



## **Accounts Payable - DRAFT**

This manual walks you through entering different types of vouchers, approving, budget checking, closing, deleting and finalizing PO vouchers as well as inquiring on payment information and running the voucher status report.

**State of Vermont**  
**Department of Finance & Management**  
**Revised December 2018**

## Revisions to Manual

### December 2018

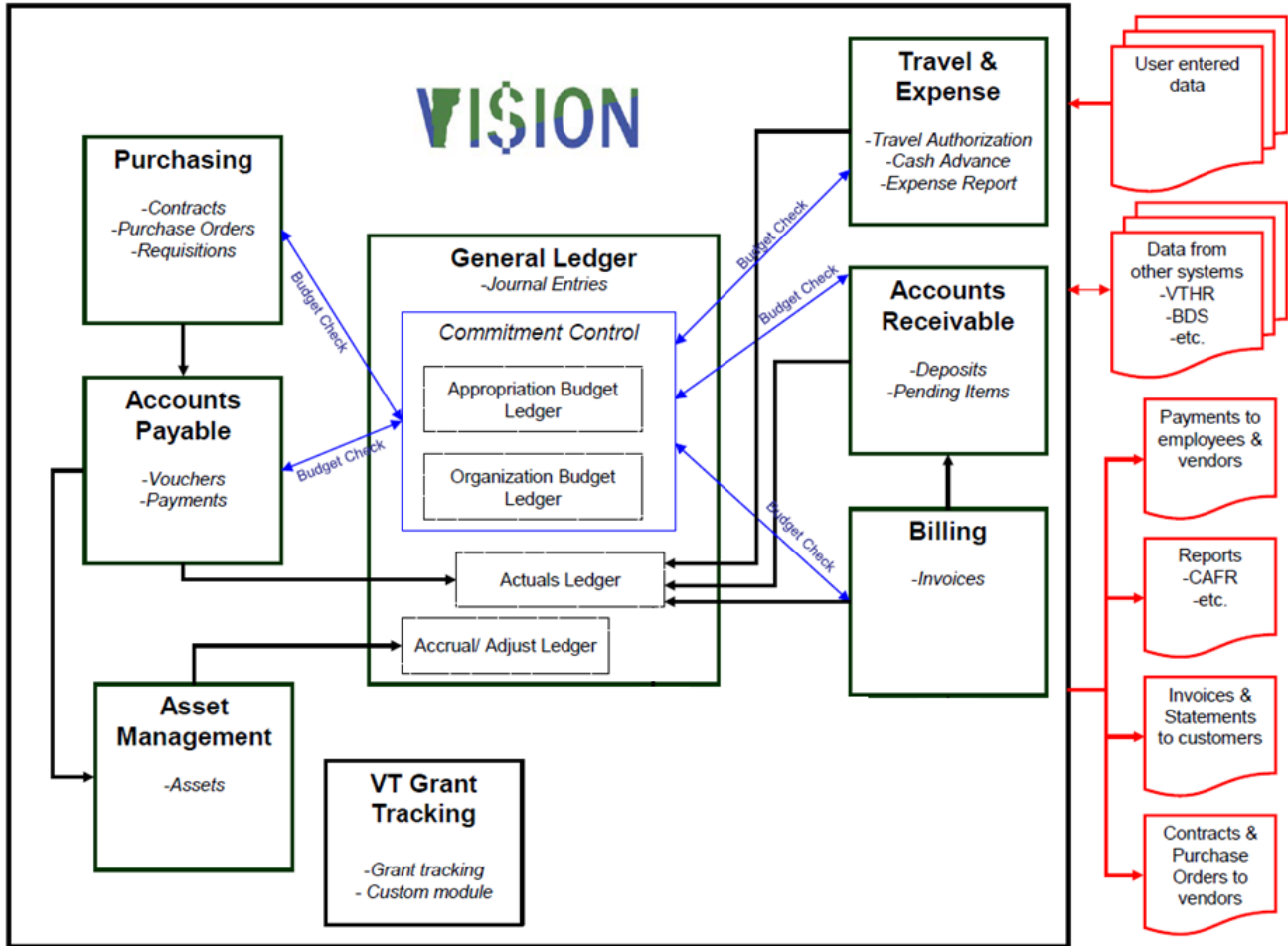
- Manual written

## Table of Contents

Revisions to Manual.....	2
Business Process .....	4
Frequently Asked Questions (FAQs) .....	9
Looking up Suppliers .....	11
Searching for a Supplier .....	11
Search for a supplier by Supplier Name .....	12
Searching Using the Keyword Search .....	14
Enter a Regular Voucher .....	15
Enter a Regular Voucher with a BDA .....	24
Enter a Regular Voucher with Split Funding .....	30
Enter a Purchase Order Voucher .....	38
Enter PO Voucher – Use only some PO lines .....	43
Matching Purchase Order Vouchers .....	51
Un-matching PO Vouchers.....	64
Enter an Asset Related Voucher .....	66
Enter Vouchers to State Agencies Set up as Suppliers .....	72
Enter Regular Voucher with 1099-M Reportable and Non-Reportable Lines .....	79
Enter an Adjustment Voucher .....	97
Enter a Journal Voucher.....	102
How to Set Up Speed Charts.....	108
Adding a Voucher using a Speed Chart.....	114
Budget Check a Voucher Online .....	119
Budget Check a Voucher using a Batch Process .....	125
Finding and Fixing Budget Check Errors.....	130
Submitting a Voucher for Approval .....	136
Approve a Voucher .....	139
Close Vouchers.....	148
Delete Vouchers.....	151
Finalize a PO on the PO Voucher .....	154
Finalize Some PO Lines on the PO Voucher .....	158
Payment Information on the Voucher.....	162
Inquire on Voucher Payment Information.....	165
Inquire on Voucher Accounting Entries .....	172
Enter an Amortization Voucher .....	174
Enter a New Voucher using a Template .....	182
Interface Voucher Processing .....	188

## Business Process

### Overview of the VISION process:

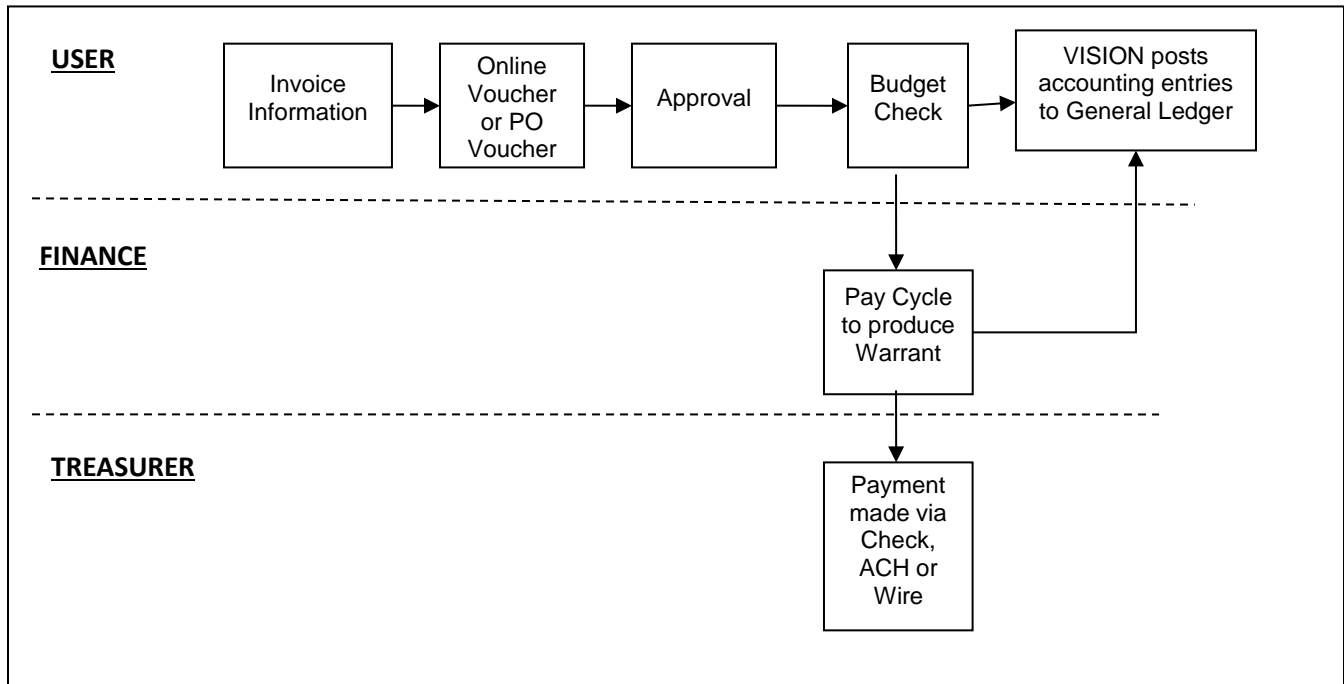


There will be a 1 – 1 relationship between a supplier’s invoice and a VISION voucher. That is, each invoice will become a separate voucher. Vouchers may contain multiple invoice lines – which can relate to separate charges (labor vs. equipment), prior year or current year charges or to allow withholding or non-withholding applicable charges to be coded separately. Vouches may also contain multiple chartfield distribution lines within one invoice line to allocate costs to several funds or departments, classes, programs, or projects.

The 1 – 1 relationship will facilitate duplicate invoice checking across all units within the system, thus minimizing the risk of paying a supplier invoice more than once. The fields that are checked for duplications are: Supplier ID, Supplier Type, Supplier Invoice Date, Supplier Invoice Number and Gross Amount. A voucher identified as a possible duplicate will save and be in Recycle status but cannot be posted or paid. A voucher cannot stay in Recycle status. At month end close, it must be updated if valid so that it can post or be deleted if not valid.

Vouchers will need to be matched (only applicable to PO vouchers), budget checked, submitted, and approved in VISION before they can be paid. The approval process will be managed at the department level through VISION security.

All vouchers will need to pass a budget checking process to check for availability of funds at the department/agency level prior to being paid. The budget checking process can be done on individual vouchers or as a batch process, at the discretion of the department.



Vouchers will be paid based on the scheduled due date, which is determined by the supplier invoice date and the default supplier payment terms. The default payment terms will be Net 30 days and should not be changed unless the change complies with Finance and Management [Policy #5 Payment Terms](#). Checks will be written and mailed 4 days prior to the due date as long as the voucher is in approved status at the time the VENDOR paycycle is processed. This will allow the check to reach the supplier by the due date. For more information on payment terms, please review the Finance and Management document, [Operational Guidance \(OG\) #1](#), which you can find on the Finance & Management website at:

<http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance>

**All** vouchers to be paid to a supplier on any given day will be combined onto one check, ACH payment, etc.; this includes adjustment vouchers. All Business Units' vouchers are included unless a voucher is marked to be paid separately. Each Business Unit, Voucher ID and Invoice Information is noted separately on the pay advice that is sent to the supplier.

Blanket Delegations of Authority (BDA's) are issued by the Office of Purchasing and Contracting to delegate authority to agencies/ departments to directly purchase specific types and classes of items with limited or variable availability considerations. BDAs are specific to a department(s) except those identified as "all agencies". For a complete list of current BDA numbers, go to the Office of Purchasing

& Contracting website at: <http://www.bgs.vermont.gov/purchasing-contracting/forms/bda>. The BDA number should be entered in the *Item* field of the voucher. BDA Quick Step Guide can be found on the Finance & Management website at: <http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance>

You can also follow the [BDA Voucher](#) exercise in this manual.

BDA's are not to be used for the following purchases:

- Do not use a BDA when the item is on contract. If unsure check with the Office of Purchasing and Contracting or use the website: <http://www.bgs.vermont.gov/purchasing-contracting/contract-info/current>. Purchases of office supplies, fuel, envelopes, paper, gloves, paper products, cleaning products etc. are all on contract.
- Do not use a BDA for personal services, utility payments (electric, cell phones, telephone, water, etc.), payment to other agencies or departments, lodging, meals, employee expense reimbursement, membership fees, postage, and rental space.

### **Void Check Procedure:**

VISION Procedure #8: Void check establishes the criteria and procedures for voiding VISION supplier checks. This procedure can be found on the Finance and Management website at:

<http://finance.vermont.gov/policies-and-procedures/vision-procedures>

VISION supplier checks that are determined to be in error or invalid (see **criteria** below) must be returned to the Office of the State Treasurer to be voided in VISION. The Office of the State Treasurer is responsible for processing all void check requests and storing all voided checks.

**Departments are prohibited from depositing VISION supplier checks and processing them as a refund of expenditure.** The erroneous depositing of a VISION supplier check obscures the audit trail in VISION by creating a record that indicates the check was issued to and cashed by the supplier; this improper handling impairs the integrity and accuracy of supplier payment reports and potentially 1099-MISC forms issued to suppliers and the IRS.

### **Criteria**

A check can be voided in VISION when the following two conditions exist:

1. The check was issued and recorded in the VISION financial system.
2. The department (custodian) is in possession of the original check.

A VISION supplier check shall be determined invalid and voided in VISION when there is a/an:

- Error in the payee;
- Error in the payment amount;
- Printing error or damaged/spoiled check;
- Duplicate payment;
- Cancellation of the payment request;
- Unavailability of the goods/services being purchased;

- or any other reason the check is no longer needed for its intended purpose.

**Note:** VISION supplier checks that are valid and not in error but are undeliverable to the supplier (e.g., unknown address) shall not be voided, and are subject to Vermont’s unclaimed property laws. Contact the Office of the State Treasurer’s Unclaimed Property Division for more information.

For copies of cancelled checks or checks to pull please contact the Treasurer’s Office by email at: [TRE.ServicesAccounting@vermont.gov](mailto:TRE.ServicesAccounting@vermont.gov).

### Special Handling

Under the Payment Method section, you will see a field for **\*Handling**. In this field you can designate any special handling you require for this payment.

Click on the **downward arrow** to the right of this field to see what the choices are.

A new page will open, showing the available options:

Only use the following options:

- **Call Department** - This allows a user to receive a call from the Treasurer’s office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example.
- **Regular Payment** - A payment made with no changes to this field, will show the handling of Regular Payment. This is the **default** for this field.
- **Send to Department** - If a user wants the check sent back to his/her department for sending out separately, they can select this option.
- **International Payment** – This selection will default when selecting an international vendor. Unless there is a need for the check to be returned to the department this default value should not be changed.

**DO NOT USE these handling codes in a voucher:**

- Held by the Office of Child Support
- Held by the Department of Employment & Training
- Held by the Tax Department
- Sent to Trustee by Treasurer

More payment options can be found in the **Payment Options** section:

**Hold Payment** – if you check this box, the payment will not process. When you check this box, you will also need to designate a Hold Reason. Click on the magnifying glass to see the list of reasons. This page will display:

The screenshot shows the 'Payment Options' form. The 'Hold Reason' dropdown menu is open, displaying a list of reasons including 'Accounting in Dispute', 'Agency Location Code Required', 'Amount in Dispute', 'CCR Expired', 'Contract Retention', 'EFT incomplete or not Prenoted', 'Federal Supplier Inactive', 'Financial Sanctions', 'Goods in Dispute', 'Inbound IPAC Required', 'Other', 'Quantity in Dispute', 'SAM Expired', and 'Withholding Hold'. The 'Hold Payment' checkbox is checked, and the 'Separate Payment' checkbox is unchecked.

**A payment that has been put “on hold” will not pay until this box is unchecked and saved. Then it will process as normal.**

**Separate Payment** – Select this box if this payment needs to go separately to the supplier. This may be used along with the Payment Handling options of **Send to Department, Call Department** or **International Payment**; in that way the check will only pertain to one department’s payment for that supplier in the paycycle.

The screenshot shows the 'Payment Options' form. The 'Hold Reason' dropdown menu is closed. The 'Hold Payment' checkbox is unchecked, and the 'Separate Payment' checkbox is checked.

**Prior Year Payables**

Payments for goods or services received in a prior fiscal year must be designated with a “P” on the invoice line that pertains to the prior year charge. Prior year and current year charges can now be included within the same voucher. **Note: Users must no longer use a PY prefix in the invoice field for prior year payables.**



## Frequently Asked Questions (FAQs)

### **How do I know if I have any vouchers that need my attention?**

Run the VT\_MER\_VCHRS\_NOT\_POSTED query for your business unit. This query will list all vouchers that have not posted in the Accounts Payable Module. For additional information and guidance, refer to the Month End Closing Instructions for the Actuals Ledger located on the [VISION Procedures](#) page.

*Note: Users may also review vouchers that need attention by reviewing the My Work section in the Accounts Payable WorkCenter but should validate all vouchers are posted /at a status to post by running the VT\_MER\_VCHRS\_NOT\_POSTED query.*

### **When will my voucher get paid?**

Vouchers must be matched (if applicable), budget checked, and approved by the start time for each of the daily Pay Cycles below for them to get picked up for payment. Vouchers paid by check will be picked up for payment 4 days prior to their due date to allow for mailing times.

7:30am – Checks and wires to State Departments

10:00am – Wire Transfers to banks

11:00am – ACH payments

11:30am – Satellite payments

### **How do I enter a voucher for an invoice that I received in the current fiscal year that is for an item that includes charges relating to goods or services that I received in the prior fiscal year?**

Invoice only includes prior year charges: When entering a voucher for goods or services received in the prior fiscal year, the C/P indicator field on the invoice information page of the voucher must reflect a value of “P” = Prior Year.

Invoice includes prior year and current year charges: When entering a voucher that includes goods or services received in the prior fiscal year and current fiscal year, enter separate invoice lines and indicate prior year or current year by using the appropriate value in the C/P Indicator field. ‘P’ = Prior Year and ‘C’ = Current Year.

***NOTE: Users must no longer use a PY prefix in the invoice field for prior year payables.***

### **How do I correct a voucher that was entered with an incorrect C/P Indicator?**

An Accounts Payable Journal Voucher is used to correct a C/P Indicator that was coded incorrectly. See the ‘Enter a Journal Voucher’ exercise in this manual for more information.

### **Can I change the terms on a voucher to ensure that the supplier gets paid on time?**

You do not need to change the default payment terms to ensure that the supplier will get paid on time. VISION automatically uses the invoice date and payment terms to determine when the voucher will get picked up in a Pay Cycle to be paid. For more information, see the Payment Terms Policy located on the [Finance & Management Policies](#) page and the Changing Payment Terms Operational Guidance #1 document located on the [VISION Job Aids and Operational Guidance page](#).

**How come my voucher has not been paid yet?**

There are several things that may cause a voucher to not get picked up in a Pay Cycle. Use the document named 'Things to look at when a voucher does not get paid' located on the Accounts Payable Module Support page. <http://finance.vermont.gov/vision-module-support/accounts-payable> to help determine why a VISION voucher has not paid. If you need further assistance, contact [VISION Support](#).

## Looking up Suppliers

Supplier Maintenance for the State of Vermont is managed and executed centrally by Financial Operations in a single Supplier database within VISION. VISION users, depending on their security, will have access to view and report on Supplier information only.

Supplier additions and changes can be requested via the electronic Supplier Add and Update Request Forms found at Suppliers > Supplier Information > Supplier Forms.

The following explains how Suppliers are maintained in VISION and how to find and use that information. Due to the nature of the Supplier information in VISION, it is critical that all operators who will use Supplier information have some understanding of the information contained within the Supplier files and how the information is used in VISION.

### Searching for a Supplier

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links pagelet > Suppliers > Supplier Information

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

The **Supplier Information** page displays:

**Supplier Information**

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

[Find an Existing Value](#) [Keyword Search](#)

▼ **Search Criteria**

SetID = [dropdown] [STATE] [magnifying glass]

Supplier ID [begins with dropdown] [text input]

Persistence [not = dropdown] [One Time dropdown]

Short Supplier Name [begins with dropdown] [text input] [magnifying glass]

Our Customer Number [begins with dropdown] [text input] [magnifying glass]

Supplier Name [begins with dropdown] [text input] [magnifying glass]

Include History  Case Sensitive

Limit the number of results to (up to 300): [300]

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

1. **SetID** - "STATE" is used for all suppliers, making suppliers available to all users
2. **Supplier ID** - Use the Supplier ID field only when you already know the Supplier ID number
3. **Persistence** - When searching for suppliers, use the "Persistence" field to narrow your search results. If you are searching for a regular supplier, then the "Persistence" should be set to "Not = One Time" so that only regular suppliers are returned. If you are searching for a one-time supplier, then the "Persistence" should be set to "= One Time" so that only one-time suppliers are returned
4. **Short Supplier Name** - This field has been used differently over the years, so we recommend that you do not use it
5. **Our Customer Number** - Not used by the State of Vermont
6. **Supplier Name** - Supplier Names setups vary depending on the type of supplier

## One-Time Suppliers:

You may encounter some suppliers whose “Persistence” is equal to “One Time”. These are suppliers that were set up to be used only once, and they are in One-Time suppliers that have a status of “Inactive” and are not available for use again. Therefore, if it is the only instance of the supplier for whom you are searching if your search returns only one-time suppliers with an inactive status, you will have to submit a Supplier Add Request Form to have a new number supplier added. We recommend that you search for a supplier using criteria of Persistence not = “One Time” so you do not find these in your search for a supplier id.

## Search for a supplier by Supplier Name

Search using “contains” instead of “begins with” and use the most uncommon word in the name of the supplier to limit the search results.

Example: To look up a regular supplier - Fletcher Allen Healthcare:

The screenshot shows the 'Supplier Information' search interface. It includes a 'Search Criteria' section with several dropdown menus and text input fields. Three red circles with numbers 1, 2, and 3 are overlaid on the form, with arrows pointing to specific elements: 1 points to the 'Persistence' dropdown set to 'not = One Time'; 2 points to the 'Supplier Name' dropdown set to 'contains Fletcher Allen'; 3 points to the 'Search' button.

1. Under **Persistence**: change “begins with” to “not =” One Time
2. In **Supplier Name**, change “begins with” to “contains” and then type in Fletcher Allen
3. Click **Search**

The search results appear:

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
STATE	0000001810	Regular	FAHC -001	(blank)	Fletcher Allen Health Care
STATE	0000007450	Regular	FAHC -025	(blank)	Fletcher Allen Health Care
STATE	0000114628	Regular	FAHC-026	(blank)	Fletcher Allen Health Care
STATE	0000007451	Regular	FAHCMEDICA-001	(blank)	Fletcher Allen Health Care Medical Staff
STATE	0000007453	Regular	FAHC/FANNY-001	(blank)	Fletcher Allen Health Care/Fanny Allen
STATE	0000007452	Regular	FAHC/MCHVC-001	(blank)	Fletcher Allen Health Care/MCHV Campus
STATE	0000278412	Regular	FAHCMEDICA-002	(blank)	Fletcher Allen Medical Center

Click on the desired supplier

Once you've found the correct you are in Supplier ID #pages, you must can check the available addresses – (there may be multiple) addresses by using the View All or left and right arrow buttons to scroll through all the addresses. Make note of the Address ID that corresponds to the address you need to pay and make sure that this address is active.

Click on the **Address** tab:

The screenshot displays a software interface with several tabs: Summary, Identifying Information, Address (highlighted with a red box), Contacts, Location, and Custom. The main content area shows supplier information for 'Fletcher Allen Health Care' with Supplier ID 0000114628 and Short Supplier Name FAHC-026. The 'Supplier Address' section is active, showing 'Address ID 1' with a description 'Remit/Order Burlington'. Below this, the 'Details' section indicates the address is 'Active' as of '04/15/2003'. The address details include: Country USA (United States), Address 1 Attn Linda Norton, Address 2 UHC/ST Joseph 3400, Address 3 1 S Prospect St, City Burlington, County Vermont, and Postal 05401. There is also a section for 'Payment/Withholding Alt Names' and a 'Phone Information' table with columns for Type, Location, Prefix, Telephone, and Extension. Navigation buttons like 'First', '1 of 2', and 'Last' are visible in the top right of the address list.

If you do not find the address you need or the address you need is inactive, then you must submit a Supplier Update Request Form to either have a new address added, or to replace an existing address currently on file.

If the address you need has been inactivated, there is a legitimate reason. Please contact Financial Operations with questions about why a supplier address was inactivated prior to submitting a Supplier Update Request Form.

**NOTE: Finance does not have any “quick” method of verifying active/inactive addresses other than manually searching through the supplier information, the same as a user would, so please make sure you have done your own thorough search before contacting Financial Operations for help.**

If you still have questions, or are uncertain about which supplier to use, contact the VISION supplier request e-mail address at [VISION.VendorRequests@vermont.gov](mailto:VISION.VendorRequests@vermont.gov)

## Searching Using the Keyword Search

**Supplier Information**

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

**Note:** Keyword Search will return results last updated over 19 hours ago (12/12/2018 5:05:09PM) [Search Tips](#)

▼ **Search Criteria**

Keywords:

Limit the number of results to (up to 300):

[Basic Search](#)
[Advanced Search](#)

You can use the Keyword Search to search many fields within the Supplier pages at the same time to locate suppliers. It is recommended that you use the most uncommon word (or words) when searching to narrow your results (e.g. If you use just the word Fletcher, the search returns over 300 rows, but if you use Fletcher Allen it narrows the results down to 30 rows returned.)

**Supplier Information**

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

**Note:** Keyword Search will return results last updated over 19 hours ago (12/12/2018 5:05:09PM) [Search Tips](#)

▼ **Search Criteria**

Keywords:

Limit the number of results to (up to 300):

[Basic Search](#)
[Advanced Search](#)

**Search Results**

**Filter by**

SetID

STATE (30)

Address

United States (30)

Supplier Status

Inactive (27)

Approved (3)

Open For Ordering

Y (30)

Created Date

2014 (3)

2011 (3)

2008 (2)

2007 (1)

2003 (1)

[More...](#)

**Note:** Keyword Search will return results last updated over 19 hours ago (12/12/2018 5:05:09PM)

View as:

View All First 1-30 of 30 Last

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
STATE	0000204727	One Time	FLETCHER, A-007	(blank)	FLETCHER, ALLEN, VT IMAT
STATE	0000137293	One Time	FLETCHER, A-001	(blank)	FLETCHER, ALLEN, HEALTH CARE
STATE	0000152877	One Time	FLETCHER, A-005	(blank)	FLETCHER, ALLEN, AUXIL LESSEE
STATE	0000215115	One Time	FLETCHER, A-001	(blank)	FLETCHER, ALLEN, HEALTH CARE
STATE	0000261027	One Time	FLETCHER, A-014	(blank)	FLETCHER, ALLEN, HEALTH INC
STATE	0000246560	One Time	FLETCHER, A-003	(blank)	FLETCHER, ALLEN, HEALTH CARE INC
STATE	0000261411	One Time	FLETCHER, A-006	(blank)	FLETCHER, ALLEN, HEALTH CARE INC
STATE	0000246883	One Time	FLETCHER, A-004	(blank)	FLETCHER, ALLEN, HEALTH CARE INC
STATE	0000246884	One Time	FLETCHER, A-005	(blank)	FLETCHER, ALLEN, HEALTH CARE INC
STATE	0000215116	One Time	FLETCHER, A-002	(blank)	FLETCHER, ALLEN, HOSPITAL
STATE	0000307455	One Time	FLETCHER, A-019	(blank)	Fletcher Allen Health Care
STATE	0000226682	One Time	FLETCHER, A-009	(blank)	FLETCHER, ALLEN, HEALTH CARE
STATE	0000226683	One Time	FLETCHER, A-010	(blank)	FLETCHER, ALLEN, HEALTH INC
STATE	0000309477	One Time	FLETCHER, A-020	(blank)	Fletcher Allen Health Care
STATE	0000007453	Regular	FAHC/FANNY-001	(blank)	Fletcher Allen Health Care/Fanny Allen
STATE	0000278412	Regular	FAHCMEDICA-002	(blank)	Fletcher Allen Medical Center
STATE	0000007452	Regular	FAHC/MCHVC-001	(blank)	Fletcher Allen Health Care/MCHV Campus
STATE	0000001810	Regular	FAHC -001	(blank)	Fletcher Allen Health Care
STATE	0000007451	Regular	FAHCMEDICA-001	(blank)	Fletcher Allen Health Care Medical Staff
STATE	0000007450	Regular	FAHC -025	(blank)	Fletcher Allen Health Care
STATE	0000002673	Regular	NH/VTCLINI-001	(blank)	NH/VT Clinical Lab Management Assoc
STATE	0000114628	Regular	FAHC-026	(blank)	Fletcher Allen Health Care
STATE	0000267108	Regular	WARDGREGOR-001	(blank)	Ward, Gregory

Once the results display, you can further narrow the results by selecting the **Filter by** links on the left. In this case, you can narrow the search results down to just 3 suppliers by clicking the blue **Approved** link on the left.

## Enter a Regular Voucher

**Situations when this function is used:** A regular voucher is entered when you have an invoice to pay that is not associated with a Contract or Requisition. A regular voucher which needs to be paid using more than one fund or program will be paid for with split funding (shown in a future exercise) will use multiple lines and/or multiple distributions.

**Required Fields:**

- Supplier ID\*
- Supplier Name
- Location
- Address
- Invoice Number\*
- Invoice Date\*
- Amount\*
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms

The fields marked with an \* should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

< Accounts Payable
Accounts Payable WorkCenter

Accounts Payable WorkCenter

Main Reports/Queries

**My Work**

Edit Filters

- ▼ Vouchers
  - 📄 Incomplete Vouchers
  - 📄 Vouchers Submitted for Approval (10)
  - 📄 Vouchers Rejected by Approvers (1)
- ▼ Voucher Exceptions
  - 📄 Recycled Vouchers (37)
- ▼ Matching
  - 📄 To Be Matched (5)
  - 📄 Match Exceptions Exist (5)

---

**Links**

- ▶ Assistance
- ▼ Vouchers
  - 📄 Voucher Entry
  - 📄 Delete Voucher
  - 📄 Close Voucher

### Voucher

Find an Existing Value
Add a New Value

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount	0.000
Freight Amount	0.000
Sales Tax Amount	0.000
Misc Charge Amount	0.000

PO Business Unit

PO Number

Tax Exempt Flag

Estimated No. of Invoice Lines

Add

Find an Existing Value | Add a New Value

Voucher page displays. Your default BU will appear in the BU field. The Voucher ID will default as NEXT and Voucher Style will default in as "Regular Voucher"



>>

**Voucher**

Find an Existing Value   Add a New Value

Business Unit 03440

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name DXC Technology Services LLC

Short Supplier Name DXC TECHNO-001

Supplier ID 0000366045

Supplier Location MACHDRAW

Address Sequence Number 1

Invoice Number TEST11918

Invoice Date 11/09/2018

Gross Invoice Amount 3000

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines 1

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

### Enter Supplier ID

- Enter the Supplier ID, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

### Enter Invoice Number

- Enter Supplier's Invoice number.

**Note:** If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletins #5 and #5.5.

### Enter Invoice Date

- As per the Supplier's invoice

### Enter Gross Invoice Amount

Click Add button or hit Enter

**Invoice information page displays. Invoice and Supplier information defaults from previous page.**

**Enter the Grant ID (Grant Vouchers only)**

- If this invoice is related to a grant, enter the grant number here.
- You can use the magnifying glass to select the grant from the list.
- Departments are required to update the fields per AOA’s Bulletin 5 and OMB’s Uniform Guidance.

Note: Grant numbers should not be used in the Invoice field.

**Enter the CFDA # (Grant Vouchers only)**

- If this invoice is related to a grant, enter the grant CFDA number(s) here.

**Enter C/P Indicator**

- (current year/prior year) in Invoice Lines Section for Line 1

**Under Distribution Lines**

- Enter Account or click on magnifying glass to select from the list
- Enter Fund or click on magnifying glass to select from the list
- Enter Department or enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list
- Enter Program (If used by your department)
- Enter Class (If used by your department)
- Enter Project/Grant (If used by your department)

Invoice Information **Payments** Voucher Attributes

Business Unit 03440 Invoice No TEST11918  
 Voucher ID NEXT Accounting Date 11/09/2018  
 Voucher Style Regular Voucher \*Pay Terms NET00 Due Now  
 Invoice Date 11/09/2018 Basis Date Type Inv Date  
 Invoice Received

DXC Technology Services LLC  
 Supplier ID 0000366045 Control Group  
 ShortName DXC TECHNO-001 Incomplete Voucher  
 Location MACHDRAW Grant ID  
 \*Address 1 CFDA#

Invoice Total  
 Line Total 3,000.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 3,000.00  
 Difference 0.00

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

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 3,000.00

SpeedChart  
 Ship To PPATWTB002  
 Description  
 C/P Indicator

One Asset Calculate

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

GL Chart	Exchange Rate	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			1	3,000.00		03440	526000	10000	3440060000				11/09/2018

Save Save For Later

Notify Refresh Add Update/Display

The page should now look similar to the one above.

**Click the Payments Page**

- Payment page displays

Invoice Information | **Payments** | Voucher Attributes

Business Unit 03440 Invoice No TEST11918  
 Voucher ID NEXT Invoice Date 11/09/2018  Action   
 Voucher Style Regular Voucher  Incomplete Voucher  
 Total Amount 3,000.00 \*Pay Terms NET00  Due Now   
 Supplier Name DXC Technology Services LLC

Payment Information Find | View All First 1 of 1 Last

Payment 1

\*Remit to 0000366045  Gross Amount 0.00 USD Scheduled Due   
 Location MACHDRAW  Discount 0.00 USD Net Due   
 \*Address 1  Accounting Date   
 DXC Technology Services LLC  
 1775 Tysons Blvd  
 Tysons, VA 22102

Payment Options

\*Bank PEOP3  Pay Group   
 \*Account 0006  \*Handling Regular Payment  \*Netting Not Applicable   
 \*Method ACH  ACH Hold Reason  L/C ID   
 Message    
 Message will appear on remittance advice.

Schedule Payment

\*Action Schedule Payment  Payment Date   
 Pay  Reference

Review Payment information that defaulted in from the supplier.

Gross Amount shows \$0, but the correct amount will fill in when the voucher is saved.

**Note: The Remit to Address is the address that the payment will be sent to. If it is not correct, the address must be updated on the Invoice Information page and when the voucher is saved the address on the Payments page will update to match the address on the Invoice Information page.**

**Click Save**

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 03440 Invoice No TEST11918  
**Voucher ID 01419962** Accounting Date 11/09/2018    
 Voucher Style Regular Voucher \*Pay Terms NET00  Due Now  
 Invoice Date 11/09/2018  Basis Date Type Inv Date  
 Invoice Received   
 DXC Technology Services LLC  
 Supplier ID 0000366045  Control Group   
 ShortName DXC TECHNO-001  Grant ID   
 Location MACHDRAW  CFDA#   
 \*Address 1

Invoice Total

Line Total	3,000.00
*Currency	USD <input type="button" value="Q"/>
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
Total	3,000.00
Difference	0.00

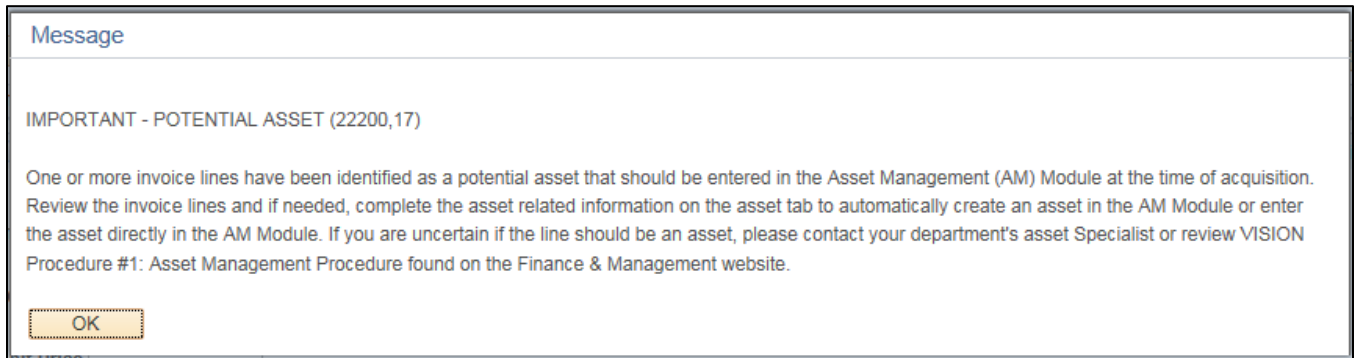
Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Action

Invoice Lines  Find | View All First 1 of 1 Last

- Voucher is saved and a Voucher ID has been assigned

If you enter a voucher that exceeds \$5,000 using certain account codes that could potentially be identified as an asset, you will receive the following Message:

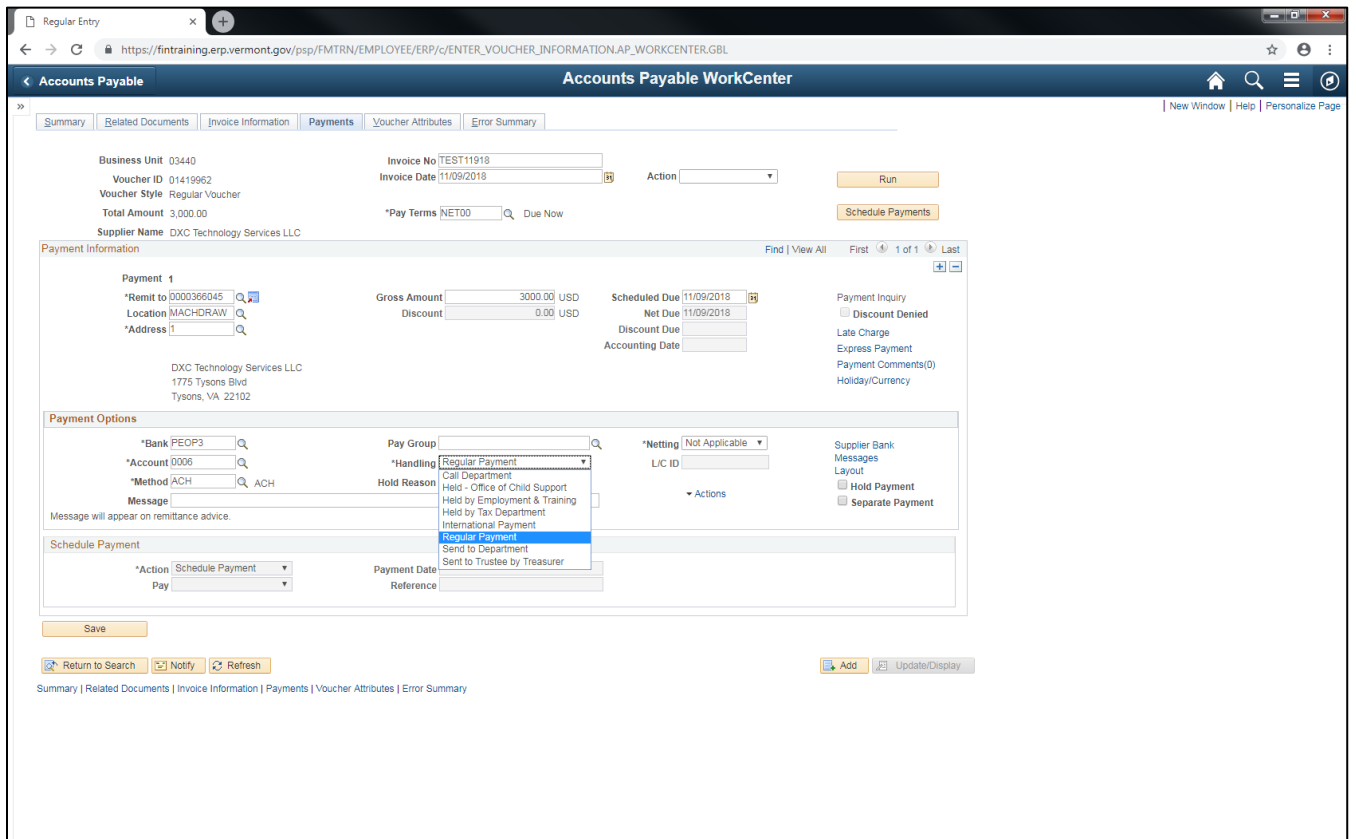


Follow the Instructions to verify Click OK to continue

### Special Handling

Under the Payment Options section, you will see a field for **\*Handling**. In this field you can designate any special handling you require for this payment.

Click on the drop down arrow to see what the choices are.



The only ones you would use in a voucher are:

- Regular Payment - A Payment made with no changes to this field, will show the handling of Regular Payment. **This is the default for this field.**
- Call Department - This allows a user to receive a call from the Treasurer's office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example.
- Send to Department - If a user wants the check sent back to his/her department for sending out separately, they can select this option.
- International Payment – This selection will default when selecting an international vendor. Unless there is a need for the check to be returned to the department this default value should not be changed.

**DO NOT USE these handling codes in a voucher:**

- Held-Office of Child Support
- Held by Employment & Training
- Held by Tax Department
- Sent to Trustee by Treasurer

**Message** – whatever you type in this field will appear on the check stub. Though the field is very large, you are limited to 35 characters of information. Anything more than that will be cut off when the check is printed.

**Hold Payment** – if you check this box, the payment will not process. When you check this box, you will also need to designate a Hold Reason. Click on the drop down box to see the list of reasons.

**A payment that has been put “on hold” will not pay until this box is unchecked and saved. Then it will process as normal.**

The screenshot shows the 'Accounts Payable WorkCenter' interface. At the top, there are navigation tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main form displays details for an invoice from DXC Technology Services LLC. The 'Payment Information' section shows a gross amount of 3000.00 USD and a scheduled due date of 11/09/2018. A dropdown menu for 'Hold Reason' is open, listing various reasons such as 'Accounting in Dispute', 'Agency Location Code Required', and 'Separate Payment'. The 'Separate Payment' checkbox is located in the 'Supplier Bank Messages' section on the right side of the form.

**Separate Payment** - Select this box if this payment needs to go separately to the supplier. This may be used along with the Payment Handling options of “Send to Department” or “Call Department”; in that way the check will only pertain to one department’s payment for that vendor in the pay cycle.

This is a close-up view of the 'Payment Options' section. It includes input fields for Bank (PEOP3), Account (0006), and Method (ACH). There are also dropdown menus for Pay Group, Handling (Regular Payment), and Hold Reason. A 'Netting' dropdown is set to 'Not Applicable'. On the right side, there are checkboxes for 'Hold Payment' and 'Separate Payment', with the latter being the focus of the instruction.

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Enter a Regular Voucher with a BDA

**Situations when this function is used:** A regular voucher is entered for a purchase that requires a Blanket Delegation of Authority (BDA). BDA vouchers may have a single line and distribution or multiple lines and/or multiple distributions.

**Required Fields:**

- Supplier ID\*
- Supplier Name
- Location
- Address
- Invoice Number\*
- Invoice Date\*
- Amount\*
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- Item
- Line Description

The fields marked with an \* should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.



**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

The screenshot displays the 'Accounts Payable WorkCenter' interface for adding a new voucher. The left-hand navigation pane is expanded to show the 'Links' section, which includes 'Assistance', 'Vouchers', 'Voucher Entry', 'Delete Voucher', and 'Close Voucher'. The main area is titled 'Voucher' and contains the following fields and controls:

- Business Unit:** 01110
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Supplier Name:** (empty)
- Short Supplier Name:** (empty)
- Supplier ID:** (empty)
- Supplier Location:** (empty)
- Address Sequence Number:** (empty)
- Invoice Number:** (empty)
- Invoice Date:** (empty)
- Gross Invoice Amount:** 0.000
- Freight Amount:** 0.000
- Sales Tax Amount:** 0.000
- Misc Charge Amount:** 0.000
- PO Business Unit:** (empty)
- PO Number:** (empty)
- Tax Exempt Flag:** (checkbox, unchecked)
- Estimated No. of Invoice Lines:** 1

Buttons for 'Find an Existing Value' and 'Add a New Value' are located at the top and bottom of the form.

Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

### Enter Supplier ID

- Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

### Enter Invoice Number

- Enter Supplier's Invoice number.

**Note:** If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletins #5 and #5.5.

### Enter Invoice Date

- As per the supplier's invoice

### Enter Gross Invoice Amount

#### Voucher

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Click Add

The Invoice Information page loads. The following information defaults in:

Invoice and Supplier information defaults from previous page

Accounting Date = current date (this must never be changed manually)

Currency = USD

#### Under Invoice Lines-Line 1 enter item

- Enter the BDA being used for this purchase. If you are unsure of the correct BDA number to be used, type “BDA” in the Item field and click the magnifying glass to list all BDAs. Select the correct BDA. A full list of BDAs, their numbers and uses can be found on the Office of Purchasing & Contracting website at: <http://www.bgs.vermont.gov/purchasing-contracting/forms/bda>
- The description associated with the BDA will default into the Description field. (If your business process requires you to use the description field for some other purpose, you may type in a different description. After the voucher is saved, the description you type in will remain.)
- **The Ship to defaults in from the BDA item selected**
- **Enter C/P Indicator in Invoice Lines Section for Line 1**

#### Under Distribution Lines

- If this is a single distribution line the amount will default in, otherwise enter the amount of the invoice that you are going to pay for only this line and/or distribution

#### Enter Account Number

- Enter the account number or
- Click on the magnifying glass to select from the list

#### Enter Fund

- Enter the fund or
- Click on the magnifying glass to select from the list

**Enter Dept ID**

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

**Enter Program (If used by your department)**

**Enter Class (If used by your department)**

**Enter Project/Grant (If used by your department)**

**Invoice Information** | Payments | Voucher Attributes

Business Unit 01110 Invoice No AP-102-Current date  
 Voucher ID NEXT Accounting Date 11/09/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 11/09/2018 Basis Date Type Inv Date  
 Invoice Received  
 Automatic Laundry  
 Supplier ID 0000016592 Control Group  
 ShortName AUTOMATICL-001 Incomplete Voucher  
 Location SINGLE Grant ID  
 \*Address 1 CFDA#

**Invoice Total**  
 Line Total 10.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 10.00  
 Difference 0.00

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

Save Save For Later Action Run Calculate Print

**Copy From Source Document**

Invoice Lines Find | View All First 1 of 1 Last  
 Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PFMTP001  
 Item BDA-6 Description All-video,maps,training,etc  
 Quantity C/P Indicator C  
 UOM  
 Unit Price  
 Line Amount 10.00

One Asset Calculate

**Distribution Lines** Personalize | Find | View All | First 1 of 1 Last  
 GL Chart Exchange Rate Assets  

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
	1	10.00		01110	500000	10000	1110003000				11/09/2018

The page should now look similar to the one above.

**Click on Payments Tab**

Invoice Information | **Payments** | Voucher Attributes

Business Unit 01110 Invoice No AP-102-Current date  
 Voucher ID NEXT Invoice Date 11/09/2018 Action [v] Run  
 Voucher Style Regular Voucher  Incomplete Voucher  
 Total Amount 10.00 \*Pay Terms NET30 Net 30 Schedule Payments  
 Supplier Name Automatic Laundry

Payment Information Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0000016592 Gross Amount 0.00 USD Scheduled Due [v]  
 Location SINGLE Discount 0.00 USD Net Due [v]  
 \*Address 1 Discount Due [v]  
 Accounting Date [v]  
 Automatic Laundry  
 45 Border St  
 W Newton, MA 02465  
 Payment Inquiry  
 Discount Denied  
 Late Charge  
 Express Payment  
 Payment Comments(0)  
 Holiday/Currency

Payment Options  
 \*Bank PEOP3 Pay Group [v]  
 \*Account 0005 \*Handling Regular Payment \*Netting Not Applicable  
 \*Method CHK Check Hold Reason [v] L/C ID [v]  
 Message [v] Supplier Bank Messages  
 Hold Payment  
 Separate Payment  
 Message will appear on remittance advice.

Schedule Payment  
 \*Action Schedule Payment Payment Date [v]  
 Pay [v] Reference [v]

Review Payment information that defaulted in from the supplier.

**Note:** The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left-hand side of the page (see below).

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 01110 Invoice No AP-102-Current date  
**Voucher ID 00007679** Accounting Date 11/09/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 11/09/2018 Basis Date Type Inv Date  
 Invoice Received [v]  
 Automatic Laundry  
 Supplier ID 0000016592 Control Group [v]  
 ShortName AUTOMATICL-001 Grant ID [v]  
 Location SINGLE CFDA# [v]  
 \*Address 1

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Enter a Regular Voucher with Split Funding

**Situations when this function is used:** A regular voucher is entered when you have an invoice to pay that is not associated with a Contract or Requisition. A regular voucher which needs to be paid using more than one fund or program will be paid for with split funding (shown in this exercise) will use multiple lines and/or multiple distributions.

**Required Fields:**

- Supplier ID\***
- Supplier Name**
- Location**
- Address**
- Invoice Number\***
- Invoice Date\***
- Total Amount\***
- GL Unit**
- Account**
- Fund**
- Department ID**
- Pay Terms**

The fields marked with an \* should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

The screenshot shows the 'Accounts Payable WorkCenter' interface. On the left, a navigation pane is visible with a 'Links' section highlighted in green, containing 'Voucher Entry'. The main area is titled 'Voucher' and has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields and values:

- Business Unit: [Empty]
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Supplier Name: [Empty]
- Short Supplier Name: [Empty]
- Supplier ID: [Empty]
- Supplier Location: [Empty]
- Address Sequence Number: 0
- Invoice Number: [Empty]
- Invoice Date: [Empty]
- Gross Invoice Amount: 0.000
- Freight Amount: 0.000
- Sales Tax Amount: 0.000
- Entered VAT Amount: 0.000
- Misc Charge Amount: 0.000
- PO Business Unit: [Empty]
- PO Number: [Empty]
- Tax Exempt Flag: [Unchecked]
- Estimated No. of Invoice Lines: 1

An 'Add' button is located at the bottom of the form. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

### Enter Supplier ID

- Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

**Enter Invoice Number**

- Enter Supplier’s Invoice number.

**Note:** If a supplier’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the [Agency of Administration’s Bulletin 5 and Bulletin 5 Guidance and Procedures](#).

**Enter Invoice Date**

- As per the supplier’s invoice

**Enter Gross Invoice Amount**

The screenshot shows a web form titled "Voucher". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are several input fields with search icons:

- Business Unit: 03440
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Supplier Name: DXC Technology Services LLC
- Short Supplier Name: DXC TECHNO-001
- Supplier ID: 0000366045
- Supplier Location: MACHDRAW
- Address Sequence Number: 1
- Invoice Number: SAMPLE111418
- Invoice Date: 11/14/2018
- Gross Invoice Amount: 3000.
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

At the bottom left of the form, there is a yellow "Add" button with a red border. At the bottom of the form, there are two buttons: "Find an Existing Value" and "Add a New Value".

**Click Add**



### Enter the Grant ID (Grant Vouchers only)

- If this invoice is related to a grant, enter the grant number here.
- You can use the magnifying glass to select the grant from the list.
- Departments are required to update the fields per AOA’s Bulletin 5 and OMB’s Uniform Guidance.

Note: Grant numbers should not be used in the Invoice field.

### Enter the CFDA # (Grant Vouchers only)

- If this invoice is related to a grant, enter the CFDA number(s) here.

The Invoice Information page displays. Invoice and Supplier information defaults from previous page.

The following information defaults in:

Accounting Date = current date (this must never be changed manually), Currency = USD,

Distribute by = Amount,

Ship To = default ship to location for your Business Unit,

GL Unit defaults in.

### Enter Line Description

- Enter the description of what you are paying the invoice for

### Enter C/P Indicator

- (current year/prior year) in Invoice Lines Section for Line 1

### Enter Amount under Distribution Lines

- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

### Enter Account Number

- Enter the account number or
- Click on the magnifying glass to select from the list

### Enter Fund

- Enter the fund or
- Click on the magnifying glass to select from the list

### Enter Dept ID

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

### Enter Program (If used by your department)

### Enter Class (If used by your department)

### Enter Project/Grant (If used by your department)

The screenshot shows the 'Invoice Lines' interface. At the top, there are input fields for 'Line 1', 'Copy Down', 'SpeedChart', 'Ship To', 'Description', and 'C/P Indicator'. Below these is a 'Distribution Lines' table with columns: Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. A red arrow points to the 'Copy Down' checkbox in the first row of the table. The first row contains: Line 1, Merchandise Amt 1,500.00, Quantity, \*GL Unit 03440, Account 526000, Fund 10000, Dept 3440060000, and Budget Date 11/14/2018. The interface also includes 'Save', 'Save For Later', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Click on the Copy Down box if you want to copy the Chartfield information when adding additional lines.

If you do not want to copy the Chartfield information, leave this box blank.

Click on the + box located at the end of the distribution line

fintraining.erp.vermont.gov says

Enter number of rows to add:

OK Cancel

Prompt box will appear. Enter number of rows to add and click OK.

A prompt box will open asking how many rows to add with a default of 1

Click OK or change the amount to the number of distribution lines that need to be added and click OK

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1  Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 3,000.00

SpeedChart

Ship To PPATWTB002

Description

C/P Indicator

One Asset  Calculate

Distribution Lines Personalize | Find | View All First 1-2 of 2 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input checked="" type="checkbox"/>	1	1,500.00		03440	526000	10000	3440060000				11/14/2018
<input type="checkbox"/>	2	1,500.00		03440	526000	10000	3440060000				11/14/2018

Distribution Line 2 opens for Line 1 of the Voucher. The Amount field populates with the remaining amount that needs to be distributed. The GL Unit, Account, Fund, and Dept ID automatically populate with the same information as in distribution line 1 if you selected “copy down”

**If you did not select “copy down”**

**Enter Account Number**

- Allow default value to remain
- Enter a new account number or
- Click on magnifying glass to select from the list

**Enter Fund**

- Enter the fund or
- Click on the magnifying glass to select from the list

**Enter Dept ID**

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

Enter Program (if used by your department)

Enter Class (if used by your department)

Enter Project/Grant (if used by your department)

Click on Payments Tab

Invoice Information | **Payments** | Voucher Attributes

Business Unit 03440 Invoice No SAMPLE111418  
Voucher ID NEXT Invoice Date 11/14/2018  
Voucher Style Regular Voucher Incomplete Voucher  
Total Amount 3,000.00 \*Pay Terms NET00 Due Now  
Supplier Name DXC Technology Services LLC

Payment Information Find | View All First 1 of 1 Last

Payment 1  
\*Remit to 0000366045  
Location MACHDRAW  
\*Address 1  
DXC Technology Services LLC  
1775 Tysons Blvd  
Tysons, VA 22102

Gross Amount 0.00 USD  
Discount 0.00 USD  
Scheduled Due  
Net Due  
Discount Due  
Accounting Date

Payment Options  
\*Bank PEOP3  
\*Account 0006  
\*Method ACH  
Message  
Message will appear on remittance advice.

Pay Group  
\*Handling Regular Payment  
Hold Reason  
\*Netting Not Applicable  
L/C ID  
Actions

Supplier Bank Messages Layout  
Hold Payment  
Separate Payment

Schedule Payment  
\*Action Schedule Payment  
Pay  
Payment Date  
Reference

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

Review Payment information that defaulted in from the supplier.

**Note:** Gross Amount shows \$0, but the correct amount will fill in when the voucher is saved.

**Note:** The address selected on the Payments page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	03440	Invoice No	SAMPLE111418		
Voucher ID	01419963	Accounting Date	11/14/2018		
Voucher Style	Regular Voucher	*Pay Terms	NET00		Due Now
Invoice Date	11/14/2018	Basis Date Type	Inv Date		
Invoice Received					
<u>DXC Technology Services LLC</u>					
Supplier ID	0000366045	Control Group			
ShortName	DXC TECHNO-001	Grant ID			
Location	MACHDRAW	CFDA#			
*Address	1				
<input type="button" value="Save"/>		Action	<input type="text"/>		

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Enter a Purchase Order Voucher

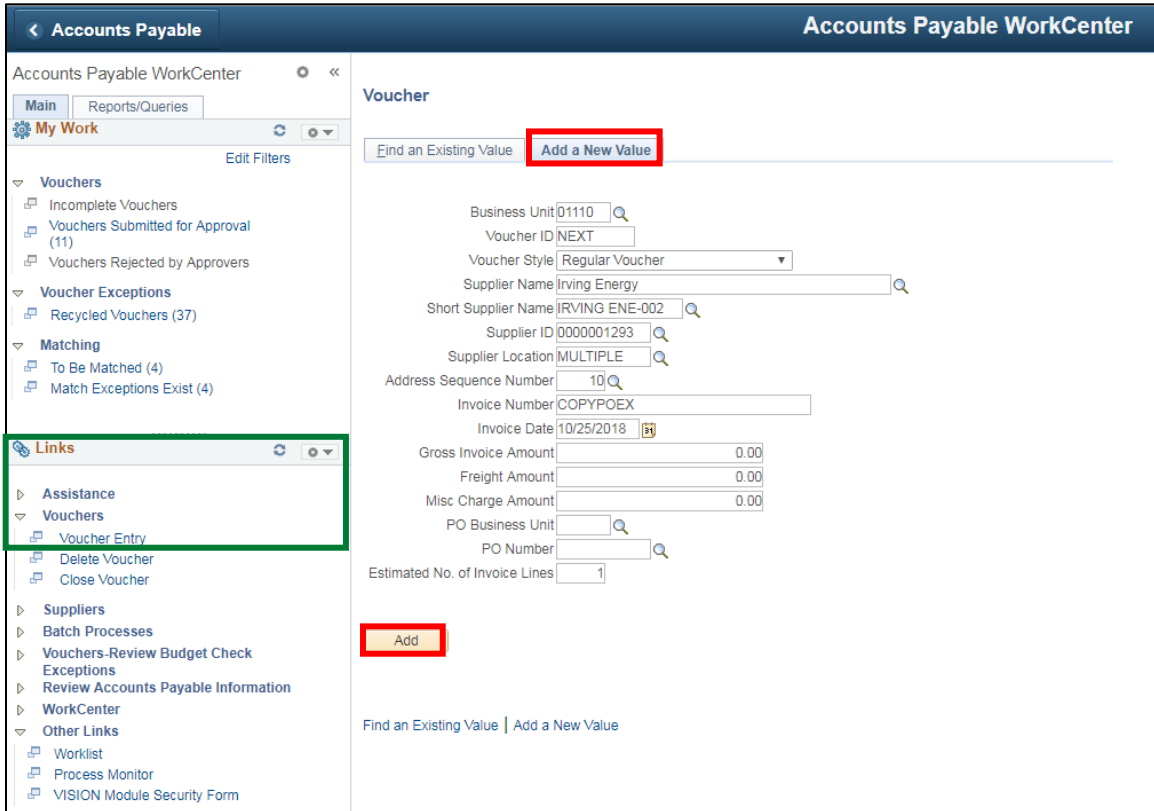
**Situations when this function is used:** Purchase orders are created from a Requisition or to draw down on a contract. When the invoice is received, the information is copied from the purchase order into a voucher to pay the supplier.

**Required Fields:**

- Supplier ID
- Supplier Name
- Location
- Address
- Invoice Number
- Invoice Date
- Total Amount
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- PO Unit
- Purchase Order Number
- Distribute By
- Description
- Quantity
- UOM
- Unit Price
- Ship To

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

### Enter Supplier ID

- Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

### Enter Invoice Number

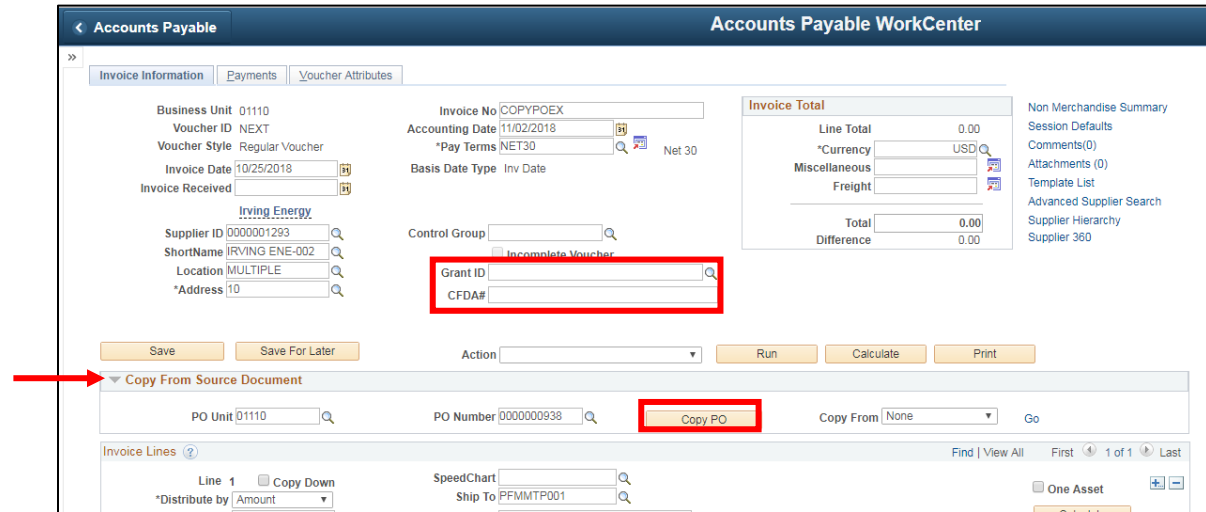
- Enter Supplier's Invoice number.

**Note:** If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the [Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures](#).

**Enter Invoice Date**

- As per the supplier's invoice

**Click the Add button**



**Enter the Grant ID (Grant Vouchers only)**

- If this invoice is related to a grant, enter the grant number here.
- You can use the magnifying glass to select the grant from the list.
- Departments are required to update the fields per AOA's Bulletin 5 and OMB's Uniform Guidance.

Note: Grant numbers should not be used in the Invoice field.

**Enter the CFDA # (Grant Vouchers only)**

- If this invoice is related to a grant, enter the CFDA number(s) here.

**Click on the chevron arrow "Copy From Source Document"**

**Enter PO BU**

**Enter Purchase Order Number**

**Click Copy PO Button**

All information entered in the PO above defaults in under the Invoice Lines section. Verify that correct chartfields have defaulted in from the PO above.



**Accounts Payable WorkCenter**

**Invoice Information** | Payments | Voucher Attributes

Business Unit 01110 Invoice No COPYPOEX  
 Voucher ID NEXT Accounting Date 11/02/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 10/25/2018 Basis Date Type Inv Date  
 Invoice Received  
 Supplier ID 0000001293 Control Group  
 ShortName IRVING ENE-002 Grant ID  
 Location MULTIPLE CFDA#  
 \*Address 10

**Invoice Total**

Line Total 1,000.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference

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

Save Save For Later Action Run Calculate Print

**Copy From Source Document**

PO Unit 01110 PO Number 000000938 Copy PO Copy From None Go

**Invoice Lines** Find | View All First 1 of 1 Last

Line 1 Copy Down  
 Distribute by Amount  
 Item 000000000000000095  
 Quantity 500.0000  
 UOM GAL  
 Unit Price 2.00000  
 Line Amount 1,000.00

SpeedChart  
 Ship To PFMTP002  
 Description GASOLINE PREMIUM  
 C/P Indicator C

**Purchase Order**  
 01110(000000938)111  
 Associate Receiver(s)  
 Adjust PO Percentage  
 Allocate by Percentage

One Asset Calculate

**Distribution Lines** Personalize | Find | View All First 1 of 1 Last

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
	1	100.0000	100.0000	1,000.00	500.0000	01110	520110	10000	1110003000			

Save Save For Later  
 Notify Refresh Add Update/Display

In the Invoice Lines section for line 1, enter C/P (C=Current Year, P=Prior Year) Indicator

Review the “Distribute by” field. Field will display “Amount” and will be greyed out

If you are not vouchering for the full amount of the purchase order, update amount to the amount of the invoice from supplier.

Review the Address information that defaulted in from the supplier. If the address should be changed click on the magnifying glass to select the correct address the payment should be sent to.

Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.

Two buttons appear: **Adjust PO Percentage** and **Allocate by Percentage**.

These buttons are used in the following ways:

### **Adjust PO Percentage**

Click this button to override the purchase order percentages. After clicking the button, the Percentage column becomes available for edit. The totals entered must equal 100. Once reallocated, click the Allocate by Pct button to reallocate the expenses. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

## Allocate by Percentage

Click this button to reallocate the voucher line's quantity and amount over the distributions by the percentage copied forward from the purchase order. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

The screenshot displays the 'Accounts Payable WorkCenter' interface. The 'Payments' tab is selected and highlighted with a red box. A red arrow points to the 'Allocate by Percentage' button in the 'Purchase Order' section. The interface shows various fields for invoice information, including Business Unit (01110), Voucher ID (00007676), Invoice No (COPYPOEX), and Invoice Date (11/02/2018). The 'Invoice Total' section shows a Line Total of 1,000.00. The 'Distribution Lines' table is visible at the bottom, showing a single line with a PO Percent of 100.0000 and a Merchandise Amt of 1,000.00. The 'Purchase Order' section includes a 'Calculate' button and the 'Allocate by Percentage' button.

Review Payment information that defaulted in from the purchase order.

**Note:** Gross Amount shows \$0, but the correct amount will fill in when the voucher is saved.

**Note:** The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page.

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Enter PO Voucher – Use only some PO lines

**Situations when this function is used:** Purchase orders are created from a Requisition or to draw down on a contract. When the invoice is received, the information is copied from the purchase order into a voucher to pay the supplier. In some cases, the purchase order may have multiple invoices that need to be paid against it. The following directions show how to pay an invoice using only part of a purchase order.

**Required Fields:**

- Supplier ID
- Supplier Name
- Location
- Address
- Invoice Number
- Invoice Date
- Total Amount
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- PO Unit
- Purchase Order Number
- Distribute By
- Description
- Quantity
- UOM
- Unit Price
- Ship To

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

### Enter Supplier ID

### Enter Invoice Number

- Enter Supplier’s Invoice number.

**Note:** If a supplier’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the [Agency of Administration’s Bulletin 5 and Bulletin 5 Guidance and Procedures](#).

### Enter Invoice Date

- As per the supplier’s invoice

### Voucher

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

**Click Add**

Business Unit

Voucher ID

Voucher Style

Invoice Date

Invoice Received

Supplier **Irving Energy**

Supplier ID

ShortName

Location

\*Address

Invoice No

Accounting Date

\*Pay Terms  Net 30

Basis Date Type

Control Group

Incomplete Voucher

Grant ID

CFDA#

**Invoice Total**

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>0.00</b>
Difference	0.00

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

Action

**Invoice Lines**

Line 1  Copy Down

\*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

SpeedChart

Ship To

Description

C/P Indicator

One Asset

**Enter the Grant ID (Grant Vouchers only)**

- If this invoice is related to a grant, enter the grant number here.
- You can use the magnifying glass to select the grant from the list.
- Departments are required to update the fields per AOA's Bulletin 5 and OMB's Uniform Guidance.

Note: Grant numbers should not be used in the Invoice field.

**Enter the CFDA # (Grant Vouchers only)**

- If this invoice is related to a grant, enter the CFDA number(s) here.

The Invoice Information page loads. The following information defaults in:

Accounting Date = current date (this must never be changed manually),

Currency = USD,

Distribute by = Amount,

Ship To = default ship to location for your Business Unit,

GL Unit defaults in.

**Copy From Source Document**

PO Unit  PO Number   **Copy From**

**Invoice Lines** Find | View All First 1 of 1 Last

Line 1  Copy Down  
 \*Distribute by   
 Item   
 Quantity   
 UOM   
 Unit Price   
 Line Amount

SpeedChart   
 Ship To   
 Description   
 C/P Indicator

One Asset

**Distribution Lines** Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>			<input type="checkbox"/>	1	0.00		01115							11/15/2018

Under Copy From Source Document

- Copy From-select Purchase Order Only from drop down
- Click Go

**Copy Worksheet**

Business Unit 01115 [Return to Invoice Information](#) Voucher NEXT

**PO Lookup Criteria**

PO Business Unit  Finance & Management-FMS   View Matched /Cancelled Only

PO Number From  PO Number To

PO Line Number From  PO Line Number To

\*PO Date Option  PO Date

**Additional Search Criteria**

Max Rows

On the Copy Worksheet

- Enter PO Unit
- Enter Purchase Order

Click Search

Select PO Lines opens. All of the lines on the purchase order are listed.

**Copy Worksheet**

Business Unit 01115 [Return to Invoice Information](#) Voucher NEXT

**PO Lookup Criteria**

PO Business Unit  Finance & Management-FMS   View Matched /Cancelled Only

PO Number From  PO Number To

PO Line Number From  PO Line Number To

\*PO Date Option  PO Date

**Additional Search Criteria**

Max Rows

---

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

PO Unit 01115 PO Number 000000789  
 Supplier ID 000001293 Irving Energy PO Date 11/15/2018

Select All  Deselect All

**Select PO Lines** Personalize | Find | View 1 | First 1-2 of 2 Last

**Main Information** | **Contract Information**

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	P
<input type="checkbox"/>	2.50000	1	1		FUEL	<input type="text" value="50.0000"/>	GAL	125.00	USD	
<input type="checkbox"/>	2.10000	2	1	0000000000000008661	LIQUID PROPANE - GAS	<input type="text" value="100.0000"/>	GAL	210.00	USD	

Select All  Deselect All

PO Line Count 2  
PO Total \$335.00

Max Rows  Search Copy Selected Lines

---

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

PO Unit 01115 PO Number 000000789  
 Supplier ID 000001293 Irving Energy PO Date 11/15/2018

Select All  Deselect All

Select PO Lines Personalize | Find | View 1 | First 1-2 of 2 Last

Main Information | Contract Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	P
<input type="checkbox"/>	2.50000	1	1		FUEL	<input type="text" value="50.0000"/>	GAL	125.00	USD	
<input checked="" type="checkbox"/>	2.10000	2	1	000000000000008661	LIQUID PROPANE - GAS	<input type="text" value="100.0000"/>	GAL	210.00	USD	

Select All  Deselect All PO Line Count 2  
PO Total \$335.00

- Select the line or lines of the Purchase Order that you are paying on the voucher by clicking on the Select box next to the line number
- Click Copy Selected Lines



Invoice Information | Payments | Voucher Attributes

Business Unit 01115 Invoice No AP109TEST  
 Voucher ID NEXT Accounting Date 11/15/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 11/15/2018 Basis Date Type Inv Date  
 Invoice Received  
 Irving Energy  
 Supplier ID 0000001293 Control Group  
 ShortName IRVING ENE-002 Incomplete Voucher  
 Location MULTIPLE Grant ID  
 \*Address 10 CFDA#

Invoice Total  
 Line Total 210.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 210.00  
 Difference 0.00

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

Save Save For Later Action Run Calculate Print

Copy From Source Document  
 PO Unit PO Number Copy PO Copy From None Go

Invoice Lines  
 Line 1 Copy Down  
 Distribute by Quantity  
 Item 0000000000000086  
 Quantity 100.0000  
 UOM GAL  
 Unit Price 2.10000  
 Line Amount 210.00

SpeedChart  
 Ship To PFMMP002  
 Description LIQUID PROPANE - GAS  
 C/P Indicator

Purchase Order  
 01115(000000789)21  
 Associate Receiver(s)  
 Force Price  
 Adjust PO Percentage  
 Allocate by Percentage

One Asset Calculate

Distribution Lines  
 GL Chart Exchange Rate Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
	1	100.0000	100.0000	210.00	100.0000	01115	521331	59300	1115001000			

The Invoice Information page displays. Invoice Lines will show the PO Line that was previously selected. Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.

Invoice Lines  
 Line 1 Copy Down  
 Distribute by Quantity  
 Item 0000000000000086  
 Quantity 100.0000  
 UOM GAL  
 Unit Price 2.10000  
 Line Amount 210.00

SpeedChart  
 Ship To PFMMP002  
 Description LIQUID PROPANE - GAS  
 C/P Indicator C

Purchase Order  
 01115(000000789)21  
 Associate Receiver(s)  
 Force Price  
 Adjust PO Percentage  
 Allocate by Percentage

One Asset Calculate

Distribution Lines  
 GL Chart Exchange Rate Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
	1	100.0000	100.0000	210.00	100.0000	01115	521331	59300	1115001000			

- Enter C/P Indicator in the Invoice Lines Section for Line 1

Click on Payments Page

Invoice Information | **Payments** | Voucher Attributes

Business Unit 01115 Invoice No AP109TEST  
 Voucher ID NEXT Invoice Date 11/15/2018  
 Voucher Style Regular Voucher  
 Total Amount 210.00 \*Pay Terms NET30 Net 30  
 Supplier Name Irving Energy

Payment Information Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0000001293  
 Location MULTIPLE  
 \*Address 10

Gross Amount 0.00 USD  
 Discount 0.00 USD

Scheduled Due  
 Net Due  
 Discount Due  
 Accounting Date

Irving Energy  
 PO Box 11013  
 Lewiston, ME 04243

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

Review Payment information that defaulted in from the purchase order.

**Note:** Gross Amount shows \$0, but the correct amount will fill in when the voucher is saved.

**Note:** The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit 01115 Invoice No AP109TEST  
 Voucher ID 00003927 Invoice Date 11/15/2018  
 Voucher Style Regular Voucher  
 Total Amount 210.00 \*Pay Terms NET30 Net 30  
 Supplier Name Irving Energy

Payment Information Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0000001293  
 Location MULTIPLE  
 \*Address 10

Gross Amount 210.00 USD  
 Discount 0.00 USD

Scheduled Due 12/15/2018  
 Net Due 12/15/2018  
 Discount Due  
 Accounting Date

Irving Energy  
 PO Box 11013  
 Lewiston, ME 04243

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

### Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Matching Purchase Order Vouchers

**Situations when this function is used:** All departments have two-way matching turned on which compares vouchers and purchase orders. Vouchers will need to be “matched” with purchase orders before they can be approved.

Matching is run as a daily overnight batch process. Matching can also be run manually as a batch process for a business unit or several vouchers or online for one voucher.

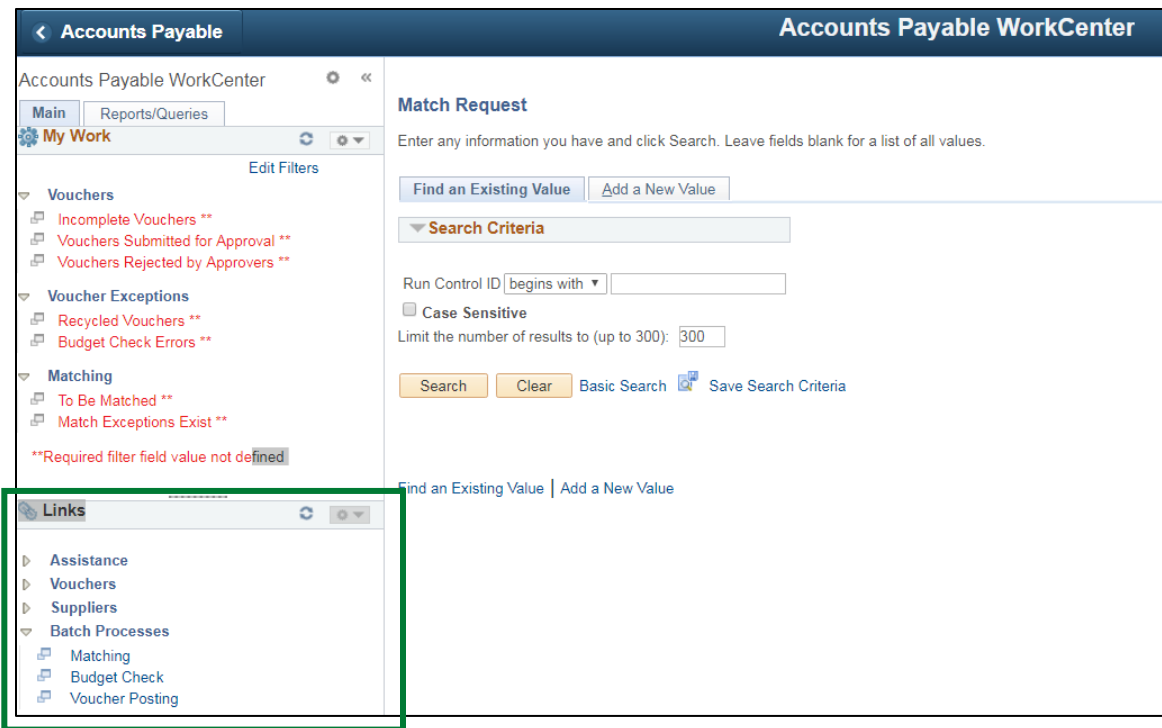
Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	02300	Invoice Date	12/04/2018		
Voucher ID	00102559	Invoice No	120418		
Voucher Style	Regular	Invoice Total	125.00	USD	
Supplier Name	Irving Energy PO Box 11013 Lewiston, ME 04243				
Entry Status	Postable	Pay Terms	Net 30		
Match Status	Ready	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	12/04/2018 11:55AM		
		Created By	ETEST		
		Last Update	12/04/2018 12:08PM		
		Modified By	ETEST		
		ERS Type	Not Applicable		
		Close Status	Open		
Budget Status	Not Chk'd				
Budget Misc Status	Valid				
*View Related	Payment Inquiry				

PO Vouchers will show Match Status = Ready. Matching will need to be run successfully before this voucher can be approved.

### Matching as a Batch Process:

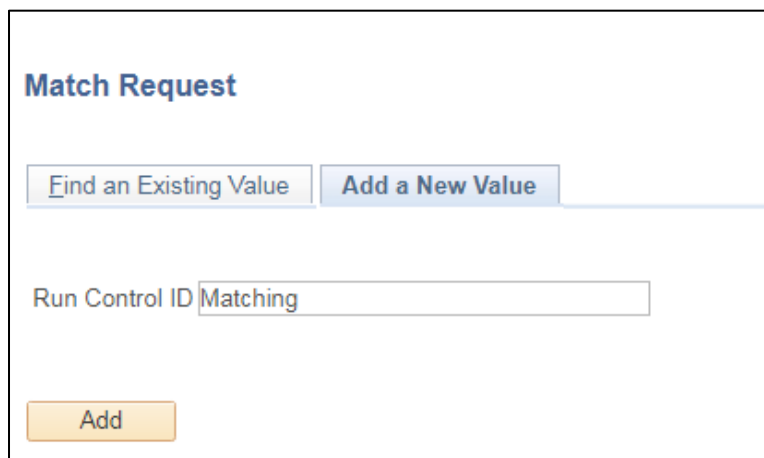
**WorkCenter Navigation:** Accounts Payable WorkCenter > Links Pagelet > Batch Processes > Matching

**Navigator Menu Navigation:** Accounts Payable > Batch Processes > Vouchers > Matching



Click on Add a New Value

Enter a Run Control ID



Click Add

Match Request page opens

Enter Description

Change Process Frequency = Always Process

Click on the drop down arrow next to Options

- If Business Unit is chosen, then matching will process all vouchers within the business unit that are ready to be matched.
- If Voucher is chosen, then matching will process specific vouchers that are input into the criteria.

**NOTE:** NEVER choose All Business Units. This would run matching for all business units in the State.

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

---

**Run Control Parameters**

\*Description  Match Workbench

\*Process Frequency

Match Action

\*Options

As of Date

Run Document Association Only

Autopilot Run Control

**Business Unit** Personalize | Find | View All |  |  First 1 of 1 Last

*Business Unit	Description
<input type="text" value="02300"/> <input type="button" value="Search"/>	

Enter Business Unit that matching should be run for.

Click Run

Process Scheduler Request H

---

User ID ETEST Run Control ID Matching

---

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

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

Click OK

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

Process Instance:9471769

**Run Control Parameters**

\*Description Matching Match Workbench

\*Process Frequency Always Process

Match Action Matching

\*Options Business Unit

As of Date 12/04/2018

Run Document Association Only

Autopilot Run Control

**Business Unit** Personalize | Find | View All | First 1 of 1 Last

*Business Unit	Description
02300	DLL - Div of Liquor Control

Click on the Process Monitor link

Process List Server List

**View Process Request For**

User ID ETEST Type Last 30 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status  Save On Refresh

**Process List** Personalize | Find | View All | First 1-36 of 36 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9471769		Application Engine	AP_MATCH	ETEST	12/04/2018 1:23:59PM EST	Success	Posted	Details

Click Refresh until the Run Status = Success and the Distribution Status = Posted

Click on the Details link

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9471769		Application Engine	AP_MATCH	ETEST	12/04/2018 1:23:59PM EST	Success	Posted	Details

Click on the Message log link

Process Detail	
<b>Process</b>	
Instance 9471769	Type Application Engine
Name AP_MATCH	Description AP Matching
Run Status Success	Distribution Status Posted
<b>Run</b>	<b>Update Process</b>
Run Control ID Matching	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content <input type="radio"/> Restart Request
<b>Date/Time</b>	<b>Actions</b>
Request Created On 12/04/2018 1:24:48PM EST	<a href="#">Parameters</a> <a href="#">Transfer</a>
Run Anytime After 12/04/2018 1:23:59PM EST	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At 12/04/2018 1:25:00PM EST	<a href="#">Batch Timings</a>
Ended Process At 12/04/2018 1:25:30PM EST	<a href="#">View Log/Trace</a>



Message Log				Help
<b>Process</b>				
Instance:	9471769	Type:	Application Engine	
Name:	AP_MATCH	Description:	AP Matching	
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>				First  1-28 of 28  Last
Severity	Log Time	Message Text	Explain	
10	1:25:01PM	Selected business units had 1 Vouchers to match.	<a href="#">Explain</a>	
10	1:25:02PM	Document Association Module Started	<a href="#">Explain</a>	
10	1:25:02PM	DAM - Pre Processing Complete for Association VP	<a href="#">Explain</a>	
10	1:25:03PM	DAM - Finished UOM and Currency Conversions for Association VP	<a href="#">Explain</a>	
10	1:25:04PM	DAM - 0 Documents Associated using Algorithm Equal	<a href="#">Explain</a>	
10	1:25:04PM	DAM - 0 Documents Associated using Algorithm Equal Sum	<a href="#">Explain</a>	
10	1:25:05PM	DAM - 0 Documents Associated using Algorithm Equal	<a href="#">Explain</a>	
10	1:25:05PM	DAM - 0 Documents Associated using Algorithm Equal Sum	<a href="#">Explain</a>	
10	1:25:05PM	DAM - 0 Documents Associated using Algorithm User Criteria	<a href="#">Explain</a>	
10	1:25:05PM	DAM - 0 Documents Associated using Algorithm Equal	<a href="#">Explain</a>	
10	1:25:05PM	DAM - 0 Documents Associated using Algorithm Sum Up To	<a href="#">Explain</a>	
10	1:25:06PM	DAM - Pre Processing Complete for Association VPR	<a href="#">Explain</a>	
10	1:25:07PM	DAM - Finished UOM and Currency Conversions for Association VPR	<a href="#">Explain</a>	
10	1:25:08PM	DAM - Pre Processing Complete for Association VR	<a href="#">Explain</a>	
10	1:25:09PM	DAM - Finished UOM and Currency Conversions for Association VR	<a href="#">Explain</a>	
10	1:25:09PM	Number of voucher lines that have manually associated receipts - 0	<a href="#">Explain</a>	
10	1:25:13PM	Number of Records inserted into Line Summary for Association VPR (DAM associated receipts) - 0	<a href="#">Explain</a>	
10	1:25:13PM	Number of Records inserted into Line Summary for Association VPR (Receipts Associated Manually) - 0	<a href="#">Explain</a>	
10	1:25:13PM	Number of Records inserted into Line Summary for Association VP - 1	<a href="#">Explain</a>	
10	1:25:13PM	Number of Records inserted into Line Summary for Association VR - 0	<a href="#">Explain</a>	
10	1:25:14PM	Rule Application Processor Started	<a href="#">Explain</a>	
10	1:25:17PM	Number of vouchers that were Auto Matched - 1	<a href="#">Explain</a>	
10	1:25:17PM	Number of vouchers that were Auto Matched - 1	<a href="#">Explain</a>	
10	1:25:17PM	Number of vouchers that were Matched with Override - 0	<a href="#">Explain</a>	
10	1:25:17PM	Number of vouchers that were Matched with Debit Memo - 0	<a href="#">Explain</a>	
10	1:25:17PM	Number of vouchers that are in Exceptions - 0	<a href="#">Explain</a>	
10	1:25:18PM	Matching Process Ended Normally	<a href="#">Explain</a>	
	1:25:30PM	Published message with ID fb077e78-f7f1-11e8-8753-ba16d4f0c67e to create entry in folder GENERAL.	<a href="#">Explain</a>	
	1:25:30PM	Successfully posted generated files to the report repository	<a href="#">Explain</a>	

The message log tells you how many vouchers were selected to match and then how many vouchers matched successfully and how many had errors.

In this example, 1 voucher was matched with no errors.

To find the voucher(s) that has a matching error run the VT\_MER\_VCHRS\_NOT\_POSTED query.

AP Voucher	GL Unit	AP Unit	Acctg Date	Voucher ID	User ID	Close Status	Entry Status	Post Status	Match Status	Budget Checking Status	Approval Status
17											
01110	01110	11/18/2018	00007729	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	11/18/2018	00007730	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	12/3/2018	00007770	DBROCHU	Open	Postable	Unposted	Not Applicable	Not Budget Checked		Pending
01110	01110	11/21/2018	00007747	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid		Approved
01110	01110	11/21/2018	00007746	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	11/21/2018	00007744	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	11/21/2018	00007745	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	11/26/2018	00007754	SFULLER	Open	Postable	Unposted	Not Applicable	Valid		Approved
01110	01110	12/4/2018	00007771	ESTUBIN	Open	Postable	Unposted	Matched	Valid		Pending
01110	01110	11/14/2018	00007733	JSHELTRA	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	12/5/2018	00007772	EEST	Open	Postable	Unposted	Match Exceptions Exist	Not Budget Checked		Pending
01110	01110	11/29/2018	00007768	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid		Approved
01110	01110	11/21/2018	00007748	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	11/29/2018	00007769	CTOUCHET	Open	Postable	Unposted	Not Applicable	Valid		Approved
01110	01110	11/20/2018	00007736	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	11/20/2018	00007737	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid		Pending
01110	01110	11/20/2018	00007738	RPARTLOW	Open	Postable	Unposted	Not Applicable	Error in Budget Check		Pending

The query gives you the voucher number of the voucher with a Match Exception.

Navigate to the voucher and open the summary page.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	01110	Invoice Date	12/05/2018		
Voucher ID	00007772	Invoice No	match exception		
Voucher Style	Regular	Invoice Total	1,800.00 USD		
Supplier Name	Irving Energy PO Box 11013 Lewiston, ME 04243	Pay Terms	Net 30		
Entry Status	Postable	Voucher Source	Online		
Match Status	Exceptions	Origin	ONL		
Approval Status	Pending	Created On	12/05/2018 11:01AM		
Post Status	Unposted	Created By	EEST		
		Last Update	12/05/2018 11:22AM		
Budget Status	Not Chk'd	Modified By	EEST		
Budget Misc Status	Valid	ERS Type	Not Applicable		
		Close Status	Open		
*View Related		Payment Inquiry		Go	

Click on the Exceptions link

**Message**

---

You do not have authority to Override Match Exceptions (7005,127)

OK

Click OK

Match Exception Workbench Details page opens

**Match Exception Workbench Details**

Business Unit 01110 FINMAN Voucher 00007772 Invoice match exception  
 Supplier 0000001293 Supplier SetID STATE Supplier Location MULTIPLE  
 Supplier Name Irving Energy Match Due Date 12/05/2018 Invoice Date 12/05/2018  
 Updated By ETEST Due Date 01/04/2019 Matched Date 12/05/2018  
 Terms NET30 Net 30 Origin ONL Match Status Match Exceptions Exist  
 Gross Amt 1800.00 USD Control Group Match Type

Match Exception Summary Voucher Match Action  Apply Match Action History  
 Document Details Match Action Comments

Line Details Find | View All First 1 of 1 Last

Voucher Line Number 1 Voucher Line Match Action  Apply  
 PO Business Unit 01110 PO Number 0000000955  
 Line Number 1 Schedule Number 1  
 View Document   
 Line Document Details Document Id  Go

**Match Rules** Personalize |

Rules  Override Options

Details	Match Rule	Voucher	Purchase Order	Receiver
	Life to Date Voucher Quantity > PO Quantity + PO P	600	500	
	Life to Date Voucher Amount > PO Schedule Amount +	1800	1000	
	Life to Date Voucher Amount > PO Schedule Amount +	1800	1000	
	Voucher Line Price <> PO Price with Rule Percen	3	2	

Action:  Run

Review Match Rules Listed, by clicking on the detail icon you can drill into each match rule to get a further explanation, see example below.

**Match Rule Details**

**Life to Date Voucher Quantity > PO Quantity + PO P**

Match Control TWO\_WAY Match Rule Type MERCH - QTY Match Exception Cause Type  
 Match Rule 330 Description LTD vchr qty greater than PO qty with receipt tol

Current voucher quantity plus previously matched voucher quantities, if any, greater than PO line schedule quantity. Include quantity received percent over, if any, from the PO when comparing the values

Return

There are two ways to fix match exceptions...

1. If the invoice is wrong, adjust the voucher and re-run matching.
2. If the PO is wrong, delete the voucher, adjust the PO and copy the adjusted PO back into a newly created voucher.

## Matching in the Voucher:

**WorkCenter Navigation:** Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry

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

### Voucher

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

**Find an Existing Value** Add a New Value

▼ Search Criteria

Business Unit = ▼ 02300 🔍

Voucher ID begins with ▼ 00102560

Invoice Number begins with ▼

Invoice Date = ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼ 🔍

Supplier Name begins with ▼

Voucher Style = ▼

Related Voucher begins with ▼

Entry Status = ▼

Voucher Source = ▼

Incomplete Voucher = ▼

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

Click on Find an Existing Value and enter Voucher ID.

Click Search

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 02300	<b>Invoice Date</b> 12/04/2018				
<b>Voucher ID</b> 00102560	<b>Invoice No</b> 120418MATCHING				
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 125.00 USD				
<b>Supplier Name</b> Irving Energy PO Box 11013 Lewiston, ME 04243	<b>Pay Terms</b> Net 30				
<b>Entry Status</b> Postable	<b>Voucher Source</b> Online				
<b>Match Status</b> Ready	<b>Origin</b> ONL				
<b>Approval Status</b> Pending	<b>Created On</b> 12/04/2018 3:29PM				
<b>Post Status</b> Unposted	<b>Created By</b> ETEST				
	<b>Last Update</b> 12/04/2018 3:31PM				
	<b>Modified By</b> ETEST				
<b>Budget Status</b> Not Chk'd	<b>ERS Type</b> Not Applicable				
<b>Budget Misc Status</b> Valid	<b>Close Status</b> Open				
*View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>			

Click on the Invoice Information tab

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 02300	<b>Invoice No</b> 120418MATCHING				
<b>Voucher ID</b> 00102560	<b>Accounting Date</b> 12/04/2018	<b>*Pay Terms</b> NET30			
<b>Voucher Style</b> Regular Voucher	<b>Basis Date Type</b> Inv Date	Net 30			
<b>Invoice Date</b> 12/04/2018	<b>Grant ID</b>				
<b>Invoice Received</b>	<b>CFDA#</b>				
<b>Supplier Name</b> Irving Energy					
<b>Supplier ID</b> 0000001293					
<b>ShortName</b> IRVING ENE-002					
<b>Location</b> MULTIPLE					
<b>*Address</b> 10					
<input type="button" value="Save"/>	<b>Action</b> <input type="text" value=""/>	<input type="button" value="Run"/>	<input type="button" value="Calculate"/>	<input type="button" value="Print"/>	

Click on the Action drop down arrow and choose Matching.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 02300 Invoice No 120418MATCHING

Voucher ID 00102560 Accounting Date 12/04/2018

Voucher Style Regular Voucher \*Pay Terms NET30 Net 30

Invoice Date 12/04/2018 Basis Date Type Inv Date

Invoice Received

Irving Energy

Supplier ID 0000001293 Grant ID

ShortName IRVING ENE-002 CFDA#

Location MULTIPLE

\*Address 10

Save Action Matching Run

Copy From Source Document

Invoice Total

Click Run

The follow message appears.

Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes No

Click Yes

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 02300 Invoice No 120418MATCHING

Voucher ID 00102560 Accounting Date 12/04/2018

Voucher Style Regular Voucher Pay Terms NET30 Net 30

Invoice Date 12/04/2018 Basis Date Type Inv Date

Invoice Received

Irving Energy

Supplier ID 0000001293 Grant ID

ShortName IRVING ENE-002 CFDA#

Location MULTIPLE

Address 10

Save Action Matching Calculate

Invoice Total

Line Total
Currency
Miscellaneous
Freight
Total Difference

Click on the green refresh arrows.

Click on the Summary tab.

<b>Summary</b>	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 02300	<b>Invoice Date</b> 12/04/2018				
<b>Voucher ID</b> 00102560	<b>Invoice No</b> 120418MATCHING				
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 125.00		USD		
<b>Supplier Name</b> Irving Energy PO Box 11013 Lewiston, ME 04243					
<b>Entry Status</b> Postable	<b>Pay Terms</b> Net 30				
<b>Match Status</b> Matched	<b>Voucher Source</b> Online				
<b>Approval Status</b> Pending	<b>Origin</b> ONL				
<b>Post Status</b> Unposted	<b>Created On</b> 12/04/2018 3:29PM				
	<b>Created By</b> ETEST				
	<b>Last Update</b> 12/04/2018 3:48PM				
<b>Budget Status</b> Not Chk'd	<b>Modified By</b> ETEST				
	<b>ERS Type</b> Not Applicable				
<b>Budget Misc Status</b> Valid	<b>Close Status</b> Open				
<b>*View Related</b> <input type="text" value="Payment Inquiry"/>	<input type="button" value="Go"/>				

Match Status = Matched.

The voucher is now ready to be budget checked and approved for payment.

## Un-matching PO Vouchers

**Situations when this function is used:** A matched PO voucher is sent back for edits.

**WorkCenter navigation:** AP WorkCenter > Links pagelet > Review Accounts Payable Information > Match Workbench

**Navigator Menu navigation:** Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

The **Match Workbench** page displays:

**Match Workbench**

Search

Use Saved Search  Process Monitor

Business Unit equal to 08110

Match Status equal to Matched

Voucher ID equal to 00208680

Supplier SetID equal to STATE

Supplier ID All Values

Max Rows to Retrieve 300

Search Clear Advanced Search Save Search Criteria Delete Saved Search

1. **Business Unit** - Enter valid BU
2. **Match Status** - Select Matched
3. **Voucher ID** - Enter Voucher Id if known
4. Click **Search**

A list of matched vouchers is returned:

Search Results for Match Inquiry Type: Matched

Select All  Deselect All

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

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	<input checked="" type="checkbox"/>	Matched	Auto - Matched	08110	00208680	0000007186	Valid	102688332	1,892.36	USD

Select All  Deselect All

Action: Undo Matching Run

5. Select **Undo Match**
6. Select **Undo Matching** from the Action drop-down menu
7. Click **Run**



Go to the Process Monitor

Process List | Server List

View Process Request For

User ID: EHOEFEL | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9661865		Application Engine	AP_MATCH	EHOEFEL	02/12/2019 8:50:22AM EST	Success	Posted	Details

Save | Notify

Process List | Server List

7. Click **Refresh** until Run Status = Success and Distribution = Posted

The Voucher **Match Status** now equals **Ready**:

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 08110 | Invoice Date: 01/19/2019  
Voucher ID: 00208680 | Invoice No: 102688332  
Voucher Style: Regular | Invoice Total: 1,892.36 USD  
Supplier Name: Rouse Tire Sales Inc  
PO Box 902  
Middlebury, VT 05753

Entry Status: Postable  
**Match Status: Ready**  
Approval Status: Pending  
Post Status: Unposted

Budget Status: Valid  
Budget Misc Status: Valid

\*View Related: Payment Inquiry | Go

Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

You will now be able to make any edits to the voucher, match, budget check if necessary, and resubmit for approval.

**Un-match PO Vouchers is complete**

## Enter an Asset Related Voucher

**Situations when this function is used:** Entering an Asset related voucher is similar to creating a Regular Voucher with the addition of entering the asset related information within the asset tab of the distribution area. Voucher distribution lines containing Asset Management information are passed directly to the Asset Management module via the Asset Management /AP interface processes.

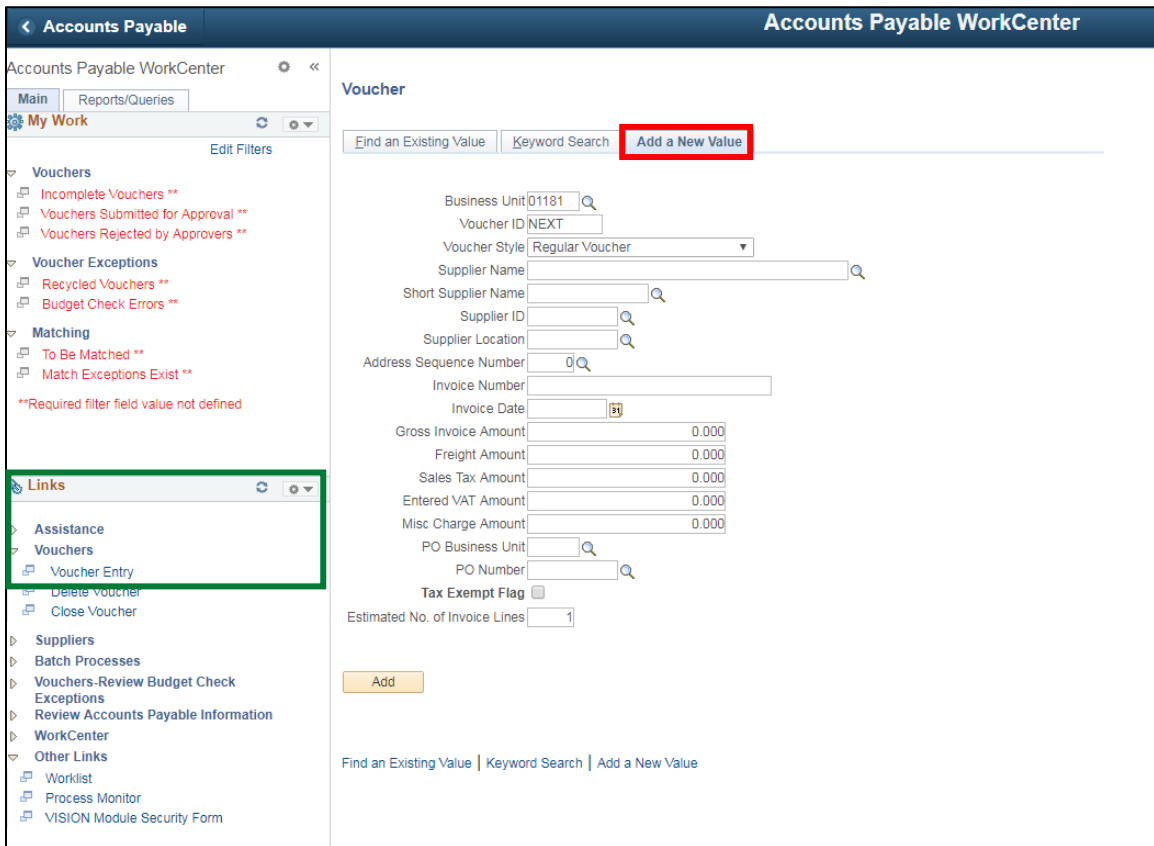
**Required Fields:**

- Supplier ID\*
- Supplier Name
- Location
- Address
- Invoice Number\*
- Invoice Date\*
- Description
- Quantity
- Amount\*
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- AM Business Unit
- Profile ID

The fields marked with an \* should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

### Enter Supplier ID

- Enter the Supplier ID, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

## Enter Invoice Number

Enter Supplier's Invoice number. **Note:** If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the [Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures](#).

## Enter Invoice Date

As per the supplier's invoice

**Accounts Payable WorkCenter**

**Voucher**

Find an Existing Value | Keyword Search | Add a New Value

Business Unit	<input type="text" value="01181"/>
Voucher ID	<input type="text" value="NEXT"/>
Voucher Style	<input type="text" value="Regular Voucher"/>
Supplier Name	<input type="text" value="John A Russell Corp"/>
Short Supplier Name	<input type="text" value="JOHN A RUS-001"/>
Supplier ID	<input type="text" value="0000001224"/>
Supplier Location	<input type="text" value="SINGLE"/>
Address Sequence Number	<input type="text" value="1"/>
Invoice Number	<input type="text" value="CIP101218"/>
Invoice Date	<input type="text" value="09/10/2018"/>
Gross Invoice Amount	<input type="text" value="0.00"/>
Freight Amount	<input type="text" value="0.00"/>
Misc Charge Amount	<input type="text" value="0.00"/>
PO Business Unit	<input type="text"/>
PO Number	<input type="text"/>
Estimated No. of Invoice Lines	<input type="text" value="1"/>

Add

Find an Existing Value | Keyword Search | Add a New Value

## Click Add

The Invoice Information page displays. Invoice and Supplier information defaults from previous page. Accounting date defaults to current date. Currency defaults to USD.

Click on the chevron arrow, Copy From Source Document

**Accounts Payable WorkCenter**

Invoice Information | Payments | Voucher Attributes

Business Unit 01181  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 09/10/2018  
 Invoice Received  
 John A. Russell Corp  
 Supplier ID 000001224  
 ShortName JOHN A RUS-001  
 Location SINGLE  
 \*Address 1

Invoice No CIP101218  
 Accounting Date 10/12/2018  
 \*Pay Terms NET30 Net 30  
 Basis Date Type Inv Date  
 Control Group  
 Incomplete Voucher  
 Grant ID  
 CFDA#

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

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

Save Save For Later Action Run Calculate Print

**Copy From Source Document**

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 0.00

SpeedChart  
 Ship To PBGSMTPO01  
 Description  
 C/P Indicator

One Asset Calculate

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

GL Chart	Exchange Rate	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
				1	0.00		01180							10/12/2018

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

Enter PO Unit  
 Enter PO Number  
 Click Copy PO Button

**Accounts Payable WorkCenter**

Invoice Information | Payments | Voucher Attributes

Business Unit 01181  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 09/10/2018  
 Invoice Received  
 John A. Russell Corp  
 Supplier ID 000001224  
 ShortName JOHN A RUS-001  
 Location SINGLE  
 \*Address 1

Invoice No CIP101218  
 Accounting Date 10/12/2018  
 \*Pay Terms NET30 Net 30  
 Basis Date Type Inv Date  
 Control Group  
 Incomplete Voucher  
 Grant ID  
 CFDA#

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

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

Save Save For Later Action Run Calculate Print

**Copy From Source Document**

PO Unit 01181 PO Number 0000017972 **Copy PO** Copy From None Go

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 0.00

SpeedChart  
 Ship To PBGSMTPO01  
 Description  
 C/P Indicator

One Asset Calculate

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

GL Chart	Exchange Rate	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
				1	0.00		01180							10/12/2018

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

Enter C/P Indicator in Invoice Lines Section for line 1

Invoice Lines Section; Select "One Asset"

Distribution Lines Section; Click "Assets" tab

Select Asset box

**Accounts Payable WorkCenter**

Invoice Information | Payments | Voucher Attributes

Business Unit 01181 Invoice No CIP101218  
Voucher ID NEXT Accounting Date 10/12/2018  
Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
Invoice Date 09/10/2018 Basis Date Type Inv Date  
Supplier ID 000001224 John A Russell Corp  
ShortName JOHN A RUS-001 Control Group  
Location SINGLE Grant ID  
\*Address 1 CFDA#

Invoice Total  
Line Total 6,000.00  
\*Currency USD  
Miscellaneous  
Freight  
Total 6,000.00  
Difference 0.00

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

Save Save For Later Action Run Calculate Print

Copy From Source Document  
PO Unit 01181 PO Number 0000017972 Copy PO Copy From None Go

**Invoice Lines** Find | View All First 1 of 1 Last

Line 1 Copy Down  
Distribute by Quantity  
Item  
Quantity 1.0000  
UOM EA  
Unit Price 6,000.00000  
Line Amount 6,000.00

SpeedChart  
Ship To PBGSMTPO03  
Description Services  
C/P Indicator C

Purchase Order  
01181|0000017972|11  
Associate Receiver(s)  
Force Price  
Adjust PO Percentage  
Allocate by Percentage

One Asset Calculate

**Distribution Lines** Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input type="checkbox"/>	1	100.0000	100.0000	6,000.00	1.0000	<input checked="" type="checkbox"/>	01180	CIP	CIP-160007

Save Save For Later Notify Refresh Add Update/Display

Enter Business Unit

Enter Profile ID "CIP"

Choose Asset ID by clicking on the magnifying glass (Choose any "CIP" asset that is listed)

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down  
Distribute by Quantity  
Item  
Quantity 1.0000  
UOM EA  
Unit Price 6,000.00000  
Line Amount 6,000.00

SpeedChart  
Ship To PBGSMTPO03  
Description Services  
C/P Indicator C

Purchase Order  
01181|0000018412|11  
Associate Receiver(s)  
Force Price

One Asset Calculate

**Distribution Lines** Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Assets

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input type="checkbox"/>	1	6,000.00	1.0000	<input checked="" type="checkbox"/>	01180	CIP	CIP-150030		

Click the Payments page. Payment page displays.

Click SAVE, transaction saves and Voucher ID is assigned.

The screenshot shows the 'Accounts Payable WorkCenter' interface. The 'Payments' tab is selected and highlighted with a red box. A red arrow points to the 'Voucher ID' field, which contains '00034518'. Other fields include 'Business Unit' (01181), 'Invoice No' (CIP101218), 'Invoice Date' (09/10/2018), 'Total Amount' (6,000.00), and 'Supplier Name' (John A Russell Corp). The 'Payment Information' section shows 'Payment 1' with a gross amount of 6000.00 USD and a scheduled due date of 10/12/2018. The 'Payment Options' section includes fields for 'Bank' (PEOP3), 'Account' (0006), 'Method' (ACH), and 'Pay Group' (Regular Payment). The 'Schedule Payment' section has an 'Action' dropdown set to 'Schedule Payment' and a 'Pay' dropdown. A 'Save' button is highlighted with a red box at the bottom left. Navigation buttons like 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom.

Voucher is saved and a Voucher ID has been assigned. When voucher has been budget checked and approved, batch processes will run overnight to interface the asset information entered on the voucher into the Asset Management module. **The asset will need to be updated in Asset Basic Add to include required information that does not flow in from the Accounts Payable module such as Tag #, Location ID as well as any other information the department chooses to add.**

**For more information on assets, review VISION Procedure #1 (the Asset Management Procedure) at: <http://finance.vermont.gov/policies-and-procedures/vision-procedures>**

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Enter Vouchers to State Agencies Set up as Suppliers

### Situation when this function is used:

The entry and processing of a voucher for an invoice from a Department/Agency that is set up as a supplier is the same as that for any other supplier. Invoice will include supplier number to use.

### Listing of State Departments set up as Suppliers and their Supplier Number

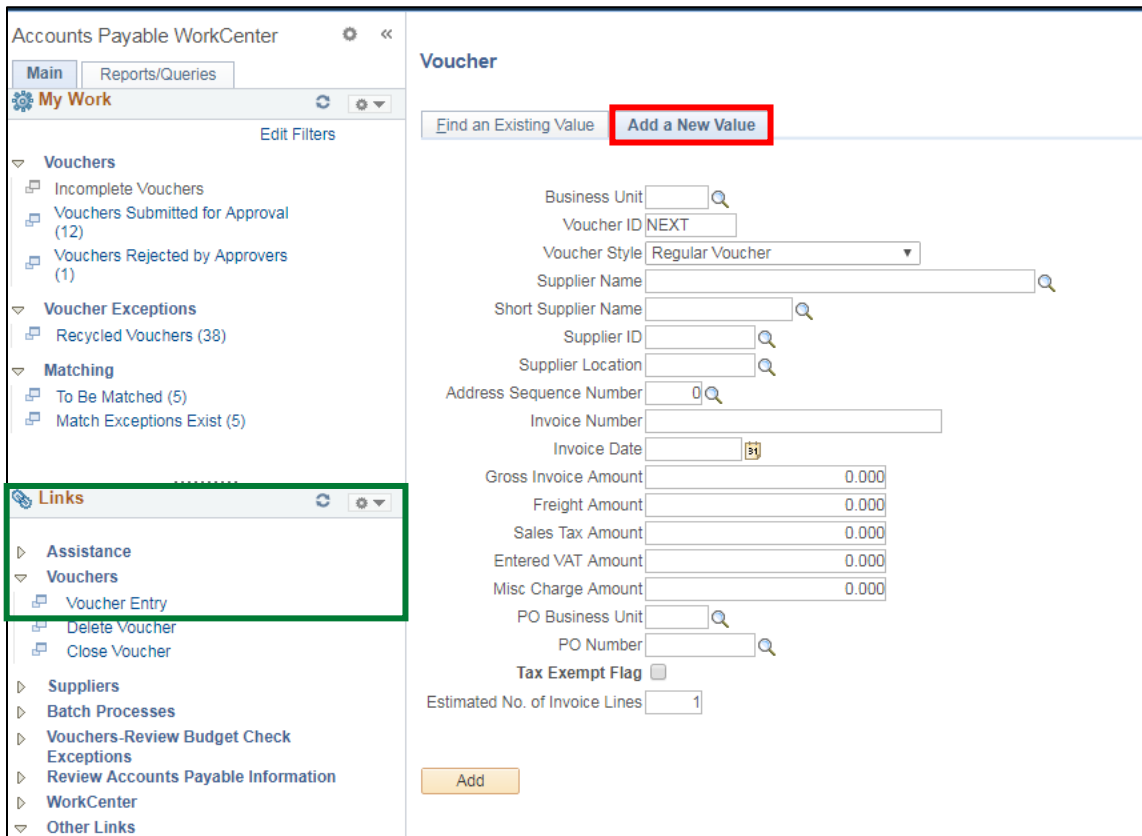
AHS-Administrative Fund .....	0000073814
AOT-Dept Motor Vehicles .....	0000133778
AOT- Central Garage.....	0000266981
Auditor of Accounts.....	0000073815
BGS-Catamount Health .....	0000270421
BGS-Equipment .....	0000043673
BGS-Federal Surplus .....	0000043663
BGS-Fee for Space .....	0000043672
BGS-Fleet Management .....	0000147508
AOA Risk Management.....	0000043668
BGS-Postal .....	0000043657
BGS-Print Shop .....	0000043658
BGS-Property Management .....	0000043665
BGS-Purchasing Card .....	0000045300
BGS-State Surplus.....	0000043664
BGS-State Resource Mgmt Fund .....	0000191873
Criminal Justice Training Council.....	0000004454
VTHR-Unemployment Comp .....	0000073813
HR .....	0000071433
Agency of Digital Services-CIT-Telecomm .....	0000043669
Agency of Digital Services -Systems Mgmt.....	0000043670
Agency of Digital Services -CIT-Cust Supp .....	0000043671
Libraries .....	0000075905
Public Safety .....	0000073816
Sec. of State.....	0000073818



Tax Dept..... 0000068723  
VCI..... 0000041408  
VDOL..... 0000047023  
VISION/HR Development..... 0000075693

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

### Enter Supplier ID

- Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

### Enter Invoice Number

- Enter Supplier's Invoice number.

**Note:** If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request.

### Enter Invoice Date

- As per the supplier's invoice

### Enter Gross Invoice Amount

### Click Add

#### Voucher

Business Unit

Voucher ID

Voucher Style  ▼

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- Accounting Date = current date (this must never be changed manually),
- Currency = USD,
- Distribute by = Amount,
- Ship To = default ship to location for your Business Unit,
- GL Unit defaults in.

Scroll down the screen and the Invoice Line box can be seen.

### Under Invoice Lines

- Enter the description of what you are paying the invoice for
- Enter C/P Indicator

### Enter the Amount under Distribution Lines

- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

### Enter Account Number

- Enter account number or
- Click on the magnifying glass to select from the list

## Enter Fund

- Enter the fund or
- Click on the magnifying glass to select from the list

## Enter Dept ID

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

## Enter Program (If used by your department)

## Enter Class (If used by your department)

## Enter Project/Grant (If used by your department)

GL Chart	Exchange Rate	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			<input type="checkbox"/>	1	250.00		01110	521500	10000	1110003000				11/26/2018

The page should now look similar to the one above

## Click on Payments Tab

Review payment information that defaulted in from the supplier.

**Note:** Gross Amount shows \$0, but the correct amount will fill in when the voucher is saved.

Payment	Gross Amount	Discount
1	0.00 USD	0.00 USD

## Click Save

- Voucher is saved

- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).

<a href="#">Summary</a>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>
<b>Business Unit</b> 01110	<b>Invoice No</b> APTEST1126				
<b>Voucher ID</b> 00007688	<b>Invoice Date</b> 11/26/2018 				
<b>Voucher Style</b> Regular Voucher	<b>*Pay Terms</b> NET00  Due Now				
<b>Total Amount</b> 250.00					
<b>Supplier Name</b> Vermont Dept of Libraries					

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Enter Regular Voucher with 1099-M Reportable and Non-Reportable Lines

**Situations when this function is used:** When a payment is made to a reportable supplier, the user must make sure that the invoice lines on the voucher are marked as reportable and non-reportable as applicable, with the correct withholding class.

### What is a “Reportable” Supplier?

A “reportable supplier” is a supplier that is set up in VISION as withholding applicable. This means that payments made to these suppliers will be reported on a form 1099-Misc unless the withholding check box is unchecked on the voucher invoice lines.

The State is required by IRS rules and regulations to report certain payments to suppliers on a form 1099-Misc. If these payments are not reported correctly, the State may be subject to certain fines and penalties.

**It is the departments’ responsibility when entering a voucher to determine if the payment being made is a reportable payment and to make sure that the withholding box, on the voucher invoice lines, is checked or unchecked appropriately and that the withholding class is correct for all reportable invoice lines.**

### Suppliers that are set up in VISION as “reportable” suppliers:

The following suppliers are set up as “reportable” in VISION because of the potential for them to receive a reportable payment:

- **Individuals, Sole Proprietors, Partnerships**

All payments for services to individuals, sole proprietors and partnerships are required to be reported on a 1099-M. Therefore, all regular suppliers that are individuals, sole proprietors or partnerships are set up as reportable suppliers in VISION.

- **All Suppliers Providing Medical Services (Including Veterinarians)**

All payments for medical services including dental services, counseling services and veterinarian services are required to be reported on a 1099-M. Therefore, all regular suppliers which provide medical services are set up as reportable suppliers in VISION. (With the exception of tax exempt hospitals and hospitals owned by a government entity – these are not set up as reportable.)

- **All Suppliers Providing Legal Services**

All payments for legal services are required to be reported on a 1099-M. Therefore, all regular suppliers which provide legal services are set up as reportable suppliers in VISION.

Please note that suppliers that are Limited Liability Companies (LLC's) are set up based on their tax classification (partnership, or corporation) and follow the rules above.

### Payments that are Reportable vs. Not Reportable:

The following types of payments are <b>reportable</b> to the supplier on a 1099-Misc with the indicated withholding class.		
<b><u>Payment Type:</u></b>	<b><u>Being Paid To:</u></b>	<b><u>Withholding Class:</u></b>
<b>Services (except medical)</b>  <b>Per Diem</b>	<b>Individuals</b>  <b>Sole Proprietors</b>  <b>Partnerships</b>	<b>07</b>
<b>Witness Fees</b>  <b>Expert Testimony</b>	<b>Individuals</b>  <b>Sole Proprietors</b>  <b>Partnerships</b>	<b>07</b>
<b>Medical and Health Care Services</b> <ul style="list-style-type: none"> <li>• includes Dental, Counseling, and Veterinarian Services</li> <li>• does not include medical supplies or pharmaceuticals</li> </ul>	<b>All suppliers (with the exception of tax exempt hospitals or hospitals owned by a government entity)</b>	<b>06</b>
<b>Attorney Fees / Legal Services</b>	<b>Attorneys</b>  <b>Law Firms</b>  <b>Other providers of legal services</b>	<b>07</b>
<b>Gross Proceeds paid in connection with legal services</b>	<b>Attorneys</b>  <b>Law Firms</b>	<b>14</b>



	<b>Other providers of legal services</b>	
<b>Prizes and Awards to non-employees</b>	<b>Individuals</b> <b>Sole Proprietors</b> <b>Partnerships</b>	<b>03</b>
<b><u>Payment Type:</u></b>	<b><u>Being Paid To:</u></b>	<b><u>Withholding Class:</u></b>
<b>Punitive Damages</b>	<b>Individuals</b> <b>Sole Proprietors</b> <b>Partnerships</b>	<b>03</b>
<b>Rental of Space or Building</b>	<b>Individuals</b> <b>Sole Proprietors</b> <b>Partnerships</b>	<b>01</b>
<b>Rental of Equipment without an operator</b>	<b>Individuals</b> <b>Sole Proprietors</b> <b>Partnerships</b>	<b>01</b>
<b>Rental of Equipment with an operator – invoice bills equipment and operator separately</b>	<b>Individuals</b> <b>Sole Proprietors</b> <b>Partnerships</b>	<b>Equipment portion = 01</b> <b>Operator portion = 07</b>
<b>Rental of Equipment with an operator – invoice bills as one price for both</b>	<b>Individuals</b> <b>Sole Proprietors</b> <b>Partnerships</b>	<b>07</b>
<b>Grants - if paid in conjunction with the supplier providing a service</b>	<b>Individuals</b> <b>Sole Proprietors</b> <b>Partnerships</b>	<b>07</b>

The following payments are **not reportable** to the supplier on a 1099-Misc.

<b><u>Payment Type:</u></b>	<b><u>Being Paid To:</u></b>
<b>All Payments</b>	<b>Tax exempt organizations</b> <b>Government Entities</b>
<b>Services (except medical and legal)</b>	<b>Corporations</b>
<b>Bonuses</b> <b>Awards</b>	<b>Corporations</b>
<b>Punitive Damages</b>	<b>Corporations</b>
<b>Rents of any kind</b>	<b>Corporations</b>
<b>Medical and Health Care Services</b> <b>(includes Dental Services and Counseling Services)</b>	<b>Tax exempt hospitals</b> <b>Hospitals owned by a government entity</b>
<b>Refunds</b>	<b>All suppliers</b>
<b>Reimbursements for meals, lodging, mileage or other expenses</b>	<b>All suppliers</b>
<b>State Benefits (i.e. fostercare, state assistance)</b>	<b>All suppliers</b>
<b>Purchases of Merchandise (including medical supplies and pharmaceuticals)</b> <b>Telegrams</b> <b>Telephone services</b> <b>Freight</b>	<b>All suppliers</b>
<b><u>Payment Type:</u></b>	<b><u>Being Paid To:</u></b>

<b>Grants – paid as reimbursements</b>	<b>All suppliers</b>
<b>Grants – state aid</b>	<b>All suppliers</b>
<b>Grants – Scholarship or Fellowship</b>	<b>All suppliers</b>

**Please note:** The lists above are not all inclusive – if you are making a payment and are not clear as to whether the payment is reportable on a 1099-Misc or not, please contact Financial Operations for clarification.

**What to do when entering a voucher to a reportable supplier:**

When a voucher is entered to a reportable supplier, a blue [Withholding](#) link (Transfer to Withholding Detail) will be available on the Invoice Information tab of the voucher.

The screenshot shows the 'Invoice Information' tab for a reportable supplier. The supplier is 'University of Vermont Medical Center'. The 'Withholding' link is highlighted with a red arrow in the right-hand menu. The 'Invoice Total' section shows a Line Total of 0.00 and a Total of 0.00. The 'Invoice Information' section includes fields for Business Unit (01110), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID (000007449), ShortName (UNIVERSITY-107), Location (MULTIPLE), \*Address (1), Accounting Date (12/12/2018), \*Pay Terms (NET30), Basis Date Type (Inv Date), Control Group, Grant ID, and CFDA#.

Above shows a reportable supplier – withholding link is available.

The screenshot shows the 'Invoice Information' tab for a non-reportable supplier. The supplier is 'Fletcher Town School District'. The 'Withholding' link is not visible in the right-hand menu. The 'Invoice Total' section shows a Line Total of 0.00 and a Total of 0.00. The 'Invoice Information' section includes fields for Business Unit (01110), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID (0000041039), ShortName (FLETCHERTO-004), Location (MULTIPLE), \*Address (1), Accounting Date (12/12/2018), \*Pay Terms (NET00), Basis Date Type (Inv Date), Control Group, Grant ID, and CFDA#.

Above shows non-reportable supplier – withholding link not available.

When the blue [Withholding](#) link is available, the user must determine if the payment being made is a reportable payment. (Please see tables of reportable and non-reportable payments above.) If the payment or any part of the payment is not reportable, the user must click on the blue [Withholding](#) link and uncheck the Withholding Applicable check box for each invoice line of the voucher that is not reportable.

Invoice Information | Payments | Voucher Attributes Related

Business Unit 01110 Invoice No [ ]  
 Voucher ID NEXT Accounting Date 12/12/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date [ ] Basis Date Type Inv Date  
 Invoice Received [ ]

University of Vermont Medical Center,  
 Supplier ID 000007449 Control Group [ ]  
 ShortName UNIVERSITY-107 Incomplete Voucher  
 Location MULTIPLE Grant ID [ ]  
 \*Address 1 CFDA# [ ]

**Invoice Total**  
 Line Total 0.00  
 \*Currency USD  
 Miscellaneous [ ]  
 Freight [ ]  
 Total 0.00  
 Difference 0.00

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

Save Save For Later Action [ ] Run Calculate Print

**Withholding Information**  
 Back to Invoice

Business Unit 01110 Invoice Number [ ] VAT Entity [ ]  
 Voucher ID NEXT Supplier 000007449 University of Vermont Medical Center, Invoice Date [ ]

**Withholding Option**  
 Postpone Withholding

**Invoice Line Withhold Information** Find | View All First 1 of 1 Last  
 Line 1 Description [ ]  
 Withholding Code [ ]  Withholding Applicable

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

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099M	FED	06	[ ]	[ ]	[ ]	Withhold at Payment	<input checked="" type="checkbox"/>

When making a reportable payment, the user must also determine if the withholding class listed on the Withholding Information Page is correct for the payment being made. (Please see table of reportable payments and the applicable withholding class above.) If the withholding class is not correct, it must be changed to the one applicable to the payment being made.

**Withholding Information**  
 Back to Invoice

Business Unit 01110 Invoice Number [ ] VAT Entity [ ]  
 Voucher ID NEXT Supplier 000007449 University of Vermont Medical Center, Invoice Date [ ]

**Withholding Option**  
 Postpone Withholding

**Invoice Line Withhold Information** Find | View All First 1 of 1 Last  
 Line 1 Description [ ]  
 Withholding Code [ ]  Withholding Applicable

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

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099M	FED	06	[ ]	[ ]	[ ]	Withhold at Payment	<input checked="" type="checkbox"/>

## Exercise 1

**Enter a Voucher for an Invoice with Reportable and Non-Reportable lines**

**Situation:** An invoice has been received for \$556.00 consisting of contractual services in the amount of \$500 and mileage in the amount of \$56.00.

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

**Voucher**

Find an Existing Value | **Add a New Value**

Business Unit 01110  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Supplier Name  
Short Supplier Name  
Supplier ID  
Supplier Location  
Address Sequence Number 0  
Invoice Number  
Invoice Date  
Gross Invoice Amount 0.00  
Freight Amount 0.00  
Misc Charge Amount 0.00  
PO Business Unit  
PO Number  
Estimated No. of Invoice Lines 1

Add

Enter BU if not using your default BU

Enter Supplier ID

Enter Invoice Number

Enter Invoice Date

Enter Gross Invoice Amount

Enter Estimate Number of Invoice Lines

**Voucher**

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount	<input type="text" value="400."/>
Freight Amount	<input type="text" value="0.00"/>
Misc Charge Amount	<input type="text" value="0.00"/>

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Click Add

Invoice information page displays

Click Withholding link

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No Reg12122018  
 Voucher ID NEXT Accounting Date 12/12/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 11/12/2018 Basis Date Type Inv Date  
 Invoice Received

Supplier ID 0000006145 Barre Animal Hospital  
 ShortName BARRE ANIM-001  
 Location SINGLE  
 \*Address 1

Control Group  
 Incomplete Voucher  
 Grant ID  
 CFDA#

**Invoice Total**  
 Line Total 0.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 400.00  
 Difference -400.00

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

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 2 Last  
 Line 1 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 0.00  
 SpeedChart  
 Ship To PFMMP001  
 Description  
 C/P Indicator

Distribution Lines Personalize | Find | View All First 1 of 1 Last  
 GL Chart Exchange Rate Assets  

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
	1	0.00		01110							12/12/2018

 Save Save For Later  
 Notify Refresh Add Update/Display

Withholding Information page displays

Withholding Information

Back to Invoice  
 Business Unit 01110 Invoice Number Reg12122018 VAT Entity  
 Voucher ID NEXT Supplier 0000006145 Barre Animal Hospital Invoice Date 11/12/2018

Withholding Option  
 Postpone Withholding

Invoice Line Withhold Information Find | View All First 1 of 2 Last

Line 1 Description  
 Withholding Code  
 Withholding Applicable

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

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099M	FED	06				Withhold at Payment	<input checked="" type="checkbox"/>

Uncheck the Withholding Applicable Checkbox and Applicable box for Line 1

**Withholding Information**

[Back to Invoice](#)

Business Unit 01110 Invoice Number Reg12122018 VAT Entity  
 Voucher ID NEXT Supplier 0000006145 Barre Animal Hospital Invoice Date 11/12/2018

**Withholding Option**

Postpone Withholding

**Invoice Line Withhold Information** Find | View All First 1 of 2 Last

Line 1 Description  Withholding Applicable

Withholding Code

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

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099M	FED	06				Withhold at Payment	<input type="checkbox"/>

Click Back to Invoice hyperlink

You are returned to the Invoice information page

**Invoice Information** Payments Voucher Attributes

Business Unit 01110 Invoice No Reg12122018 Invoice Total  
 Voucher ID NEXT Accounting Date 12/12/2018 Line Total 0.00  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30 \*Currency USD  
 Invoice Date 11/12/2018 Basis Date Type Inv Date Miscellaneous  
 Invoice Received Freight  
 Total 400.00  
 Difference -400.00

Supplier **Barre Animal Hospital**  
 Supplier ID 0000006145 Control Group  
 ShortName BARRE ANIM-001 Grant ID  
 Location SINGLE CFDA#  
 \*Address 1

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

Save Save For Later Action Run Calculate Print

**Copy From Source Document**

**Invoice Lines** Find | View All First 1 of 2 Last

Line 1  Copy Down SpeedChart  
 \*Distribute by Amount Ship To PFMMP001  
 Item Description  
 Quantity UOM C/P Indicator  
 Unit Price  
 Line Amount 0.00

One Asset Calculate

**Distribution Lines** Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			1	0.00		01110							12/12/2018

Save Save For Later

Click the Comment hyperlink and add comment

Click OK

Under Invoice Lines

- Enter the description of what you are paying for on this line of the invoice – in this case “contractual services”
- Enter C/P Indicator in Invoice Lines Section for Line 1



- Enter Line 1 Amount– in this case \$300.00

**Under Distribution Lines**

- Enter Merchandise Amount of line 1 to reflect the amount being paid – in this case \$300.00
- Enter the account number or
- Click on the magnifying glass to select from the list
- Enter the Dept ID or
- Enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list.
- Enter Fund
- Enter Program (If used by your department)
- Enter Class (If used by your department)
- Enter Project/Grant (If used by your department)

The screenshot displays an invoice system interface with the following sections:

- Invoice Information:** Business Unit 01110, Invoice No Reg12122018, Accounting Date 12/12/2018, Voucher ID NEXT, Voucher Style Regular Voucher, Invoice Date 11/12/2018, Invoice Received, Supplier ID 0000006145, ShortName BARRE ANIM-001, Location SINGLE, \*Address 1.
- Invoice Total:** Line Total 300.00, \*Currency USD, Miscellaneous, Freight, Total 400.00, Difference -100.00.
- Copy From Source Document:** Invoice Lines section with fields for Line 1, \*Distribute by Amount, Item, Quantity, UOM, Unit Price, Line Amount 300.00, SpeedChart, Ship To PFMTP001, Description REIMB, C/P Indicator C.
- Distribution Lines:** A table with columns: Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Dept, Program, Class, Project, Budget Date. Row 1: Line 1, Merchandise Amt 300.00, \*GL Unit 01110, Account 520500, Fund 21370, Dept 1110020000, Budget Date 12/12/2018.

In the Invoice Lines, scroll all the way to the right of the screen, use the right arrow to display Line 2 of 2.

NOTE: Please note that reportable and non-reportable amounts must be entered on separate invoice lines of the voucher – NOT separate distribution lines.

Invoice Lines ? Find | View All First 1 of 2 Last

Line 1  Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 300.00

SpeedChart

Ship To PFMMTP001

Description REIMB

C/P Indicator C

One Asset

Calculate

### New invoice Line displays

Invoice Lines ? Find | View All First 2 of 2 Last

Line 2  Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

SpeedChart

Ship To PFMMTP001

Description

C/P Indicator

One Asset

Calculate

▼ Distribution Lines Personalize | Find | View All | 1 of 1 Last

GL Chart Exchange Rate Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	0.00		01110							12/12/2018

### Under Invoice Lines

- Enter C/P Indicator in Invoice Lines Section for Line 2
- Enter Line Description, in this case we are “dental counseling”
- Enter Line 2 Amount– in this case \$100.

### Under Distribution Lines

- Enter Merchandise Amount of line 2 to reflect the amount being paid – in this case \$100.
- Enter the account number or
- Click on the magnifying glass to select from the list
- Enter the Dept ID or
- Enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list.
- Enter Fund
- Enter Program (If used by your department)
- Enter Class (If used by your department)
- Enter Project/Grant (If used by your department)

This screenshot below shows a two-line voucher payable to a reportable supplier. Line 1 is paying \$300.00 for Reimbursements, which is not reportable. Line 2 is paying \$100. For Dental Counseling, which is reportable.

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No Reg12122018  
 Voucher ID NEXT Accounting Date 12/12/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 11/12/2018 Basis Date Type Inv Date  
 Invoice Received 11/12/2018  
 Barre Animal Hospital  
 Supplier ID 0000006145 Control Group  
 ShortName BARRE ANIM-001 Incomplete Voucher  
 Location SINGLE Grant ID  
 \*Address 1 CFDA#

Invoice Total  
 Line Total 400.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 400.00  
 Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(1)  
 Attachments(0)  
 Withholding  
 Template List  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line 1 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 300.00  
 SpeedChart  
 Ship To PFMMP001  
 Description REIMB  
 C/P Indicator C  
 One Asset  
 Calculate

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

GL Chart	Exchange Rate	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			<input type="checkbox"/>	1	300.00		01110	520500	21370	1110020000				12/12/2018

Line 2 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 100.00  
 SpeedChart  
 Ship To PFMMP001  
 Description DENTAL COUNSELING  
 C/P Indicator C  
 One Asset  
 Calculate

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

GL Chart	Exchange Rate	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			<input type="checkbox"/>	1	100.00		01110	520500	21370	1110020000				12/12/2018

Save Save For Later

Click on Withholding link

Withholding information page opens

**Withholding Information**

[Back to Invoice](#)

Business Unit 01110      Invoice Number Reg12122018      VAT Entity  
 Voucher ID NEXT      Supplier 000006145 Barre Animal Hospital      Invoice Date 11/12/2018

**Withholding Option**

Postpone Withholding

---

**Invoice Line Withhold Information** Find | View 1    First 1-2 of 2    Last

Line 1    Description REIMB

Withholding Code      Withholding Applicable

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

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	IRS	1099M	FED	06				Withhold at Payment	<input type="checkbox"/>		+ -

---

Line 2    Description DENTAL COUNSELING

Withholding Code      Withholding Applicable

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

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	IRS	1099M	FED	06				Withhold at Payment	<input checked="" type="checkbox"/>		+ -

The panel should now look similar to the one above.

**Click Back to Invoice link**

**Click Save**

- Voucher is saved
- Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page.

**If you realize that a payment was marked as withholding or not withholding in error and paid, please contact VISION Support at [VISION.finhelpdesk@vermont.gov](mailto:VISION.finhelpdesk@vermont.gov).**

## Exercise 2

### **Enter a Voucher for an Invoice with Reportable Lines – Default Withholding Class is Not Applicable for Payment**

**Situation:** An invoice has been received for \$600.00 for the rental of office space.

**Follow steps for entering a regular voucher until the Invoice Information Page**

#### **Under Invoice Lines**

##### **Enter Line Description**

Enter the description of what you are paying for on this line of the invoice – in this case “rent of office space”

Enter C/P indicator

Enter Line Amount

#### **Under Distribution Lines**

Enter the account number or

Click on the magnifying glass to select from the list

Enter the Dept ID or

Enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list.

Enter Fund

Enter Program (If used by your department)

Enter Class (If used by your department)

**Enter Project/Grant** (If used by your department)

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No DEC2018 Invoice Total  
 Voucher ID NEXT Accounting Date 12/12/2018 \*Currency USD 600.00  
 Voucher Style Regular Voucher \*Pay Terms NET00 Due Now Miscellaneous  
 Invoice Date 12/01/2018 Basis Date Type Inv Date Freight  
 Invoice Received  
 Illuzzi, Vincent  
 Supplier ID 0000052056 Control Group Incomplete Voucher Total 600.00  
 ShortName ILLUZZIVIN-001 Grant ID Difference 0.00  
 Location SINGLE  
 \*Address 1 CFDA#

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

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last  
 Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PFMTP001 One Asset  
 Item Description rent of office space Calculate  
 Quantity C/P Indicator C  
 UOM  
 Unit Price  
 Line Amount 600.00

Distribution Lines Personalize | Find | View All | First 1 of 1 Last  
 GL Chart Exchange Rate Assets  

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
	1	600.00		01110	514000	10000	1110003000				12/12/2018

 Save Save For Later

Click on Withholding link

Withholding Information

Back to Invoice  
 Business Unit 01110 Invoice Number DEC2018 VAT Entity  
 Voucher ID NEXT Supplier 0000052056 Illuzzi, Vincent Invoice Date 12/01/2018

Withholding Option  
 Postpone Withholding

Invoice Line Withhold Information Find | View All First 1 of 1 Last  
 Line 1 Description rent of office space  
 Withholding Code Withholding Applicable

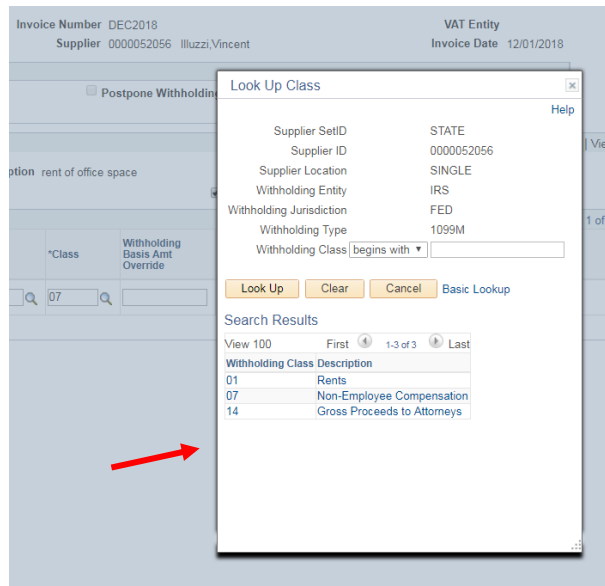
Withholding Details Personalize | Find | View All | First 1 of 1 Last  

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099M	FED	07				Withhold at Payment	<input checked="" type="checkbox"/>

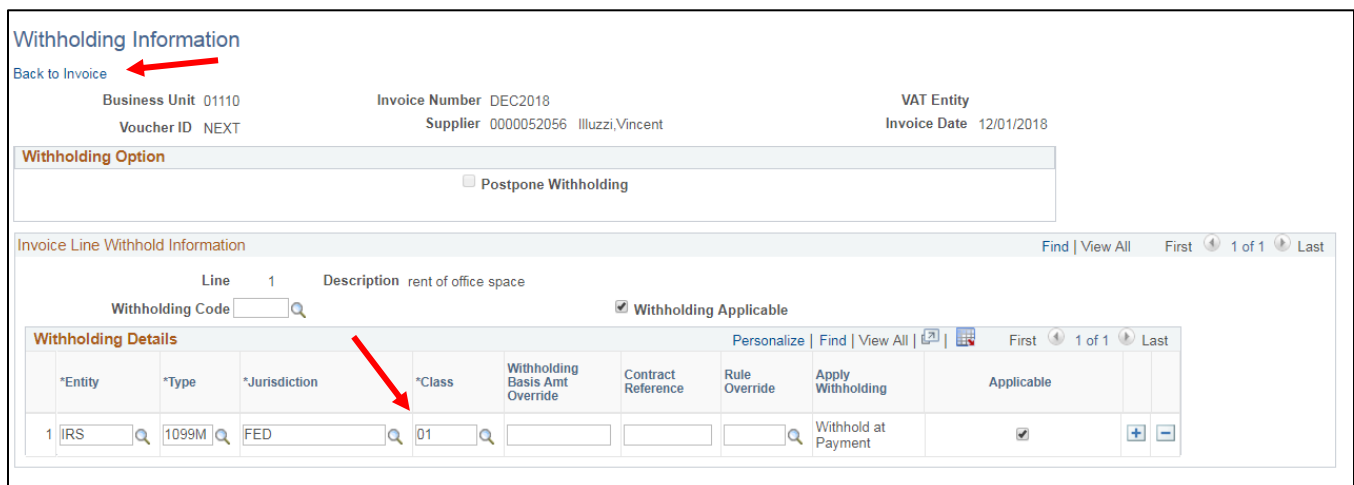
Withholding information page opens – default class is 07

You are paying this supplier for office space. You know from the table above that payments for rental of office space is reported on a 1099-Misc as 01. The class that has defaulted on the payment is 07. You must change the withholding class on this payment so it is reported correctly on a 1099-Misc.

Click the drop down for the Class field above and choose 01



**NOTE:** If when changing Class on the Withholding Information page, you find that the appropriate withholding class for the payment is not available, you must send a request to [VISION.SupplierRequests@vermont.gov](mailto:VISION.SupplierRequests@vermont.gov) to add the withholding class to the supplier. Do not approve or budget check the voucher until the withholding class is added to the supplier and can be changed on the voucher.



The panel now shows class has been changed to 01.

Click Back to Invoice link

**Click Save**

- Voucher is saved
- Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page.

**If you realize that a payment was marked as withholding or not withholding or with the wrong class in error and paid, please contact VISION Support at [VISION.finhelpdesk@vermont.gov](mailto:VISION.finhelpdesk@vermont.gov).**

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.



## Enter an Adjustment Voucher

**Situations when this function is used: listed below**

**Receiving a credit on an invoice that has already been paid:**

Adjustment vouchers are used to enter Credit Memos from suppliers. They are tied to the original voucher by voucher id.

**Receiving a credit on an invoice that has not yet been paid:**

Adjustment vouchers are used to enter Credit Memos from suppliers. They are tied to the original voucher by voucher id and the two can be picked up together for payment of the net amount. Therefore, it is advisable to enter the payment voucher first, so you will have the voucher number to relate to. This should allow the supplier to properly record your payment.

**Receiving a credit on an invoice that has a purchase order related to it:**

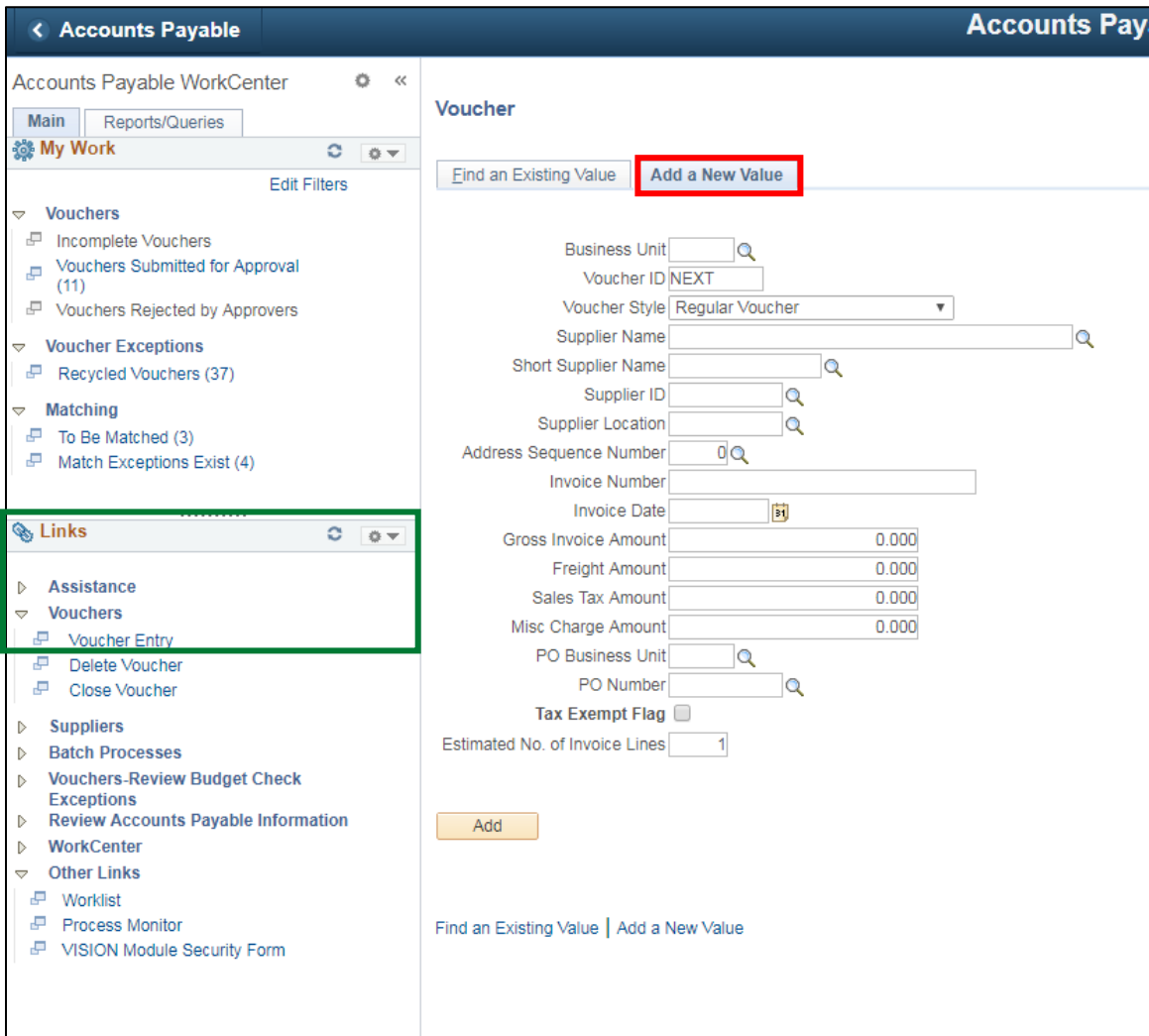
If a Credit Memo comes in from a supplier that has a purchase order related to it, pay the invoice with the purchase order for the full amount. Enter an adjustment voucher for the amount of the credit memo.

**Required Fields:**

- Supplier ID**
- Supplier Name**
- Location**
- Address**
- Invoice Number**
- Invoice Date**
- Amount**
- GL Unit**
- Account**
- Fund**
- Department ID**
- Pay Terms**
- Voucher ID**
- Line Description**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

### Choose Voucher Style

- Click on the drop down arrow and choose Adjustments

### Enter Supplier ID

Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a Supplier use the following navigation; Supplier > Supplier Information > Find an Existing Value

### Enter Invoice Number

- Enter Supplier's Invoice number

**Note:** If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the [Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures](#).

### Enter Invoice Date

- As per the supplier's invoice

The screenshot shows a web interface for 'Accounts Payable' with a 'Voucher' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are several input fields with search icons:

- Business Unit: 02170
- Voucher ID: NEXT
- Voucher Style: Adjustments (dropdown menu)
- Supplier Name: Unicel
- Short Supplier Name: UNICEL-001
- Supplier ID: 000000983
- Supplier Location: MULTIPLE
- Address Sequence Number: 6
- Invoice Number: SAMPLE102418
- Invoice Date: 09/25/2018

At the bottom left, there is a yellow 'Add' button with a red border.

### Click Add

Invoice information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- Accounting Date = current date (this must never be changed manually), Currency = USD,
- Distribute by = Amount,
- Ship To = default ship to location for your Business Unit,
- GL Unit defaults in.

**Accounts Payable WorkCenter**

Invoice Information | Payments | Voucher Attributes

Business Unit 02170 Invoice No SAMPLE102418  
 Voucher ID NEXT Accounting Date 10/26/2018  
 Voucher Style Adjustments \*Pay Terms NET30 Net 30  
 Invoice Date 09/25/2018 Basis Date Type Inv Date  
 Invoice Received Unice! Supplier ID 000000983 Control Group  
 ShortName UNICEL-001 Grant ID  
 Location MULTIPLE CFDA#  
 \*Address 6

**Invoice Total**  
 Line Total 0.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total -15.00  
 Difference 0.00

Non Merchandise Summary  
 Comments(0)  
 Attachments(0)  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Save Save For Later Action Run Calculate Print

**Copy From Source Document**  
 Voucher ID 0008393 Copy to Voucher Copy From Worksheet

**Invoice Lines**  
 Line 1 SpeedChart  
 \*Distribute by Amount Ship To PCJTPIT001  
 Item Description  
 Quantity UOM Related Voucher  
 Unit Price Packing Slip  
 Line Amount -15.00 C/P Indicator

**Distribution Lines**  
 GL Chart Exchange Rate Statistics Assets  

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class	Project	Affiliate
1	-15.00		02170								

Save Save For Later Notify Refresh Add Update/Display

### Enter Credit Memo Amount in Total field

- Enter the amount as a credit (example -15.00)

Click on the chevron arrow, Copy From Source Document, Enter Voucher ID

Click on Copy to Voucher (if you entered the original Voucher ID),

Extended Amount & Amount fields populate with -\$15.00

**Accounts Payable WorkCenter**

Invoice Information | Payments | Voucher Attributes

Business Unit 02170 Invoice No SAMPLE102418  
 Voucher ID NEXT Accounting Date 10/26/2018  
 Voucher Style Adjustments \*Pay Terms NET30 Net 30  
 Invoice Date 09/25/2018 Basis Date Type Inv Date  
 Invoice Received  
 Supplier ID 000000983 Control Group  
 ShortName UNICEL-001 Grant ID  
 Location MULTIPLE CFDA#  
 \*Address

**Invoice Total**  
 Line Total 0.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total -15.00  
 Difference 0.00

Non Merchandise Summary  
 Comments(0)  
 Attachments(0)  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document  
 Voucher ID 00008393 Copy From Worksheet

Invoice Lines  
 Line 1  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount -15.00  
 SpeedChart  
 Ship To PCJTPIT001  
 Description  
 Related Voucher  
 Packing Slip  
 C/P Indicator C

Distribution Lines  
 GL Chart Exchange Rate Statistics Assets  

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class	Project	Affiliate
1	-15.00		02170	521100		10000	1110003000				

 Personalize Find View All First 1 of 1 Last

Save Save For Later  
 Notify Refresh Add Update/Display

**Enter C/P Indicator in Invoice Lines Section for line 1**

**Under Distribution Lines:**

Enter Account <tab> Enter Fund <tab> Enter Department

**Click Save**, transaction saves and Voucher ID is assigned

**Accounts Payable WorkCenter**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 02170 Invoice No SAMPLE102418  
 Voucher ID 00008395 Accounting Date 10/26/2018  
 Voucher Style Adjustments \*Pay Terms NET30 Net 30  
 Invoice Date 09/25/2018 Basis Date Type Inv Date  
 Invoice Received  
 Supplier ID 000000983 Control Group  
 ShortName UNICEL-001 Grant ID  
 Location MULTIPLE CFDA#  
 \*Address

**Invoice Total**  
 Line Total -15.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total -15.00  
 Difference 0.00

Non Merchandise Summary  
 Comments(0)  
 Attachments(0)  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## Enter a Journal Voucher

**Situation when this function is used:** A journal voucher is used to correct accounting entries on a previously entered Accounts Payable voucher. It is a zero-balance voucher and relates to a single identifiable voucher. Journal vouchers are only used to correct entries within one Business Unit. No checks are written as a result of these entries.

If correcting entries need to be made between Business Units, you **MUST** do a TSF General Ledger Journal Entry.

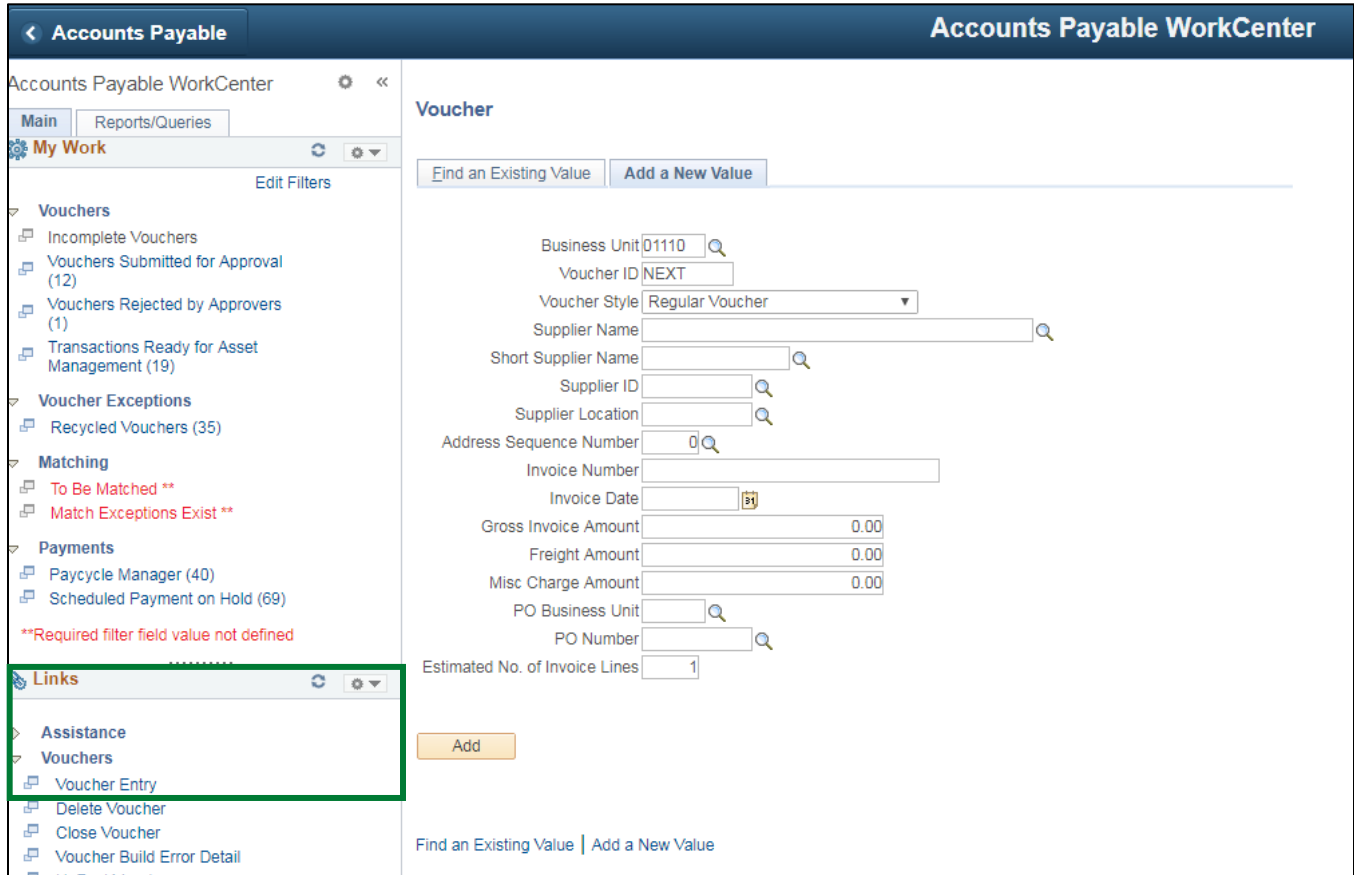
**Note:** If a voucher has been corrected by a journal voucher and then the journal voucher needs to be corrected, another journal voucher (**NOT** an ONL journal) can be done. Be sure to make the invoice number unique so that you don't receive a duplicate invoice error. (For example, if the original invoice number was 98985, you could enter it as 98985A.)

**Required Fields:**

- Supplier ID
- Supplier Name
- Location
- Address
- Invoice Number
- Invoice Date
- Amount
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- Related Voucher
- Line Description
- Accounting Template

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

### Choose Voucher Style

- Click on the drop down arrow and choose **Journal Voucher**

### Enter Supplier ID

- Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

**Enter Invoice Number**

- Enter invoice number from the original voucher

**Enter Invoice Date**

- As per the supplier’s invoice

The screenshot shows the 'Accounts Payable' interface with a 'Voucher' section. It includes two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are several input fields with search icons:

- Business Unit: 01110
- Voucher ID: NEXT
- Voucher Style: Journal Voucher
- Supplier Name: Highgate Apartments
- Short Supplier Name: HIGHGATEAP-001
- Supplier ID: 0000007818
- Supplier Location: SINGLE
- Address Sequence Number: 1
- Invoice Number: ADJ AP18 TEST
- Invoice Date: 11/23/2018

An 'Add' button is located at the bottom left of the form.

**Click Add**

Invoice information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually), Currency = USD

Distribute by = Amount

Ship To = default ship to location for your Business Unit



GL Unit defaults in

Total Amount defaults in with 0.00 and is grayed out

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No ADJ AP18 TEST  
Voucher ID NEXT Accounting Date 11/23/2018  
Voucher Style Journal Voucher Pay Terms NET30 Net 30  
Invoice Date 11/23/2018 Basis Date Type Inv Date  
Invoice Received  
Highgate Apartments  
Supplier ID 0000007818 Control Group  
ShortName HIGHGATEAP-001 Related Voucher  
Location SINGLE  
\*Address 1 Incomplete Voucher  
Grant ID  
CFDA#

Invoice Total  
Line Total 0.00  
\*Currency USD  
Total 0.00  
Difference 0.00

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

### Enter the Related Voucher number

- Enter the Voucher ID of the voucher being corrected or
- Click on the magnifying glass to choose from the list

**\*\* If you need to enter more than one journal voucher for a voucher correction, enter the Original Voucher ID in the Related Voucher field.**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 01110 Invoice No ADJ AP18 TEST  
Voucher ID 00007687 Accounting Date 11/23/2018  
Voucher Style Journal Voucher Pay Terms NET30 Net 30  
Invoice Date 11/23/2018 Basis Date Type Inv Date  
Invoice Received  
Highgate Apartments  
Supplier ID 0000007818 Control Group  
ShortName HIGHGATEAP-001 Related Voucher 00007683  
Location SINGLE  
\*Address 1 Grant ID  
CFDA#

Invoice Total  
Line Total 0.00  
\*Currency USD  
Total 0.00  
Difference 0.00

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

Save Action Run Calculate Print

Invoice Lines  
Line 1 Copy Down  
\*Distribute by Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 0.00  
SpeedChart  
Ship To PFMMTP001  
Description change of fund  
C/P Indicator C

One Asset Calculate

Distribution Lines Personalize Find View 1 1-2 of 2 Last

GL Chart	Exchange Rate	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			1	-10.00		01110	516600	10000	1110003000				11/23/2018

### Enter Line Description

- Enter the description of the journal voucher

- Enter C/P Indicator

**Enter Amount for line 1**

- Enter the amount as a **negative amount**

**Enter Account Number**

- Enter the account number of the incorrect line from the original voucher

**Enter Fund**

- Enter the fund of the incorrect line from the original voucher

**Enter Dept ID**

- Enter the Dept ID of the incorrect line from the original voucher

**Enter Program** (If used by your department)

- Enter the Program of the incorrect line from the original voucher

**Enter Class** (If used by your department)

- Enter Class of the incorrect line from the original voucher

**Enter Project/Grant** (If used by your department)

Enter Project/Grant of the incorrect line from the original voucher

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	-10.00		01110	516600	10000	1110003000				11/23/2018

Click on the + box located at the beginning of the distribution line

fintraining.erp.vermont.gov says

Enter number of rows to add:

OK Cancel

A prompt box will open asking how many rows to add with a default of 1

**Click OK**

Distribution Lines												
GL Chart	Exchange Rate	Assets										
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	
<input type="checkbox"/>	1	-10.00		01110	516600	10000	1110003000				11/23/2018	
<input type="checkbox"/>	2	10.00		01110							11/23/2018	

Distribution Line 2 opens for Invoice Line 1 of the Journal Voucher.

The Amount field populates with a debit amount to offset Distribution Line 1.

Enter the *correct* chartfield information that should have been paid on the original voucher on Distribution Line 2. In this scenario we changed the Account

Distribution Lines												
GL Chart	Exchange Rate	Assets										
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	
<input type="checkbox"/>	1	-10.00		01110	516600	10000	1110003000				11/23/2018	
<input type="checkbox"/>	2	10.00		01110	516605	10000	1110003000				11/23/2018	

The Template box will automatically update to JRNLVCHR on the Voucher Attributes page automatically once the voucher is Saved.

Invoice Information | Payments | **Voucher Attributes**

Business Unit 01110 Invoice No ADJ AP18 TEST  
 Voucher ID NEXT Invoice Date 11/23/2018  
 Voucher Style Journal Voucher  
 Total 0.00

Incomplete Voucher Action

<p><b>Voucher Processing</b></p> <p><input checked="" type="checkbox"/> Post Voucher <input type="checkbox"/> Close Voucher  <input checked="" type="checkbox"/> Revalue Voucher <input type="checkbox"/> Delete Voucher</p>	<p><b>Tax Group</b></p> <p>Tax Group <input type="text"/>          Tax Pymnt Type <input type="text"/></p>
<p><b>Accounting Instructions</b></p> <p>Account At <input type="text" value="Gross"/> *Template <input type="text" value="JRNLVCHR"/></p>	<p><b>Transaction Currency</b></p> <p>*Source <input type="text" value="Tables"/>          *Currency <input type="text" value="USD"/>          Rate Type <input type="text" value="CRRNT"/>          Exchange Rate <input type="text"/></p>
<p><b>Match Action</b></p> <p>Match Due Date <input type="text"/> *Status <input type="text" value="Not Applicable"/>          Match Action Comments <input type="text"/>  <input type="checkbox"/> Pay UnMatched</p>	<p><b>Letter of Credit</b></p> <p>L/C ID <input type="text"/> <input type="button" value="Actions"/></p>
<p><b>Workflow Approval</b></p> <p>*Approval Rules <input type="text" value="Approval Framework"/>          *Voucher Priority <input type="text" value="Medium"/></p>	<p><b>Self Billing Invoice</b></p> <p>*SBI <input type="text" value="Individual Voucher (Auto-Num)"/>          SBI Number <input type="text"/></p>

Automatically Apply Prepayment  
 Postpone Withholding

Invoice Information | Payments | Voucher Attributes

Click Save

The journal voucher will now need to be budget checked and approved.

See the [Budget Check Online](#) and [Submitting a Voucher for Approval](#) sections of this manual to complete the process.

## How to Set Up Speed Charts

**Situations when this function is used:** Speed charts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own speed charts or they can be set up so that many people in a business unit can use them. Speed charts are effective dated so new chart field information may not be usable in an existing speed chart. You will need to inactivate the existing speed chart and enter a new effective dated speedchart.

Speed charts are Business Unit specific, but can be used on any voucher within the business unit no matter the supplier.

**Required Fields:**

- Set ID**
- Speedchart Key**
- User ID**
- Effective Date**
- Description**
- Security**
- Percent**
- GL Unit**
- Account**
- Fund**
- Department ID**

**Navigator Menu Navigation:** Set Up Financials /Supply Chain > Product Related > Procurement Options > Management> Speed Chart > Add a New Value

**SpeedChart**

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

Find an Existing Value | Add a New Value

▼ Search Criteria

SetID = ▾ STATE 🔍

SpeedChart Key begins with ▾ 🔍

User ID begins with ▾ 🔍

Primary Permission List begins with ▾ 🔍

Effective Date = ▾ 🔍

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

SpeedChart panel opens.

**SetID defaults in as equal to STATE but MUST be changed to your AP Business Unit.**

**Click on the Add a New Value tab**

**Enter SetId:**

- Enter appropriate business unit

**Enter Speedchart Key**

- Enter what you want the speedchart to be called

**Enter User ID**

- Enter your User ID or
- Click on the magnifying glass and select from the list

**Enter the Effective Date**

- Enter the date that you would like the Speedchart to be available for use

**SpeedChart**

Find an Existing Value | Add a New Value

SetID  🔍

SpeedChart Key

User ID  🔍

Primary Permission List  🔍

Effective Date  📅

Find an Existing Value | Add a New Value

**Click Add**

**SpeedChart**

SetID 01110      SpeedChart TELEPHONE      Eff Date 10/25/2018      \*Status **Active** ▼

Description       Total Percent 100.00

**Security Option**

Universal (All Users)

One User       🔍

One Permission

**Definition**

Enter Percentages

Enter Weights

UOM  🔍

Description

**Speed Charts**      Personalize | Find | View All | 📄 | 📊      First ⏪ 1 of 1 ⏩ Last

Chartfields	Percent	Weight	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Stat
1	<input type="text" value="100.00"/>	<input type="text" value="0.00000"/>	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍

Speedchart page opens. The information entered on the Add page has populated onto this page. Status defaults in as Active.

**Enter Description**

- Enter a brief description of what the speedchart is used for

**Select the Security that should apply to the speedchart**

- Select Universal if anyone within the business unit should have access to the speedchart or
- Select One User and fill in the user name if only that user should have access to the speedchart
- **The permission option is not used by the State of Vermont**

Under Speed Charts

- **Enter Percent that should be applied to row 1**
- **Enter GL Unit**
- **Enter Account**
- **Enter Fund**
- **Enter Dept ID**
- **Enter Program** (if used by your dept)
- **Enter Class** (if used by your dept)
- **Enter Project** (if used by your dept)

**SpeedChart**

SetID 01110      SpeedChart TELEPHONE      Eff Date 10/25/2018      \*Status Active

Description       Total Percent 50.00

**Security Option**      **Definition**

Universal (All Users)       Enter Percentages  
 One User             Enter Weights  
 One Permission      UOM

Description Telephone, fax

---

**Speed Charts**      Personalize | Find | View All | First 1 of 1 Last

Chartfields	Percent	Weight	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Stat
1	50.00	0.00000	01110	516600	10000	1110003000					

Now, scroll to the right and click on the + sign beside row 1 to add a new row

SpeedChart

SetID 01110      SpeedChart TELEPHONE      Eff Date 10/25/2018      \*Status Active

Description       Total Percent 50.00

**Security Option**      **Definition**

Universal (All Users)       Enter Percentages

One User       Enter Weights

One Permission      UOM

Description Telephone, fax.

**Speed Charts**      Personalize | Find | View All | First 1 of 1 Last

Weight	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Stat
1.00000	01110	516600	10000	1110003000					

Save    Notify    Add    Update/Display    Include History    Correct History

SpeedChart

SetID 01110      SpeedChart TELEPHONE      Eff Date 10/25/2018      \*Status Active

Description       Total Percent 100.00

**Security Option**      **Definition**

Universal (All Users)       Enter Percentages

One User       Enter Weights

One Permission      UOM

Description Telephone, fax.

**Speed Charts**      Personalize | Find | View All | First 1-2 of 2 Last

Percent	Weight	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Stat
1	50.00	0.00000	01110	516600	10000	1110003000				
2	50.00	0.00000								

Save    Notify    Add    Update/Display    Include History    Correct History

New row opens

Fill in percent of split that should be applied to row 2 accounting information

Under Speed Charts for row 2

- Enter Percent that should be applied to row 2
- Enter GL Unit
- Enter Account
- Enter Fund
- Enter Dept ID



- Enter Program (if used by your dept)
- Enter Class (if used by your dept)
- Enter Project (if used by your dept)

**SpeedChart**

SetID 01110      SpeedChart TELEPHONE      Eff Date 10/25/2018      \*Status Active

Description       Total Percent 100.00

**Security Option**      **Definition**

Universal (All Users)       Enter Percentages  
 One User             Enter Weights  
 One Permission      UOM

Description Telephone, fax.

---

**Speed Charts**      Personalize | Find | View All | First 1-2 of 2 Last

Chartfields	Percent	Weight	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Stat
1	<input type="text" value="50.00"/>	<input type="text" value="0.00000"/>	<input type="text" value="01110"/>	<input type="text" value="516600"/>	<input type="text" value="10000"/>	<input type="text" value="1110003000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="50.00"/>	<input type="text" value="0.00000"/>	<input type="text" value="01110"/>	<input type="text" value="516626"/>	<input type="text" value="10000"/>	<input type="text" value="1110006000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The percentages between all of the rows must equal 100 percent.

**Click Save**

## Adding a Voucher using a Speed Chart

**Situations when this function is used:** Speed charts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own speed charts or they can be set up so that many people in a business unit can use them. Speed charts are effective dated so new chart field information may not be usable in an existing speed chart.

Speed charts are Business Unit specific, but can be used on any voucher within the business unit no matter the supplier.

**Required Fields:**

- Business Unit**
- Supplier ID**
- Supplier Name**
- Location**
- Address**
- Invoice Number**
- Invoice Date**
- Amount**
- Speedchart**
- Pay Terms**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

Your default BU will appear in the Business Unit field. Voucher ID will be NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

### Enter Supplier ID

- Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a supplier use the following navigation:

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

**Navigator Menu Navigation:** Suppliers > Supplier Information > Add/Update > Supplier

**Enter Invoice Number**

**Enter Invoice Date**

- As per the supplier's invoice

**Enter Gross Invoice Amount**

**Voucher**

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

**Click Add**

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No SC111418  
 Voucher ID NEXT Accounting Date 11/14/2018  
 Voucher Style Regular Voucher \*Pay Terms NET00 Due Now  
 Invoice Date 10/12/2018 Basis Date Type Inv Date  
 Invoice Received

Supplier ID 0000042882 Control Group  
 ShortName VTSTCOLLEG-001 Incomplete Voucher  
 Location MACHCCV Grant ID  
 \*Address 11 CFDA#

**Invoice Total**  
 Line Total 1,000.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference 0.00

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

The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually), Currency = USD,

Distribute by = Amount,

Ship To = default ship to location for your Business Unit,

GL Unit defaults in.

Scroll down the screen and the Invoice Lines box can be seen.

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 1,000.00

SpeedChart  
 Ship To PFMTP001  
 Description  
 C/P Indicator

One Asset Calculate

▼ Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart Exchange Rate Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
+	1	1,000.00		01110							11/14/2018

Click on the Magnifying Glass next to SpeedChart

Look Up SpeedChart Help

SetID 01110  
 SpeedChart Key begins with

Look Up Clear Cancel Basic Lookup

Search Results  
 View 100 First 1-3 of 3 Last

SpeedChart Key	Description
FED WH	FEDERAL WITHHOLDING
SC1114	AP1114
TELEPHONE	(blank)

Select the SpeedChart by clicking on the link

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 1,000.00

SpeedChart SC1114  
 Ship To PFMMTP001  
 Description  
 C/P Indicator C

One Asset  
 Calculate

Distribution Lines Personalize | Find | View All | First 1 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets									
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget Dc
<input type="checkbox"/>	1	250.00		01110	519020	10000	1110006000					11/14/20

Enter C/P Indicator in Invoice Lines Section for line 1

Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets									
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget Dc
<input type="checkbox"/>	1	250.00		01110	519020	10000	1110006000					11/14/20
<input type="checkbox"/>	2	750.00		01110	519020	10000	1110003000					11/14/20

Save Save For Later

Under Distribution Lines click View All

The chart field information has automatically filled in on the distribution lines. The amount of the invoice has been split 25/75 as was set up in the Speed Chart.

Enter Line Description

Click on Payments Tab

Invoice Information **Payments** Voucher Attributes

Business Unit 01110 Invoice No SC111418  
 Voucher ID NEXT Invoice Date 10/12/2018 Action Run  
 Voucher Style Regular Voucher  Incomplete Voucher  
 Total Amount 1,000.00 \*Pay Terms NET00 Due Now Schedule Payments  
 Supplier Name Vermont State Colleges

Payment Information Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0000042882  
 Location MACHCCV  
 \*Address 11

Gross Amount 0.00 USD Scheduled Due  
 Discount 0.00 USD Net Due  
 Discount Due  
 Accounting Date

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

Vermont State Colleges  
 % Debbie Clark  
 Community College of VT  
 PO Box 489  
 Montpelier, VT 05601-0489

Review Payment information that defaulted in from the supplier.

**Note:** Gross Amount shows \$0, but the correct amount will fill in when the voucher is saved.

**Note:** The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit 01110 Invoice No SC111418  
Voucher ID 00007680 Invoice Date 10/12/2018 Action   
Voucher Style Regular Voucher  
Total Amount 1,000.00 \*Pay Terms NET00 Due Now   
Supplier Name Vermont State Colleges

Payment Information Find | View All First 1 of 1 Last

Payment 1  
\*Remit to 0000042882 Gross Amount 1000.00 USD Scheduled Due 11/14/2018  
Location MACHCCV Discount 0.00 USD Net Due 10/12/2018  
\*Address 11 Accounting Date  
Payment Inquiry  
 Discount Denied  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

Vermont State Colleges  
% Debbie Clark  
Community College of VT  
PO Box 489  
Montpelier, VT 05601-0489

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
- Gross Amt is now filled in.

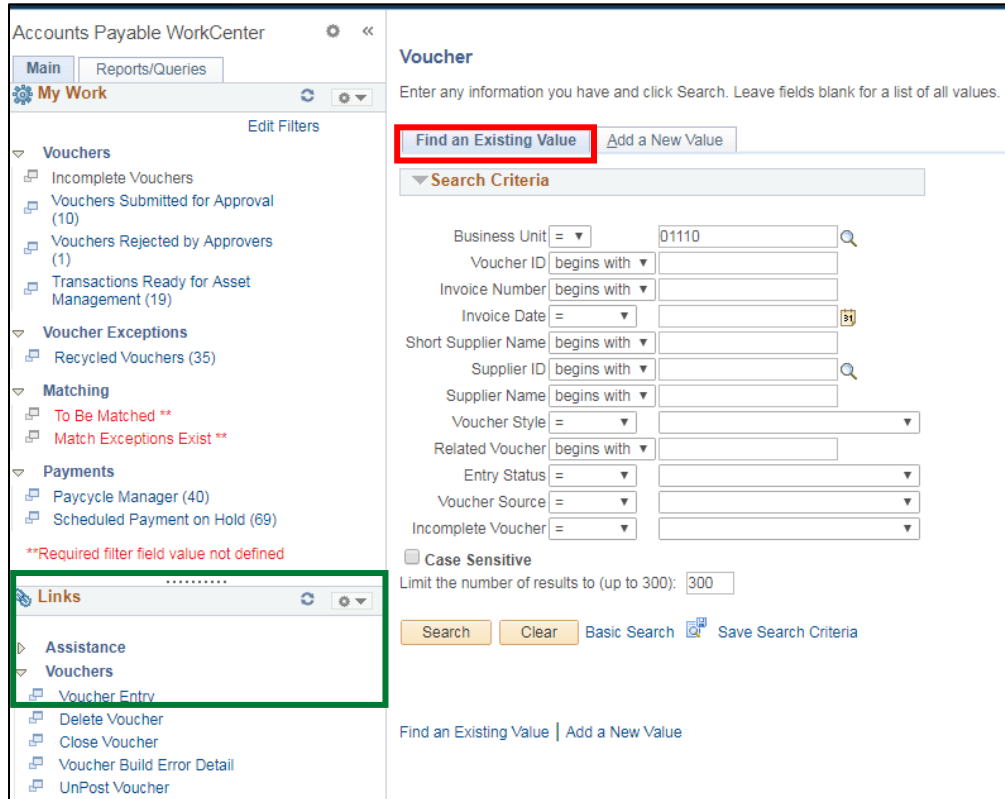
## Budget Check a Voucher Online

**Situations when this function is used:** The budget checking process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers by batch processing. In this example you will budget check a voucher online.

**Required Fields:**      **Business Unit**  
                                 **Voucher ID**  
                                 **Action**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Find an Existing Value

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value





>>

## Voucher

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

▼ Search Criteria

Business Unit = ▼

Voucher ID begins with ▼

Invoice Number begins with ▼

Invoice Date = ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼

Supplier Name begins with ▼

Voucher Style = ▼  ▼

Related Voucher begins with ▼

Entry Status = ▼  ▼

Voucher Source = ▼  ▼

Incomplete Voucher = ▼  ▼

Case Sensitive

Limit the number of results to (up to 300):

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

Your default BU will appear in the Business Unit field.

### Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

### Enter Voucher ID

- Enter the Voucher ID (including leading zeros) of the voucher that needs to be budget checked.

### Click Search

Voucher Summary page opens.

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** 01110      **Invoice Date** 10/16/2018  
**Voucher ID** 00007682      **Invoice No** BUDGETCK  
**Voucher Style** Regular      **Invoice Total** 35.00      USD  
**Supplier Name** Highgate Apartments  
 73 Highgate Drive, Ste 121  
 Barre, VT 05641

**Entry Status** Postable      **Pay Terms** Net 30  
**Match Status** No Match      **Voucher Source** Online  
**Approval Status** Pending      **Origin** ONL  
**Post Status** Unposted      **Created On** 11/16/2018 2:55PM  
                                          **Created By** ETEST  
                                          **Last Update** 11/16/2018 2:59PM  
                                          **Modified By** ETEST  
                                          **ERS Type** Not Applicable  
**Budget Status** Not Chk'd      **Close Status** Open

**Budget Misc Status** Valid  
 \*View Related  Go

Click on the Invoice Information Tab

[Accounts Payable](#)      Accounts Payable WorkCenter

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** 01110      **Invoice No** BUDGETCK  
**Voucher ID** 00007682      **Accounting Date** 11/16/2018  
**Voucher Style** Regular Voucher      **\*Pay Terms** NET30      Net 30  
**Invoice Date** 10/16/2018      **Basis Date Type** Inv Date  
**Invoice Received**

**Highgate Apartments**  
**Supplier ID** 000007818      **Grant ID**  
**ShortName** HIGHGATEAP-001      **CFDA#**  
**Location** SINGLE  
**\*Address 1**

**Invoice Lines**

Line 1       Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 35.00

**SpeedChart**  
 Ship To PFMMP001  
 Description  
 C/P Indicator

**Invoice Total**  
 Line Total 35.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 35.00  
 Difference 0.00

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

**Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	35.00		01110	516600	10000	1110003000				11/16/2018

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Click on the drop down arrow beside Action and choose Budget Checking

**Click on Run and the Budget Checking Process is started**

The following page opens

**Message**

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)


**Click Yes**

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 01110 Invoice No BUDGETCK  
Voucher ID 00007682 Accounting Date 11/16/2018  
Voucher Style Regular Voucher Pay Terms NET30 Net 30  
Invoice Date 10/16/2018 Basis Date Type Inv Date  
Invoice Received  
[Highgate Apartments](#)  
Supplier ID 0000007818 Grant ID  
ShortName HIGHGATEAP-001 CFDA#  
Location SINGLE  
Address 1

Invoice Total  
Line Total 35.00  
Currency USD  
Miscellaneous  
Freight  
Total 35.00  
Difference 0.00

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

Save Action Budget Checking  Calculate Print

**Click on the Refresh button**

Once the page is done processing then Click on Summary Tab

**Summary** | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 01110 Invoice Date 10/16/2018  
Voucher ID 00007682 Invoice No BUDGETCK  
Voucher Style Regular Invoice Total 35.00 USD  
Supplier Name Highgate Apartments  
73 Highgate Drive, Ste 121  
Barre, VT 05641  
Entry Status Postable Pay Terms Net 30  
Match Status No Match Preview Approval Voucher Source Online  
Approval Status Pending Origin ONL  
Post Status Unposted Created On 11/16/2018 2:55PM  
Created By ETEST  
Last Update 11/16/2018 3:15PM  
Modified By LHICKORY  
ERS Type Not Applicable  
Close Status Open

Budget Status Valid  
Budget Misc Status Valid  
\*View Related  Go

The Budget Header Status now has a status of **'Valid Budget Check'**.

The State of Vermont is not using the Non-Prorated Budget Status so when the voucher is saved this status automatically turns to valid budget check.

If you receive budget check errors, see the section on Finding and Fixing Budget Check errors in this manual.

## Budget Check a Voucher using a Batch Process

**Situation when this function is used:** The budget checking process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers by batch processing. In this example you will budget check multiple vouchers thru a batch process.

**Note: Things to keep in mind if batch budget checking several vouchers at once**

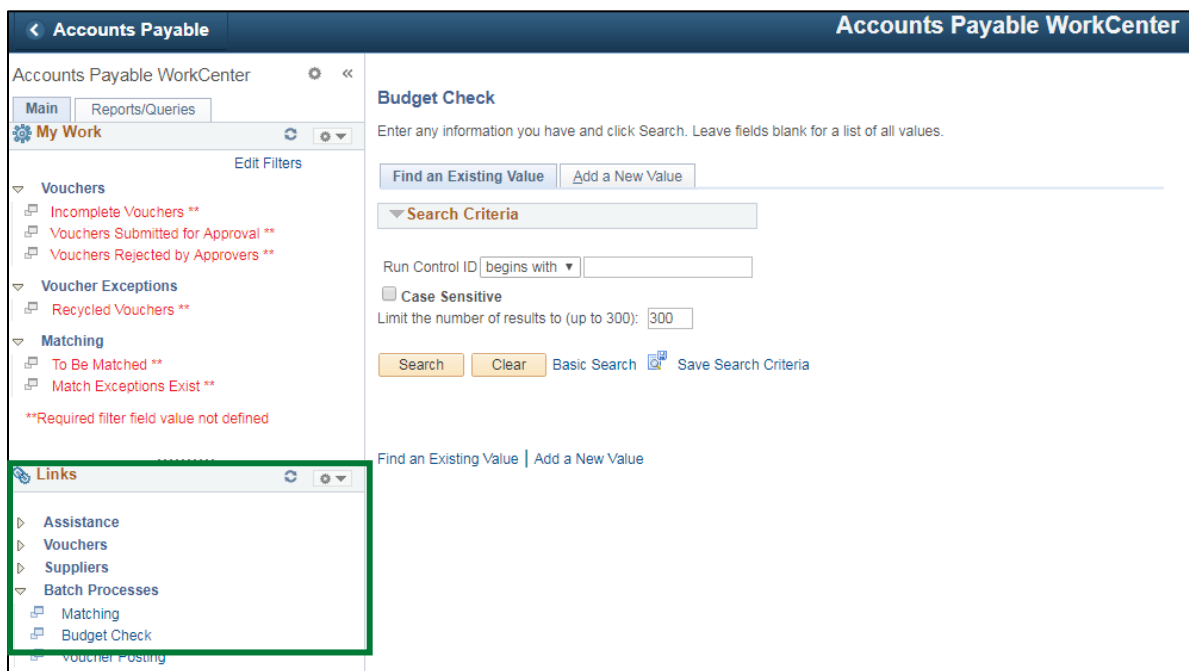
If the batch says 'Warning' on the process monitor at least one or more of the vouchers did not budget check successfully.

You should be careful that you are only budget checking the vouchers that are ready to be budget checked when setting up the parameters of the batch process.

- Required Fields:**
- Run Control ID**
  - Description**
  - Transaction Type**
  - Field Name**
  - Value Type**
  - From/To**
  - Server Name**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Batch Processes > Budget Check

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Budget Check



**Click on Add a New Value tab**

- Click on Add a New Value tab if you are running this process for the first time **or**
- Click on Find an Existing Value tab if you have already set up a run control
- **NOTE: Run Controls must not be shared between modules. A different budget check run control needs to be set up for both vouchers and purchase orders.**

**Enter a Run Control ID**

The screenshot shows a web interface titled "Budget Check". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being the active tab. Below the tabs is a text input field labeled "Run Control ID" containing the text "Budget\_Checking\_AP". At the bottom left of the form, there is a yellow button labeled "Add" which is highlighted with a red rectangular border.

**Click Add**

Budget Check page opens

The screenshot displays the "Budget Check" page after clicking the "Add" button. The "Run Control ID" is "Budget\_Checking\_AP". The page has a navigation bar with "Report Manager", "Process Monitor", and a "Run" button. The main content area is divided into two sections: "Process Request Parameters" and "Selection Parameters".  
The "Process Request Parameters" section includes:  
- "\*Process Frequency": A dropdown menu set to "Always Process".  
- "Request Number": A text field with the value "1".  
- "\*Description": A text field with the value "Budget Checking AP".  
- "\*Transaction Type": A text field with the value "AP\_VOUCHER" and a magnifying glass icon to its right.  
- A checkbox labeled "Process All Business Units" which is currently unchecked.  
The "Selection Parameters" section includes:  
- "Field Name": A dropdown menu set to "Business Unit".  
- "Value Type": A dropdown menu set to "Value".  
- "From/To": A text field with the value "01110" and a magnifying glass icon to its right.  
At the bottom of the page, there are several action buttons: "Save", "Notify", "Refresh", "Add", and "Update/Display".

**Click on the drop down next to Process Frequency and choose 'Always Process'**

- Enter a Description

**Click on the magnifying glass next to 'Transaction Type'**

- Select AP Voucher from the list

Click Save

Click Run

Process Scheduler Request page opens

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID ESTUBIN' and 'Run Control ID Budget\_Checking'. Below this, there are fields for 'Server Name', 'Run Date' (11/16/2018), 'Recurrence', and 'Run Time' (11:45:59AM). A 'Reset to Current Date/Time' button is located next to the Run Time field. A 'Time Zone' field with a search icon is also present. The main section is titled 'Process List' and contains a table with columns: Select, Description, Process Name, Process Type, \*Type, \*Format, and Distribution. One row is selected, showing 'Comm. Cntrl. Budget Processor', 'FS\_BP', 'Application Engine', 'Web', 'TXT', and 'Distribution'. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

Click OK

Budget Check page opens

The screenshot shows the 'Budget Check' page. At the top, it displays 'Run Control ID Budget\_Checking' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. A red arrow points to the 'Process Monitor' link. Below this is the 'Process Request Parameters' section, which includes fields for '\*Process Frequency' (Always Process), 'Request Number' (1), '\*Description' (Budget Checking), and '\*Transaction Type' (AP\_VOUCHER). There is also a checkbox for 'Process All Business Units'. The 'Selection Parameters' section contains a table with columns: Field Name, Value Type, and From/To. Two rows are visible: 'Business Unit' with Value Type 'Value' and From/To '01110'; and 'Voucher ID' with Value Type 'Range' and From/To '00007676'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Click on the Process Monitor link

Process Monitor opens

Process List | Server List

**View Process Request For**

User ID: ESTUBIN | Type: [ ] | Last: [ ] | 1 Days | Refresh

Server: [ ] | Name: [ ] | Instance From: [ ] | Instance To: [ ]

Run Status: [ ] | Distribution Status: [ ] | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196440		Application Engine	FS_BP	ESTUBIN	11/16/2018 11:45:59AM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9196416		PSJob	POXMLP	ESTUBIN	11/15/2018 12:01:52PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9196415		Application Engine	FS_BP	ESTUBIN	11/15/2018 12:01:11PM EST	Success	Posted	<a href="#">Details</a>

Go back to Budget Check

Save | Notify

Click on the Refresh button until the Run Status = Success and Distribution Status = Posted

Click on the Details link

Process Detail

**Process**

Instance: 9196440 | Type: Application Engine  
 Name: FS\_BP | Description: Comm. Cntrl. Budget Processor  
 Run Status: Success | Distribution Status: Posted

**Run** | **Update Process**

Run Control ID: Budget\_Checking | Hold Request  
 Location: Server | Queue Request  
 Server: PSUNX | Cancel Request  
 Recurrence: | Delete Request  
 | Re-send Content | Restart Request

**Date/Time** | **Actions**

Request Created On: 11/16/2018 11:48:02AM EST | Parameters | Transfer  
 Run Anytime After: 11/16/2018 11:45:59AM EST | **Message Log** | View Locks  
 Began Process At: 11/16/2018 11:48:31AM EST | Batch Timings  
 Ended Process At: 11/16/2018 11:48:46AM EST | View Log/Trace

OK | Cancel

Click on the Message Log link



Message Log Help

**Process**

Instance: 9196440      Type: Application Engine  
 Name: FS\_BP      Description: Comm. Cntrl. Budget Processor

Personalize | Find | View All | |      First 1-7 of 7 Last

Severity	Log Time	Message Text	Explain
10	11:48:32AM	Commitment Control Budget Processing has begun.	<a href="#">Explain</a>
10	11:48:32AM	Begin request number 1 for User ID "ESTUBIN" and Run Control ID "Budget_Checking".	<a href="#">Explain</a>
10	11:48:37AM	Request 1 for "ESTUBIN" / "Budget_Checking" completed successfully.	<a href="#">Explain</a>
10	11:48:37AM	Request 1 Statistics. Documents Processed: 4, Errors: 0, Warnings: 0	<a href="#">Explain</a>
10	11:48:37AM	Commitment Control Budget Processing Complete.	<a href="#">Explain</a>
	11:48:46AM	Published message with ID 7c5f7e62-e9bf-11e8-8a56-a18bf7b72b4d to create entry in folder GENERAL.	<a href="#">Explain</a>
	11:48:46AM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

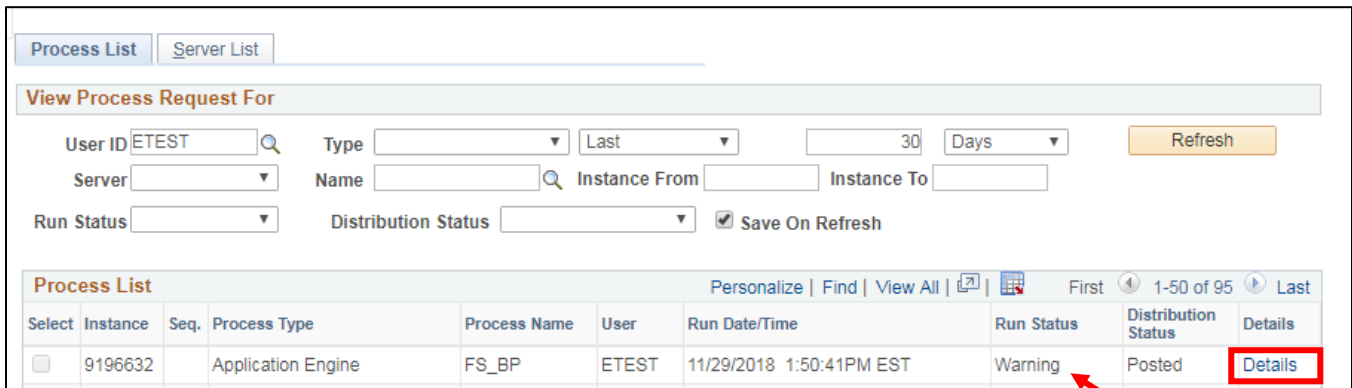
[Return](#)

“Budget Checking”. Documents Processed: 4; Errors: 0, Warnings: 0

This states that the Budget Checking Process picked up 4 vouchers to budget check and there were 0 vouchers with errors.

## Finding and Fixing Budget Check Errors

Navigator Menu Navigation: People Tools > Process Scheduler > Process Monitor



Process List | Server List

View Process Request For

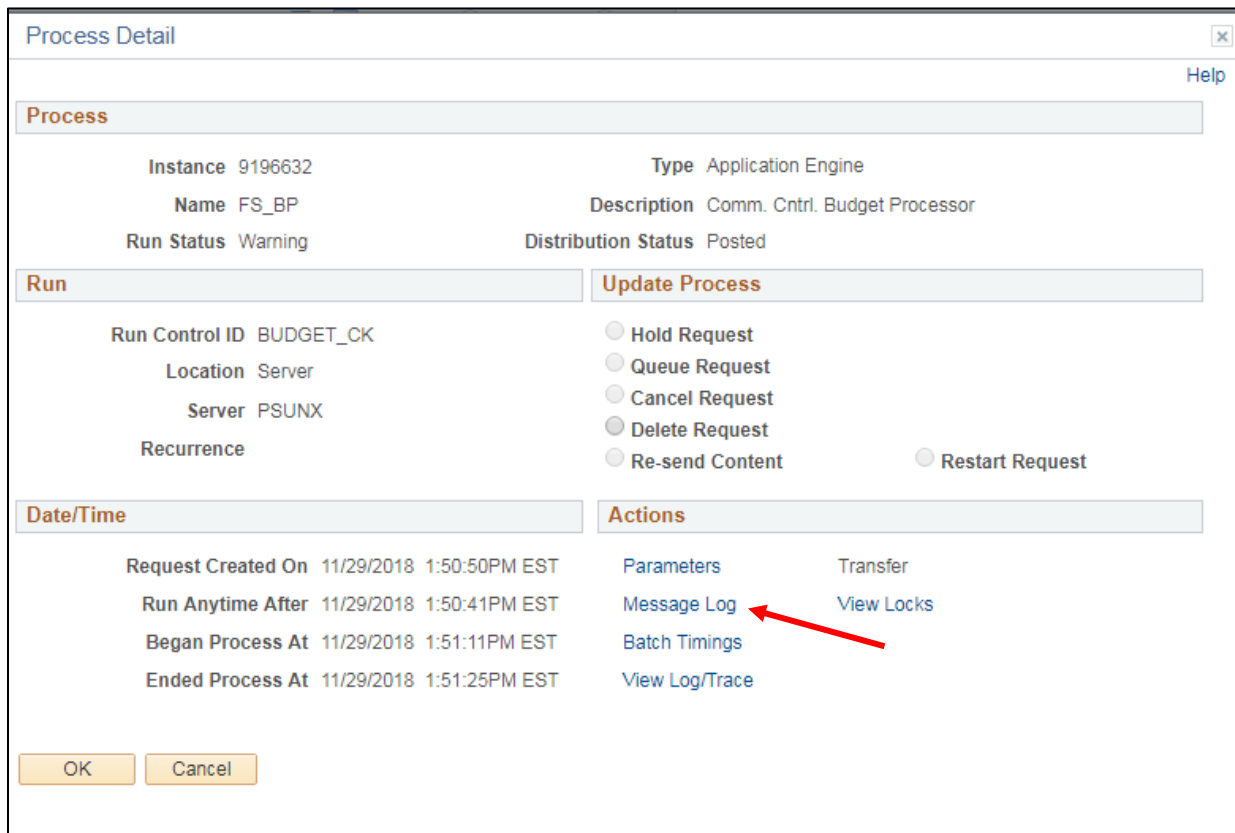
User ID: ETEST | Type: | Last: | 30 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196632		Application Engine	FS_BP	ETEST	11/29/2018 1:50:41PM EST	Warning	Posted	<a href="#">Details</a>

When your process runs to a Status of **Warning** or **Error**, you need to find out why. These status warnings tell you that there is something wrong with the chartfield combination used in the voucher. Click on **Details** link beside the budget checking process with an error or warning.



Process Detail

Process

Instance: 9196632 | Type: Application Engine  
Name: FS\_BP | Description: Comm. Cntrl. Budget Processor  
Run Status: Warning | Distribution Status: Posted

Run | Update Process

Run Control ID: BUDGET\_CK | Location: Server | Server: PSUNX | Recurrence: |

Actions

Request Created On: 11/29/2018 1:50:50PM EST | Run Anytime After: 11/29/2018 1:50:41PM EST | Began Process At: 11/29/2018 1:51:11PM EST | Ended Process At: 11/29/2018 1:51:25PM EST

Parameters | Transfer | Message Log | View Locks | Batch Timings | View Log/Trace

OK | Cancel

Click on Message Log link

**Process**

**Instance:** 9196632      **Type:** Application Engine  
**Name:** FS\_BP      **Description:** Comm. Cntrl. Budget Processor

Personalize   Find   View All				First	1-7 of 7	Last
Severity	Log Time	Message Text	Explain			
10	1:51:11PM	Commitment Control Budget Processing has begun.	Explain			
10	1:51:11PM	Begin request number 1 for User ID "ETEST" and Run Control ID "BUDGET_CK".	Explain			
10	1:51:19PM	Request 1 for "ETEST" / "BUDGET_CK" completed successfully.	Explain			
10	1:51:19PM	Request 1 Statistics. Documents Processed: 2, Errors: 1, Warnings: 0	Explain			
10	1:51:19PM	Commitment Control Budget Processing Complete.	Explain			
	1:51:26PM	Published message with ID c692a8d6-f407-11e8-8ce1-c3f84ba1cb16 to create entry in folder GENERAL.	Explain			
	1:51:26PM	Successfully posted generated files to the report repository	Explain			

"Budget\_CK". Documents Processed: 2; Errors: 1

This indicates that 2 vouchers were selected for processing and 1 voucher has a budget check error.

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


### Voucher


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


[Find an Existing Value](#)

▼ **Search Criteria**

Commitment Control Tran ID  begins with ▼

Commitment Control Tran Date = ▼  


Business Unit = ▼  

Voucher ID  begins with ▼  

Process Instance = ▼

Process Status = ▼

Limit the number of results to (up to 300):

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

**Enter Business Unit or leave as default**



**Enter Voucher Id or Click on Search for a list of vouchers.**

**Select Process Status = Errors Exist**

**Note:** If the Search button is clicked and there is only one voucher with a budget check error the voucher will automatically open.





[Voucher Exceptions](#) | [Line Exceptions](#)


Business Unit 01110      Voucher ID 00007688      Actions





\*Exception Type        Override Transaction       

Maximum Rows        More Budgets Exist

[Search](#)      [Advanced Budget Criteria](#)

**Budgets with Exceptions**      Personalize | Find | View All |        First  1-2 of 2  Last

[Budget Override](#) | [Budget Chartfields](#) 

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		01110	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ... 
2		01110	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ... 

The Exception message is No Budget Exists. Click on the Budget Chartfields tab to see what Chartfield string was used.

Voucher Exceptions | Line Exceptions

Business Unit 01110 Voucher ID 00007738 Actions

\*Exception Type Error

Maximum Rows 100

Search

Override Transaction

More Budgets Exist

Advanced Budget Criteria

**Budgets with Exceptions** Personalize | Find | View All | First 1-2 of 2 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Account	Fund	Dept	Budget Period
1		01110	APPROP	000100	58700	1110003000	2019
2		01110	ORG	000100	58700	1110003000	2019

There are other budget check errors you may receive, such as:

**Ledger group PRMST EXP – Spending Authority Over Budget**

**\*\* If you receive this error, you must contact Finance.**

**Exceeds Budget Tolerance**

Because each Department has more than one ledger, each ledger shows up on its own line in the Budgets with Exceptions section. In the example, Ledger groups APPROP and ORG have errors associated with them.

Click on the Magnifying glass next to line 2.

Voucher Exceptions | Line Exceptions

Business Unit 08100 Voucher ID 00400813 Actions

\*Exception Type Error

Maximum Rows 100

Search

Override Transaction

More Budgets Exist

Advanced Budget Criteria

**Budgets with Exceptions** Personalize | Find | View All | First 1-2 of 2 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		08100	ORG	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2		08100	ORG	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Payables Voucher Line Drill Down			
<b>Transaction Line Identifiers</b>			
Business Unit	08100	Voucher ID	00400813
Voucher Line	2	Distribution Line	1
<b>Additional Source Information</b>			
Invoice Number	152259RICH		
Supplier ID	0000231589		
<b>Transaction Line Details</b>			
Account	Fund Code	Department	Program Code
507300	20135	8100002800	59430
Line Status	Valid		
Budget Date	06/24/2007		
Line Amount	68.06	USD	

The chartfield information that was used in the voucher is shown.

Click OK

Voucher Exceptions		Line Exceptions	
Business Unit	08100	Voucher ID	00400813
*Exception Type	Error	<input type="checkbox"/> Override Transaction	
Maximum Rows	100	<input type="checkbox"/> More Budgets Exist	
Search		Advanced Budget Criteria	
<b>Budgets with Exceptions</b>			
Budget Override		Budget Chartfields	
Details	Business Unit	Ledger Group	Exception
1	08100	ORG	Exceeds Budget Tolerance
2	08100	ORG	Exceeds Budget Tolerance

Click on Go To icon

Please select one of the following links:

[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#)

Click on Go to Budget Inquiry link to see the budget details.

### Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
08100	ORG	000110	20135	8100002800	59430	2007

Display Chart

#### Ledger Amounts

Budget:	3,049,716.00 USD			<b>Max Rows</b> 100
Expense:	3,038,721.87 USD			Attributes
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue 0.00 USD

#### Available Budget

Without Tolerance	10,994.13	USD	Percent (0.36%)
With Tolerance	10,994.13	USD	Percent (0.36%)

#### Budget Exceptions

Exception Errors 10      Exception Warnings 0      Budget Exceptions

Return to Search   Notify

The voucher needs to be fixed regarding the chartfield information so that the voucher will budget check or the budget may need to be fixed so that the voucher will budget check.

## Submitting a Voucher for Approval

**Situations when this function is used:** Once a voucher is successfully budget checked it must be submitted for approval.

**WorkCenter Navigation:** Accounts Payable WorkCenter > Links pagelet > Vouchers > Voucher Entry

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Voucher Entry

The **Voucher Entry** page displays, click on the **Find an Existing Value** tab:

### Voucher

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

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

Limit the number of results to (up to 300):

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

1. **Business Unit** - Accept default or enter a BU number
2. **Voucher ID** - Enter Voucher ID number



The **Voucher** page displays, click on the **Invoice Information** tab:

The screenshot shows the 'Invoice Information' tab of a voucher system. The 'Submit Approval' button is highlighted with a red box. The form contains the following fields and values:

- Business Unit: 01110
- Invoice No: Train934
- Voucher ID: 00007811
- Accounting Date: 01/25/2019
- Voucher Style: Regular Voucher
- \*Pay Terms: NET30
- Invoice Date: 01/07/2019
- Basis Date Type: Inv Date
- Supplier ID: 0000362458
- Grant ID: [Empty]
- ShortName: J.A. RUSSO-001
- CFDA#: [Empty]
- Location: MULTIPLE
- \*Address: 1

The 'Invoice Total' section shows:

- Line Total: 100.00
- \*Currency: USD
- Miscellaneous: [Empty]
- Freight: [Empty]
- Total: 100.00
- Difference: 0.00

The 'Distribution Lines' table is as follows:

GL Chart	Exchange Rate	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			1	100.00		01110	520000	10000	1110003000				01/25/2019

If the voucher has been successfully [budget checked](#) the Submit Approval button is available.

**3. Click Submit Approval**

The **Approval Comments** window opens:

The 'Approval Comments' dialog box shows the following information:

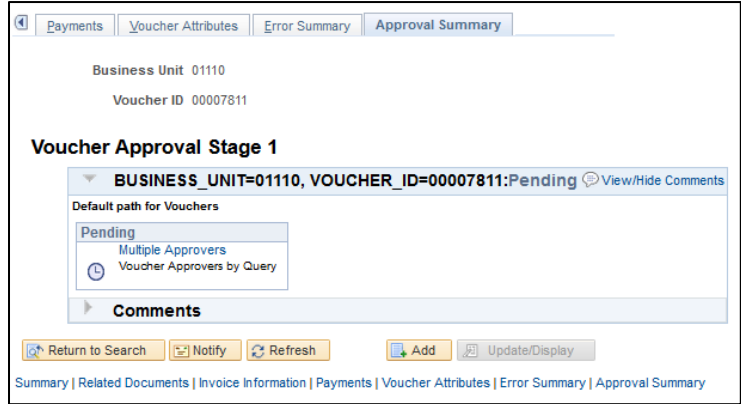
- Business Unit: 01110
- Voucher ID: 00007811
- Additional Details: Test

The 'OK' button is highlighted with a red box. The dialog also shows '250 characters remaining' and buttons for 'Cancel' and 'Refresh'.

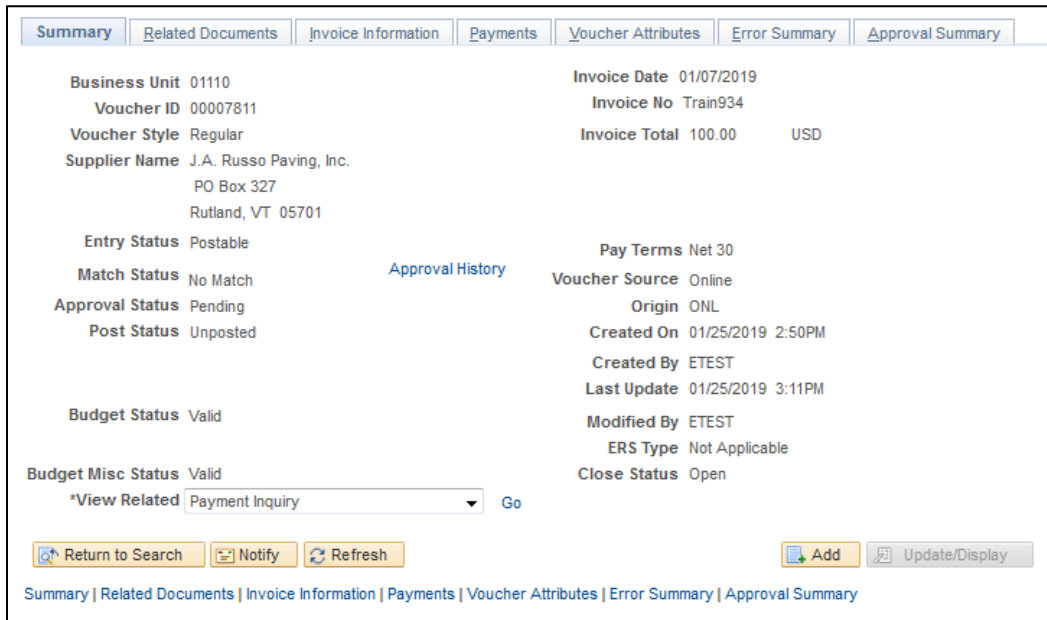
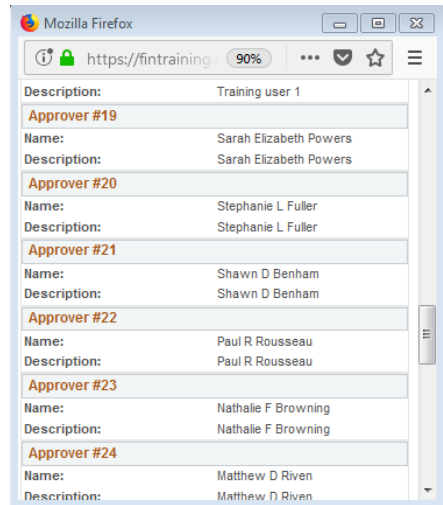
**4. Add comments if desired**

**5. Click OK**

The **Approval Summary** tab displays:



6. Click the **Multiple Approvers** link to view the list of approvers



8. Click on the **Approval History** link on the Summary tab to view approval status

**Submitting a Voucher for Approval is Complete**

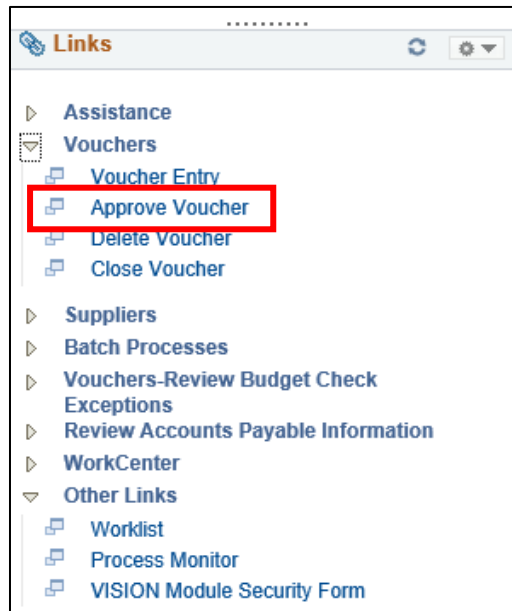
## Approve a Voucher

**Situations when this function is used:** A voucher must be approved after it has been budget checked and submitted for approval. You may not approve your own vouchers and if you are in a department approver pool you will be able to view your own vouchers but the Approve and Deny buttons will be greyed out. By approving a voucher, you are signing off that it is a valid voucher that needs to be paid. You are also stating that all the supplier, accounting, and payment information is correct including the amount of the voucher.

**Required Fields:**      **Business Unit**  
                                 **Voucher ID**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Approve Voucher

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Approve > Approve Voucher



The Voucher Approval AF search page is displayed. Enter the Business Unit and Voucher ID that requires your review for approval and click the Search button.

**Voucher Approval AF**

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

[Find an Existing Value](#)

**Search Criteria**

Business Unit	=	▼	01110	🔍
Voucher ID	begins with	▼	00007677	
Invoice Number	begins with	▼		
Short Supplier Name	begins with	▼		
Supplier ID	begins with	▼		🔍
Supplier Name	begins with	▼		
Approval Status	=	▼		▼

Case Sensitive

Limit the number of results to (up to 300):

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

Approval page for the Voucher is displayed.

Under Approval tab, header level information is displayed including the Supplier, Invoice Number, Invoice Date and Total amount.

[Approval](#) | [Line Information](#) | [Charge Information](#)

Business Unit 01110 Invoice Number ABC123  
 Voucher 00007677 Supplier J.A. Russo Paving, Inc.  
 Invoice Date 11/06/2018 ID 0000362458

---

**Voucher Details**

Transaction Currency USD	Terms Net 30
Total 100.00	Approval Status Pending
Misc Amt 0.00	Added By JKENNERK
Freight 0.00	SCI-John Kennernkrecht
Sales Tax 0.00	<a href="#">Attachments (1)</a>
Use Tax 0.00	
Entered VAT 0.00	

---

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000362458	<a href="#">Remitting Address</a>	12/06/2018		100.00 USD	J.A. Russo P

---

**Voucher Approval Stage 1**

BUSINESS\_UNIT=01110, VOUCHER\_ID=00007677:Pending View/Hide Comments  
Start New Path

Default path for Vouchers

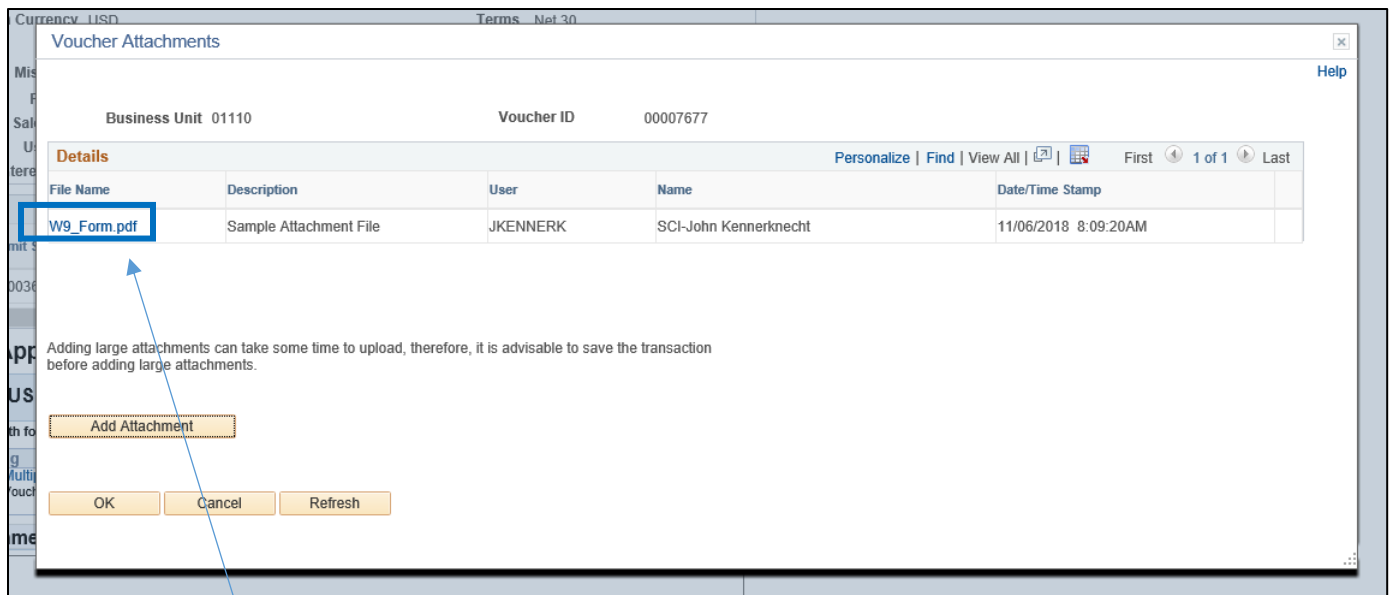
Pending  
 Multiple Approvers  
 Voucher Approvers by Query

**Comment History**

254 characters remaining

Approvers can view Attachments added to the Voucher, by clicking the Attachments link in the Voucher Details Section.

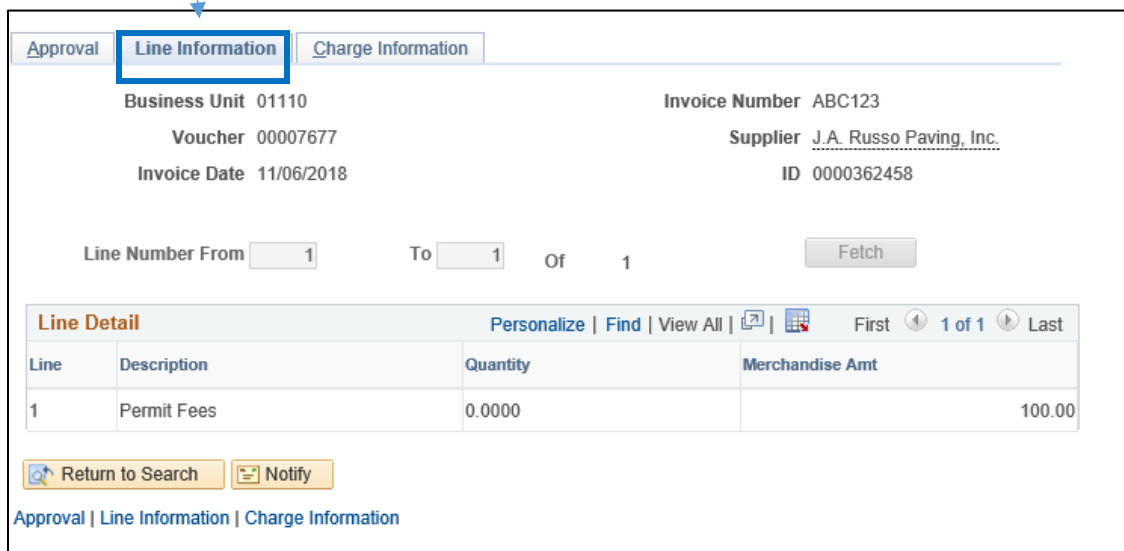
A Voucher Attachments page is displayed showing the files attached to the Voucher.



Click the File name link to open the attachment in a new window.  
 Click the Ok button to return to the Approval page.

**Click on Line Information tab to verify line information**

Voucher line detail information is displayed including a Line Description, Quantity and Merchandise Amount.



**Click on Charge Information tab to verify chartfield information**

[Approval](#) | [Line Information](#) | **Charge Information**

Business Unit 01110      Invoice Number ABC123  
 Voucher 00007677      Supplier J.A. Russo Paving, Inc.  
 Invoice Date 11/06/2018      ID 0000362458

Line Number From  To  Of 1     

**Details**      [Find](#) | [View All](#)      First  Last

Voucher Line 1      Quantity 0.0000  
 Description Permit Fees      Merchandise Amt 100.00

**Accounting Charge Information**      [Personalize](#) | [Find](#) | [View All](#) |       First  Last

[GL Chart](#)

Merchandise Amt	GL Unit	Account	Fund Code	Department	Program Code	Class Field
100.00	01110	524552	10000	1110003000		

[Approval](#) | [Line Information](#) | [Charge Information](#)

Charge information page opens. This page displays the chartfield information for each line of the voucher.

**Click on Approval Tab**

**Approval** | Line Information | Charge Information

Business Unit 01110 Invoice Number ABC123  
 Voucher 00007677 Supplier J.A. Russo Paving, Inc.  
 Invoice Date 11/06/2018 ID 0000362458

**Voucher Details**

Transaction Currency USD	Terms Net 30
Total 100.00	Approval Status Pending
Misc Amt 0.00	Added By JKENNERK
Freight 0.00	SCI-John Kennerknecht
Sales Tax 0.00	<a href="#">Attachments (1)</a>
Use Tax 0.00	
Entered VAT 0.00	

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000362458	Remitting Address	12/06/2018	100.00	USD	J.A. Russo P

**Voucher Approval Stage 1**

▼ BUSINESS\_UNIT=01110, VOUCHER\_ID=00007677: Pending [View/Hide Comments](#) [Start New Path](#)

Default path for Vouchers

Pending

Multiple Approvers  
 Voucher Approvers by Query

▶ Comment History

254 characters remaining

Submit Approve Deny Pushback Add Comments Hold

[Return to Search](#) [Notify](#)

[Approval](#) | [Line Information](#) | [Charge Information](#)

## To Approve a Voucher

### 1. Enter comments in the Text Box.

- This step is not required but provides functionality to allow Comments to be added and saved, documenting the Voucher Approval.

### 2. Click the Approve button to Approve the Voucher.

- Once this button is selected, the Voucher status is updated to Approved, and no further steps are required.



[Approval](#) | [Line Information](#) | [Charge Information](#)

**Business Unit** 01110      **Invoice Number** PO112  
**Voucher** 00007619      **Supplier** J.A. Russo Paving, Inc.  
**Invoice Date** 08/10/2018      **ID** 0000362458

---

**Voucher Details**

<b>Transaction Currency</b> USD	<b>Terms</b> Net 30
<b>Total</b> 100.00	<b>Approval Status</b> Pending
<b>Misc Amt</b> 0.00	<b>Added By</b> TRIVET
<b>Freight</b> 0.00	Tara N Rivet
<b>Sales Tax</b> 0.00	<a href="#">Attachments (0)</a>
<b>Use Tax</b> 0.00	
<b>Entered VAT</b> 0.00	

---

**Details** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Nam
STATE	0000362458	<a href="#">Remitting Address</a>	09/09/2018	100.00	USD	J.A. Russo F

---

**Voucher Approval Stage 1**

BUSINESS\_UNIT=01110, VOUCHER\_ID=00007619:Pending [Start New Path](#)

Default path for Vouchers

[Pending](#)  
[Multiple Approvers](#)  
[Voucher Approvers by Query](#)

The work for this Invoice has not been completed, and Invoice should be returned to the Supplier.

157 characters remaining

## To Deny a Voucher

### 1. Enter comments in the Text Box.

- This step is required to Deny a Voucher and provides functionality to allow Comments for the denial to be recorded for Accounts Payable processors to view.

[Approval](#) | [Line Information](#) | [Charge Information](#)

**Business Unit** 01110      **Invoice Number** PO112  
**Voucher** 00007619      **Supplier** J.A. Russo Paving, Inc.  
**Invoice Date** 08/10/2018      **ID** 0000362458

---

**Voucher Details**

<b>Transaction Currency</b> USD	<b>Terms</b> Net 30
<b>Total</b> 100.00	<b>Approval Status</b> Pending
<b>Misc Amt</b> 0.00	<b>Added By</b> TRIVET
<b>Freight</b> 0.00	Tara N Rivet
<b>Sales Tax</b> 0.00	<a href="#">Attachments (0)</a>
<b>Use Tax</b> 0.00	
<b>Entered VAT</b> 0.00	

---

**Details** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000362458	<a href="#">Remitting Address</a>	09/09/2018	100.00	USD	J.A. Russo P

---

### Voucher Approval Stage 1

BUSINESS\_UNIT=01110, VOUCHER\_ID=00007619:Pending [Start New Path](#)

Default path for Vouchers

Pending

[Multiple Approvers](#) [+](#)

[Voucher Approvers by Query](#) [+](#)

The work for this Invoice has not been completed, and Invoice should be returned to the Supplier.

157 characters remaining

**2. Click the Deny button to Deny the Voucher.**

- Voucher status is updated to Denied, and no further steps are required.

[Approval](#) | [Line Information](#) | [Charge Information](#)

Business Unit 01110  
Voucher 00007619  
Invoice Date 08/10/2018

Invoice Number PO112  
Supplier J.A. Russo Paving, Inc.  
ID 0000362458

**Voucher Details**

Transaction Currency USD  
Total 100.00  
Misc Amt 0.00  
Freight 0.00  
Sales Tax 0.00  
Use Tax 0.00  
Entered VAT 0.00

Terms Net 30  
Approval Status Denied  
Added By TRIVET  
Tara N Rivet  
[Attachments \(0\)](#)

**Details**

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000362458	<a href="#">Remitting Address</a>	09/09/2018	100.00	USD	J.A. Russo Paving, Inc.

**Voucher Approval Stage 1**

▶ BUSINESS\_UNIT=01110, VOUCHER\_ID=00007619: **Denied**

254 characters remaining

[Approval](#) | [Line Information](#) | [Charge Information](#)

# Close Vouchers

## Vouchers:

All Types of Vouchers can be closed by VISION End-users. If you are having issues closing a voucher, please contact Finance Support, via e-mail at [VISION.FinHelpdesk@vermont.gov](mailto:VISION.FinHelpdesk@vermont.gov) or call (802) 828-6700 option 2, with your AP Business Unit and Voucher ID that you are trying to close. Finance Support will work with Financial Operations personnel to problem solve and respond with information.

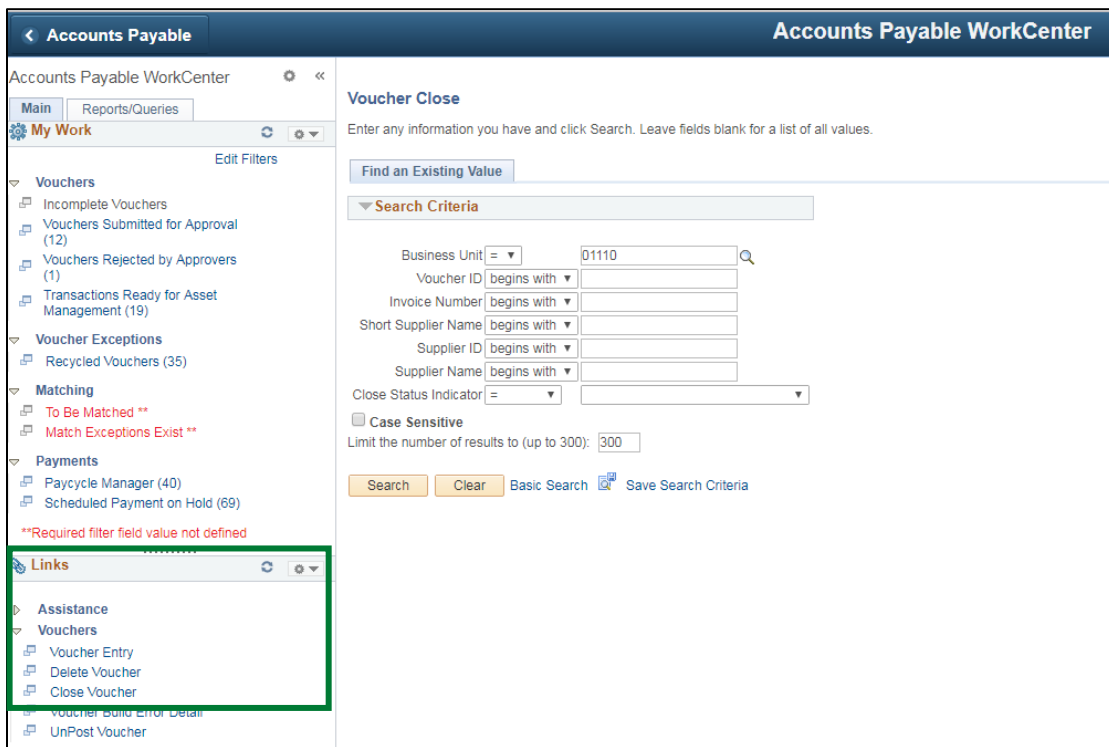
## Closing a Voucher:

A voucher can be closed if it is decided that the supplier should not receive payment. To close a voucher, the voucher must be **Posted and not selected for payment.**

**Required Fields:**      **Business Unit**  
                                 **Voucher ID**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Close Voucher

**Navigator Menu Navigation:** Accounts Payable > Add/Update > Close Voucher



**Enter Business Unit or leave as default**

**Enter Voucher ID**

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

**Find an Existing Value**

**Search Criteria**

Business Unit =

Voucher ID begins with

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Close Status Indicator =

Case Sensitive

Limit the number of results to (up to 300):

**Click Search**

**Click on Mark Voucher for Closure**

**Enter Comments – if needed**

**Close Voucher** | **Voucher Details**

Business Unit 01110    Voucher 00007613    Action:

**Supplier**

Supplier 0000001293    Irving Energy  
Short Name IRVING ENE-002

**Voucher Information**

Invoice AP-42 Budget Check	Origin ONL	Header Budget Status Valid
Date 08/04/2018	Group	Non-Prorated Budget Status Valid
Gross Amount 100.00 USD		Entry Status Postable
Related Voucher		Close Status Open

**Process Manual Close**

Manual Close Date      Mark Voucher for Closure

Comments

[Close Voucher](#) | [Voucher Details](#)

**Note:** The Manual Close Date defaults in as the current date and it should never be changed.

**Click Save**

**If you are closing an unpaid Matched PO Voucher, the following message will display.**

Message

You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)

Note: This process cannot be Undone.

If 'YES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available for further invoicing only for unreconciled PO's selected.

Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.

If 'No', only the voucher liability will be liquidated.

**Click Yes to proceed with the close.**

To complete the Close process, the voucher must be posted and budget checked in that order. Both of these options run in the overnight batch process so you can verify the voucher is closed the next day on the Voucher Summary Page.

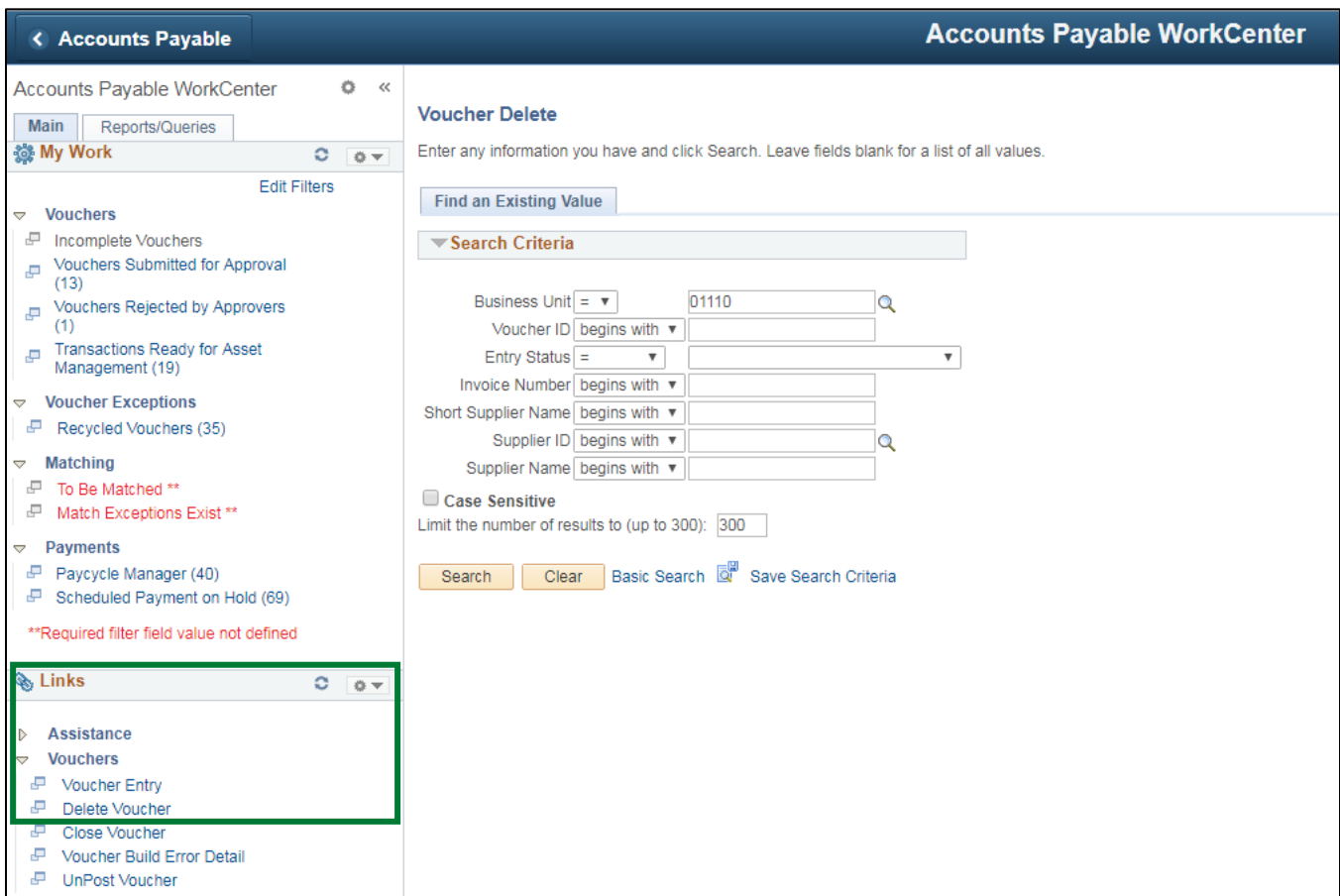
# Delete Vouchers

**Situations when this function is used:** Vouchers can be deleted if they are open, approved and budget checked. Vouchers cannot be deleted if they are posted.

**Required Fields:**        **Business Unit**  
                                 **Voucher ID**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Delete Voucher

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



## Enter Voucher ID

< Accounts Payable

>>

### Voucher Delete

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

Find an Existing Value

▼ Search Criteria

Business Unit = ▼

Voucher ID begins with ▼

Entry Status = ▼

Invoice Number begins with ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼

Supplier Name begins with ▼

Case Sensitive

Limit the number of results to (up to 300):

Search
Clear
Basic Search 
Save Search Criteria

## Click Search

< Accounts Payable
Accounts Payable WorkCenter

>>

Delete Voucher
Voucher Details

Business Unit 01110      Voucher 00007684

**Supplier**

Supplier 0000007818 Highgate Apartments

Short Name HIGHGATEAP-001

**Voucher Information**

Invoice delete112218	Origin ONL	Header Budget Status Valid
Date 10/22/2018	Group	Non-Prorated Budget Status Valid
Gross Amount 35.00 USD		Entry Status Postable
Related Voucher		

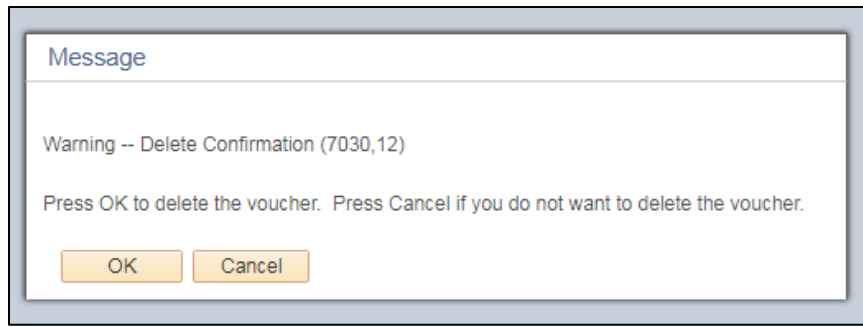
Delete

Save
 Return to Search
 Notify

Delete Voucher | Voucher Details

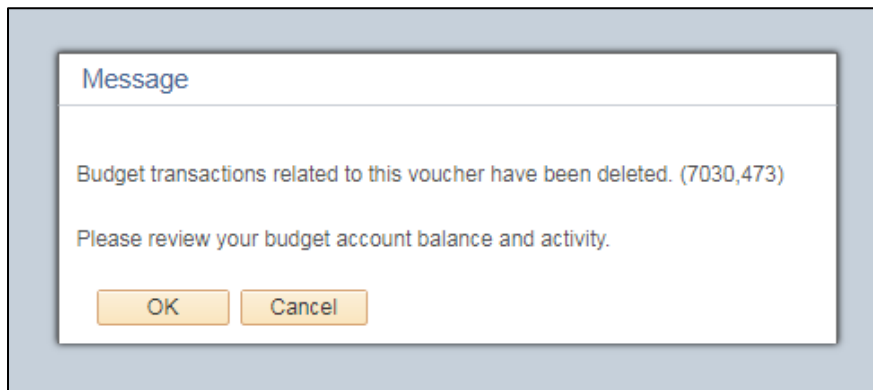
## Click Delete





Warning message displays. **(This message only displays if the voucher being deleted has been budget checked.)**

**Click OK**



**Click OK**

The voucher has been deleted. Budget checking does not need to run after deleting. The system automatically budget checks the voucher with the delete process and puts the money back into your available balance.

## Finalize a PO on the PO Voucher

**Situations when this function is used:** A purchase order was entered for what ended up being an amount greater than what was needed. The invoice has been received and a PO Voucher has been entered to pay the invoice. The invoice is the final invoice and the remaining encumbrance on the purchase order needs to be liquidated.

**Required Fields:**        **Business Unit**  
                                  **Voucher ID**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry

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

The screenshot shows the 'Accounts Payable WorkCenter' interface. The left sidebar contains a 'Links' pagelet with a green border, listing 'Voucher Entry' as the selected option. The main area is titled 'Voucher' and features two buttons: 'Find an Existing Value' (highlighted in red) and 'Add a New Value'. Below these buttons is a form with the following fields:

- Business Unit:
- Voucher ID:
- Voucher Style:
- Supplier Name:
- Short Supplier Name:
- Supplier ID:
- Supplier Location:
- Address Sequence Number:
- Invoice Number:
- Invoice Date:
- Gross Invoice Amount:
- Freight Amount:
- Sales Tax Amount:
- Entered VAT Amount:
- Misc Charge Amount:
- PO Business Unit:
- PO Number:
- Tax Exempt Flag:
- Estimated No. of Invoice Lines:

An 'Add' button is located at the bottom of the form.

Your default BU will appear in the Business Unit field.

**Click on Find an Existing Value**

### Enter Business Unit

- leave as default  
or
- enter the appropriate business unit

### Enter Voucher ID

- enter the Voucher ID associated with the purchase order you need to liquidate

### Click Search

Voucher Summary page loads.

<a href="#">Summary</a>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>
<b>Business Unit</b> 02300		<b>Invoice Date</b> 11/17/2018			
<b>Voucher ID</b> 00100420		<b>Invoice No</b> PO-18 1117LH			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 62.50 USD			
<b>Supplier Name</b> Forward, Jeffrey W. 2899 Hinesburg Rd Richmond, VT 05477					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Net 30			
<b>Match Status</b> Matched		<b>Voucher Source</b> Online			
<b>Approval Status</b> Approved		<b>Origin</b> ONL			
<b>Post Status</b> Unposted		<b>Created On</b> 11/17/2018 2:35PM			
		<b>Created By</b> LHICKORY			
		<b>Last Update</b> 11/27/2018 3:11PM			
<b>Budget Status</b> Not Chk'd		<b>Modified By</b> ETEST			
		<b>ERS Type</b> Not Applicable			
<b>Budget Misc Status</b> Valid		<b>Close Status</b> Open			
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					

### Click on Invoice Information tab

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 02300 Invoice No PO-18 1117LH  
 Voucher ID 00100420 Accounting Date 11/17/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 11/17/2018 Basis Date Type Inv Date  
 Invoice Received  
 Forward, Jeffrey W.  
 Supplier ID 000002393 Grant ID  
 ShortName FORWARD\_JE-003 CFDA#  
 Location SINGLE  
 \*Address 1

Invoice Total  
 Line Total 62.50  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 62.50  
 Difference 0.00

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

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down  
 Distribute by Amount  
 Item 0000000000000086  
 Quantity 25.0000  
 UOM GAL  
 Unit Price 2.50000  
 Line Amount 62.50

SpeedChart  
 Ship To PDLCMTP001  
 Description LIQUID PROPANE - GAS  
 C/P Indicator C

Purchase Order  
 02300|000004449|1|1  
 Associate Receiver(s)

One Asset Calculate

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

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1			62.50	25.0000	02300	521230	50300	2300007000			

Click on Finalize document

**Note:** If you know that the voucher you are entering against this purchase order is the last voucher to be entered (or maybe the only voucher) but it is for less than the amount of the purchase order, you may click on the Finalize document icon when entering the voucher once the voucher is saved. The voucher budget checking process will release the remaining encumbrance from the purchase order.

Warning Message below displays

Message

This action will finalize all eligible distributions for this line. Continue? (7030,344)

Yes No

Click YES

Invoice Information page opens again

Click Save

Click on the Summary tab

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b>	02300	<b>Invoice Date</b>	11/17/2018			
<b>Voucher ID</b>	00100420	<b>Invoice No</b>	PO-18 1117LH			
<b>Voucher Style</b>	Regular	<b>Invoice Total</b>	62.50	USD		
<b>Supplier Name</b>	Forward, Jeffrey W. 2899 Hinesburg Rd Richmond, VT 05477					
<b>Entry Status</b>	Postable	<b>Pay Terms</b>	Net 30			
<b>Match Status</b>	Matched	<b>Voucher Source</b>	Online			
<b>Approval Status</b>	Approved	<b>Origin</b>	ONL			
<b>Post Status</b>	Unposted	<b>Created On</b>	11/17/2018 2:35PM			
		<b>Created By</b>	LHICKORY			
		<b>Last Update</b>	11/27/2018 3:11PM			
		<b>Modified By</b>	EEST			
<b>Budget Status</b>	Not Chk'd	<b>ERS Type</b>	Not Applicable			
<b>Budget Misc Status</b>	Valid	<b>Close Status</b>	Open			
<b>*View Related</b>	<input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					

The Summary page shows that the voucher is still approved but is not budget checked or posted. If a voucher is posted, finalizing a voucher on the purchase order does not cause the voucher to move back to unposted status.

To Budget Check the voucher, follow the steps in this manual for budget checking a voucher online.

Once the budget checking process is complete the encumbered balance on the PO is liquidated and spending authority returned to your budget. This can be confirmed by reviewing the PO Accounting Entries (there should be no remaining balance on the PO) or by reviewing your Budget Details.

You can find out more about PO Accounting Entries in the **Purchasing 102 Manual**. More about Budget Details can be found in the **Commitment Control Manual**. Both documents can be found on the Finance website at:

<http://finance.vermont.gov/training-and-support/vision-manuals>

## Finalize Some PO Lines on the PO Voucher

**Situations when this function is used:** A purchase order was entered for several items from a supplier; there is more than one line on the purchase order. An invoice has been received and a PO Voucher has been entered to pay the invoice. The invoice is the final invoice for one of the lines on the PO, so any remaining encumbrance on the purchase order (for that line) needs to be liquidated.

**Required Fields:**      **Business Unit**  
                                 **Voucher ID**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry

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

### Voucher

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

▼ **Search Criteria**

Business Unit = ▾  🔍

Voucher ID begins with ▾

Invoice Number begins with ▾

Invoice Date = ▾  📅

Short Supplier Name begins with ▾

Supplier ID begins with ▾  🔍

Supplier Name begins with ▾

Voucher Style = ▾

Related Voucher begins with ▾

Entry Status = ▾

Voucher Source = ▾

Incomplete Voucher = ▾

Case Sensitive

Limit the number of results to (up to 300):

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

Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT. The Voucher Style = Regular Voucher.

**Click on Find an Existing Value**

**Enter Business Unit**

- leave as default
- **or**
- enter the appropriate business unit

**Enter Voucher ID**

- enter the Voucher ID associated with the purchase order you need to liquidate

**Click Search**

Voucher Summary page loads.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 02300				<b>Invoice Date</b> 12/04/2018	
<b>Voucher ID</b> 00102559				<b>Invoice No</b> 120418	
<b>Voucher Style</b> Regular				<b>Invoice Total</b> 125.00	USD
<b>Supplier Name</b> Irving Energy PO Box 11013 Lewiston, ME 04243					
<b>Entry Status</b> Postable				<b>Pay Terms</b> Net 30	
<b>Match Status</b> Matched		<a href="#">Approval History</a>		<b>Voucher Source</b> Online	
<b>Approval Status</b> Approved				<b>Origin</b> ONL	
<b>Post Status</b> Unposted				<b>Created On</b> 12/04/2018 11:55AM	
				<b>Created By</b> ETEST	
				<b>Last Update</b> 12/04/2018 2:42PM	
<b>Budget Status</b> Valid				<b>Modified By</b> HDUKE	
				<b>ERS Type</b> Not Applicable	
<b>Budget Misc Status</b> Valid				<b>Close Status</b> Open	
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					

**Click on Invoice Information tab**

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 02300 Invoice No 120418  
 Voucher ID 00102559 Accounting Date 12/04/2018  
 Voucher Style Regular Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 12/04/2018 Basis Date Type Inv Date  
 Invoice Received

**Invoice Total**  
 Line Total 125.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 125.00  
 Difference 0.00

Supplier: **Irving Energy**  
 Supplier ID 0000001293 Grant ID  
 ShortName IRVING ENE-002 CFDA#  
 Location MULTIPLE  
 \*Address 10

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down  
 Distribute by Amount  
 Item 00000000000000086  
 Quantity 50.0000  
 UOM GAL  
 Unit Price 2.50000  
 Line Amount 125.00

SpeedChart  
 Ship To PDLCMTP001  
 Description LIQUID PROPANE - GAS  
 C/P Indicator C

**Purchase Order**  
 02300|0000004533|1|1  
 Associate Receiver(s)

One Asset Calculate


Scroll down to the Invoice Lines section.

Invoice Lines Find | View All

Line 1 Copy Down  
 Distribute by Amount  
 Item 00000000000000086  
 Quantity 50.0000  
 UOM GAL  
 Unit Price 2.50000  
 Line Amount 125.00

SpeedChart  
 Ship To PDLCMTP001  
 Description LIQUID PROPANE - GAS  
 C/P Indicator C

**Purchase Order**  
 02300|0000004533|1|1  
 Associate Receiver(s)



In Invoice Lines, click on Finalize Document icon in Line 1.

**Note:** This will finalize Line 1 ONLY on the purchase order

Warning Message below displays

**Message**

This action will finalize all eligible distributions for this line. Continue? (7030,344)

**Yes** No

Click YES

Invoice Information page opens again

Click Save

Click on the Summary tab



Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 02300				<b>Invoice Date</b> 12/04/2018	
<b>Voucher ID</b> 00102559				<b>Invoice No</b> 120418	
<b>Voucher Style</b> Regular				<b>Invoice Total</b> 125.00	USD
<b>Supplier Name</b> Irving Energy PO Box 11013 Lewiston, ME 04243					
<b>Entry Status</b> Postable				<b>Pay Terms</b> Net 30	
<b>Match Status</b> Matched				<b>Voucher Source</b> Online	
<b>Approval Status</b> Approved				<b>Origin</b> ONL	
<b>Post Status</b> Unposted				<b>Created On</b> 12/04/2018 11:55AM	
				<b>Created By</b> ETEST	
				<b>Last Update</b> 12/04/2018 3:00PM	
<b>Budget Status</b> Not Chk'd				<b>Modified By</b> ETEST	
				<b>ERS Type</b> Not Applicable	
<b>Budget Misc Status</b> Valid				<b>Close Status</b> Open	
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					

The Summary page shows that the voucher is still approved but is not budget checked or posted. If a voucher is posted, finalizing a voucher on the purchase order does not cause the voucher to move back to unposted status.

To Budget Check the voucher follow the steps in this manual for budget checking a voucher online.

Once the budget checking process is complete the encumbered balance on the PO Line is liquidated and spending authority returned to your budget. This can be confirmed by reviewing the PO Accounting Entries (there should be no remaining balance on that line of the PO) or by reviewing your Budget Details.

## Payment Information on the Voucher

**Situations when this function is used:** To find out if a voucher has been paid, the payment date and the payment reference number.

**Required Fields:**      **Business Unit**  
                                 **Voucher ID**

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry

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

**Enter Business Unit or leave as default**

**Enter Voucher ID**

**Voucher**

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


[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Business Unit	=	▼	01110	🔍
Voucher ID	begins with	▼	00007663	
Invoice Number	begins with	▼		
Invoice Date	=	▼		📅
Short Supplier Name	begins with	▼		
Supplier ID	begins with	▼		🔍
Supplier Name	begins with	▼		
Voucher Style	=	▼		▼
Related Voucher	begins with	▼		
Entry Status	=	▼		▼
Voucher Source	=	▼		▼
Incomplete Voucher	=	▼		▼

**Case Sensitive**

Limit the number of results to (up to 300):

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

[Find an Existing Value](#) | [Add a New Value](#)

**Click Search**

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 01110		<b>Invoice Date</b> 07/26/2018			
<b>Voucher ID</b> 00007663		<b>Invoice No</b> 82918-10			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 50.00	USD		
<b>Supplier Name</b> McRae Truck & Auto 26 Middle Rd Milton, VT 05468					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Net 30			
<b>Match Status</b> No Match	<a href="#">Approval History</a>	<b>Voucher Source</b> Online			
<b>Approval Status</b> Approved		<b>Origin</b> ONL			
<b>Post Status</b> Posted		<b>Created On</b> 08/29/2018 1:43PM			
		<b>Created By</b> CTOUCHET			
		<b>Last Update</b> 08/29/2018 1:53PM			
		<b>Modified By</b> SFULLER			
		<b>ERS Type</b> Not Applicable			
		<b>Close Status</b> Open			
<b>Budget Status</b> Valid					
<b>Budget Misc Status</b> Valid					
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>	
<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>					

The voucher has been approved and budget checked so that means it is eligible to be picked up in a paycycle.

### Click on Payments Tab

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 01110		<b>Invoice No</b> 82918-10			
<b>Voucher ID</b> 00007663		<b>Invoice Date</b> 07/26/2018		<b>Action</b> <input type="text"/>	
<b>Voucher Style</b> Regular Voucher					
<b>Total Amount</b> 50.00		<b>*Pay Terms</b> NET30	Net 30		
<b>Supplier Name</b> McRae Truck & Auto					
<b>Payment Information</b> <span style="float: right;"><a href="#">Find</a>   <a href="#">View All</a></span>					
<b>Payment 1</b>		<b>Gross Amount</b> 50.00 USD	<b>Scheduled Due</b> 08/29/2018		
<b>*Remit to</b> 0000005102		<b>Discount</b> 0.00 USD	<b>Net Due</b> 08/25/2018		
<b>Location</b> SINGLE			<b>Discount Due</b>		
<b>*Address</b> 1			<b>Accounting Date</b> 08/30/2018		
McRae Truck & Auto 26 Middle Rd Milton, VT 05468					

Payment Options			
<b>*Bank</b> PEOP3	<b>Pay Group</b>	<b>*Netting</b> Not Applicable	
<b>*Account</b> 0005	<b>*Handling</b> Regular Payment	<b>L/C ID</b>	
<b>*Method</b> CHK <input type="checkbox"/> Check	<b>Hold Reason</b>	<b>Actions</b>	
<b>Message</b> <input type="text"/>			
Message will appear on remittance advice.			
<b>Schedule Payment</b>			
<b>*Action</b> Schedule Payment	<b>Payment Date</b> 08/30/2018		
<b>Pay</b>	<b>Reference</b> 0000053697		
<input type="button" value="Save"/>			

Under Schedule Payment the Payment Date has been filled in with a date. This is the date the payment was made.

Reference is the number assigned to the payment and is the check number.

If the Payment Date and Reference number had not been filled in that would mean the voucher had not been picked up in a paycycle yet.

## Inquire on Voucher Payment Information

There are a couple of ways to inquire on payment information. The information below will show two ways to obtain the payment information for a voucher.

**Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

### Voucher

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

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit	=	▼	01110	
Voucher ID	begins with	▼	00007577	
Invoice Number	begins with	▼		
Invoice Date	=	▼		
Short Supplier Name	begins with	▼		
Supplier ID	begins with	▼		
Supplier Name	begins with	▼		
Voucher Style	=	▼		
Related Voucher	begins with	▼		
Entry Status	=	▼		
Voucher Source	=	▼		
Incomplete Voucher	=	▼		

Case Sensitive

Limit the number of results to (up to 300):

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

[Find an Existing Value](#) | [Add a New Value](#)

**Enter the Voucher ID and Click Search**

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 01110		<b>Invoice Date</b> 01/19/2018			
<b>Voucher ID</b> 00007577		<b>Invoice No</b> I51645386			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 98.66		USD	
<b>Supplier Name</b> W.B. Mason Co., Inc. PO Box 981101 Boston, MA 02298-1101					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Net 30			
<b>Match Status</b> No Match	<a href="#">Preview Approval</a>	<b>Voucher Source</b> Online			
<b>Approval Status</b> Approved		<b>Origin</b> ONL			
<b>Post Status</b> Posted		<b>Created On</b> 02/26/2018 12:00AM			
		<b>Created By</b> CTOUCHET			
		<b>Last Update</b> 02/26/2018 12:00AM			
		<b>Modified By</b> CTOUCHET			
<b>Budget Status</b> Valid		<b>ERS Type</b> Not Applicable			
<b>Budget Misc Status</b> Valid		<b>Close Status</b> Open			
<a href="#">View Related</a> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<a href="#">Return to Search</a>	<a href="#">Notify</a>	<a href="#">Refresh</a>	<a href="#">Add</a>	<a href="#">Update/Display</a>	
<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>					

### Select Payment Inquiry from list and Click Go

The Payment Inquiry screen will open in a new window with search criteria for this voucher already filled in.

### Payment Inquiry

**Search Criteria**

Search Name

**From**

From Supplier Name 1

Supplier Location

\*Amount Rule

Amount

\*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

**To**

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Supplier

Settle By

Settlement Status

Single Payment Vouchers

Max Rows

Show Chart

**Sorting Criteria**

1st sort   Descending

2nd sort   Descending

**Payment Inquiry Result** Personalize | Find | View All | First 1 of 1 Last

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	<a href="#">0000023886</a>	System Check	1,595.73	USD	02/28/2018	02/28/2018	Paid	Reconciled	03/12/2018

Source, Payment Reference ID, Payment Method, Amount, Creation Date, Payment Date, Payment Status, Reconciliation Status and Reconciliation Date (if applicable) are all displayed. If more than one row is returned, columns can be sorted by clicking on the column heading.

A Reconciliation Status of 'Unreconciled' indicates that a payment has not been cashed by the supplier. *Note: Internal wire payments will always be returned with a reconciliation status of unreconciled as these payments do not go through the reconciliation process in VISION.*

Click on the Payment Reference ID link to view the vouchers that are included in the payment.

## Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name Peoples United Bank

Pymnt Ref ID 0000023886

Bank Account # \*\*\*\*\*0444

Accounting Date 02/28/2018

Pay Cycle VENDOR Seq Num 4286

Payment Date 02/28/2018

Days Outstanding 5

Supplier Name W.B. Mason Co., Inc.

Payment Clear Date 03/05/2018

Address PO Box 981101

Reconcile Date 03/12/2018

Value Date 02/28/2018

Boston MA 02298- USA  
1101

Payment Amount 1,595.73 USD Payment Method CHK

Description

Details											Personalize	Find	View All	First	1-10 of 24	Last
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source						
01100	00029004	1	01/19/2018	I51645396	54.58	54.58	USD			Accounts Payable Vouchers						
01100	00028998	1	01/26/2018	I51869675	20.55	20.55	USD			Accounts Payable Vouchers						
01110	00007577	1	01/19/2018	I51645396	98.66	98.66	USD			Accounts Payable Vouchers						
01110	00007575	1	01/26/2018	I51869675	61.65	61.65	USD			Accounts Payable Vouchers						
01260	00141874	1	12/05/2017	I50291470	32.97	32.97	USD			Accounts Payable Vouchers						
02120	00195749	1	02/05/2018	I52131084	7.85	7.85	USD			Accounts Payable Vouchers						
02140	00260564	1	02/21/2018	CR5159457	-43.77	-43.77	USD			Accounts Payable Vouchers						
03440	01397915	1	02/05/2018	CR5098927	-6.72	-6.72	USD			Accounts Payable Vouchers						
03440	01397914	1	01/30/2018	I51967466	9.16	9.16	USD			Accounts Payable Vouchers						
03440	01397913	1	01/29/2018	I51903437	261.46	261.46	USD			Accounts Payable Vouchers						

In this case multiple vouchers are included in this one payment. Columns can be sorted by clicking on the column heading.

Or



**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) >Links Pagelet > Review Accounts Payable Information > Payment

**Navigator Menu Navigation:** Accounts Payable > Review Accounts Payable Information > Payments > Payment

**Payment Inquiry**

▼ Search Criteria

Search Name  🔍

**From**  🔍 **To**  🔍

From Supplier Name 1  🔍

Supplier Location  🔍

\*Amount Rule  ▼

Amount

\*Currency  🔍

Bank SetID  🔍

Bank Code  🔍

Bank Account  🔍

Bank Account #

From Ref ID

From Payment Date  📅

Payment Method  ▼

Pay Cycle  🔍

Seq Num  🔍

Payment Status  ▼

Remit SetID  🔍

Remit Supplier  🔍

Settle By  ▼

Settlement Status  ▼

Single Payment Vouchers

Max Rows    Keyword Search

Show Chart \*Chart Type  ▼

▼ Sorting Criteria

1st sort  ▼  Descending

2nd sort  ▼  Descending

**Click Search**

## Enter Search Criteria

This example shows using the Payment Reference (From Ref ID field) for search criteria.

Payment Inquiry

▼ Search Criteria

Search Name ALL

**From** **To**

From Supplier Name 1

Supplier Location

\*Amount Rule Any

Amount

\*Currency

Bank SetID STATE

Bank Code

Bank Account

Bank Account #

**From Ref ID 0000053697**

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID STATE

Remit Supplier

Settle By

Settlement Status

Single Payment Vouchers

Max Rows 300 Search Clear Keyword Search

Show Chart \*Chart Type Bar Chart

## Click Search

Max Rows 300 Search Clear Keyword Search

Show Chart \*Chart Type Bar Chart

▶ Sorting Criteria

**Payment Inquiry Result** Personalize | Find | View All | First 1-3 of 3 Last

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	0000053697	System Check	1,200.00	USD	08/30/2018	08/30/2018	Paid	Unreconciled	

Source, Payment Reference ID, Payment Method, Amount, Creation Date, Payment Date, Payment Status, Reconciliation Status and Reconciliation Date (if applicable) are all displayed. If more than one row is returned, columns can be sorted by clicking on the column heading.

A Reconciliation Status of 'Unreconciled' indicates that a payment has not been cashed by the supplier.  
*Note: Internal wire payments will always be returned with a reconciliation status of unreconciled as these payments do not go through the reconciliation process in VISION.*

Vouchers For a Payment

[Back To Payment Inquiry](#)

**Bank Name** Peoples United Bank  
**Bank Account #** \*\*\*\*\*0444  
**Pay Cycle** VENDR3 **Seq Num** 49  
**Supplier Name** McRae Truck & Auto  
**Address** 26 Middle Rd  
 Milton VT 05468 USA  
**Payment Amount** 1,200.00 USD **Payment Method** CHK  
**Description**

**Pymnt Ref ID** 0000053697  
**Accounting Date** 08/30/2018  
**Payment Date** 08/30/2018  
**Days Outstanding** 62  
**Payment Clear Date**  
**Reconcile Date**  
**Value Date** 08/30/2018

Details											Personalize	Find	View All	First	1-10 of 25	Last
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source						
01110	00007663	1	07/26/2018	82918-10	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007662	1	07/28/2018	82918-09	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007661	1	07/28/2018	82918-08	0.00	0.00	USD			Accounts Payable Vouchers						
01110	00007660	1	07/28/2018	82918-07	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007659	1	07/28/2018	82918-06	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007658	1	07/28/2018	82918-05	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007657	1	07/28/2018	82918-04	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007656	1	07/28/2018	82918-03	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007655	1	07/28/2018	82918-02	50.00	50.00	USD			Accounts Payable Vouchers						
01110	00007654	1	07/28/2018	82918-01	50.00	50.00	USD			Accounts Payable Vouchers						

In this case multiple vouchers are included in this one payment. Columns can be sorted by clicking on the column heading.

## Inquire on Voucher Accounting Entries

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Review Accounts Payable Information > Accounting Entries

**Navigator Menu Navigation:** Accounts Payable > Review Accounts Payable Information > Vouchers > Accounting Entries

### Reasons why you might use this:

- To review the accounting entries that journal generated to the GL and view the associated source AP journal id's;
- To see if a voucher has been unposted and posted again;
- To see if a payment has been cancelled and reissued;
- To see if a voucher has been closed.

### Voucher Accounting Entries

\*Business Unit

Voucher ID

Invoice Number

\*Accounting Line View Option

Invoice Date

Show Foreign Currency

Supplier ID

\*Sort By

Supplier Name

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

Posting Process	GL Dist Status	Posting Date
Personalize   Find   View All   First 1 of 1 Last		
<div style="display: flex; justify-content: space-between; padding: 2px;"><span>Main Information</span><span>Chartfields</span><span>Journal</span><span>⋮</span></div>		
Description	Monetary Amount	Accounting Date

Business Unit Defaults in

Enter full 10-digit Voucher ID including the leading zeros.

**Click Search**

**Voucher Accounting Entries**

\*Business Unit  Voucher ID  Invoice Number   
 \*Accounting Line View Option  Invoice Date 07/26/2018  Show Foreign Currency  
 Supplier ID 0000005102 \*Sort By   
 Supplier Name McRae Truck & Auto

Accounting Information   First 1 of 2 Last

Posting Process AP Accrual GL Dist Status None Posting Date 09/04/2018

Personalize |  |  |  | First 1-2 of 2 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-50.00	USD	ACTUALS	01110	08/29/2018
Expense Distribution	50.00	USD	ACTUALS	01110	08/29/2018

Click on the Chartfields and Journal pages to view more information.

Click on View All to see the Payment part of the accounting entries.

**Voucher Accounting Entries**

\*Business Unit  Voucher ID  Invoice Number   
 \*Accounting Line View Option  Invoice Date 07/26/2018  Show Foreign Currency  
 Supplier ID 0000005102 \*Sort By   
 Supplier Name McRae Truck & Auto

Accounting Information   First 1-2 of 2 Last

Posting Process AP Accrual GL Dist Status None Posting Date 09/04/2018

Personalize |  |  |  | First 1-2 of 2 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-50.00	USD	ACTUALS	01110	08/29/2018
Expense Distribution	50.00	USD	ACTUALS	01110	08/29/2018

Posting Process Payments GL Dist Status None Posting Date 09/04/2018

Personalize |  |  |  | First 1-4 of 4 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Cash Distribution	-50.00	USD	ACTUALS	00005	08/30/2018
I/U Cash Distribution	50.00	USD	ACTUALS	00005	08/30/2018
Accounts Payable	50.00	USD	ACTUALS	01110	08/30/2018
I/U Cash Distribution	-50.00	USD	ACTUALS	01110	08/30/2018

Click on the Chartfields page and the Journal page to view more information.

## Enter an Amortization Voucher

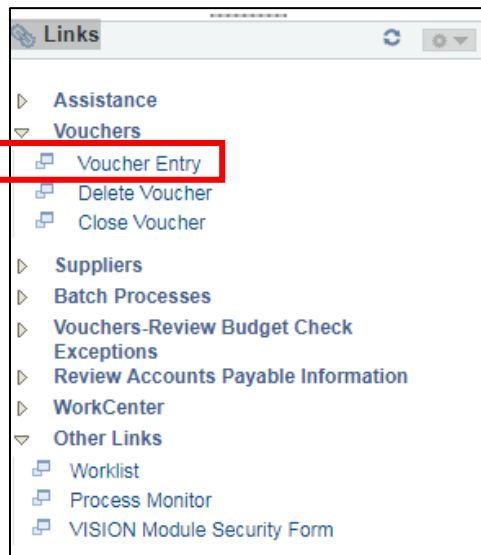
**Situations when this function is used:** The State will use the new Amortization Voucher Style to create and pay vouchers expensed to a prepaid Account; an added style for Proprietary fund users which uses accrual accounting for prepaid expenses.

### What is an Amortization Type and Schedule?

The new voucher style will include an Amortization Type which defines the offset accounting information. A Start Date and End Date is used to create the Amortization Schedule. The schedule and type are used to build the journals that reduce the prepaid balance and book the expense. The journals are created using the Generate Amortization Journals process based on the Amortization Schedule.

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as "Regular Voucher".

**Voucher**

Find an Existing Value    Add a New Value

Business Unit

Voucher ID NEXT

Voucher Style Regular Voucher ▼

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount  0.000

Freight Amount  0.000

Sales Tax Amount  0.000

Misc Charge Amount  0.000

PO Business Unit

PO Number

Tax Exempt Flag

Estimated No. of Invoice Lines  1

Add

**Enter Business Unit** (if not using your default BU)

**Select Voucher Style** = Amortization Voucher

**Enter Supplier ID**

- Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Enter Invoice Number**

- Enter Supplier's Invoice number.

**Enter Invoice Date**

- As per the Supplier's invoice

**Enter Gross Invoice Amount**

**Click Add button or hit Enter**

**Invoice information page displays. Invoice and Supplier information defaults from previous page.**

Invoice Information | Payments | Voucher Attributes

Business Unit 01167 Invoice No PFAMORTINV  
 Voucher ID NEXT Accounting Date 10/30/2018  
 Voucher Style Amortization Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 10/30/2018 Basis Date Type Inv Date  
 Invoice Received

**Product Identification & Processing**  
 Supplier ID 0000018381 Control Group  
 ShortName PRODUCTIDE-001  
 Location SINGLE  
 \*Address 1

**Invoice Total**  
 Line Total 120.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 120.00  
 Difference 0.00

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

Save Save For Later Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PBGSMTP001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

One Asset Calculate

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

GL Chart	Exchange Rate	Assets	Amortization									
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	
<input type="checkbox"/>	1	120.00		01160	140218						10/30/2018	

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

### Under Distribution Lines

- Account: Defaults as 140218. Review this default account and overwrite it if a different prepaid account should be used.
- Enter Fund
- Enter Department
- Enter Program
- Enter Class
- Enter Project



**Invoice Information** | Payments | Voucher Attributes

Business Unit 01167 Invoice No APAMORTINV  
 Voucher ID NEXT Accounting Date 10/30/2018  
 Voucher Style Amortization Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 10/30/2018 Basis Date Type Inv Date  
 Invoice Received

**Invoice Total**

Line Total	120.00
*Currency	USD
Miscellaneous	
Freight	
Total	120.00
Difference	0.00

**Product Identification & Processing**

Supplier ID 0000018381 Control Group  
 ShortName PRODUCTIDE-001 Incomplete Voucher  
 Location SINGLE  
 \*Address 1

Save Save For Later Calculate Print

Copy From Source Document

**Invoice Lines** Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PBGSMTF001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

**Distribution Lines** Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Assets	Amortization	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class	Project	Budget Date
					1	120.00		01160	140002		58700	1160309100	36021	00001	LEASE290	10/30/2018

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

Click Amortization tab on the Distribution Lines

### Under Amortization Tab

- Enter Start Date
- Enter End Date
- Select Amortization Type

**Invoice Information** | Payments | Voucher Attributes

Business Unit 01167 Invoice No APAMORTINV  
 Voucher ID NEXT Accounting Date 10/30/2018  
 Voucher Style Amortization Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 10/30/2018 Basis Date Type Inv Date  
 Invoice Received

**Invoice Total**

Line Total	120.00
*Currency	USD
Miscellaneous	
Freight	
Total	120.00
Difference	0.00

**Product Identification & Processing**

Supplier ID 0000018381 Control Group  
 ShortName PRODUCTIDE-001 Incomplete Voucher  
 Location SINGLE  
 \*Address 1

Save Save For Later Calculate Print

Copy From Source Document

**Invoice Lines** Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PBGSMTF001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

**Distribution Lines** Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Assets	Amortization	Copy Down	Line	Merchandise Amt	Quantity	Start Date	End Date	Amortization Type	Amortization ID
					1	120.00		10/30/2018	04/30/2019	8701	

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

Click the Save button-Transaction saves and voucher ID is assigned.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 01167 Invoice No APAMORTINV  
 Voucher ID 00042079 Accounting Date 09/30/2018  
 Voucher Style Amortization Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 09/30/2018 Basis Date Type Inv Date  
 Invoice Received

**Invoice Total**  
 Line Total 120.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 120.00  
 Difference 0.00

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

Product Identification & Processing  
 Supplier ID 0000018381 Control Group  
 ShortName PROUCTIDE-001  
 Location SINGLE  
 \*Address 1

Save Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last  
 Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PBGSMTP001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

One Asset Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last  
 GL Chart Exchange Rate Assets Amortization  
 Copy Down Line Merchandise Amt Quantity Start Date End Date Amortization Type Amortization ID  
 1 120.00 10/30/2018 04/30/2019 0000000003

Save Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

### Select Invoice Information page

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 01167 Invoice No APAMORTINV  
 Voucher ID 00042079 Accounting Date 09/30/2018  
 Voucher Style Amortization Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 09/30/2018 Basis Date Type Inv Date  
 Invoice Received

**Invoice Total**  
 Line Total 120.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 120.00  
 Difference 0.00

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

Product Identification & Processing  
 Supplier ID 0000018381  
 ShortName PROUCTIDE-001  
 Location SINGLE  
 \*Address 1

Save Action Budget Checking **Run** Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last  
 Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PBGSMTP001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

One Asset Calculate

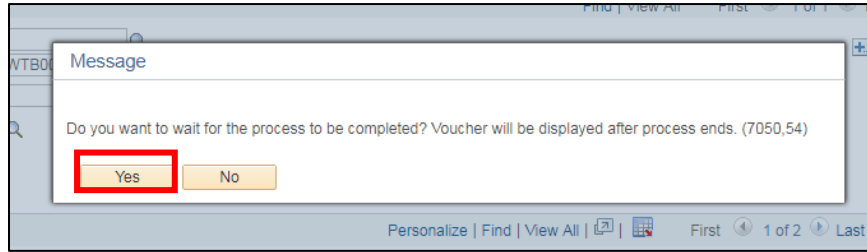
Distribution Lines Personalize | Find | View All | First 1 of 1 Last  
 GL Chart Exchange Rate Assets Amortization  
 Copy Down Line Merchandise Amt Quantity \*GL Unit Account Fund Dept Program Class Project Budget Date  
 1 120.00 01160 140002 58700 1160309100 36021 00001 LEASE290 09/30/2018

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

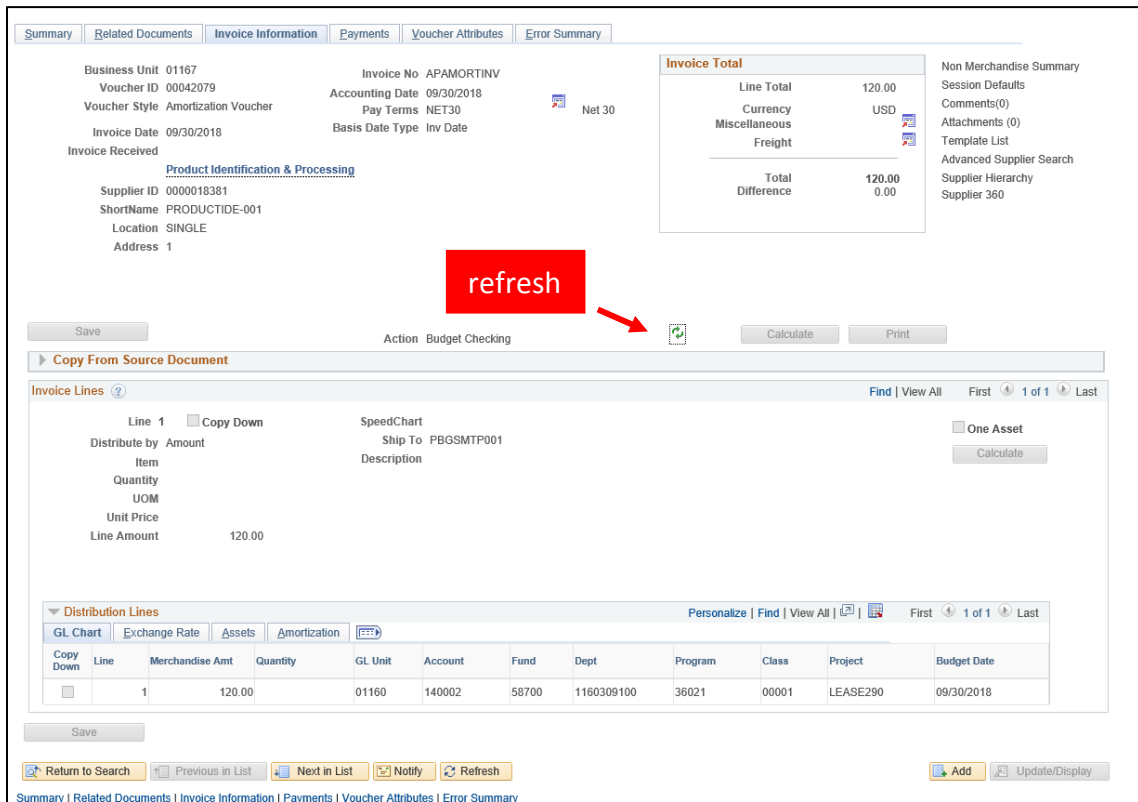
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

- Select Action-Budget Checking
- Click Run

Message Appears:



Click Yes



Click refresh button until Submit Approval button appears

Business Unit 01167 Invoice No APAMORTINV  
 Voucher ID 00042079 Accounting Date 09/30/2018  
 Voucher Style Amortization Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 09/30/2018 Basis Date Type Inv Date

**Invoice Total**  
 Line Total 120.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 120.00  
 Difference 0.00

**Product Identification & Processing**  
 Supplier ID 000018381  
 ShortName PRODUCTIDE-001  
 Location SINGLE  
 \*Address 1

Save Action Run Calculate Print **Submit Approval**

Copy From Source Document

Invoice Lines  
 Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

SpeedChart  
 Ship To PBGSMTF001  
 Description

One Asset  
 Calculate

Distribution Lines  
 Personalize Find View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	120.00		01160	140002	58700	1160309100	36021	00001	LEASE290	09/30/2018

Save  
 Return to Search Notify Refresh Add Update/Display

Click on Submit Approval

Approval Comments

Business Unit 01167  
 Voucher ID 00042079

Additional Details

254 characters remaining

**OK** Cancel Refresh

The Approval Comments box appears. Enter Additional Details if needed and click OK.

The screenshot displays a web interface for voucher management. At the top, there are navigation tabs: 'Payments', 'Voucher Attributes', 'Error Summary', and 'Approval Summary'. Below the tabs, the following information is shown:

- Business Unit 01167
- Voucher ID 00042079

The main heading is **Voucher Approval Stage 1**. Below this, a dropdown menu shows the selected filter: **BUSINESS\_UNIT=01167, VOUCHER\_ID=00042079:Pending**. Underneath, it indicates the 'Default path for Vouchers' and shows a 'Pending' status with a clock icon. A sub-section titled 'Multiple Approvers' includes the text 'Voucher Approvers by Query'. At the bottom of the interface, there are several action buttons: 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads: 'Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary'.

The Voucher is routed for approval

After the Voucher has been approved, the Voucher is Posted as part of Batch Processing on a nightly basis. Once the Voucher is Posted the Amortization Schedule can be reviewed.

## Enter a New Voucher using a Template

**Situations when this function is used:** The State will use the new Template Voucher Style to quickly create vouchers with use of a template.

### What is a Template Voucher?

The new voucher style of Template Voucher allows users to create a Voucher that can be used to copy from in the future. Template Vouchers are built specific for an AP Business Unit and Supplier. Minimal field values are required to save the Template Voucher.

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Voucher

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Voucher

The screenshot shows the 'Accounts Payable WorkCenter' interface. On the left is a navigation pane with sections like 'My Work', 'Vouchers', 'Voucher Exceptions', 'Matching', and 'Links'. The 'Links' section is expanded, showing options like 'Assistance', 'Voucher Entry', 'Delete Voucher', and 'Close Voucher'. The main area is titled 'Voucher' and contains a form with the following fields: Business Unit (with a search icon), Voucher ID (defaulting to 'NEXT'), Voucher Style (set to 'Regular Voucher'), Supplier Name (with a search icon), Short Supplier Name (with a search icon), Supplier ID (with a search icon), Supplier Location (with a search icon), Address Sequence Number (with a search icon), Invoice Date (with a calendar icon), Gross Invoice Amount (0.000), Freight Amount (0.000), Sales Tax Amount (0.000), Misc Charge Amount (0.000), PO Business Unit (with a search icon), PO Number (with a search icon), Tax Exempt Flag (checkbox), and Estimated No. of Invoice Lines (1). An 'Add' button is located below the form. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Voucher page displays. Your default BU will appear in the BU field. The Voucher ID will default as NEXT and Voucher Style will default in as "Regular Voucher"

Enter Business Unit if not using your default BU

Enter Voucher Style of Template Voucher

**Enter Supplier ID** - Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Enter Invoice Date** – This is a required field to save the Template voucher. The invoice date used here will be updated on Regular vouchers that are created using this Template voucher.

**Enter Gross Invoice Amount** – This is a required field to save the Template voucher. The gross invoice amount used here will be updated on Regular vouchers that are created using this Template voucher.

**Click Add button or hit Enter**

**Invoice information page displays. Invoice and Supplier information defaults from previous page.**

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No INV NUMBER  
 Voucher ID NEXT Accounting Date 10/31/2018  
 Voucher Style Template Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 09/30/2018 Basis Date Type Inv Date  
 Invoice Received J.A. Russo Paving, Inc.  
 Supplier ID 0000362458 Control Group  
 ShortName J.A. RUSSO-001 Grant ID  
 Location MULTIPLE \*Address 1 CFDA#

Invoice Total  
 Line Total 100.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 100.00  
 Difference 0.00

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

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last  
 Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PFMMP001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 100.00

Distribution Lines Personalize | Find | View All | First 1 of 1 Last  
 GL Chart Exchange Rate Assets  

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	100.00		01110							10/31/2018

 Save Save For Later  
 Notify Refresh Add Update/Display

Enter invoice line(s) and distribution line(s) based on the splits that will be used for future voucher entry.

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No INV NUMBER  
 Voucher ID NEXT Accounting Date 10/31/2018  
 Voucher Style Template Voucher \*Pay Terms NET30 Net 30  
 Invoice Date 09/30/2018 Basis Date Type Inv Date  
 Invoice Received J.A. Russo Paving, Inc.  
 Supplier ID 0000362458 Control Group  
 ShortName J.A. RUSSO-001 Grant ID  
 Location MULTIPLE \*Address 1 CFDA#

Invoice Total  
 Line Total 100.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 100.00  
 Difference 0.00

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

Save Save For Later Action Run Calculate Print

Copy From Source Document

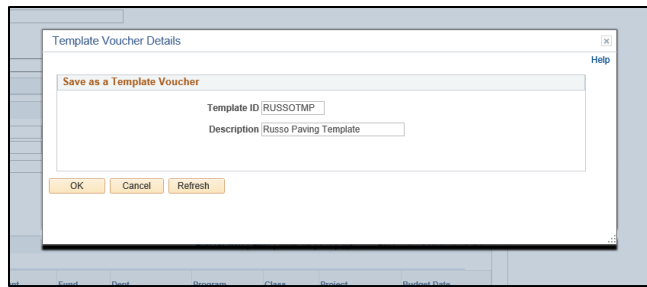
Invoice Lines Find | View All First 1 of 1 Last  
 Line 1 Copy Down SpeedChart  
 \*Distribute by Amount Ship To PFMMP001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 100.00

Distribution Lines Personalize | Find | View All | First 1 of 1 Last  
 GL Chart Exchange Rate Assets  

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	100.00		01110	520000	10000	1110003000				10/31/2018

 Save Save For Later  
 Notify Refresh Add Update/Display

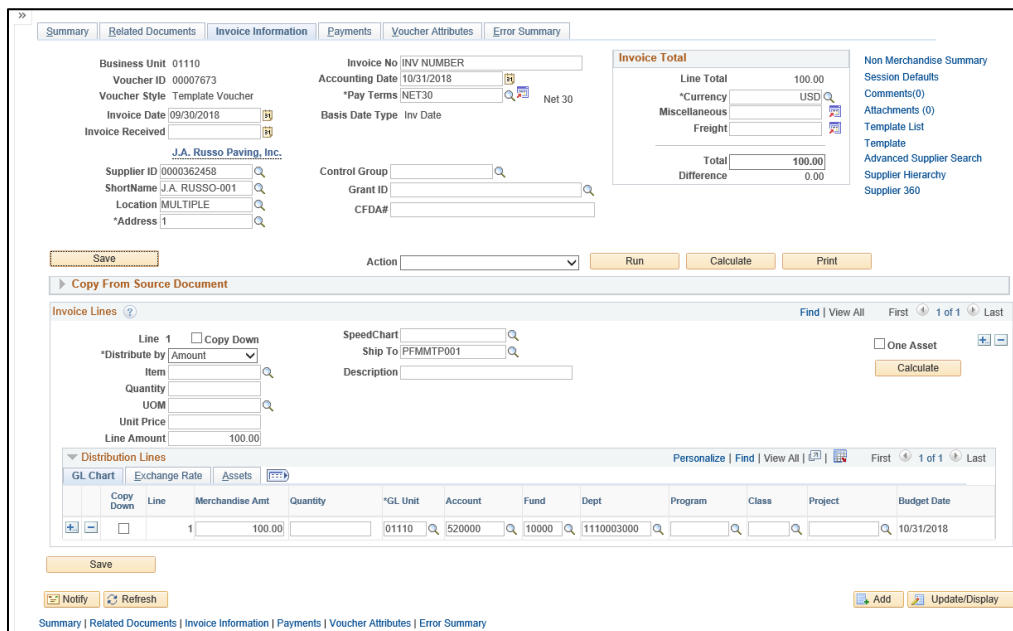
Click the Template link and the Template Voucher Details page is now displayed.



Enter a Template ID

Enter a Description

Click OK to return to the Invoice Information page.



Click the Save button. A Voucher ID is generated, and you now have a Template Voucher that can be used in Regular Voucher Entry steps as follows.

**WorkCenter Navigation:** Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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



Voucher page displays. Your default BU will appear in the BU field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”

**Enter Supplier ID** - Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate.

**Enter Invoice Number** - Enter Supplier’s Invoice number.

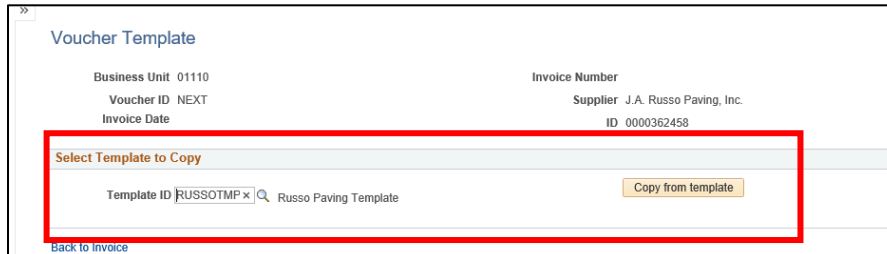
**Enter Invoice Date** - As per the Supplier’s invoice

Click the Add button and the Invoice Information page is displayed.

Expand the "Copy From Source Document" by clicking on the chevron arrow.

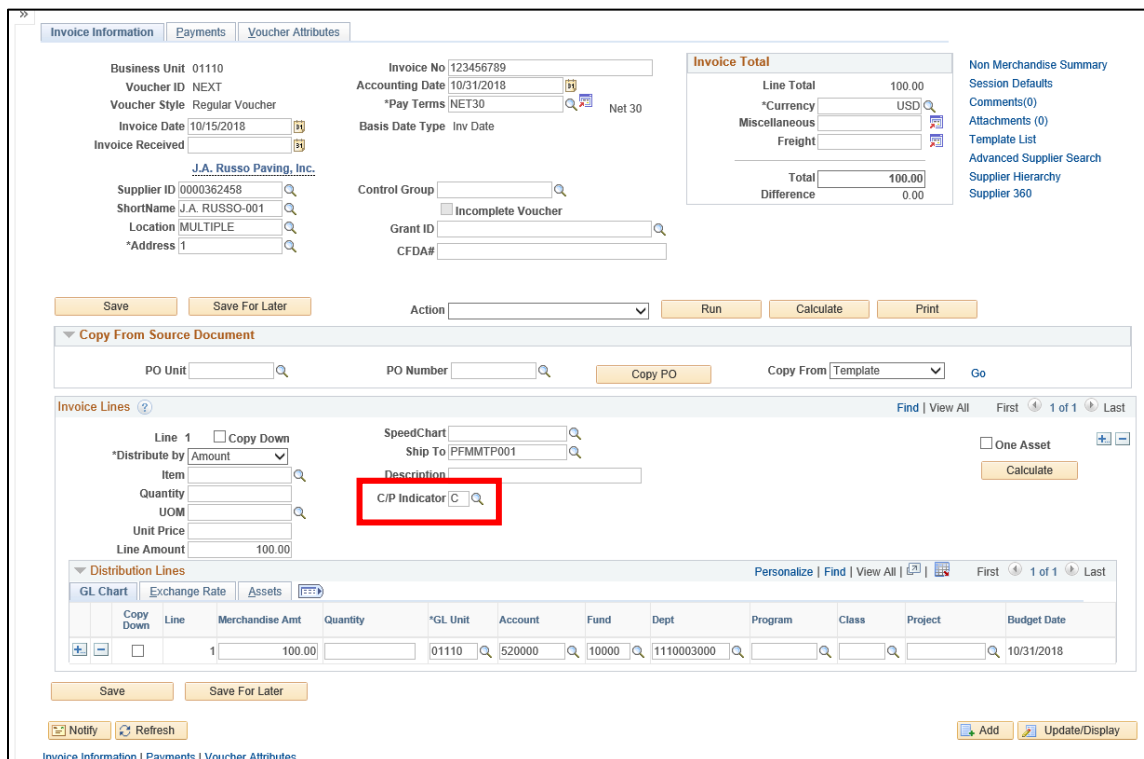
Select the Copy From option of Template

Click Go Button – the Voucher Template page is displayed



Select the Template ID that will be used to create this Regular voucher.

Click the Copy from template button. You are now returned to the Invoice Information page.



Enter C/P Indicator

Click the Save button. A Voucher ID is assigned and you can now proceed with further steps including Budget Checking and Submit Approval.

The screenshot displays a software interface for entering invoice information. The interface is organized into several sections:

- Summary:** Contains navigation tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary.
- Invoice Information:** Fields include Business Unit (01110), Invoice No (123456789), Voucher ID (00007674), Voucher Style (Regular Voucher), Accounting Date (10/31/2018), \*Pay Terms (NET30), Basis Date Type (Inv Date), Invoice Date (10/15/2018), Invoice Received, Supplier ID (0000362458), ShortName (J.A. RUSSO-001), Location (MULTIPLE), \*Address (1), Control Group, Grant ID, and CFDA#.
- Invoice Total:** A summary box showing Line Total (100.00), \*Currency (USD), Miscellaneous, Freight, Total (100.00), and Difference (0.00).
- Copy From Source Document:** Fields for PO Unit, PO Number, Copy PO, Copy From (Template), and Go.
- Invoice Lines:** Section for Line 1 with fields for \*Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (100.00), SpeedChart, Ship To (PFMMTP001), Description, and C/P Indicator (C). Includes a One Asset checkbox and a Calculate button.
- Distribution Lines:** A table with columns: GL Chart, Exchange Rate, Assets, Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. A single row is visible with values: 1, 100.00, 01110, 520000, 10000, 1110003000, and 10/31/2018.

Buttons for Save, Run, Calculate, Print, Copy PO, and Update/Display are visible throughout the interface.

## Interface Voucher Processing

**Situations when this function is used:** Departments interfacing vouchers into VISION from their own systems will be required to review and correct errors occurring when these vouchers are built in VISION by the delivered voucher build process.

### Interfaced Voucher Process:

The State will utilize the delivered Voucher Build Processes in VISION 9.2 to perform edits to voucher data to minimize data issues.

High Level Process:

- Departments send an interface voucher file according to the file layout provided by ADS.
- As part of a Batch Schedule, interface files provided by departments will be processed at the pre-determined scheduled time.
- The file data must meet certain criteria or the file will not be loaded and a “fatal” error will be returned to the department.
- If there are no “fatal” errors, the data is loaded to staging tables in VISION, and the delivered Voucher Build process is run via the batch program.
- During the Voucher Build Process, delivered edits can cause vouchers to be in 1 of 2 error statuses requiring correction before further processing can occur:
  - Pre-Edit errors - a voucher ID is assigned but the voucher has not been created
  - Recycle errors - a voucher ID has been assigned and the voucher has been created
- An output file that includes Voucher IDs and any errors is sent back to the Departments.
  - Pre-Edit errors are indicated in the file with “Pre-Edit Error”
  - Recycle errors are indicated in the file with “Correct Errors in VISION”

Errors That May Be Encountered:

Voucher Interface	Error	Result	Error Type	Error Message in VISION
Regular Voucher	Invalid Business Unit	Process runs to no success, file does not load, OUT file indicates "Invalid Busn Unit" on record that has error and has an E.	Fatal	NA
Regular Voucher	Invalid Grant ID	Process runs to no success, file does not load, OUT file indicates "Invalid Grant ID" on record that has error and has an E.	Fatal	NA

Regular Voucher	Missing Invoice ID	Process runs to no success, file does not load, OUT file indicates "Blank Invoice" on record that has error and has an E.	Fatal	NA
Regular Voucher	Inactive Supplier	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The vendor can be corrected and voucher built or the voucher can be deleted.	Pre-Edit	Supplier ID - TSE Prompt table edit; value not found in prompt table
Regular Voucher	Invalid Supplier, Address or Location	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The vendor can be corrected and voucher built or the voucher can be deleted.	Pre-Edit	Default Supplier Location not defined for Supplier  Address Sequence Number - TSE Prompt table edit; value no found in prompt table  Supplier ID - TSE Prompt table edit; value not found in prompt table
Regular Voucher	PO Closed	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The PO can be corrected and voucher built or the voucher can be deleted.	Pre-edit	Invalid Purchase Order  There are no open distributions for this Purchase Order

Regular Voucher	PO Line does not exist	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The PO can be corrected and voucher built or the voucher can be deleted.	Pre-edit	Invalid Purchase Order  Operator profile does not allow copying Matched Purchase Order Lines  There are no open distributions for this Purchase Order  Invalid Purchase Order Schedule
Regular Voucher	PO not Dispatched	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The PO can be corrected and voucher built or the voucher can be deleted.	Pre-edit	Invalid Purchase Order
Regular Voucher	Bad W/H code for reportable vendor	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on record with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail. The Withholding Class can be corrected or the voucher can be deleted.	Recycle	Invalid Withholding Class XX
Regular Voucher	Duplicate Voucher	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on record with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail.	Recycle	Duplicate Invoice voucher's exist

		The invoice can be corrected or the voucher can be deleted.		
Regular Voucher	Invalid BDA	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on record with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail. The BDA can be corrected or the voucher can be deleted.	Recycle	Voucher has Invalid/Inactive Item
Regular Voucher	Invalid Chartfield	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on record with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail. The Chartfield can be corrected or the voucher can be deleted.	Recycle	<i>Chartfield</i> - TSE Prompt table edit; value not found in prompt table
Regular Voucher	Missing C/P indicator	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail and C/P indicator corrected.	Recycle	C/P Indicator is Blank or Invalid Prompt value
Regular Voucher	Voucher Quantity different than PO	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on record with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail. The quantity/unit price can be corrected or the voucher can be deleted.	Recycle	Invoice line Quantity Vouchered 1 <> sum of Distrib Line quantities 0  Quantity * Unit Price does not equal Merchandise Amount.
Single-Payment	Header Amount different	Process runs to no success, file does not load, OUT file indicates "Total Amount" and E on all	Fatal	NA

	than total records	records.		
Single-Payment	Invalid Business Unit	Process runs to no success, file does not load, OUT file indicates "Invalid Busn Unit" on record that has error and has an E.	Fatal	NA
Single-Payment	Invalid State	Process runs to no success, file does not load, OUT file indicates "Invalid State" on record that has error and has an E.	Fatal	NA
Single-Payment	Missing Invoice	Process runs to no success, file does not load, OUT file indicates "Blank Invoice" on record that has error and has an E.	Fatal	NA
Single-Payment	Missing Name	Process runs to no success, file does not load, OUT file indicates "Blank Name1" on record that has error and has an E.	Fatal	NA
Single-Payment	Negative Amount	Process runs to no success, file does not load, OUT file indicates "Negative Line Amount" on record that has error and has an E.	Fatal	NA
Single-Payment	Duplicate voucher	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on records with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail. The invoice can be corrected or the voucher can be deleted.	Recycle	Duplicate Invoice voucher's exist

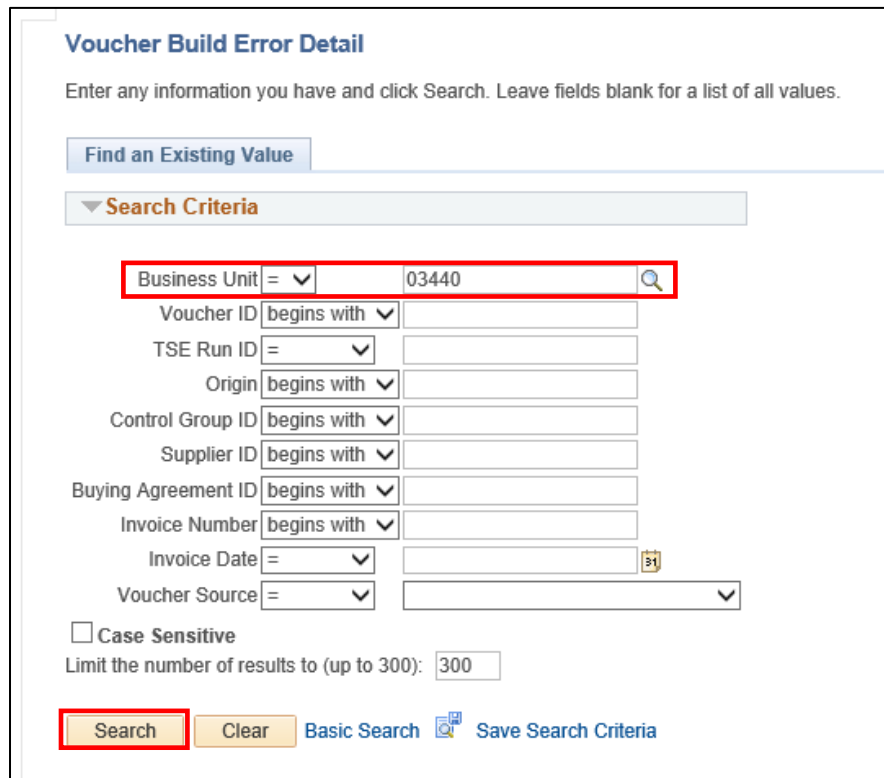
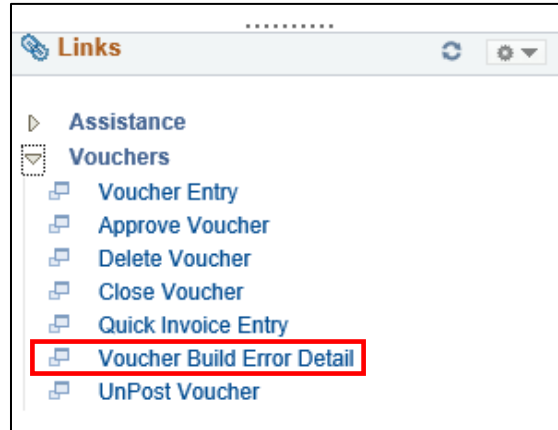


## To Review Voucher Build Errors:

**WorkCenter Navigation:** Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Build Error Detail

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

The Voucher Build Error Detail page will allow you to view both Pre-Edit and Recycle Errors.

A screenshot of the 'Voucher Build Error Detail' search form. The form has a title 'Voucher Build Error Detail' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the subtitle is a button 'Find an Existing Value'. Underneath is a section titled 'Search Criteria' with a dropdown arrow. The search criteria are listed as follows: 'Business Unit' with a dropdown set to '03440' and a search icon; 'Voucher ID' with a dropdown set to 'begins with'; 'TSE Run ID' with a dropdown set to '='; 'Origin' with a dropdown set to 'begins with'; 'Control Group ID' with a dropdown set to 'begins with'; 'Supplier ID' with a dropdown set to 'begins with'; 'Buying Agreement ID' with a dropdown set to 'begins with'; 'Invoice Number' with a dropdown set to 'begins with'; 'Invoice Date' with a dropdown set to '=' and a calendar icon; and 'Voucher Source' with a dropdown set to '='. Below the search criteria is a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red rectangular box.

Enter your Business Unit if it does not default in, and click Search

**Voucher Build Error Detail**

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

[Find an Existing Value](#)

**Search Criteria**

Business Unit = 03440

Voucher ID begins with

TSE Run ID =

Origin begins with

Control Group ID begins with

Supplier ID begins with

Buying Agreement ID begins with

Invoice Number begins with

Invoice Date =

Voucher Source =

Case Sensitive

Limit the number of results to (up to 300): 300

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

**Search Results**

View All First 1-25 of 25 Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Supplier ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source
03440	01461612	9472126	INT	(blank)	0000032951 (blank)	857877	10/14/2017	1829.09	(blank)	XML	
03440	01461624	9472126	INT	(blank)	0000168701 (blank)	857890	10/14/2017	205.58	(blank)	XML	
03440	01461637	9472126	INT	(blank)	0000022823 (blank)	857905	10/14/2017	979.34	(blank)	XML	
03440	01461639	9472126	INT	(blank)	0000332531 (blank)	857907	10/14/2017	220.56	(blank)	XML	
03440	01461694	9472126	INT	(blank)	0000033064 (blank)	857962	10/14/2017	925.64	(blank)	XML	
03440	01461707	9472126	INT	(blank)	0000027189 (blank)	857975	10/15/2017	138.76	(blank)	XML	
03440	01461780	9472126	INT	(blank)	0000033034 (blank)	858292	10/16/2017	3983.18	(blank)	XML	

Search results are displayed. Click on first voucher in the list.

**Voucher Build Error Detail**

Business Unit 03440 Voucher ID 01461612 [Correct Errors](#)

**Header Errors** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1 of 1 | [Last](#)

Field Name	Message
Supplier ID	TSE Prompt table edit; value not found in prompt table.

**Invoice Line Errors** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1 of 1 | [Last](#)

Line	Field Name	Message
------	------------	---------

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

The Voucher Build Error Detail page is displayed.

Review Header Errors and/or Invoice Line Errors

Click Next in List to review all vouchers

**Voucher Build Error Detail**

Business Unit 03440 Voucher ID 01461612 [Correct Errors](#)

**Header Errors** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1 of 1 | [Last](#)

Field Name	Message
Supplier ID	TSE Prompt table edit; value not found in prompt table.

**Invoice Line Errors** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1 of 1 | [Last](#)

Line	Field Name	Message
------	------------	---------

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Click on Correct Errors link

If the Error is a Pre-Edit Error, the Quick Invoice Page will load where the errors can be corrected – see Correcting Pre-Edit Errors below.

If the Error is a Recycle Error, the Regular Entry page

### Correcting Pre-Edit Errors

**WorkCenter Navigation:** Accounts Payable WorkCenter > Links Pagelet > Vouchers > Quick Invoice Entry > Find an Existing Value

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry > Find an Existing Value

Single Payment Voucher Load Quick Invoice Entry

Quick Invoice Entry

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit [v] [ ] Q

Voucher ID [begins with] [ ]

Invoice Number [begins with] [ ]

Supplier ID [begins with] [ ] Q

Short Supplier Name [begins with] [ ]

Supplier Name [begins with] [ ]

Build Status [ ] [ ]

Voucher Source [ ] [ ]

Case Sensitive

Limit the number of results to (up to 300): [300]

Search Clear Basic Search Save Search Criteria

Enter the Business Unit associated with the voucher that has the pre-edit error.

Click the Search button. Search results will be displayed.

Home Quick Invoice Entry

Quick Invoice Entry

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit [v] [02300] X Q

Voucher ID [begins with] [ ]

Invoice Number [begins with] [ ]

Supplier ID [begins with] [ ] Q

Short Supplier Name [begins with] [ ]

Supplier Name [begins with] [ ]

Build Status [ ] [ ]

Voucher Source [ ] [ ]

Case Sensitive

Limit the number of results to (up to 300): [300]

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 3 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Supplier ID	Short Supplier Name	Supplier Name	Build Status	Voucher Source
02300	00102584	027519	36081.68	08/31/2018	0000010539	REMYCOINTR-001	Remy Cointreau USA	Error	XML
02300	00102589	026019	18962.19	08/31/2018	0000012795	LUXCOINC-001	Luxco Inc	Error	XML
02300	00102566	025719	1796.1	08/31/2018	0000013251	JACQUINCHA-001	Jacquin Charles Et Cie Inc	Error	XML

Select the voucher - the Quick Invoice page is displayed.

Quick Invoice

Business Unit 02300 \*Invoice Number 027519 Calculate  
 Voucher 00102584 Invoice Date 08/31/2018 Print Invoice  
 Voucher Status **Pre-Edit Error** Accounting Date Prepaid Ref Auto Apply Edit Combinations

Supplier 0000010539 Invoice Address 1 Remy Cointreau USA  
 Location MULTIPLE Remitting Addr

Line Amount 36081.68 Control Group  
 Misc Amt 0.00 Terms NET30  
 Freight 0.00 Currency USD  
 Total 36081.68

Difference 0.00

Fetch Voucher Lines  
 From Voucher Line 1  
 To Voucher Line 1

Attachments (0)  
 Comments(0)

Session Defaults  
 Override Session Default

Review Errors

Copy From Source Document  
 Voucher Build Association

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Note the Build Status of the Voucher = Pre-Edit Error.

Click the Review Errors link to view the errors on the Voucher.

The Review Voucher Build Errors page will display the errors for the Voucher, including the specific Field Name and Message.

Quick Invoice

Business Unit 02300 Voucher ID 00102584 Correct Errors

Header Errors Personalize Find View All First 1 of 1 Last

Field Name	Message
Supplier ID	TSE Prompt table edit, value not found in prompt table.

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

In this example the Supplier is not a valid Supplier.

Quick Invoice

Business Unit 02300 Voucher ID 00102584 Correct Errors

Header Errors Personalize Find View All First 1 of 1 Last

Field Name	Message
Supplier ID	TSE Prompt table edit, value not found in prompt table.

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click the Correct Errors link to return to the Quick Invoice page.

Make corrections to address the error on this page if applicable.

Once the corrections have been made to allow the Voucher to be processed, update the Build Status to Build Voucher.

Choose the Action: Voucher Build

Click Run

Quick Invoice

Business Unit 03440  
Voucher 01461612  
Voucher Style Regular  
Build Status Build Voucher

\*Invoice Number 857877  
Invoice Date 10/14/2017  
Accounting Date  
Prepaid Ref  Auto Apply

Action 1. Voucher Build  
Run  
Calculate  
Print Invoice  
Edit Combinations

Supplier 0000032951  
Location SINGLE

Invoice Address 1 Stepping Stones Preschool Inc  
Remitting Addr

Attachments (0)  
Comments(0)

Line Amount 1829.09  
Misc Amt 0.00  
Freight 0.00  
Total 1829.09

Difference 0.00

Control Group  
Terms NET00  
Currency USD

Session Defaults  
Override Session Default  
Review Errors

Fetch Voucher Lines  
From Voucher Line 1  
To Voucher Line 11  
Line Details  
Add lines

Copy From Source Document  
Voucher Build Association

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Refresh the page and if the error has been sufficiently corrected, the search screen will load and the voucher will have been built.

Quick Invoice

Business Unit 03440  
Voucher 01461612  
Voucher Style Regular  
Build Status Build Voucher

Invoice Number 857877  
Invoice Date 10/14/2017  
Accounting Date  
Prepaid Ref  Auto Apply

Action 1. Voucher Build  
Calculate  
Print Invoice  
Edit Combinations

Supplier 0000032951  
Location SINGLE

Invoice Address 1 Stepping Stones Preschool Inc  
Remitting Addr

Attachments (0)  
Comments(0)

Line Amount 1829.09  
Misc Amt 0.00  
Freight 0.00  
Total 1829.09

Difference 0.00

Control Group  
Terms NET00  
Currency USD

Session Defaults  
Override Session Default  
Review Errors

Fetch Voucher Lines  
From Voucher Line 1  
To Voucher Line 11  
Line Details  
Add lines

Copy From Source Document  
Voucher Build Association

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

If the Quick Invoice Page loads again after refresh, then the error was not sufficiently corrected.

## Deleting Vouchers in Pre-edit Error

**WorkCenter Navigation:** Accounts Payable WorkCenter > Links Pagelet > Vouchers > Quick Invoice Entry > Find an Existing Value

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry > Find an Existing Value

Single Payment Voucher Load Quick Invoice Entry

Quick Invoice Entry

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit [ ] [ ]

Voucher ID [ ] begins with

Invoice Number [ ] begins with

Supplier ID [ ] begins with

Short Supplier Name [ ] begins with

Supplier Name [ ] begins with

Build Status [ ] [ ]

Voucher Source [ ] [ ]

Case Sensitive

Limit the number of results to (up to 300): [ 300 ]

Search Clear Basic Search Save Search Criteria

Enter the Business Unit associated with the voucher that has the pre-edit error.

Click the Search button. Search results will be displayed.

Home Quick Invoice Entry

Quick Invoice Entry

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit [ ] [ 02300 ]

Voucher ID [ ] begins with

Invoice Number [ ] begins with

Supplier ID [ ] begins with

Short Supplier Name [ ] begins with

Supplier Name [ ] begins with

Build Status [ ] [ ]

Voucher Source [ ] [ ]

Case Sensitive

Limit the number of results to (up to 300): [ 300 ]

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Supplier ID	Short Supplier Name	Supplier Name	Build Status	Voucher Source
02300	00102584	027519	36081.68	08/31/2018	0000010539	REMYCOINTR-001	Remy Cointreau USA	Error	XML
02300	00102569	026019	18962.19	08/31/2018	0000012795	LUXCOINCH-001	Lubco Inc	Error	XML
02300	00102566	025719	1796.1	08/31/2018	0000013251	JACQUINCHA-001	Jacquin Charles Et Cie Inc	Error	XML

Select the voucher - the Quick Invoice page is displayed.

Note the Build Status of the Voucher = Pre-Edit Error.

Update the Build Status to Delete Voucher.

Choose the Action: Voucher Build

Click Run

Choose Action: Voucher Build

Click Run

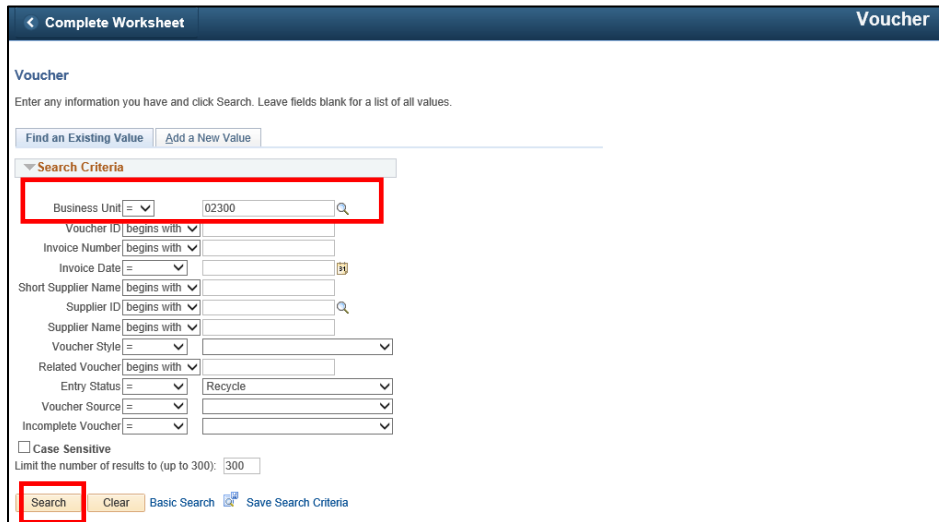
Refresh the page and the search screen will load when the voucher has been deleted.

## Correcting Recycled Vouchers

Voucher Regular Entry Pages will display Vouchers with an Entry Status of Recycle.

**WorkCenter Navigation:** Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry > Find an Existing Value

**Navigator Menu Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value



**Complete Worksheet** Voucher

**Voucher**

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

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

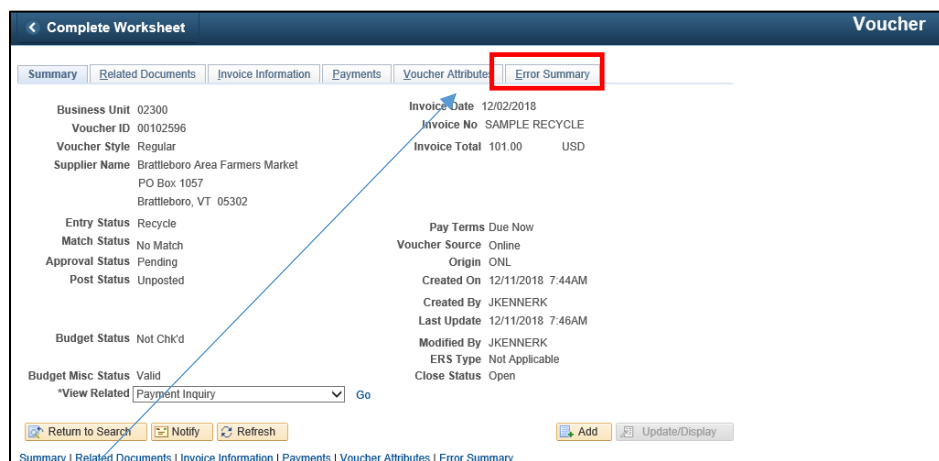
Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

Enter your Business Unit and select an Entry Status = Recycle.

Click the Search button to display results. Select the specific voucher that needs correcting.



**Complete Worksheet** Voucher

[Summary](#) [Related Documents](#) [Invoice Information](#) [Payments](#) [Voucher Attributes](#) [Error Summary](#)

Business Unit 02300 Invoice Date 12/02/2018

Voucher ID 00102596 Invoice No SAMPLE RECYCLE

Voucher Style Regular Invoice Total 101.00 USD

Supplier Name Brattleboro Area Farmers Market

PO Box 1057

Brattleboro, VT 05302

Entry Status Recycle

Match Status No Match

Approval Status Pending

Post Status Unposted

Budget Status Not Chkd

Budget Misc Status Valid

\*View Related

Pay Terms Due Now

Voucher Source Online

Origin ONL

Created On 12/11/2018 7:44AM

Created By JKENNERK

Last Update 12/11/2018 7:46AM

Modified By JKENNERK

ERS Type Not Applicable

Close Status Open

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Click the Error Summary tab to view errors causing the Voucher to Recycle.

A page will display the errors for the Voucher, including the specific Field Name and Message.



**Complete Worksheet** **Voucher**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 02300 Invoice Number SAMPLE RECYCLE  
 Voucher ID 00102596 Invoice Date 12/02/2018  
 Style Regular Voucher Total 101.00 USD

**Header Errors** Personalize | Find | View All | First 1 of 1 Last

Field Name	Message
Gross Invoice Amount	Voucher is out of balance

Return to Search | Notify | Refresh | Add | Update/Display

In this example, the Gross Invoice Amount of the Voucher is not in balance.

Make corrections to address the error on the regular voucher pages if applicable. Save the voucher.

**Complete Worksheet** **Voucher**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 02300 Invoice No SAMPLE RECYCLE  
 Voucher ID 00102596 Accounting Date 12/11/2018  
 Voucher Style Regular Voucher \*Pay Terms NET100 Due Now  
 Invoice Date 12/02/2018 Basis Date Type Inv Date

Supplier ID 000000300 Grant ID  
 ShortName BRATAREFA-001 CFDA#  
 Location SINGLE  
 \*Address 1

Save Calculate Print

Copy From Source Document

**Invoice Lines** Find | View All | First 1 of 1 Last

Line	Copy Down	Item	Quantity	UOM	Unit Price	Line Amount
1	<input type="checkbox"/>				100.00	

**Distribution Lines** Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	100.00		02300	400240	10000	0367500000				12/11/2018

Save Return to Search | Notify | Refresh | Add | Update/Display

Click the Summary tab to validate your Voucher has been corrected.

**Complete Worksheet**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 02300 Invoice Date 12/02/2018  
 Voucher ID 00102596 Invoice No SAMPLE RECYCLE  
 Voucher Style Regular Invoice Total 100.00 USD  
 Supplier Name Brattleboro Area Farmers Market  
 PO Box 1057  
 Brattleboro VT 05302

**Entry Status** Postable  
 Match Status No Match  
 Approval Status Pending  
 Post Status Unposted

Budget Status Not Chk'd  
 Budget Misc Status Valid  
 \*View Related Payment Inquiry Go

Pay Terms Due Now  
 Voucher Source Online  
 Origin ONL  
 Created On 12/11/2018 7:44AM  
 Created By JKENNERK  
 Last Update 12/11/2018 8:06AM  
 Modified By JKENNERK  
 ERS Type Not Applicable  
 Close Status Open

Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

The Entry Status of the Voucher is now showing as Postable, and the Voucher can now be processed further.

Reports and Queries – Reports and Queries for Accounts Payable can be found in the Accounts Payable Reporting Manual located at [https://finance.vermont.gov/sites/finance/files/documents/Train\\_Support/VISION\\_Manuals/Reporting\\_Manual/FIN-AP\\_Reporting\\_Manual.pdf](https://finance.vermont.gov/sites/finance/files/documents/Train_Support/VISION_Manuals/Reporting_Manual/FIN-AP_Reporting_Manual.pdf)