



State of Wisconsin
Department of Administration

Advanced Voucher Processing
Job Aid

Version 1.0



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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved with Voucher Processing: Posting a Voucher, Uploading a Voucher, Deleting a Voucher, Creating a Reversal Voucher, Unposting a Voucher, Closing a Voucher, Entering an Adjustment Voucher and Approving/Denying a Payment Request.

Description

The key activities involved in voucher processing are:

- Activity 1: Posting a Voucher
- Activity 2: Uploading a Voucher
- Activity 3: Deleting a Voucher
- Activity 4: Creating a Reversal Voucher
- Activity 5: Unposting a Voucher
- Activity 6: Closing a Voucher
- Activity 7: Entering an Adjustment Voucher
- Activity 8: Payment Request Review



ACTIVITY 1: POSTING A VOUCHER

Posting a Voucher Procedure Steps

Scenario: Post a Voucher in PeopleSoft. Follow the steps explained below.

Step	Action																																																																																																																																																																																																																																																																																																																																																																																																																						
1.	Navigate to the Voucher Regular Entry page: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry																																																																																																																																																																																																																																																																																																																																																																																																																						
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3.	Search for an existing value by populating Business Unit and at least one other search criteria. Select Search .																																																																																																																																																																																																																																																																																																																																																																																																																						
4.	<p>Select a voucher from the list of Search Results.</p> <table border="1"> <thead> <tr> <th colspan="14">Search Results</th> </tr> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Gross Invoice Amount</th> <th>Payment Amount</th> <th>Invoice Date</th> <th>Short Supplier Name</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Voucher Style</th> <th>Related Voucher</th> <th>Entry Status</th> <th>Voucher Source</th> <th>Incomplete Voucher</th> </tr> </thead> <tbody> <tr> <td>37000</td> <td>00000041</td> <td>ACHPMT</td> <td>600</td> <td>600</td> <td>01/26/2015</td> <td>HUMAN RESO-001</td> <td>0000000254</td> <td>HUMAN RESOURCES DEVELOPMENT PRESS</td> <td>Regular</td> <td>(blank)</td> <td>Postable</td> <td>Online</td> <td>Complete</td> </tr> <tr> <td>37000</td> <td>00000040</td> <td>Change90DUP</td> <td>30</td> <td>30</td> <td>01/22/2015</td> <td>GRAEBEL CO-001</td> <td>0000000067</td> <td>GRAEBEL COMPANIES INC</td> <td>Regular</td> <td>(blank)</td> 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ACTIVITY 2: UPLOADING A VOUCHER

Uploading a Voucher Procedure Steps

Scenario: Upload Vouchers using the ExcelUploadforVouchers.xlsm Workbook. Follow the steps explained below.

Step	Action
1.	Access the ExcelUploadforVouchers.xlsm workbook from SharePoint .
2.	The Data Entry Worksheet is where all transaction data is entered. Fields displayed on this worksheet are preconfigured.
3.	<p>Enter data in the Data Entry Worksheet. Columns are color coded depending on the corresponding voucher section. The section and color combinations are as follows:</p> <ul style="list-style-type: none"> • Header: light blue • Line: yellow • Distribution: purple • Payment information: green <p>A voucher can only have one header, represented by one row in the light blue section, and one payment, represented by one row in the green section. For each voucher header, multiple voucher lines, represented by rows in the yellow section, may exist. Multiple distributions, represented by rows in the purple section, may exist for each voucher line.</p> <p>A representative diagram of the Data Entry Worksheet structure is shown below.</p>



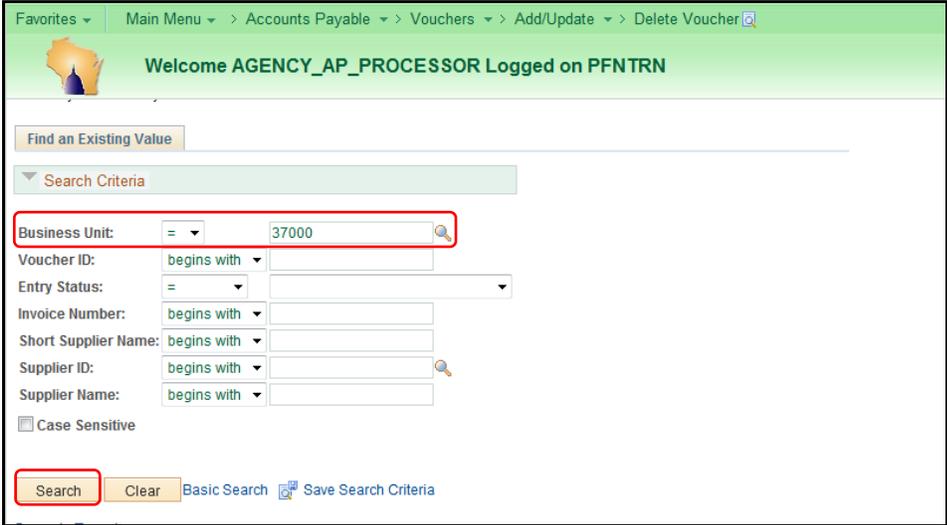
	<table border="1"> <thead> <tr> <th>Header Section</th> <th>Line Section</th> <th>Distribution Section</th> <th>Payment Section</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Voucher 1</td> <td>Line 1</td> <td>Dist. 1 for line 1</td> <td rowspan="3">Payment 1, Voucher 1</td> </tr> <tr> <td>Line 2</td> <td>Dist. 1 for line 2 Dist. 2 for line 2 Dist. 3 for line 2</td> </tr> <tr> <td>Line 3</td> <td>Dist. 1 for line 3 Dist. 2 for line 3</td> </tr> <tr> <td rowspan="2">Voucher 2</td> <td>Line 1</td> <td>Dist. 1 for line 1 Dist. 2 for line 1</td> <td rowspan="2">Payment 1, Voucher 2</td> </tr> <tr> <td>Line 2</td> <td>Dist. 1 for line 2</td> </tr> </tbody> </table>	Header Section	Line Section	Distribution Section	Payment Section	Voucher 1	Line 1	Dist. 1 for line 1	Payment 1, Voucher 1	Line 2	Dist. 1 for line 2 Dist. 2 for line 2 Dist. 3 for line 2	Line 3	Dist. 1 for line 3 Dist. 2 for line 3	Voucher 2	Line 1	Dist. 1 for line 1 Dist. 2 for line 1	Payment 1, Voucher 2	Line 2	Dist. 1 for line 2
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Voucher 2	Line 1	Dist. 1 for line 1 Dist. 2 for line 1	Payment 1, Voucher 2																
	Line 2	Dist. 1 for line 2																	
4.	<p>Click the Generate XML and Post button at the top left corner of the data entry sheet.</p>																		
5.	<p>Enter your PeopleSoft User ID and Password.</p>																		
6.	<p>User is prompted to save a copy of the file with an extension of .xml. After saving the file, the user will receive a notification indicating whether or not the upload was successful. If the upload failed data validation, review the spreadsheet for data errors. For failures not relating to data errors, contact the Help Desk before resubmitting the spreadsheet. Note: Vouchers submitted via Excel upload will be processed by voucher build in the nightly batch.</p>																		
7.	<p>Users can view vouchers that were uploaded via Excel under the regular entry page in the following navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. If vouchers are not available through searching on this page, contact the Help Desk.</p>																		



ACTIVITY 3: DELETING A VOUCHER

Deleting a Voucher Procedure Steps

Scenario: Delete a Voucher in PeopleSoft. Follow the steps explained below.

Step	Action																																																																								
1.	Navigate to the Voucher Delete page: Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher																																																																								
2.	<p>The Voucher Delete page is displayed. Enter the business unit in the Business Unit field, and then click the Search button.</p>  <p>Note: Only the vouchers that have not been posted or paid can be deleted.</p>																																																																								
3.	<p>The search results are displayed in the Search Results section. Select an appropriate voucher from the search results.</p>  <table border="1" data-bbox="350 1352 1369 1623"> <thead> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Entry Status</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Short Supplier Name</th> <th>Supplier ID</th> <th>Supplier Name</th> </tr> </thead> <tbody> <tr> <td>37000</td> <td>00000043</td> <td>Postable</td> <td>12345</td> <td>03/16/2015</td> <td>AT&T-001</td> <td>0000000015</td> <td>AT&T</td> </tr> <tr> <td>37000</td> <td>00000042</td> <td>Recycle</td> <td>(blank)</td> <td>01/16/2015</td> <td>ICON INTEG-001</td> <td>0000000002</td> <td>ICON INTEGRATION & DESIGN INC</td> </tr> <tr> <td>37000</td> <td>00000040</td> <td>Postable</td> <td>Change90DUP</td> <td>01/22/2015</td> <td>GRAEBEL CO-001</td> <td>0000000067</td> <td>GRAEBEL COMPANIES INC</td> </tr> <tr> <td>37000</td> <td>00000039</td> <td>Postable</td> <td>90DUP</td> <td>01/22/2015</td> <td>GRAEBEL CO-001</td> <td>0000000067</td> <td>GRAEBEL COMPANIES INC</td> </tr> <tr> <td>37000</td> <td>00000038</td> <td>Postable</td> <td>testcontrolgroups2</td> <td>01/13/2015</td> <td>EXCELLUS H-001</td> <td>0000000018</td> <td>EXCELLUS HEALTH PLAN, INC.</td> </tr> <tr> <td>37000</td> <td>00000037</td> <td>Postable</td> <td>testcontrolgroups1</td> <td>01/08/2015</td> <td>AMERICAN L-001</td> <td>0000000098</td> <td>AMERICAN LITHOGRAPHY &</td> </tr> <tr> <td>37000</td> <td>00000035</td> <td>Postable</td> <td>MultiPayee</td> <td>01/20/2014</td> <td>APEX-001</td> <td>0000000048</td> <td>True Value Hardware</td> </tr> <tr> <td>37000</td> <td>00000034</td> <td>Postable</td> <td>Handmess</td> <td>01/20/2015</td> <td>INTERNATIO-001</td> <td>0000000024</td> <td>INTERNATIONAL RETIREMENT RES</td> </tr> </tbody> </table>	Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	37000	00000043	Postable	12345	03/16/2015	AT&T-001	0000000015	AT&T	37000	00000042	Recycle	(blank)	01/16/2015	ICON INTEG-001	0000000002	ICON INTEGRATION & DESIGN INC	37000	00000040	Postable	Change90DUP	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC	37000	00000039	Postable	90DUP	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC	37000	00000038	Postable	testcontrolgroups2	01/13/2015	EXCELLUS H-001	0000000018	EXCELLUS HEALTH PLAN, INC.	37000	00000037	Postable	testcontrolgroups1	01/08/2015	AMERICAN L-001	0000000098	AMERICAN LITHOGRAPHY &	37000	00000035	Postable	MultiPayee	01/20/2014	APEX-001	0000000048	True Value Hardware	37000	00000034	Postable	Handmess	01/20/2015	INTERNATIO-001	0000000024	INTERNATIONAL RETIREMENT RES
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4. The **Delete Voucher** tab is selected by default. Review the details displayed in this tab, and click the **Delete** button.

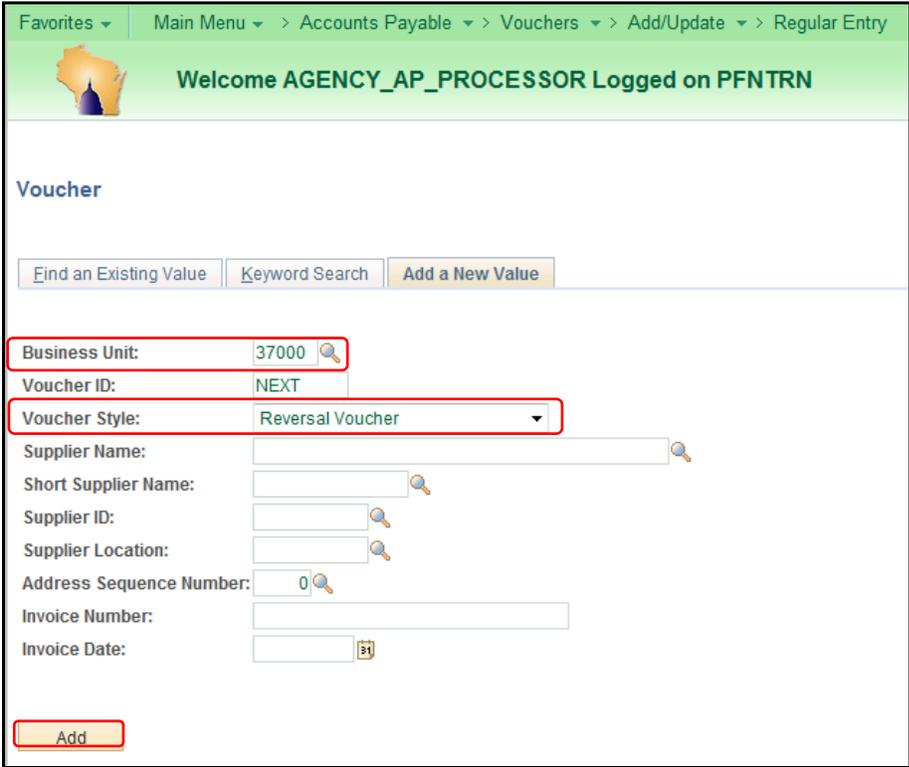
Note: The budget check process will restore the deleted voucher amount to the budget.

5. The Message pop-up window appears. Read the warning message. To continue deleting the voucher, click **OK**.

ACTIVITY 4: CREATING A REVERSAL VOUCHER

Creating a Reversal Voucher Procedure Steps

Scenario: Create a Reversal Voucher in PeopleSoft. Follow the steps explained below.

Step	Action
1.	Navigate to the Voucher Entry page: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
2.	<p>Enter a business unit in the Business Unit field. Select Reversal Voucher from the Voucher Style menu.</p> 
3.	Select Add .
4.	Enter the Invoice Number and Invoice Date .

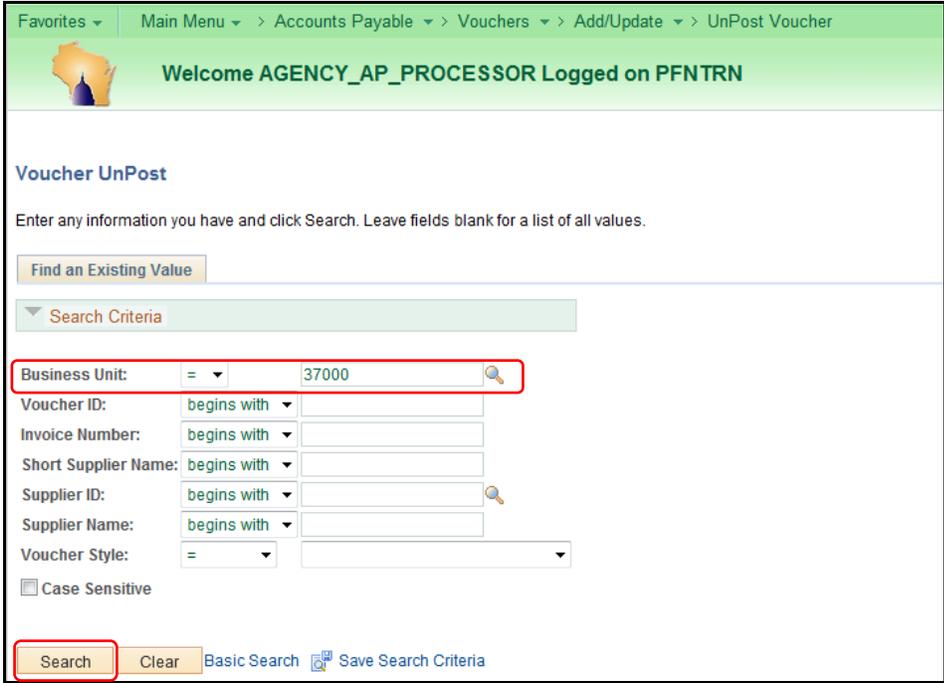


<p>5.</p>	<p>In the Copy From Source Document section, enter the voucher ID of the voucher that you want to reverse in the Voucher ID field. Select Copy to Voucher.</p> <p>Note: Source vouchers must have the same business unit, supplier SetID, and supplier ID as the reversal voucher that is being created. They must also be successfully budget checked and matched. They must not be posted.</p>
<p>6.</p>	<p>Adjust Pay Terms as necessary. The default is 23 days.</p>
<p>7.</p>	<p>Select Save.</p>

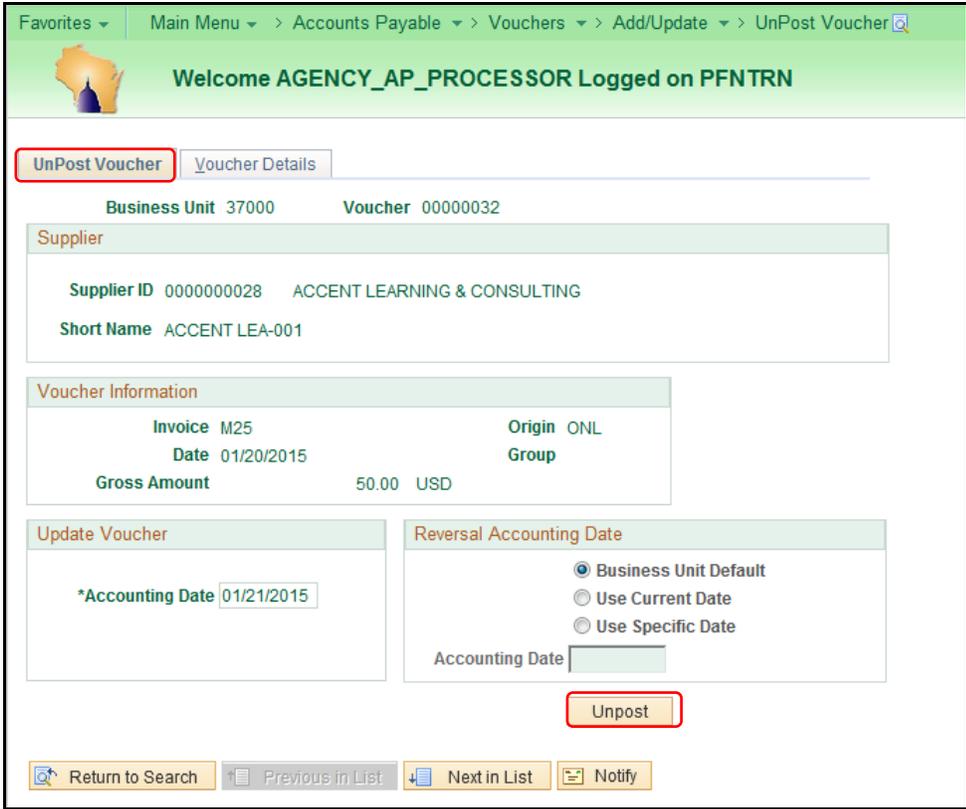
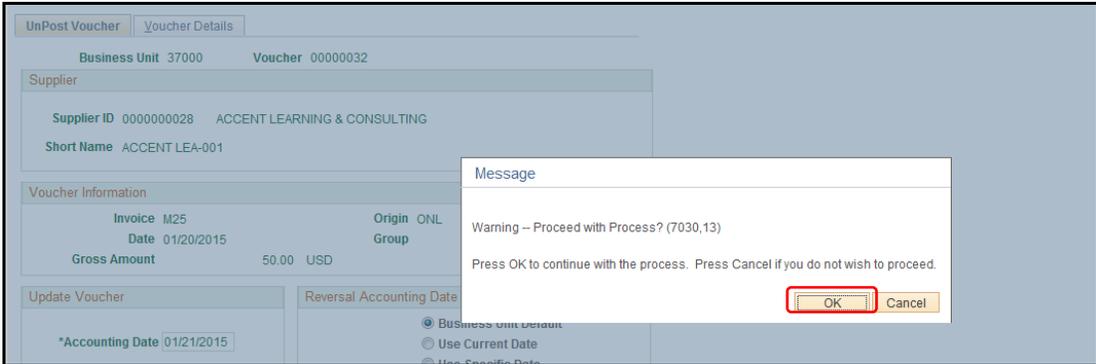
ACTIVITY 5: UNPOSTING A VOUCHER

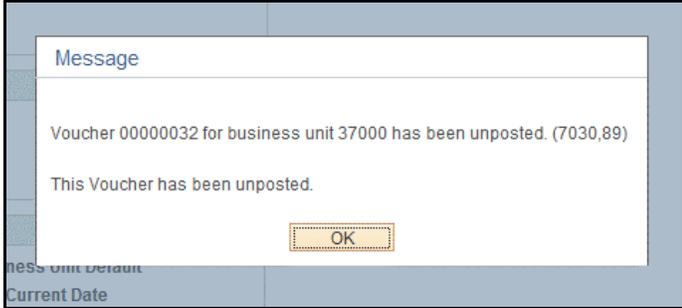
Unposting a Voucher Procedure Steps

Scenario: Unpost a Voucher in PeopleSoft. Follow the steps explained below.

Step	Action																								
1.	Navigate to the Voucher UnPost page: Main Menu > Accounts Payable > Vouchers > Add/Update > UnPost Voucher																								
2.	<p>The Voucher UnPost page is displayed. Enter the business unit in the Business Unit field, and then click the Search button.</p>  <p>Note: The vouchers that are selected for payment or that have been paid cannot be unposted.</p>																								
3.	<p>The search results are displayed in the Search Results section. Select an appropriate voucher from the search results.</p>  <table border="1" data-bbox="321 1570 1395 1749"> <thead> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Short Supplier Name</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Voucher Style</th> </tr> </thead> <tbody> <tr> <td>37000</td> <td>00000032</td> <td>M25</td> <td>01/20/2015</td> <td>ACCENT LEA-001</td> <td>0000000028</td> <td>ACCENT LEARNING & CONSULTING</td> <td>Regular</td> </tr> <tr> <td>37000</td> <td>00000015</td> <td>M8</td> <td>01/20/2015</td> <td>ACCENT LEA-001</td> <td>0000000028</td> <td>ACCENT LEARNING & CONSULTING</td> <td>Regular</td> </tr> </tbody> </table>	Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	37000	00000032	M25	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	37000	00000015	M8	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular
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<p>4.</p>	<p>The UnPost Voucher tab is selected by default. Review the details displayed in this tab, and click the Unpost button. Change the Accounting Date as needed.</p> 
<p>5.</p>	<p>The Message pop-up window appears. Read the warning message. To continue uposting the voucher, click OK.</p> 
<p>6.</p>	<p>A message confirming that the voucher has been unposted appears. Click OK.</p>

	
7.	Select Save .

ACTIVITY 6: CLOSING A VOUCHER

Closing a Voucher Procedure Steps

Scenario: Close a Voucher in PeopleSoft. Follow the steps explained below.

Step	Action
1.	Navigate to the Voucher Close page: Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher
2.	The Voucher Close page is displayed. Enter the business unit in the Business Unit field, and then click the Search button.



	<div data-bbox="344 245 1373 1031" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;"> Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher </p> <p style="text-align: center;"> Welcome AGENCY_AP_PROCESSOR Logged on PFNTRN </p> <p>Voucher Close</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>Search Criteria</p> <p> Business Unit: = <input type="text" value="50500"/> <input type="button" value="🔍"/> </p> <p> Voucher ID: <input style="width: 50px;" type="text" value="begins with"/> <input type="text" value="NEXT"/> </p> <p> Invoice Number: <input style="width: 50px;" type="text" value="begins with"/> <input type="text" value=""/> </p> <p> Short Supplier Name: <input style="width: 50px;" type="text" value="begins with"/> <input type="text" value=""/> </p> <p> Supplier ID: <input style="width: 50px;" type="text" value="begins with"/> <input type="text" value=""/> </p> <p> Supplier Name: <input style="width: 50px;" type="text" value="begins with"/> <input type="text" value=""/> </p> <p> Close Status Indicator: = <input type="text" value=""/> <input type="text" value=""/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="📄 Save Search Criteria"/> </p> </div> <p>Note: Only the vouchers that have not been matched, posted, selected for payment, or paid can be deleted.</p>																					
<p>3.</p>	<p>The search results are displayed in the Search Results section. Select an appropriate voucher from the search results.</p> <div data-bbox="326 1163 1390 1356" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p style="text-align: right;">View All First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Short Supplier Name</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Close Status Indicator</th> </tr> </thead> <tbody> <tr> <td>37000</td> <td>00000032</td> <td>M25</td> <td>ACCENT LEA-001</td> <td>000000028</td> <td>ACCENT LEARNING & CONSULTING</td> <td>Open</td> </tr> <tr> <td>37000</td> <td>00000015</td> <td>M8</td> <td>ACCENT LEA-001</td> <td>000000028</td> <td>ACCENT LEARNING & CONSULTING</td> <td>Open</td> </tr> </tbody> </table> </div>	Business Unit	Voucher ID	Invoice Number	Short Supplier Name	Supplier ID	Supplier Name	Close Status Indicator	37000	00000032	M25	ACCENT LEA-001	000000028	ACCENT LEARNING & CONSULTING	Open	37000	00000015	M8	ACCENT LEA-001	000000028	ACCENT LEARNING & CONSULTING	Open
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<p>4.</p>	<p>The Close Voucher tab is selected by default. Review the details displayed in this tab, and then select the Mark Voucher for Closure check box.</p>																					



5.	Select Save .

ACTIVITY 7: ENTERING AN ADJUSTMENT VOUCHER

Entering an Adjustment Voucher Procedure Steps

Scenario: Enter an Adjustment Voucher in PeopleSoft. Follow the steps explained below.

Step	Action
1.	Navigate to the Voucher Entry page: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
2.	Enter a business unit in the Business Unit field. Select Adjustments from the Voucher Style menu.



Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry


Welcome AGENCY_AP_PROCESSOR Logged on PFNTRN

Voucher

Business Unit:

Voucher ID:

Voucher Style:

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

3. Click **Add**.

4. Enter a **Supplier ID** on the **Invoice Information** header. Use the **Magnifying Glass** to search for available suppliers. The **Short Name, Location, Address** fields will be automatically populated based on the supplier chosen.

5. In the **Copy from Source Document** section, search for and select the appropriate **Voucher ID**.

Look Up Voucher ID

Business Unit: 37000
Supplier ID: 0000000028
Voucher ID:

Invoice Number:

Short Supplier Name:

Supplier Name:

[Basic Lookup](#)

Search Results

View 100 First 1-26 of 25 Last

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier Name	Voucher Style
00000032 M25	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000031 M24	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000030 M23	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000029 M22	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000028 M21	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000027 M20	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000026 M19	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000025 M18	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000024 M17	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000023 M16	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000022 M15	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000021 M14	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000020 M13	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000019 M12	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular
00000018 M11	50		01/20/2015	ACCENT LEA-001	ACCENT LEARNING & CONSULTING	Regular



6.	<p>To copy an entire voucher, select the Copy to Voucher button.</p> 
7.	<p>The system populates the Related Voucher field on the Invoice Lines subgroup with the adjusted voucher's voucher ID to link the adjustment voucher lines to the voucher that is to be adjusted.</p>
8.	<p>Under the Invoice Total sub-group, enter the desired information in the Total field.</p>
9.	<p>Under the Invoice Lines section, edit the Description as necessary. Adjust the Line Amount to match the Total in the previous step. Select Calculate.</p> <p>Note: If there are multiple distribution lines, the Line Amount will be applied to the Merchandise Amt in the first distribution line and the amount will be compared to the Total field. The Difference will equal 0.00 when the values are in balance. The Merchandise Amt can be edited, but the total for all distribution lines must equal the Total field and Line Amount.</p>
10.	<p>The GL Unit field defaults to the same value as the Business Unit. If necessary, edit the GL business unit to reflect what unit will be charged with the expense coded on the distribution line.</p>
11.	<p>Select Save.</p>

ACTIVITY 8: PAYMENT REQUEST REVIEW

Payment Request Review Procedure Steps

Scenario: Approve a Payment Request in PeopleSoft. Follow the steps explained below.

Step	Action
1.	Navigation: Accounts Payable > Payments > Payment Requests > Payment Requests Center



2.

The **Payment Requests Center** shows all the submitted payment requests. Click on the pen icon to navigate to the **Payment Request** pages.

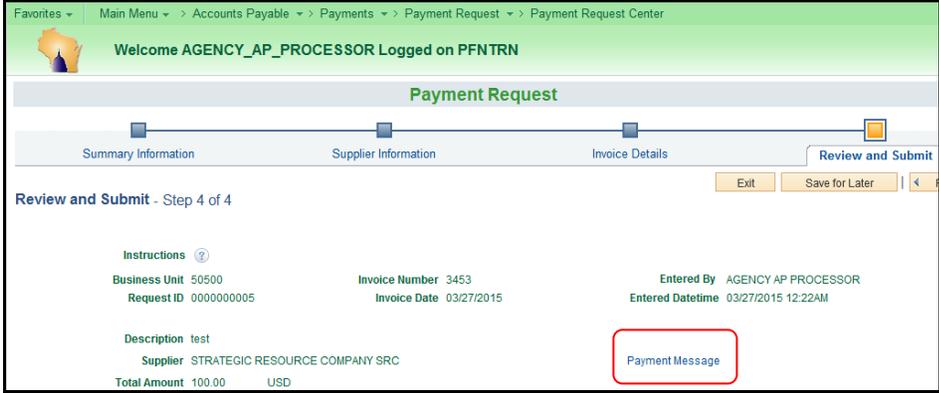
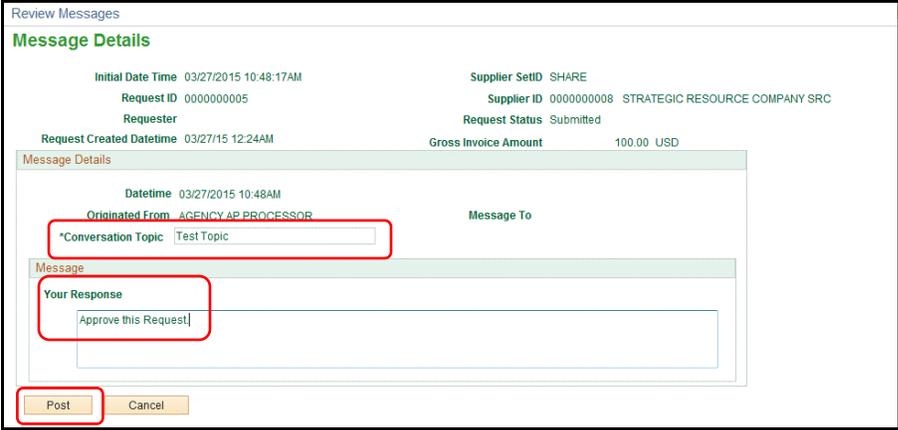
Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
000000001	03/24/2015 3:41PM	000000003	EMC CORP		500.00	USD	Submitted	37000		

3.

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

Line	Item ID	Description	Quantity	Unit	Unit Price	Line Amount
1	00000000000000000001	Test Item 1	1.0000			100.00



<p>4.</p>	<p>At the Review and Submit tab, click Payment Message.</p> 
<p>5.</p>	<p>Enter a Conversation Topic and Your Response. Click Post.</p> 
<p>6.</p>	<p>Click Submit.</p> 