

FIN301: General Voucher Processing



Ground Rules



Be on time



Sign the attendance sheet



Turn off your cell phone



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Welcome

Introductions:

- Name
- Agency
- Job Title
- Goals for Class

Course Agenda

1 Course Introduction

2 Module One: Voucher Processing

3 Course Summary

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Course Introduction

- › **Course Objectives**
- › **Roles and Responsibilities**
- › **Activities**

Course Objectives

After completing this course, the user will be able to:

- Understand the End-to-End Accounts Payable Process.
- Identify the Impact of Processing Vouchers to other Modules.
- Create a Voucher without a Purchase Order.
- Create a Voucher with a Purchase Order.
- Match Vouchers.
- Process Payments.
- Respond to Inquiries.
- Acquire Assets.
- Send a Payment Request for Approval.

Roles and Responsibilities

Role	Responsibility
Accounts Payable Reporter	Able to run Accounts Payable transactional and supplier reports.
Accounts Payable Viewers	Able to view Voucher and payment information.
Accounts Payable Workflow Administrator	Responsible for reassigning Accounts Payable Worklist items as needed.

Roles and Responsibilities

Role	Responsibility
Agency Accounts Payable Approver	Responsible for approving Vouchers through workflow. AP Supervisors within agencies have the Agency AP Supervisor role and the Agency AP Approver role assigned to them. The Agency AP Approver is also responsible for assigning additional ad hoc approvers on vouchers, based on their agency-specific business processes.
Agency Accounts Payable Maintainer	Responsible for any Accounts Payable Supervisor tasks and setting up and maintaining control groups, correcting Vouchers and managing matching. This person is also responsible for commitment control activities.
Agency Accounts Payable Processor	Responsible for entering, researching, deleting, and correcting Vouchers.

Roles and Responsibilities

Role	Responsibility
Agency Accounts Payable Supervisor	Responsible for understanding the task of the Accounts Payable Processor. This will include posting, un-posting for Vouchers with a payment method of check, and for releasing holds.
Agency Ad Hoc Approver	Responsible for approving vouchers that are assigned to them by the Agency Accounts Payable Approver.
Agency Payment Requester	Create requests for payments outside of the purchasing/payables module and to run them with minimum knowledge of the Payables product. Aimed for end users on the field or with no Accounts Payable knowledge or access.

Roles and Responsibilities

Role	Responsibility
State Accounts Payable Configuration Manger	Responsible for maintaining Accounts Payables configuration items statewide.
State Accounts Payable Maintainer	Responsible for executing Accounts Payable interface processing.
State Pay Cycle Processor	Responsible for running Pay Cycle, canceling and pastime payments.
State Payment Maintainer	Responsible for canceling, posting, and escheating payments.

Roles and Responsibilities

The screenshot displays the Accounts Payable Center interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Accounts Payable > Accounts Payable Center'. A green header bar contains the text 'Welcome TrainUser09 Logged on PFNTRN', a search box with 'All' and 'Advanced Search' options, and 'Home' and 'Work' links.

The main content area is titled 'Accounts Payable Center' and features a 'Vouchers' section with the sub-header 'Add, maintain, and approve vouchers.' Below this, three columns of responsibilities are listed:

- Add/Update**
 - Add and update vouchers.
 - Regular Entry
 - Voucher Search
 - Quick Invoice Entry
 - Summary Invoice Entry
 - Complete Register Voucher
 - Close Voucher
 - Delete Voucher
 - Update Open Item
 - UnPost Voucher
- Maintain**
 - Review and correct voucher errors.
 - Voucher Build Error Detail
 - Consigned Item Errors
 - Document Tolerance Exceptions
 - Voucher Maintenance Search
 - Voucher Maintenance
 - Voucher Mass Maintenance
 - Selective Payment Update
 - Selective Withholding Update
- Approve**
 - Approve vouchers.
 - Approve Voucher
 - Approval Framework - Vouchers
 - Request Voucher Batch
 - Mass Voucher Approval

Activities

You will take part in three levels of group and individual activities throughout this course:

- Instructor Demonstrations
- Training Exercises
- Challenges

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Voucher Processing

- › Objectives
- › Key Terms
- › Lesson One: Accounts Payable End-to-End Process
- › Lesson Two: Processing Vouchers and the Impact to Other Modules
- › Lesson Three: Creating a Voucher without a Purchase Order
- › Lesson Four: Creating a Voucher with a Purchase Order
- › Lesson Five: Matching Vouchers
- › Lesson Six: Processing Payments
- › Lesson Seven: Responding to Inquiries
- › Lesson Eight: Acquiring Assets
- › Lesson Nine: Payment Request Approval Process.
- › Summary

Module 1: Objectives

After completing this module, the user will be able to:

- Identify the Accounts Payable end-to-end process.
- Process vouchers and explain the impact to other modules.
- Create a voucher without a purchase order.
- Create a voucher with a purchase order.
- Process payments.
- Respond to inquiries.
- Acquire assets.
- Send a Payment Request for Approval.

Module 1: Key Terms

Term	Definition
Budget Checking	Process which checks Voucher amount against available appropriation and other budgets.
Business Unit	The STAR field that identifies each agency.
ChartField Editing	A process required in PeopleSoft which edits the ChartField combination rules set up for each agency. This process is automatically done when saving a voucher.
Combination Editing	Combination edits prevent errors in the combination of ChartFields values in PeopleSoft. They validate the accounting string prior to processing and return errors for invalid combinations.

Module 1: Key Terms

Term	Definition
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, Receiver (if applicable) and inspection (if applicable) prior to approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
SpeedChart	SpeedChart codes are defined for frequently used ChartField combinations entered on transaction distribution lines (i.e. requisition, purchase orders, vouchers, etc.). SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations.

Module 1: Key Terms

Term	Definition
Supplier	Any person or company with which the State of Wisconsin does business.
Supplier Location	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.

Overview

PeopleSoft Payables provides control over voucher processing and enables control of voucher header information.

By using the Payables Voucher Processing feature, the State of Wisconsin will be able to:

- Create vouchers and payments using manual and automatic processes.
- Match vouchers with purchase orders and receipts.
- Post vouchers and payments.
- Maintain vouchers throughout their life cycle.
- Create single voucher payments.
- Analyze accounts payable information using online inquiries.
- Establish withholding requirements.

Overview

The benefits of using the Payables Voucher Processing feature are:

- A centralized voucher processing at State agencies
- A systematic workflow approval with notifications and worklist

Overview

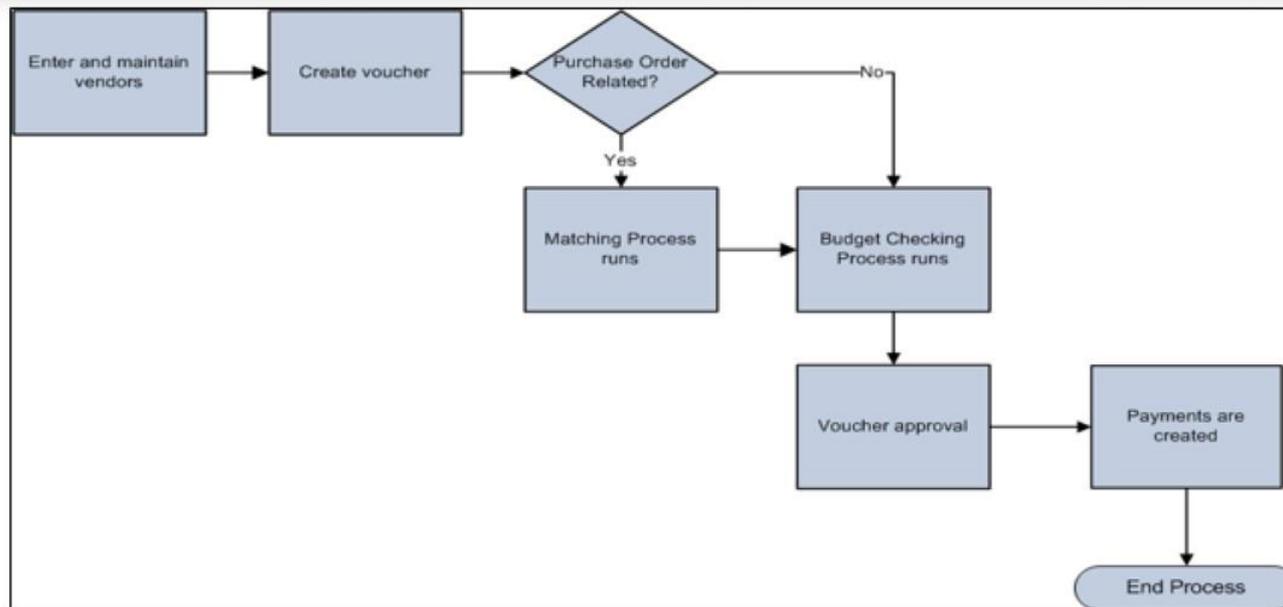
The following lessons are discussed in this course:

- Accounts Payable End-to-End Process
- How to Process Vouchers and the Impact to Other Modules
- How to Create a Voucher without a Purchase Order
- How to Create a Voucher with a Purchase Order
- How to Process Payments
- How to Respond to Inquiries
- How to Acquire Assets
- How to Send a Payment Request for Approval

Accounts Payable End-to-End Process

The Accounts Payable End-to-End process is as follows:

1. Enter and Maintain Suppliers
2. Create Voucher
3. Matching Process (Purchase Order related)
4. Budget Checking
5. Voucher Approval
6. Create Payments



Accounts Payable End-to-End Process

The goal of an effective voucher process is to:

1. Identify the payee and the amount to be disbursed.
2. Allocate the expense to the proper accounting ChartField string.
3. Document the authorization and due diligence processes to ensure appropriate use of agency funds.

Learning Checkpoint

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Accounts Payable End-to-End Processes.

1. When would a voucher go through Budget Checking? The Matching Process?



Summary: Accounts Payable End-to-End Process

Now that you have completed the Accounts Payable End-to-End Process lesson, you should be able to:

- Identify the Accounts Payable end-to-end process.
- Describe the goals of an effective voucher process.

Processing Vouchers and the Impact to Other Modules

The **Accounts Payable** processes are as follows:

- Enter and Process Vouchers
- Integration with Purchasing
- Process Payments
- Process 1099 Withholdings

Processing Vouchers and the Impact to Other Modules

Dependencies between Accounts Payable Processes:

- The Process Payments sub-process leverage the details of vouchers created using the Enter and Process Vouchers sub-process to make payments to suppliers.
- The Enter and Process Vouchers sub-process allows the scheduling of direct payments, which is leveraged by the Process Payments sub-process to make the payments.
- The Process 1099 Supplier Withholdings sub-process leverages the details of vouchers created using the Enter and Process Vouchers sub-process to process the withholding payments.

Processing Vouchers and the Impact to Other Modules

Dependencies between Accounts Payable Processes (cont.):

- The supplier payment is released using the Process Payments sub-process after a purchase order voucher has been matched with the purchase order using the Integration with Purchasing sub-process.
- The Integration with Purchasing sub-process is used to validate and confirm a voucher with the purchase order and receipt, before the payment can be made against the voucher.

Summary: Accounts Payable End-to-End Process

Now that you have completed the Accounts Payable End-to-End Process lesson, you should be able to:

- Describe the key activities of the Integration with Purchasing subprocess.
- Describe the key activities of the Processing Payments subprocess.
- Describe the key activities of the Enter and Process Vouchers.
- Describe the key activities of the Process 1099 Withholdings subprocess.

Creating a Voucher without a Purchase Order

When a supplier's invoice for an expense or service is received and it does not have an associated purchase order, the voucher must be manually created in STAR before the supplier can be paid.

Often referred to as **Direct Payment Vouchers**, non-purchase order vouchers are typically used for one-time expenses below a given dollar threshold and other various types of scenarios.

Creating a Voucher without a Purchase Order

Throughout this lesson, the following topics will be covered:

- Creating a Non-Purchase Order Voucher
- Adding Attachments
- The Withholding Link
- Budget Checking and Voucher Posting Processes
- Deleting a Voucher

Creating a Voucher without a Purchase Order

Creating a Non-Purchase Order Voucher

1. Navigation: **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**
2. On the Voucher page, there are three tabs: Find an Existing Value, Keyword Search and Add a New Value.

Search for an existing value or keyword, or add a new value to open the **Invoice Information** page.

Find an Existing Value

Keyword Search

Add a New Value

Creating a Voucher without a Purchase Order

3. On the **Invoice Information** page, complete the following:

- The **Invoice Date**, **Invoice No** and Supplier information will default onto this page if it was entered on the **Voucher** page.
- Choose a **Distribute By** option:
 - Quantity
 - Amount
- Enter a **Description**.
- The **Ship To** value will default.
- Assign **SpeedChart** information if configured.
- Under **Distribution Lines**, the **GL Unit** and **Amount** default.

Creating a Voucher without a Purchase Order

Invoice Information | Payments | Voucher Attributes

Business Unit 50500
 Voucher ID NEXT
 Voucher Style Regular Voucher

Invoice No

Accounting Date 03/10/2015
 *Pay Terms 230 Schd23Days
 Basis Date Type Inv Date

Invoice Date
 Invoice Received

Supplier ID
 ShortName
 Location
 *Address

Control Group
 Incomplete Voucher

Invoice Total

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

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00

Calculate

SpeedChart
 Ship To
 Description
 Packing Slip

One Asset
 Work Order

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Item	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product
<input type="checkbox"/>	1	0.00		50500								

Creating a Voucher without a Purchase Order

After the user enters **Lines** and **Distribution Lines**, click **Save**. The system will automatically check to verify that the Voucher Header total matches the Line Total. In addition, the system also verifies ChartFields for valid values and combination editing. Any errors occurring at save time must be corrected for further processing. After a voucher is successfully saved, a voucher ID is auto assigned.

The screenshot displays a software interface for creating a voucher. It is divided into several sections:

- Invoice Information:** Contains fields for Business Unit (50500), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID, ShortName, Location, and *Address.
- Invoice Details:** Includes Invoice No, Accounting Date (03/10/2015), *Pay Terms (23D), Basis Date Type (Inv Date), and Control Group.
- Invoice Total:** A summary table showing Line Total (1.00), *Currency (USD), Miscellaneous, and Freight. A red box highlights the Total (10.00) and Difference (9.00) fields.
- Actions:** Buttons for Save, Save For Later, Run, Calculate, and Print, along with an Action dropdown menu.

Invoice Total	
Line Total	1.00
*Currency	USD
Miscellaneous	
Freight	
Total	10.00
Difference	9.00

Creating a Voucher without a Purchase Order

Adding Attachments

Documents, such as receipts and invoices, can be attached to a voucher. However, PeopleSoft is not a document management system, so users must keep paper copies of invoices according to their agency's policy. The system displays the number of attachments attached to a vouches. If no attachments are attached, the system displays **Attachments (0)**.

Creating a Voucher without a Purchase Order

4. To add supporting documents, click **Attachments** on the **Invoice Information page**.

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Creating a Voucher without a Purchase Order

5. On the **Voucher Header Attachment** window, the **Show to Approver** checkbox is selected. Do not uncheck. Click **Add Attachment**.

Voucher Header Attachment

Business Unit 37000 Voucher ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Upload all attachments. Click **OK** to return to the **Invoice Information** page.

Creating a Voucher without a Purchase Order

The Withholding Link

STAR will not be withholding payments. The term **Withholding** in PeopleSoft means that a supplier's payment is 1099 reportable. Payments to 1099 reportable suppliers will always be marked as reportable.

- Non Merchandise Summary
- Session Defaults
- Comments(0)
- Attachments (0)
- Withholding**
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360

Creating a Voucher without a Purchase Order

6. If the supplier is setup for 1099 withholding, click **Withholding**. Compare the distribution account code to the withholding **Class** used in **Withholding** to make sure they correspond.

If the particular line is not withholding applicable, deselect both the **Withholding Applicable** and **Applicable** checkboxes. Click **Back to Invoice** to return to the **Invoice Information** page.

Withholding Information

[Back to Invoice](#)

Business Unit 37000 Invoice Number VAT Entity
Voucher ID NEXT Supplier 0000000048 True Value Hardware Invoice Date

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	15A	<input type="text"/>	<input type="text"/>	<input type="text"/>	Withhold at Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Creating a Voucher without a Purchase Order

7. Move to the **Payment** tab. Review the Remit To **Address** and all additional information.

The screenshot shows a software interface for creating a voucher. The top section contains fields for Business Unit (50500), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (1.00), and Supplier Name (Natural Resources). It also includes Invoice No., Invoice Date, and *Pay Terms (230). The middle section, titled 'Payment Information', shows Payment 1 with *Remit to (0000000273), Location (MAIN), and *Address 1 (Natural Resources, 101 S WEBSTER ST, MADISON, WI 53703). It also displays Gross Amount (0.00), Discount (0.00), and Scheduled Due. The bottom section, 'Payment Options', includes *Bank (US022), *Account (1188), *Method (CHK), Pay Group, *Handling (Centrally Mailed), *Netting (Not Applicable), and L/C ID. A 'Message' box is at the bottom left.

- Schedule information is determined by **Invoice Date** and **Payment Terms**.
- Enter a message to appear on payment advice in the **Message** box.
- Add internal comments by clicking **Payment Comments**.

Creating a Voucher without a Purchase Order

There is a third tab, the **Voucher Attributes** tab, on the page. This page is Read-Only and can be used to review additional voucher information.

Creating a Voucher without a Purchase Order

Budget Checking and Voucher Posting Processes

8. To Budget Check the voucher, select **Budget Checking** from the **Action** menu. Then click **Run**.

The screenshot displays a software interface with three tabs: "Invoice Information", "Payments", and "Voucher Attributes". The "Invoice Information" tab is active. On the left, there is a list of fields: "Business Unit" (50500), "Voucher ID" (NEXT), "Voucher Style" (Regular Voucher), "Total Amount" (1.00), and "Supplier Name" (Natural Resources). In the center, there are input fields for "Invoice No" and "Invoice Date", a checkbox for "Incomplete Voucher", and a "*Pay Terms" field (23D) with a magnifying glass icon and "Schd23Days" text. On the right, there is an "Action" dropdown menu, a "Run" button, and a "Schedule Payments" button. The "Action" dropdown menu and the "Run" button are highlighted with red boxes.

Creating a Voucher without a Purchase Order

After the voucher goes through Budget Checking, it is eligible to be approved by the Accounts Payable Supervisor. Once it is approved by the Accounts Payable Supervisor, the voucher can be posted through the Voucher Post batch process, which is a nightly batch process. In urgent situations, the voucher can be posted manually from the **Action** dropdown.

9. After the Accounts Payable Supervisor approves the voucher, select **Voucher Post** under the **Action** dropdown on the **Invoice Information** page. Then, click **Run**.

Creating a Voucher without a Purchase Order

Deleting a Voucher

PeopleSoft enables users to delete vouchers. However, only vouchers that are eligible for deletion can be selected. A voucher cannot be deleted if it is any of the following:

- Posted
- Selected for payment
- Has any portion of the voucher be paid
- Has a **Matched** status
- Has a scheduled payment
- On hold for netting processing
- Undergoing processing in a workflow worklist
- Associated with a debit memo (unless all related vouchers are deleted first)

Creating a Voucher without a Purchase Order

Once a voucher is deleted, the action cannot be undone, nor can the voucher be retrieved. Afterwards, the associated voucher number is ineligible for reuse. After deletion is confirmed, the Budget Processor is automatically notified, and the system proceeds to liquidate encumbrances, deleting the funding obligation and making more funding available.

Creating a Voucher without a Purchase Order

1. Navigation: **Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher**
2. On the **Voucher Delete** page, enter the **Business Unit, Voucher ID** and another other search criteria. Click **Search**.

Voucher Delete

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

[Find an Existing Value](#)

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

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

Creating a Voucher without a Purchase Order

3. On the **Delete Voucher** tab, review the voucher information and verify the correct voucher is selected for deletion.

When the voucher is ready for deletion, click **Delete**.

Delete Voucher | Voucher Details

Business Unit 37000 Voucher 00000041

Supplier

Supplier 0000000254 HUMAN RESOURCES DEVELOPMENT PRESS
Short Name HUMAN RESO-001

Voucher Information

Invoice	ACHPMT	Origin	ONL	Header Budget Status	Valid
Date	01/26/2015	Group		Non-Prorated Budget Status	Valid
Gross Amount	600.00 USD			Entry Status	Postable
Related Voucher					

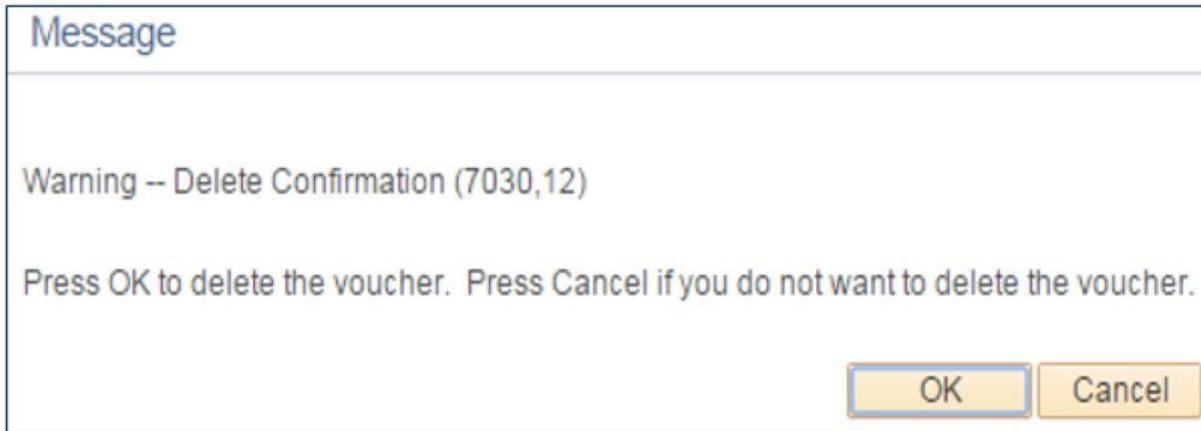
Delete

Save Return to Search Previous in List Next in List Notify

Delete Voucher | Voucher Details

Creating a Voucher without a Purchase Order

4. After **Delete** is selected, a warning message will open to ask for confirmation. Click **OK**.



Instructor Demonstration: Creating a Voucher without a Purchase Order

Your instructor will show you how to create a voucher without a purchase order while you follow along.



Instructor Demonstration: Debrief

- 1. What type of payments are non-purchase order vouchers typically created for?**
- 2. When would the Budget Check process need to be run manually?**
- 3. Provide three examples of when a voucher cannot be deleted.**



Training Exercise: Creating a Voucher without a Purchase Order

This Training Exercise will review how to create a voucher without a purchase order. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. When creating a voucher, how do you verify that the Voucher Header total matches the Line Total? If they do not match, what happens?**
- 2. Once a voucher is saved and has gone through budget checking, who approves the voucher to be posted?**



Summary: Creating a Voucher without a Purchase Order

Now that you have completed the Creating a Voucher without a Purchase Order lesson, you should be able to:

- Create a Non-Purchase Order Voucher.
- Add attachments to a voucher.
- Identify when a supplier is withholding reportable.
- Budget check and post a voucher.
- Delete a voucher.

Creating a Voucher with a Purchase Order

Creating a Voucher with a Purchase Order

Throughout this lesson, the following topics will be covered:

- Creating a New Regular Voucher
- Copying from a Source Document
- Adding Attachments
- Withholding Link
- Invoice Line and Distribution Lines
- Voucher Balancing
- Voucher Validation

Creating a Voucher with a Purchase Order

Creating a New Regular Voucher

1. Navigation: **Main Menu > Accounts Payable > Voucher > Add/Update > Regular Entry**
2. On the Voucher page, there are three tabs: Find an Existing Value, Keyword Search and Add a New Value.

Search for an existing value or keyword, or add a new value to open the **Invoice Information** page.

Find an Existing Value

Keyword Search

Add a New Value

Creating a Voucher with a Purchase Order

3. On the **Invoice Information** tab, there are three sections:

- Copy from a Source Document
- Invoice Lines
- Distribution Lines

Creating a Voucher with a Purchase Order

Copying from a Source Document

4a. To use the **Copy PO** option, enter the **PO Unit** and **PO Number** values and click **Copy PO**. This option is faster than the **Copy From** option.

4b. To use the **Copy From** option, choose which copy option to use from the dropdown menu. The source options are:

- Non PO Receipt
- None
- PO Receipt
- Purchase Order Only
- Template
- Voucher

Note: to create a purchase order voucher, select **Purchase Order Only** or **PO Receipt**.

The screenshot shows a web interface titled "Copy From Source Document". It features two input fields: "PO Unit" and "PO Number", each with a magnifying glass icon. To the right of these fields is a yellow button labeled "Copy PO". Further right is a "Copy From" dropdown menu with a "Go" button. The dropdown menu is open, displaying a list of options: "Non PO Receipt", "None", "PO Receipt", "Purchase Order Only", "Template", and "Voucher".

Creating a Voucher with a Purchase Order

5. Once to **Copy From** option is selected, click **Go** to enter copy from criteria.

Creating a Voucher with a Purchase Order

Copying from a Source Document – Purchase Order Only

6. Enter the following:

- PO Business Unit
- PO Number From – PO Number To
- PO Line Number From – PO Line Number To
- PO Date Option
- PO Date

Copy Worksheet

Business Unit 50500 [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit  View Matched /Cancelled Only

PO Number From  PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date 

Additional Search Criteria

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

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

Creating a Voucher with a Purchase Order

7. Expand the **Additional Search Criteria** section.
 - Specify additional search criteria.
 - Click **Search** to populate the **Select PO Lines** section with search criteria.

Creating a Voucher with a Purchase Order

8. The **Select PO Lines** section displays with the purchase order(s) that met the search criteria.

Select PO Lines Find | View 1 First 1-4 of 4 Last

PO Unit 37000 PO Number 000000010
Supplier ID 000000021 CHANGE & INNOVATION AGENCY PO Date 02/03/2015

Select All Deselect All

Select PO Lines Personalize | Find | View All | First 1 of 3 Last

Main Information Contract Information

select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	U
<input type="checkbox"/>	20000.00	2		1	computer1	1.0000	EA	20000.00	USD	1.0000	E

Select All Deselect All PO Line Count 3
PO Total \$60,000.00

PO Unit 37000 PO Number 000000013
Supplier ID 000000021 CHANGE & INNOVATION AGENCY PO Date 02/05/2015

Select PO Lines Personalize | Find | View All | First 1 of 1 Last

Main Information Contract Information

select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	U
<input type="checkbox"/>	10.00	1		100001TST	test	5.0000	EA	50.00	USD	5.0	

Select All Deselect All PO Line Count 1
PO Total \$50.00

Creating a Voucher with a Purchase Order

- The **Line Number** and **Schedule Number** columns show the purchase order line and schedule number available for selection. Only the lines that are not Fully Matched or do not have the **Commitment Close Flag** checkbox on for all distribution lines will copy onto the voucher. If a line is Fully Matched it will not be available for selection.
- The **Quantity Vouchered** column displays the line item quantity available for vouchering.
 - The quantity can be decreased to match a lesser invoice quantity.
 - Do not enter a zero amount quantity. This adversely affects the matching tables.
- The **Unit Price** column displays the vendor item price when the purchase order line is not designated as amount-only.
- The **Merchandise Amt** column displays the amount of merchandise available for vouchering.
- There are two checkboxes in this section: **Amount Only** and **Receiving Required**. These will be checked if they were originally checked during voucher creation.

Creating a Voucher with a Purchase Order

Check the checkbox next to the individual purchase order line, or lines, to copy into the voucher. Click **Select All** to select all of the lines for a single purchase order. Click **Clear All** to deselect all the lines for a single purchase order.

9. When all pertinent purchase order lines have been selected, click **Copy Selected Lines** to create the voucher.

Creating a Voucher with a Purchase Order

Copying from a Source Document – PO Receipt

10. If the **PO Receipt** option is selected under the Worksheet Copy Option dropdown, the Copy Worksheet displays Receiver Lookup Criteria page.

Copy Worksheet

Business Unit 50500 Voucher ID NEXT [Back to Invoice](#)

▼ Receiver Lookup Criteria

PO Business Unit

*PO Date Option No Date

Ship To

Receipt Unit

Receipt Number From

*Recv Dt Opt No Date

Receiver Line From

Pro Number

Carrier ID

PO Number

PO Date

Receipt Number To

Receipt Date

Receiver Line To

Packing Slip

Bill of Lading

▼ Additional Search Criteria

Get only the Receipt lines that contain the following information

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

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

Creating a Voucher with a Purchase Order

11. Expand the **Additional Search Criteria** section. Specify additional criteria with receiver lookup or with only the **Receipt Unit** defined. Any information define in this groupbox overrides the values specified in the **Receiver Lookup Criteria** groupbox.

Click **Search** to populate the **Select Receiver Lines** area with the receiver lines that match the search criteria.

Creating a Voucher with a Purchase Order

12. The **Select Receiver Lines** section displays the purchase order(s) and receipt(s) that met the search criteria.

Select Receiver Lines Find | View 1 First 1-8 of 8 Last

PO Business Unit 37000 PO Number 000000013 PO Date 02/05/2015
Receipt Unit 37000 **Receipt Number 000000005** **Receipt Date 02/05/2015**
Ship To 000031AD08 Pro Number
Carrier ID Packing Slip
Supplier ID 0000000021 Bill of Lading

CHANGE & INNOVATION AGENCY Select All Deselect All

Select Receiver Lines Personalize | Find | View All | First 1 of 1 Last

Main Information Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID
<input type="checkbox"/>		1	100001TST	test	5.0000	EA	10.00	50.00	USD	

Select All Deselect All

PO Business Unit 37000 PO Number 000000014 PO Date 02/05/2015
Receipt Unit 37000 Receipt Number 000000006 Receipt Date 02/05/2015
Ship To 000031AD08 Pro Number
Carrier ID Packing Slip
Supplier ID 0000000021 Bill of Lading

CHANGE & INNOVATION AGENCY

Creating a Voucher with a Purchase Order

- The **Receipt No** is a ten digit receipt number assign to receipts. By default, the first available Receipt No displays. Click **View All** in the **Select Receiver Lines** header to verify if there are multiple receipts and to navigate the receipts.
- The **Recv Date** displays when the items were received.
- The **Receipt Line** displays the number of receipt numbers available for selection.
- **Quantity** displays the unmatched quantity on the receiver line. This field can be modified if the purchase order line is not designated as Amount Only.
- The **Unit Price** should be the vendor item price when the purchase order line is not designated as Amount Only.
- **Merchandise Amt** displays the merchandise amount on the receiver.
- The Line and **Sched Num** columns display the purchase order line and schedule number associated with the receipt line.
- The **Recv Line Status** displays the status. This includes: Received, Open, Hold, Closed and Canceled.

Creating a Voucher with a Purchase Order

Check the **checkbox** next to an individual receipt line to copy into the voucher. Click **Select All** to select all the lines for a single receipt. Click **Clear All** to deselect all the lines for a single receipt.

13. Click **Copy Selected Lines** to create the voucher after the pertinent receipt lines have been selected.

Creating a Voucher with a Purchase Order

14. Move to the **Invoice Information** tab.

Enter the pertinent information in the **Invoice Information** fields.

Note: whenever a 1099 vendor is populated on a voucher, the **Withholding** link activates in the **Invoice Information** page. If there are no changes to the vendor's 1099 status, continue through the remaining procedure and the vendor's 1099 rules will be applied. If a change to withholding rules is required for a voucher, click the **Withholding** link.

Creating a Voucher with a Purchase Order

15. To add supporting documents, click **Attachments** on the **Invoice Information page**.

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Creating a Voucher with a Purchase Order

16. On the **Voucher Header Attachment** window, the **Show to Approver** checkbox is selected. Do not uncheck. Click **Add Attachment**.

Voucher Header Attachment

Business Unit 37000 Voucher ID NEXT

Details Personalize | Find | View All | | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Upload all attachments. Click **OK** to return to the **Invoice Information** page.

Creating a Voucher with a Purchase Order

Withholding Link

The **Withholding** link activates whenever a 1099 supplier is populated on a voucher.

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Withholding
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Creating a Voucher with a Purchase Order

17. Click on the **Withholding** link to open the **Withholding Information** page.
- The default 1099 rules for the supplier populate for **Entity, Jurisdiction** and **Class**.
 - If the voucher is not 1099 applicable, uncheck the **Withholding Applicable** checkbox.

If the supplier is set up for 1099 withholding but the location selected does not have withholding details, an error message will appear.

Withholding Information

[Back to Invoice](#)

Business Unit 37000 Invoice Number VAT Entity
Voucher ID NEXT Supplier 0000000048 True Value Hardware Invoice Date

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	15A	<input type="text"/>	<input type="text"/>	<input type="text"/>	Withhold at Payment	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Creating a Voucher with a Purchase Order

Invoice Lines and Distribution Lines

18. Review the **Invoice Lines** section

- The **Dist. By** field defaults
- Assign a **SpeedChart**
- Voucher lines are numbered in sequential order
- **Description** provides a description of item being vouchered
- Review the **Item, Description, Quantity, Unit of Measure (UOM), Unit Price** and **Extended Amount**

Creating a Voucher with a Purchase Order

19. Under the **Distribution Lines** section:

- The **Amount** field populates if the **Amount** distribution method was identified.
- The **Quantity** field populates if the **Quantity** distribution method was identified.
- Review the **Account, Fund, Appropriation, Class, Department, Program, Budget Reference** and **Project**. These fields default in and should not be changed.
- The **Budget Date** defaults. Do not change the budget date.

Creating a Voucher with a Purchase Order

Voucher Balancing

The voucher component has various functional that enable the user to view and correct balance discrepancies. These include:

- Displays of totals for separate voucher regions, enabling quick view of the unbalanced area.
- The **Calculate** button enables on-demand balance calculations.
- The out-of-balance information is highlighted in red.

When the voucher is out-of balance, it is most likely due to:

- The header being out of balance with the distribution lines.
- The distribution lines being out of balance with the invoice line.
- The voucher has distribution lines and invoice lines in balance, but has multiple lines out of balance to the header.

Creating a Voucher with a Purchase Order

20. Click **Calculate**

- Balance at the Header level
- Balance at the Line level

In the **Invoice Total** box, the **Difference** will equal 0.00 if in balance. If not, a separate **Difference** box will highlight the out-of-balance amount in red.

21. Click **Save** to save the voucher.

Difference	
Line Amount	1750.00
Distributed	1550.00
Difference	-200.00

Creating a Voucher with a Purchase Order

Voucher Validation

Validations that occur:

- 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 lines amounts
- Balancing voucher line amounts against distribution line amounts

Some errors prompt a warning message but allow the voucher to be saved in recycle status. A voucher ID is assigned but a **Review Errors** icon displays to indicate it is in recycle status. If there is a **Review Errors** icon, click on it to view the description of the voucher error.

Creating a Voucher with a Purchase Order

On the **Payments** tab, remit to supplier, bank and payment scheduling information is recorded. This page is only updated during voucher creation if one of the following conditions exist:

- The voucher has multiple payees.
- The voucher requires a partial payment.

Creating a Voucher with a Purchase Order

22. Review the **Payment Information** section:

- The **Remit To** and **Pay Terms** fields default.
- **Total** and **Gross Amount** populate when the voucher is saved.
 - The voucher cannot be saved until the **Gross Amount** equals the **Total Amount**.
- Add or delete payees.
- **Scheduled Due** date is calculated from **Pay** terms.
 - If partial payments are made, ensure **Scheduled Date** is correct.

Business Unit 50500
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 1.00
Supplier Name Natural Resources

Invoice No
Invoice Date
Action
Run
Schedule Payments

*Pay Terms 23D
Schd23Days

Payment Information
Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000000273
Location MAIN
*Address 1
Natural Resources
101 S WEBSTER ST
MADISON, WI 53703

Gross Amount 0.00 USD
Discount 0.00 USD

Scheduled Due
Net Due
Discount Due
Accounting Date

Payment Inquiry
 Discount Denied
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options
*Bank US022
*Account 1186
*Method CHK Check
Message
Pay Group
*Handling Centrally Mailed
Hold Reason
*Netting Not Applicable
L/C ID

Supplier Bank Messages
 Hold Payment
 Separate Payment

Message will appear on remittance advice.

Creating a Voucher with a Purchase Order

23. Under **Payment Options**, the **Bank, Account, Method, Handling** and **Netting** fields are required and default. These values can be overridden.

- Use **Handling** to find a payment handling code. STAR has three handling codes: Centrally Mailed, Return Back to Agency and Return Back to State Controller's Office. Centrally Mailed is the default value.
- To place a payment on hold, select a **Hold Reason**.
- Enter a payment **Message** to print on the remittance advice.

Creating a Voucher with a Purchase Order

24. Under the **Schedule Payment** section, the value defaults to Schedule Payment. Do not change this value.

Schedule Payment	
*Action Schedule Paymen ▾	Payment Date <input type="text"/>
Pay	Reference <input type="text"/>
<ul style="list-style-type: none">CancelledEscheated PaymentPrepayment AppliedRecord a PaymentSchedule Payment	

25. When all information under the **Payments** tab is entered and correct, click **Save**. The voucher has now been created.

Creating a Voucher with a Purchase Order

There is a third tab, the **Voucher Attributes** tab, on the page. This page is Read-Only and can be used to review additional voucher information.

Creating a Voucher with a Purchase Order

At the top of the **Invoice Information** page, the Voucher ID changes from NEXT to a number generated by STAR. Three new tabs also appear after saving:

- Summary
- Related Documents
- Error Summary



Creating a Voucher with a Purchase Order

Use the **Summary** tab to view important voucher information, summarized from the three primary tabs, such as voucher header information, various statuses and payment terms.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 50500				Invoice Date 12/01/2014	
Voucher ID 00000001				Invoice No 43	
Voucher Style Regular				Invoice Total 100.00 USD	
Supplier Name AMERICAN LITHOGRAPHY & PUBLISHING INC 530 N 22ND ST MILWAUKEE, WI 53233-2508				Pay Terms Schd23Days	
				Voucher Source Online	
				Origin ONL	
Entry Status Postable				Created On 03/15/2015 1:45PM	
Match Status No Match				Created By AGENCY_AP_PROCESSOR	
Approval Status Pending				Last Update 03/15/2015 2:03PM	
Post Status Unposted				Modified By AGENCY_AP_PROCESSOR	
				ERS Type Not Applicable	
Budget Status Valid				Close Status Open	
Budget Misc Status Valid					
*View Related Payment Inquiry					

[Preview Approval](#)

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Creating a Voucher with a Purchase Order

The **Entry Status** displays the phase of the voucher's processing. The values include:

- Recycled
- Approved
- Open
- Postable

The **Post Status** displays the voucher posting status. The values are:

- Posted
- Unposted

Creating a Voucher with a Purchase Order

The **Budget Status** displays the budget checking status of the voucher total amount. Values include:

- Error: If errors exist, the **Budget Check Exception** link appears. Click **Budget Check Exception** to access the exception pages and review the errors. Do not use the **Override Budget** checkbox.
- Not Chk'd (not budget checked)
- Valid

The screenshot displays the 'Budget Status' interface. At the top, there are tabs for 'Voucher Exceptions' and 'Line Exceptions'. Below this, the 'Business Unit' is set to '37000' and the 'Voucher ID' is '00000044'. There are also 'Actions' icons for information, help, and search. The 'Exception Type' is 'Error' and 'Maximum Rows' is '100'. There are checkboxes for 'Override Transaction' and 'More Budgets Exist', both of which are currently unchecked. A 'Search' button and 'Advanced Budget Criteria' link are also present.

The main section is titled 'Budgets with Exceptions' and includes a 'Personalize' link, 'Find', 'View All', and pagination controls showing 'First 1 of 1 Last'. Below this is a table with the following columns: 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	37000	CC_APPROR	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Creating a Voucher with a Purchase Order

The **Match Status** displays the match status of the voucher. The values are: Exception, Manually Overridden, Manually Set to Credit Note, Matched, Matched – Dispute, No Match, To Be Matched

Note: If match exceptions exist, click **Exceptions** to access the **Match Exception Workbench Details** page.

The **Approval Status** displays the approval status of the voucher. These values are:

- Pending Approval
- Approved
- Denied

Creating a Voucher with a Purchase Order

The **Related Documents** tab displays related payment, purchase order, receiver, and adjustment information. On this tab, STAR displays the purchase order information that was copied from the purchase order or receipt.

Business Unit 50500
Voucher ID 00000001
Voucher Style Regular Voucher
Supplier ID 000000098

Invoice No 43
Invoice Date 12/01/2014

Action

Payment Details

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Actions	Not Selected for Payment	03/15/2015		SHARE	000000098		1 CHK	100.00		USD

Creating a Voucher with a Purchase Order

The **Error Summary** tab is used to view Voucher Build processing errors, matching errors, duplicate invoices, and out-of-balance and combination edit errors on the voucher. Five scroll areas can appear on this page:

- Header Errors
- Miscellaneous Charge Errors
- Invoice Line Errors
- Distribution Line Errors
- Scheduled Payment Errors

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 50500			Invoice Number 43		
Voucher ID 00000001			Invoice Date 12/01/2014		
Style Regular Voucher			Total 100.00		USD
This Voucher does not have any errors.					
Return to Search	Notify	Refresh			

Instructor Demonstration: Creating a Voucher with a Purchase Order

Your instructor will show you how to create a voucher with a purchase order and view the voucher status summary while you follow along.



Instructor Demonstration: Debrief

- 1. What are the two distribution methods when creating a voucher?**
- 2. List the five fields that are required when entering Payment Options.**



Training Exercise: Creating a Voucher with a Purchase Order

This Training Exercise will review how to create a voucher with a purchase order. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. After a voucher is saved, what three pages become available for viewing?**
- 2. Describe the process of what happens if the Budget Check status is Error.**



Summary: Creating a Voucher with a Purchase Order

Now that you have completed the Creating a Voucher with a Purchase Order lesson, you should be able to:

- Create a new regular voucher.
- Copy lines from a source document.
- Add attachments to a voucher.
- Use the Withholding link.
- Identify ChartField information for invoice lines and distribution lines.
- Balance a voucher.
- Validate a voucher.

Matching Vouchers

The Matching process compares vouchers with purchase orders and receiving documents to ensure that only the goods and services ordered and received are paid for.

This is automatically performed three times a day and can also be run on an ad hoc basis.

The following will be discussed:

- Reviewing the Matching Process
- How to Run the Matching Process
- The Match Workbench
- Match Exceptions

Matching Vouchers

Reviewing the Matching Process

The State of Wisconsin uses two types of matching:

- Two-way: compare vouchers and purchase orders. These are generally used for non-item purchases for which there are no receipts.
- Three-Way: compares vouchers, purchase orders, and receipts. These are generally used for purchases of finished goods.

Matching Vouchers

Receiving Required option:

- Appears by default from the item definition.
- If not required, the **Receiving Required** matching rules apply to other lines.
- If optional, the **Receiving Required** matching rules do not apply.

Matching Vouchers

Tolerances

The **Matching** process uses match tolerances when comparing the prices and amounts.

The match tolerances are configured to check \$100.00 or 10 percent over the amount of the purchase order. If a match exception exists and the voucher is within the tolerances established in these components, the Matching process automatically overrides the exception.

Matching Vouchers

How to Run the Matching Process

1. Navigation: **Main Menu > Accounts Payable > Batch Processes > Vouchers > Matching**
2. On the **Voucher** page, there are two tabs: Find an Existing Value and Add a New Value.

Search for an existing value , or add a new value to open the Invoice Information page. Then click **Search** or **Add**.

Find an Existing Value

Add a New Value

Matching Vouchers

3. Use the **Match Request** page to enter the request parameters:

- Description
- Process Frequency
- Match Action
 - Matching
 - Workflow/Email Notify
 - Matching & Workflow/Email
- Options list
- As of Date
- Run Document Association Only

When complete, click **Run** to open the **Process Scheduler Request**.

Match Request Messages

Run Control ID SAMPLE Report Manager Process Monitor **Run**

Run Control Parameters

*Description SAMPLE Match Workbench

*Process Frequency Don't Run

Match Action Matching

*Options All Business Units

As of Date [Calendar Icon]

Run Document Association Only

Autopilot Run Control

Save Return to Search Notify Refresh Add

Matching Vouchers

4. On the **Process Scheduler Request** window, enter or update the parameters:

- Server Name
- Recurrence
- Time Zone
- Check **AP Matching**

When complete, click **OK**.

Process Scheduler Request

User ID TrainUser07 Run Control ID SAMPLE

Server Name PSNT Run Date 03/10/2015 

Recurrence Run Time 12:49:38PM 

Time Zone CST  Central Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AP Matching	AP_MATCH	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

Matching Vouchers

5. Look at the **Process Instance** back on the **Match Request** page. This number helps identify the process that was run to check the status.

The screenshot shows a web interface with two tabs: "Match Request" (active) and "Messages". Below the tabs, there is a "Run Control ID" field containing the text "SAMPLE". To the right, there is a "Report Manager" section with a "Process Monitor" link highlighted by a red box. Next to it is a yellow "Run" button. Below the "Process Monitor" link, the text "Process Instance:19212" is displayed and also highlighted by a red box.

Click on the **Process Monitor** link and find the **Process Instance** number to check the status of the process. The process is finished when the **Run Status** is marked **Success**.

The screenshot shows a web interface with two tabs: "Process List" (active) and "Server List". Below the tabs, there is a "View Process Request For" section with several filters: "User ID" (TrainUser07), "Type" (dropdown), "Last" (dropdown), "1" (input), "Days" (dropdown), "Refresh" button, "Server" (dropdown), "Name" (input), "Instance" (input), "to" (input), "Run Status" (dropdown), "Distribution Status" (dropdown), and a checked "Save On Refresh" checkbox. Below this is a "Process List" table with columns: "Select", "Instance", "Seq.", "Process Type", "Process Name", "User", "Run Date/Time", "Run Status", "Distribution Status", and "Details". The table contains one row with the following data: "19212", "Application Engine", "AP_MATCH", "TrainUser07", "03/10/2015 10:49:38AM PDT", "Success", "Posting", and "Details". The "Success" and "Posting" cells are highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19212		Application Engine	AP_MATCH	TrainUser07	03/10/2015 10:49:38AM PDT	Success	Posting	Details

Matching Vouchers

Match Workbench

The **Match Workbench** feature is comprised of various pages that enable the user to query match information, override exceptions, correct errors, create debit memos, put vouchers on a match hold, and initiate the Matching process on demand.

Matching Vouchers

1. Navigation: **Main Menu > Accounts Payable > Review Account Payable Info > Vouchers > Match Workbench**

2. On the **Match Workbench** page:

- Enter the **Business Unit**
- Select a **Match Status**:
 - Manually Overridden
 - Match Dispute
 - Match Exceptions Exist
 - Overridden – Credit Note
 - To Be Matched

Click **Search**.

The screenshot shows the 'Match Workbench' search interface. It features a search bar at the top with a dropdown menu set to 'Search'. Below this, there are several search criteria fields: 'Use Saved Search' (a dropdown menu), 'Business Unit' (set to 'equal to' with a value of '50500'), 'Match Status' (set to 'equal to' with a value of 'Matched'), 'Voucher ID' (set to 'All Values'), 'Supplier SetID' (set to 'All Values'), and 'Supplier ID' (set to 'All Values'). A 'Max Rows to Retrieve' field is set to '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', and 'Delete Saved Search'. The 'Search' button is highlighted with a red box.

Matching Vouchers

3. When Search Results have populated, complete the following:

- Review voucher information by clicking **Match** status.
- Open **Voucher Summary** page to view voucher information.

Select All Deselect All

Personalize | Find | View All | First 1-10 of 32 Last

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000058	0000000021	Valid	12152014C	40.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Matched with Override	37000	00000060	0000000021	Valid	Override	510.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000065	0000000021	Valid	POREC	30.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000094	0000000007	Valid	PARTPAY	40.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Matched with Override	37000	00000110	0000000009	Valid	0000000079	900.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Matched with Override	37000	00000111	0000000009	Valid	0000000080	1,140.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000113	0000000015	Valid	Closed PO Contract	1,000.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000152	0000000002	Valid	match test 3	30.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000153	0000000002	Valid	match rec test 1	15.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	37000	00000154	0000000002	Valid	receipt test DNR	15.00	USD

Select All Deselect All

Matching Vouchers

4. Move to **More Details** to review Post Status and Voucher Source.

Select All Deselect All

Personalize | Find | View All | First 1-10 of 32 Last

Details More Details

Actions	Undo Match	Post Status	Voucher Source
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Posted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online
▼ Actions	<input type="checkbox"/>	Unposted	Online

Select All Deselect All

Matching Vouchers

Match Exceptions

Match exceptions, or errors, occur when vouchers do not match correctly to a purchase order or receipt. Overnight processes check vouchers against purchase orders and receipts to ensure matching. For example, a match exception would occur if a voucher was created for items that have not been received. The system will display a match exception in the **Match Exception Workbench** for the next day.

Vouchers in match exception status cannot be paid. The Agency Accounts Payable Processor has access to view and edit match exceptions, but only the Agency Accounts Payable Maintainer or the Agency Accounts Payable Supervisor has the ability to override a match exception.

Matching Vouchers

1. Navigation: **Main Menu > Accounts Payable > Review Account Payable Info > Vouchers > Match Workbench**
2. On the **Match Workbench** page, enter the **Business Unit** and search for **Match Exceptions Exist** under the **Match Status** menu.

Match Workbench

Search

Use Saved Search [Process Monitor](#)

Business Unit equal to

Match Status equal to

Voucher ID All Values

Supplier SetID equal to

Supplier ID All Values

Max Rows to Retrieve

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Matching Vouchers

3. On the **Match Exceptions Exist** search page, click the specific voucher link under **Vouchers** to review the voucher component.
4. On the **Voucher Summary** tab, review the **Match Status**. It will say **Match Exceptions Exist**. Move to the **Error Summary** tab.
5. On the **Error Summary** tab, review the matching error(s) on the voucher. Move to the **Invoice Information** tab to correct the matching error(s). Click **Save**. If applicable, run the **Match Process** as outlined at the beginning of the lesson.

Once all the exceptions have been resolved, the next instance of the matching process will result in a match status of **Matched**.

Instructor Demonstration: Running the Matching Process

Your instructor will demonstrate how to use the Match Workbench and correct errors while you follow along.



Instructor Demonstration: Debrief

- 1. Name the two types of matching the State of Wisconsin is using for Matching.**
- 2. Provide an example of when a match rule would be checked.**



Training Exercise: Running the Matching Process

This Training Exercise will review how to run the Matching process and to see match status on the Match Workbench. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. What is the Match Workbench used for?**
- 2. When does a match exception occur?**



Summary: Matching Vouchers

Now that you have completed the Matching Vouchers lesson, you should be able to:

- Understand the Matching Process.
- Run the Matching Process.
- Utilize the Match Workbench when using the Matching Process.
- Understand Match Exceptions and how to correct them.

Processing Payments

The **Process Payments** subprocess involves making payments to the suppliers for purchased goods and services.

Throughout the **Processing Payments** lesson, the following will be discussed:

- Process Details
- Dependencies

Processing Payments

Process Details

Payment transactions are created in the system using either of the following methods:

- Pre-Configured Pay Cycles
- Express Payment

Payments can be processed using a variety of methods: check printing, electric funds transfer (EFT) file, wire transfer reports, drafts and automated clearing housing (ACH).

The **Process Payments** sub-process involves the following activities:

- Creating Payments
- Maintaining Payments
- Process Bank Reconciliation

Processing Payments

Creating Payments involves the payment of vouchers based on payment schedules and pay cycles. The express payment facility can be used to make payment outside of the regularly configured cycle. Accounting entries are then created for payment transactions.

Processing Payments

The **Maintaining Payments** step of the payment process involves cancellation of payments, processing voucher accounting entries for cancelled payments, and escheatment of payments. A payment that has not been sent can be cancelled. Petty cash and warrant checks that have been sent to the bank and for which the bank has been asked to stop the payment can be cancelled, too. Payments can be escheated based on the policy and the reconciliation status in the Financial Management System (FMS). Accounting entries are created for cancelled and escheated payments. The updated data is sent to the IRS and the 1099 withholding reporting is finalized.

Processing Payments

The **Process Bank Reconciliation** involves reconciliation of petty cash transactions. Most petty cash transactions are reconciled manually against the monthly bank statement.

Processing Payments

Dependencies

The **Process Payments** subprocess is interdependent on the other sub processes of the **Accounts Payable** module.

The **Process Payments** process leverages the details of vouchers created using the **Enter and Process Vouchers** sub-process to make the payments to suppliers. Once the payments are made, the **Enter and Process Vouchers** sub-process is used to close the vouchers.

The **Enter and Process Vouchers** sub-process also allows the scheduling of direct payments, which is leveraged by the **Process Payments** sub-process to make the payments.

The supplier payment is released using the **Process Payments** sub-process after a purchase order voucher has been matched with the purchase using the **Integration with Purchasing** sub-process.

Summary: Processing Payments

Now that you have completed the Processing Payments lesson, you should be able to:

- Understand payment process details.
- Recognize processing payments dependencies.

Responding to Inquiries

Use voucher information to access payment details:

- Use the **Voucher Inquiry** page to search for vouchers by supplier and supplier invoice number.
- Use the **Schedule Payment Inquiry** page to view the scheduled payment details for the vouchers, such as payment method, scheduled pay date, and approval status.
- Use the **Voucher Payment Detail** page to access detail on the payment itself, such as bank, payment date, payment amount, currency, and payment status.
- Use the **Voucher Detail Lines Display** page to view invoice and distribution line level detail for the vouchers, like General Ledger business unit, ChartFields and line amounts.

The following will be discussed in this lesson:

- Reviewing the **Voucher Inquiry** page
- Reviewing Interfaced Voucher Errors
- Reviewing Posted Accounting Entries
- Locating Documents from a Voucher ID

Responding to Inquiries

Reviewing Voucher Information

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
2. Search for and review the status of a voucher and payment information:
 - Business Unit – From and Business Unit – To
 - Supplier ID
 - Supplier Short Name
 - Invoice Date – From and Invoice Date – To
 - Amount Rule
 - Voucher Style
 - Specific Voucher Types
 - All Vouchers Except Prepaid
 - Single Pay Vouchers
 - Post Status

Click **Search** to display **Invoice Inquiry Results**.

Responding to Inquiries

3. Expand the **Sort Criteria** section. Use this section to change the sort criteria and add the display order. The results are sorted by default based on **Voucher ID** in **Ascending** order. Click **Sort Display**.

Sort Criteria

*Sort By

*Sort Asc/Desc

Sort Display

4. Determine the voucher(s) being reviewed by looking at the **Voucher ID**. Under the **Voucher Inquiry Results** section, review the **Voucher Details** tab.

Voucher Inquiry Results Personalize | Find | View All | | First 1 of 1 Last

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	50500	00000001	43	12/01/2014	0000000098	Postable	<input type="checkbox"/>	Not Applicable	

Responding to Inquiries

5. Move to the **Amounts** tab under the **Voucher Inquiry Results** section. Here, view various amounts and charges of the voucher, including: Gross Invoice Amount, Voucher Unpaid Balance, Unapplied Prepayments, Gross Amount Paid and Net Amount Paid.

Voucher Inquiry Results										
Personalize Find View All First 1 of 1 Last										
Voucher Details Amounts More Details Supplier Details										
Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	50500	00000001	USD	100.00	100.00	0.00	0.00	0.00	0.00	0.00

6. Move to the **More Details** tab under the **Voucher Inquiry Results** section to view line and distribution line detail for the voucher. Click the **Approval History** link to review approval history.

Voucher Inquiry Results											
Voucher Details Amounts More Details Supplier Details											
Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date
▼ Actions	50500	00000001	Regular Voucher	MAIN	Unposted	Pending	Approval History	Open	ONL	12/24/2014	12/01/2014

Responding to Inquiries

7. Move to the **Supplier Details** page to review supplier information including the Short Supplier Name, Supplier Name, Additional Name, and if there is a history status.

Voucher Inquiry Results								Personalize	Find	View All	Print	Calendar	First	1 of 1	Last	
Voucher Details		Amounts	More Details	Supplier Details				Help								
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status									
▼ Actions	50500	00000001	000000098				<input checked="" type="checkbox"/>									

Responding to Inquiries

Reviewing Interfaced Voucher Errors

Some agencies may send their vouchers to the Accounts Payable module via an interface (the inbound voucher upload AP_INT_001). The voucher data is uploaded to PeopleSoft from a Flat File provided by the agency. If there is an error on a voucher that is interfaced into Accounts Payable, the Agency Accounts Payable Processor can use the **Voucher Inquiry** page to review the vouchers in error, and take corrective action.

Responding to Inquiries

Fixing Errors on Vouchers in Recycle Status

Recycled Vouchers are vouchers that uploaded with errors (like Combination Edit Errors) but cannot be processed further through Accounts Payable. The entry status of the voucher is **Recycled**. The error must be corrected on the voucher component. Once the error(s) is fixed the entry status will be set to **Postable**. The voucher will then be ready for approval/budget check/Matching.

Responding to Inquiries

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
2. On the **Voucher Inquiry** page, complete the following:
 - Enter the **Business Unit**
 - Under the **Post Status** dropdown, select **Unposted**
 - Under the **Entry Status** dropdown, select **Recycled**
 - The **Amount Rule** will default to **Any**
 - The **Voucher Style** will default to **All Vouchers**

When all data is input, click **Search** to display all results based on your search criteria.

Responding to Inquiries

3. Under the **Voucher Inquiry Results** section, review the vouchers that are unposted due to recycle status.

Voucher Inquiry Results									
Personalize Find View All [Print] [Calendar] First 1-5 of 5 Last									
Voucher Details Amounts More Details Supplier Details [Filter]									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	37000	00005821	098765	04/20/2015	0000026928	Deleted	<input type="checkbox"/>	Not Applicable	MAZOMANIE,-002
▼ Actions	37000	00005818	Voucher_Upload_TST	04/20/2015	0000000254	Recycle	<input type="checkbox"/>	Not Applicable	HUMAN RESO-001

4. Write down the **Voucher ID** or **Invoice Number** for the voucher(s) in error.

Responding to Inquiries

5. Search for each individual voucher in error.

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

6. On the **Voucher** search page, move to the **Find an Existing Value** tab.

Enter the **Business Unit**, and enter the **Voucher ID** or the **Invoice Number** for the voucher in error. Click **Search** to open the voucher **Summary** page.



Responding to Inquiries

7. On the **Error Summary** tab, review the **Entry Status**, **Post Status** and **Budget Status**. They should be **Recycle**, **Unposted** and **Not Chk'd** respectively.

Entry Status	Recycle
Match Status	No Match
Approval Status	Approved
Post Status	Unposted
Budget Status	Not Chk'd

Responding to Inquiries

8. Move to the **Error Summary** tab to review the error(s) preventing the voucher from getting posted.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	37000	Invoice Number	Voucher_Upload_TST		
Voucher ID	00005818	Invoice Date	04/20/2015		
Style	Regular Voucher	Total	100.00	USD	
Distribution Line Errors Personalize Find View All First 1 of 1 Last					
Line	Distribution Line	Field Name	Message		
1	1	Account	TSE Prompt table edit; value not found in prompt table.		
Scheduled Payment Errors Personalize Find View All First 1-3 of 4 Last					
Scheduled Payment	Field Name	Message			
1	Payment Currency	Payment Currency information is required.			
1	Payment Rate Type	Payment Rate Type information is required.			
1	Payment Method	Selected Payment Method does not exist for this Bank Account.			

Responding to Inquiries

9. Move through the additional tabs to review the voucher error(s). If there is an error, an **Error** icon will appear next to the field(s) in error.

Distribution Lines				
GL Chart	Exchange Rate			
		Copy Down	Line	Me
+...	-	⚠	<input type="checkbox"/>	1

10. When all errors are fixed for the voucher, click **Save**. Now, the user can run the Budget Check processes, or wait for the nightly batch to pick up the edited voucher.

Responding to Inquiries

Fixing Errors on Vouchers in Postable Status

If a budget check error occurs on a voucher, the voucher is entered in a Postable status. The Agency Accounts Payable Processor must review these errors and work with an Agency Accounts Payable Supervisor to correct vouchers with errors in Postable status.

Responding to Inquiries

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
2. On the **Voucher Inquiry** page, complete the following:
 - Enter the **Business Unit**
 - Under the **Post Status** dropdown, select **Unposted**
 - Under the **Entry Status** dropdown, select **Postable**
 - The **Amount Rule** will default to **Any**
 - The **Voucher Style** will default to **All Vouchers**

When all data is input, click **Search** to display all results based on your search criteria.

Responding to Inquiries

5. Search for each individual voucher in error.

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

Responding to Inquiries

If there are budget check errors associated with the voucher, a message will open on the voucher **Summary** page indicating budget checking errors exist. Click **OK** to review the **Summary** page.

Message
Budget Checking Errors Exist (18021,91)
Budget checking errors were logged for this document. Please check the budget exception page to view them.
<input type="button" value="OK"/>

Responding to Inquiries

6. On the **Voucher** search page, move to the **Find an Existing Value** tab.

Enter the **Business Unit**, and enter the **Voucher ID** or the **Invoice Number** for the voucher in error. Click **Search** to open the voucher **Summary** page.



Responding to Inquiries

7. On the **Error Summary** tab, review the **Entry Status**, **Post Status** and **Budget Status**. They should be **Postable**, **Unposted** and **Exceptions** respectively.

Click **Exceptions** to review the **Budgets with Exceptions** page.

Entry Status	Postable
Match Status	No Match
Approval Status	Pending
Post Status	Unposted
Budget Status	Exceptions

Responding to Inquiries

8. Review the **Voucher Exceptions** and **Line Exceptions** tabs. Work with an Agency Accounts Payable Supervisor to correct budget exceptions on the voucher.

Voucher Exceptions | Line Exceptions

Business Unit 37000 Voucher ID 00004774 Actions

Exception Type Error Override Transaction

Maximum Rows 100 More Budgets Exist

 Advanced Budget Criteria

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

Budget Override | Budget_Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		37000	CC_APPROR	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Instructor Demonstration: Responding to Inquiries

Your instructor will review the Voucher Inquiry page while you follow along.



Instructor Demonstration: Debrief

1. What is the Voucher Inquiry page used for?



Responding to Inquiries

Reviewing Posted Accounting Entries

Use the **Voucher Accounting Entries** page to review the results of the **Voucher Posting Application Engine** process.

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries**

Responding to Inquiries

2. On the **Voucher Accounting Entries** page, enter the **Business Unit**. This is a required field. Enter either the **Voucher ID** or the **Invoice Number** and click **Search** to display **Accounting Information** search results.

Voucher Accounting Entries

*Business Unit

Voucher ID

Invoice Number

*Accounting Line View Option

Invoice Date

Supplier ID

Supplier Name

Show Foreign Currency

*Sort By

3. On the **Main Information** tab, review the **Monetary Amount**, **Currency Code**, **Ledger**, **GL Unit** and **Accounting Date**.

Accounting Information Find | View All | First 1 of 1 Last

Posting Process GL Dist Status Posting Date

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

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date

Responding to Inquiries

4. Move to the **ChartFields** tab to review accounting string ChartField information.

The screenshot displays a software interface for 'Accounting Information'. At the top, there are navigation options: 'Find | View All' and 'First 1 of 1 Last'. Below this, three main sections are visible: 'Posting Process', 'GL Dist Status', and 'Posting Date'. A secondary navigation bar includes 'Personalize | Find | View All' and another 'First 1 of 1 Last' set. The 'ChartFields' tab is selected, showing a table with the following columns: Tax Authority, Budget Reference, Fund Code, Appropriation, Department, Account, Program Code, Operating Unit, Product, PC Business Unit, Project, and Ac. The table is currently empty, and a horizontal scrollbar is visible at the bottom.

Tax Authority	Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Ac

Instructor Demonstration: Responding to Inquiries

Your instructor will review the Accounting Entries Inquiry page while you follow along.



Instructor Demonstration: Debrief

1. What is the Accounting Entries Inquiry page used for?



Responding to Inquiries

Locating Documents from a Voucher ID

The user can inquire and cross-reference related documents across the procure-to-pay business cycle to tie all documents together for the same transaction flow. This gives quick access to requisitions, purchase orders, receivers, and vouchers associated with the requested voucher or payment ID. Through this inquiry, the user is able to see the post status, budget check status, match status and gross amount.

1. Navigation: **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status**

Responding to Inquiries

2. On the **Voucher Document Status Inq** page, enter the **Voucher ID** into the Search Criteria and click **Search** to be sent to the **Voucher Document Status** page. This page displays all the documents associated with the voucher ID entered on the previous page.
3. Under the **Documents** tab, click on the **Document Status Inq** button to view the **Document Status** page. This page contains links to the related documents.

Click the **DOC ID** to open the inquiry page for the document in a separate browser. The inquiry page that gets accessed is related to the document type selected. For example, if the document type is a purchase order, the link will send the user to the **Purchase Order** inquiry page. If the document type is a receipt, the user will be sent to the **Receipts** inquiry page.

Responding to Inquiries

4. The **Related Info** tab appears only if the transaction was posted or if the related vouchers require matching. If applicable, move to the **Related Info** tab to review the additional information.

On this tab, click on **Match Workbench** to open the **Match Workbench** page.
Note: This link is only active for vouchers that require matching.

Click on **Accounting Entries** to access the **Voucher Accounting Entries** page in a separate browser. Payment accounting entries are based on vouchers. This link appears if the transaction was posted.

Instructor Demonstration: Responding to Inquiries

Your instructor will review how to locate documents from a voucher ID while you follow along.



Instructor Demonstration: Debrief

- 1. What is the Voucher Document Status Inq page used for?**



Challenge: Responding to Inquiries

This Challenge will review how to view various voucher statuses. Refer to the separate data worksheet for all necessary data.

- You may also use UPKS and other training materials to complete this activity.



Challenge: Debrief

- 1. What kind of information can be found on the Voucher Inquiry page?**



Summary: Responding to Inquiries

Now that you have completed the Responding to Inquiries lesson, you should be able to:

- Recognize how to use the **Voucher Inquiry** page.
- Review and edit interfaced voucher errors.
- Recognize how to use the **Voucher Accounting Entries** page.
- Recognize how to use the **Voucher Document Status** page.

Acquiring Assets

Throughout the **Acquiring Assets** lesson, the following topics will be discussed:

- Recording an Acquisition on a Voucher

Acquiring Assets

Recording an Acquisition on a Voucher

1. Navigation: **Main Menu > Accounts Payable > Voucher > Add/Update > Regular Entry**
2. On the Voucher page, there are three tabs: Find an Existing Value, Keyword Search and Add a New Value.

Search for an existing value or keyword, or add a new value to open the **Invoice Information** page.

Find an Existing Value

Keyword Search

Add a New Value

Acquiring Assets

3. Under **Distribution Lines**, move to **Assets**. Enter the following fields:

- Merchandise Amount
- Quantity
- Business Unit
- Profile ID
- Asset ID
- Sequence Number
- Cost Type

4. Click **Save** to save asset information. The asset information will be picked up in a nightly batch process to load the Accounts Payable information into the Asset Management module.

Acquiring Assets

Cost Type Options:

- A: Allowance for ADV Depr (advanced depreciation)
- C: Cost Type
- G: Grant Reimbursements
- I: Impairment Loss
- M: Margin
- P: Scrap on Asset
- R: Revaluation
- S: Sale of Assets
- V: Reserve for ADV Depr (advanced depreciation)
- W: Depr. Write-Off (depreciation write-off)
- X: Revaluation Reversal
- Y: Impairment Reversal

Training Exercise: Add Acquisition of an Asset to a Voucher

This Training Exercise will review how to add the acquisition of an asset to a voucher. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. If a voucher is being copied from a source document, will the asset information be copied over with it?**
- 2. How does Asset Management get the asset information?**



Summary: Acquiring Assets

Now that you have completed the Acquiring Assets lesson, you should be able to:

- Record an acquisition on a voucher.

Payments Request Approval Process

Overview

A user who is outside the central Accounts Payable department at an agency, and who has security as the Payment Requester role assigned to them can create a Payment Request. The payment request process allows staff to initiate payments to suppliers using functionality which is more simplified than the regular voucher entry. Staff outside of the central Accounts Payable unit may use this process to request direct charge payments as an alternative to sending requests to Accounts Payable through the mail, which is the current process.

Payments Request Approval Process

Throughout this lesson, the following topics will be discussed:

- The Payment Request Center

Payment Request Approval Process

The Payment Request Center

1. Navigation: **Accounts Payable > Payments > Payment Requests > Payment Request Center**

Payment Request Center											Welcome: AGENCY AP PROCESSOR	
Request Summary			From: 12/24/2014 to 03/24/2015								Recent Messages	
Display	Status	Number of Requests										
<input checked="" type="checkbox"/>	Submitted	1									No Recent Messages	
Requests												
Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay		
000000001	03/24/2015 3:41PM	000000003	EMC CORP		500.00	USD	Submitted	37000				

Payment Request Approval Process

The **Payment Request** occurs through a “train stop” comprising of four pages, from creating a request to submitting it. The four pages are: **Summary Information**, **Supplier Information**, **Invoice Details** and **Review and Submit**.

1 Summary Information **2** Supplier Information **3** Invoice Details **4** Review and Submit

Exit Save for Later | < Previous

Review and Submit - Step 4 of 4

Instructions ?

Business Unit 37000	Invoice Number 123456	Entered By
Request ID	Invoice Date 03/17/2015	Entered Datetime 03/17/2015 4:32PM
Description Test Payment Requester		
Supplier AT&T		
Total Amount 500.00 USD		
Request Status New		

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

Review **5** Submit

Payment Request Approval Process

2. Click **Next** to review all relevant payment request information on each of the four pages, making revisions as necessary.

The screenshot displays a four-step navigation bar at the top: 1 Summary Information, 2 Supplier Information, 3 Invoice Details, and 4 Review and Submit. The 'Review and Submit' step is highlighted with a yellow square above it. Below the navigation bar, the page title is 'Review and Submit - Step 4 of 4'. On the right side, there are three buttons: 'Exit', 'Save for Later', and 'Previous'. The main content area contains a section titled 'Instructions' with a help icon. Below this, there are three columns of information: 'Business Unit 37000' and 'Request ID' (empty); 'Invoice Number 123456' and 'Invoice Date 03/17/2015'; and 'Entered By' (empty) and 'Entered Datetime 03/17/2015 4:32PM'. Further down, there are several key-value pairs: 'Description Test Payment Requester', 'Supplier AT&T', 'Total Amount 500.00 USD', and 'Request Status New'. Below this information, there are two lines of text: 'Click the "Review" button to review the detailed request.' and 'Click the "Submit" button to submit your request.'. At the bottom, there are two buttons: 'Review' and 'Submit', with a red '5' next to the 'Submit' button.

1 Summary Information 2 Supplier Information 3 Invoice Details 4 Review and Submit

Exit Save for Later Previous

Review and Submit - Step 4 of 4

Instructions ?

Business Unit 37000 Invoice Number 123456 Entered By
Request ID Invoice Date 03/17/2015 Entered Datetime 03/17/2015 4:32PM

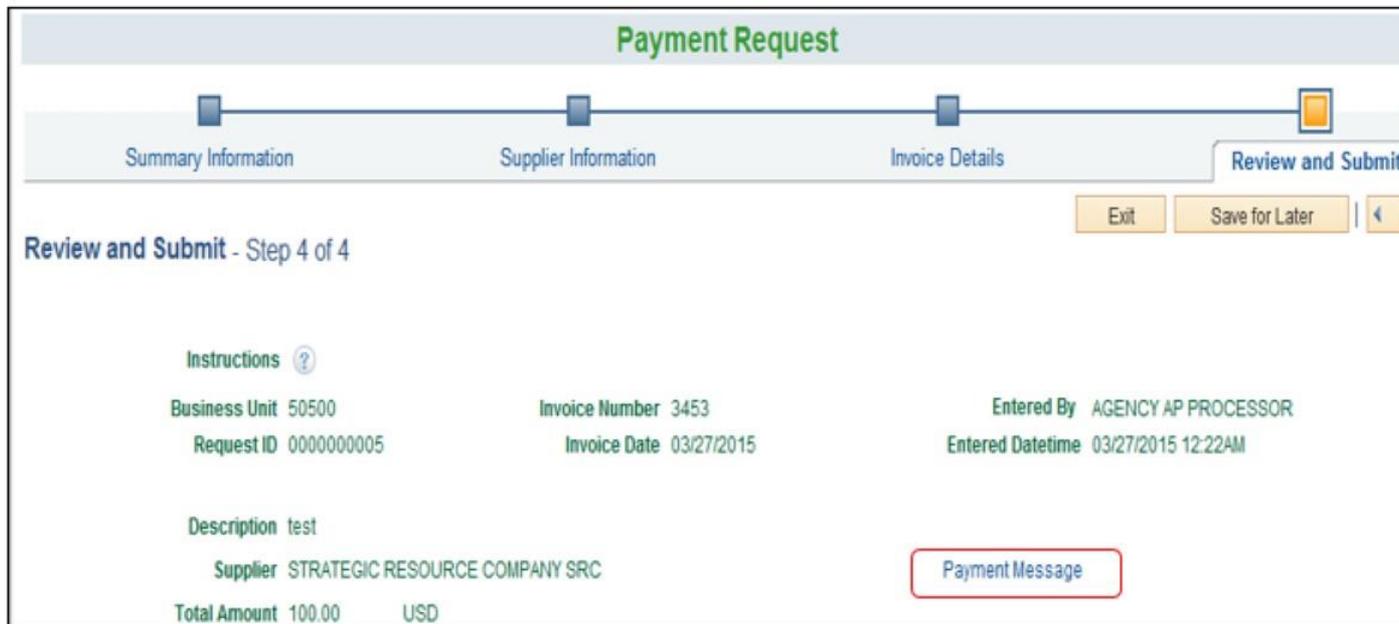
Description Test Payment Requester
Supplier AT&T
Total Amount 500.00 USD
Request Status New

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

Review 5 Submit

Payment Request Approval Process

3. At the **Review and Submit** tab, click **Payment Message**.



The screenshot shows the 'Payment Request' interface. At the top, there is a progress bar with four tabs: 'Summary Information', 'Supplier Information', 'Invoice Details', and 'Review and Submit'. The 'Review and Submit' tab is active and highlighted with an orange square. Below the tabs, there are buttons for 'Exit' and 'Save for Later'. The main content area is titled 'Review and Submit - Step 4 of 4'. It contains several fields: 'Instructions' with a help icon, 'Business Unit 50500', 'Request ID 0000000005', 'Invoice Number 3453', 'Invoice Date 03/27/2015', 'Entered By AGENCY AP PROCESSOR', and 'Entered Datetime 03/27/2015 12:22AM'. Below these, there is a 'Description test' and 'Supplier STRATEGIC RESOURCE COMPANY SRC'. At the bottom left, it shows 'Total Amount 100.00 USD'. A red box highlights the 'Payment Message' button on the right side of the form.

Payment Request		
Summary Information	Supplier Information	Invoice Details
Review and Submit		
Review and Submit - Step 4 of 4		
Instructions ?		
Business Unit 50500	Invoice Number 3453	Entered By AGENCY AP PROCESSOR
Request ID 0000000005	Invoice Date 03/27/2015	Entered Datetime 03/27/2015 12:22AM
Description test		
Supplier STRATEGIC RESOURCE COMPANY SRC		Payment Message
Total Amount 100.00	USD	

Payment Request Approval Process

4. Enter a **Conversation Topic** and **Your Response**. Click **Post**.

The screenshot shows the 'Payment Request' interface at the 'Review and Submit' step. The breadcrumb trail includes 'Summary Information', 'Supplier Information', 'Invoice Details', and 'Review and Submit'. The current step is titled 'Review and Submit - Step 4 of 4'. The page contains the following information:

- Instructions** (with a help icon)
- Business Unit**: 50500
- Request ID**: 0000000005
- Invoice Number**: 3453
- Invoice Date**: 03/27/2015
- Entered By**: AGENCY AP PROCESSOR
- Entered Datetime**: 03/27/2015 12:22AM
- Description**: test
- Supplier**: STRATEGIC RESOURCE COMPANY SRC
- Total Amount**: 100.00 USD

A red-bordered box labeled 'Payment Message' is visible at the bottom right of the form area. Navigation buttons for 'Exit' and 'Save for Later' are located at the top right of the page.

After posting the message, click **Submit** on the **Review and Submit** page.

Training Exercise: Payment Request Approval Process

This Training Exercise will review the payment request approval process. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. Why would a user go through the Payment Request Approval Process as opposed to the regular voucher process?**
- 2. What is the name of the page where users can access all the relevant pages for direct payment requests?**



Summary: Payments Request Approval Process

Now that you have completed the Payments Request Approval Process lesson, you should be able to:

- Describe why a user would go through the Payment Request Approval Process.
- Describe the Payment Request Approval Process elements.

Module 1: Summary

Now that you have completed the Voucher Processing module, you should be able to:

- Recognize the Accounts Payable End-to-End Process.
- Understand Process Vouchers and the Impact to other Modules.
- Create a Voucher without a Purchase Order.
- Create a Voucher with a Purchase Order.
- Match Vouchers.
- Process Payments.
- Respond to Inquiries.
- Acquire Assets.
- Send a Payment Request for Approval.

3

Course Summary

- › Objectives Achieved
- › Next Steps
- › Additional Resources
- › Additional Questions
- › Course Survey

Objectives Achieved

Congratulations! You have completed the General Voucher Processing course and should now be able to:

- Recognize the Accounts Payable End-to-End Process.
- Understand Process Vouchers and the Impact to other Modules.
- Create a Voucher without a Purchase Order.
- Create a Voucher with a Purchase Order.
- Match Vouchers.
- Process Payments.
- Respond to Inquiries.
- Acquire Assets.
- Send a Payment Request for Approval.

Next Steps

Now that you have completed the course, make sure that you complete the following tasks:

- Course assessment
- Course evaluation
- Log off your workstation

Additional Resources

The following resources are available to increase your understanding of the lessons covered in this course:

- STAR User Productivity Kits
- STAR Job Aids

For additional information:

- STAR Project Website: starproject.wi.gov
- STAR Intranet: <http://starconnection.wi.gov/Team>

Additional Questions

