



State of Wisconsin
Department of Administration

FIN301: General Voucher Processing Assessment Questions

Version 1

Question 1:
Multiple Selection

Question: Drag and drop the steps below to arrange them in the order of the Accounts Payable end-to-end process.

Circle the Correct Answer(s):

- A. Budget Checking
- B. Create Payments
- C. Voucher Approvals
- D. Matching Process
- E. Create Voucher
- F. Enter and Maintain Suppliers

Question 2:
Multiple Choice

Question: With Payables Voucher Processing in STAR PeopleSoft, the State is able to _____.

Circle the Correct Answer(s):

- A. Match vouchers with purchase orders and receipts.
- B. Automate the entire voucher process.
- C. Maintain vouchers throughout their lifecycle.
- D. Post vouchers and payments.



Question 3:
Multiple Selection

Question: Which of the following are a sub-process of Accounts Payable? Select all that apply.

Circle the Correct Answer(s):

- A. Process 1099 Vendor Withholdings
- B. Process Payments
- C. Integration with Accounts Payable
- D. Enter and Process Vouchers

Question 4:
Multiple Choice

Question: A voucher without a purchase order is also known as a _____ voucher.

Circle the Correct Answer(s):

- A. Direct Pay
- B. Supplier
- C. Accounts Payable
- D. Regular

Question 5:
Multiple Selection

Question: Which of the following is a process that occurs after a voucher is saved? Select all that apply.

Circle the Correct Answer(s):

- A. Budget Checking
- B. Pay-cycle Selection
- C. Voucher Matching
- D. Voucher Alignment



Question 6:
Multiple Choice

Question: When it is ready for approval, the non-purchase order voucher is sent to the _____.

Circle the Correct Answer(s):

- A. Accounts Payable Processor
- B. Budget Checker
- C. Accounts Payable Approver
- D. Accounts Payable Supervisor



Question 7:
Multiple Choice

Question: Which field is a required search field when copying receipt lines into a voucher?

Circle the Correct Answer(s):

- A. PO Number
- B. Receipt Unit
- C. PO Business Unit
- D. PO Date



Question 8:
Multiple Choice

Question: If no payment terms are specified on the purchase order, what payment terms will default in?

Circle the Correct Answer(s):

- A. 14 Days
- B. 7 Days
- C. 23 Days
- D. 30 Days
- E. 12 Days
- F. 21 Days

Question 9:
Multiple Selection

Question: Which of the following pages appear as tabs on the Voucher Regular Entry page? Select all that apply.

Circle the Correct Answer(s):

- A. Keyword Search
- B. Recent Vouchers List
- C. Matched Vouchers Search
- D. Find an Existing Value

Question 10:
Multiple Selection

Question: Which of the following occurs when a voucher goes through a validation check? Select all that apply.

Circle the Correct Answers:

- A. The system notifies the approver.
- B. The system verifies a Vendor ID exists.
- C. The system validates the accounting distribution field values and combinations.
- D. The system checks for a duplicate invoice.

Question 11:
Multiple Selection

Question: Which of the following are possible Match Statuses in the PeopleSoft System?

Circle the Correct Answer(s):

- A. Match Exceptions Exist
- B. Matched
- C. Not Matched
- D. To Be Matched

Question 12:
Multiple Choice

Question: How often does the pay cycle run?

Circle the Correct Answer(s):

- A. Nightly
- B. Weekly
- C. Bi-weekly
- D. Monthly

Question 13:
Multiple Selection

Question: Which of the following is a cost type available for selection when acquired assets are recorded on a voucher?

Circle the Correct Answer(s):

- A. Impairment Loss
- B. Scrap on Asset
- C. Sale of Assets
- D. Asset Transfer

Question 14:
Multiple Selection

Question: Which of the following is true about the Payment Request Approval process?

Circle the Correct Answer(s):

- A. Payment requests go through AP approval workflow.
- B. Staff outside of the central AP unit may use this process to request direct charge payments.
- C. The AP Processor reviews and resubmits payment requests.
- D. The process is used for vouchers related to purchase orders.



Question 15:
Multiple Selection

Question: Which of the following are tabs that can be found in the **Payment Request Center**?

Circle the Correct Answer(s):

- A. Supplier Information
- B. Payment Details
- C. Invoice Details
- D. Summary Information