# State of Oklahoma

# COR112

## Purchase Order Voucher Manual

Office of Management & Enterprise Services

OKLAHOMA

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# Document History

| Document Revision | Date | Description |
|---|---|---|
| 1.0 | 03/17/2003 | Initial Document |
| 1.1 | 10/01/2007 | 9.0 Version Updated |
| 1.2 | 05/01/2011 | ADA Compliance |
| 1.3 | 01/26/2021 | Logo Change |
| 2.0 | 09/13/2024 | Upgrade Update |

# PO Vouchers Overview

The PeopleSoft PO Vouchers business process enables the creation of vouchers from PO and receiver data that was previously entered into the system during the PO/receiving business process. The benefits of this allow:

- A reduction in both time and effort by not having to re-key data to the voucher.
- Improved accuracy as no data is manually entered.
- Automated tracking of amount and quantity remaining on the PO.
- Automated cross-reference between POs and vouchers.
- Automated encumbrance and expenditure tracking.
- Vouchers can be created either from purchase orders or receiving documents. Agency business processes will be the determining factor on which method will be used to copy the PO to the voucher.

This manual is divided into the following main coverage areas:

PO Order Inquiry
The key component of a PO that affects the way it copies onto a voucher is explained.

PO Voucher Creation
The entire process of creating a voucher from a PO and or a receiving document is covered.

Matching
The match and match exception process are explained.

Document Tolerance
The process of what to do when a voucher fails document tolerance is explained.

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

PO Activity Summary and PO Accounting Entries
The PO inquiry screens used to review voucher activity that were performed on POs are covered.

PO Voucher Closure
How erroneous PO vouchers may be removed from the system is covered.

Adjustment Vouchers
Debits or credit adjustments used to adjust existing posted vouchers is explained.

Journal Vouchers
When a journal voucher is appropriate for a PO voucher expenditure correction is discussed.

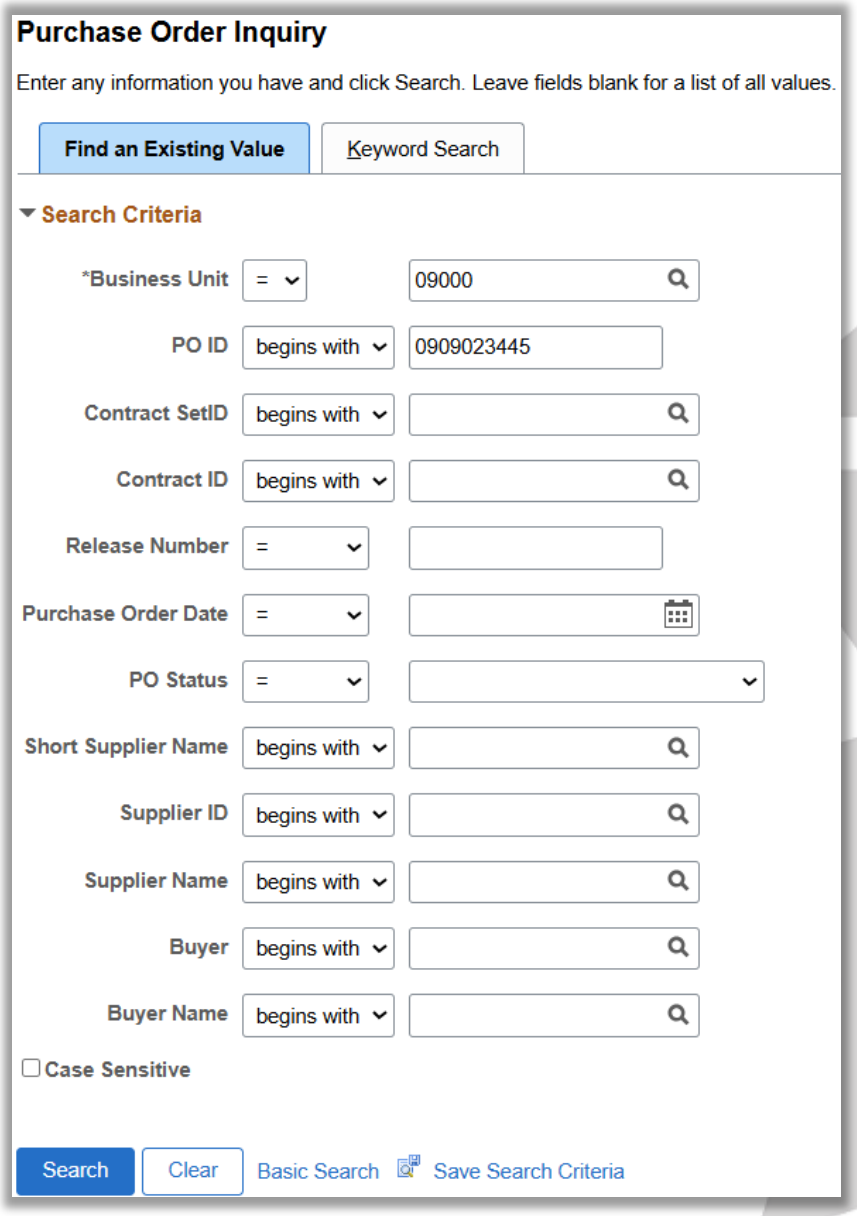
Finalize Function
When and how to liquidate an encumbrance on the sourced PO using the final function on the voucher is explained.

**NOTE**: This manual includes screen shots to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of Oklahoma.

# Purchase Order Inquiry

Purchase orders and receipts are the source documents for PO vouchers. Accounts payable users who can understand the values and information copying from the purchase order (PO) onto the voucher will be able to work more effectively with purchasing, prevent and resolve errors, and process invoices more efficiently. The chapter explains the key components of a PO that affect the way it copies onto a voucher.

***Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders***



**Business Unit:** (BU) defaults to specific value for each user. It is the only required field. The additional fields serve to narrow the search.

**PO ID:** Search on a partial or complete PO number. PO numbers are ten digits and begin with AGY9 where AGY is the agency number.

**PO Date:** Search on a specified date or date range.

**PO Status:** Search on a status available in the drop down box.

**Supplier Information:** Search on Supplier Short Name or ID to select a supplier. The looking glass icon allows for a Supplier search.

**Buyer:** Search on CPO using CPO user ID.

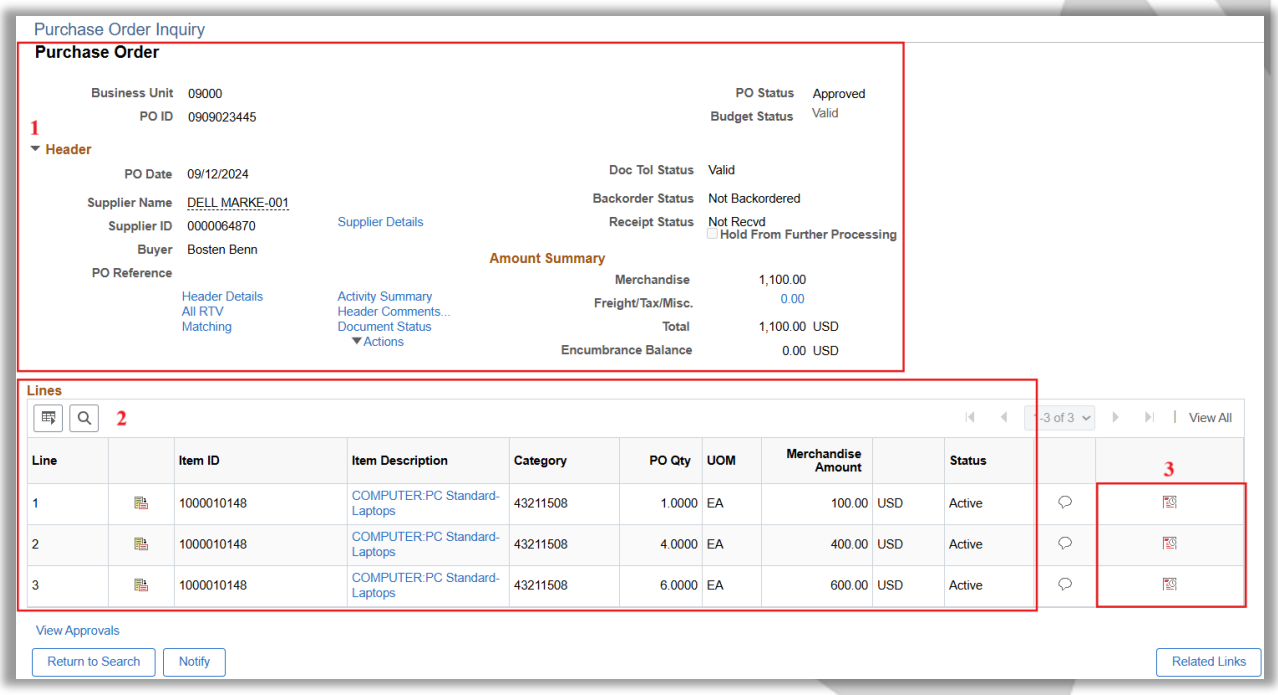
**Buyer Name:** Search on CPO name.

**Click** the **Search** button.

# Purchase Order Inquiry Page

The Purchase Order Inquiry page opens with view-only access to the PO. Each PO includes:

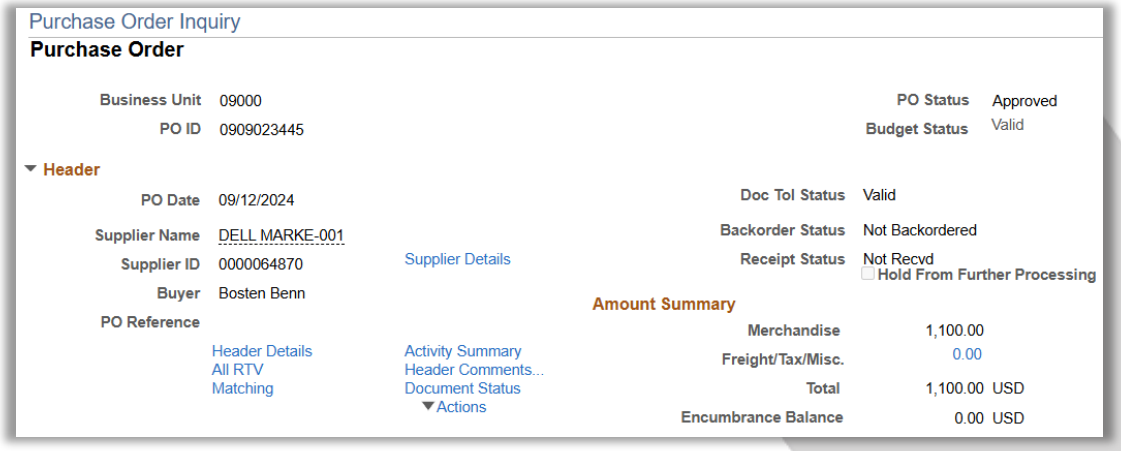
1. Header Information: Pertains to the whole PO
2. PO Line: Details the items and quantities ordered
3. PO Distribution Lines: Contains the expenditure accounts and chartfield distributions.




**NOTE:** PO Inquiry is helpful before, during, and after voucher creation, and is useful in preventing and resolving certain voucher exceptions.

# Purchase Order Header

PO header information significant to accounts payable users is as follows:



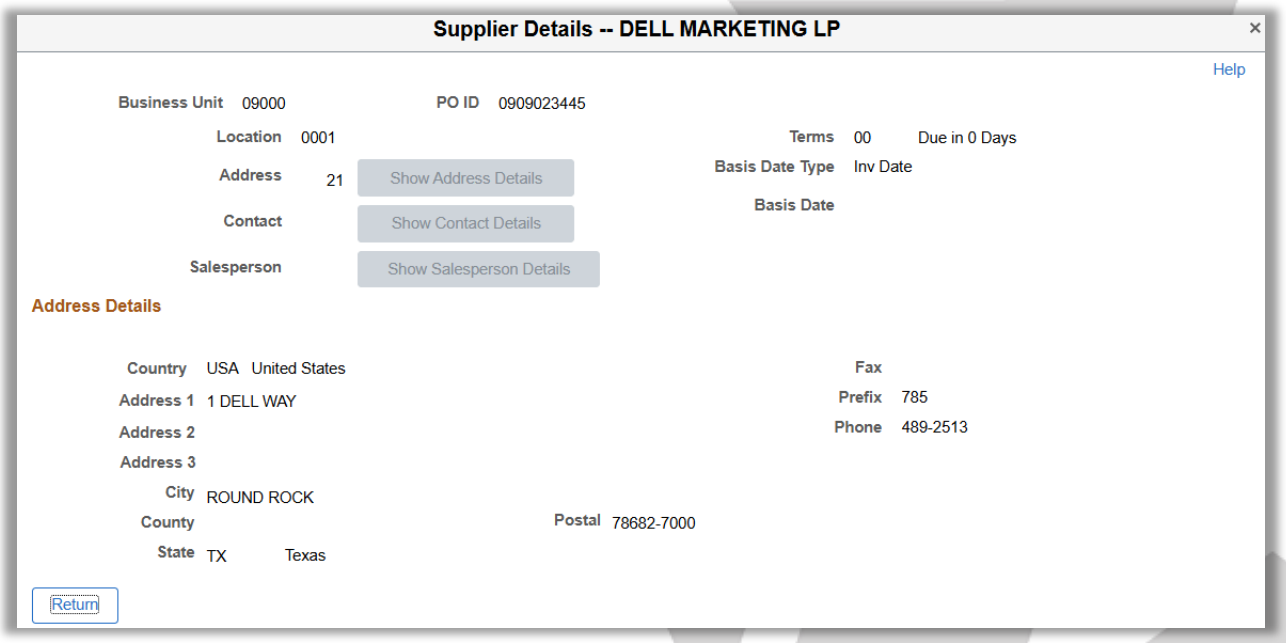

- PO Status: The PO Status must be Dispatched for the PO to copy onto the voucher. If the status is other than Dispatched when copying the PO to the voucher, a message that there is no matching value displays on the voucher.
- Budget Status: The PO budget checks against the allotment budget and creates encumbrance(s). The budget status must be Valid for a voucher copied from a PO to budget check and reduce the encumbrance(s).
- Supplier ID and Supplier Details: The supplier ID, location, and address copy from the PO onto the Invoice Information page of the voucher component.
  - These values must be the same on the PO and the Invoice Information page of the voucher component when the process called Matching is run.
  - A matching exception (H200) occurs when the supplier location and/or address on the Invoice Information page and PO do not match. Many H200 matching exceptions occur because the location and address are changed on the PO after the PO is copied to the voucher but before matching is run.
- Header Comments: The link is activated on the PO Inquiry page if the CPO entered comments applicable to the whole PO. Comments may provide useful information to accounts payable users. By default, one comment displays when the link is clicked, but the View All link on the header bar is activated when there are multiple comments. Clicking View All will expand all comments.
- Matching: Matching compares vouchers with purchase orders and receiving documents to ensure the correct supplier is paid and that the payments do not exceed the quantities and amounts on the POs. *Matching should be enabled on all POs with the exception of Authority Orders* (authority for purchases for small dollar expenditures). See the Matching chapter for additional information.

- Receipt Status: Displays the receipt status of the PO. Values are Not Received, Partial, and Received. See the PO – Receiving Required section beginning on page 20 for information about POs that do require receiving.

# Supplier Details Link

The Supplier Details link displays a Supplier Details panel, which contains the supplier location and address.

If a voucher has a H200 matching exception, correct it by entering this PO location and address onto the Invoice Information page of the voucher component.



# Matching Link




The Matching link displays the PO Matching panel and provides the Match Option and Match Status applicable to the PO as a whole.

**Matching Options**:

- Standard: PO to voucher or receipt to voucher.
- No Match: No match required. No Match is used for authority orders because the supplier ID cannot match on the PO and voucher.

**Match Status**: Values include To Match, Partially, Fully Matched, and Unmatched based on the extent to which the matching process has been completed for the PO.

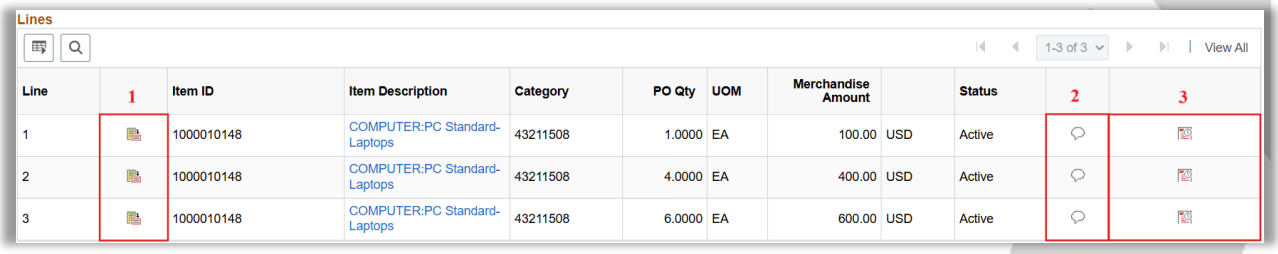
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**NOTE:** If a Match Status is *Fully Matched*, the PO cannot be copied onto the voucher. A message that there is no matching value displays on the voucher if an attempt is made to copy a matched PO.

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# Purchase Order Lines

The PO lines with item descriptions, quantities, amounts, and statuses are listed on the PO Inquiry page. Also included on the PO lines are three icons that provide access to information that is important to accounts payable.



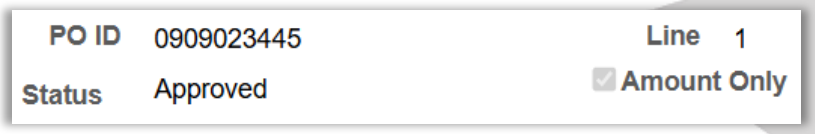
Lines

1-3 of 3 | View All

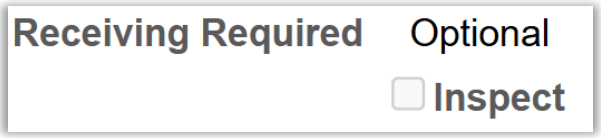
| Line | 1 | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | | Status | 2 | 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | 1000010148 | COMPUTER:PC Standard-Laptops | 43211508 | 1.0000 | EA | 100.00 | USD | Active | | |
| 2 | | 1000010148 | COMPUTER:PC Standard-Laptops | 43211508 | 4.0000 | EA | 400.00 | USD | Active | | |
| 3 | | 1000010148 | COMPUTER:PC Standard-Laptops | 43211508 | 6.0000 | EA | 600.00 | USD | Active | | |

1. **Line Details Icon**: Displays the Details for Line panel for the PO line selected and allows view-only access to additional information pertaining to the line. Included are specifications for two options that affect the way the PO line matching rules will apply.

    - Amount Only Option: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.




    - Receiving Required: Values are Do not Receive, Optional, and Required. If receiving is required, the receiver is matched to the voucher. If receiving is required but the voucher is created without a receiver, a R500 matching exception occurs.

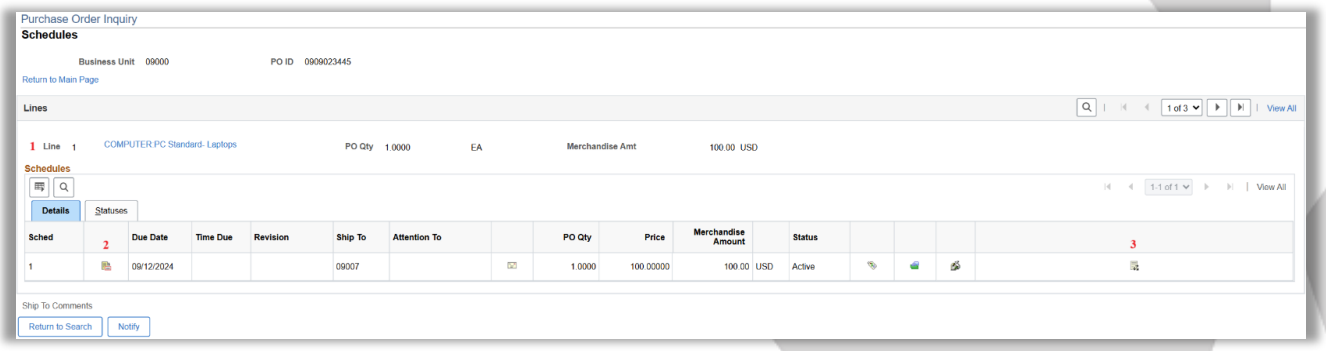



2. **Line Comment Icon**: Displays the PO Line Comments panel for the PO line selected. Comments pertaining to a PO line are available when the icon contains lines. Comments may provide useful information to accounts payable users. By default, one comment displays when the link is clicked, but the View All in the header bar is activated when there are multiple comments. Clicking View All link will expand all comments.

3. **Schedule Icon**: Allows schedules and distributions to be accessed for the PO line selected. PO line 1 was selected for the print screens that follow.

# Purchase Order Schedules Page

Schedules are created for each unique delivery address and due date. Although there are several icons on the schedules page, two icons provide access to information that is important to accounts payable. **Click** the schedules icon to view the Purchase Order Schedules Page.




1. **Line**: By default, only the schedule(s) for the PO line selected displays. When there are schedules associated with multiple PO lines, the View All link in the Lines header bar activates. Clicking View All will expand all available PO lines and their associated schedules.

When there are numerous PO Lines, it may be preferable to access the Lines by one of the following means:

- The lookup icon on the header bar allows a search string to be entered to search for a particular line or value.
- The navigation bar on the header bar identifies which PO Line is displayed and the total number of PO Lines. Use the arrow buttons to scroll through the Lines.

2. **Schedule Details Icon**: Provides Matching and Match Status PO for the PO schedule selected.

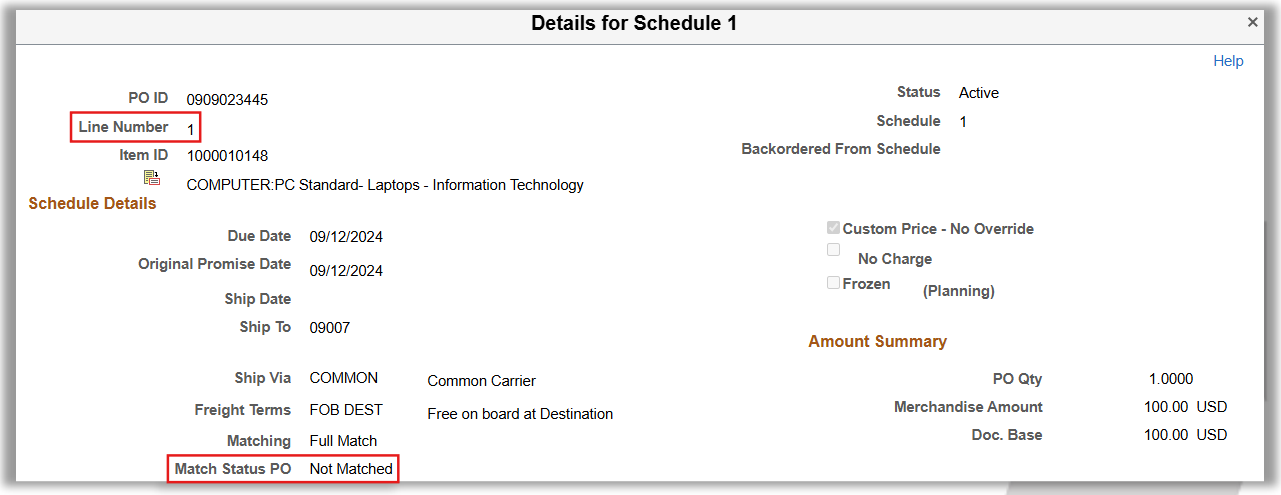
3. **Distributions/Chartfields Icon**: Contains information about the funding allocation and expense account distribution of the PO line.

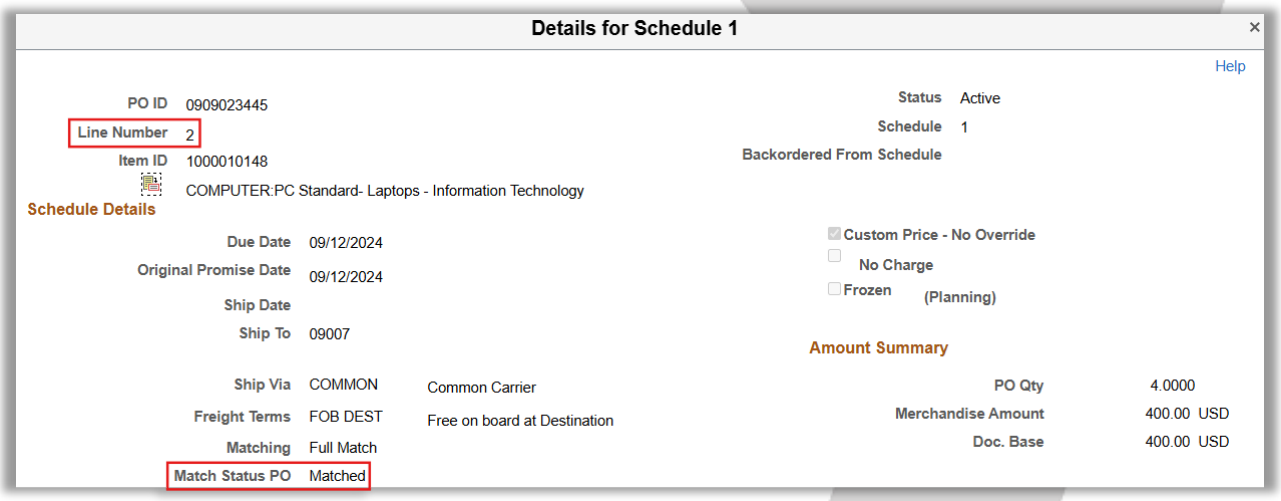
# Schedule Details

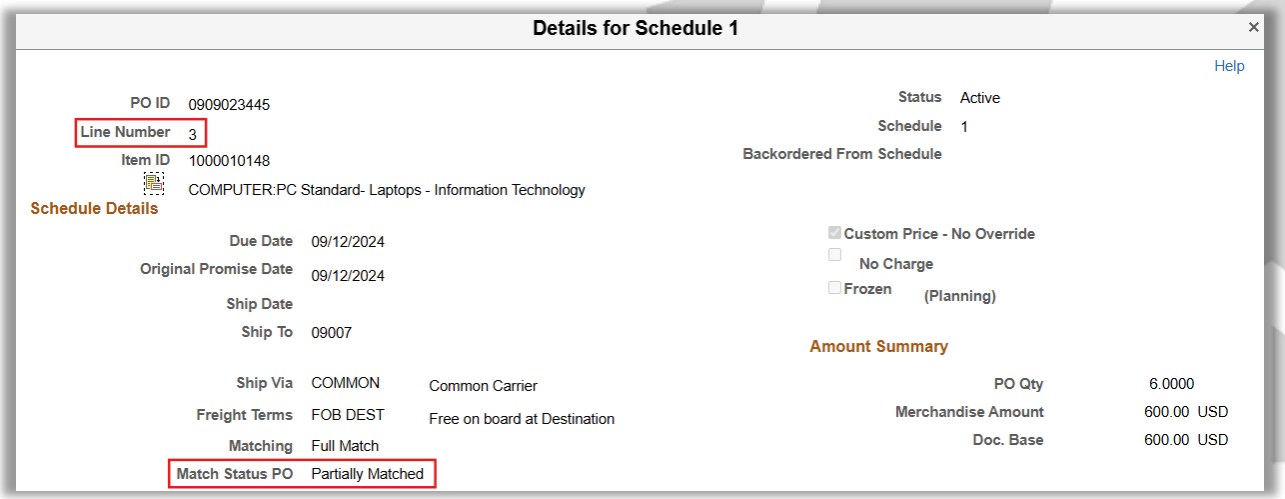
**Schedule Details Page**: Provides Matching and Match Status PO for the PO schedule selected:

- Matching Options: No Match (no match required) and Full Match (standard match action applies to the PO schedule). Only Authority Order PO schedules should be set to No Match.
- Match Status PO: Values include To Match, Partially, Fully Matched, and Unmatched based on the extent to which the matching process has been completed for the schedule. If a Match Status PO is Fully Matched, the PO line is not available to be copied onto the voucher.
- The Schedule Details panels for the three PO lines in the example PO are displayed to illustrate that each PO line can be in different stages of the match process. This will be important when the PO is copied to the voucher in the PO Voucher Creation chapter.

**Click** the Schedule Details icon to view the Schedule Details Page.



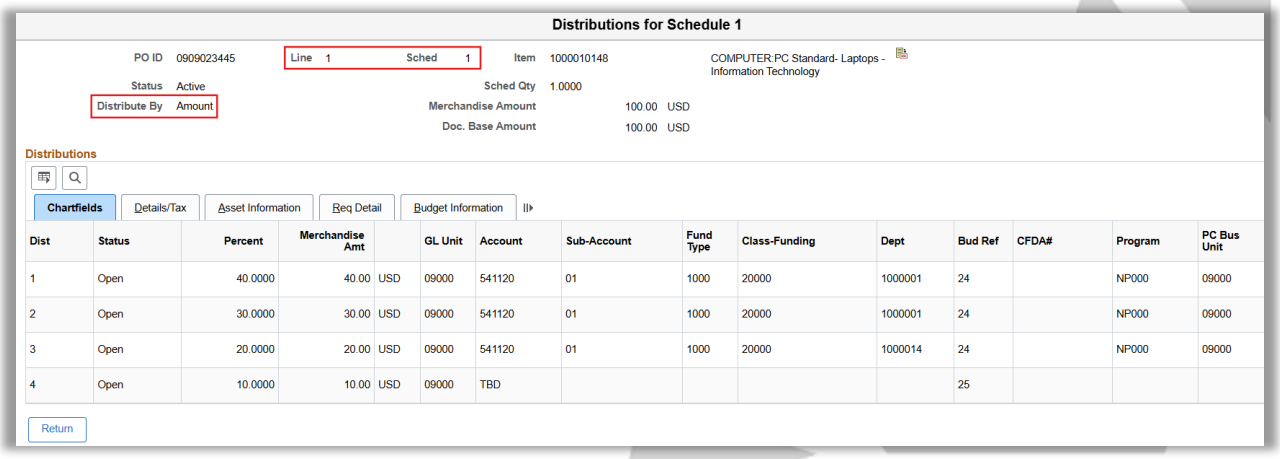




**NOTE:** Matching occurs at the line PO line level. When vouchers match, they reduce the quantity and/or amounts available to match.

# Distribution Details

The Distributions page contains information about the funding allocation and expense account distribution of the PO line. It can be distributed among single or multiple lines.

**Click** the Distributions/Chartfields icon to view the Distributions page.



**Distributions for Schedule 1**

PO ID 0909023445 | Line 1 | Sched 1 | Item 1000010148 | COMPUTER:PC Standard- Laptops - Information Technology

Status Active | Sched Qty 1.0000

Distribute By Amount | Merchandise Amount 100.00 USD | Doc. Base Amount 100.00 USD

Distributions

Chartfields | Details/Tax | Asset Information | Req Detail | Budget Information

| Dist | Status | Percent | Merchandise Amt | | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Program | PC Bus Unit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Open | 40.0000 | 40.00 | USD | 09000 | 541120 | 01 | 1000 | 20000 | 1000001 | 24 | | NP000 | 09000 |
| 2 | Open | 30.0000 | 30.00 | USD | 09000 | 541120 | 01 | 1000 | 20000 | 1000001 | 24 | | NP000 | 09000 |
| 3 | Open | 20.0000 | 20.00 | USD | 09000 | 541120 | 01 | 1000 | 20000 | 1000014 | 24 | | NP000 | 09000 |
| 4 | Open | 10.0000 | 10.00 | USD | 09000 | TBD | | | | | 25 | | | |

Return

- Line and Schedule: Identifies the PO line and schedule selected with the Distributions/Chartfield icon on the Schedules page.

- Distribute By: Method allocates the charges with one of two options:
  - Amount: The sum of all distribution amounts must equal the schedule amount (Merchandise Amt). When distributing by amount, the PO Qty column has no values. The example shown in this manual distributes PO line 1 by amount.
  - Quantity: The sum of all distribution quantities must equal the schedule quantity.

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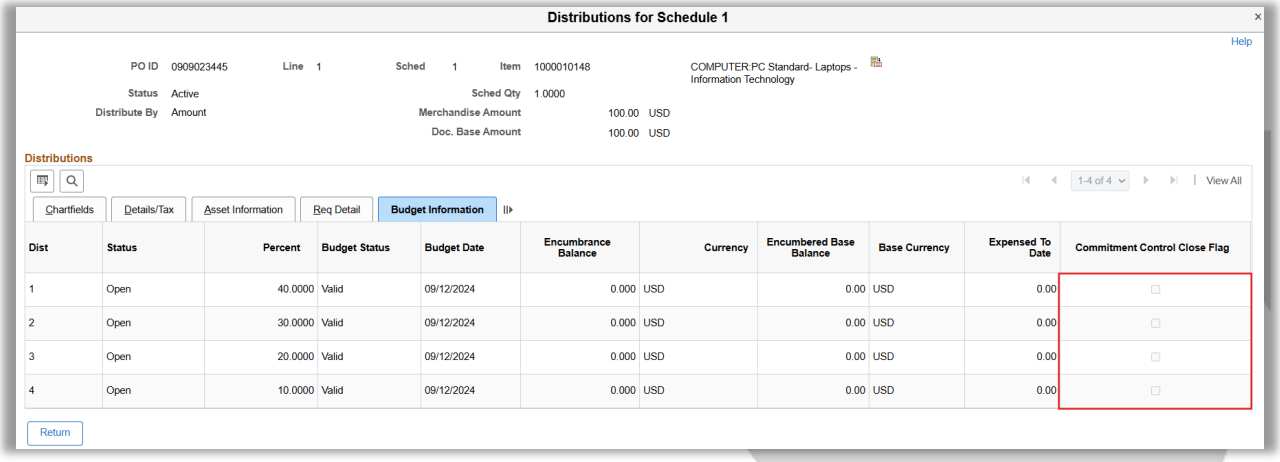
**NOTE:** The Distribute By field on the PO is very important to accounts payable because it affects the behavior of the voucher.

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- Distribution Lines and Encumbrances: When the PO budget checks with a status of Valid, an allotment encumbrance is created for each PO distribution line with an expense account beginning with 5 or 601100 (authority order POs).

TBD values are entered on PO distribution lines account fields when contractual obligations span past the current budget year. TBD PO distribution lines do not budget check against the allotment budget and must not be used on the voucher. If a voucher with a TBD account has been created against a PO and has posted, the TBD account cannot be changed on the PO when the budget becomes available.

- The PO distribution line amounts copy onto the voucher regardless of the remaining encumbrance left on the PO lines when copying from the PO.




Budget Information Page: Contains the *Commitment Control Close Flag* field. The flag checkbox will be checked if the outstanding encumbrance for the distribution line was fully liquidated through the PO or by using the final function on the voucher. The **Finalize Function** chapter of this manual covers liquidation of an outstanding encumbrance using a voucher.

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**NOTE:** If the *Commitment Control Close* flag checkbox is checked for every PO distribution line, the PO line will not be available to copy onto the voucher. If just one checkbox is not checked, the PO line will be available to copy to the voucher (if it is not fully matched) and, if selected, all distribution lines will copy onto the voucher.

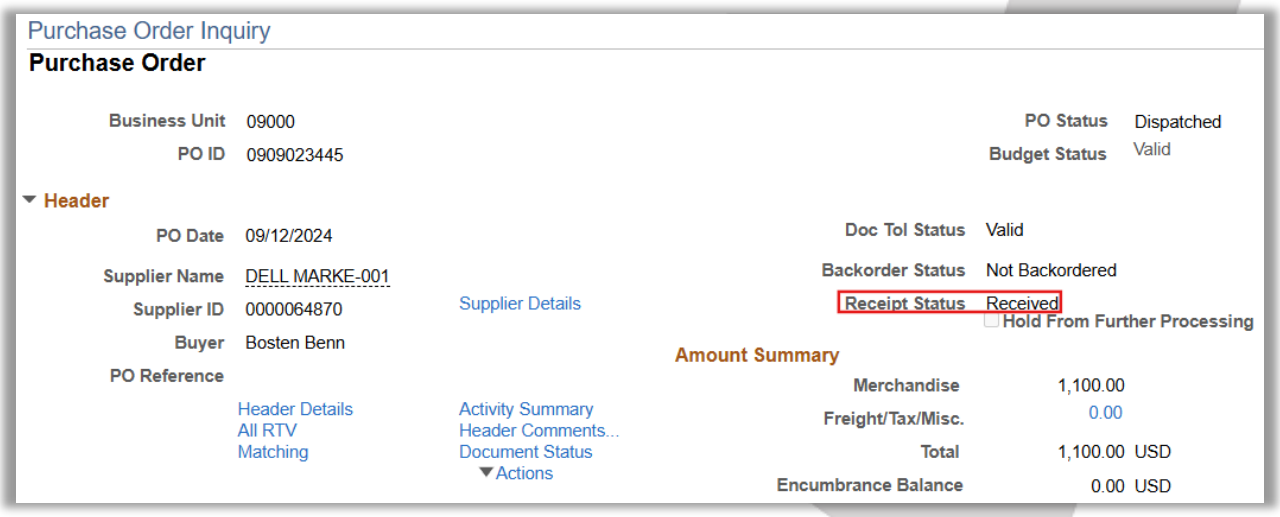
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# Purchase Orders – Receiving Required

The purchasing receiving process enables goods and services to be received and referenced against a PO. This section provides an overview of the key receiving components of a PO that affect the way it copies into a voucher.

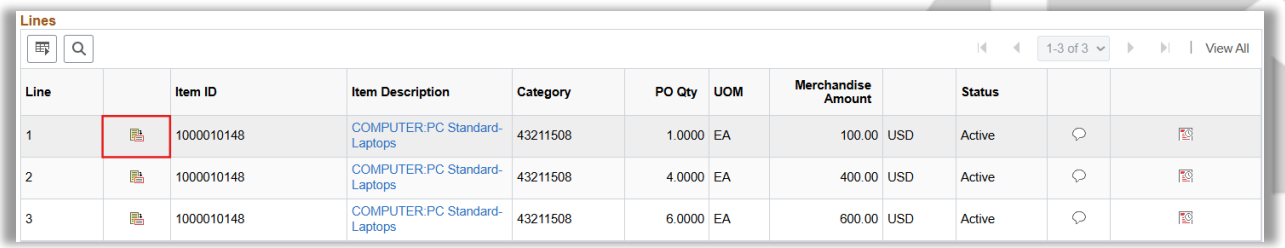
## Purchase Order Inquiry Page

When a PO requires receiving, the Receipt status values include Not Recvd, Partial, or Received based on the extent to which the receiving process has been completed for the PO.




## Purchase Order Lines

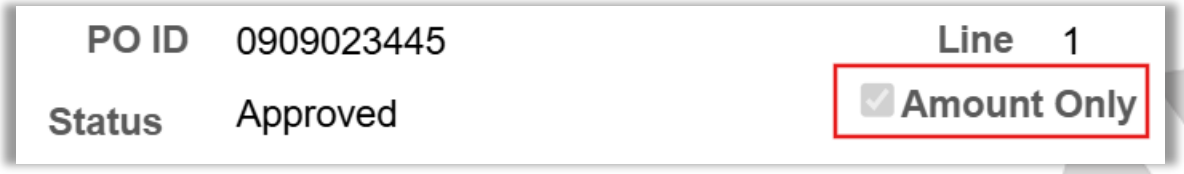
The Line Details icon allows view-only access to additional information including the specifications for the amount-only and receiving options that affect the way the PO line matching rules will apply.



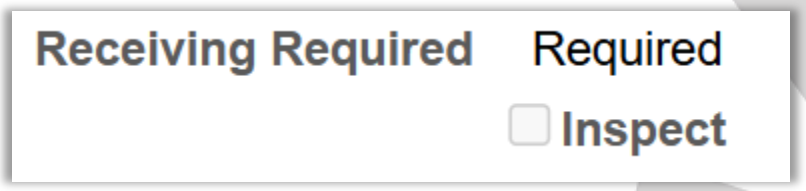

| Line | | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | | Status | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | 1000010148 | COMPUTER:PC Standard-Laptops | 43211508 | 1.0000 | EA | 100.00 | USD | Active | | |
| 2 | | 1000010148 | COMPUTER:PC Standard-Laptops | 43211508 | 4.0000 | EA | 400.00 | USD | Active | | |
| 3 | | 1000010148 | COMPUTER:PC Standard-Laptops | 43211508 | 6.0000 | EA | 600.00 | USD | Active | | |

# Details for Line Panel

The Details for Line panel for PO line 1 are illustrated.



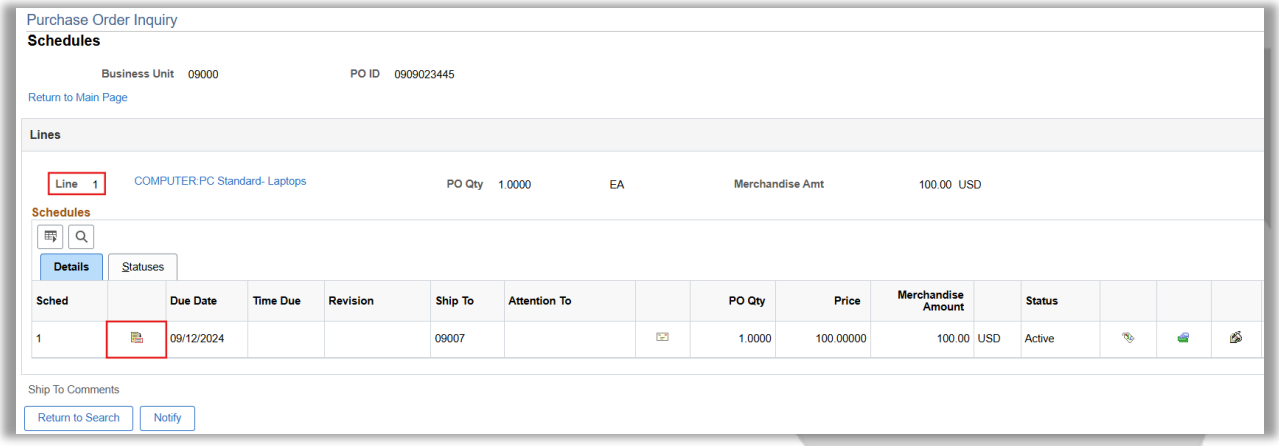

- Amount Only: Designates the line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.




- Receiving Required: If receiving is Required a receiver must be matched to a voucher. If the voucher is created without a receiver, a R500 matching exception occurs.

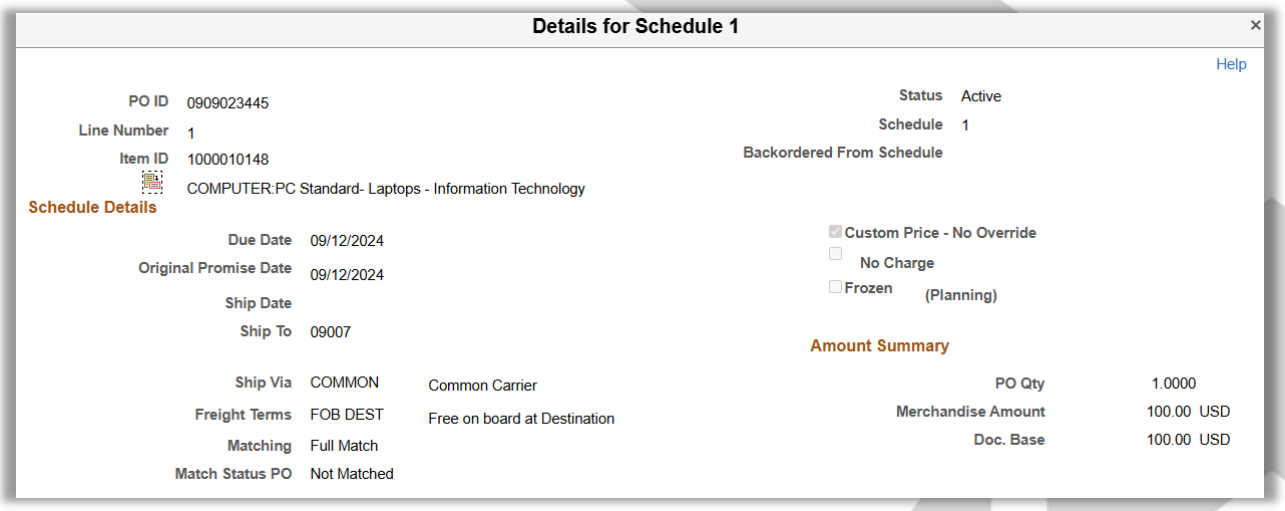
# Purchase Order Line and Schedules

The Schedule Details icon provides the matching and Match Status PO for the PO schedule.




# Details for Schedule Panel

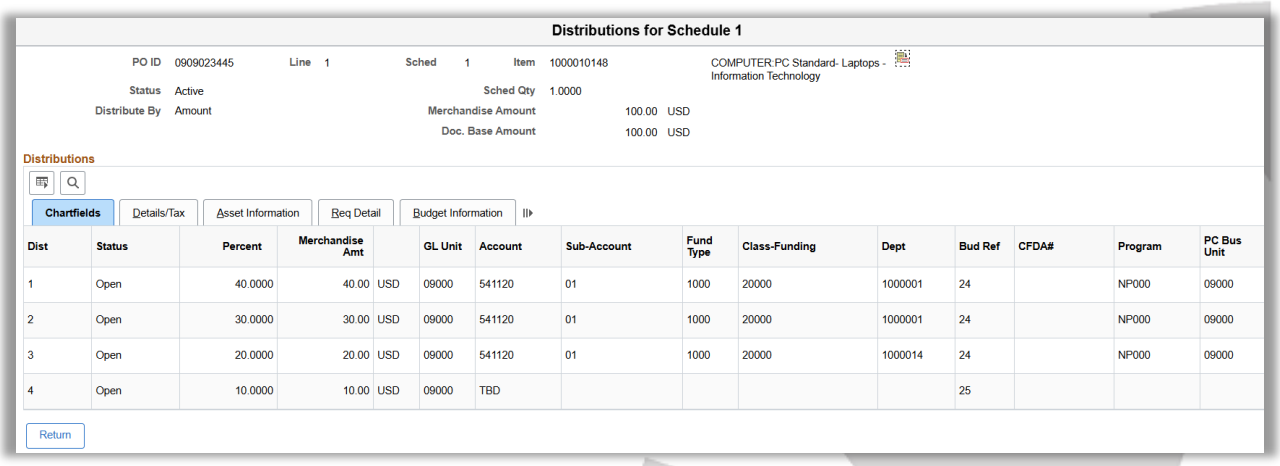
Click the Schedules icon on the Schedules Page to view Schedule Details. The Schedule Details for PO line 1 are illustrated.




- Matching Options: The option Full Match must be selected for POs requiring receiving (standard match action applies to the PO schedule). **Only Authority Order PO schedules should be set to No Match**.
- Match Status PO: Values include Partial, Matched, and Unmatched based on the extent to which the matching process has been completed for the schedule. If a Match Status PO is *Fully Matched*, the PO line is not available to be copied onto the voucher. The match status can be partial even though it is fully received when vouchers have not been created for all receipts.

# Distribution Details

The Distribution Details for PO line 1 are illustrated. (The distribution line for the PO line and schedule selected is accessed with the icon on the Schedules page.)



**Distributions for Schedule 1**

PO ID 0909023445 Line 1 Sched 1 Item 1000010148 COMPUTER:PC Standard- Laptops - Information Technology

Status Active Sched Qty 1.0000

Distribute By Amount Merchandise Amount 100.00 USD

Doc. Base Amount 100.00 USD

Distributions

Chartfields | Details/Tax | Asset Information | Req Detail | Budget Information

| Dist | Status | Percent | Merchandise Amt | | GL Unit | Account | Sub-Account | Fund Type | Class-Funding | Dept | Bud Ref | CFDA# | Program | PC Bus Unit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Open | 40.0000 | 40.00 | USD | 09000 | 541120 | 01 | 1000 | 20000 | 1000001 | 24 | | NP000 | 09000 |
| 2 | Open | 30.0000 | 30.00 | USD | 09000 | 541120 | 01 | 1000 | 20000 | 1000001 | 24 | | NP000 | 09000 |
| 3 | Open | 20.0000 | 20.00 | USD | 09000 | 541120 | 01 | 1000 | 20000 | 1000014 | 24 | | NP000 | 09000 |
| 4 | Open | 10.0000 | 10.00 | USD | 09000 | TBD | | | | | 25 | | | |

Return

If the PO line is designated as Amount-Only, the Distribute By field can only be Amount. The charges will be allocated over the dollar amount. Inventory items or items with fixed costs should be distributed by Quantity.

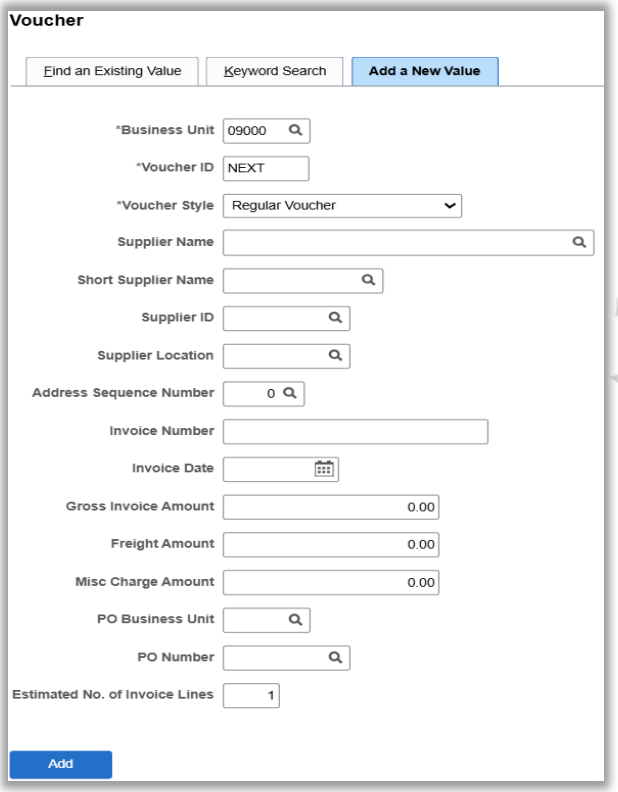
# PO Voucher Creation

PO vouchers begin with the copying of the PO and/or receiving data. After copying, this data may be edited, or additional data may be added to complete the voucher.

## Step 1- Copy PO/Receiver Data to Voucher

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

## Add a New Value Voucher Page

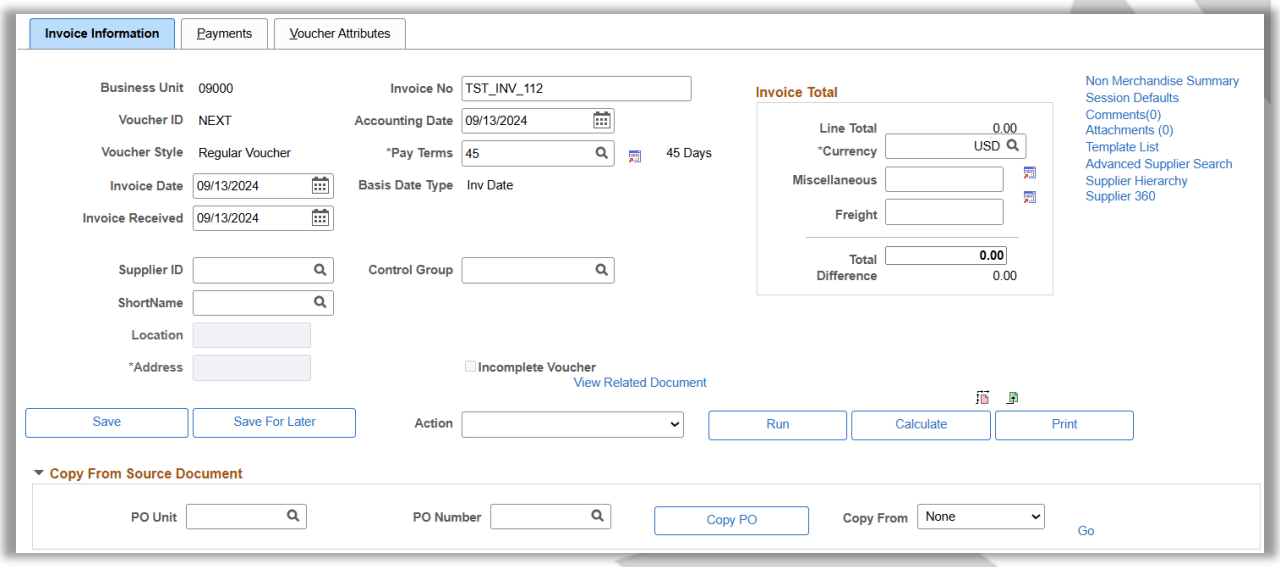



- **Business Unit:** (BU) defaults to specific value for each User.
- **Voucher ID:** Defaults to NEXT. The system sequentially numbers the vouchers. DO NOT CHANGE.
- **Voucher Style:** Defaults to Regular Voucher. Use this style to pay the supplier.
- **Supplier Information:** *Do not enter* Supplier ID or short name. It will default from the PO.
- **Invoice number:**
  - **Enter** identifiable invoice number from invoice.
  - **Enter** invoice number per BU invoice numbering conventions when no invoice number is on the invoice.
- **Invoice Date:** **Enter** or use the icon to select the date.

- **Gross Invoice Amount:** Do not populate until after the PO is copied.
- **Estimated No. of Invoice Lines**: Leave at 1.
- **Click** the **Add** button.

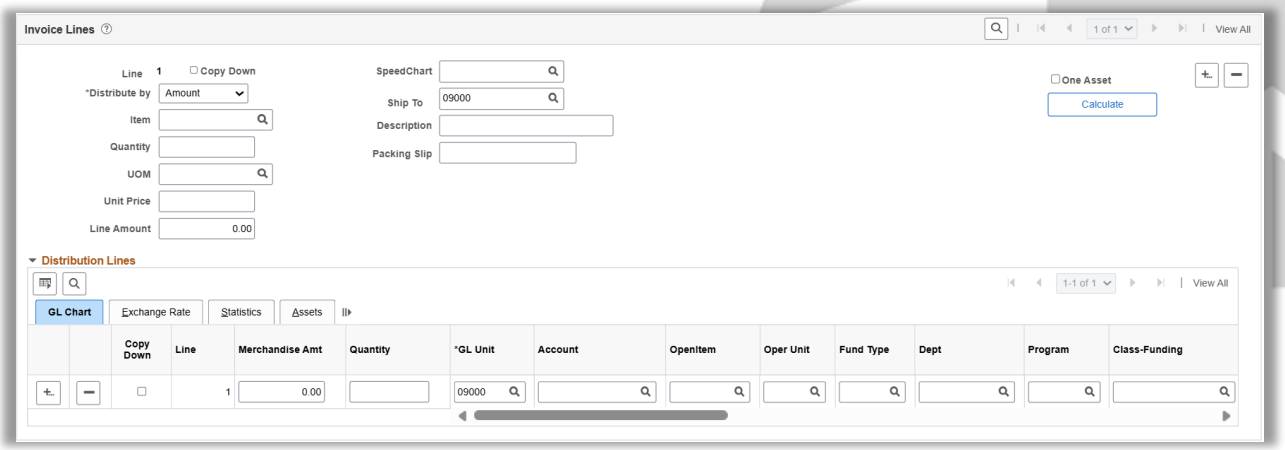
# Invoice Information Tab

The Invoice Information Tab displays when the **Add** button is clicked on the previous page.




**Invoice Number and Invoice Date:** Populated from the information entered on the Add page or it can be populated directly on the Invoice Information page.

**Copy From Source Document:** PO vouchers are copied from the PO and/or receiving data and are the source documents. The PO associated with a voucher is also referred to as the reference document. After copying the PO or receiver, the data may be edited, or additional data may be added to complete the voucher. This section initially appears as collapsed; expand this section by clicking the arrow next to "**Copy From Source Document**" or anywhere on the line to access the fields.

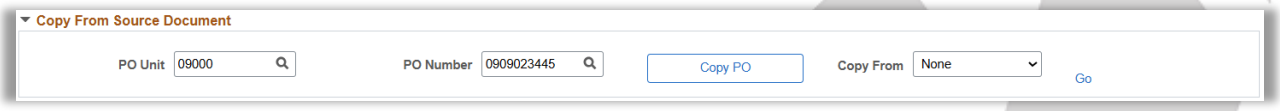


**NOTE:** The Invoice Information and the other voucher pages are contained in what is referred to as the Voucher Component.

# Copying from a Source Document

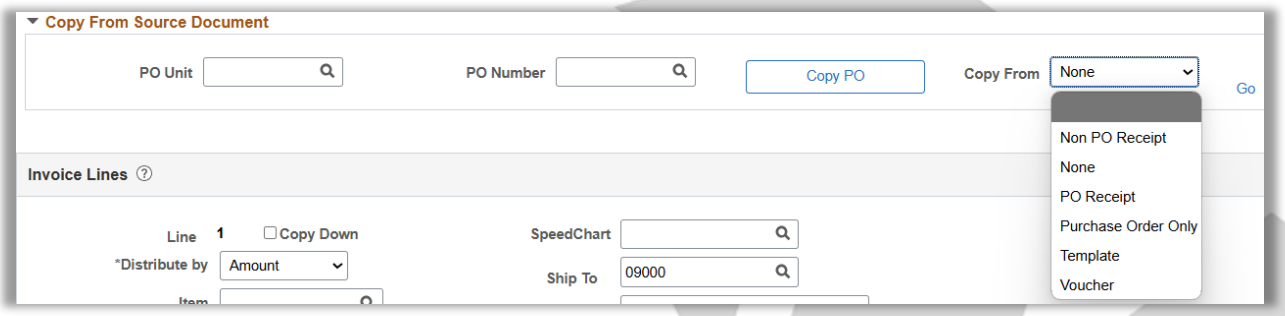
There are two (2) options when copying the PO to the voucher:

**1. Copy from a Source Document:**




- This option may be suitable for agencies that have one PO line item and are not using the receiving option.
- All PO line items available for vouchering copy onto the voucher. Lines that are not Fully Matched will copy into the voucher. If lines will not be used, they will have to be deleted.
- To create a PO voucher, input the PO Unit and Purchase Order number and select the **Copy PO** button.

**2. Worksheet Copy Option – Copy From Drop down**



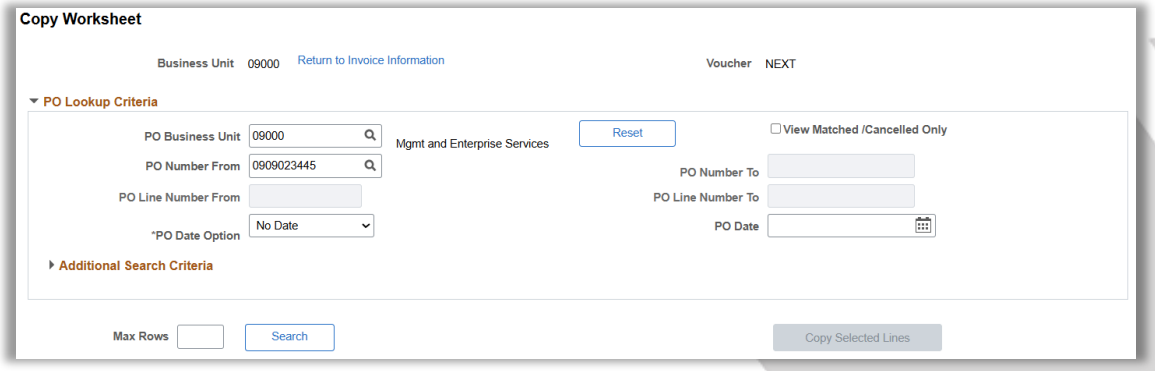

- Purchase Order Only – This option is preferable for agencies that have multiple PO line items and are not using the receiving option. It allows the user to select specific line item(s) to copy onto the voucher. This option also allows users to view the PO line item(s) and "read" the values and information copying from the PO.

- PO Receipt – This option is preferable for agencies using the receiving option. When the PO is marked as receiving required, the user must receive the product. Accounts payable users will be able to determine if the product was received and how much when using this option to process a voucher.

- To create a PO voucher, **select** the drop down button located to the right of the Copy From Field and **select** either Purchase Order Only or PO Receipt. Then, **click** the "Go" link.

# PO Lookup Criteria

If **Purchase Order Only** is selected from the Copy From option, the PO Lookup Criteria page displays.

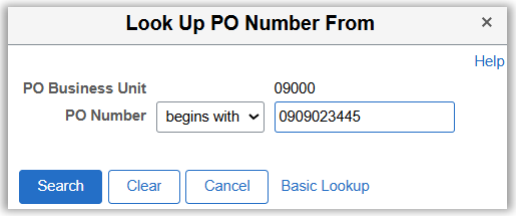



PO Business Unit: **Enter** the purchasing business unit.

View Matched/Cancelled Only: This access is not available to accounts payable users. If a matched and/or cancelled PO is entered in the PO Number field, a message displays that there is no matching value.

PO Number From and PO Number To: **Enter** a PO number in the *PO Number From* field to search for individual purchase orders. Search for a range of purchase orders by entering PO numbers in the *PO Number From* and the *PO Number To* fields.

PO Line Number From and PO Line Number To: **Enter** a PO line number in the *PO Line Number From* field to search for individual purchase order lines. Search for a range of purchase order lines by entering PO line numbers in the *PO Line Number From* and the *PO Line Number To* fields. A PO number must be entered. These fields are not available if a range of PO numbers is selected. Click the lookup icon to search for a PO number or line.

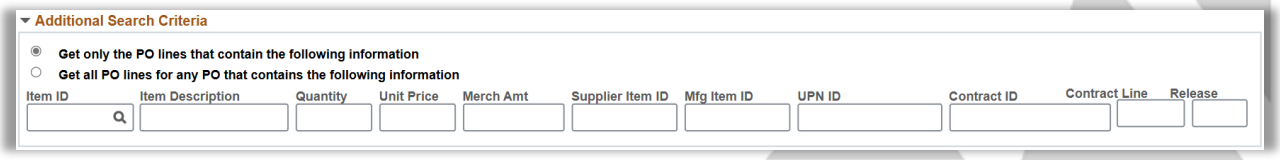



**NOTE:** Clicking the lookup icon displays all PO lines including PO lines with a status of *Fully Matched*. Only the PO lines that are **not** *Fully Matched* will copy onto the voucher.

PO Date Option and PO Date: **Enter** the *PO Date Option* field in conjunction with the PO Date field to limit the search to POs that fall within a selected date range.

# PO Lookup Additional Search Criteria

**Additional Search Criteria**: This section initially appears as collapsed; expand this section by clicking the arrow next to "**Additional Search Criteria**" or anywhere on the line to access these optional fields. Specify additional criteria with PO lookup criteria or with only the PO Business Unit defined. However, any information defined in this groupbox overrides the values specified in the PO Lookup Criteria groupbox.

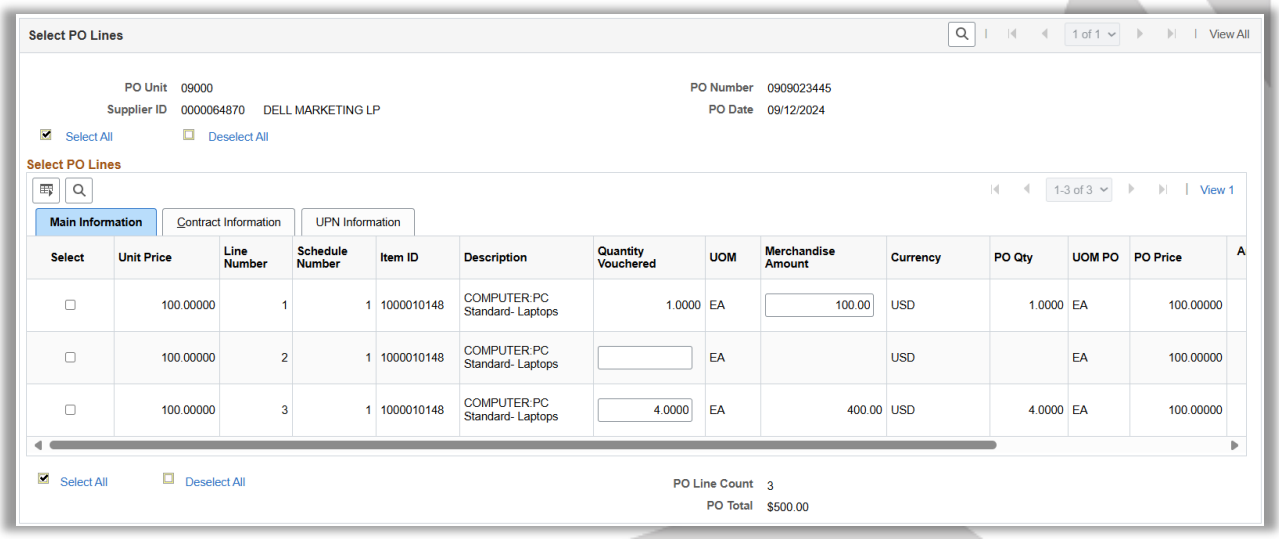



- Get only the PO lines that contain the following information: **Select** to include only the PO lines that contain the data specified in the additional search criteria. This field is set as the default.
- Get all PO lines for any PO that contains the following information: **Select** to include all PO lines for POs that contain the data specified in the additional search criteria.
- **Enter** data to further narrow the search in the available fields. Data can be entered in more than one field. When searching for quantity, unit price, or merchandise amount, **enter** at least one of the following fields: Item ID, Item Description, Supplier Item ID, Manufacturing Item ID, or Contract ID.

**Click** the **Search** button to populate the Select PO Lines scroll area with the purchase orders that match the search criteria.

# PO Search and Copy

The Select PO Lines scroll area displays the PO entered in the PO Criteria Lookup on page 27. It demonstrates how the setup of a PO, the extent of the PO line match statuses, and the options selected by the Certified Procurement Officer (CPO) impact the accounts payable voucher. **It is to the payers benefit to understand the information and values copying onto this page and the voucher.**




Unit Price: Should be the supplier item price when the PO line is not designated as amount-only. **Payers should consult a supervisor or CPO when an invoice unit price is higher than the PO line unit price and the line is not designated as amount-only.** Paying a higher unit price will result in an encumbrance shortfall that may not be detected until the last quantities are vouchered.

Line and Schedule Number: PO line and schedule number available for selection. Only the lines that are not Fully Matched or do not have all the Commitment Close Flag checkbox on for all distribution lines will copy onto the voucher.

- Use the navigation tool to toggle between the PO lines available. Click View All to view all available PO lines to copy.

Quantity Vouchered: The PO line item quantity available for vouchering (quantity left to match). **The field can be modified if the PO line is not designated as amount-only.**

- Decrease the quantity to match a lesser invoice quantity. The value and the line amount (quantity x unit price) are carried forward to the voucher line. Do not increase it as the voucher will fail matching with a V200 exception.
- If no quantity copies into the field, a prior voucher used the available quantity. **The PO line may not have been designated as amount-only when the quantity value was 1 or the quantity on a prior voucher was not reduced to match the invoice quantity.** Contact ServiceNow to determine the proper action to take.
- DO NOT enter a zero amount. This adversely affects the matching tables.

Merchandise Amt: The PO line item amount available for vouchering (amount left to match).

- The field can be modified if the PO line is designated as amount-only. The amount entered populates the Unit Price and the Line Amount on the voucher line.
- If this amount is less than your invoice amount, the voucher will fail matching with a V300 exception. See the Matching Chapter.

Amount Only: Designates the PO line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line. **If the PO quantity is 1 and the Amount Only checkbox is not checked, but more than one payment will be made against the PO line, consult with the CPO before the first voucher is vouchered.**

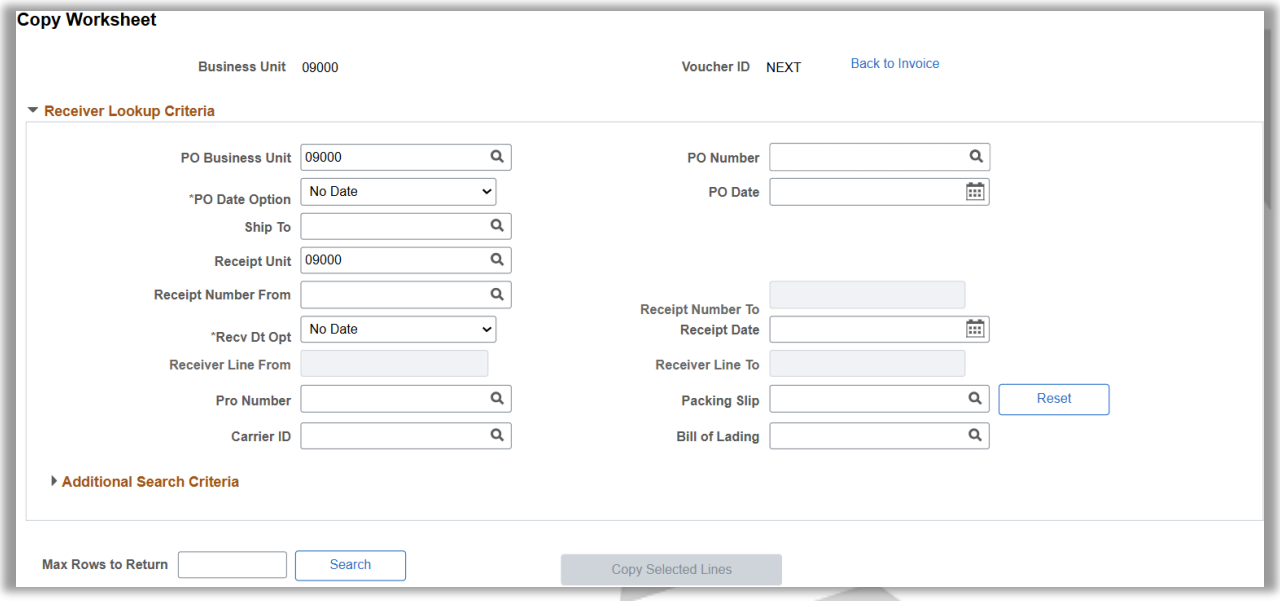
Receiving Required: Designates the PO line as Receiving Required. If receiving is required, a receiver is matched to the voucher and the PO Receipt from the **Copy From** drop down should be selected. If receiving is not required, consult with the CPO to change the status before the voucher is matched.

Select: **Select** an individual PO line or select any combination of PO lines. **Click** Select All to select all the lines for a single purchase order that are displayed. **Click** Clear All to deselect all the lines for a single purchase order that are displayed.

After all the pertinent PO lines have been selected, **click** the **Copy Selected Lines** button to copy selected purchase order lines onto the voucher.

# Receiver Lookup Criteria

If the PO requires receiving and the goods or services are received, select "**PO Receipt**" in the **Copy From** drop down (page 26) to access the Receiver Lookup Criteria page.

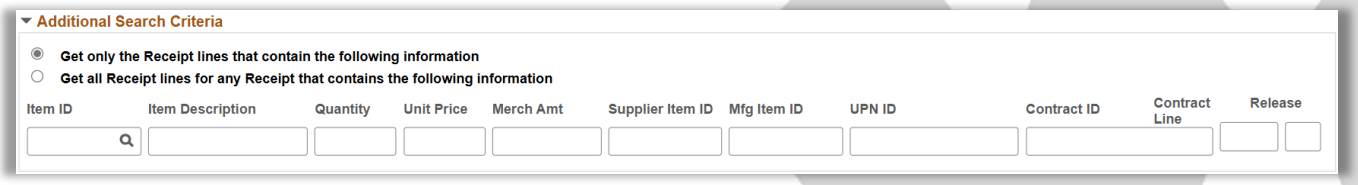



- PO Business Unit: **Enter** the purchasing business unit. It is the only required filed. A purchasing business unit, a receiving business unit, or both, must be entered depending on the other fields used to further the search.
- PO Number: **Enter** a PO number to search for individual POs. The purchasing business unit must also be entered.
- PO Date Option and PO Date: **Enter** the PO Date Option field in conjunction with the *PO Date* field to limit the search to POs that fall within a selected date range.
- Receipt Unit: Search for receipts by receiving business unit. A purchasing business unit, a receiving business unit, or both, must be entered.
- Receipt Number From and Receipt Number To: **Enter** a receipt number in the *Receipt Number From* field to search for individual receipts. Search for a range of receipts by entering receipt numbers in the *Receipt Number From* and the *Receipts Number To* fields. A receiving business unit must be entered.
- Receipt Date Option and Receipt Date: **Enter** the Receipt Date Option in conjunction with the PO Date field to limit search to receipts that fall within a selected date range.
- Receiver Line From and Line: **Enter** a receiver line number in the *Receiver Line From* field to search for individual receiver lines. Search for a range of receiver lines by entering receiver line numbers in the *Receiver Line From* and the Line fields. A receipt number must be entered. These fields are not available if a range of receipt numbers is selected.

- Ship To, Packing Slip, Bill of Lading, and Carrier ID: **Enter** data in these fields to narrow the search. Data can be entered in more than one field. A receipt unit must be entered if these fields are used to limit search results.

# Receiver Lookup Additional Search Criteria

- Additional Search Criteria: This section initially appears as collapsed; expand this section to access these optional fields. Specify additional criteria with receiver lookup criteria or with only the Receipt Unit defined. However, any information defined in this groupbox overrides the values specified in the Receiver Lookup Criteria groupbox.

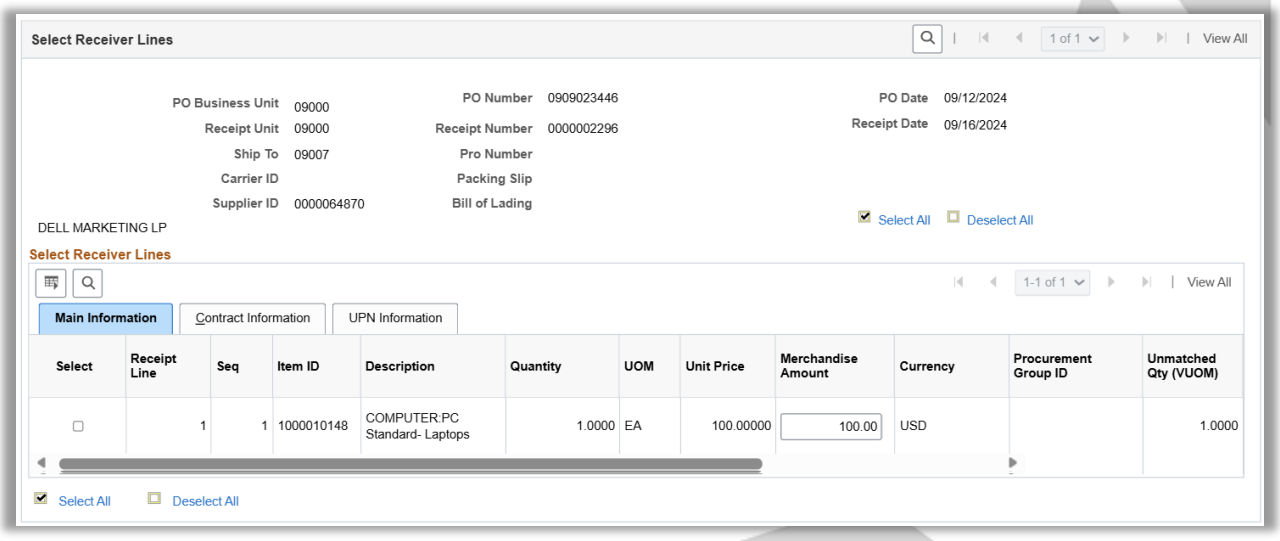



- Get only the Receipt lines that contain the following information: **Select** to include only the receiver lines that contain the data specified in the additional search criteria. This field is set as the default.
- Get all Receipt lines for any Receipt that contains the following information: **Select** to include all receiver lines for receipts orders that contain the data specified in the additional search criteria.
- **Enter** data to further narrow the search in the available fields. Data can be entered in more than one field. When searching for quantity, unit price, or merchandise amount, **enter** at least one of the following fields: Item ID or Item Description.

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

# Receiver Search and Copy

The Select PO Lines scroll area displays the POs that match the search criteria entered on the previous page. The voucher is matched not only to the PO, but also to the receipt.




**NOTE:** Your screen may appear differently than this manual. The main information section has been personalized to show the fields that are important to the information in this manual.

Receipt No: A ten-digit receipt number is assigned to receipts. By default, the first available Receipt No. displays. The View All link in the Select Receiver Lines header bar will activate if there are multiple receipts. **Click** View All link or use the navigation buttons to scroll through the receipts.

Receipt Date: The date the item(s) (was) were received.

Receipt Line: The number of receipt number(s) available for selection. There is only one receipt line for this receipt number.

Quantity: Displays the unmatched quantity (in the voucher unit of measure) on the receiver line. **The field can be modified if the PO line is not designated as amount-only** (page 14).

- Decrease the quantity to match a lesser invoice quantity. The value and the line amount (quantity x unit price) are carried forward to the voucher line. **However, the voucher distribution line must be changed manually on the Invoice Information page to match both the quantity and the line amount**.
- Do not increase the quantity for more than the amount received as the voucher will fail matching with a R900 exception. See the Matching Chapter.

Unit Price: Should be the supplier item price when the PO line is not designated as amount-only. Paying a higher unit price will result in an R650 matching exception. See the Matching Chapter.

Merchandise Amt: Displays the merchandise amount on the receiver.

- The field can be modified if the PO line is designated as amount-only. The amount entered populates the Unit Price and Line Amount on the voucher lines.
- If this amount is less than the invoice amount, the voucher will fail matching with a R650 exception. See the Matching Chapter.

Line and Sched Num: PO line and Schedule number associated with the receipt line.

Recv Line Status: Values include Received, Open, Hold, Closed, and Cancelled.

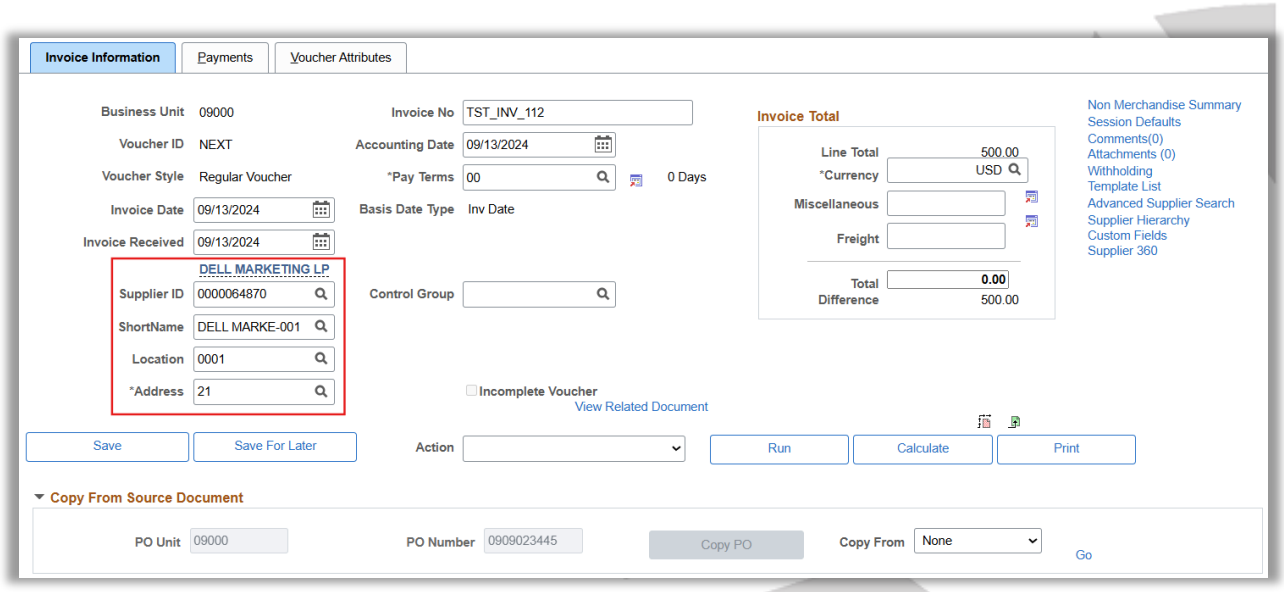
Amount Only: Designates the PO line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line. **If the PO quantity is 1 and the Amount Only checkbox is not checked, but more than one payment will be made against the PO line, consult with the CPO before the first voucher is vouchered**.

Select All and Clear All: **Click** Select All box to select all the lines for a single receipt. Each receipt that the system returns have a Select All box button. The button must be clicked for each receipt to select its lines. **Click** Clear All box to deselect all the lines for a single receipt. Each receipt that the system returns have a Clear All box button. The button must be clicked for each receipt to deselect its lines.

After the pertinent receipt lines have been selected, **click** the **Copy Selected Lines** button to copy selected receiver lines onto the voucher.

# Step 2 – Review Invoice Information

Review the invoice information after the PO/Receiver information is copied onto the voucher. The Invoice Information page displays when the **Copy Selected Lines** button is clicked on the Select PO/Receiver Lines scroll area.




Supplier ID, ShortName, Location, and Address: Copies from the PO/Receiver. These values must match the PO when the matching process is run. The CPO may have changed the location and/or address after the PO is copied onto the voucher but before matching is run. See page 12 for information on how to find the updated location and/or address to enter on the Invoice Information page.

If the PO is an Authority Order (AO), **enter** the Supplier number or name to match the invoice supplier. If the supplier number or name is not known, click the magnifying icon or the Advanced Supplier Search link. Use of this feature is explained in detail in the COR113 Regular Vouchers Manual.

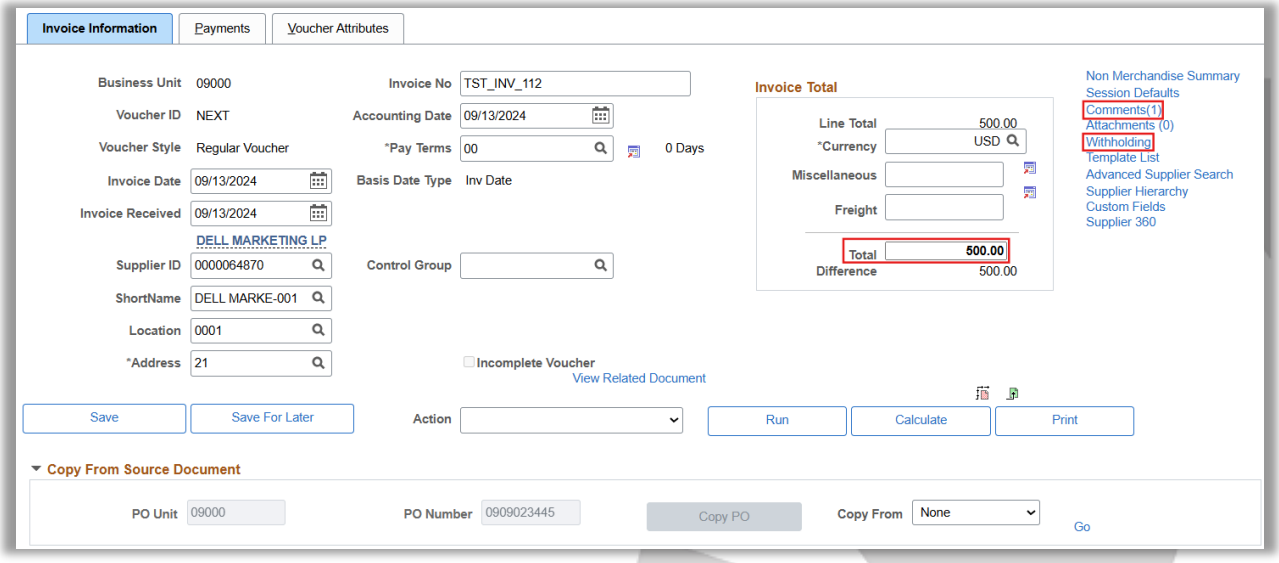
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**NOTE:** If the voucher posted, unpost the voucher to reactivate the Advanced Supplier Search link on the right of the page.

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- **OMES will not process a voucher with an AO supplier ID for payment**.
- Many of the accounts payable reports use the supplier from the Invoice Information page.
- The Withholding link will not activate on the Invoice Information page if the voucher should be associated with a supplier set up for 1099 withholding in the supplier file.
- If the PO is not an AO and the supplier name copied in does not match the invoice name, the payer should contact a supervisor or the CPO.

# Invoice Section




Invoice Number: **Enter** the number from the supplier's invoice on the Add page or directly on this page. The system edits for duplicate invoice numbers based on invoice number and supplier ID. A voucher with a duplicate invoice number can be saved in a recycled state; however, it will not continue to process until resolved.

Invoice Date: **Enter** the date on the supplier's invoice on the Add page or directly on this page. The date of the supplier's invoice is used to compute days outstanding.

Pay Terms: Copies from the PO. Currently the default rate should be zero days and should not be changed.

Total Dollar Amount: **Enter** the invoice amount after the PO/Receiver is copied. When this field is populated, the Total and Gross Amount on the Payments page will populate with the same amount.

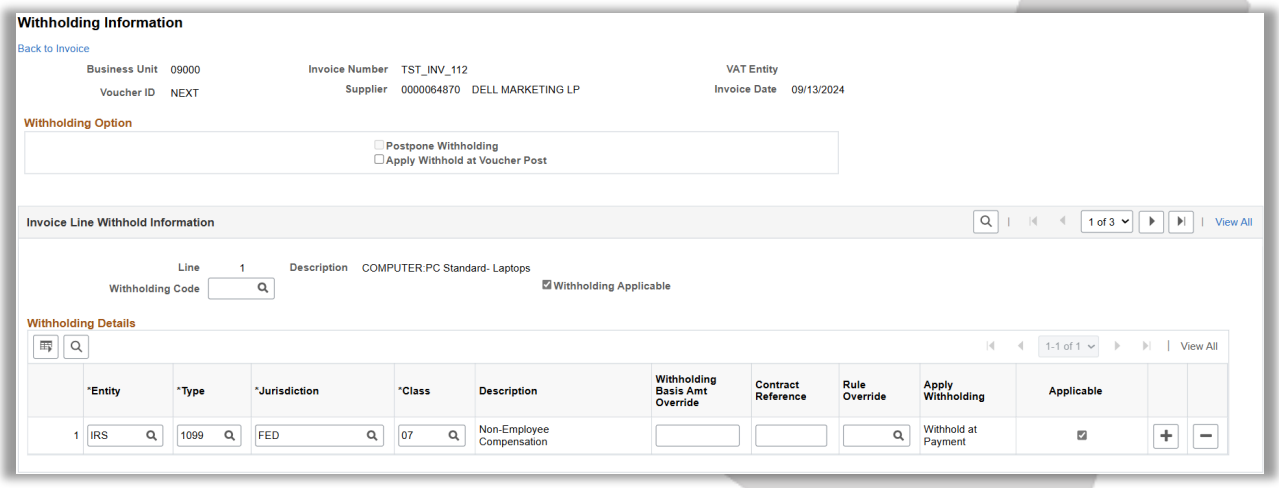
Comments: **Click** the Comments link to **enter** notes about the invoice. Comments are meant for your reference only and up to 254 characters can be entered. Comments print on the OMES Form 15A voucher jacket.

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

# Withholding Link

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

Withholding Applicable: Checkbox is on for each invoice line. **Select** the View All link to access multiple voucher lines. Clear the check box to disable withholding for the individual invoice line only if the voucher line is exempt from 1099 reporting. (Supervisors knowledgeable about 1099 reporting should approve the clearing of the Withholding Applicable checkbox.) After all changes have been completed, click the Back to Invoice link to return to the Invoice Information page.




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

**Invoice line is withhold applicable but withholding information not provided. (7030,347)**

**No withholding information has been entered for the voucher line that is marked as withholding.**

**Press CANCEL to go back and enter the withholding information.**
**Press OK to change all voucher line to non-withholding and save the voucher.**

- If the voucher is not 1099 applicable, clear the Withholding Applicable check box.

- If it should be a 1099 supplier, notify OMES to populate the location with the 1099 data with an OMES Vendor Payee Form. Populate the Entity, Type, Jurisdiction, and Class on the Withholding Information page and return to the Invoice Information page to continue processing the voucher.

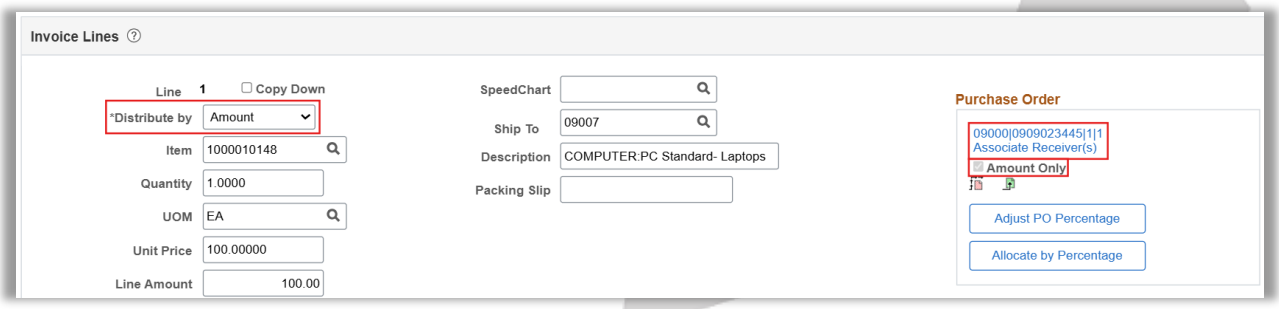
# Step 3 – Invoice and Distribution Lines

Invoice and distribution lines will default onto the Invoice Information page for each PO/Receipt line copied to the voucher. Changes to the line(s) may be necessary if the invoice differs from the PO or receiver.

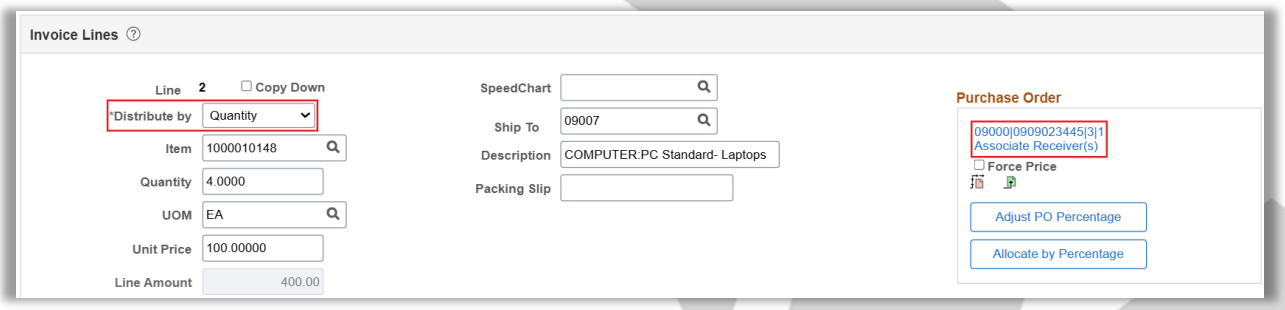
## Voucher Lines Copying from the PO

PO #0909023445, PO lines 1 and 3, were selected and copied onto the voucher in this example. Refer to page 26. No values were changed in the *Quantity Vouchered or Merchandise Amt* fields on the Copy Worksheet. The voucher lines copied as follows:

**Voucher Line 1 – Copied from PO Line 1**



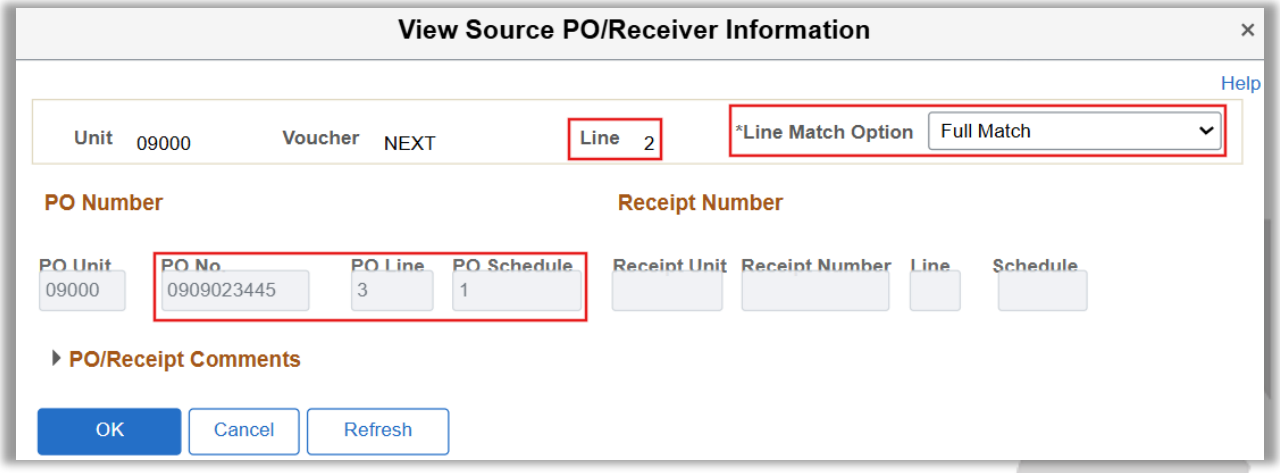

**Voucher Line 2 – Copied from PO Line 3**




Line: Voucher lines are numbered in sequential order and do not always correspond to the PO line numbers copied. In this example, voucher line 1 is linked to PO line 1 and voucher line 2 is linked to PO line 3.

Item and Description: The item number and description copy from the PO.

Purchase Order & Receiver Info: **Click** this link to access the PO information page to view information about the source purchase order and receiver.




# Distribute By – Amount

Distribute by: The Distribute By allocates the charges over the number of units (quantity) or the dollar amount in the line item.

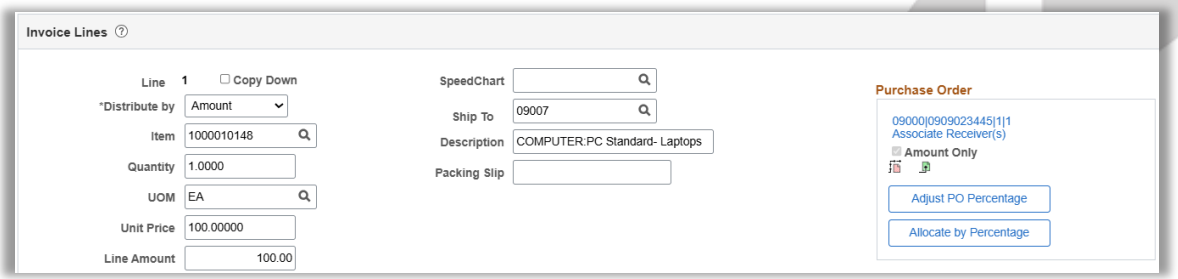
The Distribute by is determined by the CPO and copies from the PO.

- Distribute by on the source document (PO) determines how matching calculates. Payers can change the Distribute by on the voucher, but the matching rules apply based on the source document (PO).
- Changing the Distribute by option and entering incorrect values on the voucher line can result in the PO line matching before the quantity and/or amount is fully used. If the PO is distributed correctly, changing the Distribute by on the voucher should be the exception.

Distribute by Amount – The *Quantity*, *Unit Price*, and *Line Amounts* are activated. Since the Merchandise Amt was not changed on the Copy Worksheet, the Line Amount populated with the amount left to match. In the example, the amount left to match on voucher line 1 is $100.00.

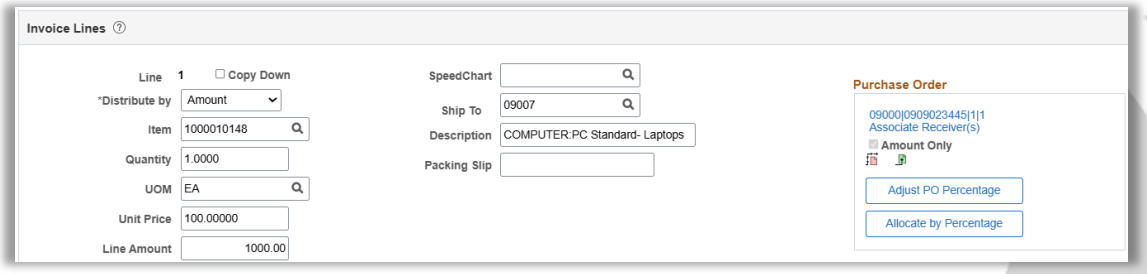
- **Enter** the Line Amount for the voucher line. Although the line dollar amount is not dependent on the quantity x unit price, an agency policy should be implemented to require that quantity x unit price equal the line amount to minimize the risk of matching the PO lines based on incorrect quantities and unit prices in the voucher.

**Voucher Line 1 – Merchandise Amt Not Changed on Copy Worksheet**



The *Merchandise Amount* field can be modified if the PO line is designated as amount-only on the Copy Worksheet. The amount entered populates the Unit Price and the Line Amount on the voucher line. Had the Merchandise Amt field been populated with $1000; the invoice line would have copied as follows:

**Voucher Line 1 – Merchandise Amt Changed on Copy Worksheet to $1000**

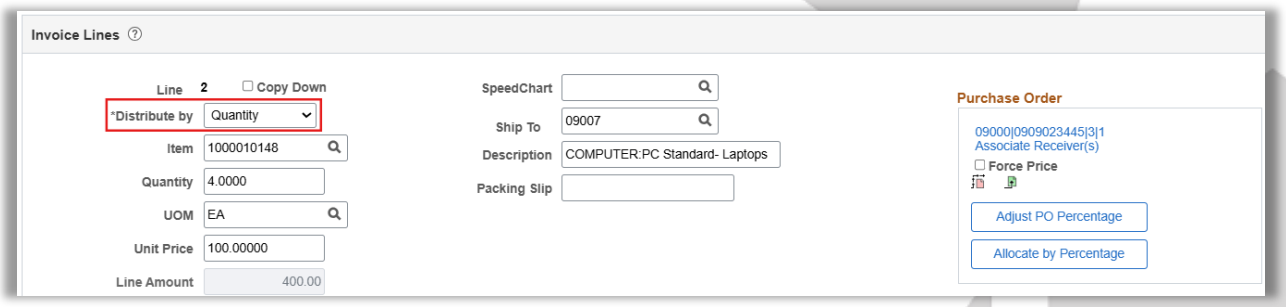



# Distribute by – Quantity (PO)

Distribute by Quantity – Quantity x Unit Price calculated the Line Amount on the voucher line. Since the Quantity Vouchered was not changed in the Copy Worksheet for PO line 3, the quantity populated with the quantity left to match. In the example, the quantity left to match on voucher line 2 is 4.

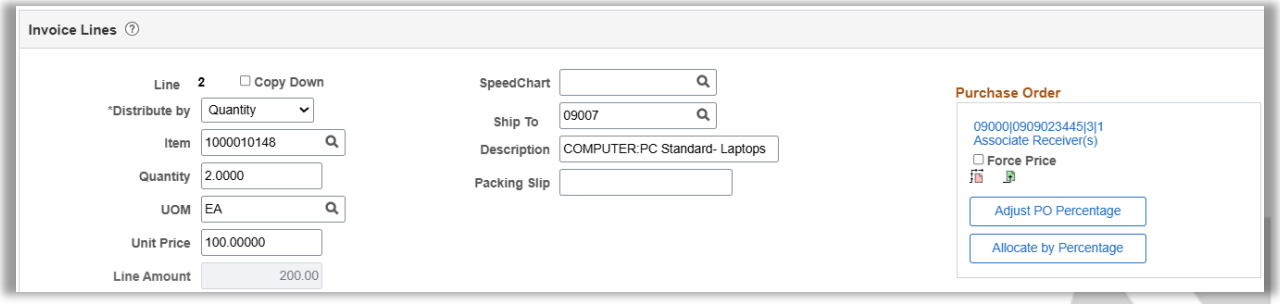
- **Enter** the *Quantity* on the voucher line to agree to the actual quantity on the invoice if it is less than the unmatched quantity. The *Unit Price* is activated and can be changed, but an agency policy should be implemented to require payers to notify their supervisors or CPO if the invoice price is higher than the PO unit price. *Line Amount* field is not activated.

**Voucher Line 2 – Quantity Not Changed on Copy Worksheet**




The *Quantity Vouchered* field can be modified on the Copy Worksheet. The value and the line amount (quantity x unit price) are carried forward to the voucher line. Had the *Quantity Vouchered* field been populated with 2, the invoice line would have copied as follows:

**Voucher Line 2 – Quantity Changed on Copy Worksheet**



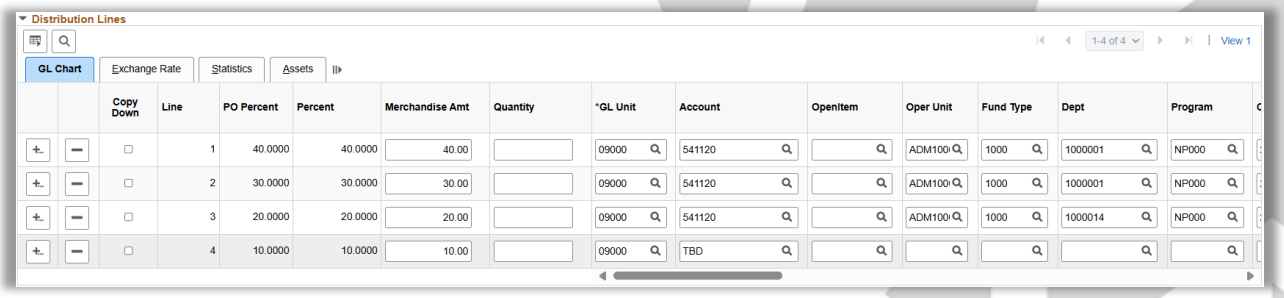

# Voucher Distribution Lines Copying from PO

**When a PO budget checks with a status of Valid, an allotment encumbrance is created for each PO distribution line with an expense account beginning with 5 or 601100 (AOs). PO vouchers are created, and each voucher distribution line is linked to a PO distribution line. When the voucher budget checks with a status of Valid, the encumbrance for each linked PO distribution line is reduced.**

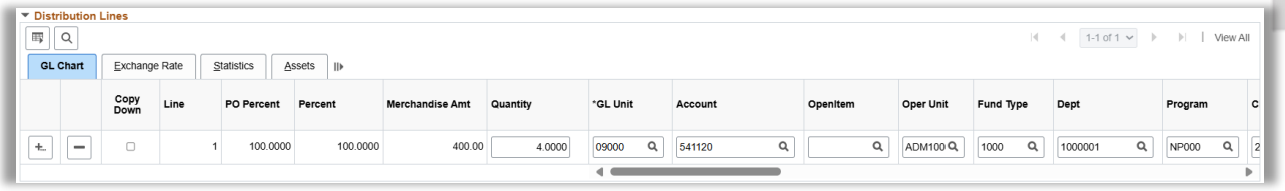
The Select PO Lines scroll area allows the user to select specific PO line(s) to copy onto the voucher, but it does not allow selection of specific PO distribution lines. Upon selecting a PO line with multiple distribution lines, **all distribution lines copy onto the voucher and the** View All **link in the Distribution Lines header bar must be activated**.

The PO lines and distribution lines in the example are associated with PO #0909023445, lines 1 and 3. No values were changed in the *Quantity Vouchered* or *Merchandise Amt* fields on the Copy Worksheet. The voucher lines and distribution lines copied as follows:

**Voucher Distribution Lines – Voucher Line 1 (distributed by amount)**




**Voucher Distribution Lines – Voucher Line 2 (distributed by quantity)**



Merchandise Amt: The amounts copying onto the voucher distribution lines depend on the PO Distribute by:

- Amount: **The original encumbrances copy to the voucher distribution lines. The values are not reduced by amounts that may have reduced the encumbrances on prior vouchers**.
- Quantity: The Quantity copied to the voucher x the Unit Price determines the amount. The Amount field is not activated.

---

**NOTE:** The sum of the voucher distribution lines does not equal the *Line Amount* (amount left to match).

---

Quantity: Quantities populate in the quantity field when the PO is distributed by quantity.

The account and chartfield combination copy from the PO onto each voucher distribution line and includes the following values:

*Account Number* – Valid expenditure accounts begin with 5.

- PO account codes beginning with 5 are not always correct. An incorrect account code can be overridden on the voucher.
- **TBD PO distribution lines do not budget check against the allotment budget. Although they copy from the PO onto the voucher, they must not be used on the voucher. If a voucher with a TBD account has been created against a PO and has posted, the TBD account cannot be changed on the PO at any time in the future. Additionally, if a TBD account has been overwritten on the voucher distribution line after it has been copied from the PO, the voucher distribution line will budget check as a direct expenditure and will not liquidate an encumbrance. OMES will delete vouchers with TBD account codes or overwritten TBD accounts**.
- The AO account code of **601100** should be changed to the proper account on the voucher. **OMES will NOT process a voucher with a 601100 account code for payment**.

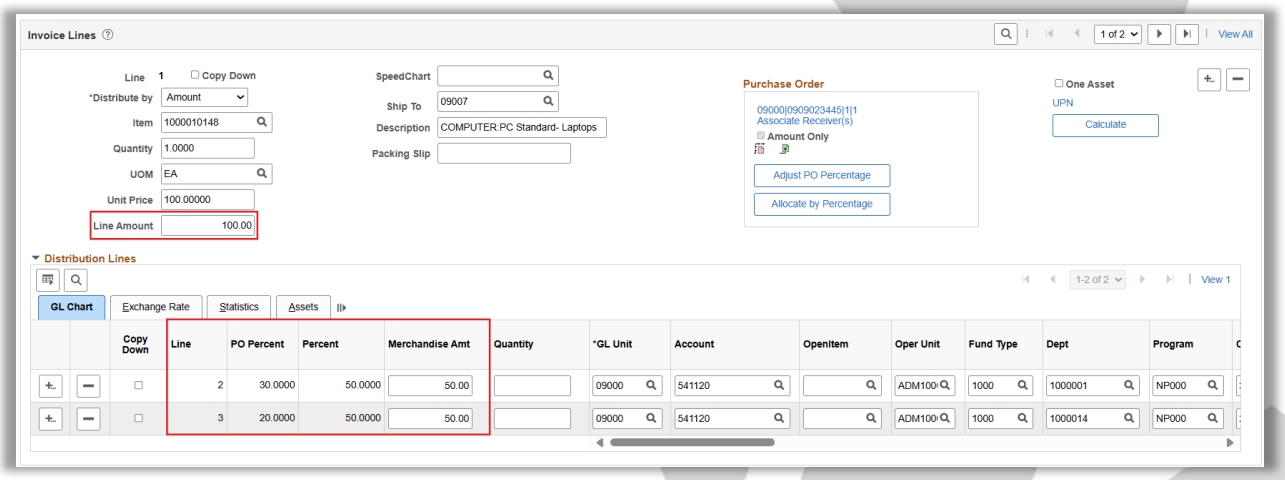
*Sub Account* – Last two digits of the old object code. The field is optional.
*Fund Type* – The ACFR fund type being charged.
*Class Funding* – State fund charged. The class number must be five digits.
*Dept* – Department being charged. The department number must be seven digits.
*Bud Ref* – Budget year that the expenditure is being budget checked against.
*CFDA* – The Catalog of Federal Assistance number used for federal funds. CFDA number can be populated by procurement or accounts payable.
*Operating Unit* – An agency defined field. OMES must approve use of operating unit.
*Budget Date*: Defaults with the date the voucher is created. **DO NOT CHANGE**.

Add or delete voucher distribution lines if necessary.

- **Delete** voucher distribution line that will not be used, including lines with lapsed budgets or TBD accounts. If the TBD account is the correct distribution line, request the CPO change the PO before creating the PO voucher.
- **Click** the **plus** button (left of the voucher distribution line) to insert a voucher distribution line copied from a PO. The inserted distribution line will be linked to the same PO distribution line as the distribution line copied from the PO.

**NOTE:** Voucher distribution lines with zero amounts are deleted upon saving the voucher.

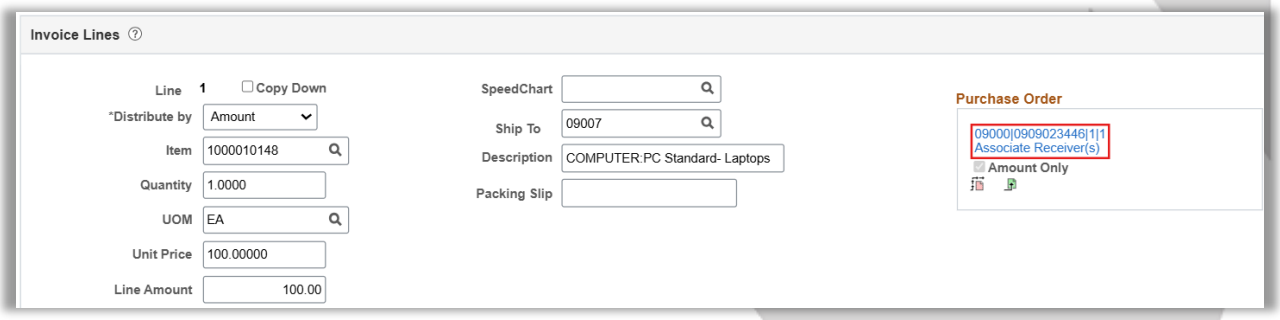
If necessary, change the Merchandise Amt or Quantity in the invoice line ensuring that the Merchandise Amount for the lines totals to the *Line Amount*. **Select** the correct distribution line(s) and **enter** the correct quantities and amounts. The sum of the distribution line amount(s) must equal the invoice line amount. In the example, PO line 1, distribution lines 2, and 3, were selected to pay the invoice. Line 1 and the TBD distribution line were deleted.



# Voucher Lines Copying from the Receipt

PO #0909023446, receipt 0000002296, was selected and copied onto the voucher in this example. Refer to page 33. No values were changed in the *Quantity* field on the Copy Worksheet.

***Voucher Line 1 – Copied from Receipt Line 1***




Line: Voucher lines are numbered in sequential order and do not always correspond to the receipt line numbers copied.

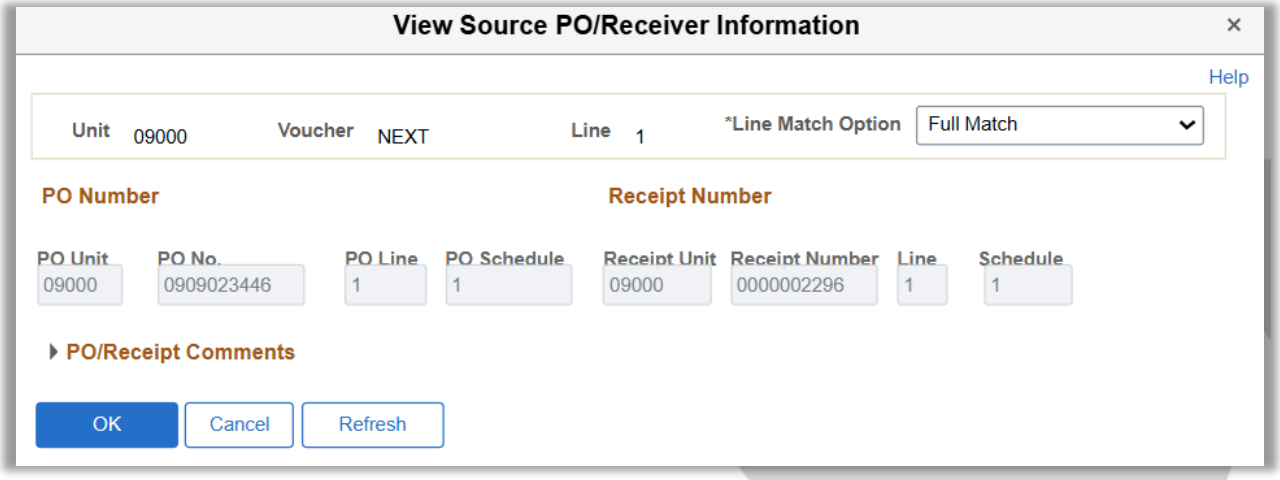
Purchase Order & Receiver Info: **Click** the **PO link** to access the PO/Receiver information page to view information about the source purchase order and receiver. **Click** the **Associate Receiver** link to view Associate Receiver information.

Item and Description: The item number and description copy from the PO.

Distribute by: The *Distribute by* allocates the charges over the number of units (quantity) or the dollar amount in the line item. It copies from the PO. If the receiver is correct, changing the *Distribute by* on the voucher should be the exception.

- *Distribute by Amount* – The *Quantity*, *Unit Price*, and *Line Amounts* are activated. Although the line dollar amount is not dependent on the quantity x unit price, the line amount calculated properly because the item was received. Agree the voucher line amount(s) to the supplier invoice line amount(s).
- *Distribute by Quantity* – The *Line Amount* on the voucher line is calculated based on the quantity and unit price and is not activated. Agree the voucher line amount(s) to the supplier invoice line amount(s).

# Source PO/Receiver Information

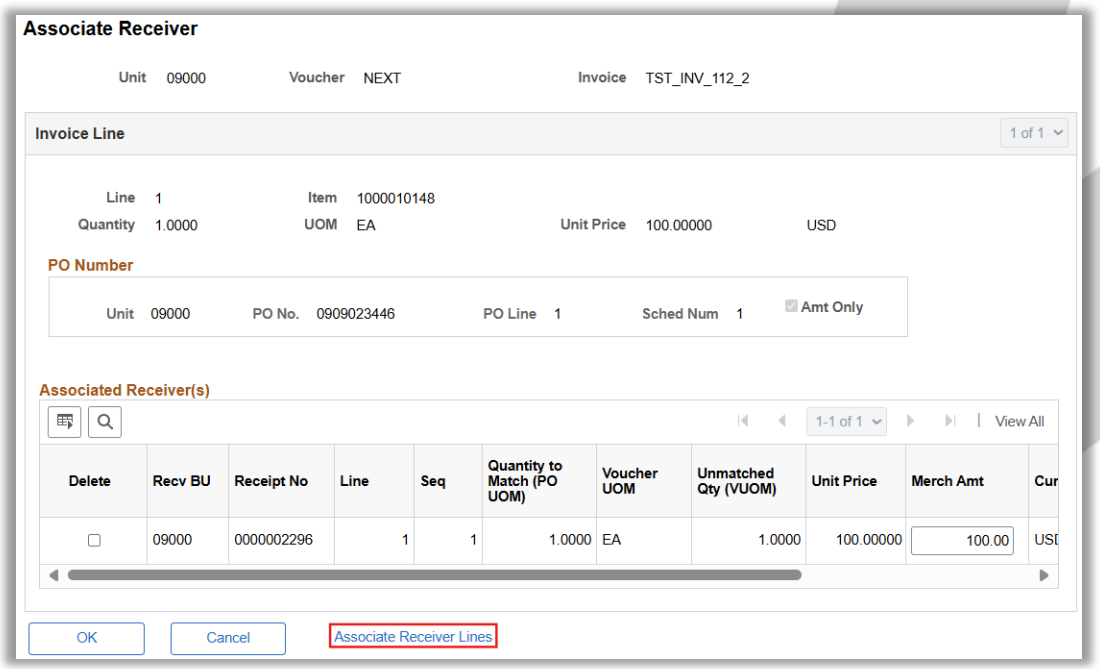



Line Match Option:

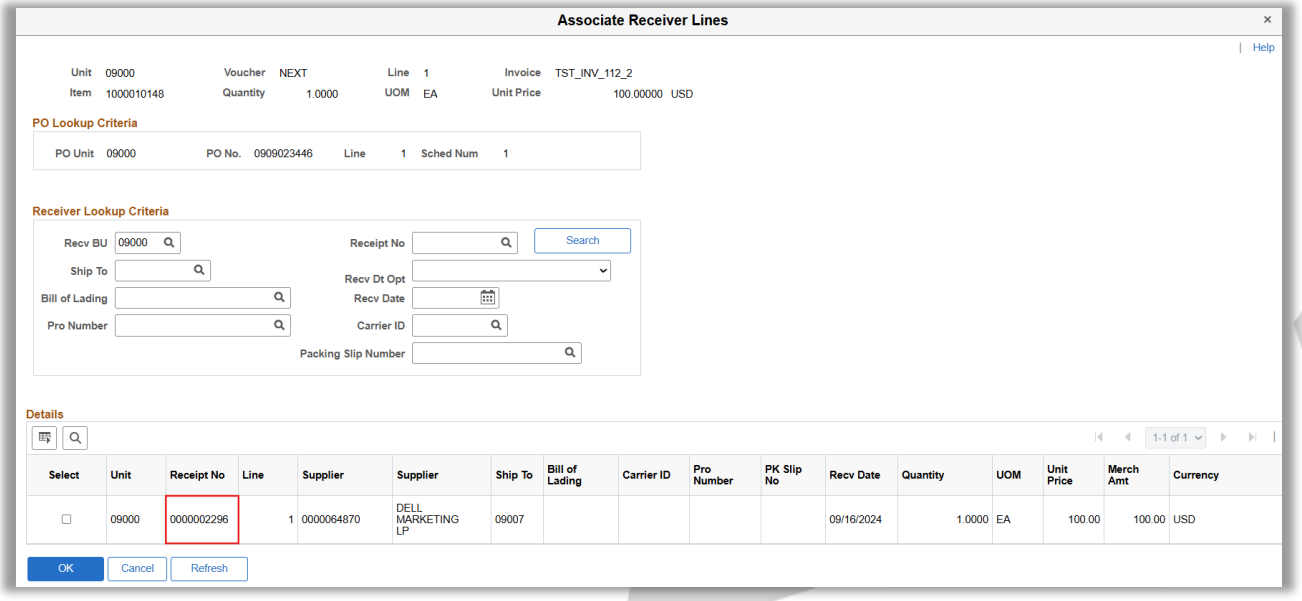
*Full Match:* Requires matching.
*No Match:* Does not require matching.

# Associate Receivers

**Associate Receiver(s)** link: Allows access to the Associate Receiver Lines page, where receivers can be manually associated to the voucher line(s) for matching. This may be necessary if the Copy PO Only option was selected rather than PO Receipt option but the PO requires receiving.



The **Associate Receiver Lines** link provides search functions to display all receivers related to the PO schedule line specified on the voucher line. **Select** the receiver(s) to associate it (them) with the voucher line for matching.

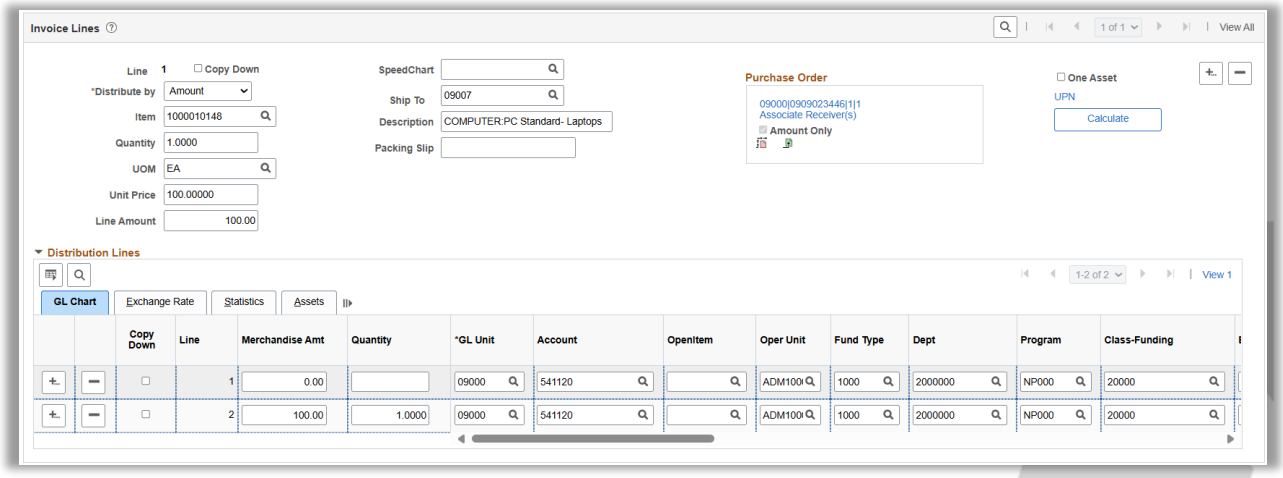



# Voucher Distribution Lines Copying from Receipt

The Select Receipt Lines scroll area allows the user to select specific receipt line(s) to copy onto the voucher, but it does not allow selection of specific distribution lines. However, the designated receiver can select one of three options to allocate quantities or amounts among multiple distributions.

- FIFO (First-in-First-out): PO quantities or amounts are allocated to the distribution lines in the order in which they are added to the PO schedule. This is the default receipt allocation type.
- *Prorate*: PO quantities or amounts are allocated by calculating the percentage of received quantity or amount to the total PO line quantity. The received quantity or amount is then allocated to each distribution line using that percentage. This is for non-inventory items only.
- *Specify*: Allocations are allocated by the user manually entering the receipt quantity or amount at the distribution level when receiving PO schedules with multiple distributions. This enables the specific allocation of the receipt quantity or amount by open PO distribution quantity or amount.

The PO lines and distribution lines in the example are associated with PO #0909023446, receipt #0000002296. Refer to the previous page to review the value in the Merchandise Amt fields on the Copy Worksheet.




Merchandise Amount: The receipt was allocated based on the FIFO (default) method. The $0.00 copying onto voucher distribution line 1 signifies that prior receipts fulfilled the amount on PO distribution line 1. The amount copying onto voucher distribution line 2 may be for the correct distribution or it may need to be recorded to voucher distribution line 1 or be allocated to distribution lines 1 and 2. Accounts payable must verify that the expenditure is recorded to the correct distribution(s).

Quantity: Quantities populate in the quantity field when the PO is distributed by quantity and are also allocated among the distribution lines based on the method selected to allocate quantities among multiple distributions.
Account: The account and chartfield combination copy from the PO onto each voucher distribution line. Refer to page 43 for a description of the values. TBD distribution lines can copy onto the vouchers from a PO that is received.

CFDA: Catalog of Federal Assistance number can be populated by procurement or accounts payable.

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

Add or delete voucher distribution lines, if necessary.

- **Delete** voucher distribution line that will not be used, including lines with lapsed budgets or TBD accounts. If the TBD account is the correct distribution line, request the CPO change the PO before creating the PO voucher.
- **Click** the **plus** button (left of the voucher distribution line) to insert a voucher distribution line copied from a PO. The inserted distribution line will be linked to the same PO distribution line as the distribution line copied from the PO.

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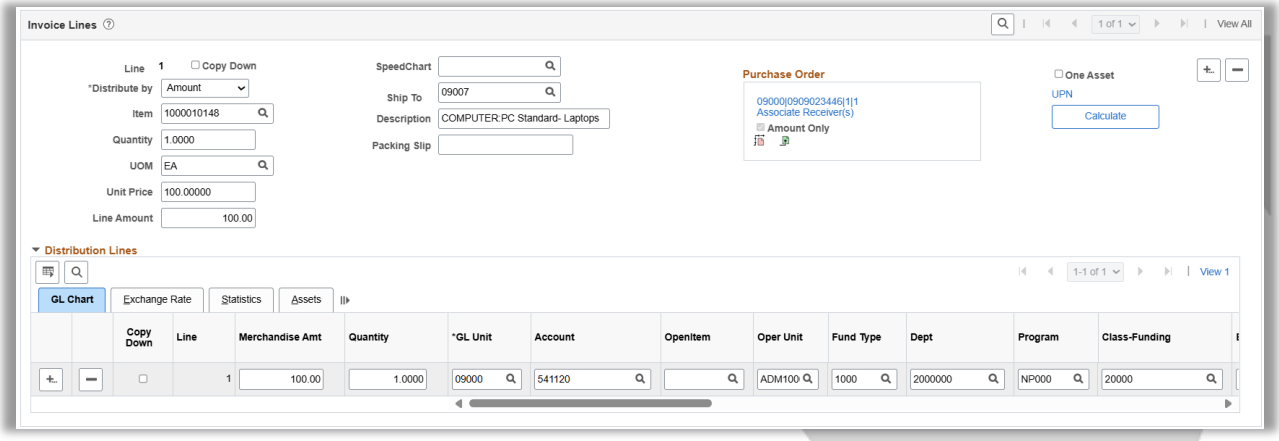
**NOTE:** Voucher distribution lines with zero amounts are deleted upon saving the voucher.

---

If necessary, change the quantity and/or unit price in the invoice line ensuring that the *Quantity* x the Unit Price equals the *Line Amount*.

**Select** the correct distribution line(s) and **enter** the correct quantities and amounts.

- The sum of the distribution line amount(s) must equal the invoice line amount.
- In this example, the voucher was saved after verifying the distribution line selected was correct. The system deleted the zero voucher distribution line.




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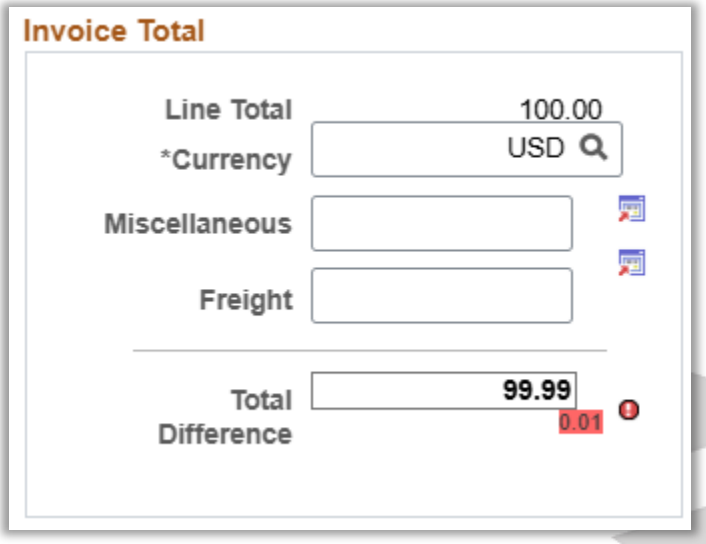
**NOTE:** Multiple PO and/or receipt lines may be copied onto a single voucher as long as they have the same Supplier ID, Location, and Address.

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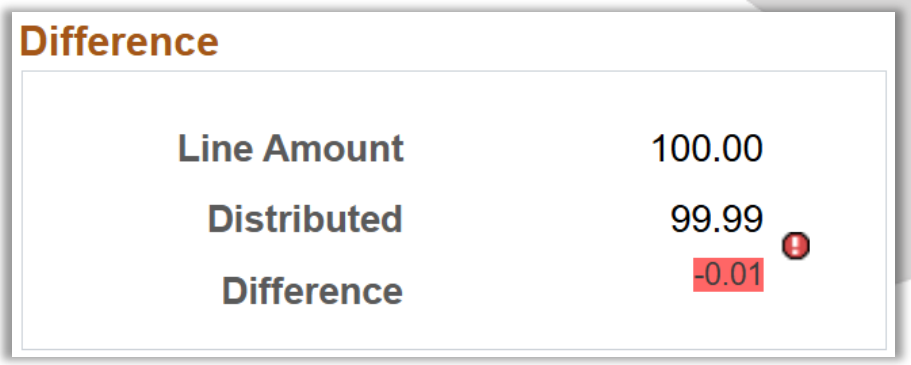
# Step 4 – Voucher Balancing

**Click** the **Calculate** button, located at the header or line level, after confirming the invoice information and entering the invoice line(s) and distribution line(s), to perform on-demand balancing calculations to check if the voucher is in or out of balance. Out of balance information is highlighted in red in three areas of the voucher:

1. Header level – Balances header amount against the voucher line amounts.




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



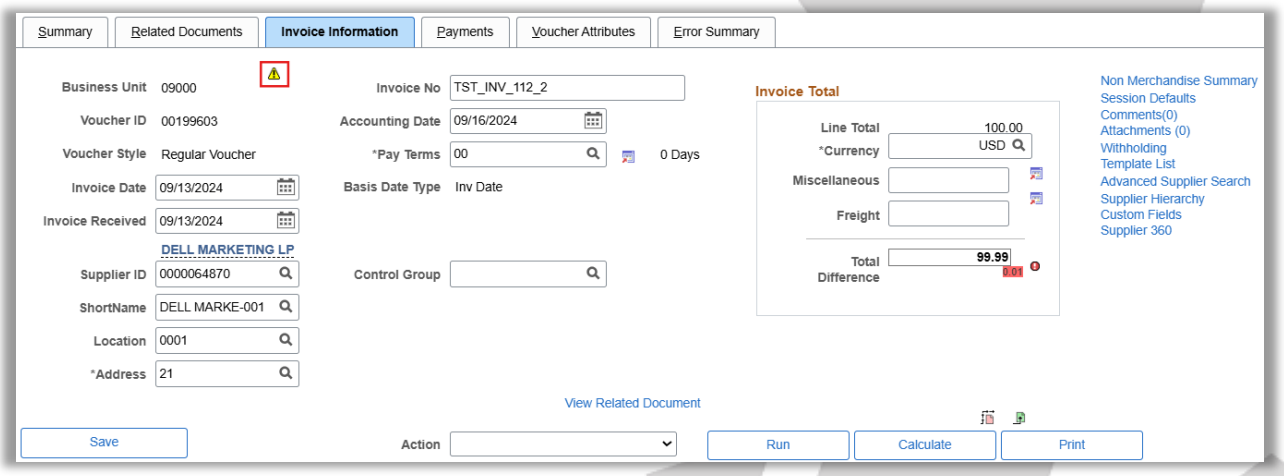

When the voucher is in balance, the system displays an amount of 0.00 in the Difference fields located at the header level and the line level.

# Step 5 – Voucher Validation

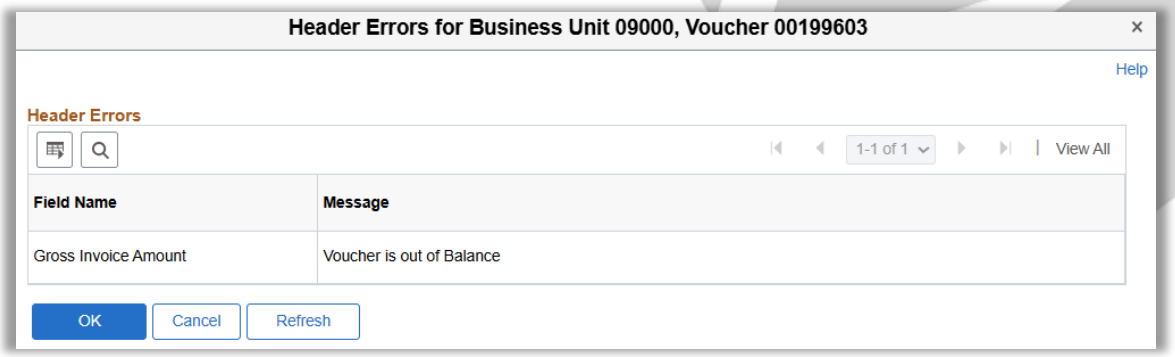
**Click** the **Save** button to save the voucher. The system will perform validation checks to ensure that fields are completed correctly. Some of the validations that occur are:

- Duplicate invoice checking
- Verifying the existence of a supplier ID
- Verifying the existence of an invoice date and invoice ID
- Validating accounting distribution field values and combinations
- Balancing header amount against lines amounts
- Balancing voucher line amounts against distribution line amounts

If the voucher passes validation, a voucher number is assigned in numeric sequence. Certain errors (e.g., duplicate invoice, voucher out of balance) prompt a warning message but allow the user to save the voucher. A voucher ID is assigned but the Go to Review Errors icon displays to indicate it is in recycle status. The icon appears in the header section on the Invoice Information page in this example because the error is at the header level.




**Click** the Go to Review Errors icon to view the description of the Voucher error.



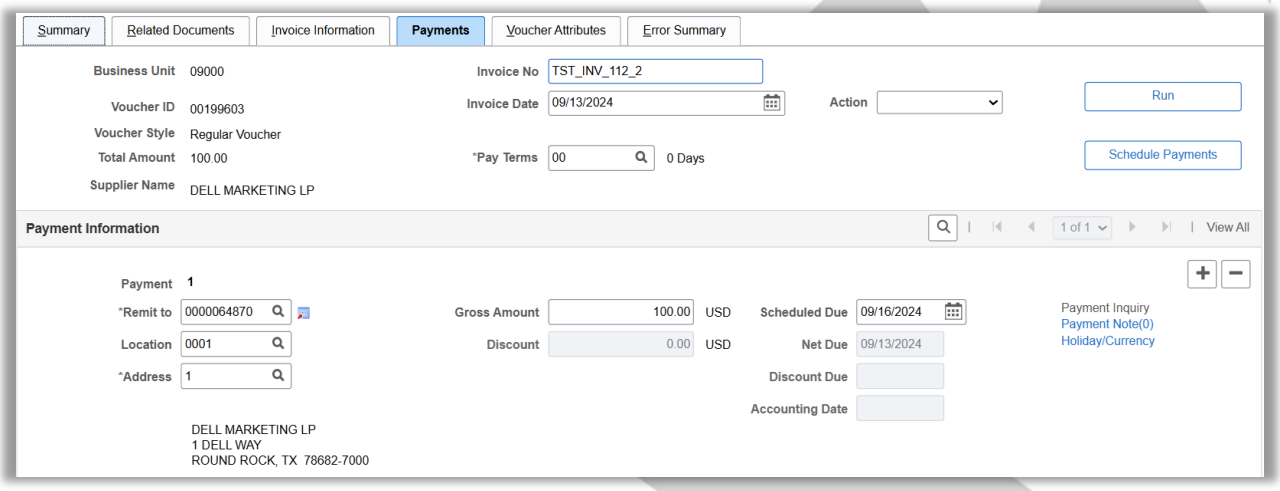
**NOTE:** Vouchers in recycle status are held from further processing until the voucher is corrected. To find vouchers with errors, **enter** Recycle in the Entry status field on the Add and Search page.

# Step 6 – Edit Payment Information

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

## Payment Information

Review the Payment Information.




Supplier: The Supplier Name and address copied from the PO/Receiver defaults into the Payments page, including the Remit To supplier fields, when the voucher is saved.

Remit to: Ensure the remit address on the voucher matches the remit address on the invoice. Click the magnifying glass next to the Location field to select the correct address or submit an OMES Vendor Payee Form to have the correct address added. Assigned payments should have supporting documentation accompanying the voucher.

Alternate Name: If the Remit To location chosen has an alternate name, e.g., DBA, populated in the supplier file, the alternate name will display in the Alternate Name Icon to the right of the Remit To field. The alternate name will be the payee on the warrant.

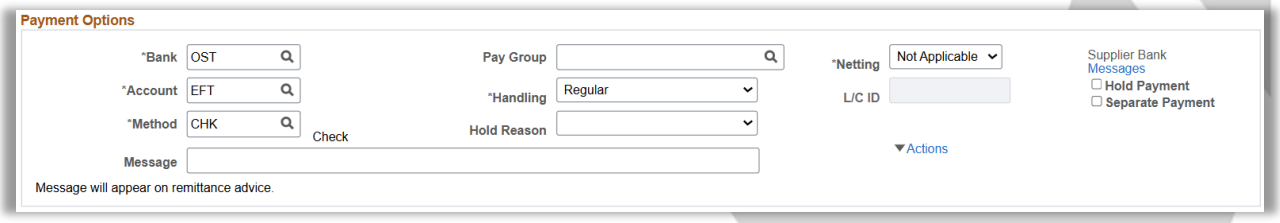
Total and Gross Amount: The invoice total populates the Totals and Gross Amount when the voucher is saved. If the total on the Invoice Information page is changed after the voucher is saved, change the Gross Amount on the Payment page. The voucher cannot be saved until the Gross Amount agrees to the Total Amount.

Multiple payees can be added or deleted by clicking the **plus** or **minus** icon. A new row is required for each payee or for each payment if partial payments are made. The sum of the Gross Payments for each payee must agree to the Total.

Schedule Due: Calculates from the Pay terms and determines when to pay the schedule payment. If partial payments are made, ensure the Schedule Due dates are correct. The Pay Cycle selects vouchers with a Schedule Due date within the last ninety days. If a voucher ages past 90 days, change the Scheduled Due field to the current date before submitting it to OMES for payment.

# Payment Method

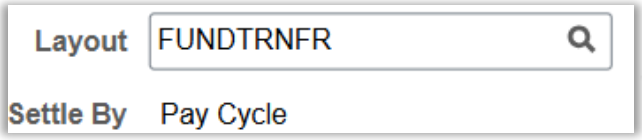
Review the Payment Method fields.




Bank: OST for all payments except Express Checks.

Account: If the method is CHK, it defaults as OST (for paper check) or EFT (for electronic funds transfer). If the method is WIR, it defaults as "AGY0," which consist of the first three digits of the agency number followed by a zero. The WIR is used for interagency payments only. If the class funding on the voucher is 7XXX exclusively, populate the Account with 7REG.

Methods: CHK (OST creates paper check or sends an electronic funds transfer), MAN (agency writes 700 fund check and interfaces record to OMES) and WIR (interagency payment). A **Layout** link displays when the method of **WIR** defaults from the supplier file for the location selected. The Layout field value also defaults from the supplier file.



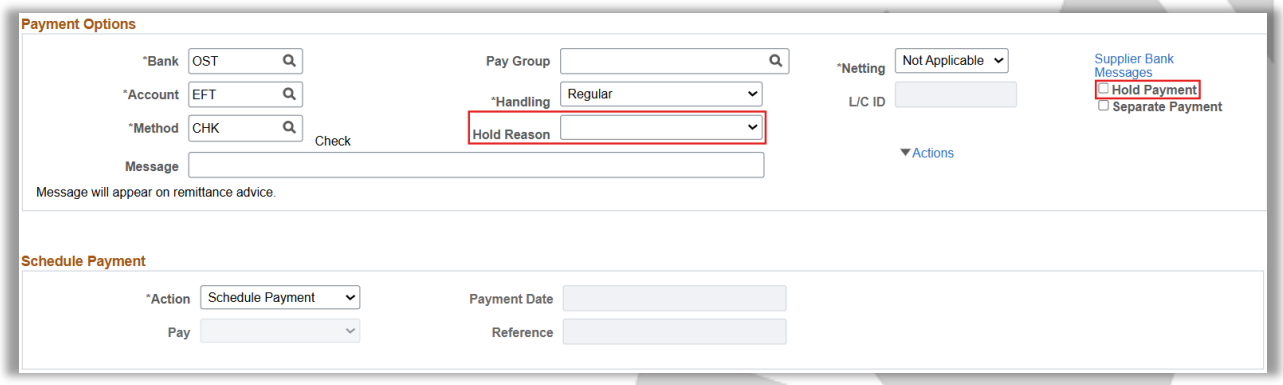

Pay Group: Used as part of the Pay Cycle payment selection criteria.

- After all internal agency approvals are obtained and a voucher has been budget checked and posted, assign a pay group for the day of the week the voucher is released to OMES. (The day selected has no bearing as to when OMES selects the vouchers for payment.) Add the pay group only when the voucher is ready to pay.
- For rush claims, notify OMES Transaction Processing to obtain approval for priority handling and **enter** a pay group from a day of the week. *Do not enter* the pay group SP (Special) as only OMES can assign it.
- If a voucher is submitted without a pay group, a warrant will not print and the voucher will be returned to the agency.
- If an unpaid voucher is returned to the agency as a result of an audit finding, OMES removes the pay group.

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

Message: **Enter** a payment message of up to 70 characters to print on the remittance advice. This field grays out after the warrant is created.

# Schedule Payment and Payment Options




# Schedule Payment

Action: Schedule (OST issues warrant or EFT), Record (agency issues warrant), Cancelled (cancelled by request), and Escheated (cancelled by statute).

Payment Date: Date the warrant is issued.

Reference: Populates with the nine digit warrant number when the voucher is paid.

# Payment Options

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

---

**NOTE:** The Hold Payment does not exclude the voucher from budget checking and reducing the allotment and cash budgets.

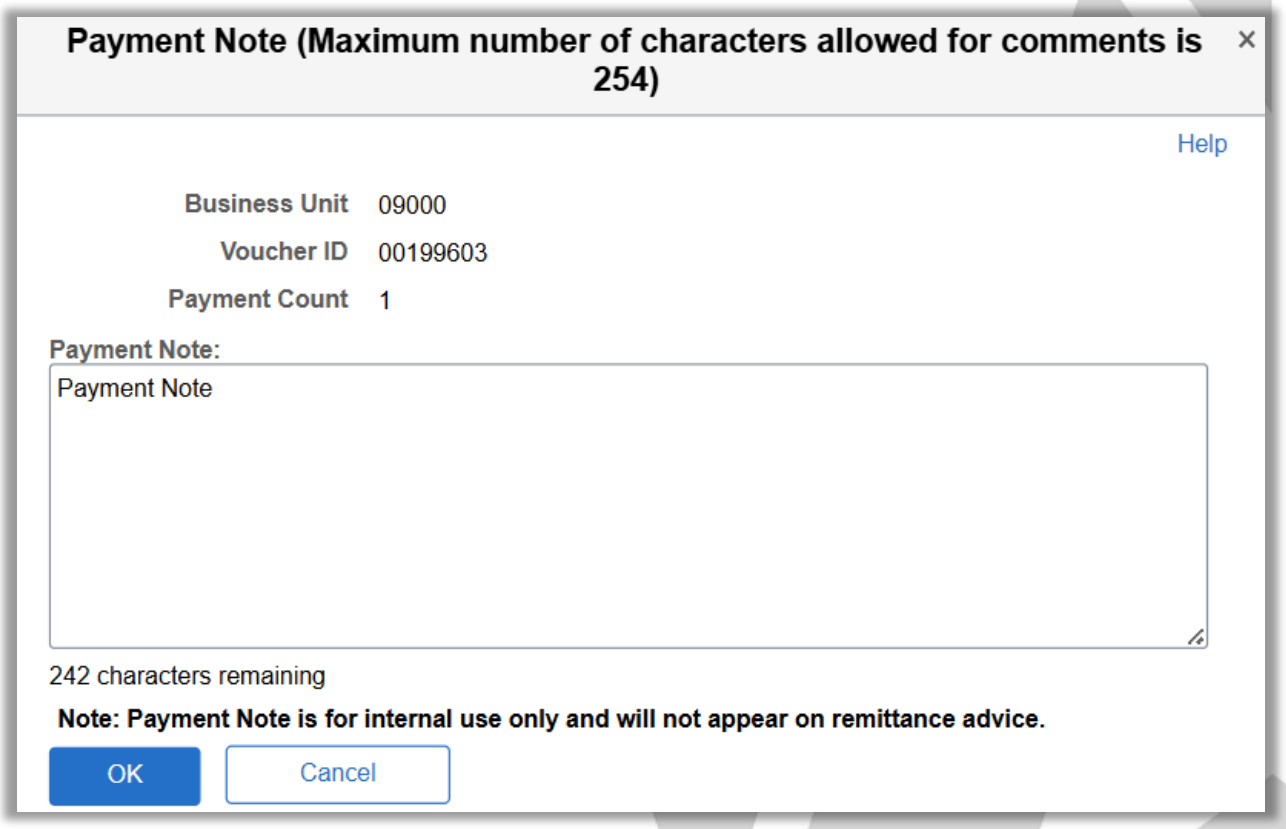
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Separate Payment: **Select** the check box if the voucher must pay on a separate warrant. If the check box is not checked, vouchers processed for payment on the same day will be combined by BU, supplier number, and supplier location into a single payment.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

Payment Inquiry Link: Activates when the warrant number is assigned and allows access to the Payment Inquiry Page to view payment information. See the COR118 AP Inquiry and Reporting Manual for additional information.

# Payment Note

Payment Notes: **Enter** notes that are meaningful for internal use.




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**NOTE:** OMES uses the Payment Note field to record a replacement warrant number and the date if the original warrant is replaced. This information prints on the 36 Month Statutory Cancellation Report. See the COR118 AP Inquiry and Reporting Manual for information about this report.

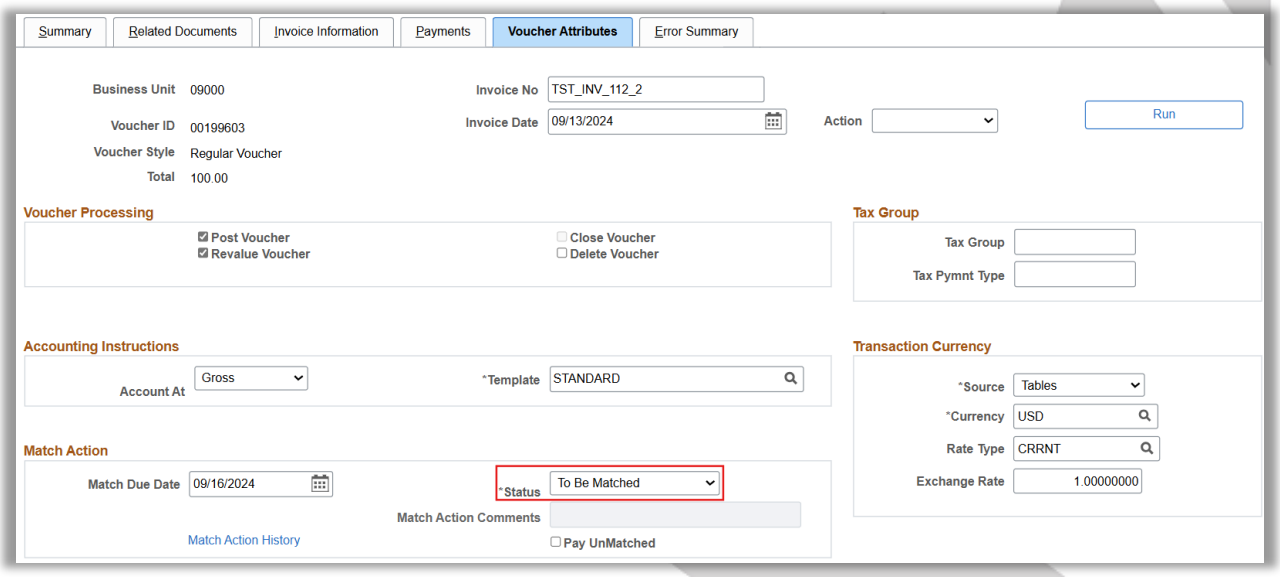
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# Step 7 – Voucher Attributes

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

## Voucher Attributes Page

The Voucher Attributes page displays the current matching status of the voucher. No match action is performed on this page.




To Be Matched: Marks the voucher as ready for matching after copying the PO or receipt onto the voucher.

Not Applicable: Indicates that the PO copied onto the voucher has a No Match Status. The action should be No Match only if it was copied from an AO PO.

Match Exceptions Exist: The voucher failed the matching process.

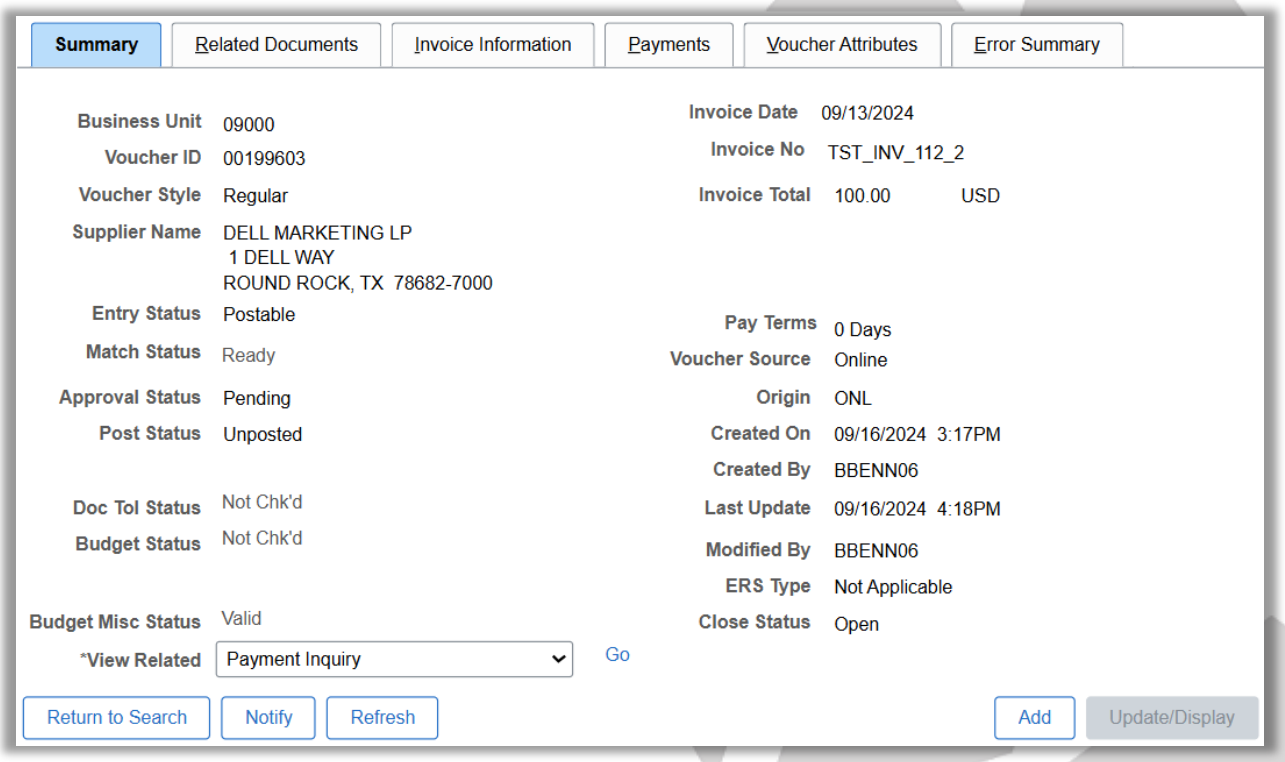
Matched: Indicates that the voucher has successfully passed the matching process.

# Step 8 – Viewing Voucher Summary Page

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

## Voucher Summary Tab

Vouchers go through several stages from initial entry to payment to posting. Payables tracks these stages using a variety of statuses that relate to various actions and processes that can be run on a voucher. Many of these statuses are viewed on the Voucher Summary page.



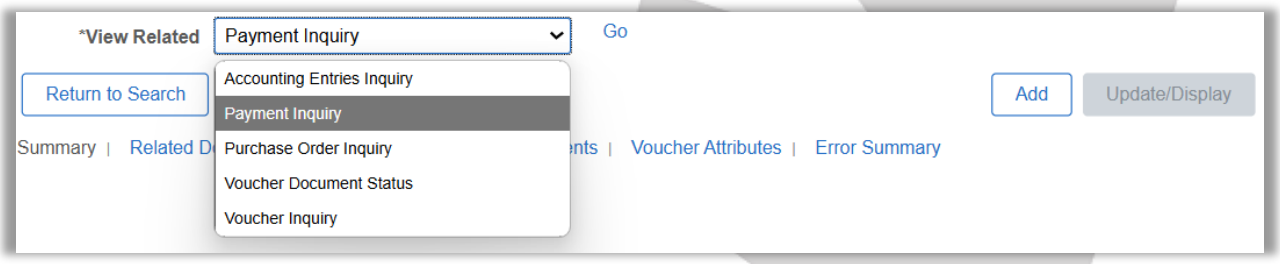

View important voucher information, summarized from the other three primary pages, such as voucher header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date the voucher was last updated. The following information corresponds to the areas on the Voucher Summary tab.

Statuses:

- Entry Status: Displays the phase of the voucher's processing. Values include Recycle, Approved, Open, and Postable.
- Match Status: Displays the current match status of the voucher. Values include Ready, No Match, Exceptions, and Matched. Refer to the Matching chapter.
- Post Status: The posting process creates accounting entries from vouchers. Values include Posted and Unposted.
- Document Tolerance: Displays the current document tolerance status of the voucher. Values include Valid, Not Checked, and Exceptions. Refer to the Document Tolerance chapter.
- Budget Status: Vouchers budget check against cash and allotment budgets. Values include Not Checked, Valid, Exceptions. Refer to the Budget Checking chapter for information to handle exceptions.

Voucher Entry Information.

The View Related box allows users to **select** from the following values and **click** the **Go** link to view related invoice information. The inquiry pages are opened in a separate window.




- Accounting Entries Inquiry: **Select** to access the Accounting Entries Inquiry page and view accounting entries for posted vouchers. If a voucher has not yet been posted, the page does not display accounting entries. The COR118 AP Inquiry and Reporting Manual has a chapter on this page.
- Payment Inquiry: **Select** to access the Payment Inquiry and search for related payments. The COR118 AP Inquiry and Reporting Manual has a chapter on this page.
- Purchase Order Inquiry: **Select** to access the Purchase Order Inquiry page and search for related purchase orders. The COR112 PO Voucher Manual has chapter on this page.
- Voucher Inquiry: **Select** to access the Voucher Inquiry page and search for related vouchers. The COR118 AP Inquiry and Reporting Manual has a chapter on this page.

# Step 9 - Viewing Voucher Errors

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

## Error Summary Page

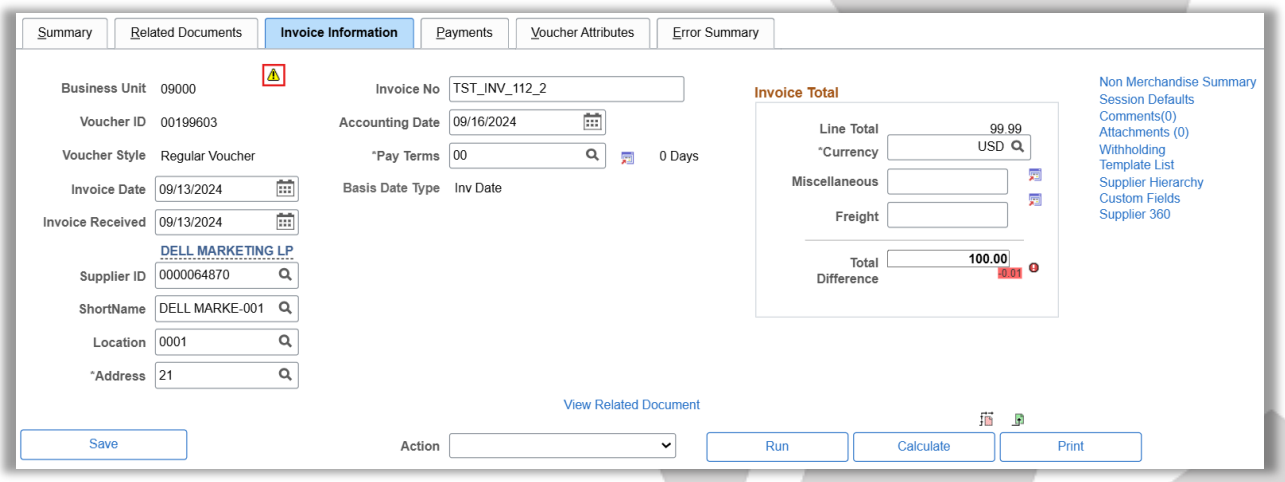
Payables lists duplicate invoices, out of balance, and combination edit errors for vouchers on the Error Summary page. The Go to Review Errors icon displays in the following locations:

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

---

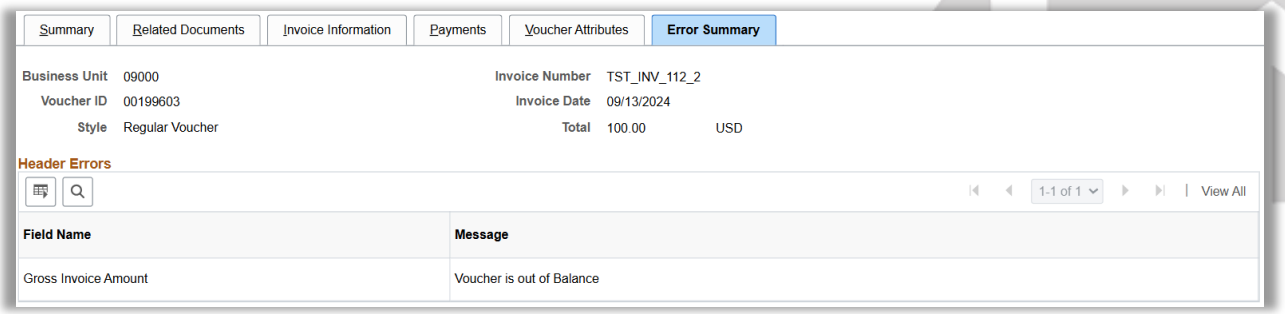
**NOTE:** The example is a balancing error. The line amount and total amount are not populated correctly.

---




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

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

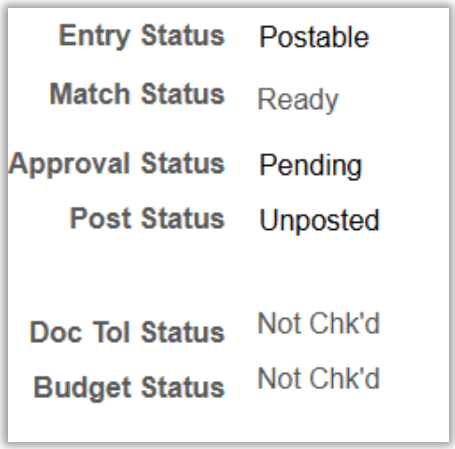


# Step 10 – On-Demand Processes

***Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Invoice Information Action***

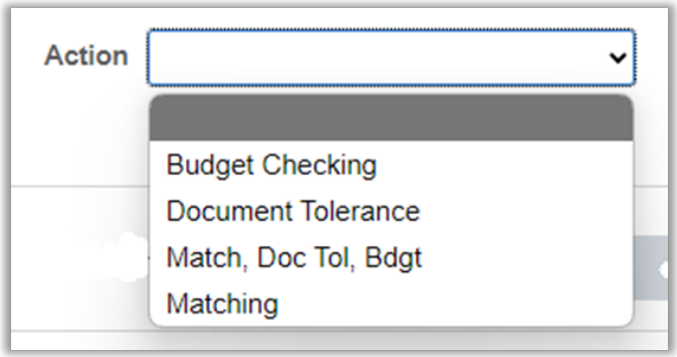
## On-Demand Processes

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




OMES runs batch processes nightly to match, check document tolerance, budget check, and post vouchers. However, there are occasions to run matching, document tolerance, and budget checking for a particular voucher in real time, e.g., rush payment, P-Card voucher(s). If it is **necessary** to run these processes for a voucher the same day the voucher is created, take the following steps:

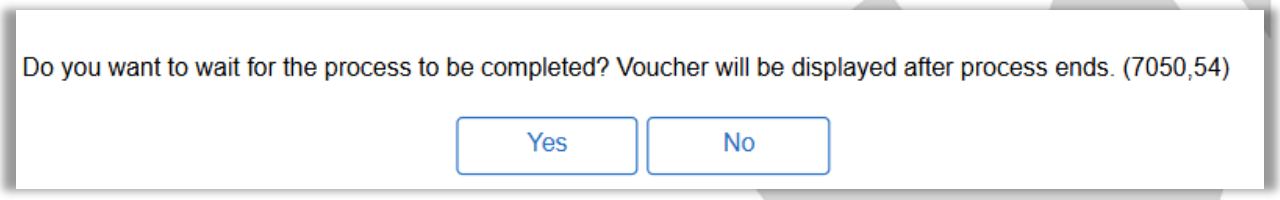
- Use the Voucher Summary page to ensure the voucher has been saved and edited with the approval status Approved and entry status *Postable*.
- If the voucher requires matching, super users can run *Match*, *Doc Tol*, *Bdgt* directly from the Invoice Information page using the Action field.
- If the voucher does not require matching, users can run *Document Tolerance* first, and then *Budget Checking* directly from the Invoice Information page using the Action field.



**NOTE:** On Demand processes require significant system resources and should only be used when necessary.

**NOTE:** Vouchers must have a Match Status of No Match or Matched and a Document Tolerance Status of Valid before they will budget check.

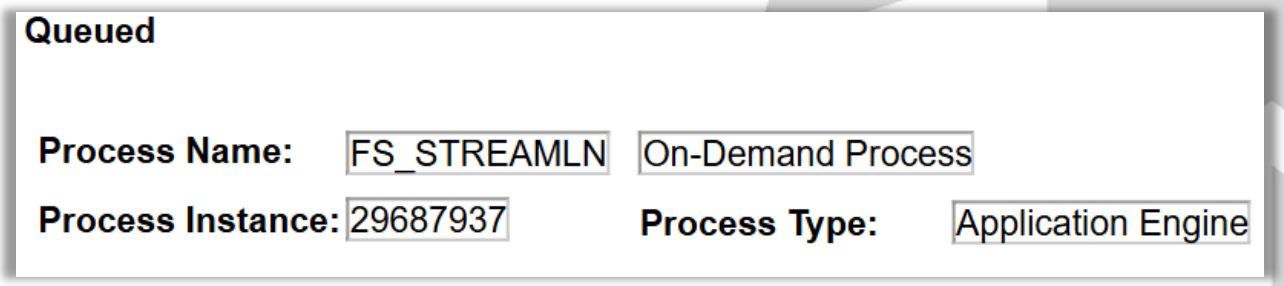
After initiating any of on-demand processes, the following message displays:




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

A separate window opens displaying the process name and instance. The status will advance from Queued, to Processing, to Success, or Success with Warnings. When the process is complete, click the Refresh icon to view the updated budget status on the Voucher Summary page.

If the refresh icon is clicked before the on-demand process is complete, a message displays noting the voucher is in a payables batch. Viewing the updated statuses will require exiting the voucher and searching on the voucher ID to view the Voucher Summary page after the on-demand process is complete.



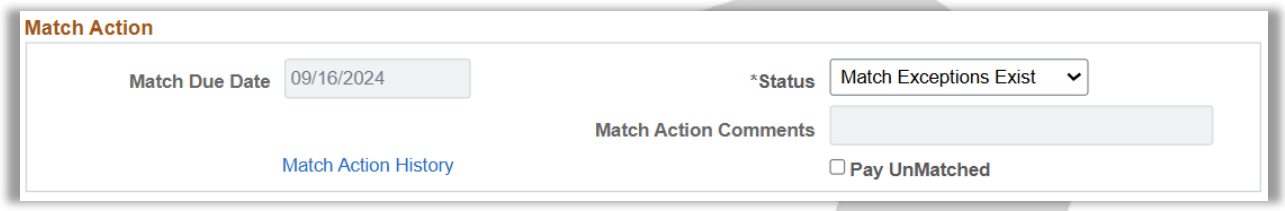
# Matching

Matching compares vouchers with POs and receipts to ensure the correct supplier is paid and that the payments do not exceed the quantities and amounts on the PO lines and schedules. Matching should be enabled on all POs with the exception of Authority Orders. Matching compares the following and asks the questions:

- 2-way matching – The invoice is compared to the PO. Was the product ordered?
- 3-way matching – The invoice is compared to the PO and the receiver. Was the product ordered and received?
- 4-way matching – The invoice is compared to the PO, the receiver, and inspections. Was the product ordered, received, and inspected?

## Voucher Match Status

Whether a voucher will or will not be subject to matching is dependent on the match options selected when a PO is created. Refer to the PO Inquiry section for the match options available at the PO header level and PO line and schedule level. This information is transferred to the voucher and may be viewed on the Voucher Attributes page of the voucher component.

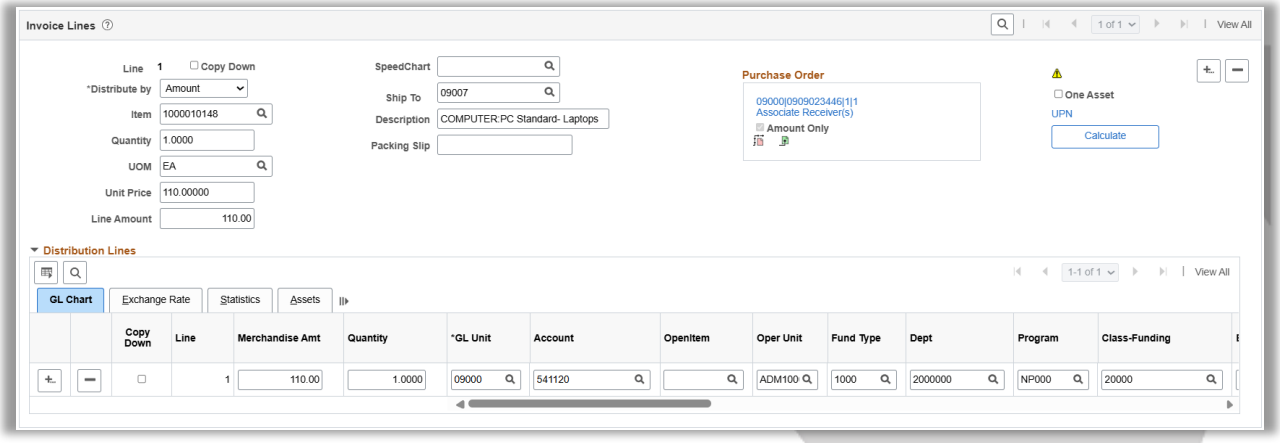



If voucher lines exist that have been flagged as full match on the PO, the system set the match action to Ready automatically when it copies voucher information from a PO or receipt. The Match Action Status values are:

- Ready/To be Matched: Marks the voucher as ready for matching after copying the PO or receipt onto the voucher.
- No Match/Not Applicable: Indicates that the PO copied onto the voucher has a No Match Status. The action should be No Match only if it was copied from an AO PO.
- Exceptions: The voucher failed the matching process.
- Matched: Indicates that the voucher has successfully passed the matching process.

# Matching Quantities and Amounts

## Voucher Line

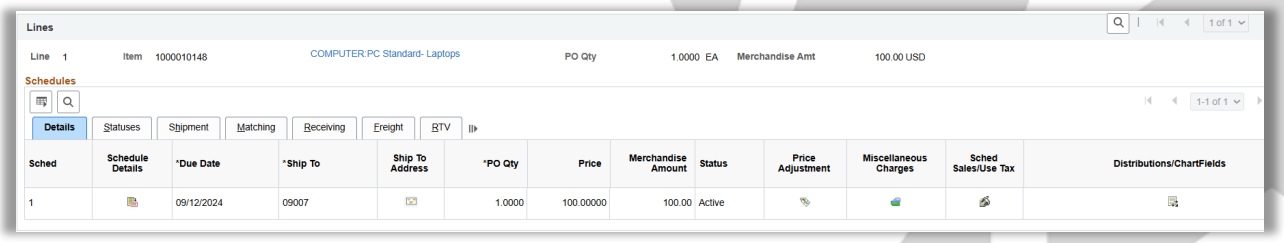



Invoice Line: When the invoice is matched to the PO, matching compares the Invoice Line to the PO/Receiver line item for quantity and merchandise amount.

Quantity on the Invoice Line (unless the PO line is marked as an amount only): Matched to the quantity on the PO/Receiver line. If the quantity on the voucher or combination of vouchers exceeds the PO/Receiver, then a match exception will be received.

Merchandise Amount on the Invoice Line: Matched to the merchandise amount on the PO line. If the merchandise amount on the voucher or combination of vouchers exceeds the PO merchandise amount, then an exception will be received.

## PO Line and Schedule




Go to Review Errors Icon: If the icon displays in the Invoice Line scroll area, most likely it is a matching exception. **Click** the Go to Review Errors icon to view a description of a voucher error.

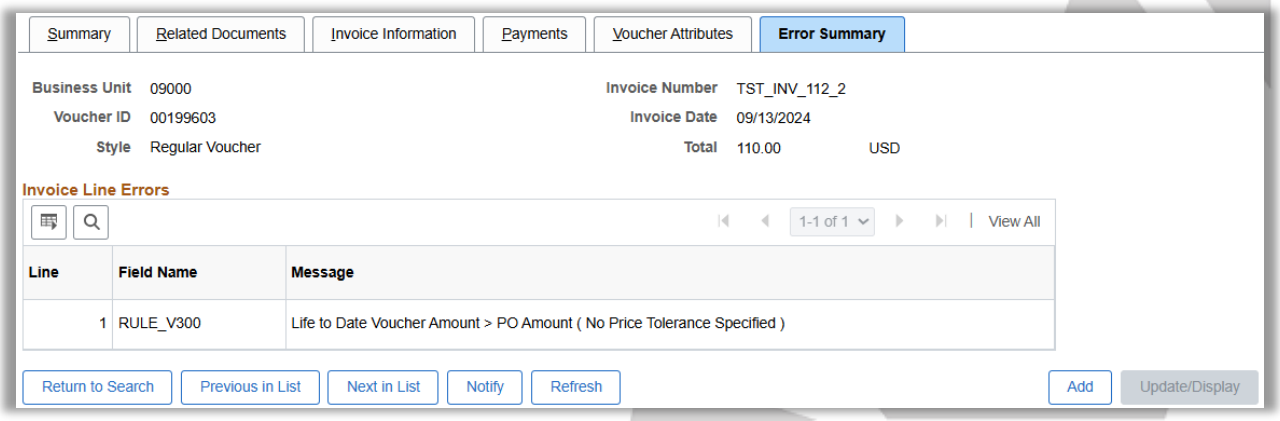
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**NOTE:** Matching is at the invoice line level. Invoice distribution lines do not match to the PO. They are used to check document tolerance and budget check. See the Document Tolerance and Budget Checking Chapters for additional information.

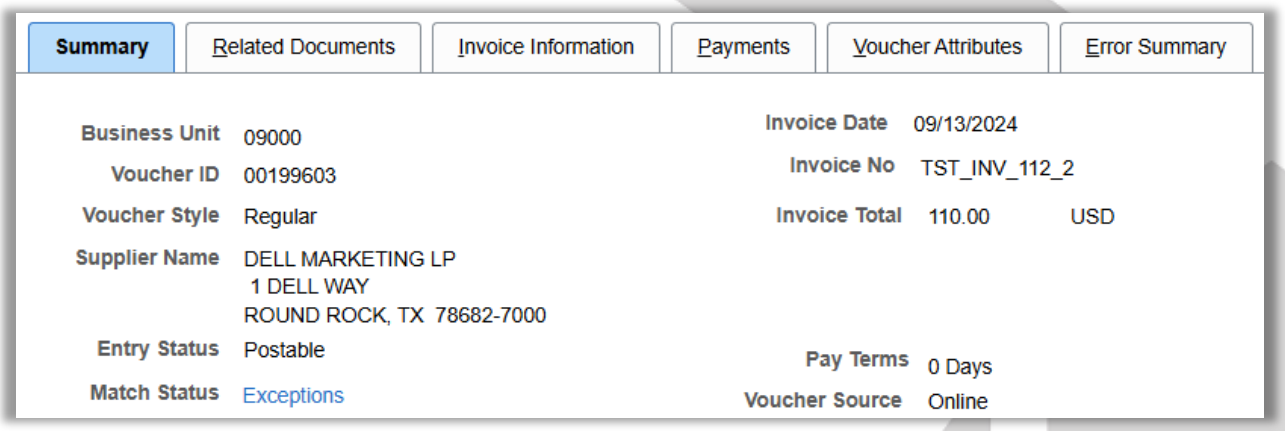
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# Match Exceptions

When the voucher has match exception(s), the match rule exception(s) with description(s) is identified on the Error Summary tab for each voucher line that did not pass matching. See page 72 for a table that lists and defines match rule exceptions.



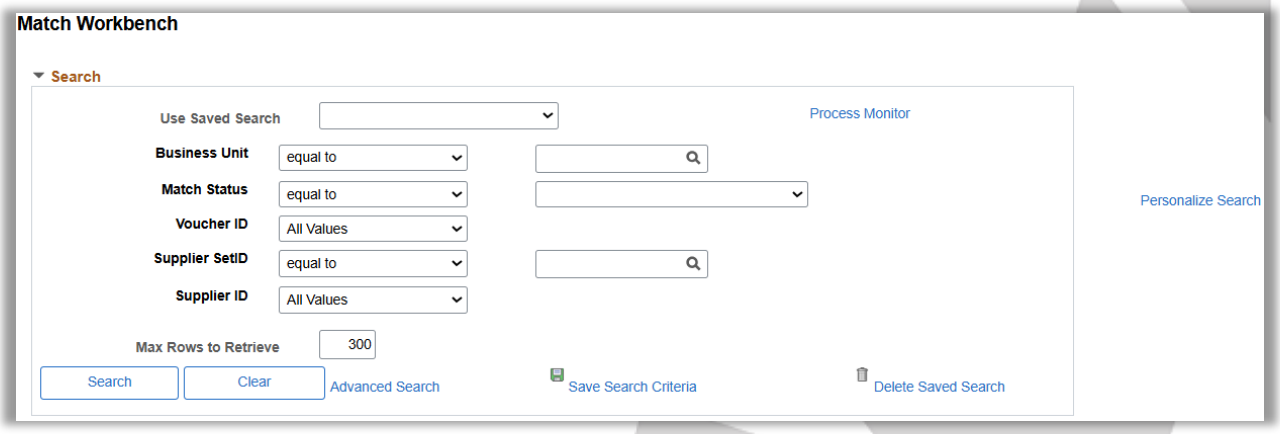

Match exception(s) can also be researched directly from the voucher. **Select** the **Exceptions** link from the Summary page of the voucher component to access the Match Workbench.



# Match Workbench

***Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench***

The Match Workbench is comprised of various pages that enable review of match information according to specified search criteria.




Business Unit: **Enter** the BU.

Match Status: **Select** a Match Status from the drop down to narrow the search.

- Match Exceptions Exist: Include in the search only vouchers that have matching exceptions. This or the Match Exceptions report (APY1090) can be used to review match exceptions with voucher, PO, and receiver information, and match error information.
- Matched: Include in the search only vouchers that are matched. It can be used to search for matched vouchers that need to be unmatched but the search should be further limited since it includes matched vouchers that are paid.
- To Be Matched: Include in the search only vouchers that have not been matched.

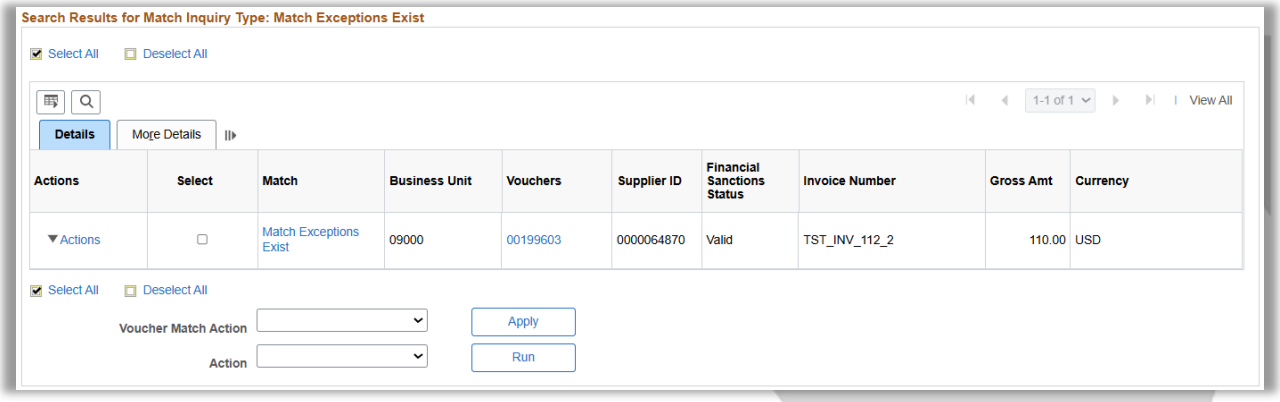
Voucher ID: Search for a particular voucher ID, a range of vouchers, or use another option in the drop down box.

Supplier SetID and Supplier ID: **Search** for a particular supplier, a range of suppliers, or use another option in the Supplier Drop down box. The SETID is 00000.

Max Rows to Retrieve: Increase the max rows from 300 up to 99999 if anticipating search results of more than 300 vouchers.

Advanced Search, Personalize Search, and Save Search: **Click** to access and select search fields to display on the Match Workbench page. Save the search criteria and use it again by selecting from the save search list. Saved searches can be deleted.

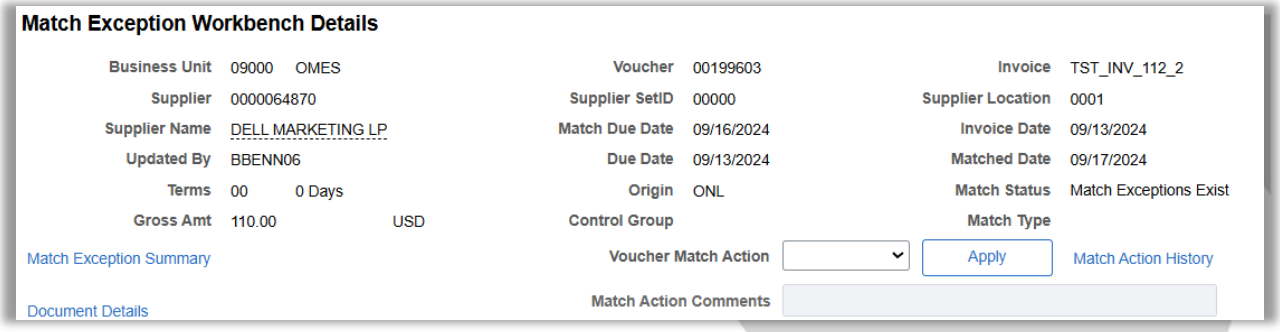
**Click** the **Search** button to access a list of vouchers that meet the search criteria. Below is an example of a Match Exception Exist search results. The **Match Exceptions Exist** link accesses the Match Exceptions Workbench Details page and the voucher ID accesses the voucher in a separate window.




Action: Allows on-demand processes to be run for the selected vouchers.

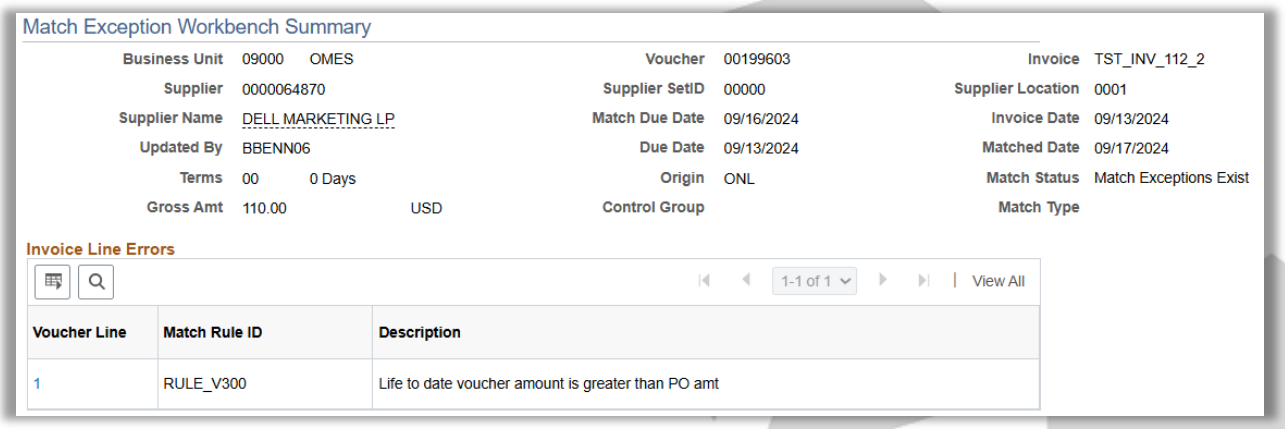
# Match Exception Workbench Details

The Match Exception Workbench Details page is accessed directly when the Exceptions link from the Summary page of the voucher component is selected. It also is displayed when searching from the Match Workbench.

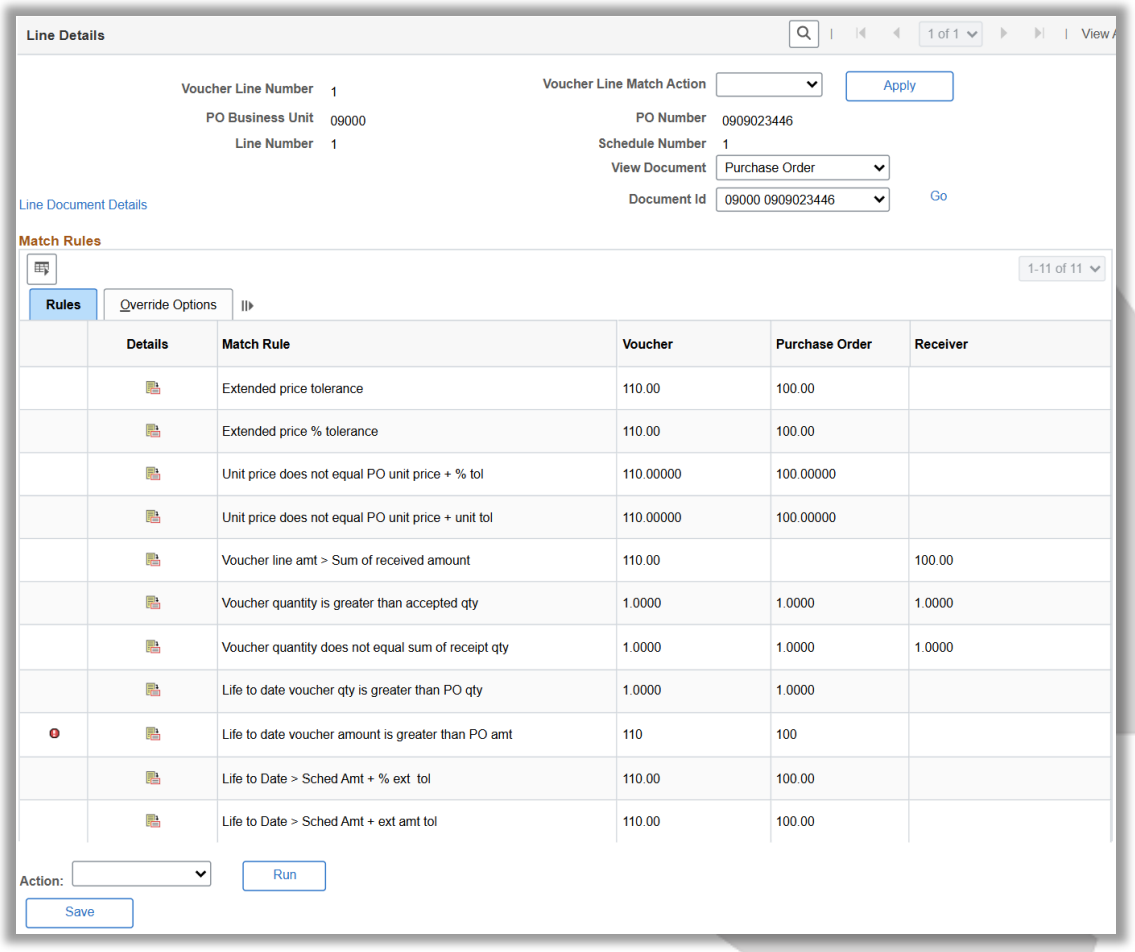



Voucher Information: The voucher information populates based on the voucher selected from the search criteria or the Summary page Exceptions link.

Match Exception Summary: **Click** the link to access the Match Exception Workbench Summary page to view all *header level exceptions* associated with this voucher. Shown below.




Document Details: **Click** the link to access the Associated Document Information page to view voucher, PO, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.




Voucher Line Number: Identifies the voucher line that corresponds with the Match Rules. All lines are available for viewing.

Line Number and Schedule Number: Identifies the PO line number and schedule number associated with the invoice line.

Line Document Details: **Click** the link to access the Associated Document Information page to view voucher, PO, and receiver attributes. This link accesses the specific voucher line.

View Document and Document ID: **Select** the type of document, the document ID, and click Go to access detailed information for the associated document. Option appears if document exists and include:

- Purchase Order: **Select** to access the Purchase Order Inquiry page.
- Receiver: **Select** to access the Receipts page. (Not currently enabled.)
- Voucher: **Select** to access the Voucher component.

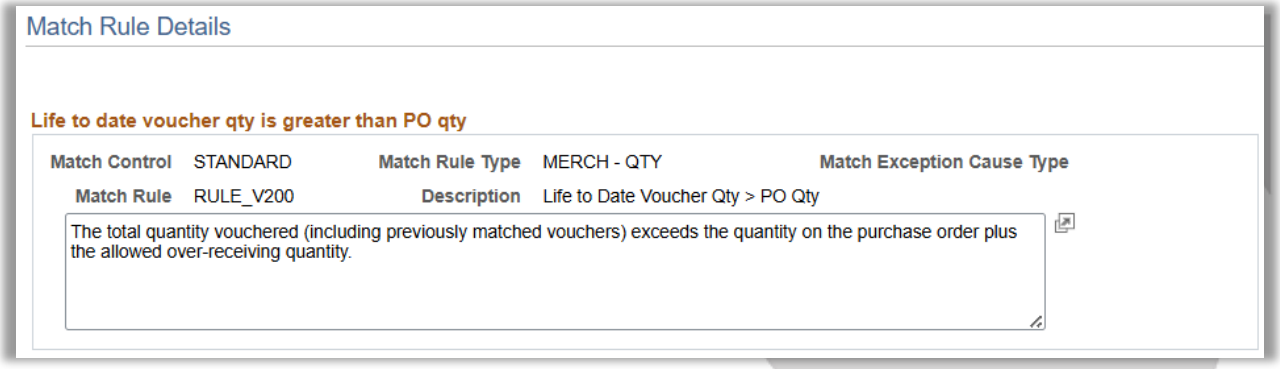
The "Red Error" Icon indicates the voucher line has a match exception.

**Click** the match detail button in the Details column to access the Match Rules Detail page to view a detailed description of the match rule.

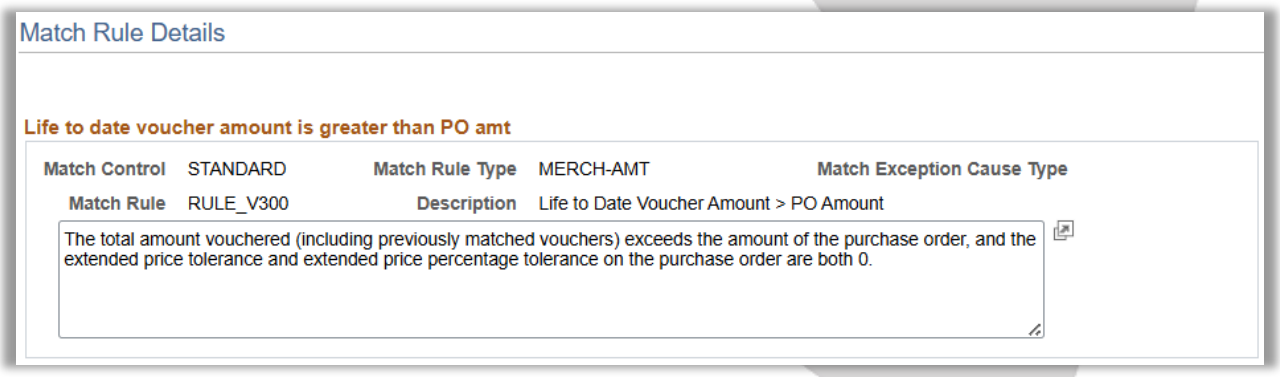
# Match Rules Detail Page

The Match Rules Detail Page is displayed after clicking the match details button.

**Life to Date Quantity**




**Life to Date Amount**

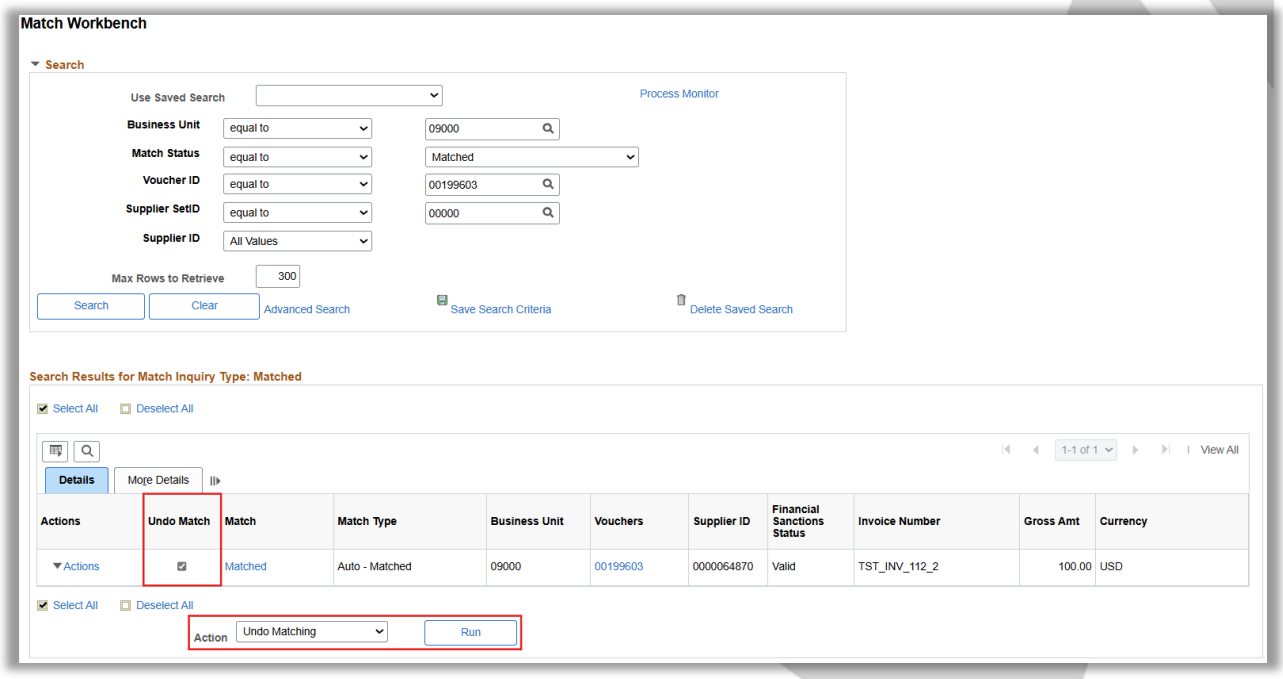



The match rules indicate that the quantity and amount entered on invoice line has exceeded the quantity and amount on the PO line Schedule. Since these matching exceptions are the result of a combination of vouchers, use the Activity Summary page to view the activity that has occurred against a PO. See the Activity Summary chapter.

# Undo Matching

After running the matching process, super users can undo matching for unpaid vouchers using the Match Workbench. If the voucher has posted, it must be unposted first. Undo matching resets the match status of selected purchase order(s)/receipts tied to a voucher. Undo matching is usually done if a voucher line needs to be corrected on a voucher.

Access the Match Workbench using the navigation on page 65.




**Select** the voucher to Undo Match, choose the Action of Undo Matching, **Click** the **Run** button**.** A message will display with the process instance number.

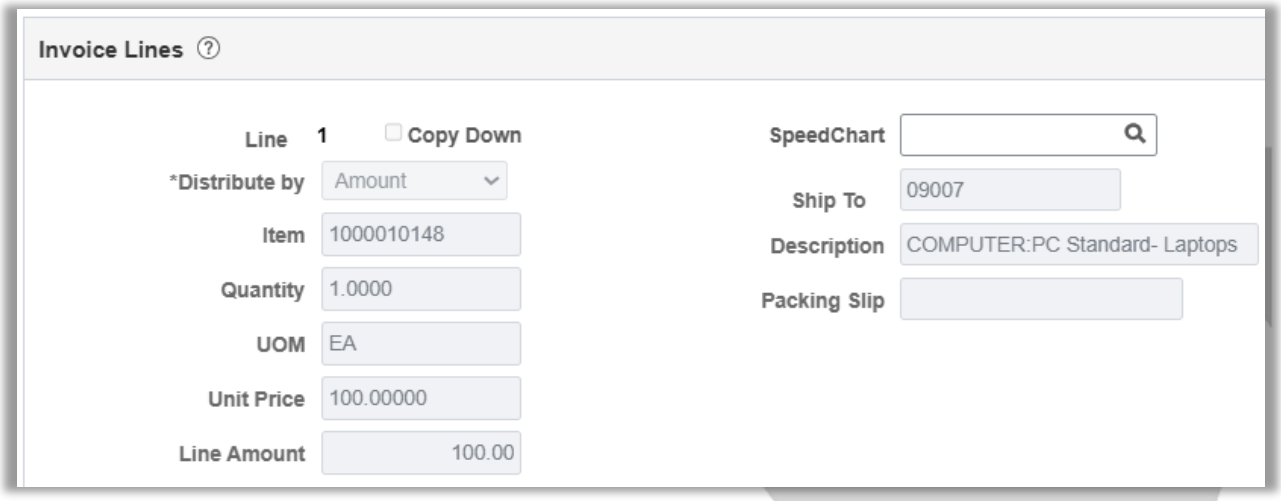
**Select** the Process Monitor link to view the status of the job. Return to the voucher to make the necessary changes.

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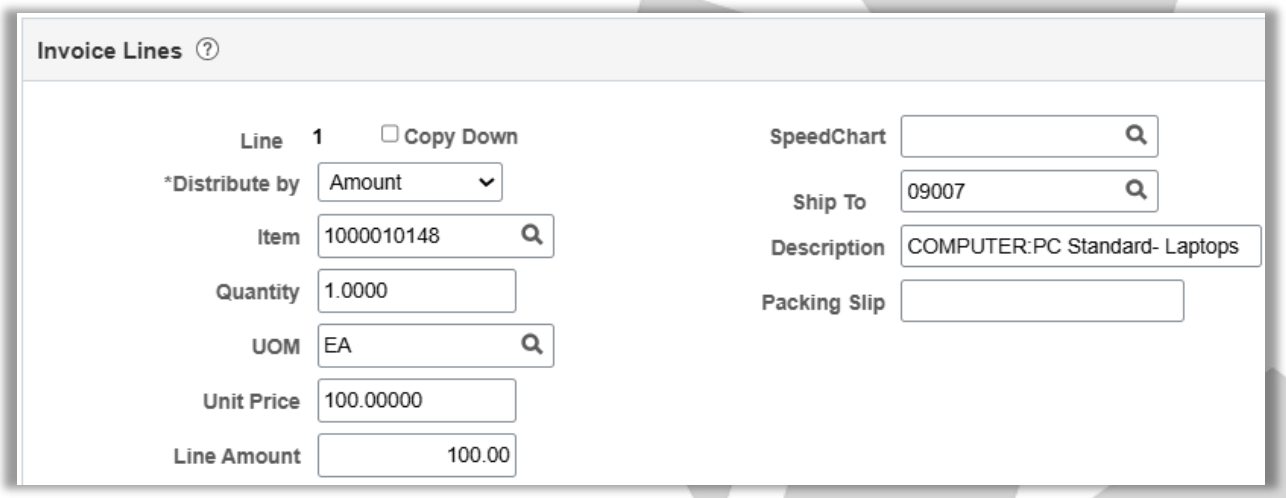
**NOTE:** Matching is at the line level so undo matching will open the line fields.

---

## Invoice Line before Undo Matching




## Invoice Line after Undo Matching



# Match Exception Rule ID and Definitions

Rules beginning with S are system errors and must be fixed for a voucher to match.

| Rule ID | Description | Clarification and Resolution |
|---|---|---|
| RULE_S100 | Invalid Match Control ID. | The voucher requires matching but the PO is not set up to Match, or vice-versa. All POs other than AOs should be set up to Match. |
| RULE_S110 | Credit Adjustment Quantity > PO Matched Quantity. | |
| RULE_S111 | Credit Adjustment Amount > PO Matched Amount. | |
| RULE_S120 | Credit Adjustment Quantity > Receiver Match Qty. | This matching exception in the past is resolved by removing the receiving required option if the goods or services are not received. |
| RULE_S121 | Credit Adjustment Amount > Receiver Match Amount. | |
| RULE_S122 | Credit Adjustment Quantity > Receiver Match Qty. | |
| RULE_S123 | Credit Adjustment Amount > Receiver Match Amount. | |
| RULE_S200 | Invalid PO ID exists not set for match. | The PO is usually in a locked status. Contact the help desk to have it unlocked. |
| RULE_S201 | Invalid Receiver exists but not set for matching. | |
| RULE_S210 | Invalid PO Status. | PO was not in dispatched when matching was run. |
| RULE_S300 | Invalid UOM conversion for PO. | Change the UOM to match the PO. |
| RULE_S400 | Invalid currency exchange rate for PO. | |

| | | |
|---|---|---|
| RULE_S500 | Invalid UOM conversion for Receipt. | Change the UOM to match the receipt. |

| Rule ID | Description | Clarification and Resolution |
|---|---|---|
| RULE_S600 | Invalid currency exchange rate for Receipt. | |
| RULE_S700 | Invalid Global exchange rate conversion error. | |

The following are Match Rules. This table lists, defines, and explains the Matching Rules delivered with the system:

| Rule ID | Description | Clarification and Resolution |
|---|---|---|
| RULE_E100 | Extended Price Tolerance. | The voucher extended price exceeds the PO extended price plus or minus (+/-) the extended price tolerance, and the tolerance is not equal to (<>) 0. |
| RULE_E200 | Extended Price % Tolerance. | The voucher extended price exceeds the PO extended price plus or minus the extended price percentage tolerance, and the tolerance does not equal 0. |
| RULE_H200 | Voucher Supplier/Loc<>PO Supplier/Loc. | The supplier on the PO does not equal the supplier on the voucher. Check the location and address on the Supplier Details link on the PO Inquiry page and change the location and address on the Invoice Information page of the voucher. |
| RULE_H400 | Voucher Supplier/Loc<>Receiver Supplier/Loc. | The supplier on the voucher does not equal the supplier on the receipt. Check the location and address on the Supplier Details link on the PO Inquiry page and change the location and address on the Invoice Information page of the voucher. |
| RULE_I100 | Inspection Required but not Complete. | The item ordered requires inspection but inspection has not been completed. |
| RULE_P400 | Voucher Unit Price <> PO Unit Price + % Unit Tol. | The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the PO price range (calculated using price percentage tolerance).<br>The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt. |

| | | |
|---|---|---|
| RULE_P500 | Voucher Unit Price <> PO Unit Price + Unit Price Tolerance. | The unit price tolerance does not equal 0, and the voucher price does not fall within the PO price range (calculated using unit price tolerance). |

| Rule ID | Description | Clarification and Resolution |
|---|---|---|
| RULE_R500 | No receipts found. | The Matching process could not find any receipts for the PO specified on the voucher line that were available for matching. If receiving is required, create the receipt. If receiving is not required, request the receiving required be removed. |
| RULE_R600 | No receipt found, but unmatched ones exist. | The Matching process found receipts for this PO that were available for matching but could not make an association to the voucher line using any of the document association criteria. Check the receipt on the voucher to ensure the correct one is associated to the receipt. |
| RULE_R650 | Voucher line amt > Sum of received amount. (Receiving is required.) | Voucher line amt > Sum of associated receiver line amt (Amount Only Matching). Check the receipt tab on Activity Summary to review the amount of the receipt. |
| RULE_R651 | Voucher line amt > Sum of received amount. | Voucher line amt > Sum of associated receiver line amt (Amount Only Matching). |
| RULE_R900 | Total voucher received quantity > Accepted Qty | The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. Use Activity Summary to review quantities received, invoiced, and matched. |
| RULE_R901 | Total voucher received quantity > Accepted Qty. Amount-only is N. | The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. Use Activity Summary to review quantities received, invoiced, and matched |
| RULE_R950 | Voucher Quantity greater than Assoc. Receipt Qty. | The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s). |
| RULE_R951 | Voucher Quantity greater than Assoc. Receipt Qty. (Non-PO receipt). | The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s) (non-PO Receipt). |
| RULE_V200 | Life to Date Voucher Qty > PO Qty. | The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the PO plus the allowed over-receiving quantity. Use Activity Summary to review quantities invoiced and matched. |

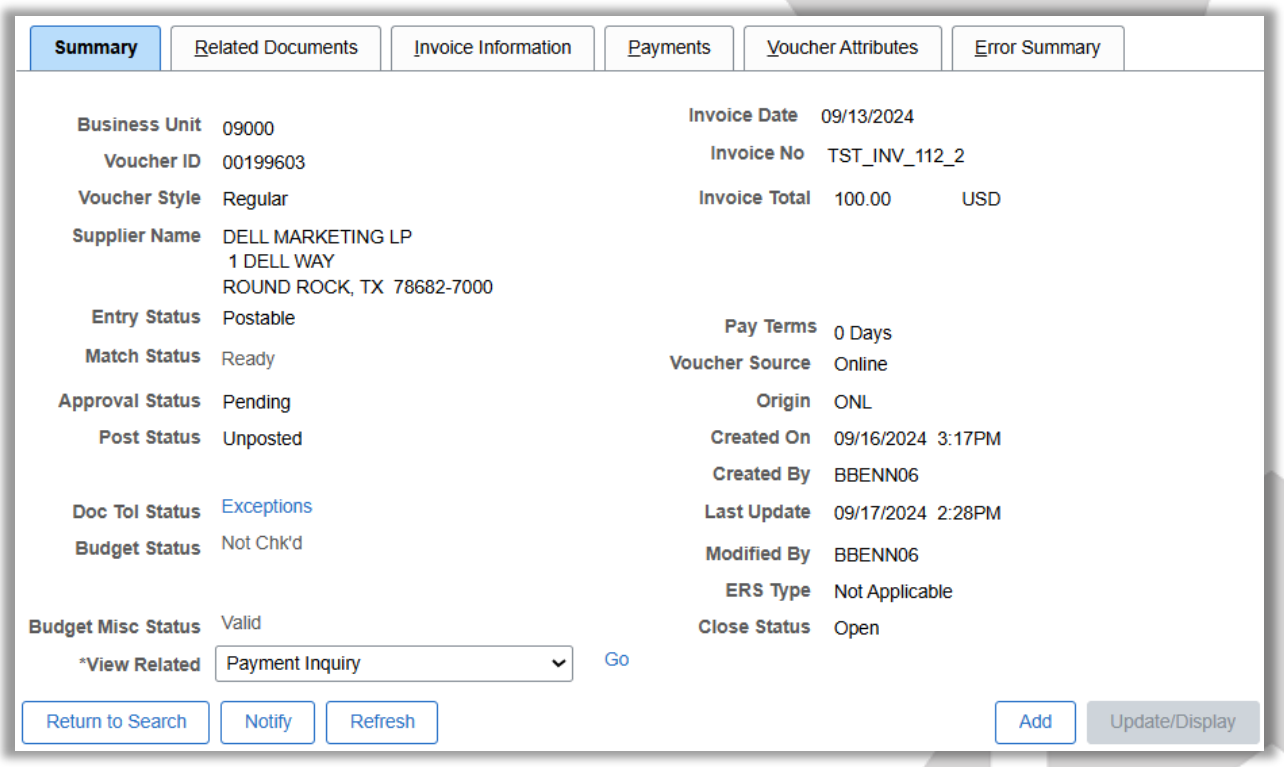
| | | |
|---|---|---|
| RULE_V300 | Life to Date Voucher Amount > PO Amount. | The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the PO. An exception is not generated for an amount-only purchase order or non-PO receipt. Use Activity Summary to review amounts invoiced and matched. |
| **Rule ID** | **Description** | **Clarification and Resolution** |
| RULE_V400 | Life to Date > Sched Amt + % ext tol. | The extended price percentage tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the PO amount (calculated using extended price percentage tolerance). |
| RULE_V500 | Life to Date > Sched Amt + ext amt tol. | The extended price tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the PO amount (calculated using extended price tolerance). |

# Document Tolerance

Voucher document tolerances are allowable percentages or amounts by which the voucher distribution line can exceed the PO distribution line. The state uses a zero document tolerance. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. When document tolerance is enabled, the voucher must have a valid document tolerance status before the voucher will be allowed to budget check.

## Voucher Document Tolerance Status

If document tolerance checking is enabled, the document tolerance status displays on the Summary page of the Voucher component.




The Document Tolerance Status values are:

- Not Checked: The voucher requires document tolerance checking. If any amounts, quantities, or Chartfields are modified after the document tolerance is checked, the system resets the document tolerance status to Not Checked.
- Valid: The voucher passed document tolerance checking.
- Exceptions: Errors were generated for the voucher during document tolerance checking.

**NOTE:** If the Document Tolerance status is not Valid, the voucher is not allowed to budget check.

# Document Tolerance Exceptions

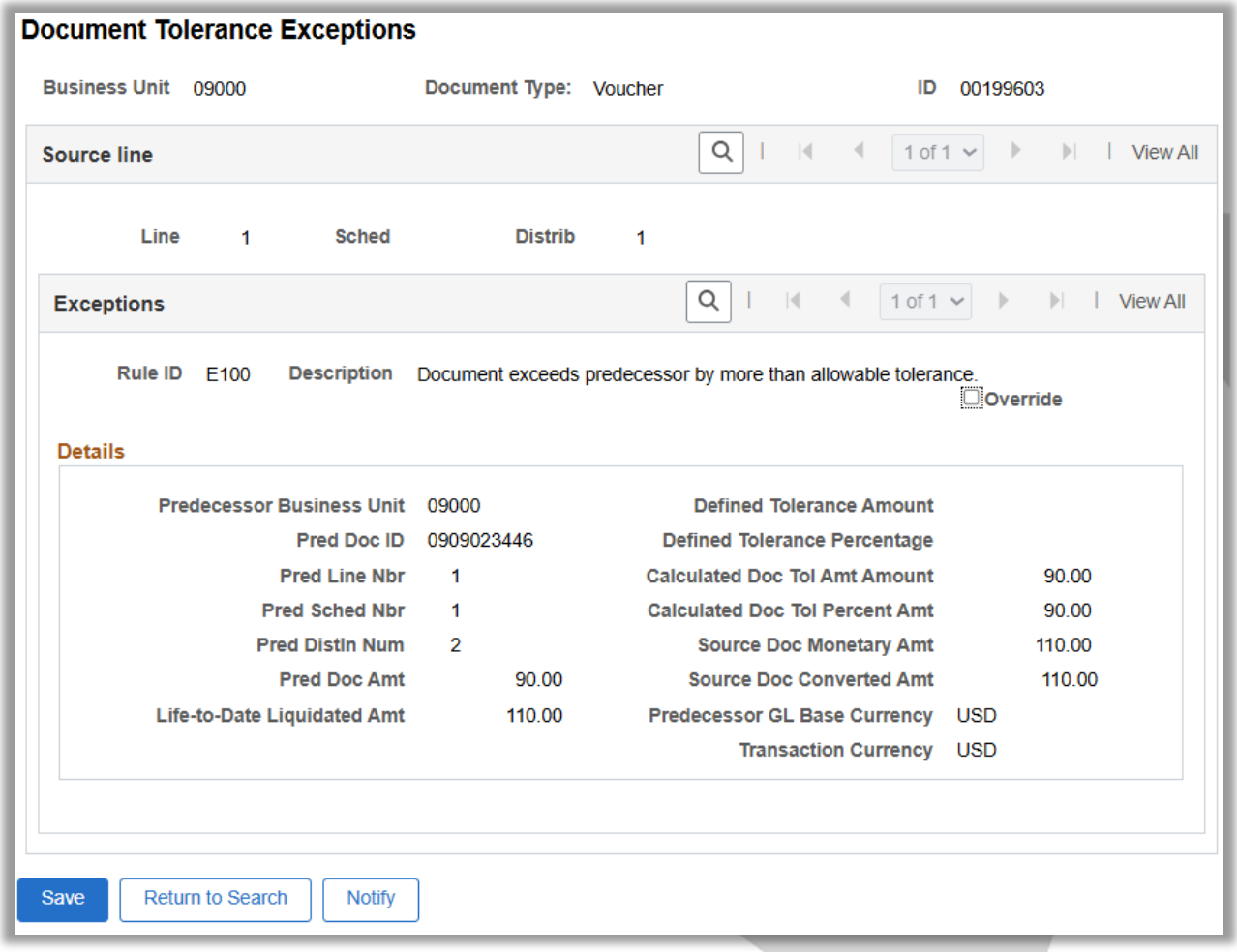
Errors can be researched directly from the voucher.

Exceptions: **Click** to access the Document Tolerance Exceptions.

A separate window opens and directly accesses the Document Tolerance Exceptions page. This page can also be accessed directly from the menu navigation.

***Navigation: Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions***

When the voucher has document tolerance exception(s), the document tolerance exception(s) with description(s) is identified for each voucher distribution line that did not pass document tolerance.




Line and Distrib: Identifies source (voucher) line and distribution line with document tolerance errors.

Predecessor BU, Pred Doc ID, Pred Line Nbr, Pred Sched Nbr, and Pred Distln Num: Identifies the information for the predecessor document (purchase order).

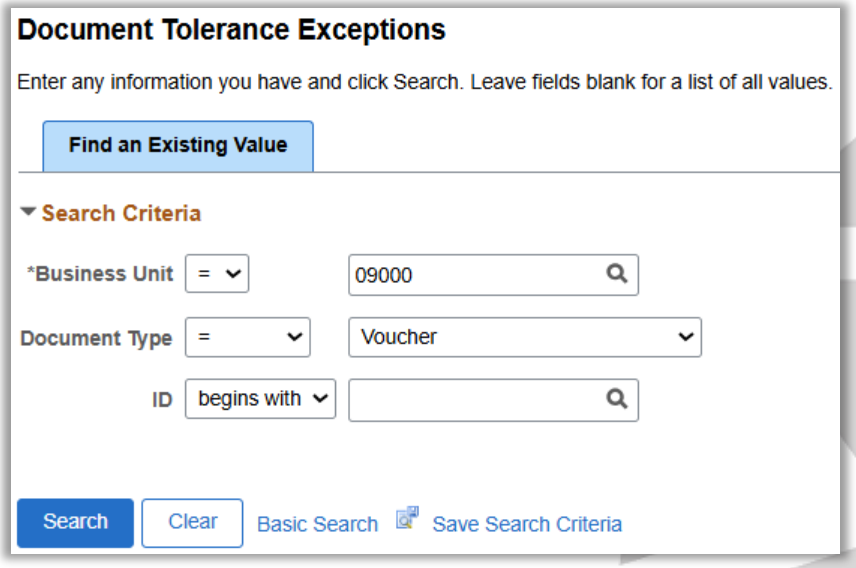
Pred Doc Amt, Calculated Doc Tol Amt Amount and Calculated Doc Tol Percent Amt: Displays the amount of the predecessor document. The calculated document tolerance amounts and percents are the same amounts since the state uses zero tolerance.

Life-to-Date Liquidated Amt and Source Doc Monetary Amt: Displays the sum total of all source documents linked to the predecessor document. If multiple vouchers are tied to the same PO, the Document Tolerance Checking process calculates the tolerance against the sum total of all vouchers tied to this PO rather than the amounts of the individual vouchers. An individual voucher may be within tolerance, but if the sum of the linked vouchers exceeds the tolerance, the voucher does not pass document tolerance checking.

# Reviewing Document Tolerance Exceptions

Use the following navigation to access the Document Tolerance Exception search page and obtain a list of vouchers with document tolerance exceptions.

***Navigation: Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions***




BU: Search on the BU only to view all vouchers with document tolerance exceptions.
Document Type: Search on the Document Type. Values include *Voucher* and *PO*, but document tolerance is not currently enabled for *POs*.
ID: **Enter** a voucher ID to narrow the search to a specific voucher.

**Click** the **Search** button to view results.

**Document Tolerance Exceptions**

- **E100: Document exceeds predecessor by more than allowable tolerance**
- **E400: Prior document distribution line has been finalized**

A voucher may pass matching but fail document tolerance. The sum total of the invoice line amounts may be less than the PO line amount, but the sum total of a voucher distribution line may exceed the PO distribution line amount. The system is designed to protect from overspending the PO through matching and document tolerance. Authority Orders do not match so document tolerance will keep the line from being overspent.

If document tolerance exceptions are the result of a combination of vouchers, use the Activity Summary and PO Accounting Entries to view the activity that has occurred against a PO. The PO distribution line may need to be increased or this or a prior voucher may have been vouchered against the incorrect PO distribution line.

When the document tolerance exception has been resolved, the voucher will go through the budget checking process.

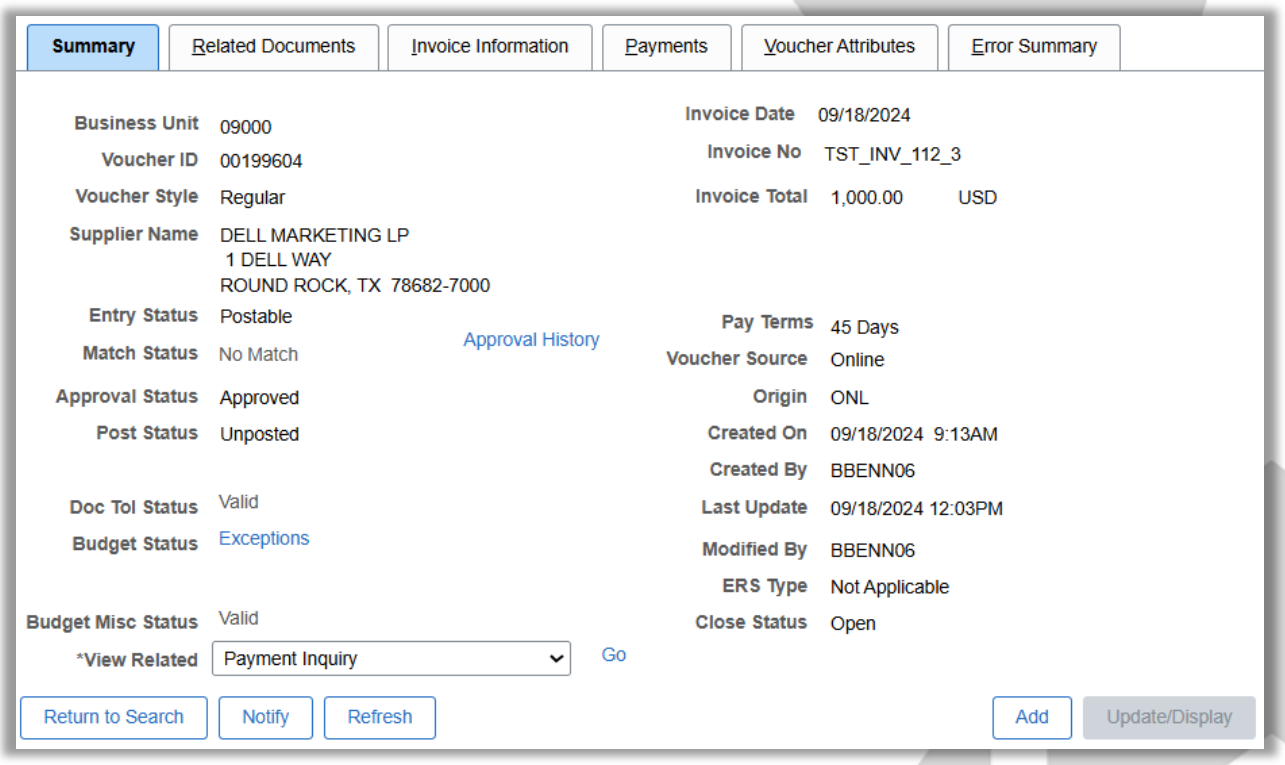
# Budget Checking

PO vouchers budget check against the PO encumbrances and cash budgets. When a voucher budget checks against an encumbrance or cash budget that is inadequate, has lapsed, or does not exist, an exception occurs during budget checking. Exceptions must be researched and corrected before the voucher can successfully budget check.

## Voucher Budget Checking Status

Errors can be researched directly from the voucher.

Exceptions: **Click** the link to view the budget checking exceptions.




The Budget Status values are:

- Not Chk'd: The voucher requires budget checking. If any amounts, quantities, or Chartfields are modified after budget checking is run, the system resets the budget status to Not Checked
- Valid: The voucher passed budget checking.
- Exceptions: Errors were generated for the voucher during budget checking.

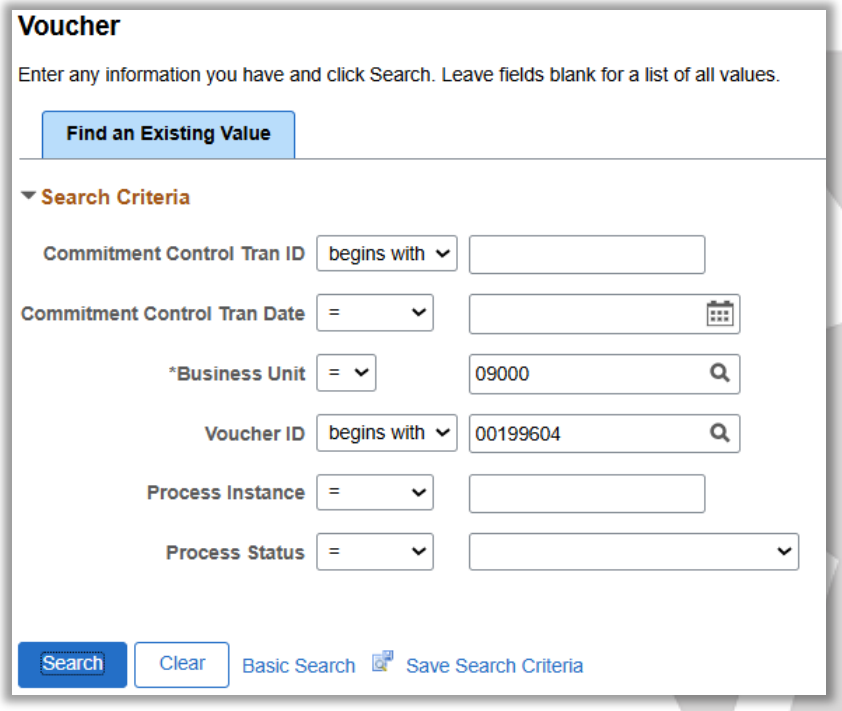
# Budget Checking Exceptions

**Click** the Exceptions link to open a separate window to Commitment Control to view the Voucher Exceptions page. This page can also be accessed directly from the menu navigation.

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

## Voucher Budget Check Error Search

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




The criteria most often used are:

1. Business Unit: **Search** on BU only to view all vouchers with budget check error and warning statuses.
2. Voucher ID: **Enter** the voucher ID to narrow search to a specific voucher.

**Click** the **Search** button to display a list of exceptions if the search was not limited to a specific voucher and there are multiple vouchers with exceptions.

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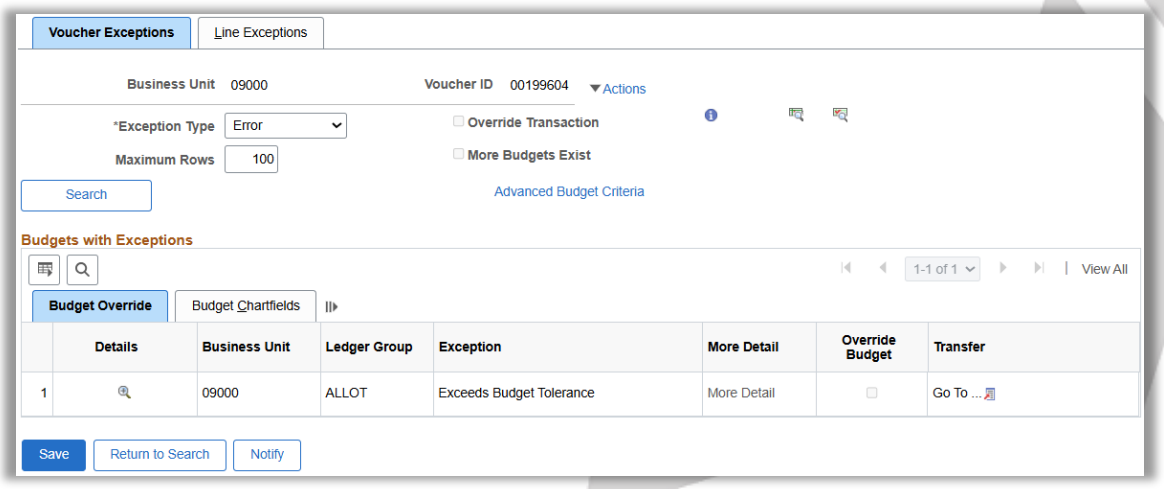
**NOTE:** The Budget Checking Error report can also be run daily to identify all vouchers with budget check exceptions and the reason for the budget error for the transaction lines with exceptions. See the COR113 Regular Vouchers Manual for an illustration of the report.

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# Commitment Control Voucher Exceptions

## Voucher Exceptions

**Clicking** the Exceptions link or using the menu navigation displays the Voucher Exception page. It lists the budget(s) and the reason(s) for the budget error for the transaction lines with exceptions.



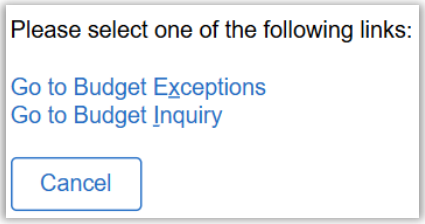

Ledger Group: The budget failing budget check.

Exception: The budget checking error.

- Exceeds Budget Tolerance – Voucher amount exceeds the remaining available budget.
- No Budget Exists – Budget has not been established or the incorrect budget was entered.
- Budget Date Out of Bounds – Budget on the voucher has lapsed and the funds are no longer available.
- Referenced Document is Zero – The voucher associated PO distribution line has a zero balance.

Click the Show All Columns arrow to the right of the Budget Chartfields tab to view the fund type and class entered on the voucher.

View Other Links icon: Click the **Go To…button** in the Transfer column to open a page with the following options:



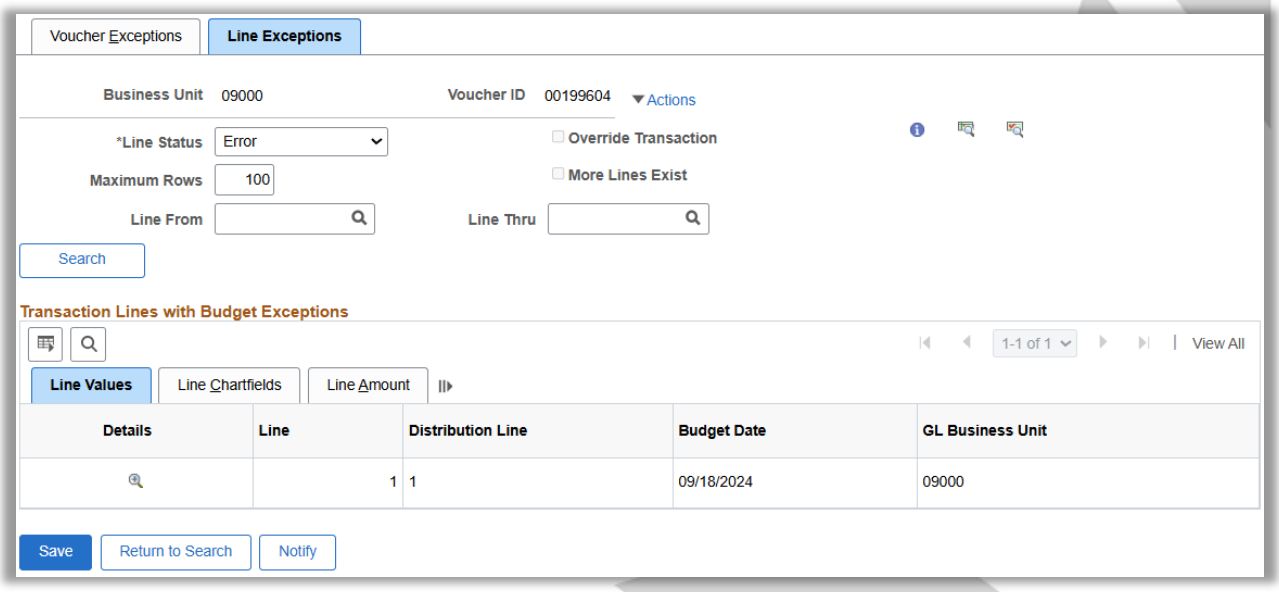

Go to Budget Exceptions – Opens the Voucher component so that changes can be made to the voucher.

Go to Budget Inquiry – Opens the Voucher Inquiry to view the voucher.

# Commitment Control Line Exceptions

**Line Exceptions**

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

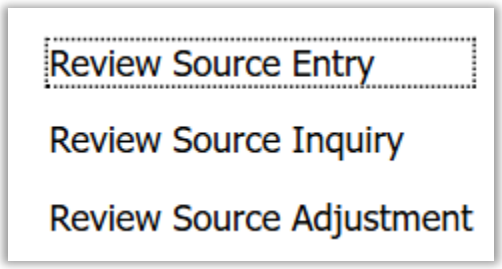



Line and Distribution Line: Displays the voucher line number(s) and distribution line(s) number(s) that contain(s) errors.

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

Line Chartfields and Line Amount: **Click** to view the Chartfield values or the monetary amount associated with the voucher distribution line with budget exceptions.

Actions: **Click** to open a page with the following options:




Go to Source Entry – Link opens the Voucher component so that changes can be made to the voucher.

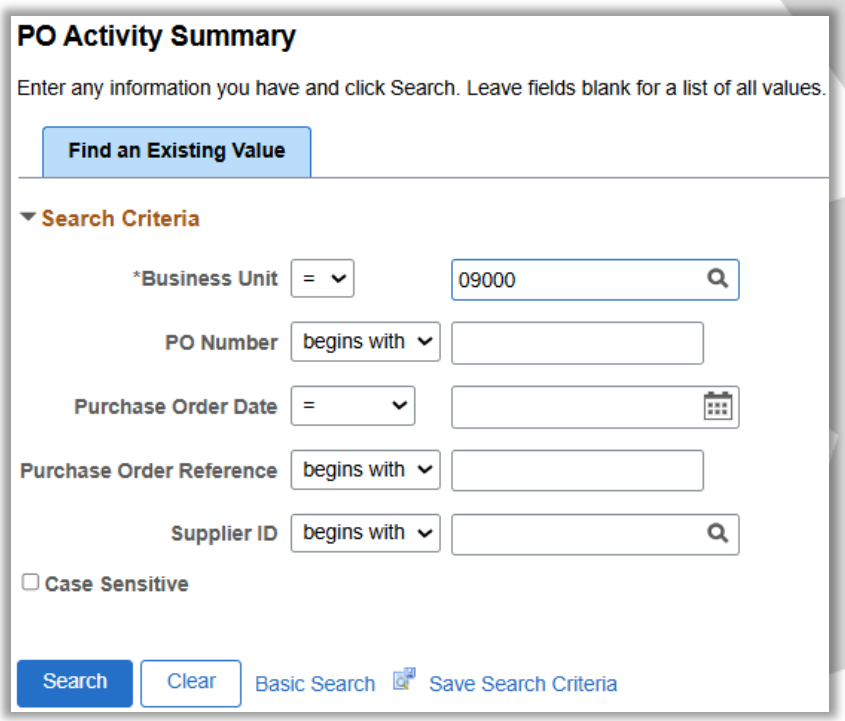
Go to Source Inquiry – Link opens the Voucher Inquiry component to view the voucher.

# PO Activity Summary Page

The PO Activity Summary pages are used to view the receiving, invoicing, matching, and returning activities that were performed on the selected POs to date. This inquiry is especially helpful when researching activity that has taken place after a PO has been dispatched. It is also useful when resolving quantity and dollar amount matching exceptions.

***Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary***

## Find an Existing Value




Business Unit: (BU) defaults to specific value for each user. It is the only required field. The additional fields serve to narrow the search.

PO Number: **Search** on a partial or complete PO number. PO numbers are ten digits and begin with AGY9 where AGY is the agency number.

PO Date: **Search** on a specified date or date range.

Supplier Information: **Search** on supplier ID to select a supplier. The lookup icon allows for supplier search.

**Click** the **Search** button.

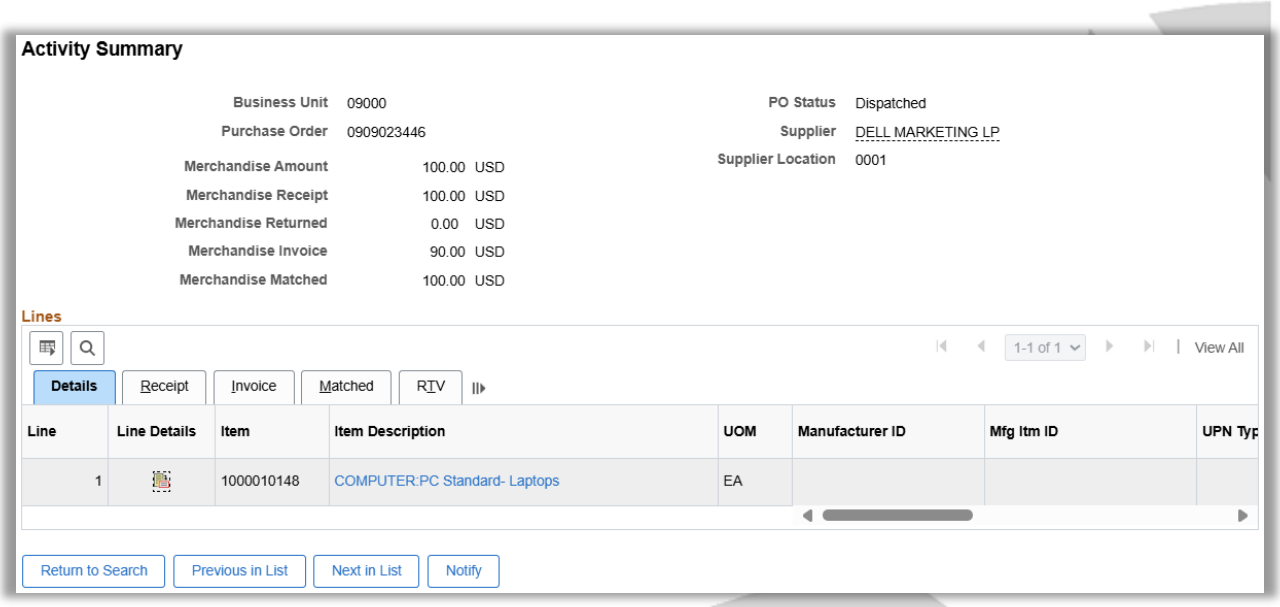
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**NOTE:** Each field search can be narrowed using the options in the drop down box to the left of the field.

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# Activity Summary Details Page

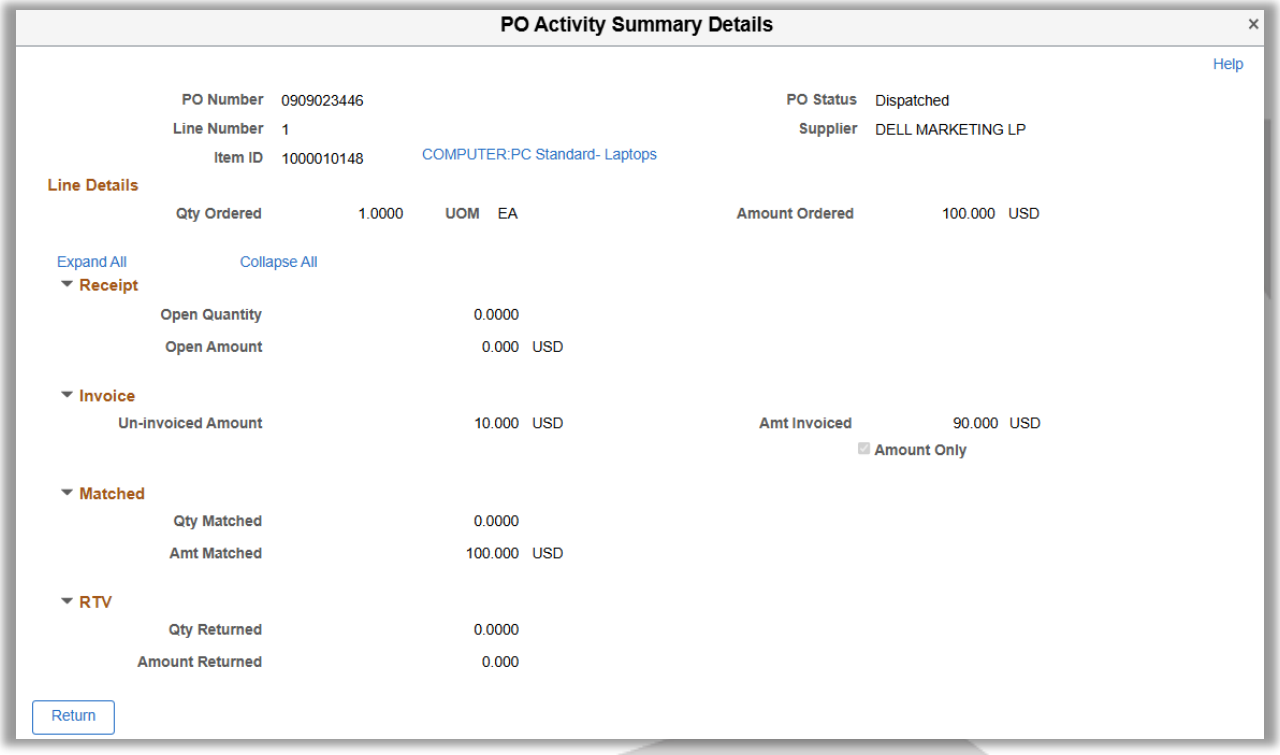
The PO Activity Summary pages provide receiving, invoicing, matching, and returning information for each PO line. The Activity Summary Details pages for the POs used in the PO Voucher Creation chapter are illustrated below.




Details Page: Displays the PO line information, including the Amount Only designation. Move the scroll bar to view fields.

Included on this (and all pages) is the Line Details icon. **Click** the icon to view the dollar amounts associated with the different activities. If there is more than one PO line, **select** the icon to the right of the line number to view the line details pertaining to it.

# Activity Summary – Details for PO Lines




Expand All: The page initially appears as collapsed. Expand All to view the dollar amounts associated with each activity.

Receipt Open Quantity and Open Amount: Represents Order Qty and Amount Ordered less sum of received quantities and dollars. In the example, the Open Quantity is zero since the line is designated as Amount Only. The Open Amount is $0.00 because receipts total $100.

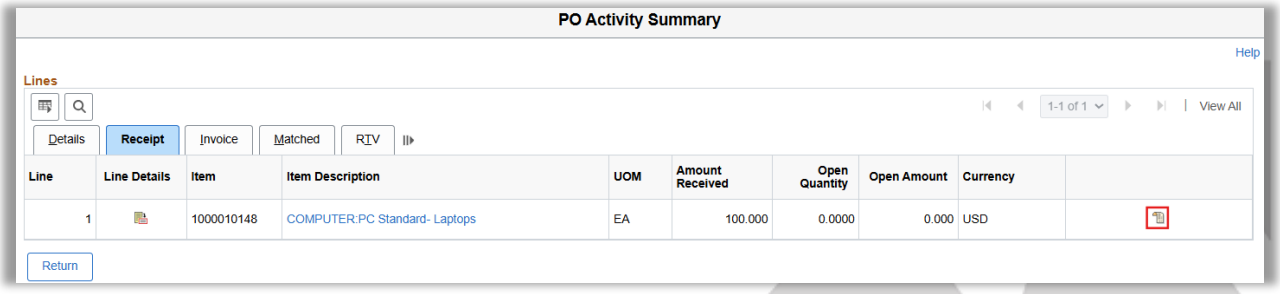
Invoice Amt Invoiced: Represents the sum of all vouchers and updates real time. In the example, not all receipts have been invoiced.

Amount Only: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.

Matched Qty Matched and Amt Matched: Represents the sum of the voucher quantities and amounts that matched successfully. The fields update after the matching process is run.

# Activity Summary – Receipts Tab

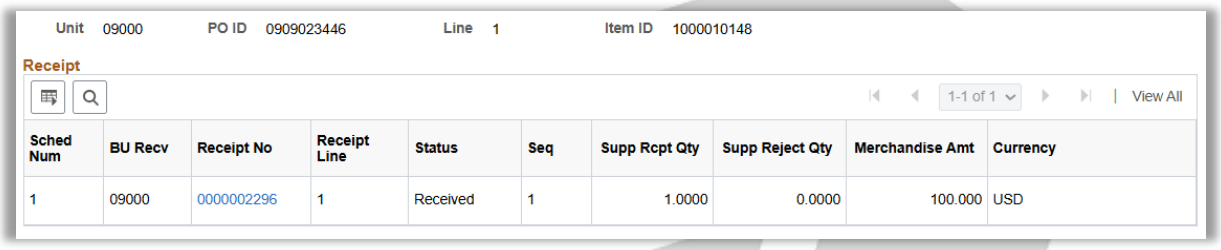
Receipt Page: The Receipt page provides information on items that have been received.




Lines Details: **Click** the icon to access the Details page.

Open Quantity and Open Amount: Represents Order Qty and Amount Ordered less sum of received quantities and dollars.

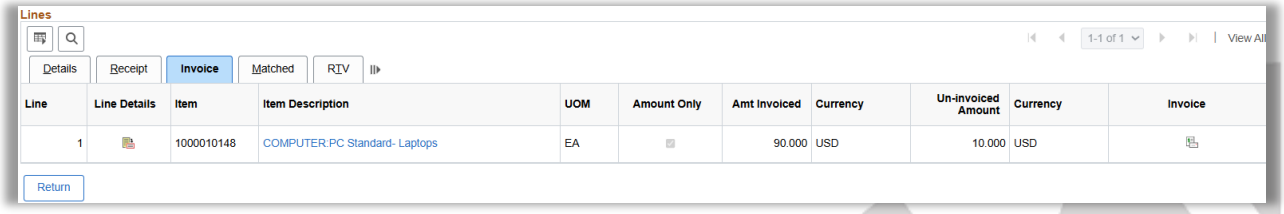
Receipt Icon: Provides a list of receipts and allows drilling into the purchasing system to obtain more information regarding receiving documents. See the COR110, Purchase Order Administration Manual.




**NOTE:** Use the Receipt page to research **R600, R650, R900, and R950** matching exceptions.

# Activity Summary – Invoice Tab

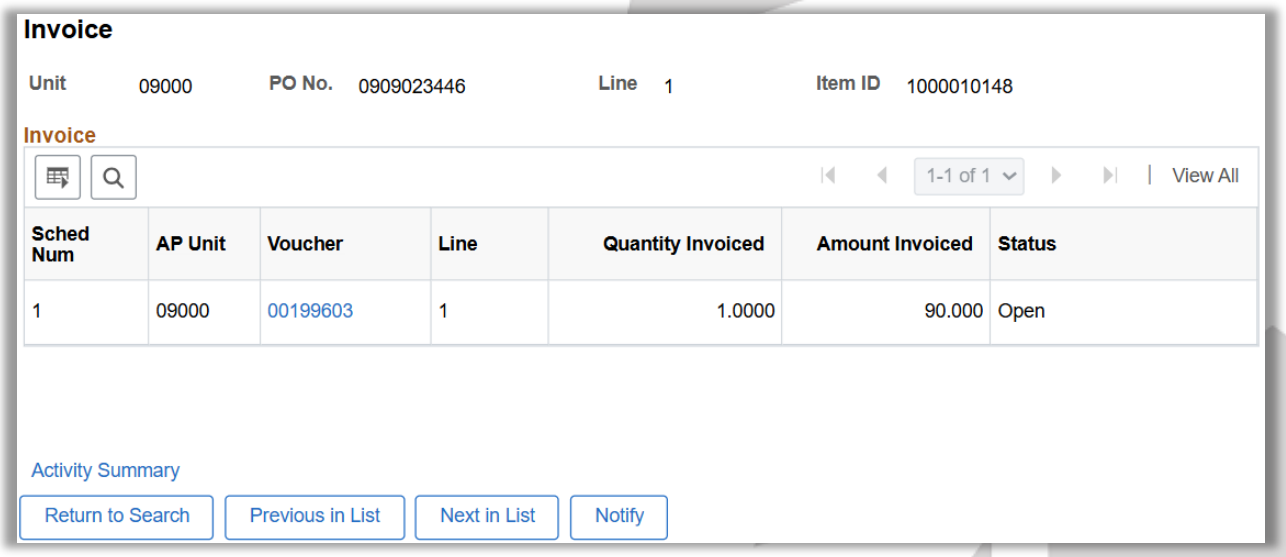
Invoice Page: The Invoice page provides information on vouchers created against the PO.




Lines Details Icon: Accesses the Details page.

Amount Only: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.

Invoice Icon: Provides a list of all vouchers against the PO line regardless of the voucher statuses. The page updates when a voucher is saved. The voucher links allow drilling into the Voucher Inquiry screen to obtain more information regarding the voucher.

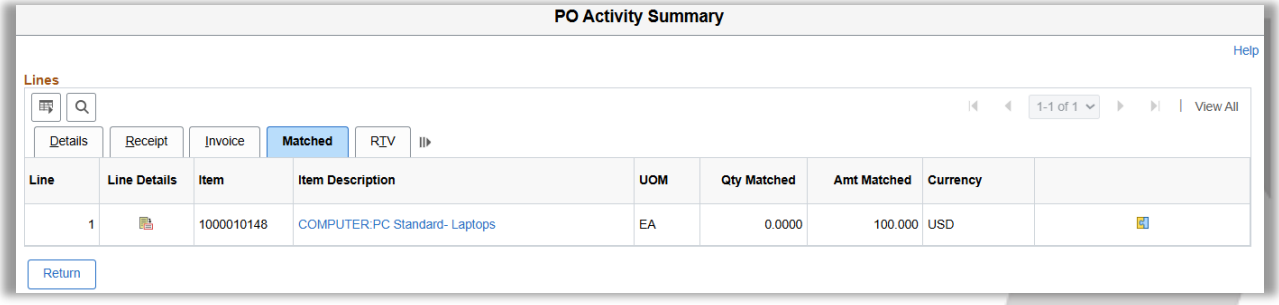



**NOTE:** A comparison of the Receipts and Invoice details reveals which receipt has not been invoiced.

**NOTE:** Use the Invoice page to determine the quantities and amounts invoiced when researching **V200** and **V300** matching exceptions. Since there is not an Open Quantity and Open Amount on the Invoice page, the details can be downloaded into Excel to compute these values.

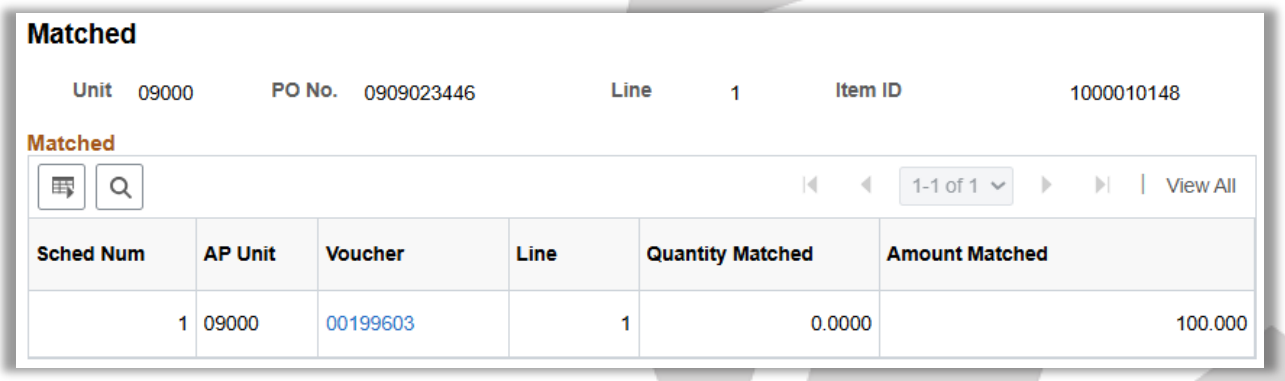
# Activity Summary – Invoice and RTV Pages

Matched Page: The Matched page provides information of vouchers that have been matched according to the matching rules in effect.

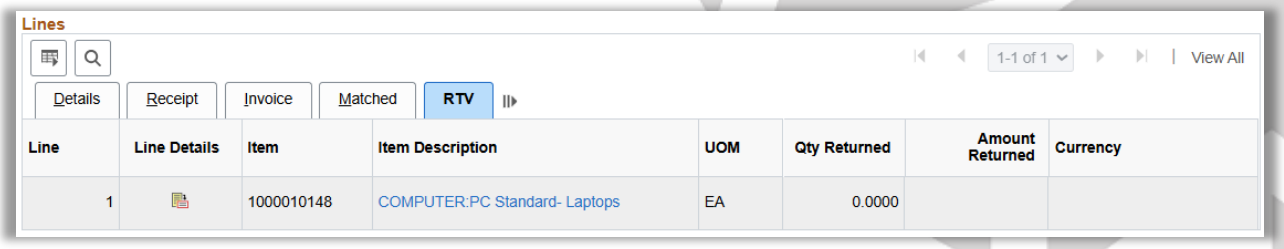



Lines Details Icon: Accesses the Details page.

Matching Icon: Provides a list of matched vouchers for the PO line. The page updates after the matching process runs. The voucher links allow drilling into the Voucher Inquiry screen to obtain more information regarding the voucher




RTV Page: The RTV page provides information of returned receipts.




Show all Columns icon: Click the arrow to the right of the RTV tab to view the receiving, invoicing, matching, and returning information for all PO lines.

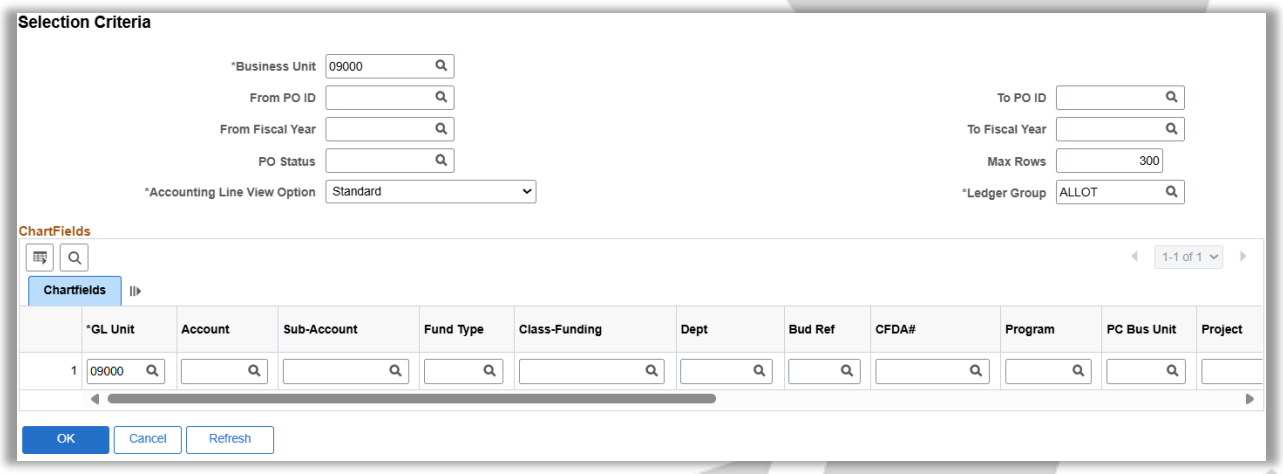
# PO Accounting Entries Screen

The PO Accounting Entries page allows the user to review the encumbrances and the reversals and liquidations against the encumbrances. It can also be used to determine the following:

- What is the remaining encumbrance on a PO distribution line?
- Has a PO distribution line been closed at the PO level?
- What is the last voucher or voucher line that is listed as liquidating against an encumbrance?

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

## Selection Criteria




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

Filter criteria by:
- From PO ID to PO ID
- Fiscal Year From/To
- PO Status
- ChartField combinations

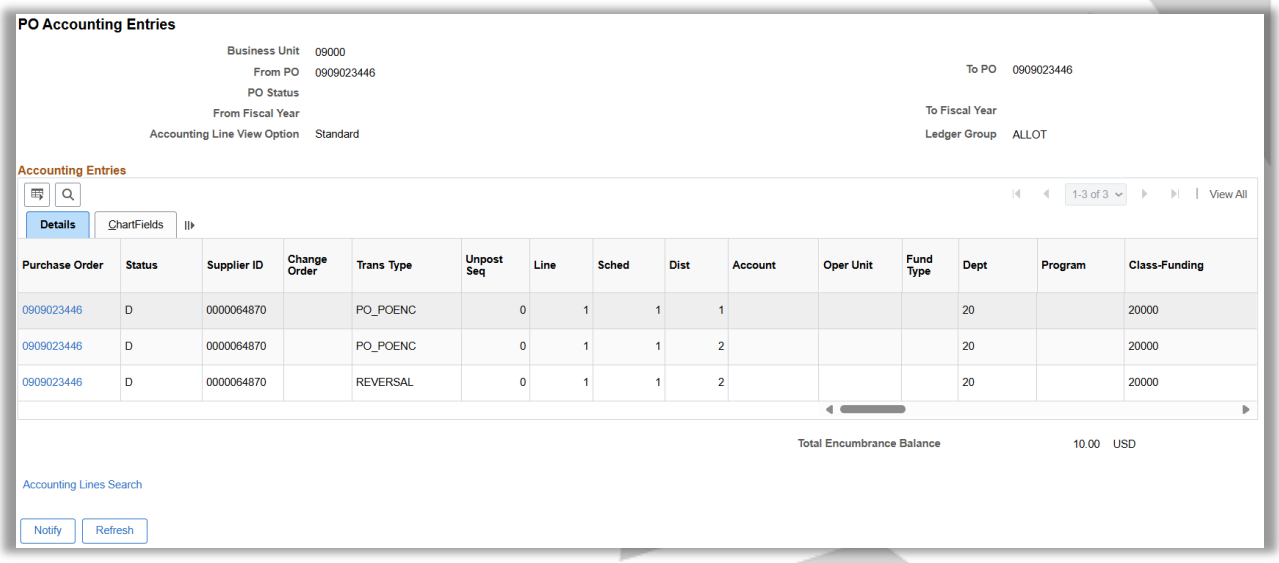
Max Rows: Increase up to 99999 if more than 300 search results.

Ledger Group: **Enter** ALLOT since POs budget check against the allotment budget.

**Click** the **OK** button.

# PO Acctg LN Lookup

The encumbrance entries related to the allotment budget display. PO encumbrances are listed first followed by the voucher reversals.



**PO Accounting Entries**

Business Unit 09000
From PO 0909023446
PO Status
From Fiscal Year
Accounting Line View Option Standard
To PO 0909023446
To Fiscal Year
Ledger Group ALLOT

Accounting Entries

Details | ChartFields | 1-3 of 3 | View All

| Purchase Order | Status | Supplier ID | Change Order | Trans Type | Unpost Seq | Line | Sched | Dist | Account | Oper Unit | Fund Type | Dept | Program | Class-Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0909023446 | D | 0000064870 | | PO_POENC | 0 | 1 | 1 | 1 | | | | 20 | | 20000 |
| 0909023446 | D | 0000064870 | | PO_POENC | 0 | 1 | 1 | 2 | | | | 20 | | 20000 |
| 0909023446 | D | 0000064870 | | REVERSAL | 0 | 1 | 1 | 2 | | | | 20 | | 20000 |

Total Encumbrance Balance 10.00 USD

Accounting Lines Search

Notify | Refresh

Scroll to the right of the Accounting Entries detail section to view more information.

Trans Type: Values include PO_POENC (PO encumbrances) and REVERSAL (liquidations).

Line, Schedule, and Dist: The PO line, schedule, and distribution associated with the encumbrance or reversal.

Class Funding, Dept, and Bud Ref: Chartfield combination of encumbrances and reversals. If the funding copied from a PO is overwritten on a voucher, the reversal will reverse the encumbrance funding and restore it to the budget. The expenditure will be recorded to the funding on the voucher.

Monetary Amount: Amount encumbered or reversed.

Reference Reversal ID: Voucher IDs associated with the encumbrance reversal.

Journal ID: Each line is assigned a separate transaction line within Commitment Control and is in sequence by transaction line.

Close Value: Values are *Y* (Yes) or *N* (No). The value Y indicates the distribution line is closed through the PO. If a distribution line is finalized through a voucher, the closed value will continue to show as N, but the encumbrance will be fully liquidated. See the Finalize Function chapter.

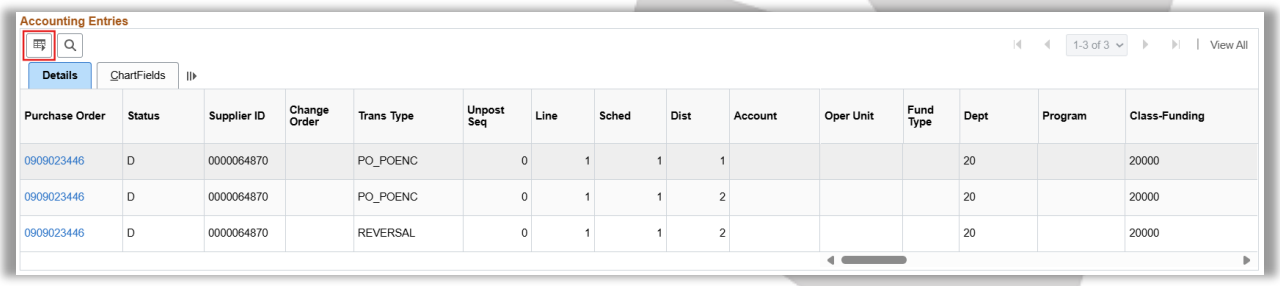
**NOTE:** PO distribution lines with TBD accounts do not display on PO Accounting Entries because TBD accounts do not encumber in the allotment budget.

**NOTE:** The reversals on the PO Accounting Entry screen reflect amounts liquidating against the encumbrance and may exceed the amount paid on the voucher if a voucher is finalized.

**NOTE:** If a voucher fails budget checking with the error message, *Reference Doc Balance is Zero*, it may be because multiple voucher distribution lines are linked back to the same PO distribution line. Since each line is assigned a separate transaction line within Commitment Control, the last voucher distribution line within Commitment Control is the only one that needs to be finalized on the voucher. The voucher distribution line that should be finalized is the last line listed for the last voucher listed, as recorded on the PO Accounting Entries page.

# Accounting Entries - Reordering Columns

The PO Acctg Ln Lookup has several columns, which are not currently used. Additionally, there may be several line transactions. The following options help to simplify the use of the page.

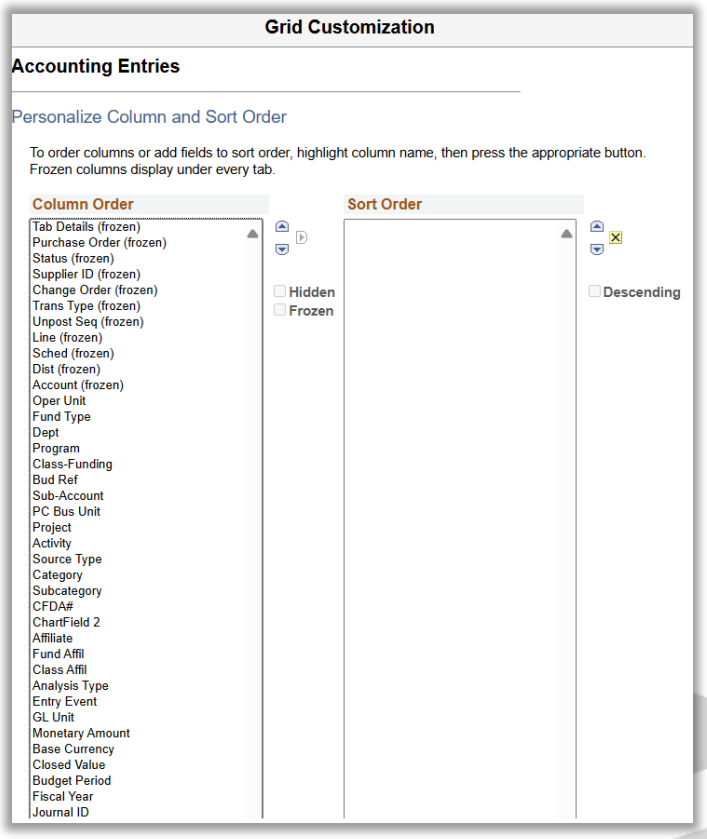



| Purchase Order | Status | Supplier ID | Change Order | Trans Type | Unpost Seq | Line | Sched | Dist | Account | Oper Unit | Fund Type | Dept | Program | Class-Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0909023446 | D | 0000064870 | | PO_POENC | 0 | 1 | 1 | 1 | | | | 20 | | 20000 |
| 0909023446 | D | 0000064870 | | PO_POENC | 0 | 1 | 1 | 2 | | | | 20 | | 20000 |
| 0909023446 | D | 0000064870 | | REVERSAL | 0 | 1 | 1 | 2 | | | | 20 | | 20000 |

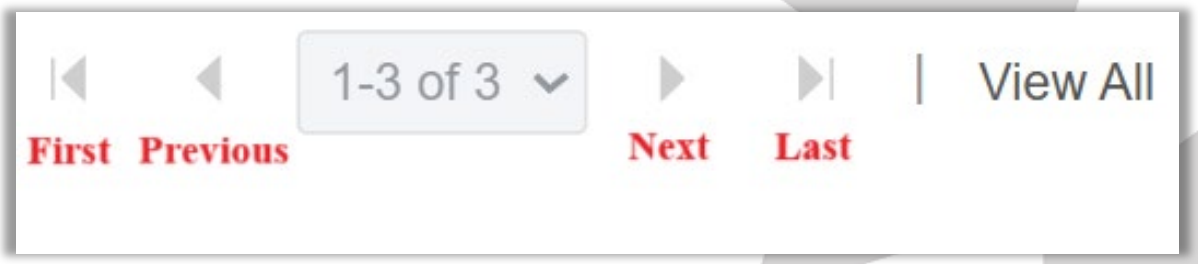
The **Looking Glass** icon allows a search string to be entered to search for a particular line or value. This is useful when there are several line transactions. A voucher ID or amount can be used to find or access a particular transaction directly

**Click** the personalize button, shown above, then the hyperlink.

Personalize: Rather than scrolling from left to right to view the entries, the columns can be reordered. The link accesses the personalization page for that grid, which enables columns to be sorted, reordered, hidden, or frozen.




# Accounting Entries Navigating within Page




View All: By default, the first ten line transactions displays. When there are more than ten lines, the View All link activates in the header bar. Clicking the View All link will expand the available line transactions up to 100 transactions per page. Use the navigation buttons to access the prior and next pages. Clicking First and Last accesses the first and last transaction.

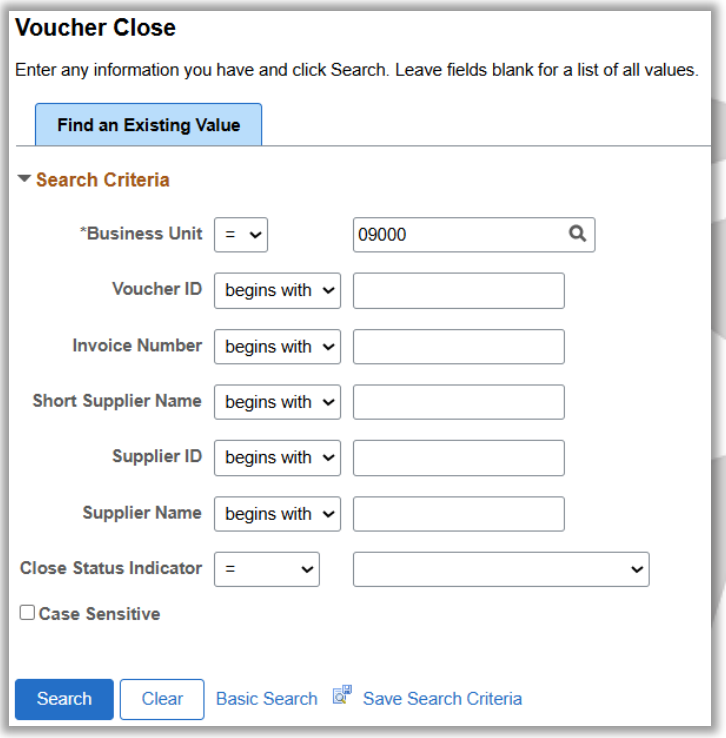
# PO Voucher Closing

A PO voucher can be closed if it has posted but it has been decided that it will not be paid or further payments will not be necessary. Voucher closing reverses the accounting entries and returns the funds to budget. Closing a PO voucher is allowed when all of the following criteria have been met:

- The voucher has posted.
- The voucher must not be selected for payment.
- The voucher may have had warrants issued against it, but it has not fully paid.

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

# Voucher Close Search



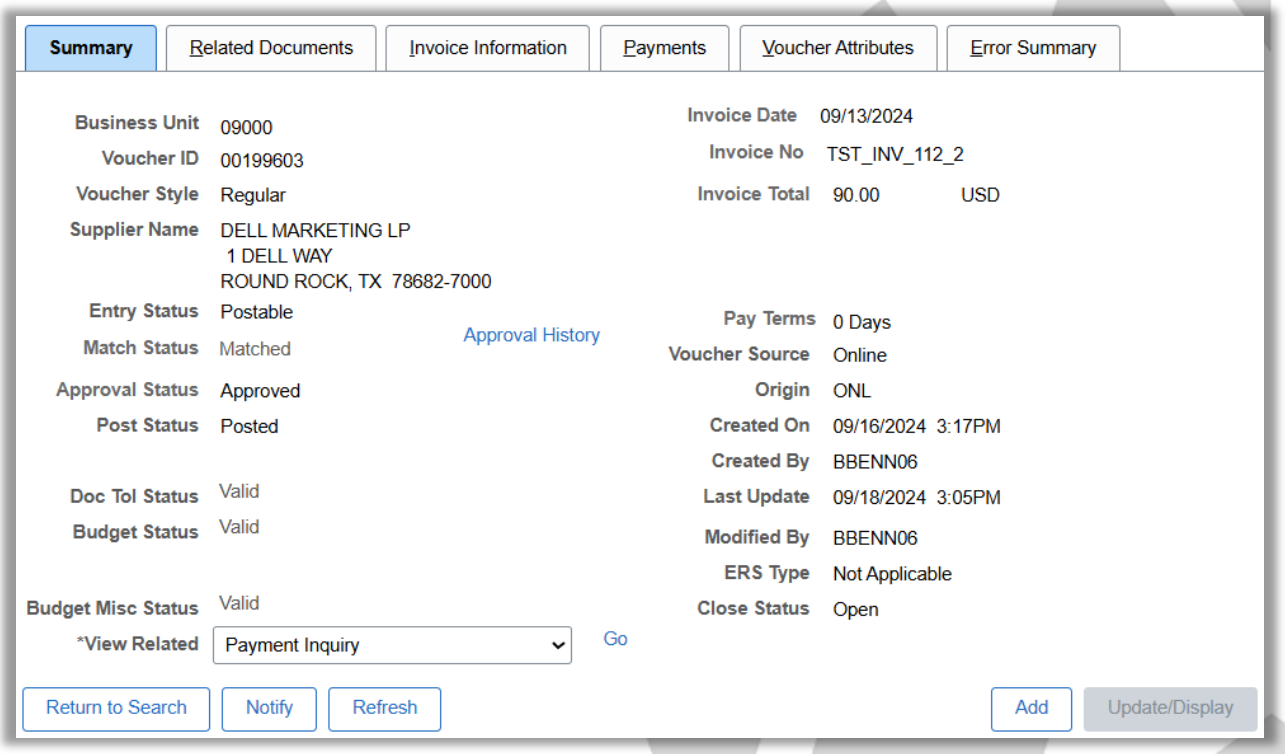

The Voucher Close search page allows for the entry of several criteria in selecting a voucher for closure.

Business Unit: Search on BU only for a list of eligible vouchers for closure.
Voucher ID: **Enter** to select an eligible voucher for closure.
Invoice Number: Narrow search using an invoice number.
Supplier Information: **Search** on supplier using the short name, supplier ID, and/or supplier name.

**Click** the **Search** button to list vouchers eligible for closure.

# PO Before Voucher Closing

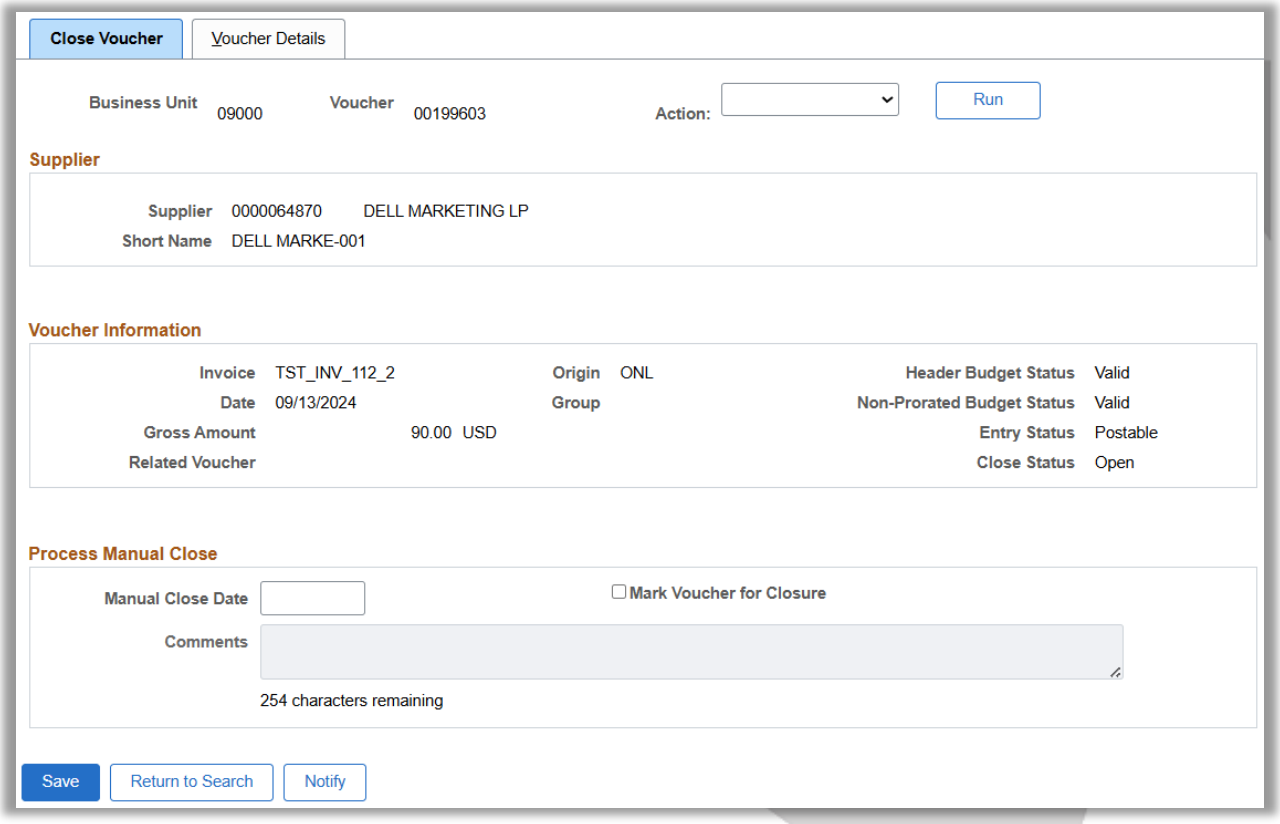
BU 09000, voucher #00199603, passed matching, document tolerance, and budget checking, and posted to record an expenditure and accrual for $90.00. Subsequently, it was determined the voucher should be closed since it would not be paid.



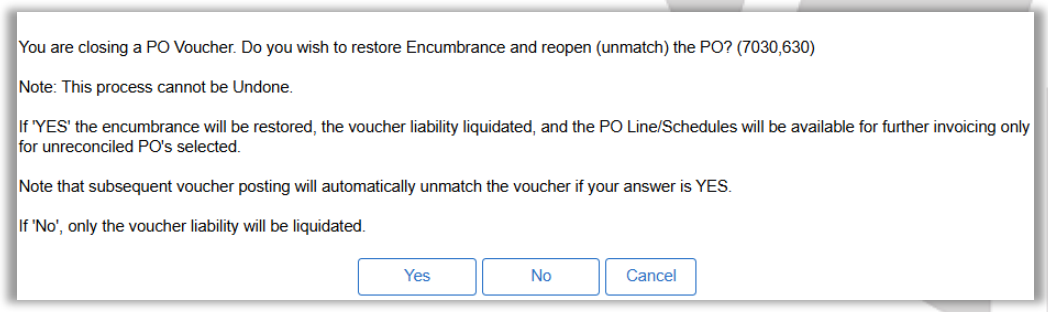

The voucher reversed (liquidated) the encumbrance for the associated PO distribution line, as recorded in the PO Accounting Entry inquiry page.

# Close Voucher Tab

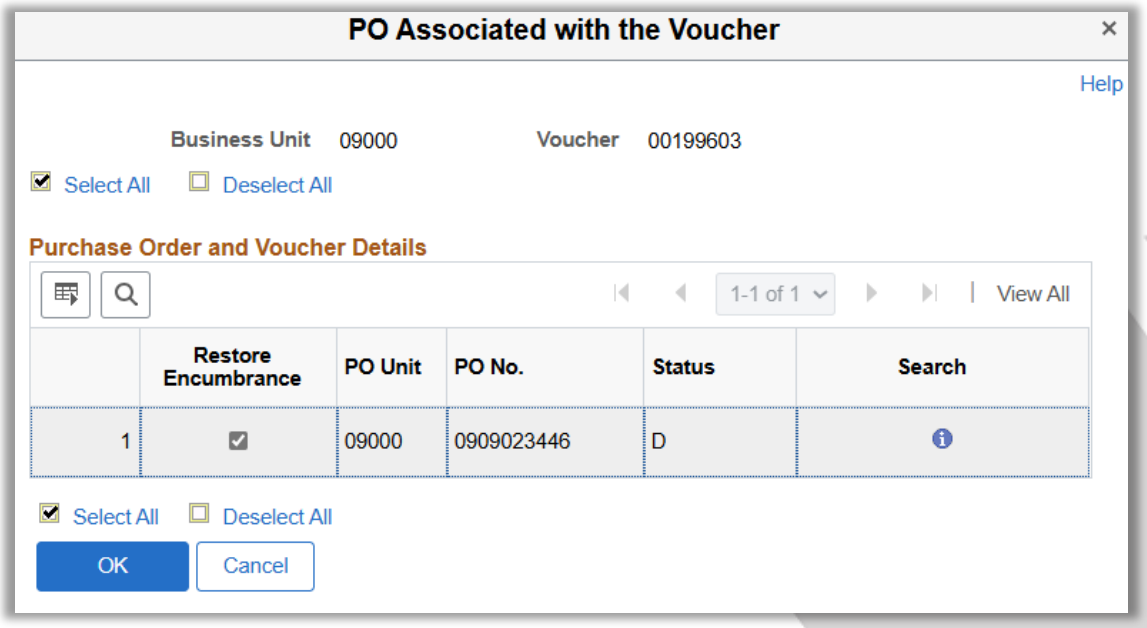
The Close Voucher Tab is displayed when selecting a voucher for closure.




**Mark Voucher for Closure**: Select to begin the closing process. The following message will display:




**No** reverses the accounting entries only. **Yes** reverses the accounting entries, adjusts the quantities and amounts matched on the voucher, and opens the PO Associated with the Voucher page.




Restore Encumbrance: **Click** the checkbox to reinstate the encumbrance. If the checkbox is not selected, the encumbrance will not be able to be restored later. As noted in the message, **this process cannot be undone.**

**Click** the **OK** button.

**Click** the **Save** button to save changes.

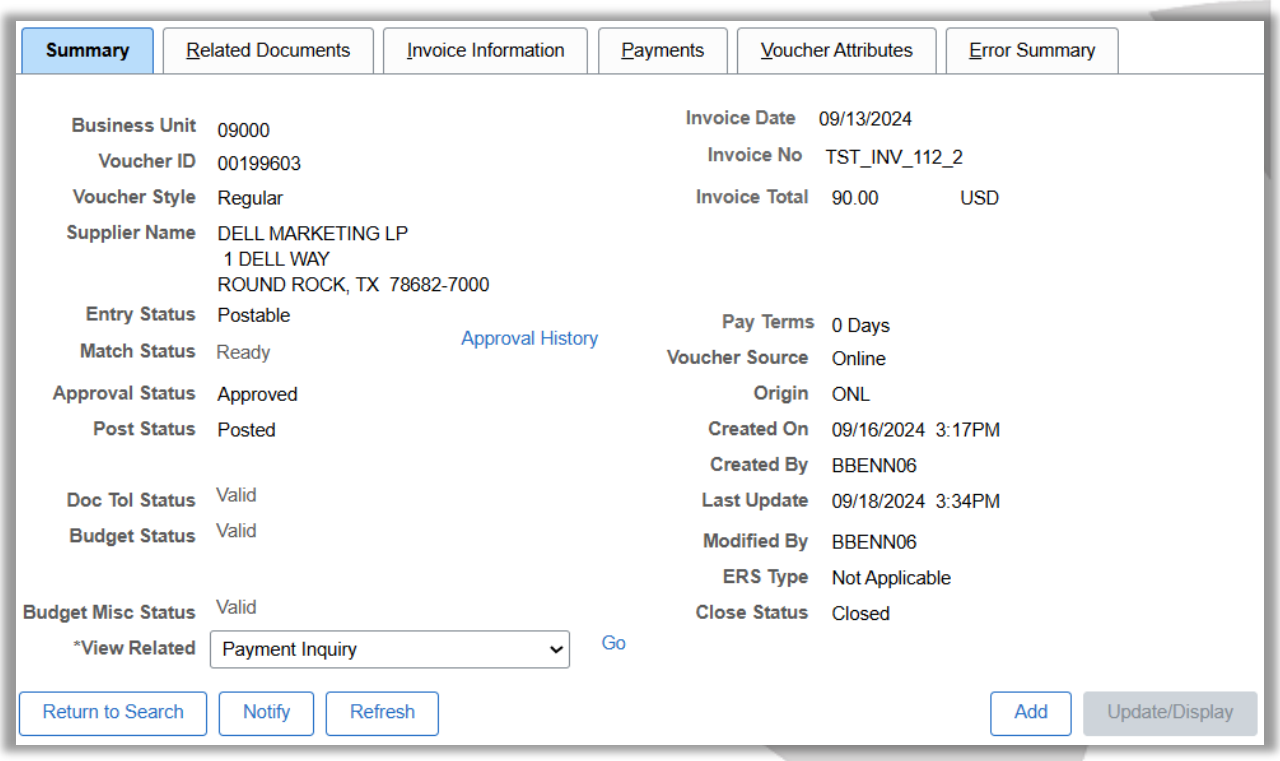
---

**NOTE:** The Search icon displays general information related to the PO schedule and PO distribution lines.

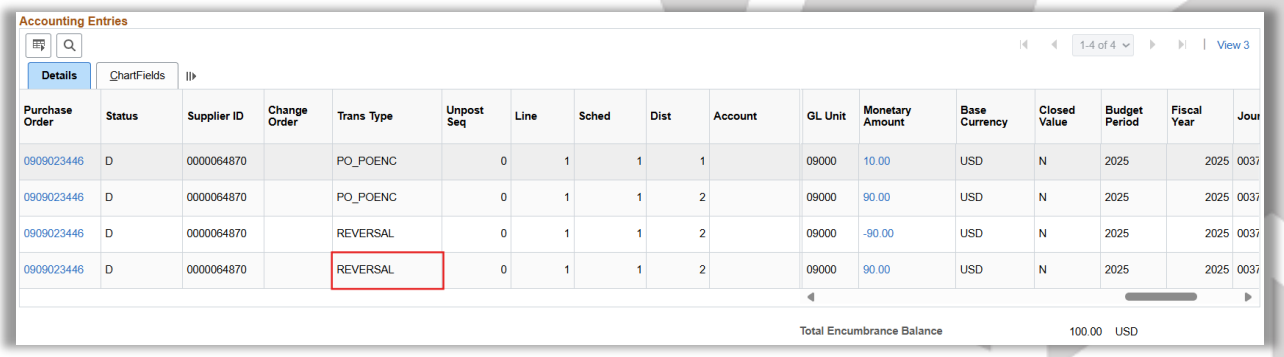
---

# Voucher Statuses After Closing

The voucher will be closed and the accounting entries reversed with the running of the Voucher Posting process in the evening batch process. The matched status and values are adjusted on the PO in the example because the **Yes** button was selected on page 97.




The encumbrances are reversed because **Yes** was selected on page 97 and the **Resore Encumbrances** box was checked on page 98.



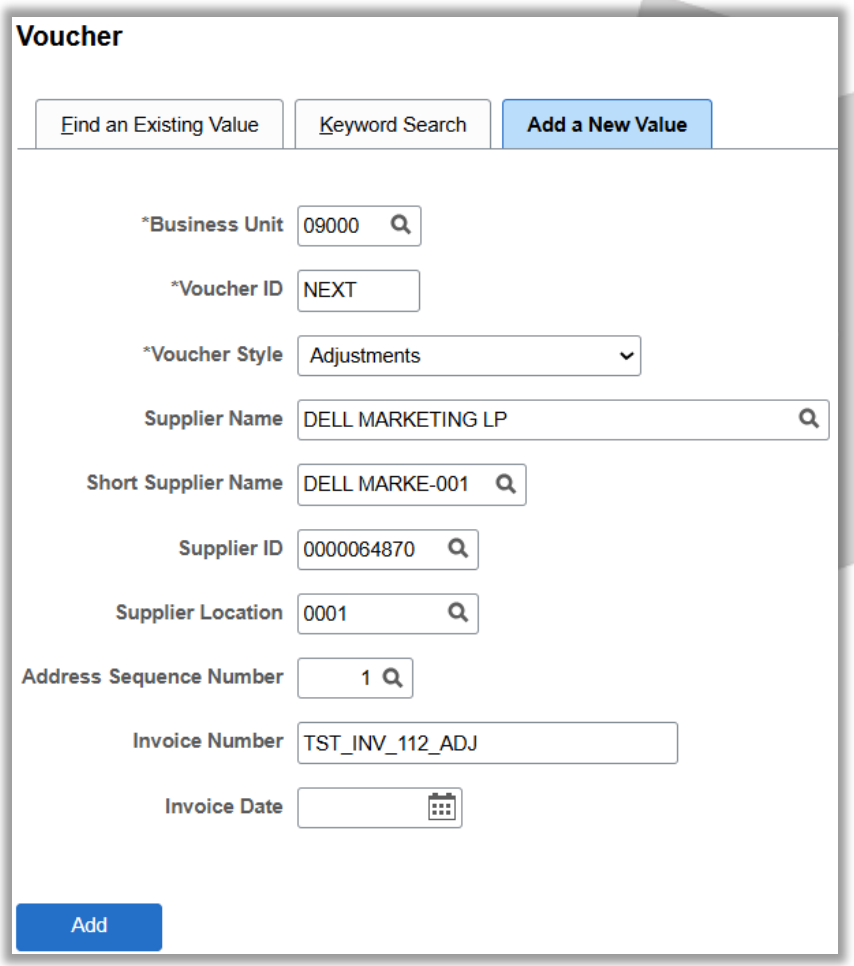
# Adjustment Vouchers

Adjustment vouchers are used to adjust an existing posted voucher, either as a correction to the payment or as a debit or credit memo. The voucher that is being adjusted can either be a direct expenditure or PO voucher. Adjustment vouchers reference the adjustment voucher to the original voucher for an audit trail. Typically, an adjustment voucher reflects one of the following scenarios:

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

## Step 1 – Create Voucher

***Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry***Add a New Value



Business Unit: Defaults to specific value for each user.
Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. DO NOT CHANGE.
Voucher Style: **Select** Adjustments.
Supplier ID: **Enter** the supplier ID that is identical to the original voucher that will be adjusted.
Invoice Number: **Enter** the invoice number as entered on the original voucher and add the suffix of ADJ or **enter** a credit or debit memo number.
Invoice Date: **Enter** same invoice date as entered on the original voucher.

**Click** the **Add** button.

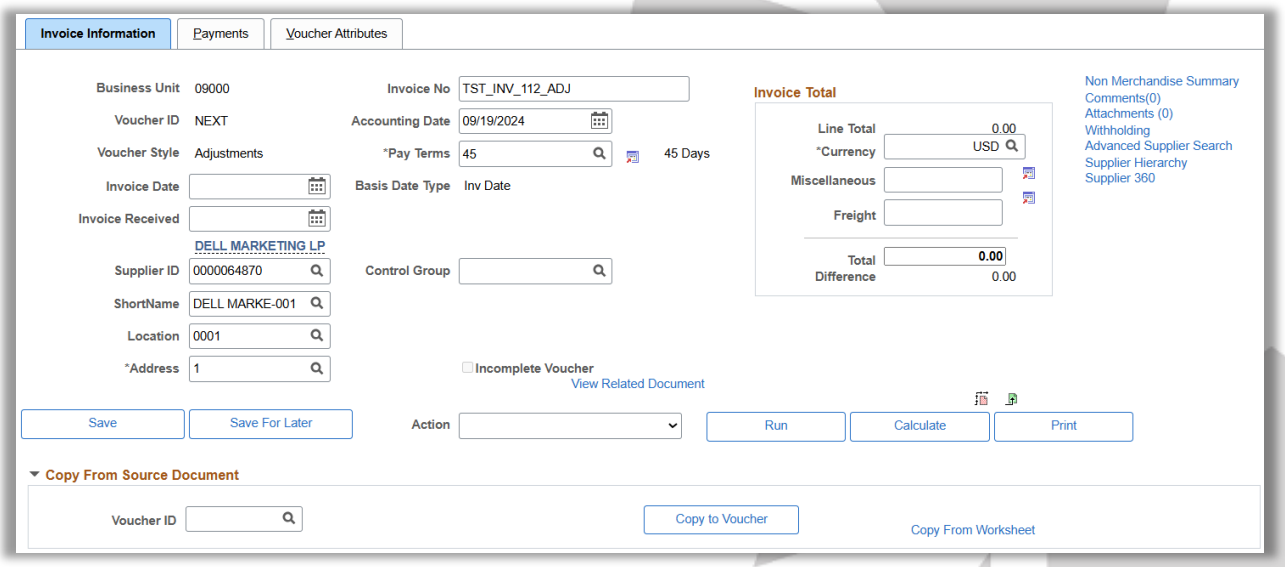
---

**NOTE:** The example adjustment voucher adjusts the voucher by reducing the expenditure by $10.00.

---

# Invoice Information Tab

The Invoice Information header populates with the values entered on the Add page, including the Adjustment voucher style. An adjustment voucher is copied from a source voucher (the voucher being adjusted):




Supplier: The adjustment voucher must have the same supplier ID as the source voucher.

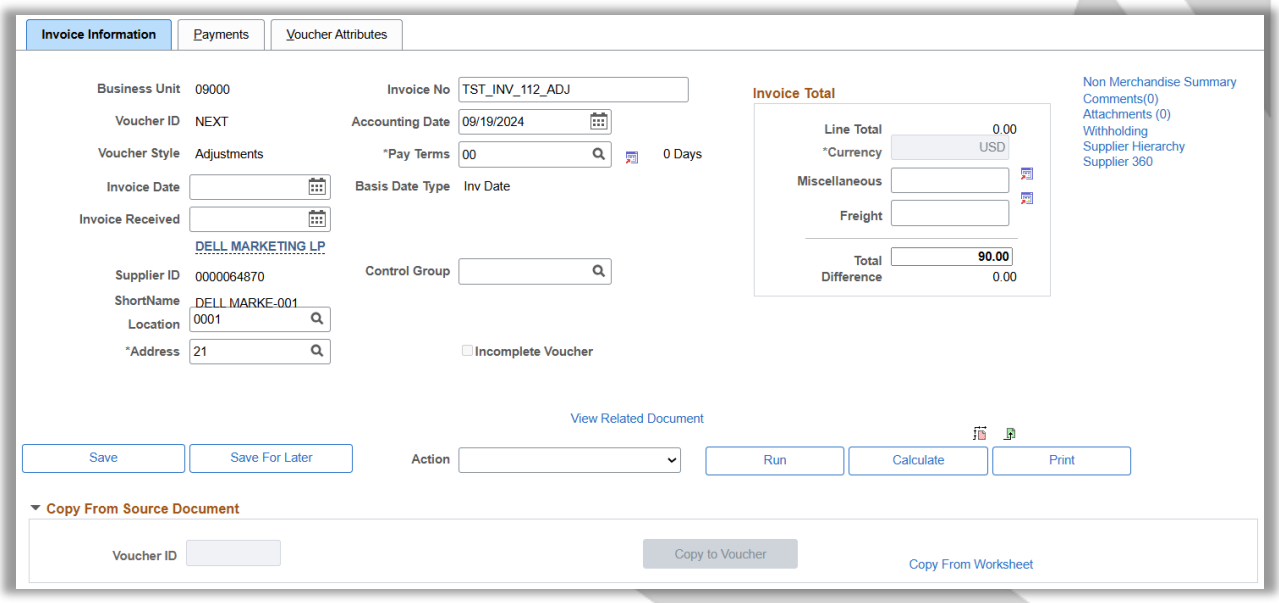
Copy to Voucher button: Option 1 allows the entire source voucher to be copied by entering the Voucher ID and copying it to the voucher.

Copy From Worksheet: Option 2 allows the individual voucher lines from the source voucher to be selected for copying by accessing the Voucher Worksheet through this link.

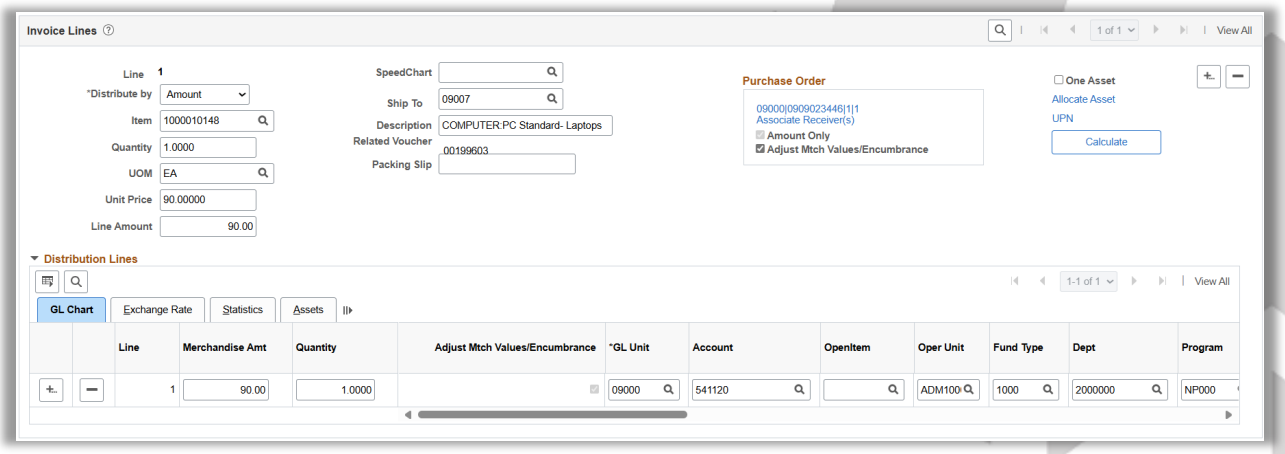
# Step 2 – Copy Voucher Information

## Option 1 – Copy Using Voucher ID

The **Copy to Voucher** button option populates the Invoice Information page with the original values from the source as follows:




Total: The original voucher amount.




Distribute by and Line Information: The Distribute by and voucher line information copy from the source voucher.

Related Voucher: The system populates the field on the invoice line(s) with the adjusted voucher's voucher ID to link the adjustment voucher lines to the source voucher.

Adjust Mtch Values/Encumbrance: The checkbox is selected to restore or liquidate the encumbrance and adjust the matched quantity and amount on the PO line. The checkbox cannot be cleared if the Copy to Voucher option is selected.

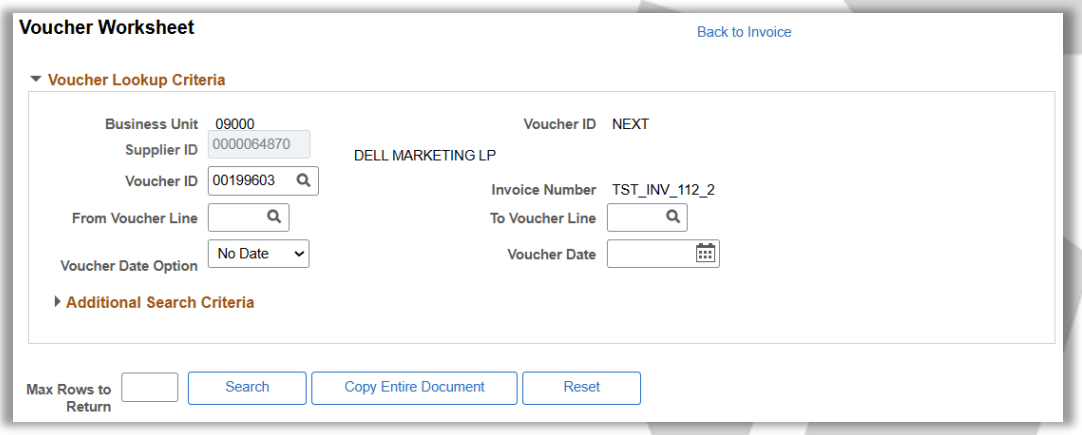
Associate Receiver(s): **Select** to modify the quantity (distribute by quantity) or amount (distribute by amount) if the source voucher is associated with a receipt. See page 109.

Amount and Chartfield Values: The voucher distribution line amount and accounting distribution copy from the source voucher.

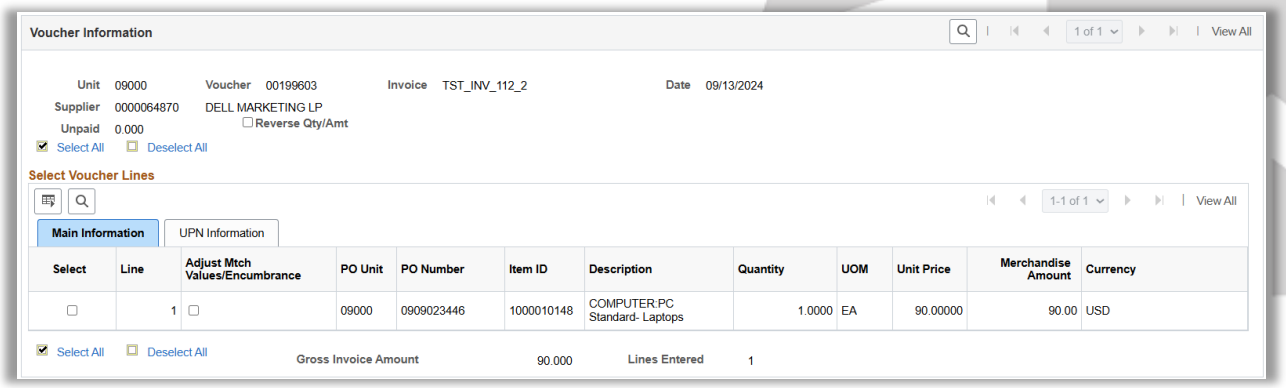
Edit the data to reflect the actual amounts and other values of the debit or credit memo. **Click** the **Save** button.

# Option 2 – Copy Using Copy from Worksheet Link

The Copy From Worksheet option displays the Voucher Worksheet.




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




**Click** the **Search** button to display voucher lines.

Unpaid: Credit adjustment vouchers should **not** be created against a voucher that has been fully paid unless it can be offset against another voucher with the same remit supplier ID. See page 110 – 111 for additional details.
Reverse Qty/Amt: **Select** checkbox to copy the voucher as a negative voucher when creating a credit voucher. Note the merchandise amount became a negative amount but the quantity is positive. This is because the voucher is distributed by amount and the PO line is designated as amount only.
Line: **Select** the individual voucher lines to be copied to the voucher. The *Select All* and *Clear All* check boxes are also available to manage selection.
Adjust Mtch Values/Encumbrance: The PO copied to the voucher requires matching. Select to restore or liquidate the encumbrance and to adjust the matched values on the PO. If the PO does not require matching, the column will be titled *Restore Encumbrance*.

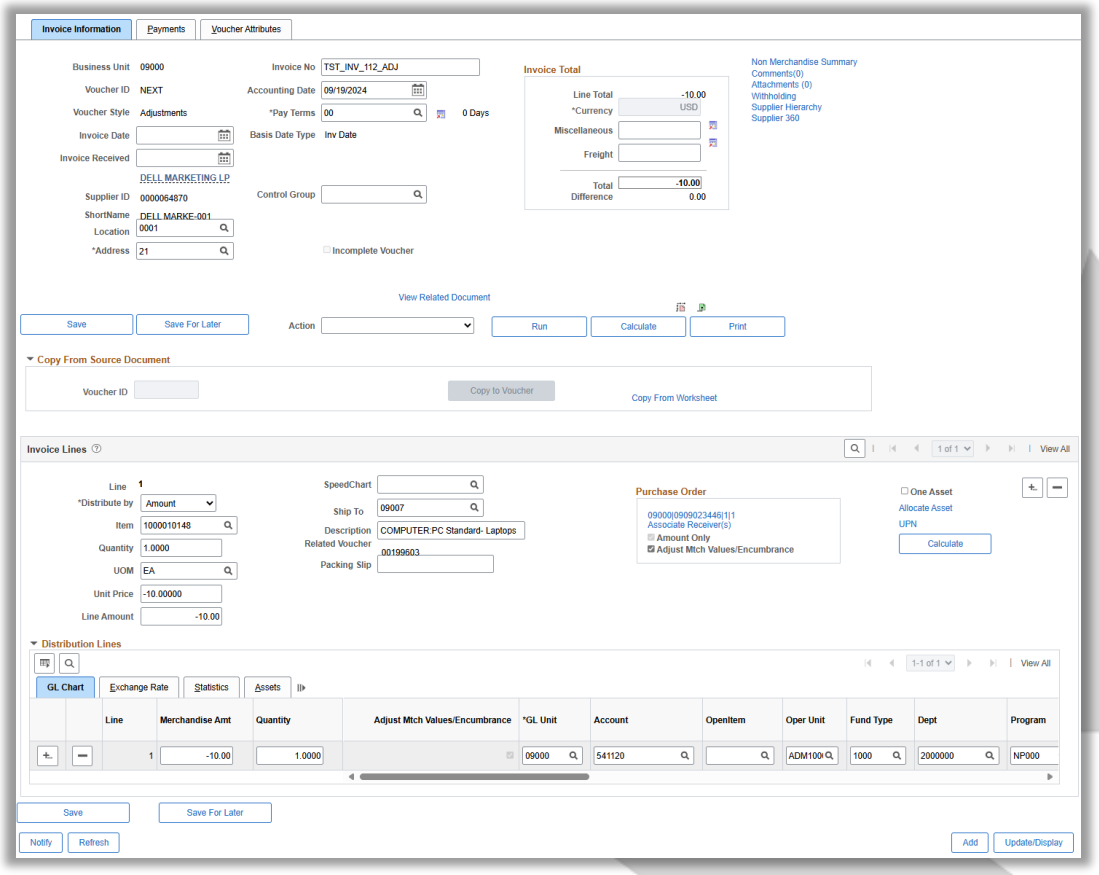
**Click** the **Copy Selected Lines** to copy the information to the adjustment voucher.

# Step 3 – Create Distribution Information

## Invoice Information Tab

The Invoice Information page fields populate with the information from the source voucher for the voucher lines selected. The amounts on adjustment vouchers created from the **Copy From Worksheet** option with the Reverse Qty/Amt checkbox selected copy to the voucher as credits.

The data should be edited to reflect the actual amounts and other values of the debit or credit memo. In the example, the source voucher is decreased by 10.00.




Total: Changed from ($90.00) to (-10.00).

Line Amount: Changed from ($90.00) to (-10.00).

Adjust Mtch Values/Encumbrance: **Select** to restore or liquidate the encumbrance and to adjust the matched values on the PO if the option was not selected on the Voucher Worksheet. The checkbox can also be cleared if it was selected on the Voucher Worksheet.

Associate Receiver(s): **Select** to modify the quantity (distribute by quantity) or amount (distribute by amount) if the source voucher is associated with a receipt. See page 109.

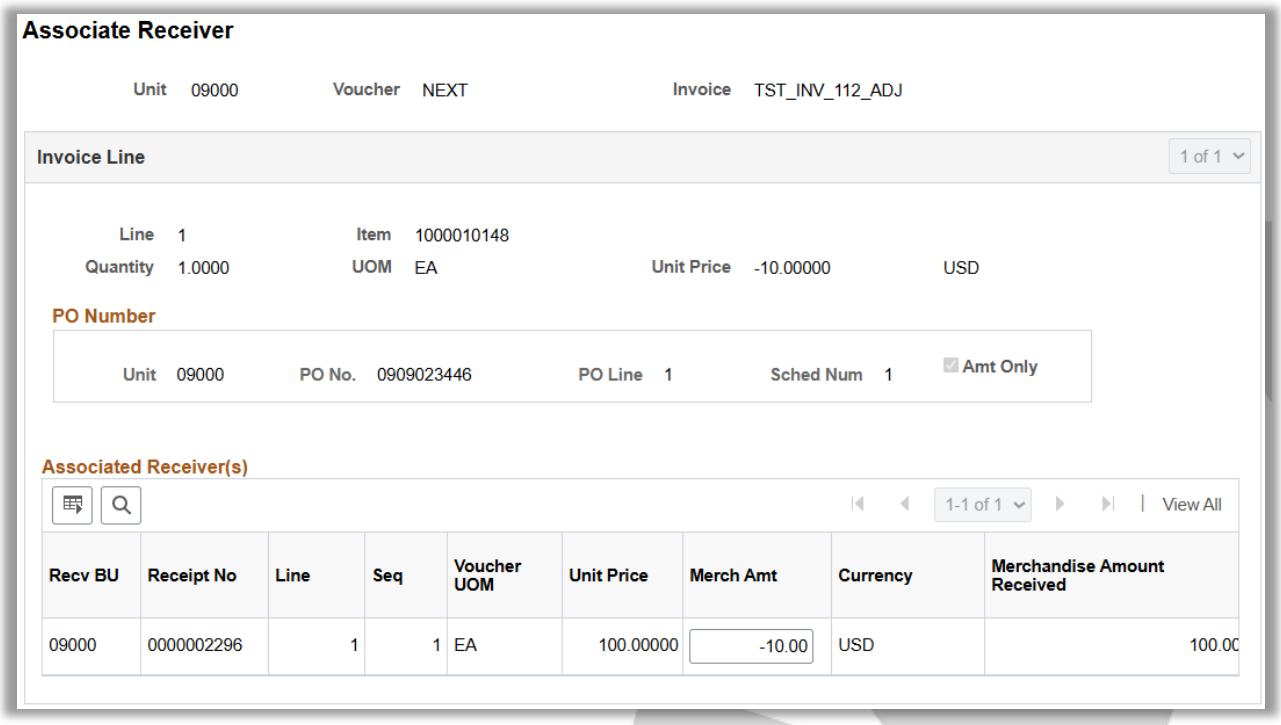
Distribution Line 1 – Merchandise Amt: Changed from ($90.00) to (-10.00).

**Click** the **Save** button.

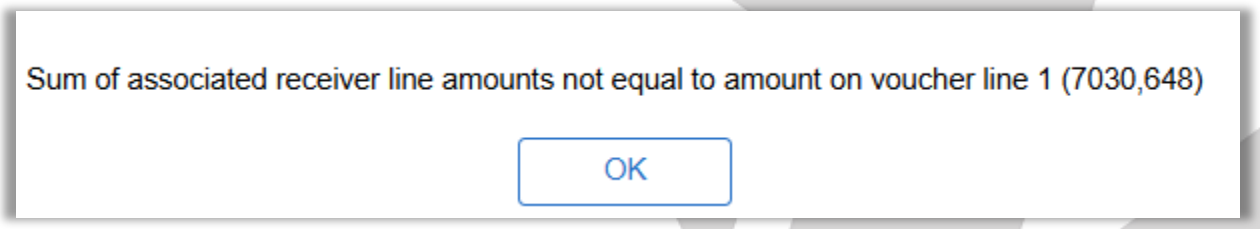
# Associate Receiver(s) Link

**Click** the Associate Receivers link to modify the quantity (voucher is distributed by quantity) or amount (voucher is distribute by amount) if the copied source voucher is associated with a receipt.

In this example, the merchandise amount was changed from ($90.00) to (-10.00).



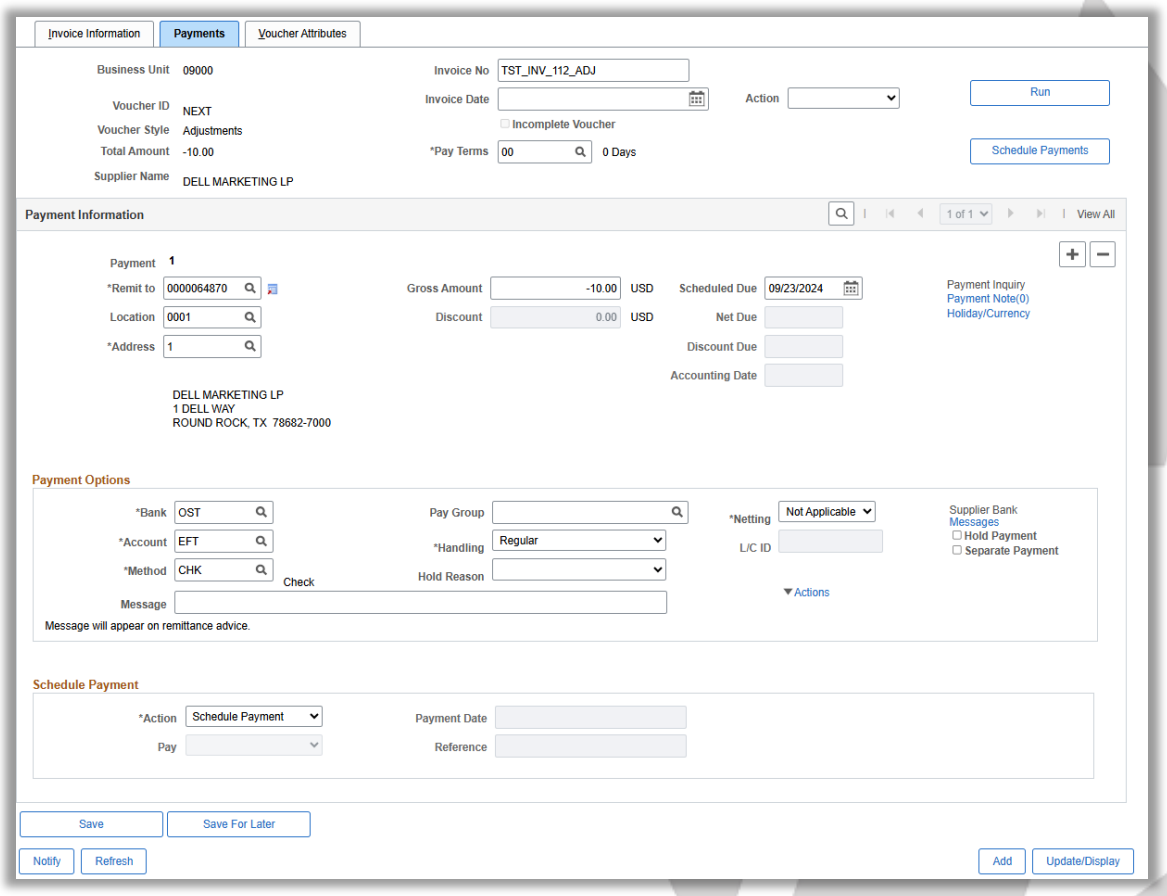

If the Associate Receiver page is not modified, a warning message displays when the voucher is saved.



# Step 4 – Edit Payment Information

## Payments Page

Editing the Payments page is very important for a credit adjustment voucher. Information on this page must match information on the source or offsetting voucher or the system will not select the credit adjustment voucher to reduce the payment.




Total Amount: If the Total amount on the adjustment voucher is a credit, the source or offsetting voucher amount must equal or exceed the credit adjustment voucher.
Remit Supplier ID, Location, and Address: **Must** be the same on the adjustment voucher and the source or offsetting voucher.
*Bank, Account, Method, and Pay Group*: **Must** be the same on the adjustment voucher and the source or offsetting voucher.
Separate Payment: The source or offsetting voucher and the adjustment voucher **cannot** use the Separate Payment feature.

**Click** the **Save** button.

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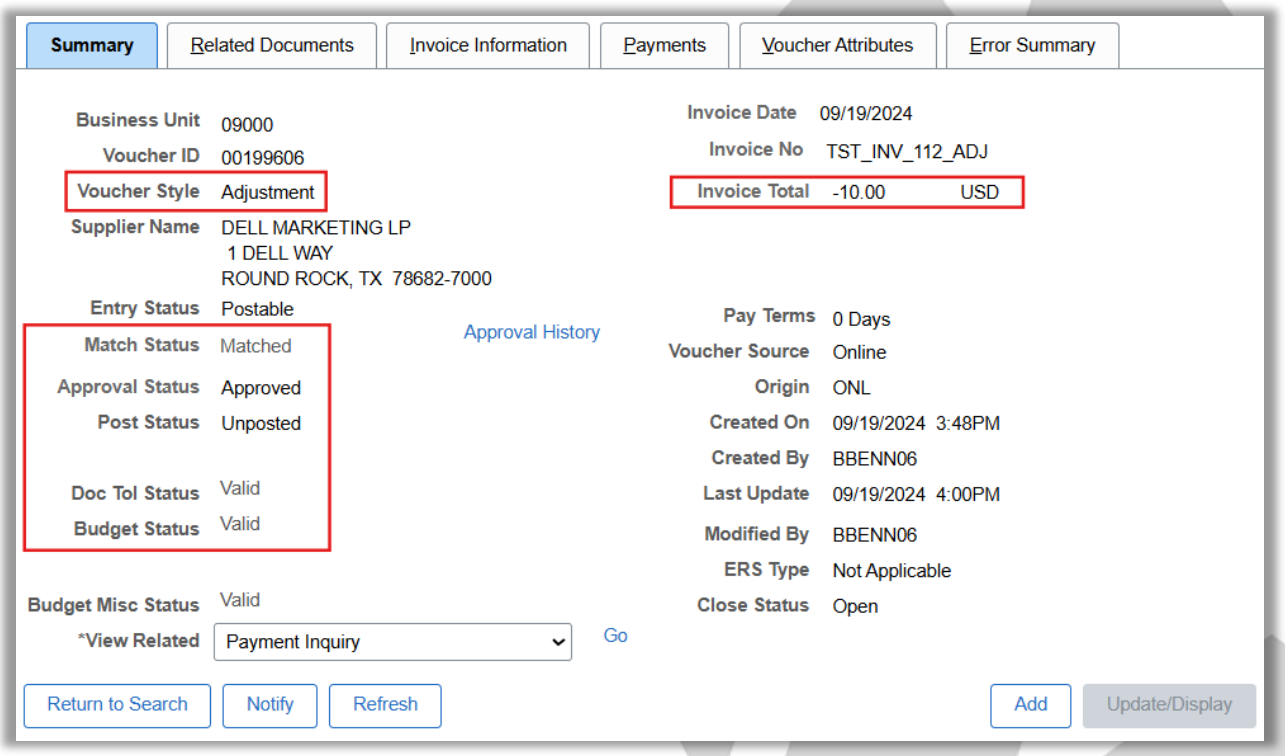
**NOTE:** If an agency desires to use credit adjustment vouchers, please contact the OMES Statewide Accounts Payable Manager so the agency and OMES can coordinate processes to ensure the pay cycle does not omit the credit adjustment vouchers.

---

# Step 5 - Summary Tab

The adjustment voucher will be selected for matching, budget checking, and posting. The Activity Summary and PO Accounting Entries inquiry pages update for the voucher lines selected to restore or liquidate the encumbrance and to adjust the matched values with *the Adjust Mtch Values/Encumbrance* checkbox.

The adjustment voucher will be included in the Pay Cycle provided the paperwork for it and the related voucher are submitted to OMES together. The remit supplier and location, bank, and pay group must match on both vouchers. The Separate Payment checkbox cannot be selected on either voucher.



# Journal Vouchers

Journal vouchers are used to correct accounting entries for vouchers that have posted and paid. A journal voucher does not affect the status of the original voucher or payment and it will not adjust PO encumbrances.

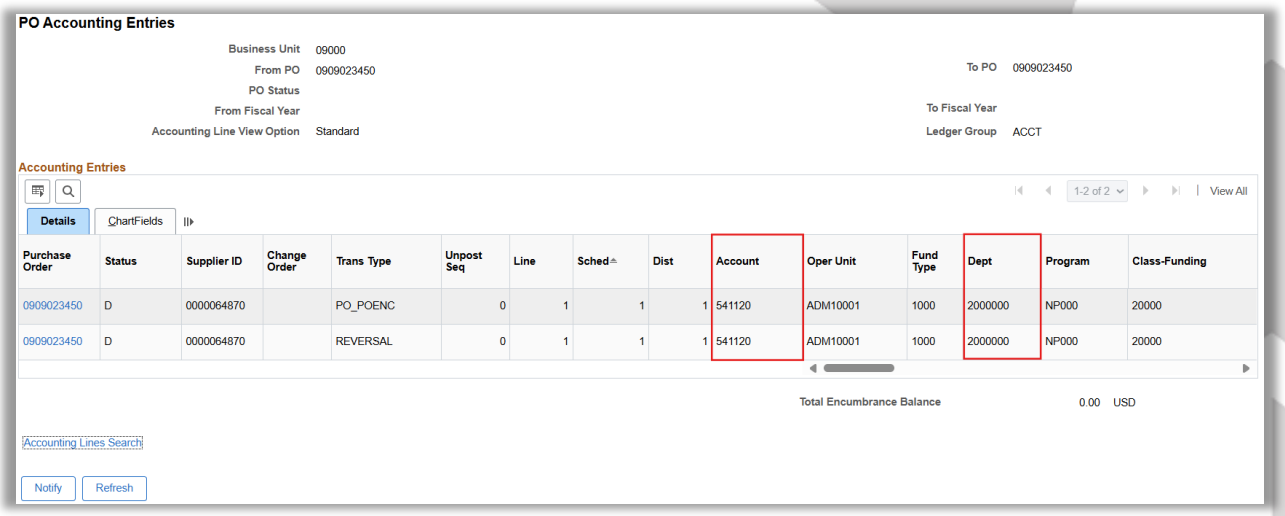
- If a posted and paid voucher was processed with an incorrect PO, PO line, and/or PO distribution line, and the incorrectly liquidated encumbrance is needed for future payments, submit an OMES Form 77, Voucher Encumbrance Adjustment Request, to OMES to request an expenditure correction.
- If a posted and paid voucher was processed with the correct encumbrance or the incorrectly liquidated encumbrance is not needed for future payments and the accounting entries are incorrect, create a journal voucher to make the expenditure correction.

## Example

The PO Accounting Entries Inquiry page for PO #0909023450 displays the budget check results from the PO and the voucher, #00199607, paid against PO line 1, distribution line 1.

The voucher was recorded to account 541120 but should have been recorded to account 545220.

The voucher was recorded to department 2000000 but should have been recorded to department 2000002. The PO does not include an encumbrance for this department but the correct PO was copied onto the voucher. A journal voucher can be created by the agency to make the expenditure correction.



PO Accounting Entries

Business Unit 09000
From PO 0909023450
PO Status
From Fiscal Year
Accounting Line View Option Standard
To PO 0909023450
To Fiscal Year
Ledger Group ACCT

Accounting Entries

1-2 of 2 | View All

Details | ChartFields

| Purchase Order | Status | Supplier ID | Change Order | Trans Type | Unpost Seq | Line | Sched | Dist | Account | Oper Unit | Fund Type | Dept | Program | Class-Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0909023450 | D | 0000064870 | | PO_POENC | 0 | 1 | 1 | 1 | 541120 | ADM10001 | 1000 | 2000000 | NP000 | 20000 |
| 0909023450 | D | 0000064870 | | REVERSAL | 0 | 1 | 1 | 1 | 541120 | ADM10001 | 1000 | 2000000 | NP000 | 20000 |

Total Encumbrance Balance 0.00 USD

Accounting Lines Search

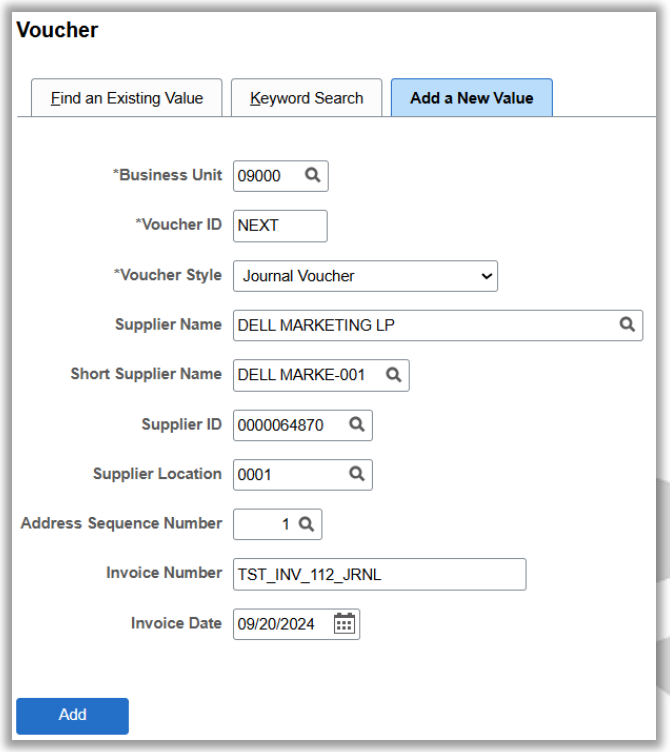
Notify | Refresh

**NOTE**: If the liquidated encumbrance is needed for future payments, submit an OMES Form 77 to OMES to request an expenditure correction.

# Step 1 – Create Voucher

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

## Add a New Value




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

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

Voucher Style: **Select** Journal Voucher.

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

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

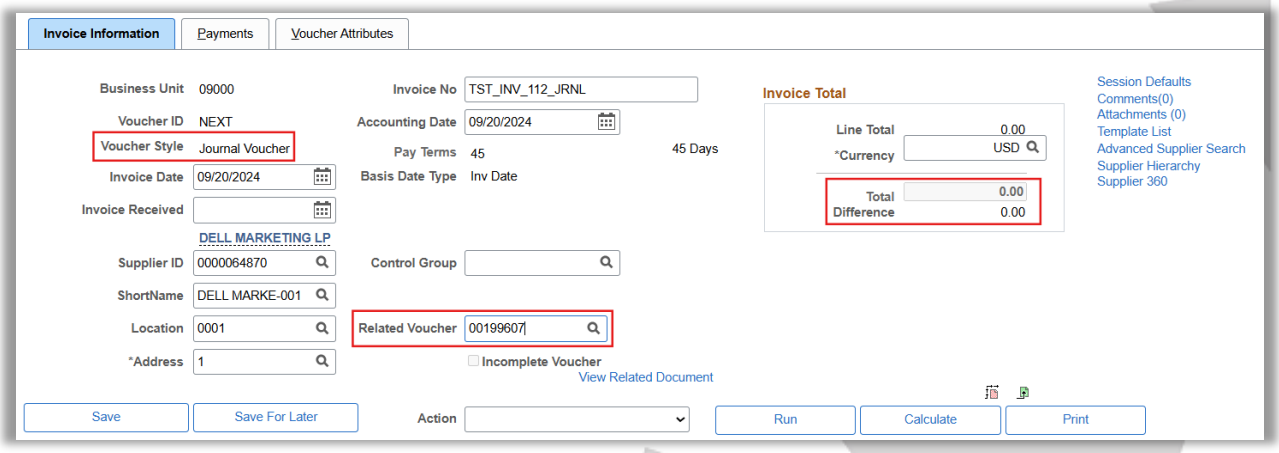
Invoice Date: **Enter** the same invoice date as entered on the original voucher.

**Click** the **Add** button.

**NOTE:** The example journal voucher reclassifies the account and department recorded on voucher #00199607 as described on page 110.

# Invoice Information Tab

The Invoice Information header populates with the values entered on the Add page including the Journal voucher style. There are two fields that differ from a regular voucher style.




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

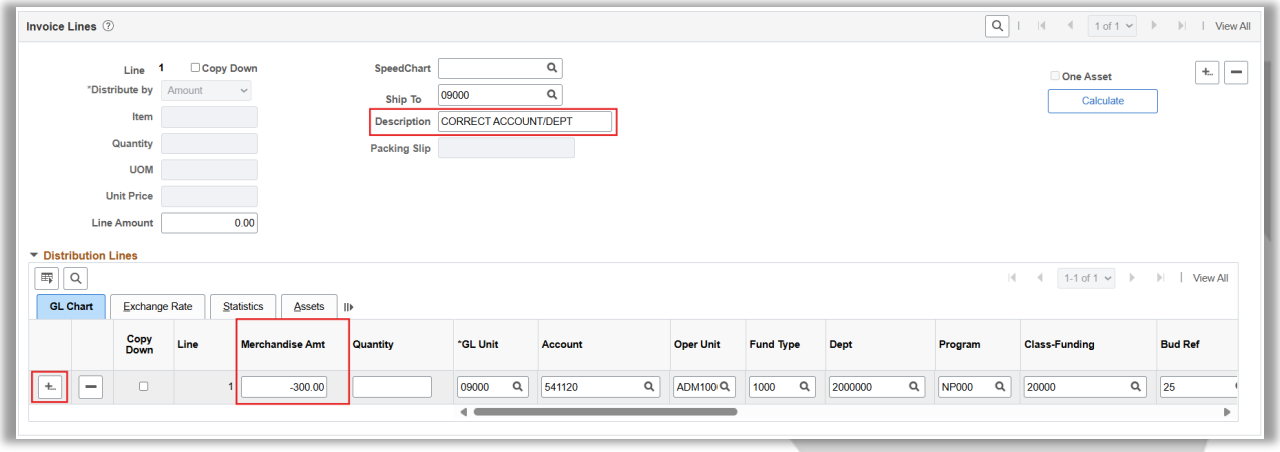
Related Voucher: **Enter** the voucher whose accounting entries were entered incorrectly to associate it to the journal voucher. The field is optional, but it should be populated to maintain an audit trail.

Important characteristics of journal vouchers include:

- No voucher or distribution lines will default into the voucher.
- All distribution lines of the voucher whose accounting entries were entered incorrectly may be adjusted.
- Negative values will reduce expenditures.
- Positive values will increase expenditures.
- The total of journal lines must net to zero.

# Step 2 – Create Distribution Information

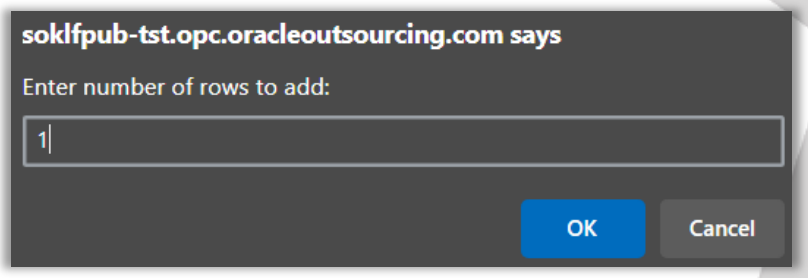
## Invoice Lines and Distribution Lines




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

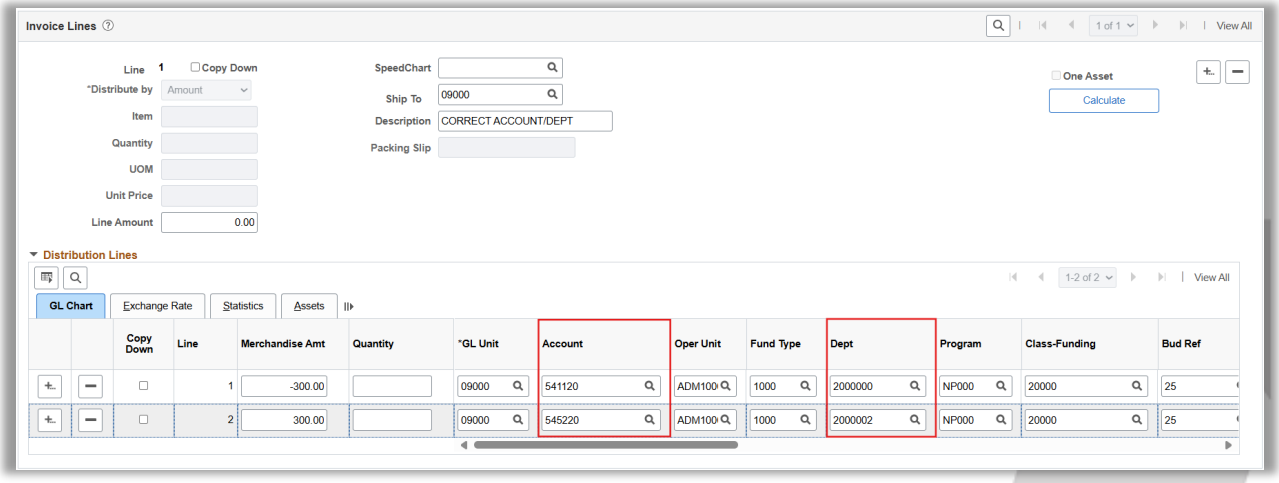
Voucher Distribution Line 1: **Populate** the first distribution line with the chartfield values for the voucher that was recorded incorrectly to reverse the accounting entry on the associated voucher.

**Click** the **Plus** button highlighted above to add additional distribution lines.




**Enter** number of rows to add.

**Click** the **OK** button.

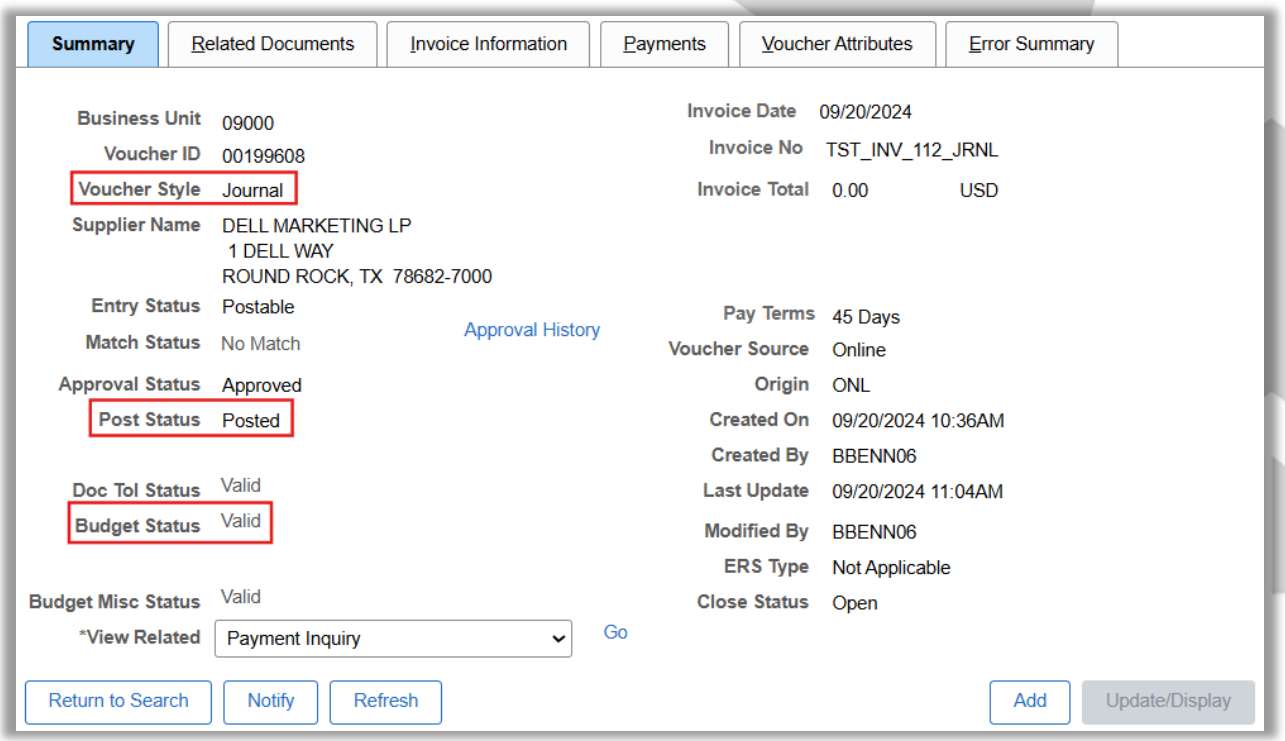



Amount and ChartField Values: Values populated in the first distribution line will populate in the additional lines. Make the correction(s).

**Click** the **Save** button.

# Journal Voucher Summary Tab

The journal voucher will be selected for budget checking and posting; however, no payments will be created since the voucher has a zero balance. When the accounting entry crosses classes, OMES creates the offsetting cash entries (JVCASH entry at the beginning of each month for the prior month).



**NOTE:** For users responsible for reconciling, run the OCP_CH_IN_AP_JV query to track journal vouches and the accounts and classes they affect for a specified date range. Run the OCP_GL_0065_JE_By_Agency Fund query to view the JVCash entries within a specified journal date range.

**NOTE:** Many journal vouchers are created with invalid accounting distributions or with lapsed budgets, resulting in recycle and budget check error vouchers. Since journal vouchers do not pay, many times the errors go undetected. Review the Budget Checking Error and the Vouchers in Recycle Status reports to monitor and correct journal vouchers timely. See COR113 Regular Vouchers Manual.

**NOTE:** The journal vouchers and supporting documents do not need to be submitted to OMES. Agencies are required to retain the vouchers for a period of seven (7) years.

# Finalize Function

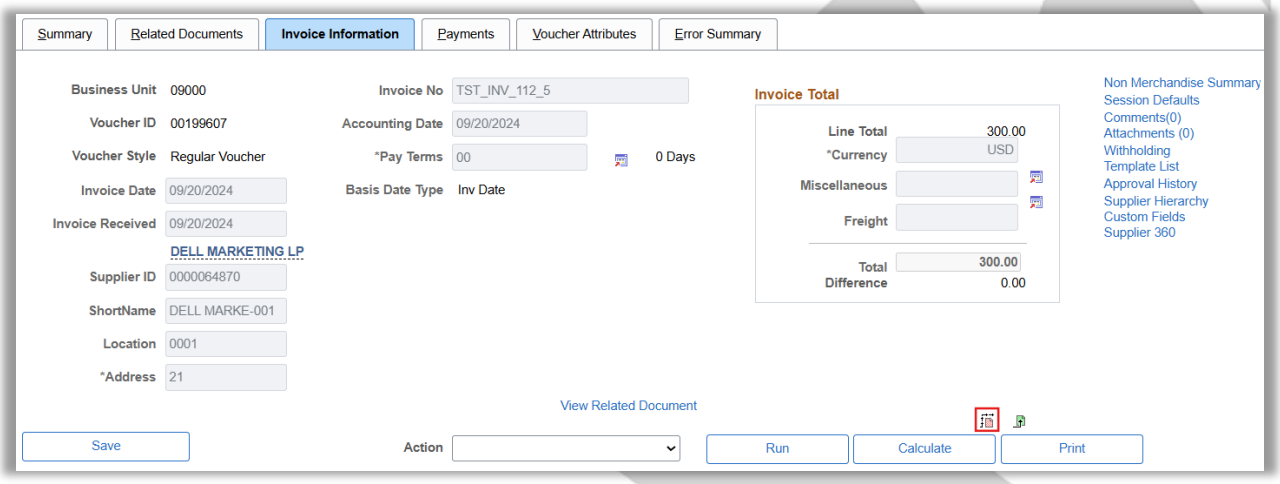
The finalize function on the Invoice Information page of the voucher component allows liquidation of encumbrances on the sourced PO. The relieved encumbrances are restored to the available budget. The final action can also be reversed to restore the encumbrance to the PO if the PO is not closed and the budget has adequate available budget and has not lapsed.

**CRITICAL NOTE: The timing of when a voucher is finalized or unfinalized is important. Only vouchers with an accounting date in an open accounts payable period will budget check. Accounts payable periods are open in the current month and one month prior, except for July when only the month of July is open. This affects the finalize function on the voucher because finalizing or undoing the finalize resets the voucher budget checking flag to Not Chkd. The budget checking process will select vouchers only if the accounting date of the voucher is in an open accounts payable period.**

# Restoring Encumbrances through the Voucher

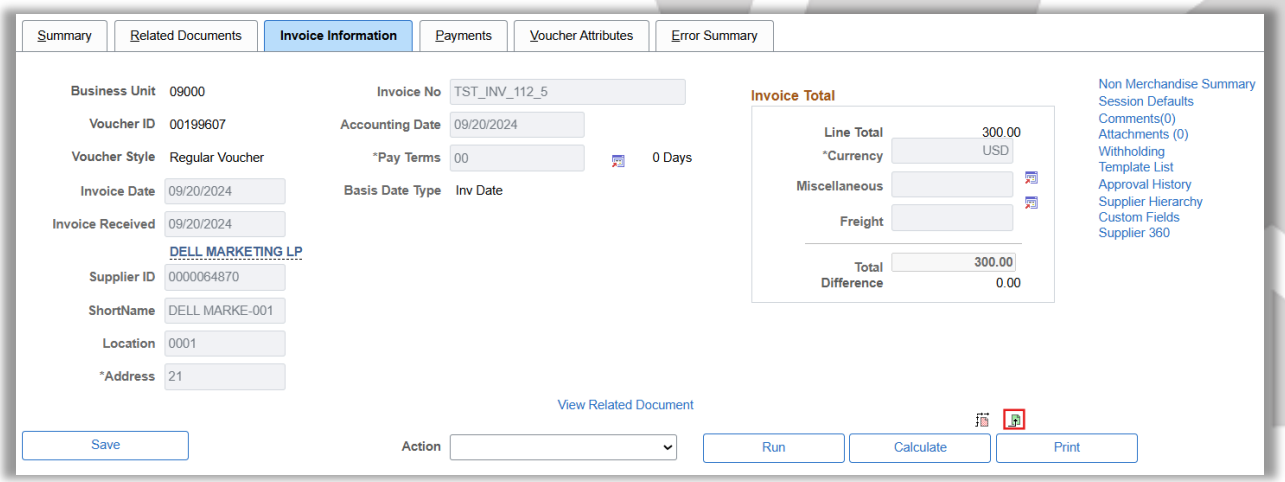
When a voucher is created and it is determined that it is the last payment against the encumbrance(s), the finalize function can be used to relieve the remaining encumbrance by entire document, line item, or distribution line. The finalize function on the voucher can also be used after the voucher has matched, budget checked, posted, and been paid, provided the accounting date is in an open accounts payable period.

## Finalizing an Entire Document




**Click** the Finalize Document icon shown above to final all the PO lines and distribution lines sourced to the voucher. PO lines and/or PO distribution lines not on the voucher are not finalized.

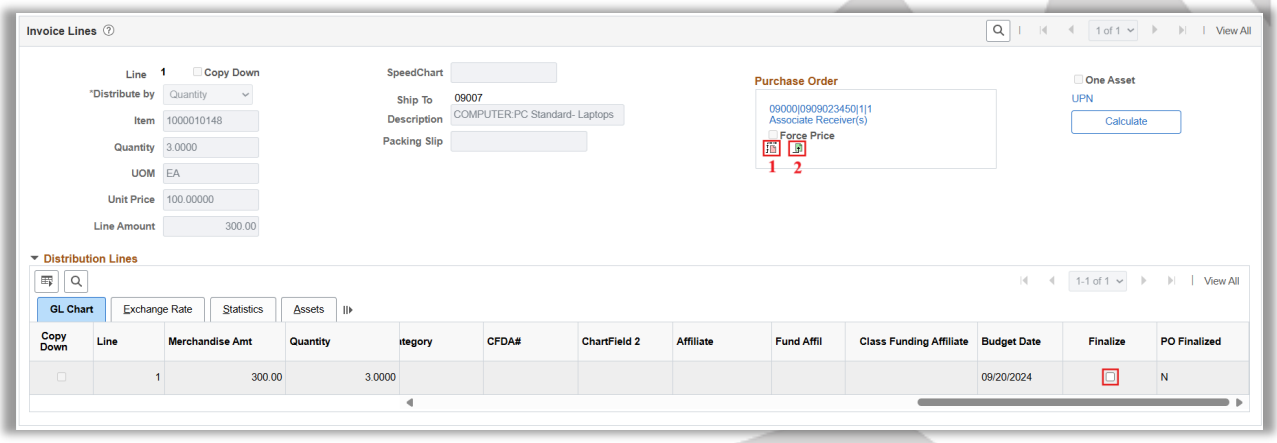
**Click** the Undo Finalize icon, shown below to undo the finalization of all the PO lines and distribution lines sourced to the voucher.



# Finalizing a Line Item

**Click** the Finalize Line icon (1) to final all the distribution lines on the voucher line sourced to the PO. PO distribution lines not on the voucher are not finalized.

**Click** the Undo Finalize Line icon (2) to undo the finalization of all the PO distribution lines associated with the line item.




# Finalizing a Distribution Line Item

**Click** the Finalize box on the distribution line to finalize individual distribution lines sourced to the PO to be selected without finalizing other voucher distribution line. Clearing the checkbox will undo the finalization.

The PO Finalized column displays a *Y* if the PO distribution line sourced from the PO is finalized on this or another voucher.

The Minus icon is grayed. Distribution voucher lines and the associated voucher line cannot be deleted before the voucher is posted unless the checkboxes are cleared.

---

**NOTE:** Vouchers that have never posted cannot be deleted if the Finalize checkbox is selected. Clear the checkbox if the voucher needs to be deleted.

---

**NOTE:** When the finalization process is saved, the encumbrances reverse, restoring the respective budgets. This is shown in the PO Accounting Entries page.

---

# Helpful Hints

## PO's not Available for Vouchering

- PO not in a dispatch status
- PO has been closed or canceled
- PO is fully matched
    - Must have an available quantity balance
    - Must have available merchandise dollar amount balance

## Voucher Available for Payment

- Vouchers must be budget checked
- Vouchers must have a document tolerance of valid
- Vouchers must have a match status of matched or no match
- Voucher must have a pay group
- Supplier cannot be on hold
- Supplier must be in an approved status
- Supplier location and address must be active
- Voucher must be sent to OMES (see OMES procedures for exceptions)
- Schedule payment date is current and terms are "0 days"

## Vouchers will not Budget Check

- Vouchers are in a recycle status
- PO is no longer in a valid budget checking status
- Document tolerance is not valid

## Reasons for Recycle Status

- Voucher does not add
- Department field only contains the first 2 digits (must have all 7)
- Duplicate invoice number
- Invalid chartfield combination.  (Fund vs Class)

## Reasons Why a Voucher Did Not Post

- Voucher is locked in a batch process. Call OSF to unlock the voucher.
- Voucher not budget checked / or budget checking error

- Voucher not matched / or match has an exception
- Document tolerance not checked / has an error