally click the button at the top of the Process List page. The process will run until the *Run Status* is *Success* and the *Distribution Status* is *Posted*.

Process List
Server List

View Process Request For

User ID

Server

Run Status

Type

Name

Distribution Status

Last

Instance

to

1 Days

Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12195511		Application Engine	AP_VCHRBLD		11/01/2014 8:00:45PM CDT	Success	Posted	Details

[Go back to Voucher Build Request](#)

If you receive a “Success” message, then you are ready to proceed to Step 2, Review the Voucher Build Process messages.

If you receive a *No Success Run Status* message, contact the OMES Helpdesk by calling 405-521-2444 or by emailing HelpDesk@omes.ok.gov and provide the User ID and the Process Instance number. Ask for a priority of Same Business Day. **You will not be able to proceed with voucher creation until this issue is resolved.**

Running the process more than once will not build the voucher after a job has run to No Success because the voucher staging tables are no longer populated. The Office of Management & Enterprise Services technical staff will need to reload them.

- **DO NOT DELETE** the process instance since the [Details](#) link provides messages that the technical staff uses when resolving the case.
- Voucher IDs are assigned even when a job runs to No Success. They are not reassigned when the job is rerun after the staging tables are reloaded, nor are they accessible through the Accounts Payable Voucher Search page. Maintain the missing numbers for the agency’s internal records in the event the voucher ID is randomly selected for audit.

Click on the [Go back to Voucher Build Request](#) link to return to the Voucher Build Request page.



Step 2 – Reviewing the Voucher Build Process Message

Process Messages Page

Upon returning to the Voucher Build Request page, click the Process Messages page to determine if and how many vouchers processed successfully or are in recycle status.

Voucher Build	Process Messages	Build Errors
---------------	------------------	--------------

User ID **1219511** Run Control ID **PCARD_VCHR_BLD_FLM**
 Request ID **1** Description **PCard Voucher Build**

Request Status			
Successfully Completed	Edit Errors Logged	Instance	Refresh Log 1219511

Details			Personalize Find View 10 [Print] [Grid]	First 1-21 of 21 Last
Time	Severity	Message		
20.01.15	10	Applying Voucher Payment Defaults.		
20.01.16	10	Processing Miscellaneous Voucher Records.		
20.01.16	10	DEFAULT processing completed		
20.01.16	10	EDIT processing started		
20.01.17	10	EDIT processing completed		
20.01.18	10	PRORATE processing completed		
20.01.18	10	SCHEDULE processing started		
20.01.18	10	SCHEDULE processing completed		
20.01.19	10	VALIDATE processing started		
20.01.19	10	Vouchers processed with entry status Recycle: 1		

In this example, one voucher processed in Recycle status. To examine any error messages, go to the Build Errors page.

NOTE: If the voucher processed with an entry status of Postable, access the voucher directly through the Regular Entry Voucher Search Screen using the *Procurement Card Voucher Source* or the Supplier ID 0000001101.

NOTE: Most agencies will have only one P-Card voucher per billing cycle, but if P-Card transactions are charged against multiple PO IDs, PO lines, PO schedules, and/or PO distribution lines that create



more than 50 voucher lines per voucher, PeopleSoft will automatically create additional vouchers. The limitation applies to voucher lines only and not voucher distribution lines.

Build Errors Page

Before the PCard transactions are loaded into the Voucher Build Staging tables, Central Purchasing runs several edits to minimize the risk of PCard vouchers building with pre-edit errors (critical errors that prevent the voucher from creating until the errors are corrected). Edits include validation of the Supplier ID and location used on the PCard authority order and the existences of the PO/Lines/Schedule/ Distribution Line numbers, PO Match and Budget Check statuses, account codes, etc. When these errors are identified, the agency is required to correct them before the PCard transactions are loaded.

Vouchers could possibly build with pre-edit errors. For example, if a PO change order results in an uncorrected PO budget check error status after the staging tables are successfully loaded, the voucher will build in a pre-edit error status when voucher build is executed. Pre-edit error(s) will need to be corrected so voucher build can be re-executed.

More often, the Build Error page identifies the **PCard voucher(s) that built in recycle status. The voucher build edits do not validate ChartField values. This occurs during voucher build.**

Select the **Build Errors page to identify the PCard voucher(s) in recycle status and review the errors.**


Voucher Build	Process Messages	Build Errors
User ID	Request ID 1	Run Control ID PCARD_VCHR_BLD_FLM
Request Status		Description PCard Voucher Build
Successfully Completed	Edit Errors Logged	Instance 12195511
Refresh Log		
Details		Personalize Find View All First 1 of 1 Last
Build Errors	Additional Details	
Error Messages	Review Errors	Business Unit
		Voucher
		Invoice
		Origin
		Group
		34500
		00496815
		345_20140530_001
		PCD
Save	Return to Search	Notify
		Refresh
		Add

Click the Error Message to review the Voucher Build Error Detail.



Voucher Build Error Detail			
Business Unit 34500		Voucher ID 00496815	
		Correct Errors	
Header Errors Personalize F			
Field Name		Message	
Invoice Line Errors Personalize Find View All [?] [] First 1 of 1 Last			
Line	Field Name	Message	
Distribution Line Errors Personalize Find View All [?] [] First 1-3 of 3 Last			
Line	Distribution Line	Field Name	Message
2	69	OPERATING_UNIT	TSE Prompt table edit; value not found in prompt table.
2	92	OPERATING_UNIT	TSE Prompt table edit; value not found in prompt table.
2	369	OPERATING_UNIT	TSE Prompt table edit; value not found in prompt table.

Errors are reported at the Header, Invoice Line, and Distribution Line levels. In this example, the Operating Units loaded from Works on the identified voucher distribution lines are not valid values. Click the [Correct Errors](#) link to access the Error Summary page on the Voucher, which also lists these error messages.

Clicking the Review Errors  also accesses the Error Summary page on the Voucher directly.



Step 3 – Correcting Built Vouchers in Recycle Status

Voucher Error Summary Page

When the PCard voucher builds in Recycle Status, **clicking** the [Correct Errors](#) link or the Review Errors icon on the Build Errors page on the Voucher Build Request Component accesses the Voucher Error Summary page.

The Voucher Error Summary page lists the voucher build errors and identifies the errors that resulted in a Recycle status. Whenever there are Voucher Line and/or Distribution Line errors, the voucher lines and distribution lines with invalid chartfield values are identified.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 34500		Invoice Number 345_20140530_001		
Voucher ID 00496815		Invoice Date 05/30/2014		
Style Regular Voucher		Total ██████████ USD		
Distribution Line Errors Personalize Find View All [] [] First 1-3 of 3 Last				
Line	Distribution Line	Field Name	Message	
2	69	OPERATING_UNIT	TSE Prompt table edit; value not found in prompt table.	
2	92	OPERATING_UNIT	TSE Prompt table edit; value not found in prompt table.	
2	369	OPERATING_UNIT	TSE Prompt table edit; value not found in prompt table.	

Upon identifying the voucher errors, take the corrective action. In the example, the voucher has three Distribution Line Errors.

- Distribution Line Errors – ChartField values are populated in the voucher directly from Works and are edited in the voucher. Invalid ChartField values are listed on this page by Voucher Line and Voucher Distribution Line. By default, the first three errors display. Activate the View All to view all Distribution Line Errors when there are more than three. The voucher had invalid values populated in the Operating Unit field that needed to be corrected or removed from the Voucher Distribution Lines.

NOTE: Even when the voucher builds in a Postable Status, P-Card Voucher Lines and Voucher Distribution Lines should be reviewed to ensure the expenditures are recorded to the correct accounts and funding.

NOTE: The PCD Origin indicates that the voucher was built with the Procurement Card Voucher Build interface. **DO NOT DELETE vouchers with an origin of PCD. The Voucher Build process includes PeopleSoft code to include the agency program account number with the electronic payment so the bank can apply the payment correctly.** If the voucher did not build



as expected, correct the voucher rather than deleting it. Contact the Office of Management & Enterprise Services Helpdesk if assistance is required.

Go to Review Error Icon

Built vouchers in recycle status display the Go to Review Error icon in the following locations:

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

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

Business Unit 34500 Invoice No 345_20140530_001
 Voucher ID 00496815 Accounting Date 11/01/2014
 Voucher Style Regular Voucher *Pay Terms 00 0 Days
 Invoice Date 05/30/2014 Basis Date Type Inv Date
 Invoice Received
 AUTHORITY ORDER-PCARD
 Supplier ID 0000001101
 ShortName AOP-001
 Location 0002
 *Address 1

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

Save Action Run Calculate Print View Related Document

Invoice Lines ?

Line 2 Copy Down
 *Distribute by Amount
 Item
 Quantity 1.0000
 UOM YR
 Unit Price
 Line Amount
 Calculate

SpeedChart
 Ship To FA000
 Description
 Packing Slip

Purchase Order
 34500|3459039678|1|1
 Associate Receiver(s)
 Amount Only
 Adjust PO Percentage
 Allocate by Percentage

Distribution Lines
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Oper Unit
	92	100.0000	0.0046	48.65	1.0000	34500	534110	44	1300	31000	6800001	14	50913

Each Go to Review Errors icon can be **clicked** to display each error, or the Error Summary page can be selected to view all the errors on the Invoice Information page.



Errors for Distribution Line 92 in Invoice Line 2		Help
Distribution Line Errors		Personalize Find View All [?] [grid icon] First [left arrow] 1 of 1 [right arrow] Last
Field Name	Message	
Operating Unit	TSE Prompt table edit; value not found in prompt table.	

The following information is populated as a result of the Voucher Build process and **should not be changed.**

8. **Invoice Number:** Includes the agency number and billing cycle date.
9. **Invoice Date:** The date the billing cycle ended.
10. **Supplier and Location:** The Supplier ID and location associated with the Remit To Supplier.



Step 4 – Match, Document Tolerance, and Budget Check On Demand Action

Due to the short timeframe between the date the voucher build is available and the date the voucher must be submitted to the Office of Management & Enterprise Services for payment, a super-user should run the on-demand action of “Match, Doc Tol, Bdg” after the voucher is reviewed and/or corrected, and the Entry Status of the P-Card voucher is Postable. The voucher must have a Match status of No Match and a Document Tolerance Status of Valid before it will budget check.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 34500		Invoice No 345_20140530_001		
Voucher ID 00496815		Accounting Date 11/01/2014		
Voucher Style Regular Voucher		*Pay Terms 00 0 Days		
Invoice Date 05/30/2014		Basis Date Type Inv Date		
Invoice Received				
<u>AUTHORITY ORDER-PCARD</u>				
Supplier ID 0000001101				
ShortName AOP-001				
Location 0002				
*Address 1				
Save		Action Match, Doc Tol, Bdg		

The two (2) reasons the Office of Management & Enterprise Services requests that the On-Demand Action be run for P-Card vouchers:

- To research and resolve document tolerance and budget checking errors immediately.
- To ensure proper encumbrances are liquidated.

NOTE: Refer to the COR112 Purchase Order Voucher Manual for Document Tolerance and Budget Checking exception and resolution information.



P-Card Vouchers Built In Postable Status

If the P-Card voucher(s) build(s) in a Postable Status, search by either Supplier ID #0000001101 or Procurement Cards Voucher Source on the Voucher Search page to identify and access the voucher(s).

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

Voucher

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

▼ Search Criteria

Business Unit: = ▼ 02000 🔍

Voucher ID: begins with ▼

Invoice Number: begins with ▼

Invoice Date: = ▼

Short Supplier Name: begins with ▼

Supplier ID: begins with ▼ 0000001101 🔍

Supplier Name: begins with ▼

Voucher Style: = ▼

Related Voucher: begins with ▼

Entry Status: = ▼

Voucher Source: = ▼ Procurement Cards ▼

Incomplete Voucher: = ▼

Case Sensitive

Basic Search

Click to access the Voucher Component.



OKLAHOMA

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 02000				Invoice Date 05/30/2014
Voucher ID 00006671				Invoice No 020_20140530_001
Voucher Style Regular				Invoice Total ████████ USD
Supplier Name AUTHORITY ORDER-PCARD				Pay Terms 0 Days
AGENCY PREFERENCE				Voucher Source Procurement Cards
OKLAHOMA CITY, OK 99999				Origin PCD
Entry Status Postable				Created On 10/14/2014 9:46AM
Match Status No Match				Created By BATCHPROD
Approval Status Approved				Last Update 10/14/2014 9:46AM
Post Status Unposted				Modified By ██████████
				ERS Type Not Applicable
Doc Tol Status Not Chk'd				Close Status Open
Budget Status Not Chk'd				
Budget Misc Status Valid				
*View Related	Payment Inquiry			Go

The PCD Origin indicates that the voucher was built with the Procurement Card Voucher Build interface. **DO NOT DELETE vouchers with an origin of PCD. The Voucher Build process includes PeopleSoft code to include the agency's 16 digit corporate account number with the electronic payment so the bank can apply the payment correctly.** If the voucher did not build as expected, correct the voucher rather than deleting it. Contact the Office of Management and Enterprise Services Helpdesk if assistance is required.



P-Card Voucher Payment Page

The Remit To Supplier ID **0000300518**, Location **0002**, Account of **EFT**, and Pay Group of **PC** populate in the P-Card voucher during voucher build and must not be changed.

<u>Summary</u> <u>Invoice Information</u> <u>Payments</u> <u>Voucher Attributes</u> <u>Error Summary</u>	
Business Unit 02000	Invoice No 020_20140530_001
Voucher ID 00006671	Invoice Date 05/30/2014
Voucher Style Regular Voucher	
Total Amount	*Pay Terms 00 0 Days
Supplier Name AUTHORITY ORDER-PCARD	
Payment Information	
Payment 1	
*Remit to 0000300518	Gross Amount
Location 0002	Discount 0.00
*Address 2	
BANK OF AMERICA 401 N TYRON ST NCI-021-02-20 CHARLOTTE, NC 28255-0001	
Payment Options	
*Bank OST	Pay Group Pcard Paygroup (PCD)
*Account EFT	*Handling Regular
*Method CHK Check	Hold Reason
Message	
Message will appear on remittance advice.	

After completing the voucher, print the voucher, batch slip, and the Billing Statement report from Works and submit the batch to the Office of Management and Enterprise Services by 5:00 p.m. on the scheduled submission deadline. Fax copies to 521-3383 if interagency mail cannot accommodate the deadline. The faxed copies will be replaced with the originals upon receipt.

NOTE: Agency with a credit balance for a particular billing cycle should build the voucher but retain the batch until there are sufficient charges to recoup the credit. The batch slip listing the unpaid vouchers from the prior and the current billing cycles should accompany the vouchers with the required Billing Statement documentation.



Verifying Encumbrance Liquidations

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

After the P-Card voucher is budget checked but before it is paid, review the PO Accounting Entries to ensure the correct encumbrances were entered in Works and liquidated in PeopleSoft.

Accounting Entries										
Details	ChartFields									
Purchase Order	Supplier ID	Trans Type ▲	Line	Sched	Dist	Class-Funding	Dept	Bud Ref	Monetary Amount	Reference Reversal ID ▼
0209000780	0000001101	REVERSAL	1	1		120000	10	14	-77.50	00006671
0209000780	0000001101	REVERSAL	1	1		120000	10	14	-795.00	00006671
0209000780	0000001101	REVERSAL	1	1		120000	10	14	-285.00	00006671
0209000780	0000001101	REVERSAL	1	1		120000	10	14	-14.56	00006671
0209000780	0000001101	REVERSAL	1	1		120000	10	14	-50.00	00006671

If the voucher liquidated incorrect PO distribution lines based on the data copied from Works, copy the PO Line(s), PO Schedule(s), and PO Distribution Line(s) onto the voucher to make the necessary changes to the correct PO distribution lines, and delete the erroneous Voucher Distribution Lines. Re-budget check the voucher and rerun the PO Accounting Entries. Complete this before the warrant number is recorded on the voucher. **Do not delete the built P-Card voucher.**

NOTE: Refer to the PO Accounting Entries chapter in the COR112 Purchase Order Voucher Manual for additional information about this Component.



Integrating Assets from P-Card Vouchers

An Asset Profile field is available in Works for agencies that have implemented Asset Management. Transactions with Asset Profiles loaded from Works into PeopleSoft trigger the creation of separate voucher lines by transaction date and Asset Profile ID during voucher build, allowing asset quantities and unit costs to be interface directly to the Asset Management Pre-AM Interface table.

Run the Procurement Voucher Build Process using the navigation below and the steps in the Voucher Build Process Chapter, Step 1.

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

Whenever asset transactions are loaded into PeopleSoft from Works, the voucher build process omits the quantities in the voucher distribution lines with Asset Profile IDs, causing the voucher to be built in Recycle Status.

Since every voucher with an Asset Profile ID loaded from Works will build with Recycle errors, access the Build Errors page upon returning to the Voucher Build Request Component to obtain the P-Card Voucher ID. See the Build Errors Page in the *Voucher Build Process Chapter, Step 2*.



Correcting Asset Voucher Distribution Lines

Click the [Correct Errors](#) link or the Review Errors icon on the Build Errors page on the Voucher Build Component to access the Voucher Error Summary page.

Voucher Error Summary Page

The Voucher Error Summary Page identifies the Voucher Lines and Voucher Distribution Lines with Asset Profiles and omitted quantities.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 80500	Invoice Number 805_20140530_001			
Voucher ID 00187050	Invoice Date 05/30/2014			
Style Regular Voucher	Total			USD

Distribution Line Errors				Personalize Find View 3	First 1-6 of 6 Last
Line	Distribution Line	Field Name	Message		
15	1	QTY_VCHR	Quantity must be entered on distribution line when asset information is specified.		
18	1	QTY_VCHR	Quantity must be entered on distribution line when asset information is specified.		
26	1	QTY_VCHR	Quantity must be entered on distribution line when asset information is specified.		
30	1	QTY_VCHR	Quantity must be entered on distribution line when asset information is specified.		
34	1	QTY_VCHR	Quantity must be entered on distribution line when asset information is specified.		
35	1	QTY_VCHR	Quantity must be entered on distribution line when asset information is specified.		

Select the Invoice Information page to add the quantities and make any additional changes to the asset transactions.

NOTE: A Voucher Line is automatically built for asset transactions from Works by transaction date and Asset Profile ID.

Built Asset Voucher Lines and Distribution Lines

Transactions from Works roll up into Voucher Lines and Distribution Lines based on similar PO ID, PO Line, PO Schedule, PO Distribution Lines, and ChartField distribution. The exception is asset transactions, which build as separate Voucher Lines based on transaction dates and Profile IDs in Works.

In the example on the previous page, six (6) asset Voucher Lines were created. Asset Profile IDs were associated with purchases in Works on five different dates during the billing cycle: one of these dates had charges with two different Asset Profile IDs.

Voucher Line 26, noted in the Voucher Error Summary page, is used to illustrate how asset Voucher Lines build.

Line 26 Copy Down

*Distribute by: Amount

Item:

Quantity: 1.0000

UOM: YR

Unit Price: 2,540.00000

Line Amount: 2,540.00

SpeedChart:

Ship To: 805PU

Description:

Packing Slip:

Purchase Order

80500|8059014496|1|1

Associate Receiver(s)

Amount Only

One Asset

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	IFPP	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Oper Unit	Affiliate	Fund Aff
					<input type="checkbox"/>	1	100.0000	100.0000	2,540.00		80500	541230	98	1000	35400	2222000	14			

- The Voucher Line populated with no description, a quantity of 1, a UOM of YR, and a unit price that equals the charged amount.
- The number of Voucher Distribution Lines built is based on the funding recorded in Works.
- The Voucher Distribution Line Quantity is omitted.

Updating Asset Voucher Lines and Distribution Lines

How each asset Voucher Line and Distribution Line is updated depends on how many assets were purchased and how they are funded. The different scenarios illustrated on the following pages use the voucher lines on the Voucher Error Summary page on the previous page.



Single Asset – One Funding

Voucher Line 26 is selected to illustrate the fields that must be updated to interface a single asset purchased with the PCard to Asset Management when it is recorded to one chartfield distribution.

Voucher Line and Distribution Line after Voucher Build

Line 26 <input type="checkbox"/> Copy Down *Distribute by Amount Item Quantity 1.0000 UOM YR Unit Price 2,540.00000 Line Amount 2,540.00 Calculate	SpeedChart Ship To 805PU Description Packing Slip	Purchase Order 80500 80590 14496 1 1 Associate Receiver(s) <input checked="" type="checkbox"/> Amount Only Adjust PO Percentage Allocate by Percentage	<input type="checkbox"/> One Asset
---	--	---	------------------------------------

Distribution Lines																
GL Chart	Exchange Rate	Statistics	Assets													
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Oper Unit	Affiliate	Fund Aff	
<input type="checkbox"/>	1	100.0000	100.0000	2,540.00		80500	541230	98	1000	35400	2222000	14				

Voucher Line and Distribution Line after Fields are Updated for Single Asset – One Funding

Line 26 <input type="checkbox"/> Copy Down *Distribute by Amount Item Quantity 1.0000 UOM EA Unit Price 2,540.00000 Line Amount 2,540.00	SpeedChart Ship To 805PU Description Acrobat Mini TV Packing Slip	Purchase Order 80500 80590 14496 1 1 Associate Receiver(s) <input checked="" type="checkbox"/> Amount Only Adjust PO Percentage Allocate by Percentage
--	--	---

Distribution Lines																
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Asset	Business Unit	Profile ID	
<input type="checkbox"/>	1	100.0000	100.0000	2,540.00	1.0000	80500	541230	98	1000	35400	2222000	14	<input checked="" type="checkbox"/>	80500	EQUIP01	

Since one asset was purchased and is recorded to one funding, none of the dollar amounts need to be changed. Update/verify the following fields:

- **Description:** Enter the description of the item purchased.
- **Unit of Measure:** Change from YR to EA.
- **Voucher Distribution Line Quantity:** Enter 1.
- **Profile ID:** Verify to ensure correct Profile ID is populated.





Single Asset – Split Funding

Voucher Line 30 is selected to illustrate the fields that must be updated to interface a split-funded single asset purchased on the PCard to Asset Management.

Voucher Line and Distribution Line after Voucher Build

Line 30 <input type="checkbox"/> Copy Down *Distribute by Amount Item Quantity 1.0000 UOM YR Unit Price 4,128.00000 Line Amount 4,128.00	SpeedChart Ship To 805PU Description Packing Slip	Purchase Order 80500 8059014496 19 1 Associate Receiver(s) <input type="checkbox"/> One Asset Adjust PO Percentage Allocate by Percentage
--	--	--

Distribution Lines													
GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept
		<input type="checkbox"/>	1	100.0000	100.0000	4,128.00		80500	541120	98	1000	35400	5252000

Voucher Line and Distribution Line after Fields are Updated for Single Asset – Split Funding

Line 30 <input type="checkbox"/> Copy Down *Distribute by Amount Item Quantity 1.0000 UOM EA Unit Price 4,128.00000 Line Amount 4,128.00	SpeedChart Ship To 805PU Description Audio Visual E14 Packing Slip	Purchase Order 80500 8059014496 19 1 Associate Receiver(s) <input checked="" type="checkbox"/> One Asset Adjust PO Percentage Allocate by Percentage
--	---	---

Distribution Lines														
GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
		<input checked="" type="checkbox"/>	1	100.0000	50.0000	2,064.00	0.5000	80500	541120	98	1000	35400	5252000	14
		<input type="checkbox"/>	2	100.0000	50.0000	2,064.00	0.5000	80500	541120	98	1000	35400	4242000	14

In the example, one (1) asset was purchased, but the asset was split 50/50 between two different departments. Since only one asset was purchased, none of the dollar amounts need to be changed in the Voucher Line. The following fields should be updated/verified:

- **Description:** Enter the description of the item purchased.
- **Unit of Measure:** Change from YR to EA.
- **Check the One Asset** box to combine split asset distribution lines into a single asset ID when the voucher is interfaced to Asset Management.
- **Voucher Distribution Line 1 Amount:** Enter the dollar amount attributable to the chartfield distribution on distribution line 1.



- **Voucher Distribution Line 1 Quantity:** Enter the percentage attributable to the chartfield distribution on distribution line 1.
- **Copy Down:** Check the Copy Down checkbox on distribution line 1. The following message displays.

Message

This option modifies all Asset IDs for this Voucher line to NEXT1. (7030,468)

Profile ID from first distribution line is applied to all distribution lines for this voucher line.

Press Yes to update.
Press No to cancel update.

- Click .
- : Click to add voucher distribution line 2.
- **Voucher Distribution Line 2 Amount:** Enter the dollar amount and make the necessary change to the chartfield distribution on distribution line 2.
- **Voucher Distribution Line 2 Quantity:** Enter the percentage attributable to the chartfield distribution on distribution line 2. The sum of the percentages must total 1.
- **Assets Tab:** Click the asset tab.

Distribution Lines											Personalize F1	
GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number
		<input checked="" type="checkbox"/>	1	100.0000	50.0000	2,064.00	0.5000	<input checked="" type="checkbox"/>	80500	EQUIP01	NEXT	1
		<input type="checkbox"/>	2	100.0000	50.0000	2,064.00	0.5000	<input type="checkbox"/>				

- **Asset Checkbox:** Check to enter the Business Unit on each copied distribution line.

Distribution Lines											Personalize F1		
GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
		<input checked="" type="checkbox"/>	1	100.0000	50.0000	2,064.00	0.5000	<input checked="" type="checkbox"/>	80500	HARDWARE01	NEXT	1	
		<input type="checkbox"/>	2	100.0000	50.0000	2,064.00	0.5000	<input checked="" type="checkbox"/>	80500	HARDWARE01	NEXT	1	

- **Profile ID:** Verify to ensure correct Profile ID is populated. In this illustration, the profile ID was changed from EQUIP01 to HARDWARE01.
- **Sequence Number:** Selecting the **Use One Asset ID** option causes the system to assign a value of 1 to the Sequence Number field found in the Asset tab on the Voucher Distribution Line. The Profile ID must be the same on all the Voucher Distribution Lines.



NOTE: The asset transaction may or may not have been edited in Works to record the P-Card purchase to multiple funding. If the transaction was edited, multiple Voucher Distribution Lines will build with blank quantities. If the transaction was not edited to add the additional funding, Voucher Distribution Lines can be added after the voucher is built.

Multiple Assets – One Funding

Voucher Line 34 is selected to illustrate the fields that must be updated to interface multiple assets purchased on a single PCard transaction to Asset Management when they are recorded to one chartfield distribution.

Voucher Line and Distribution Line after Voucher Build

Line 34 <input type="checkbox"/> Copy Down *Distribute by Amount Item Quantity 1.0000 UOM YR Unit Price 1,744.22000 Line Amount 1,744.22 <input type="button" value="Calculate"/>	SpeedChart Ship To 805PU Description Packing Slip	Purchase Order 80500 80590 14496 23 1 Associate Receiver(s) <input type="button" value="Adjust PO Percentage"/> <input type="button" value="Allocate by Percentage"/>	<input type="checkbox"/> One Asset
--	--	--	------------------------------------

Distribution Lines															
GL Chart	Exchange Rate	Statistics	Assets												
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Oper Unit	Affiliate	Fund Aff
<input type="checkbox"/>	1	100.0000	100.0000	1,744.22		80500	541120	98	1000	35400	4242000	14			

Voucher Line and Distribution Line after Fields are Updated for Multiple Assets – One Funding

Line 34 <input type="checkbox"/> Copy Down *Distribute by Amount Item Quantity 2.0000 UOM EA Unit Price 872.11 Line Amount 1,744.22 <input type="button" value="Calculate"/>	SpeedChart Ship To 805PU Description iPads Packing Slip	Purchase Order 80500 80590 14496 23 1 Associate Receiver(s) <input type="button" value="Adjust PO Percentage"/> <input type="button" value="Allocate by Percentage"/>	<input type="checkbox"/> One Asset
---	--	--	------------------------------------

Distribution Lines															
GL Chart	Exchange Rate	Statistics	Assets												
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Asset	Business Unit	Profile ID
<input type="checkbox"/>	1	100.0000	100.0000	1,744.22	2.0000	80500	541120	98	1000	35400	4242000	14	<input checked="" type="checkbox"/>	80500	HARDWARE01

The Extended Amount represent the total dollar amount spent for all the assets purchased and should not be changed. In this example, the items purchased are the same, all have the same unit price, and they are recorded to the same ChartField distribution. The following fields should be updated/verified:

- **Description:** Enter the description of the items purchased.



- **Quantity:** Enter the number of items purchased.
- **Unit of Measure: Change** from YR to EA.
- **Unit Price:** Change the unit price for the item. **Quantity x Unit Price must equal Extended Amount.**
- **Voucher Distribution Line Quantity:** Enter the number of items purchased.
- **Profile ID:** Verify to ensure correct Profile ID is populated.

NOTE: The P-Card Authority Order cannot be marked to match by Amount Only in order for Multiple Assets to interface to Asset Management properly.

Multiple Assets – Multiple Funding

Voucher Line 35 is selected to illustrate the fields that must be updated to interface multiple assets purchased on a single PCard transaction to Asset Management when they are recorded to more than one chartfield distribution.

Voucher Line and Distribution Line after Voucher Build

Invoice Lines Find | View All | First 35 of 35 | Last

Line 35 <input type="checkbox"/> Copy Down *Distribute by: Amount Item: <input type="text"/> Quantity: 1.0000 UOM: YR Unit Price: 4,466.00000 Line Amount: 4,466.00	SpeedChart: <input type="text"/> Ship To: 805PU Description: <input type="text"/> Packing Slip: <input type="text"/>	Purchase Order 80500 8059014496 23 1 Associate Receiver(s) <input type="button" value="Adjust PO Percentage"/> <input type="button" value="Allocate by Percentage"/>	<input type="checkbox"/> One Asset
---	---	--	------------------------------------

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

GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
		<input type="checkbox"/>	1	100.0000	100.0000	4,466.00		80500	515380	98	1000	35400	4242000	14

Voucher Line and Distribution Line after Fields are Updated for Multiple Assets – Multiple Funding

Invoice Lines Find | View All | First 1 of 1 | Last


Line 35 <input type="checkbox"/> Copy Down *Distribute by: Amount Item: <input type="text"/> Quantity: 4.0000 UOM: EA Unit Price: 1,116.50000 Line Amount: 4,466.00	SpeedChart: <input type="text"/> Ship To: 805PU Description: Dell PC OptiPlex GX620 Packing Slip: <input type="text"/>	Purchase Order 80500 8059014496 23 1 Associate Receiver(s) <input type="button" value="Adjust PO Percentage"/> <input type="button" value="Allocate by Percentage"/>	<input type="checkbox"/> One Asset
---	---	--	------------------------------------

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

GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Asset	Business Unit	Profile ID
		<input checked="" type="checkbox"/>	1	100.0000	50.0000	2,233.00	2.0000	80500	515380	98	1000	35400	4242000	14	<input checked="" type="checkbox"/>	80500	HARDWARE01
		<input type="checkbox"/>	2	100.0000	50.0000	2,233.00	2.0000	80500	515380	98	1000	35400	5353000	14	<input checked="" type="checkbox"/>	80500	HARDWARE01



In the example, four of the same assets were purchased with the same unit price, but two are recorded to one department and two are recorded to another department. The Extended Amount represent the total dollar amount spent for all the assets purchased and should not be changed. The following fields should be updated/verified:

- **Description:** Enter the description of the items purchased.
- **Quantity:** Change the number of items purchased.
- **Unit of Measure:** Change from YR to EA.
- **Unit Price:** Change the unit price for the items. **Quantity x Unit Price must equal Extended Amount.**
- **Voucher Distribution Line 1 Amount:** Enter the dollar amount attributable to the chartfield distribution on distribution line 1.
- **Voucher Distribution Line 1 Quantity:** Enter the number of items attributable to the chartfield distribution on distribution line 1.
- **Copy Down:** Check the Copy Down checkbox on distribution line 1.
- : Click to add voucher distribution line 2.
- **Voucher Distribution Line 2 Amount:** Enter the dollar amount and make the necessary change to the chartfield distribution on distribution line 2.
- **Voucher Distribution Line 2 Quantity:** Enter the number of items attributable to the chartfield distribution on distribution line 2. **The quantities are whole numbers and must equal the Voucher Line Quantity.**
- **Profile ID:** Verify to ensure correct Profile ID is populated.

NOTE: The asset transaction may or may not have been edited in Works to record the P-Card purchase to multiple funding. If the transaction was edited, multiple Voucher Distribution Lines would build with blank quantities. If the transaction was not edited to add the additional funding, Voucher Distribution Lines can be added after the voucher is built.

NOTE: The P-Card Authority Order cannot be marked to match by Amount Only in order for multiple assets to interface to Asset Management properly.



Multiple Assets – Split Funding

Voucher Line 15 is selected to illustrate the fields that must be updated to interface multiple assets purchased on a single P-Card transaction to Asset Management when they are split funded.

Voucher Line and Distribution Line after Voucher Build

Invoice Lines ? Find | View All First 15 of 35

Line 15 Copy Down

*Distribute by Amount

Item

Quantity 1.0000

UOM YR

Unit Price 4,949.00000

Line Amount 4,949.00

SpeedChart

Ship To 80500

Description

Packing Slip

Purchase Order

80500|8059014407|22|1
Associate Receiver(s)

Amount Only

Adjust PO Percentage

Allocate by Percentage

One Asset

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

GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
		<input type="checkbox"/>	1	100.0000	100.0000	4,949.00		80500	541230	01	1000	23500	5323500	14

Voucher Line and Distribution Line after Fields are Updated for Multiple Assets – Split Funding

Invoice Lines ? Find | View All First 15 of 35

Line 15 Copy Down

*Distribute by Amount

Item

Quantity 2.0000

UOM EA

Unit Price 2,475.50000

Line Amount 4,949.00

SpeedChart

Ship To 80500

Description Summit48 Basic Layer 3 X 48 10

Packing Slip

Purchase Order

80500|8059014407|22|1
Associate Receiver(s)

Amount Only

Adjust PO Percentage

Allocate by Percentage

One Asset

Distribution Lines Personalize | Find | View All First 1-4 of 4 Last

GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
		<input checked="" type="checkbox"/>	1	100.0000	25.0000	1,237.25	0.5000	80500	541230	01	1000	23500	5323500	14
		<input type="checkbox"/>	2	100.0000	25.0000	1,237.25	0.5000	80500	541230	01	1000	23500	5321301	14
		<input type="checkbox"/>	3	100.0000	25.0000	1,237.25	0.5000	80500	541230	01	1000	41000	5323500	14
		<input type="checkbox"/>	4	100.0000	25.0000	1,237.25	0.5000	80500	541230	01	1000	41000	5321301	14

In the example, two of the same assets were purchased with the same unit price, but each asset is split 50/50 to different classes and departments. The Extended Amount represent the total dollar amount spent for all the assets purchased and should not be changed. The following fields should be updated/verified:

- **Description:** Enter the description of the items purchased.
- **Quantity:** Change the number of items purchased.
- **Unit of Measure:** Change from YR to EA.



- **Unit Price: Change** the unit price for the items. **Quantity x Unit Price must equal Extended Amount.**
- **Voucher Distribution Line 1 Amount:** Enter the dollar amount attributable to the chartfield distribution on distribution line 1.
- **Voucher Distribution Line 1 Quantity:** Enter the percentage attributable to the chartfield distribution on distribution line 1.
- **Copy Down:** Check the Copy Down checkbox on distribution line 1.
- **+**: Click to add the number of voucher distribution lines necessary.
- **Copied Voucher Distribution Line Amounts:** Enter the dollar amounts and make the necessary changes to the chartfield distribution on each copied distribution line.
- **Copied Voucher Distribution Line Quantities:** Enter the percentage attributable to the chartfield distribution on each copied distribution line. **The sum of the percentages must total the Voucher Line Quantity.**
- **Assets Tab:** Click the asset tab.

Distribution Lines													Personalize
GL Chart													Assets
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	100.0000	25.0000	1,237.25	0.5000	<input checked="" type="checkbox"/>	80500	HARDWARE01	NEXT			
<input type="checkbox"/>	<input type="checkbox"/>	2	100.0000	25.0000	1,237.25	0.5000	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	3	100.0000	25.0000	1,237.25	0.5000	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	4	100.0000	25.0000	1,237.25	0.5000	<input type="checkbox"/>						

- **Asset Checkbox:** Check to enter the Business Unit on each copied distribution line.

Distribution Lines													Personalize
GL Chart													Assets
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	100.0000	25.0000	1,237.25	0.5000	<input checked="" type="checkbox"/>	80500	HARDWARE01	NEXT	1		
<input type="checkbox"/>	<input type="checkbox"/>	2	100.0000	25.0000	1,237.25	0.5000	<input checked="" type="checkbox"/>	80500	HARDWARE01	NEXT	1		
<input type="checkbox"/>	<input type="checkbox"/>	3	100.0000	25.0000	1,237.25	0.5000	<input checked="" type="checkbox"/>	80500	HARDWARE01	NEXT	2		
<input type="checkbox"/>	<input type="checkbox"/>	4	100.0000	25.0000	1,237.25	0.5000	<input checked="" type="checkbox"/>	80500	HARDWARE01	NEXT	2		

- **Profile ID:** Verify to ensure correct Profile ID is populated on distribution line 1. Enter the same profile ID in copied distribution lines.
- **Sequence Number:** Enter the same sequence number, beginning with **1**, to identify split Voucher Distribution Lines that should be combined into a single asset ID when voucher is interfaced to Asset Management. In the example, the first and second Voucher Distribution Lines and the third and fourth Voucher Distribution Lines will combine into two single assets and still maintain the funding used to purchase the assets in Asset Management.



- **Cost Type:** Populate with C to designate a CAFR asset when the assets unit price is equal to or greater than \$25,000.

NOTE: The P-Card Authority Order cannot be marked to match by Amount Only in order for multiple assets to interface to Asset Management properly.



Non Asset Transaction Built with Profile ID

A Profile ID can be added to a PCard purchase in Works that is not an asset. The transaction will build as a separate Voucher Line with a zero quantity. The quantity will need to be added to the Voucher Distribution Line and the Asset Checkbox will need to be deselected. Voucher Line 18 is used to illustrate a PCard transaction with a Profile ID incorrectly added in Works.

Distribution Line Asset Tab after Voucher Build

Distribution Lines													Personalize
GL Chart													Assets
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type	
		1	100.0000	100.0000	284.68		<input checked="" type="checkbox"/>	80500	EQUIP04	NEXT			

Distribution Line Asset Tab after Asset Box is Deselected

Distribution Lines													Personalize
GL Chart													Assets
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type	
		1	100.0000	100.0000	284.68	1.0000	<input type="checkbox"/>						

Since this purchase amount is less than the asset threshold amount, deselect the Asset Checkbox to prevent the charge from interfacing to Asset Management and add the quantity to be able to save the voucher.

- **Voucher Distribution Line Quantity: Enter 1.**
- **Asset Checkbox: Deselect** to remove AM Business Unit, Profile ID, and Asset ID.

NOTE: Profile ID can be added incorrectly to any PCard transaction. even for agencies that have not implemented Asset Management.

Asset Transaction with No Profile ID Recorded In Works

Transactions recorded with an asset account code but no Profile ID in Works will roll up with other charges into a Voucher Line and Voucher Distribution Line with similar PO ID, PO Line, PO Schedule, PO Distribution Lines, and ChartField values. The Voucher Distribution Line quantity will be populated with a 1 and will not be identified as an asset transaction. Without the Profile ID, the asset will not interface to Asset Management.

If an asset purchase was not designated with a Profile ID in Works but it should be interfaced to Asset Management, copy the PO Line, PO Schedule, and PO Distribution Line onto the voucher to create a separate Voucher Line so that the correct quantity and unit price can be recorded, and the Asset Profile can be added on the Voucher Distribution Line(s). Delete the original Voucher Distribution Line that copied from Works.



P-Card Voucher Checklist

	Task	Initials	Date	Comment
1.01	Create voucher(s) when voucher build is available. Refer to P-Card Scheduled Paycycle calendar maintained by the helpdesk.			
	a. Accounts Payable> Batch Processes> Vouchers> Voucher Build.			
	b. Enter Run Control ID.			
	c. Run the Procurement Card interface.			
1.02	Return to Voucher Batch Request and check for errors.			
	a. Process Messages page identifies number of vouchers processed with Entry Status of Recycle or Postable.			
	b. Build Errors page lists the voucher ID(s) and invoice number(s) of the vouchers that are in Recycle status.			
	1. Click Examine Error Message link to identify errors at the voucher header, line, and/or distribution line level.			
	2. Click Correct Errors link to access voucher and correct errors for vouchers with Entry Status of Recycle.			
1.03	Search by Supplier ID or Voucher Source on the Voucher search page to identify the voucher(s) created when the vouchers was created in a Postable status.			
	a. Accounts Payable> Voucher> Add/Update> Regular Entry> Find an Existing Value.			
	b. Search by Supplier ID 000001101 or Procurement Card Voucher Source.			
2.01	Review the voucher.			
	a. Verify the amounts and funding.			
	b. Verify that the accounts are proper as inappropriate account codes assigned based on the MCC codes for each merchant may not have been changed in Works.			
2.02	Run the on-demand action of "Match, Doc Tol, Bdgt" after the voucher is reviewed and/or corrected, and the Entry Status of the P-Card voucher is Postable.			
	a. Correct document tolerance exceptions.			
	1. Run the Vouchers Processed against PO report to research.			
	2. Request CPO increase the encumbrance, or if Works linked the expenditure to the incorrect PO distribution line, copy the PO onto the voucher, make the necessary changes to the correct PO distribution line, and delete the erroneous voucher distribution line.			
	b. Correct budget checking errors.			
	1. Link to the Commitment Control Line Exception page to research.			



	Task	Initials	Date	Comment
	2. Correct the voucher/PO and rerun the on-demand budget checking.			
2.03	Run PO Accounting Entries to ensure the correct encumbrances are liquidated.			
	a. If the voucher liquidated incorrect PO distribution line(s) based on the data copied from Works, copy the PO into the voucher, make the necessary changes to the correct PO distribution line(s), and delete the erroneous voucher distribution line(s). Re-budget check the voucher and rerun PO Accounting Entries.			
	b. Request the P-Card administrator modify card defaults to ensure future vouchers liquidate encumbrances properly.			
2.04	Do not change the Supplier ID, Remit To Supplier, the invoice number, the invoice date, or the PC pay group.			
3.01	Print the voucher jacket(s) and obtain authorized signatures on the voucher jacket(s).			
3.02	Attach voucher jacket(s) to the Billing Statement.			
3.03	Run a PC Batch Slip and obtain proper signatures.			
3.04	Attach the Batch Slip to the voucher(s).			
4.01	Submit batch to the Office of Management & Enterprise Services by 5:00 p.m. on the scheduled submission deadline. Fax copies to 405-521-3383 if interagency mail cannot accommodate the deadline. The faxed copies will be replaced with the originals upon receipt.			
	a. Retain the batch if the voucher is for a credit amount.			
	b. Submit the batch slip listing the unpaid vouchers from the prior and current billing cycles when there are sufficient charges to recoup the credit. The Billing Statement should accompany the vouchers from each billing cycle.			
5.01	Ensure the appropriate review and documentation of reportable 1099 transactions for subsequent transmission to the Office of Management & Enterprise Services per the guidelines provided separately to the state agencies.			