State of Oklahoma

COR218

Load Voucher from Remote (747) Manual

Office of Management & Enterprise Services

OKLAHOMA

Table of Contents

Document History 3
General Introduction 4
Voucher Load from Remote (747) 5
OCP747_R11_LAYOUT2 6
Voucher Upload Page 7
Process List 11
Process Detail 12
View Log/Trace 13
OCP_0747_Loaded_To_Staging_Rpt 15
Voucher Build Process 16
Voucher Build Request 16
Process Scheduler Request 19
Process Instance 20
Process List 21
Reviewing the Voucher Build Process Message 22
Process Message Page 22
Build Errors Page 23

Document History

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1.0	04/26/2017	Initial Document
2.1	07/06/2017	Updated
2.2	07/03/2019	Updated SFTP Option
2.3	01/26/2021	Updated Logo
3.0	02/18/2025	Upgrade Update

General Introduction

OCP747 Voucher Upload will provide a means for the agencies to load a properly formatted CSV file which contains the source information to create Voucher in PeopleSoft Accounts Payable staging tables.

OCP747 Voucher Upload is designed to replace the current "Voucher from Remote" (OCP_012_AP). This will provide many of the same features/functions as the current "Voucher from Remote." There are other AP Invoice Load processes which are also incorporated within this OCP747 Voucher Upload. To support this new load process, the Voucher Build has been modified for use with the "Customer Interface" options, so that each agency will have its own set of AP Origins; although all agencies will have a set of a values in common as the baseline load. The AP Origin that will be used for OCP747_R11_LAYOUT1 is "GPS." The AP Origin that will be used for OCP747_R11_LAYOUT2 is "VFR"; some additional values maybe be authorized on a case-by-case basis requiring business needs validated to support request. For our purpose, AP Origins is a way to group and process invoices that are in the AP staging tables (Loaded by OCP747_R11_LAYOUT1 & 2).

This manual will focus on the use of OCP747_R11_LAYOUT2, although the functional use is the same for both.

Voucher Load from Remote (747)

OCP747_R11_LAYOUT1 & 2 is a means to remotely load (interface) invoices (claims) from agency payments systems by way of a CSV file which is loaded and processed by the agencies' PeopleSoft Authorized Accounts Payable User.

NOTE: Because there are many scenarios for which payments can be loaded through this interface, each scenario (agency system(s) to interface PeopleSoft through this process) must go through testing prior to "going to production."

OCP747_R11_LAYOUT1 & 2 will accept a properly formatted CSV file generated by third-party systems and through an online file load process that will place validated rows into Account Payable staging tables. The CSV file is not to be created or edited manually; this is because the formatting and content is highly complex.

NOTE: The user should never manually open or in any way manipulate the content of the file.

The CSV file will be processed by the "Voucher from Remote (747)" processor. This processor has two run options:

1) Edit Process and
2) Edit/Load Process.

The Edit Process is the same for both options. The Edit Process will perform many validation checks. The exceptions resulting of the Edit Process is found in an excel file named "Load Exception Report." This Edit Process will not load the file and is to be used as a check to identify exceptions (errors). When exceptions are identified, the user will need to return to the origination system to make corrections, recreate the file and resubmit. It is possible that it may take a number of iterations to ensure an exception-free file. This is one reason testing is so important.

The Edit/Load Process performs the same validation checks because it uses the same Edit Processor. For the rows that pass validation checks, these invoices (claims) are loaded into the Voucher staging tables. At this point the invoices (claims) are considered "Staged." Do not attempt to reload these "Staged" invoices (claims) as duplication exceptions will occur. The results of the Edit/Load Process can also be found in the excel file named "Load Exception Report" and "Loaded to Staging Report." The "Load Exception Report" shows invoices (claims) which were not loaded and their exceptions. The "Loaded to Staging Report" shows the invoices (claims) that were loaded.

For invoices (claims) that are listed on the "Load Exception Report," corrections will need to be made. Resubmit the invoices (claims) in a new file.

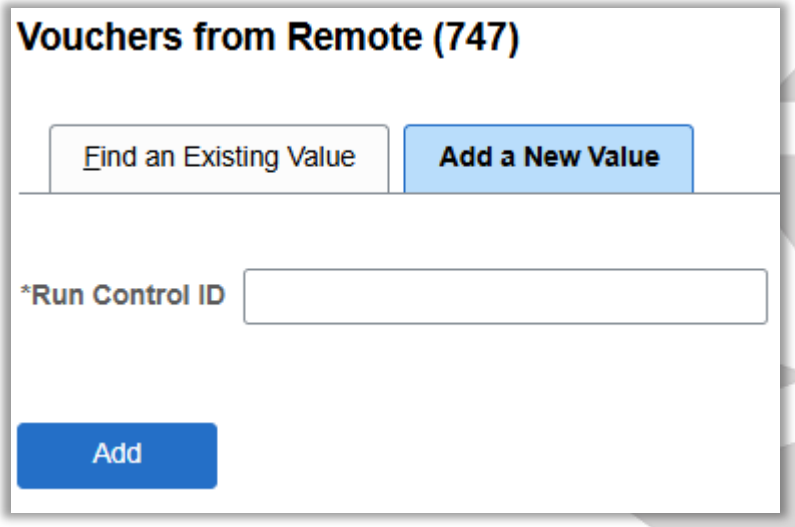
For the invoices (claims) that were loaded, continue onto the Voucher Build Process defined later in this manual.

OCP747_R11_LAYOUT2

Prior to opening the Run Control Page, ensure the location of the invoice (claims) CSV file.

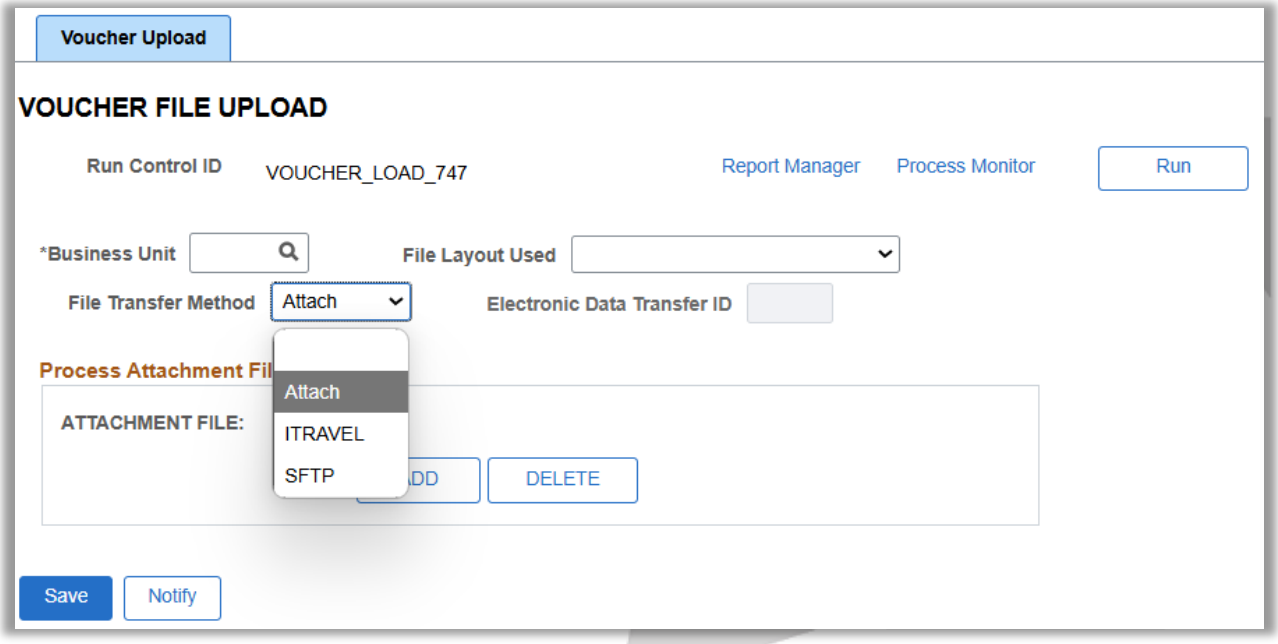
Navigation: CORE Interfaces > Inbound > Load Voucher from Remote (747)

Select or Add a Run Control ID created specifically to run the 747 Upload. Make the Run Control ID unique to the job by adding initials, business unit, etc.



Select the **Add** button to create a new Run Control ID or enter an existing Run Control ID on the Find an Existing Value tab and **select** the **Search** button**.**

Voucher Upload Page



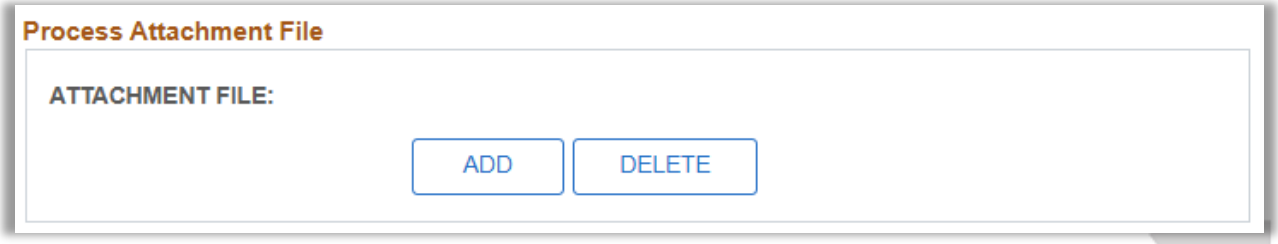
Business Unit: Enter the five-digit business unit number. It will be used to retrieve the data from the Voucher Build staging tables and create the voucher(s) for the agency. Users with access to more than one business unit can run the Voucher Build Process for multiple business units by selecting the plus icon and entering additional business units.

File Layout Used:

- *OCP747_R11_LAYOUT1*.
- *OCP747_R11_LAYOUT2* - Will accept the properly formatted CSV file through an online file load process.

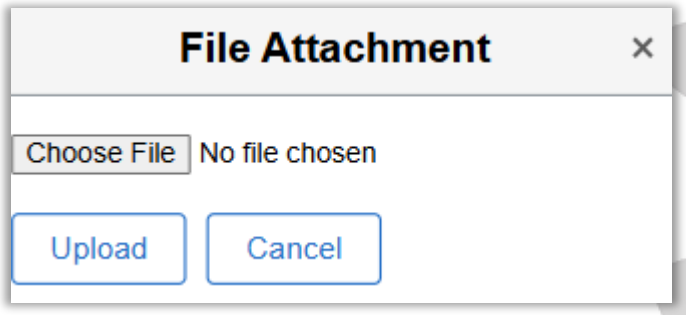
File Transfer Method: The file transfer method will depend on the File Layout used.

- *Attach*: Used with OCP747_R11_LAYOUT2. A CSV file can be attached and uploaded through Layout2.

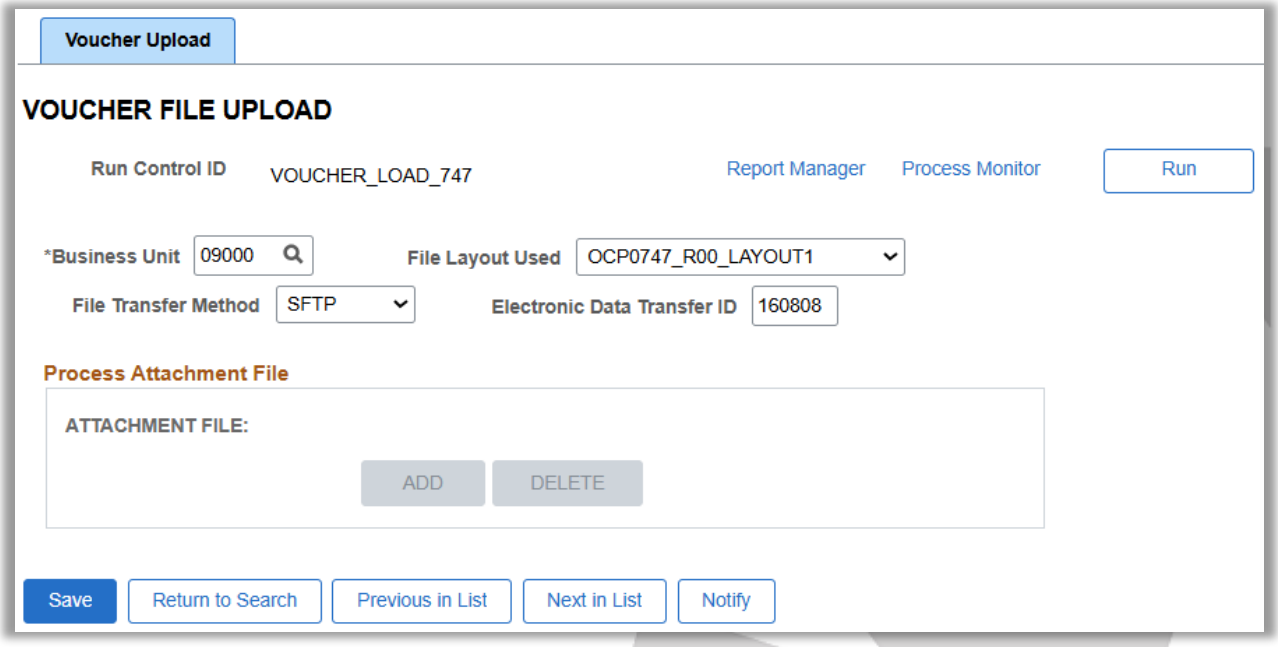


In the **Process Attachment File, Attachment File** section:

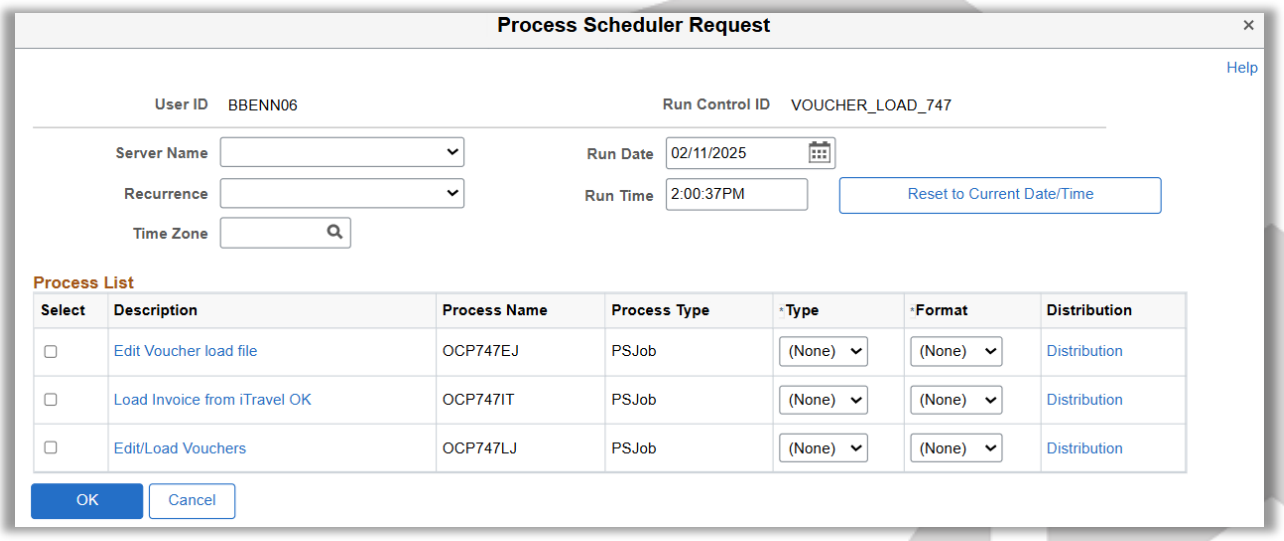
- If this is the first time for this Run Control ID, process by selecting the **Add** button. Select the **Delete** button to delete the existing file prior to proceeding, if it exists.
- Select the **Add** button to add the CSV file to PeopleSoft.
- When this button is selected, it opens a "File Attachment" box. Within this box, select the **Choose File** button and find the location of the CSV file you wish to load, select it and select the **Open** button on the bottom left. This will place the file location in the "File Attachment" message box.
- Select the **Upload** button; this loads the file into PeopleSoft so that the "VOUCHER UPLOAD FILE" Process knows where it is.
- The File Name to load should contain alphanumeric and underscore only. No spaces or special characters.



SFTP:



Select the **Run** button.



This is a two-stage process that consists of an Edit Process and an Edit/Load Process.

NOTE: Only select OCP747EJ or OCP747LJ; not both.

Edit Voucher Load File: This process will perform validation of Field Values and some limited Invoice Level validations. The results of the Edit Process are found in an excel file named "Load Exception Report."

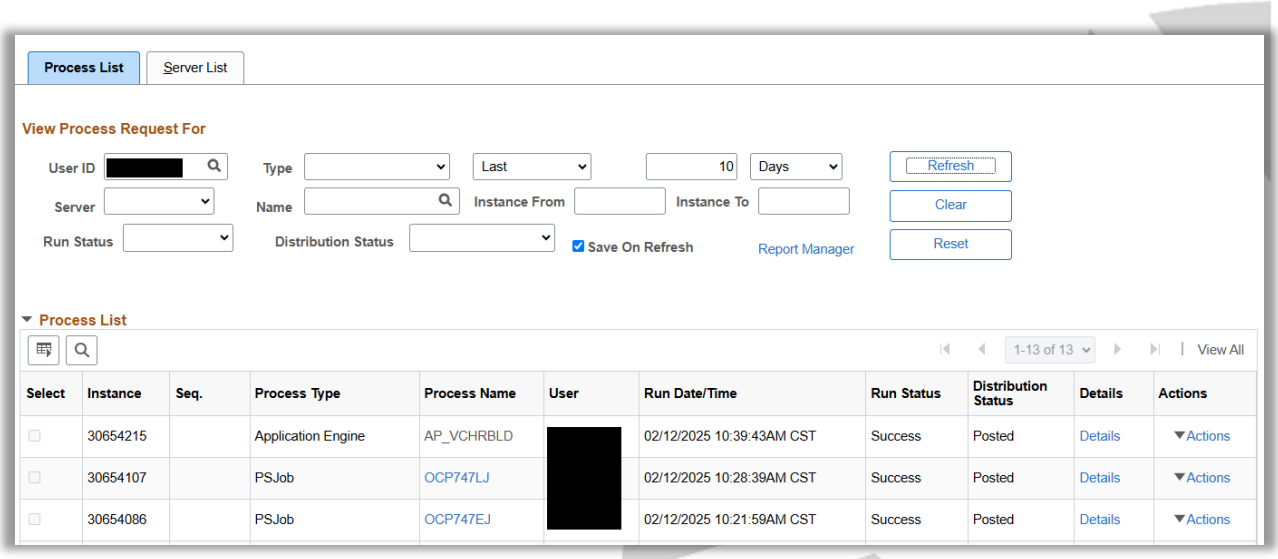
Edit/Load Vouchers: This process performs the validation and if it passes validations then loads the PeopleSoft staging tables; at this point the vouchers are considered "Staged." The results of the Edit/Load can also be found in the excel file named "Load Exception Report" and "Loaded to Staging Report."

NOTE: Further along in this manual, the *OCP0747EJ* is accomplishing the same edits that the Voucher Build Pre-Edit sub-process completes. Because of this user should rarely, if ever, see a Voucher Build Pre-Edit error. NOT all errors on a line may be shown within one "Edit Job." Corrections will need to be made and resubmitted, and it is possible that another error may be identified.

NOTE: The Edit/Load Process *OCP0747LJ* will identify records in error. Records in error will not be loaded, but records passing edits will be loaded. The records that failed will have to be fixed and submitted in a separate file.

Process List

Selecting the **Process Monitor** link from the Voucher Build page opens the Process List. Occasionally **select** the **Refresh** button at the top of the Process List page. The process will run until the *Run Status* is *Success* and the *Distribution Status* is *Posted*.



Once the "Success" and "Posted" are achieved, select the "*OCP747LJ/OCP747EJ*" jobs hyperlink to open the next page.

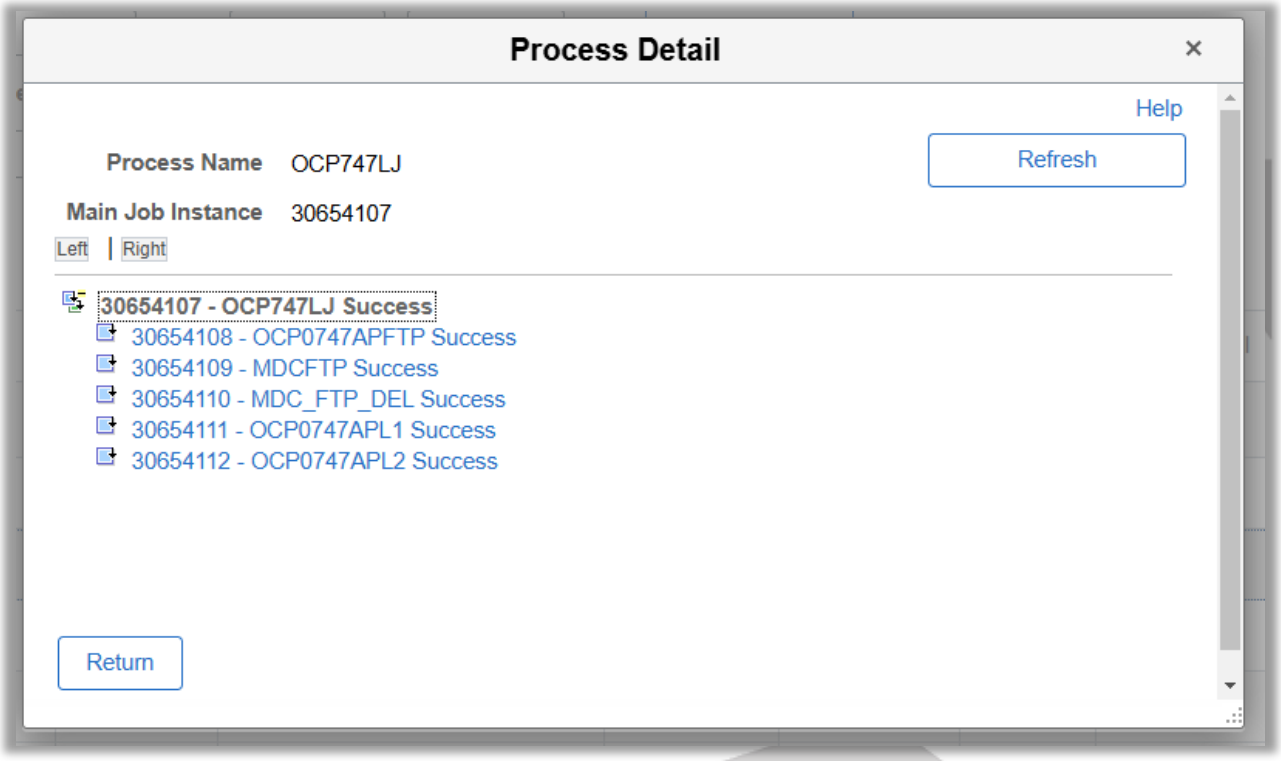
If User receives a ***No Success*** **Run Status** message, contact OMES ServiceNow by calling 405-521-2444 or by submitting a SNOW ticket and provide the User ID and the Process Instance number. Ask for a priority of Same Business Day. **User will not be able to proceed with voucher creation until this issue is resolved.**

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

- **DO NOT DELETE** the process instance since the **Details** link provides messages that the technical staff uses when resolving the case.

Once the job has run to ***Success*** and ***Posted*****,** select the **"Process Name."**

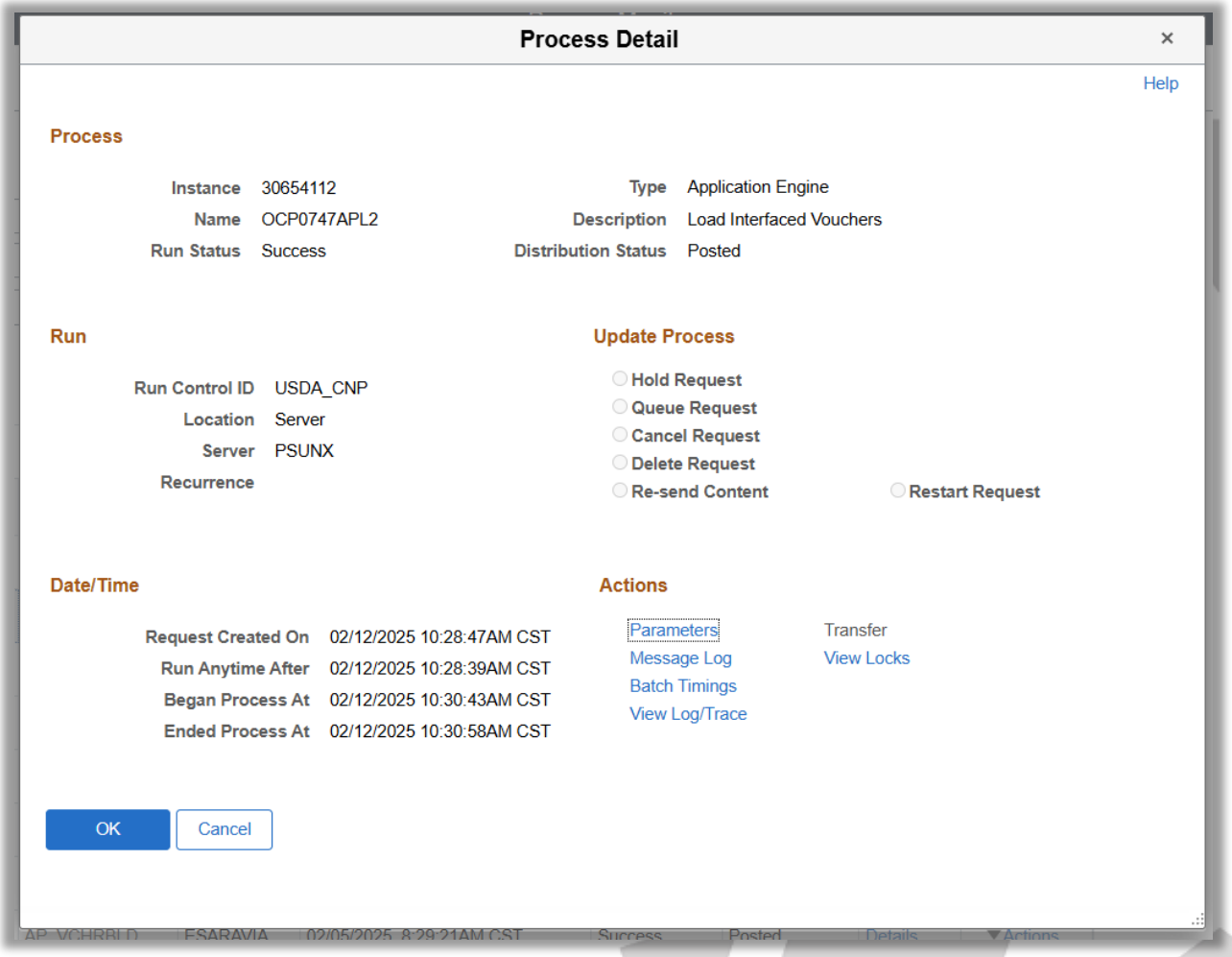
Process Detail



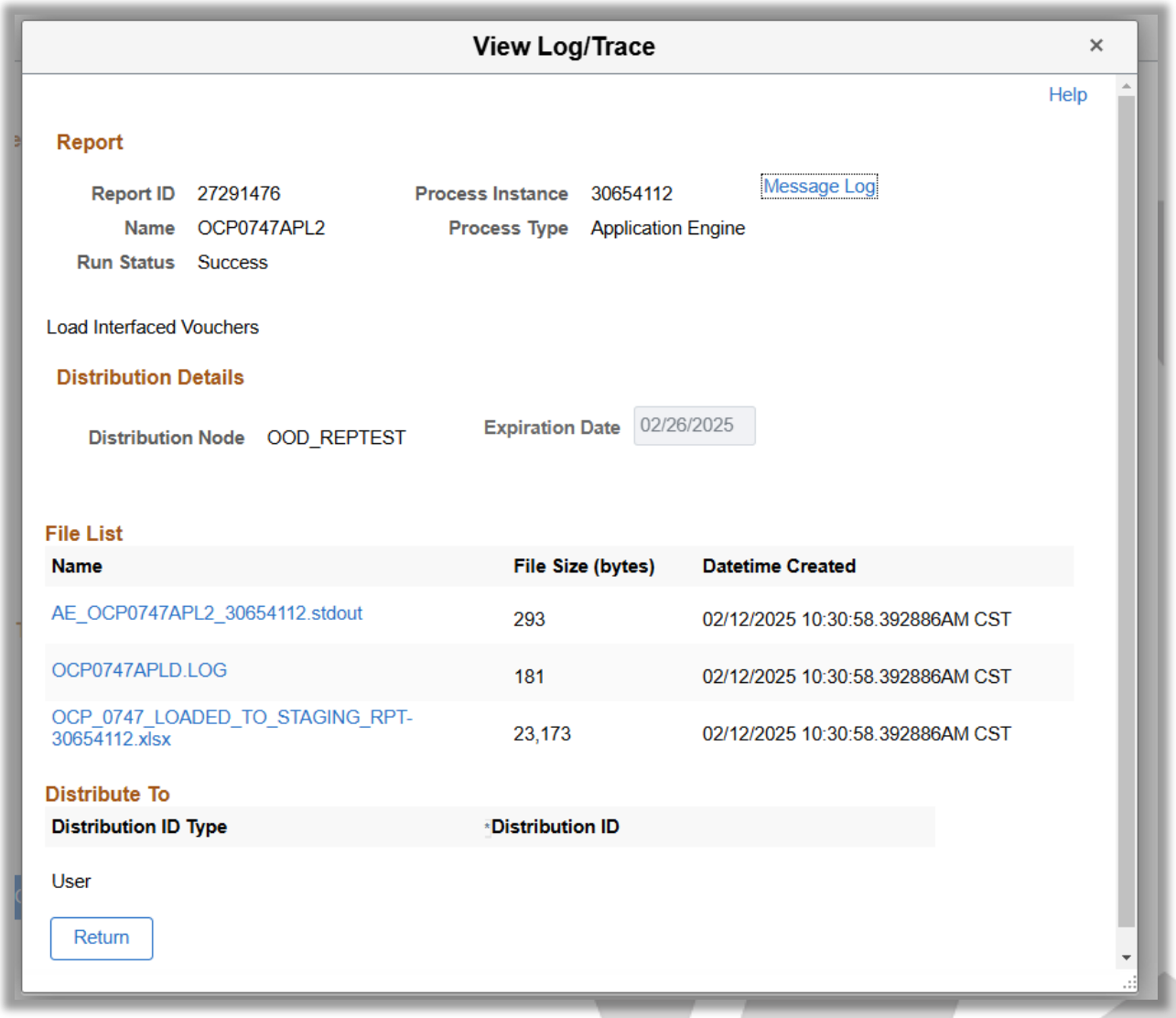
OCP04747APL1: Edit/Load Exception Report
OCP04747APL2: Load to Staging Report

Within this page, the processes are presented within the job. In this job (***OCP747LJ***) there are two jobs, "***OCP0747APL1*** and ***OCP04747PL2***." These are also hyperlinks which can be selected to get to the "Load Exception Report." The "Load Exception Report" provides exceptions (errors) found. The "Load to Staging Report" provides the claims loaded to the staging tables.

View Log/Trace



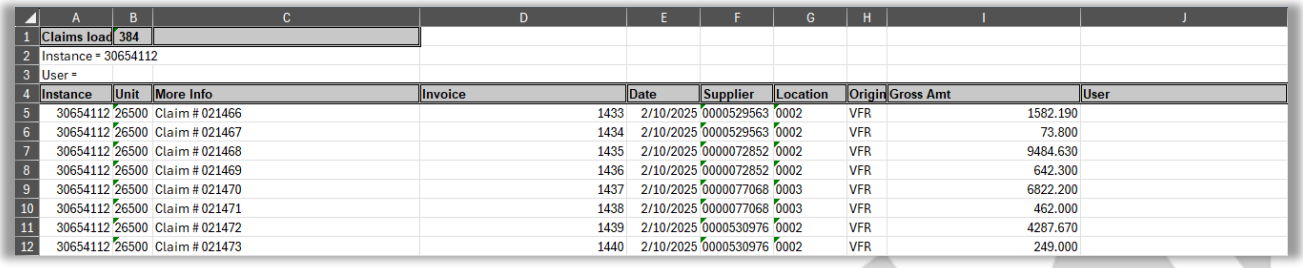
View Log/Trace: Hyperlink that lists the excel file for the Loaded to Staging report, Edit and Load.



OCP_0747_LOAD_EXCEPTION_RPT - Report produced after the PSJob *OCP747EJ*. This spreadsheet lists the errors found during the edit.

OCP_0747_LOADED_TO_STAGING_RPT- Report produced after the PSJob *OCP747LJ* as seen above. Lists the Claims/Vouchers loaded to the staging tables to be built in the Voucher Build Process.

OCP_0747_Loaded_To_Staging_Rpt



	A	B	C	D	E	F	G	H	I	J
1	Claims load	384								
2	Instance = 30654112									
3	User =									
4	Instance	Unit	More Info	Invoice	Date	Supplier	Location	Origin	Gross Amt	User
5	30654112	26500	Claim # 021466	1433	2/10/2025	0000529563	0002	VFR	1582.190	
6	30654112	26500	Claim # 021467	1434	2/10/2025	0000529563	0002	VFR	73.800	
7	30654112	26500	Claim # 021468	1435	2/10/2025	0000072852	0002	VFR	9484.630	
8	30654112	26500	Claim # 021469	1436	2/10/2025	0000072852	0002	VFR	642.300	
9	30654112	26500	Claim # 021470	1437	2/10/2025	0000077068	0003	VFR	6822.200	
10	30654112	26500	Claim # 021471	1438	2/10/2025	0000077068	0003	VFR	462.000	
11	30654112	26500	Claim # 021472	1439	2/10/2025	0000530976	0002	VFR	4287.670	
12	30654112	26500	Claim # 021473	1440	2/10/2025	0000530976	0002	VFR	249.000	

Instance Number - Process Instance number of the PSJob.

User - Username of the person that ran the job.

Unit - Business Unit applicable to the unit whose vouchers were uploaded.

More Info - Claim number unique to the voucher to be created.

Invoice Number - Invoice Number populated in the Invoice field unique to the voucher to be created.

Date - Invoice Date.

Supplier - Supplier ID of the Supplier to be paid.

Location - Supplier location to which the payment is to be recorded.

Origin - A way to organize the claims.

Gross Amount - Total amount for which the claim/voucher will pay.

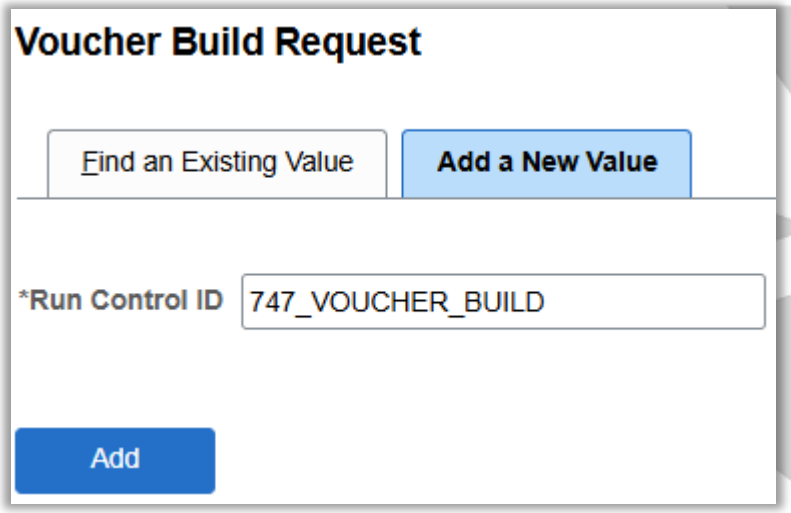
Voucher Build Process

After the 747 Claim Upload information is downloaded to the staging loading tables, the voucher(s) can be built using the Voucher Build Process.

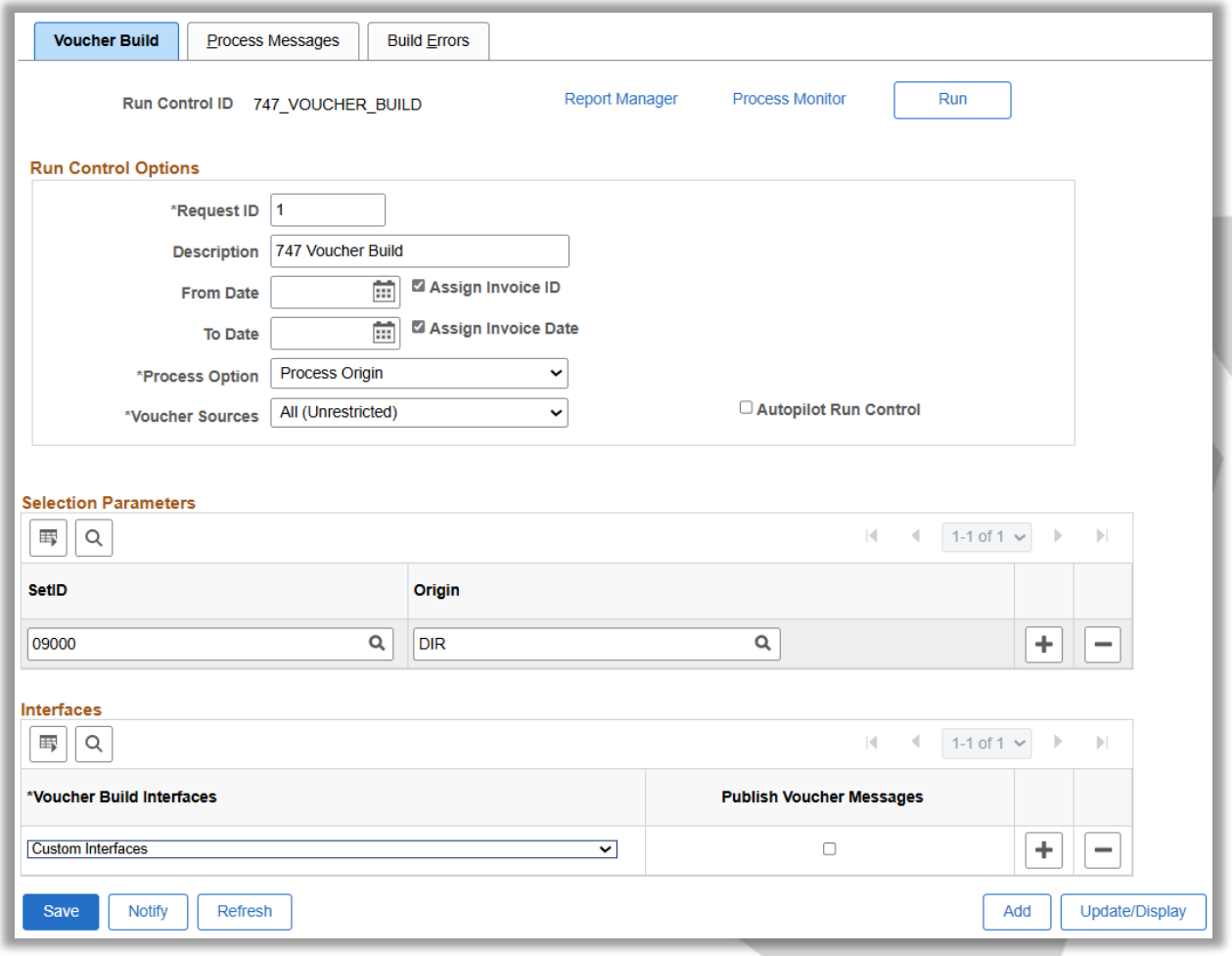
Voucher Build Request

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

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



Select the **Add** button to create a new Run Control ID or enter an existing Run Control ID on the Find an Existing Value tab and **select** the **Search** button.



Request ID & Description - The Request ID value can be "1" to signify the one request being run, or it can be anything meaningful. The description field should also contain a meaningful description.

Dates- Leave the date fields blank. The Voucher Build Process will pick up ALL vouchers in the staging tables since the last time the Voucher Build was run.

Process Option - Process Origin, this option is only available to use with the Custom Interface.

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

Set ID - Enter the five-digit business unit number. It will be used to retrieve the data from the voucher build staging tables and create the voucher(s) for the agency. Users with access to more than one business unit can run the Voucher Build process for multiple business units by selecting the plus icon and entering additional business units.

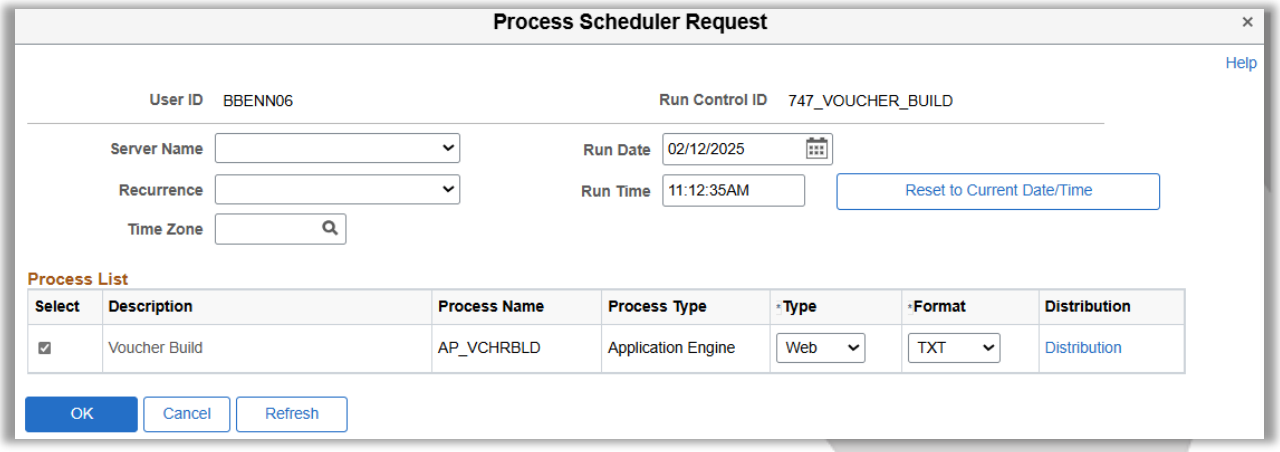
Origin - A way to group and process a number of claims together.

Voucher Build Interfaces - *Custom Interfaces.* There are a number of choices in this dropdown menu. Ensure *Custom Interfaces* is chosen.

Select the **Run** button at the top right of the Voucher Build page to access the Process Scheduler Request page after populating the fields.

Process Scheduler Request

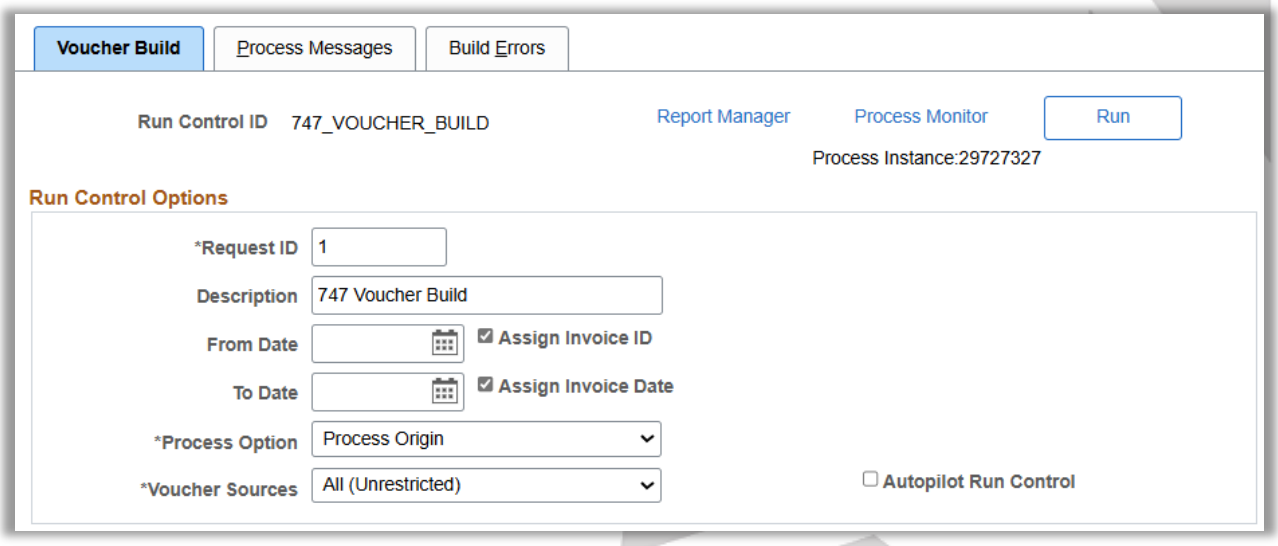
Within the **Process Scheduler Request** page, the Server Name is **PSUNX** and the process selected is **Voucher Build**. If no Server name is selected the system will select one.



Select the **OK** button at the bottom of the page to run the process.

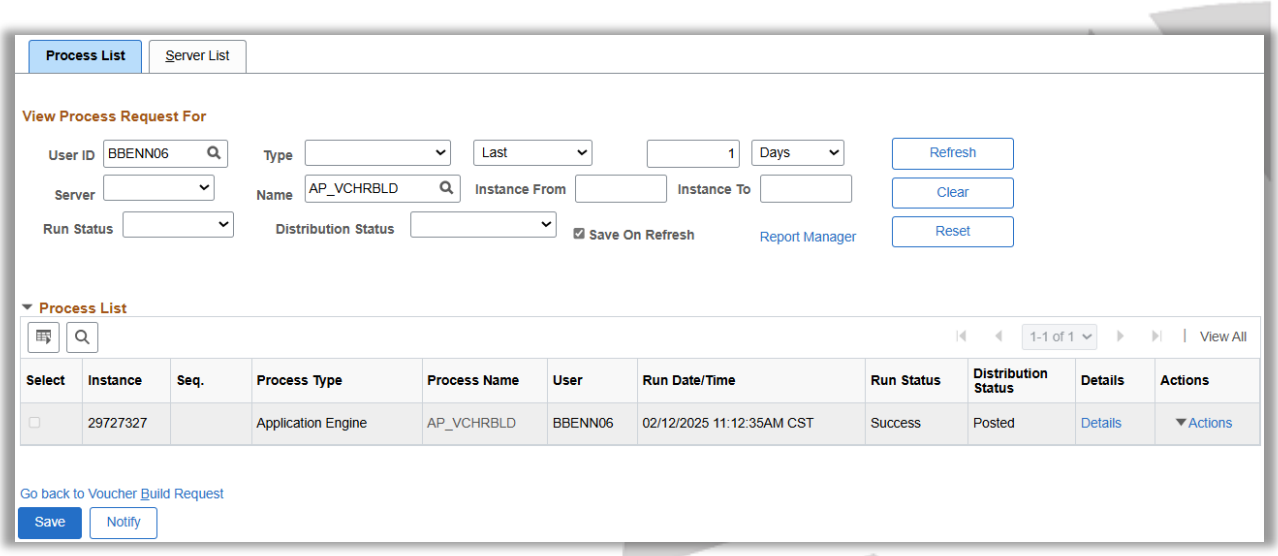
Process Instance

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



Process List

Selecting the **Process Monitor** link from the Voucher Build page opens the Process List. Occasionally **select** the **Refresh** button at the top of the Process List page. The process will run until the *Run Status* is **Success** and the *Distribution Status* is **Posted**.



If User receives a "Success" message, then it is ready to proceed to the next step: Review the Voucher Build Process messages.

If User receives a **No Success Run Status** message, contact the OMES Service Now desk by calling 405-521-2444 or by submitting a SNOW ticket and provide the User ID and the Process Instance number. Ask for a priority of Same Business Day. **User will not be able to proceed with voucher creation until this issue is resolved.**

Running the process more than once will not build the voucher after a job has run to No Success because the voucher staging tables are no longer populated.

- **DO NOT DELETE** the process instance since the **Details** link provides messages that the technical staff uses when resolving the case.

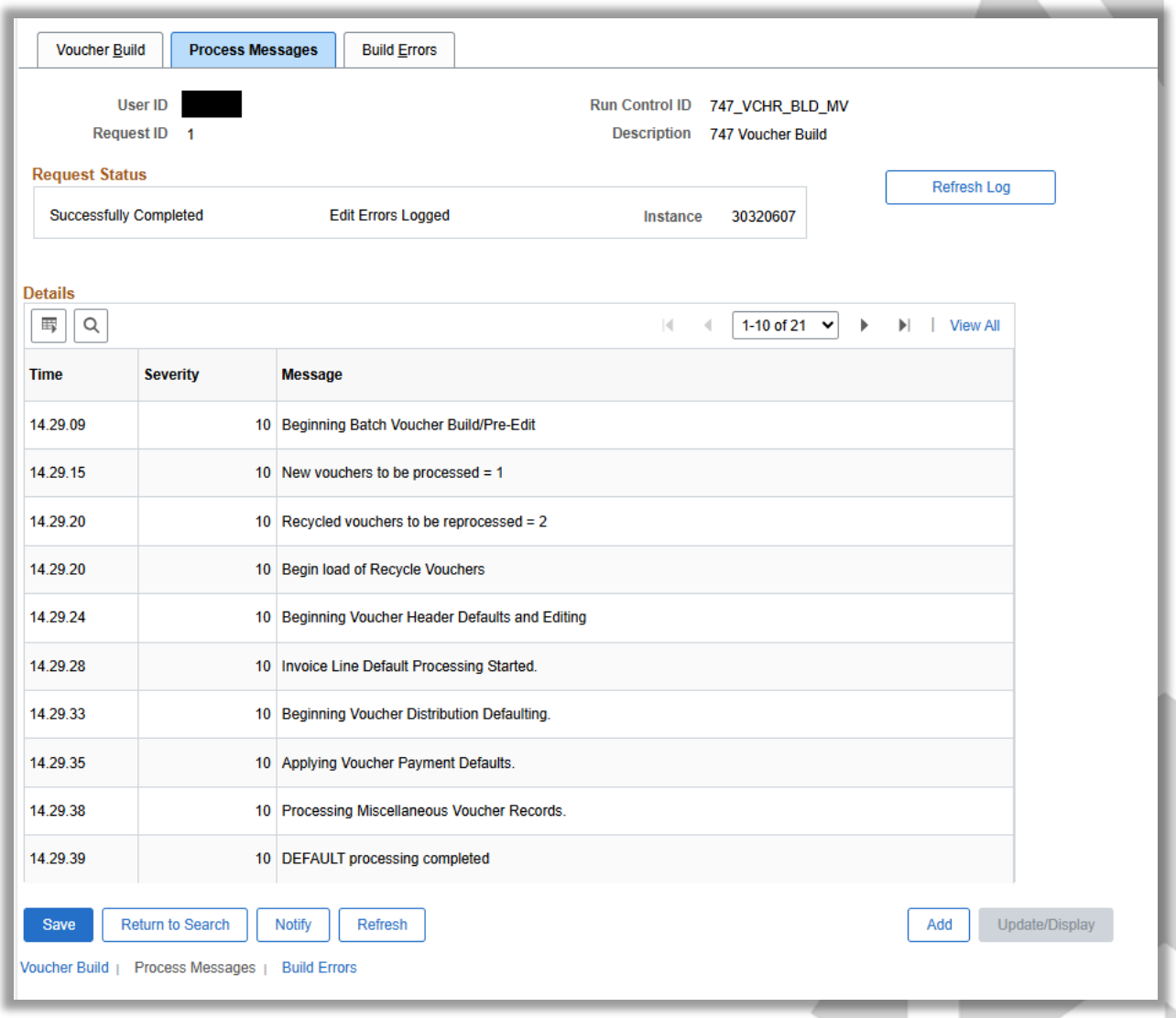
- Voucher IDs are assigned even when a job runs to No Success. They are not reassigned when the job is rerun after the staging tables are reloaded, nor are they accessible through the Accounts Payable Voucher Search page. Maintain the missing numbers for the agency's internal records in the event the Voucher ID is randomly selected for audit.

Select on the **Go back to Voucher Build Request** link to return to the Voucher Build Request page.

Reviewing the Voucher Build Process Message

Process Message Page

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



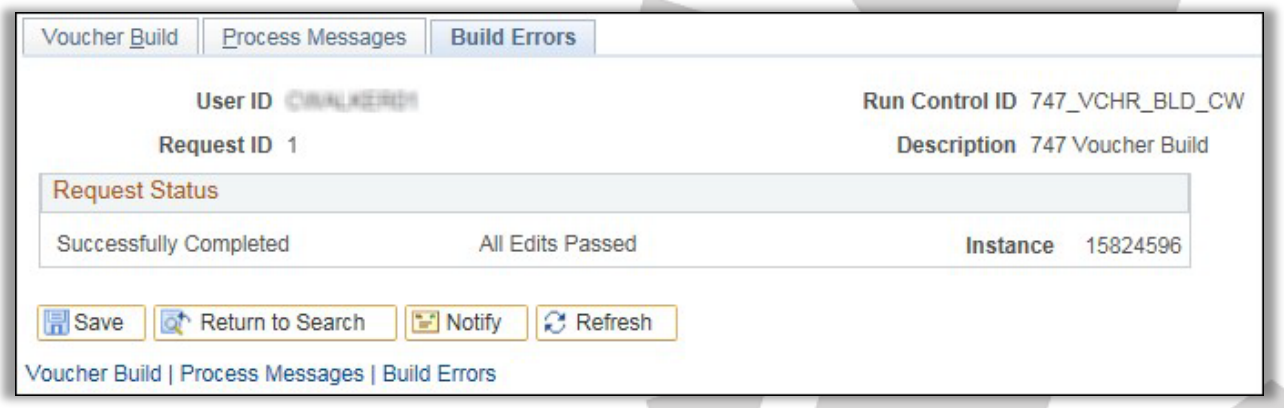
To examine any error messages, go to the Build Errors page.

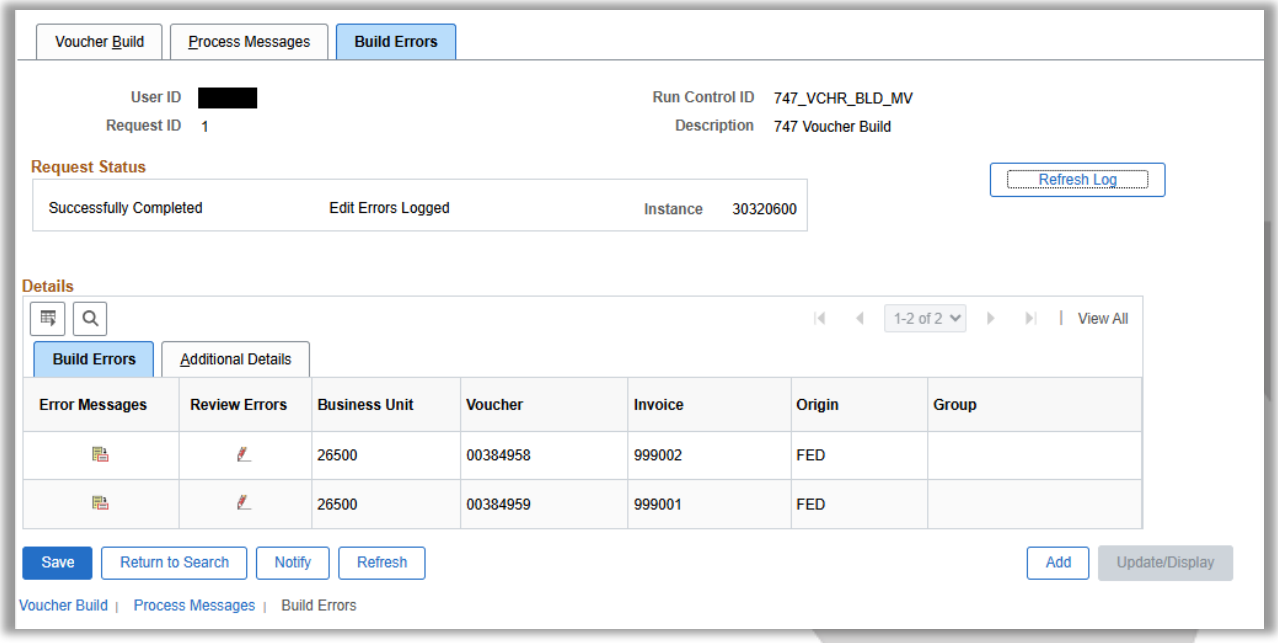
Build Errors Page

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

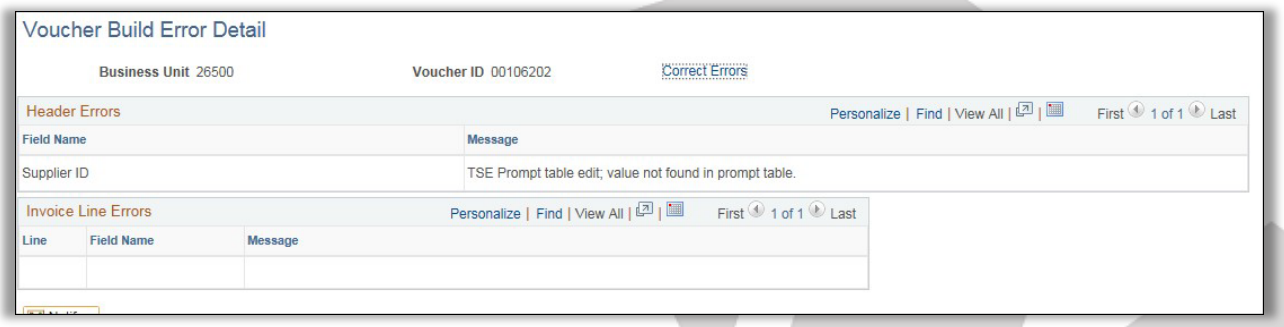
Vouchers could possibly build with pre-edit errors. For example, if a PO change order results in an uncorrected PO budget check error status after the staging tables are successfully loaded, the voucher will build in a pre-edit error status when Voucher Build is executed. Pre-edit error(s) will need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

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





Select the **Error Messages** icon to review the Voucher Build Error Detail



Errors are reported at the Header, Invoice Line, and Distribution Line levels. **Select** the **Correct Errors** link to access the Error Summary page on the Voucher, which also lists these error messages.

Selecting the Review Errors icon also accesses the Error Summary page on the Voucher directly. Ideally the OCP747EJ should pick up all errors that can occur before the Budget Checking processes are run.

NOTE: Information about the voucher errors can be found in the COR112 manual.
