



Accounts Payable

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
September - 2021

Revisions to Manual

September 2021

- Updated pagination

January 2021

- Added information for 1099-NEC (Non-Employee Compensation) reporting
- Added a step to the Enter an Adjustment Voucher exercise to set the voucher style to Adjustments

May 2020

- Updated Enter a Journal Voucher to Correct Accounting Entries exercise

April 2020

- Added an exercise on how to change an incorrect C/P Indicator using a Journal Voucher

January 2020

- Removed exercises to Finalize a PO on a Voucher and to Finalize some PO lines on a Voucher

August 2019

- Added an exercise on creating a PO voucher with current and prior year lines

July 2019

- Added VT_AMORTIZATION_TYPE query reference to the Enter an Amortization Voucher exercise
- Updated instructions when a supplier's invoice number is not available

April 2019

- Updated Close and Delete Voucher sections

March 2019

- Manual finalized

December 2018

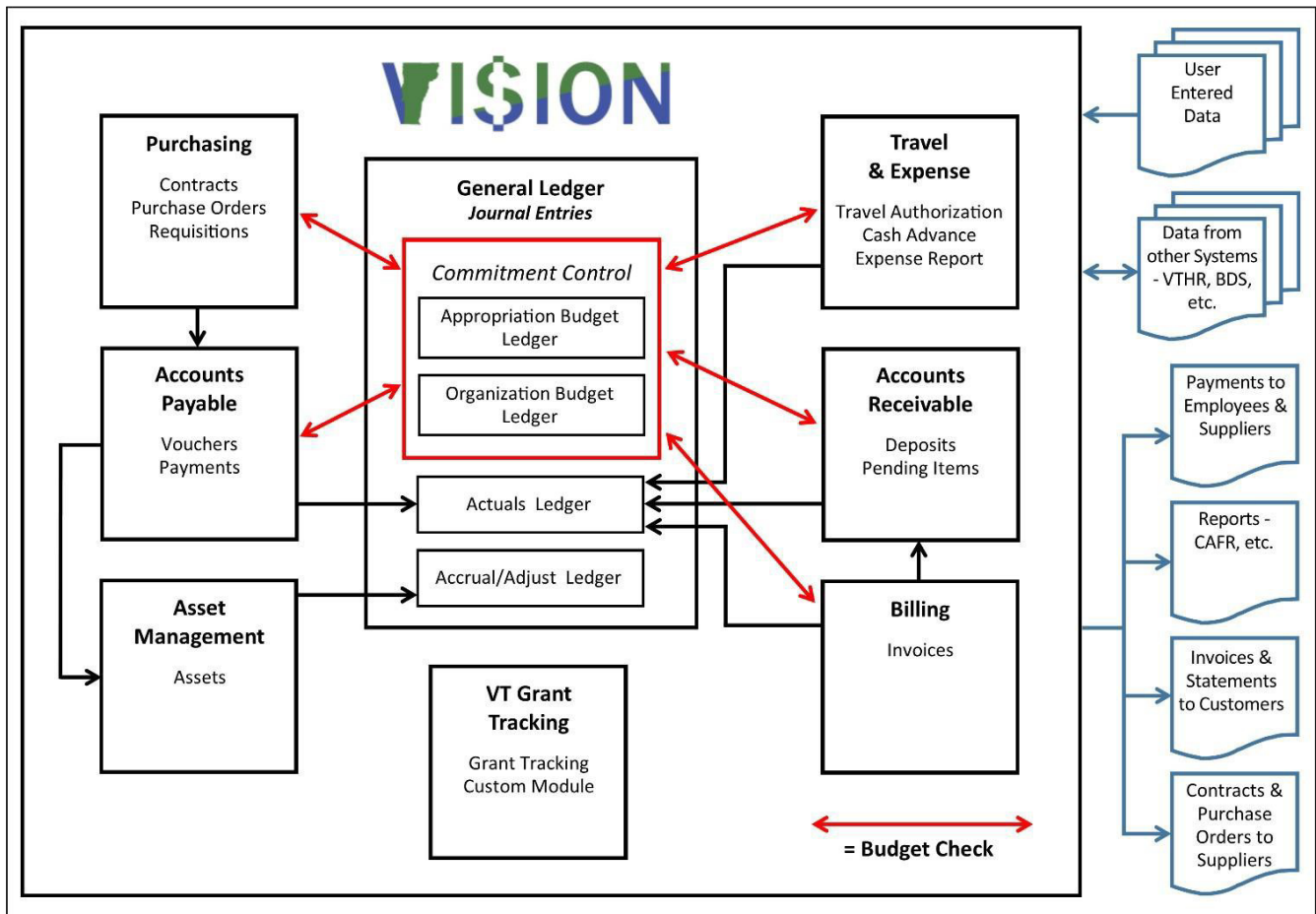
- Manual written

Table of Contents

Revisions to Manual	2
Business Process.....	4
Frequently Asked Questions (FAQs).....	9
1099 Reporting.....	11
Looking up Suppliers.....	15
Enter a Regular Voucher	19
Enter a Regular Voucher with a BDA	26
Enter a Regular Voucher with Split Funding.....	31
Enter a Purchase Order Voucher	39
Enter a Purchase Order Voucher with PY and CY Lines	43
Enter PO Voucher – Use only some PO lines	48
Matching Purchase Order Voucher	54
Un-matching PO Vouchers.....	64
Enter an Asset Related Voucher	67
Enter Vouchers to State Agencies Set up as Suppliers	73
Enter Regular Voucher with 1099 Reportable and Non-Reportable Lines	78
Enter an Adjustment Voucher	90
Enter a Journal Voucher to Correct Accounting Entries	94
Enter a Journal Voucher to Correct a C/P Indicator.....	98
How to Set Up SpeedCharts	102
Adding a Voucher using a SpeedChart.....	106
Budget Check a Voucher Online.....	110
Budget Check a Voucher using a Batch Process.....	113
Finding and Fixing Budget Check Errors.....	117
Submitting a Voucher for Approval.....	122
Approve a Voucher	125
Close Vouchers	130
Delete Vouchers	132
Payment Information on the Voucher	134
Inquire on Voucher Payment Information	136
Inquire on Voucher Accounting Entries	141
Enter an Amortization Voucher	143
Enter a New Voucher using a Template.....	149
Interface Voucher Processing	155
Reports and Queries	170

Business Process

Overview of the VISION process:

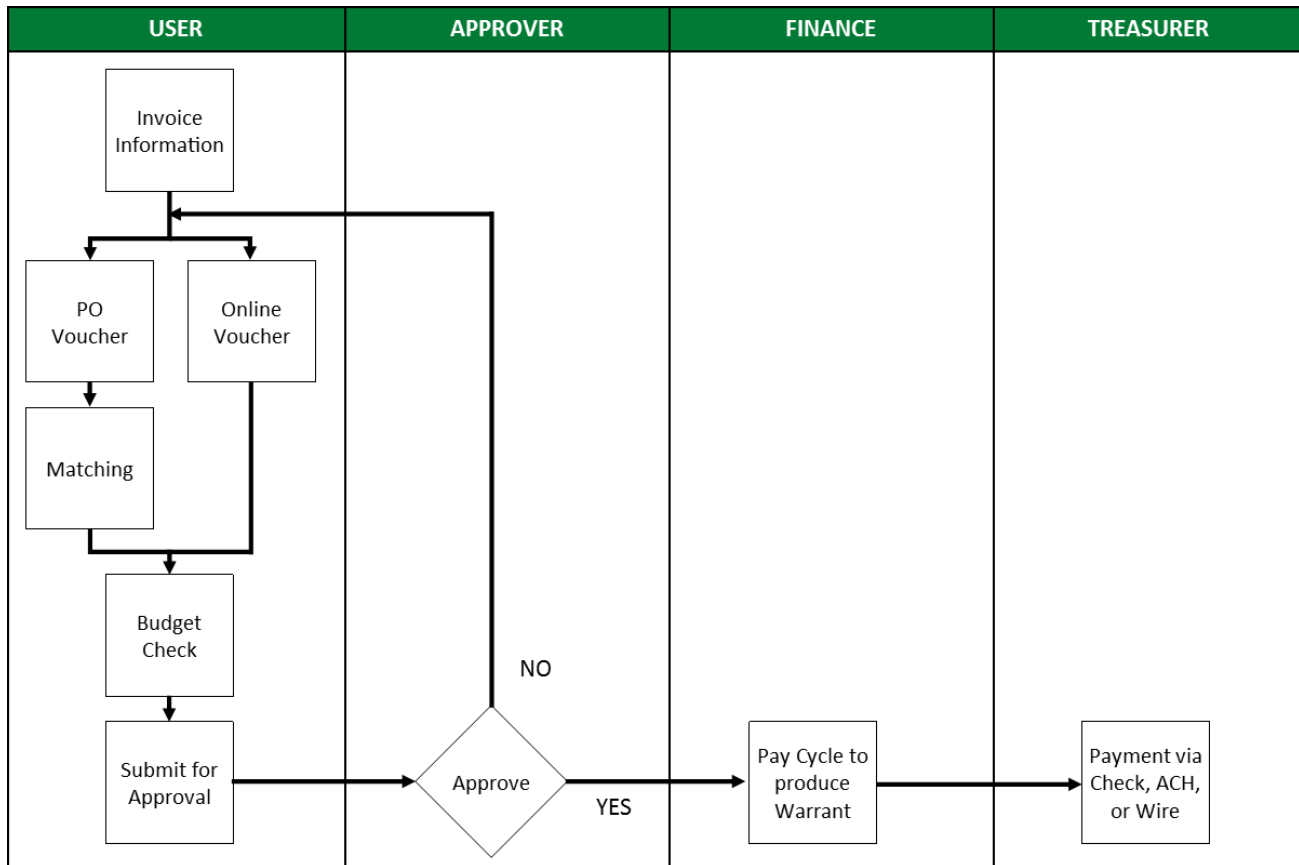


There will be a 1 – 1 relationship between a supplier's invoice and a VISION voucher. That is, each invoice will become a separate voucher. Vouchers may contain multiple invoice lines – which can relate to separate charges (labor vs. equipment), prior year or current year charges or to allow withholding or non-withholding applicable charges to be coded separately. Vouchers 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.

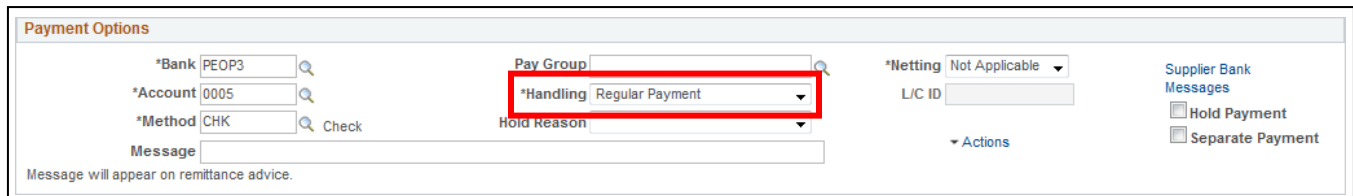
Note: *VISION supplier checks that are valid and not in error but are undeliverable to the supplier (e.g., unknown address) shall not be voided, and are subject to Vermont's unclaimed property laws. Contact the Office of the State Treasurer's Unclaimed Property Division for more information.*

For copies of cancelled checks or checks to pull please contact the Treasurer's Office by email at: TRE.ServicesAccounting@vermont.gov.

Special Handling

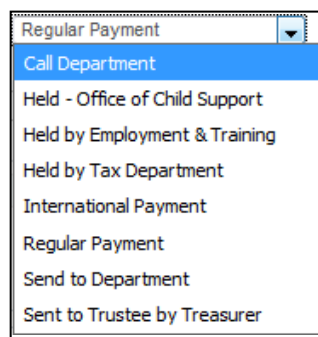
Under the Payment Method section, you will see a field for ***Handling**. In this field you can designate any special handling you require for this payment.

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



The screenshot shows the 'Payment Options' form. The '*Handling' field is highlighted with a red box, showing 'Regular Payment' as the selected option. Other fields include '*Bank' (PEOP3), '*Account' (0005), '*Method' (CHK), and '*Netting' (Not Applicable). There are also checkboxes for 'Hold Payment' and 'Separate Payment'.

A drop-down menu will open, showing the available options:



The screenshot shows the drop-down menu for the '*Handling' field. The menu is open, showing options: Regular Payment, Call Department, Held - Office of Child Support, Held by Employment & Training, Held by Tax Department, International Payment, Regular Payment, Send to Department, and Sent to Trustee by Treasurer.

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 after changing the **Account** field to 0005 and the method to **CHK**.
- **International Payment** – This selection will default when selecting an international vendor. Checks will be sent to the department for proper mailing/postage.

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:

Payment Options

*Bank: PEO3
 *Account: 0005
 *Method: CHK Check
 Message: Message will appear on remittance advice.

Pay Group:
 *Handling: Regular Payment
 Hold Reason:
 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
 Withholding Hold

*Netting: Not Applicable
 L/C ID:
 Actions

Supplier Bank Messages
☒ Hold Payment
☐ Separate Payment

Schedule Payment
 *Action: Schedule Payment
 Pay:
 Save Save For Later

Notify Refresh
 Add Update/Display

voice Information | Payments | Voucher Attributes

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.

Payment Options

*Bank: PEO3
 *Account: 0005
 *Method: CHK Check
 Message: Message will appear on remittance advice.

Pay Group:
 *Handling: Regular Payment
 Hold Reason:
 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
 Withholding Hold

*Netting: Not Applicable
 L/C ID:
 Actions

Supplier Bank Messages
☐ Hold Payment
☒ Separate Payment

Schedule Payment
 *Action: Schedule Payment
 Pay:
 Save Save For Later

Notify Refresh
 Add Update/Display

voice Information | Payments | Voucher Attributes

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](#).

Why has my voucher 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](#).

1099 Reporting

Note: Beginning with tax year 2020 the IRS is requiring that nonemployee compensation, formerly reported in Box 7 of the 1099-Misc form, will be reported via a 1099-NEC form. Also changed is gross proceeds to an attorney which is now reported in box 10 of the 1099-Misc instead of box 14.

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-NEC (Nonemployee Compensation) or 1099-Misc unless the withholding check box is unchecked on the voucher invoice lines. Taxable grant payments will be reported on a 1099-G.

The State is required by IRS rules and regulations to report certain payments to suppliers on a 1099-NEC, 1099-Misc or 1099-G Form. 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 type and 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. 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. 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-NEC except for gross proceeds to an attorney which are reported via 1099-Misc. 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 <u>reportable</u> to the supplier on the indicated 1099 and withholding class.				
Payment Type	Being Paid To	Withholding Type 1099N = 1099-NEC 1099M = 1099-Misc 1099G = 1099-G	Withholding Class	Withholding Code (Interface Use Only)
Services (except medical) Per Diem	Individuals Sole Proprietors Partnerships	1099N	01	7701
Witness Fees Expert Testimony	Individuals Sole Proprietors Partnerships	1099N	01	7701
Medical and Health Care Services <ul style="list-style-type: none"> Includes Dental, Counseling, and Veterinarian Services Does not include medical supplies or pharmaceuticals 	All suppliers (with the exception of tax-exempt hospitals or hospitals owned by a government entity)	1099M	06	9906
Attorney Fees / Legal Services	Attorneys Law Firms Other providers of legal services	1099N	01	7701
Gross Proceeds paid in connection with legal services	Attorneys Law Firms Other providers of legal services	1099M	10	9910
Prizes and Awards to non-employees	Individuals Sole Proprietors Partnerships	1099M	03	9903
Punitive Damages	Individuals Sole Proprietors Partnerships	1099M	03	9903
Rental of Space or Building	Individuals Sole Proprietors Partnerships	1099M	01	9901
Rental of Equipment without an operator	Individuals Sole Proprietors Partnerships	1099M	01	9901
Rental of Equipment with an operator – invoice bills equipment and operator separately	Individuals Sole Proprietors Partnerships	Equipment portion: 1099M Operator portion: 1099N	Equipment: 01 Operator: 01	Equipment: 9901 Operator: 7701
Rental of Equipment with an operator – invoice bills as one price for both	Individuals Sole Proprietors Partnerships	1099N	01	7701
Grants – if grant includes service agreement	Individuals Sole Proprietors Partnerships	1099N	01	7701

The following types of payments are reportable to the supplier on the indicated 1099 and withholding class.

Payment Type	Being Paid To	Withholding Type 1099N = 1099-NEC 1099M = 1099-Misc 1099G = 1099-G	Withholding Class	Withholding Code (Interface Use Only)
Grants – Taxable grants (per federal or state grant program or if not excluded in not-reportable table below)	Individuals Sole Proprietors Partnerships	1099G	06	8806
Grants – Economic relief related to a federally declared disaster	Sole Proprietors Partnerships	1099G	06	8806

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

Payment Type	Being Paid To
All Payments	Tax exempt organizations Government Entities
Services (except medical and legal)	Corporations
Bonuses Awards	Corporations
Punitive Damages	Corporations
Rents of any kind	Corporations
Medical and Health Care Services (includes Dental Services and Counseling Services)	Tax exempt hospitals - Hospitals owned by a government entity
Refunds	All suppliers
Reimbursements for meals, lodging, mileage or other expenses incurred in performance of a contract or service provided	All suppliers
State Benefits (i.e. foster care, state assistance)	All suppliers
Purchases of Merchandise (including medical supplies and pharmaceuticals) Telegrams Telephone services Freight	All suppliers
Grants – paid as reimbursements	All suppliers
Grants – state aid	All suppliers
Grants – Scholarship or Fellowship	All suppliers
Grants – other non-taxable grants (per federal grant program or guidelines or per state grant program)	All suppliers
Grants – economic relief related to a federally declared disaster	Individuals Corporations Tax Exempt Organizations

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

How to determine if a supplier is subject to 1099 Reporting

When a voucher is created, a Withholding hyperlink will appear next to the Invoice Total box on the Payment Information tab if the supplier is set up for 1099 reporting:

The screenshot displays the 'Invoice Information' tab of a software interface. It is divided into several sections:

- Invoice Information:** Contains fields for Business Unit (01110), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID (0000385449), Short Name (G SMITH BU-001), Location (MULTIPLE), Address (1), Invoice No., Accounting Date (11/20/2020), Pay Terms (NET30), Basis Date Type (Inv Date), Control Group, Grant ID, and CFDA#.
- Invoice Total:** A summary box showing Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). A 'Withholding' hyperlink is visible next to the Total field.
- Right Sidebar:** A list of links including Non Merchandise Summary, Session Defaults, Comments(0), Attachments(0), **Withholding** (highlighted with a red rectangle), Employee List, Advanced Supplier Search, Supplier Hierarchy, and Supplier 360.
- Bottom:** Buttons for Save, Save For Later, Action (dropdown), Run, Calculate, and Print. A 'Copy From Source Document' button is also present.

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:

The screenshot shows the 'Supplier Information' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Keyword Search'. A section titled 'Search Criteria' contains several search fields: 'SetID' with a dropdown set to '=' and a text field containing 'STATE'; 'Supplier ID' with a dropdown set to 'begins with' and an empty text field; 'Persistence' with a dropdown set to 'not =' and a dropdown set to 'One Time'; 'Short Supplier Name' with a dropdown set to 'begins with' and an empty text field; 'Our Customer Number' with a dropdown set to 'begins with' and an empty text field; and 'Supplier Name' with a dropdown set to 'begins with' and an empty text field. There are also checkboxes for 'Include History' and 'Case Sensitive', both of which are unchecked. A text field for 'Limit the number of results to (up to 300):' is set to '300'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a floppy disk icon).

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:

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 =

Supplier ID begins with

Persistence not =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name contains

☐ Include History ☐ Case Sensitive

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

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

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:

Search Results					
View All					
First 1-7 of 7 Last					
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 supplier you are in Supplier ID #pages, you 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:

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.SupplierRequests@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.

Find an Existing Value **Keyword Search**

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):

Search [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.

Find an Existing Value **Keyword Search**

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):

Search [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.

Note: Credit vouchers should be processed as [adjustment vouchers](#).

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 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 **Voucher** page displays:

The screenshot shows the 'Voucher' entry form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields and values:

- Business Unit: 03440
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown)
- 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: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

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"

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **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

3. **Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**

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

4. **Invoice Date** - As per the Supplier's invoice
5. **Gross Invoice Amount** - Enter gross invoice amount
6. Click **Add** or hit Enter

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

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
Supplier ID 0000366045 Control Group
ShortName DXC TECHNO-001 Incomplete Voucher
Location MACHDRAW Grant ID
Address 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
Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 3,000.00
SpeedChart
Ship To PPATWVB002
Description
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
1 3,000.00 03440 11/09/2018

Save Save For Later
Notify Refresh Add Update/Display

Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

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

7. 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.

8. CFDA # (Grant Vouchers only) - If this invoice is related to a grant, enter the grant CFDA number(s) here

9. C/P Indicator - (current year/prior year) in Invoice Lines Section for all lines. You can mix current and prior year lines on the same invoice

10. 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)

The screenshot displays the 'Payments' tab of an invoice entry system. The interface is divided into several sections:

- Invoice Information:** Includes fields for Business Unit (03440), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (11/09/2018), Invoice Received, Invoice No (TEST11918), Accounting Date (11/09/2018), *Pay Terms (NET00), Basis Date Type (Inv Date), and Due Now.
- Supplier Information:** Includes Supplier ID (000366045), ShortName (DXC TECHNO-001), Location (MACHDRAW), *Address (1), and Control Group.
- Invoice Total:** A summary box showing Line Total (3,000.00), *Currency (USD), Miscellaneous, Freight, Total (3,000.00), and Difference (0.00).
- Non Merchandise Summary:** Includes Session Defaults, Comments(0), Attachments (0), Template List, Advanced Supplier Search, Supplier Hierarchy, and Supplier 360.
- Actions:** Buttons for Save, Save For Later, Action (dropdown), Run, Calculate, and Print.
- Copy From Source Document:** A section for copying data from a source document.
- Invoice Lines:** A table for entering invoice lines. Line 1 is shown with a line amount of 3,000.00. Fields include Line, *Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount, SpeedChart, Ship To (PPATWTB002), Description, and C/P Indicator (C).
- Distribution Lines:** A table for entering distribution lines. It includes columns for GL Chart, Exchange Rate, Assets, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. Line 1 is shown with a merchandise amount of 3,000.00 and a budget date of 11/09/2018.

The page should now look similar to the one above.

11. Click the **Payments** tab

The **Payments** page displays:

The screenshot shows the 'Payments' tab selected. Key fields include: Business Unit 03440, Invoice No TEST11918, Invoice Date 11/09/2018, and Supplier Name DXC Technology Services LLC. The 'Payment Information' section shows 'Remit to' as 0000366045, 'Location' as MACHDRAW, and 'Address' as 1. The 'Payment Options' section shows 'Bank' as PEO3, 'Account' as 0006, 'Method' as ACH, and 'Pay Group' as Regular Payment. The 'Schedule Payment' section shows 'Action' as Schedule Payment and 'Payment Date' as empty. Buttons for 'Save', 'Save For Later', 'Run', and 'Schedule Payments' are present.

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.

12. Click **Save**

The screenshot shows the 'Invoice Information' tab selected. The 'Voucher ID' 01419962 is highlighted in a green box. Key fields include: Business Unit 03440, Invoice No TEST11918, Accounting Date 11/09/2018, and Supplier Name DXC Technology Services LLC. The 'Invoice Total' section shows 'Line Total' as 3,000.00, 'Total' as 3,000.00, and 'Difference' as 0.00. The 'Non Merchandise Summary' section shows 'Session Defaults', 'Comments(0)', 'Attachments(0)', 'Template List', 'Advanced Supplier Search', 'Supplier Hierarchy', and 'Supplier 360'. Buttons for 'Save', 'Run', 'Calculate', and 'Print' are present.

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:

Message

IMPORTANT - POTENTIAL ASSET (22200,17)

One or more invoice lines have been identified as a potential asset that should be entered in the Asset Management (AM) Module at the time of acquisition. Review the invoice lines and if needed, complete the asset related information on the asset tab to automatically create an asset in the AM Module or enter the asset directly in the AM Module. If you are uncertain if the line should be an asset, please contact your department's asset Specialist or review VISION Procedure #1: Asset Management Procedure found on the Finance & Management website.

OK

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.

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

Business Unit 03440
Voucher ID 01419962
Voucher Style Regular Voucher
Total Amount 3,000.00
Supplier Name DXC Technology Services LLC

Invoice No TEST11918
Invoice Date 11/09/2018
*Pay Terms NET00 Due Now

Action

Run

Schedule Payments

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 3000.00 USD
Discount 0.00 USD
Scheduled Due 11/09/2018
Net Due 11/09/2018
Discount Due
Accounting Date

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

Payment Options

*Bank PEOP3
*Account 0006
*Method ACH
Message
Schedule Payment
*Action Schedule Payment
Pay

Pay Group

*Handling
Hold Reason
Payment Data
Reference

*Netting Not Applicable
L/C ID
Actions

Supplier Bank Messages Layout
☐ Hold Payment
☐ Separate Payment

Save

Return to Search | Notify | Refresh

Add | Update/Display

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

Accounts Payable - September 2021

Page 23 of 170

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. **You must also change the Account to 0005 and select CHK as the Method**
- **Send to Department** - If a user wants the check sent back to his/her department for sending out separately, they can select this option. **You must also change the Account to 0005 and select CHK as the Method**
- **International Payment** - This selection will default when selecting an international vendor. Checks will be sent to the department for proper mailing/postage.

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.

The screenshot displays a web-based payment processing interface. At the top, there are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Payments' tab is active. Below the tabs, there are fields for 'Business Unit' (03440), 'Invoice No' (TEST11918), 'Invoice Date' (11/09/2018), 'Voucher ID' (01419962), 'Voucher Style' (Regular Voucher), 'Total Amount' (3,000.00), 'Supplier Name' (DXC Technology Services LLC), and 'Pay Terms' (NET00). A 'Run' button is visible. Below this, the 'Payment Information' section shows 'Payment 1' with fields for 'Remit to' (0000366045), 'Location' (MACHDRAW), and 'Address' (1). It also shows 'Gross Amount' (3000.00 USD), 'Discount' (0.00 USD), 'Scheduled Due' (11/09/2018), and 'Net Due' (11/09/2018). A 'Payment Inquiry' section on the right includes options like 'Discount Denied', 'Late Charge', 'Express Payment', 'Payment Comments(0)', and 'Holiday/Currency'. The 'Payment Options' section at the bottom includes fields for 'Bank' (PEOP3), 'Account' (0006), 'Method' (ACH), and 'Message'. A 'Schedule Payment' section has a 'Schedule Payment' button. A red box highlights the 'Hold Reason' dropdown menu, which is open and shows a list of reasons: '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 also visible in the 'Payment Options' section.

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

Payment Options			
*Bank	PEOP3	Pay Group	
*Account	0006	*Handling	Regular Payment
*Method	ACH	Hold Reason	
Message		<input type="checkbox"/> Hold Payment <input checked="" type="checkbox"/> Separate Payment	

Message will appear on remittance advice.

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.

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.

Note: Credit vouchers should be processed as [adjustment vouchers](#).

Required Fields: Supplier ID*; Supplier Name; Location; Address; Invoice Number*; Invoice Date*; Amount*; GL Unit; Account; Fund; Department ID; Pay Terms; Item; Line Description

Note: 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 the voucher information.

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value
The **Voucher** page displays:

The screenshot shows the 'Voucher' entry form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields and values:

- Business Unit: 01110
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Supplier Name: Automatic Laundry
- Short Supplier Name: AUTOMATICAL-001
- Supplier ID: 0000016592
- Supplier Location: SINGLE
- Address Sequence Number: 1
- Invoice Number: AP-102-Current date
- Invoice Date: 11/09/2018
- Gross Invoice Amount: 10.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

An 'Add' button is located at the bottom left 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".

- 1. Business Unit** - Leave as user default or enter appropriate business unit
- 2. 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 > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

Navigator Menu navigation: Suppliers > Supplier Information > Add/Update > Supplier

- 3. Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**

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

- 4. Invoice Date** - As per the supplier's invoice
- 5. Gross Invoice Amount** - Enter invoice amount
- 6. Click Add**

The **Invoice Information** page displays:

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

Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

Under **Invoice Lines:**

7. **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
8. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

Under **Distribution Lines**:

Invoice Information **Payments** Voucher Attributes

Business Unit 01110
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 11/09/2018
 Invoice Received
 Supplier ID 0000016592
 ShortName AUTOMATICL-001
 Location SINGLE
 *Address 1

Invoice No AP-102-Current date
 Accounting Date 11/09/2018
 *Pay Terms NET30
 Basis Date Type Inv Date
 Control Group
 Grant ID
 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
 *Distribute by Amount
 Item BDA-6
 Quantity
 UOM
 Unit Price
 Line Amount 10.00

SpeedChart
 Ship To PFMMTP001
 Description All-video,maps,training,etc
 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	10.00		01110	500000	10000	1110003000				11/09/2018

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

9. Account Number - Enter the account number or click on the magnifying glass to select from the list

10. Fund - Enter the fund or click on the magnifying glass to select from the list

11. 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

12. Program - Enter Program (If used by your department)

13. Class - Enter Class (If used by your department)

14. Project/Grant - Enter Project and/or Grant (If used by your

department) The page should now look similar to the one above.

15. Click on the **Payments** tab

The **Payments** page displays:

Review Payment information that defaulted in from the supplier.

16. 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).

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.

Note: Credit vouchers should be processed as [adjustment vouchers](#).

Required Fields: Supplier ID*; Supplier Name; Location; Address; Invoice Number*; Invoice Date*; Total Amount*; GL Unit; Account; Fund; Department ID; Pay Terms

Note: 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 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 **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. The form contains the following fields and values:

- 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: SAMPLE111418
- Invoice Date: 11/14/2018
- Gross Invoice Amount: 3000
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit:
- PO Number:
- Estimated No. of Invoice Lines: 1

The 'Add' button at the bottom left is highlighted with a red box.

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".

- 1. Business Unit** - Leave as user default or enter appropriate business unit
- 2. 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

3. **Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**

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

4. **Invoice Date** - As per the supplier's invoice
5. **Gross Invoice Amount** - Enter invoice amount
6. Click **Add**

The **Invoice Information** page displays:

Invoice Information | Payments | Voucher Attributes

Business Unit 03440 Invoice No SAMPLE111418
 Voucher ID NEXT 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
 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
 Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 3,000.00
 SpeedChart
 Ship To PPATWTR002
 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	3,000.00		03440							11/14/2018

 Save Save For Later
 Notify Refresh Add Update/Display

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

Note: If you see a **Withholding** hyperlink next to the **Invoice Total** box, the supplier is subject to **1099 Reporting**. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

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

In the **Header**:

- 7. 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.

- 8. CFDA # (Grant Vouchers only)** - If this invoice is related to a grant, enter the CFDA number(s) here

Under **Invoice Lines**:

- 9. Description** - Enter the description of what you are paying the invoice for
- 10. C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

The screenshot shows the 'Invoice Lines' form. At the top, there's a 'Line 1' section with a 'Copy Down' checkbox. Below it are fields for 'SpeedChart', 'Ship To' (with value 'PPATWTB002'), 'Description', and 'C/P Indicator'. A 'Calculate' button is on the right. Below this is the 'Distribution Lines' section, which contains a table with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. The first row shows Line 1 with a Merchandise Amt of 3,000.00 and a GL Unit of 03440. At the bottom of the form are buttons for 'Save', 'Save For Later', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Under **Distribution Lines**:

- 11. Amount** - 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
- 12. Account Number** - Enter the account number or click on the magnifying glass to select from the list
- 13. Fund** - Enter the fund or click on the magnifying glass to select from the list
- 14. 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
- 15. Program** - Enter Program (*If used by your department*)
- 16. Class** - Enter Class (*If used by your department*)
- 17. Project/Grant** - Enter Project and/or Grant (*If used by your department*)

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 C

One Asset ☐ Calculate

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	1,500.00		03440	526000	10000	3440060000				11/14/2018

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

18. 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

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

A Prompt box opens with a default value of 1:

fintraining.erp.vermont.gov says

Enter number of rows to add:

1

OK Cancel

19. Enter number of rows to add and click **OK**

Distribution Line 2 opens for Line 1 of the Voucher:

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

Personalize | Find | View All | First 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	1,500.00		03440	526000	10000	3440060000				11/14/2018
			2	1,500.00		03440	526000	10000	3440060000				11/14/2018

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”

20. **Account Number** - Allow default value to remain, enter a new account number or click on Accounts Payable - September 2021

magnifying glass to select from the list

- 21. Fund** - Enter the fund or click on the magnifying glass to select from the list
- 22. 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
- 23. Program** - Enter Program (if used by your department)
- 24. Class** - Enter Class (if used by your department)
- 25. Project/Grant** - Enter Project and/or Grant(if used by your department)
- 26.** Click on the **Payments** tab

The **Payments** page displays:

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.*

27. 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 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.

Note: Credit vouchers should be processed as [adjustment vouchers](#).

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

The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry form with the following fields and values:

- Business Unit: 01110
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Supplier Name: Irving Energy
- Short Supplier Name: IRVING ENE-002
- Supplier ID: 0000001293
- Supplier Location: MULTIPLE
- Address Sequence Number: 10
- Invoice Number: COPYPOEX
- Invoice Date: 10/25/2018
- 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

The 'Add' button at the bottom is highlighted with a red box.

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".

- 1. Business Unit** - Leave as user default or enter appropriate business unit
- 2. 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

3. **Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**

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

4. **Invoice Date** - As per the supplier's invoice
5. Click **Add**

Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

6. **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.**
7. **CFDA # (Grant Vouchers only)** - If this invoice is related to a grant, enter the CFDA number(s) here
8. Click on the chevron arrow **"Copy From Source Document"**
9. **PO BU** - Enter BU
10. **Purchase Order Number** - Enter PO number
11. Click **Copy PO**

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.

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 Irving Energy
 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 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 01110 PO Number 0000000938 Copy PO Copy From None Go

Invoice Lines
 Line 1 Copy Down
 Distribute by Amount
 Item 00000000000000095
 Quantity 500.0000
 UOM GAL
 Unit Price 2.00000
 Line Amount 1,000.00
 SpeedChart
 Ship To PFMMP002
 Description GASOLINE PREMIUM
 C/P Indicator C
 Purchase Order
 01110|0000000938|1|1
 Associate Receiver(s)
 Adjust PO Percentage
 Allocate by Percentage

One Asset
 Calculate

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

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	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 shows the 'Payments' tab of a voucher management system. The 'Invoice Information' section includes fields for Business Unit (01110), Voucher ID (00007676), Voucher Style (Regular Voucher), Invoice Date (10/25/2018), Invoice Received, Supplier ID (000001293), ShortName (IRVING ENE-002), Location (MULTIPLE), and Address (10). The 'Invoice Total' section shows Line Total (1,000.00), *Currency (USD), Miscellaneous, Freight, Total (1,000.00), and Difference (0.00). The 'Copy From Source Document' section shows PO Unit (01110), PO Number (0000000938), and Copy PO button. The 'Invoice Lines' section shows Line 1 with Copy Down, Distribute by Amount, Item (0000000000000095), Quantity (500.0000), UOM (GAL), Unit Price (2.00000), and Line Amount (1,000.00). The 'Purchase Order' section shows 01110|0000000938|1|1 Associate Receiver(s) and buttons for Adjust PO Percentage and Allocate by Percentage. The 'Distribution Lines' section shows a table with columns: Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, and Project. The table has one row with values: 1, 100.0000, 100.0000, 1,000.00, 500.0000, 01110, 520110, 10000, 1110003000. The 'Save' button is highlighted in red.

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			

12. Click on the **Payments** tab to 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.

13. 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 a Purchase Order Voucher with PY and CY Lines

Situations when this function is used: Purchase orders are created from a Requisition or to draw down on a contract. Purchase Orders will need to be Amount only to drawdown one or more lines.

When the invoice is received, the information is copied from the purchase order into a voucher to pay the supplier for both P (Prior Year) and C (Current Year) amounts on the same voucher.

Note: Credit vouchers should be processed as [adjustment vouchers](#).

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

The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields and values:

- Business Unit: 01105
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Supplier Name: W.B. Mason Co., Inc.
- Short Supplier Name: WBMASONCOI-001
- Supplier ID: 0000283240
- Supplier Location: MULTIPLE
- Address Sequence Number: 2
- Invoice Number: test
- Invoice Date: 080119
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

An 'Add' button is located at the bottom left of the form, highlighted with a red box.

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".

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **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

3. **Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match

the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.** *Note: If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request.*

4. **Invoice Date** - As per the supplier's invoice
5. Click [Add](#)
6. **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.
7. **CFDA # (Grant Vouchers only)** - If this invoice is related to a grant, enter the CFDA number(s) here
8. Click on the chevron arrow **"Copy From Source Document"**
9. **PO BU** - Enter BU
10. **Purchase Order Number** - Enter PO number
11. Click [Copy PO](#) button

▼ Copy From Source Document

PO Unit 01105

PO Number 0000008545

Copy PO

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.

Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

In the Invoice Lines section: Line 1 is used for the Prior Year amount, enter P (P=Prior Year) Indicator and line 2 is used for the Current Year amount, enter C (C=Current 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.

To copy in a second line, select Purchase Order Only from the Drop-Down Menu next to **Copy From** box and select **Go**.

This brings you to the Copy Worksheet option. Enter Purchase Order number that you want to copy from and click Search. Select the purchase order line that you want to copy to voucher and click the **Copy Selected Lines** button.

Copy Worksheet

Business Unit 01105 [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit 01105 Agency of Digital Services ☐ View Matched /Cancelled Only

PO Number From 0000008545 PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date

Additional Search Criteria

Max Rows

Select PO Lines [Find](#) | [View All](#) | First 1 of 1 Last

PO Unit 01105 PO Number 0000008545

Supplier ID 0000283240 W.B. Mason Co., Inc. PO Date 07/25/2019

☒ Select All ☐ Deselect All

Select PO Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Main Information **Contract Information**

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty
<input checked="" type="checkbox"/>	500.00000	1	1		OFFICE SUPPLIES	1.0000	EA	500.00	USD	1.0000

☒ Select All ☐ Deselect All PO Line Count 1 PO Total \$500.00

In the Invoice Lines section: Line 1 is used for the Prior Year amount, enter P (P=Prior Year) Indicator and line 2 is used for the Current Year amount, enter C (C=Current 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.

Invoice Lines [Find](#) | [View All](#) | First 2 of 2 Last

Line 2 ☐ Copy Down

Distribute by Amount

Item

Quantity 1.0000

UOM EA

Unit Price 500.0000

Line Amount 1.00

SpeedChart

Ship To PDIIMTP001

Description OFFICE SUPPLIES

Packing Slip

Contract Info 0000000000000000000000000341 76/11/016873

C/P Indicator P

Purchase Order

01105/0000008545/11 Associate Receiver(s)

☒ Amount Only

☐ One Asset

Distribution Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

GL Chart **Exchange Rate** **Assets** **FFY**

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
<input checked="" type="checkbox"/>	1	100.0000	100.0000	1.00	1.0000	01105	520000	59300	1105501100			

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.

The screenshot shows the 'Payments' tab selected. The 'Payment Information' section includes fields for Business Unit (01105), Invoice No (test), Invoice Date (08/01/2019), Total Amount (2.00), and Supplier Name (W.B. Mason Co., Inc.). It also displays Gross Amount (2.00 USD) and Discount (0.00 USD). The 'Payment Options' section includes fields for Bank (PEOP3), Account (0005), Method (CHK), and Pay Group. A 'Save' button is highlighted with a red box at the bottom left.

13. Click on the **Payments** tab to 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.

14. 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 > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value
The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry form. It includes fields for Business Unit (01115), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name (Irving Energy), Short Supplier Name (IRVING ENE-002), Supplier ID (0000001293), Supplier Location (MULTIPLE), Address Sequence Number (10), Invoice Number (AP109TEST), Invoice Date (11/15/2018), Gross Invoice Amount (0.00), Freight Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (1). The 'Add' button at the bottom left is highlighted with a red rectangle.

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”.

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **Supplier ID** - Enter Supplier ID number
3. **Invoice Number** - Enter Supplier’s Invoice number exactly as it appears on the supplier’s invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier’s invoice.**

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

4. **Invoice Date** - Enter as per the supplier’s invoice
5. Click **Add**

The **Invoice Information** page displays:

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

Note: If you see a **Withholding** hyperlink next to the **Invoice Total** box, the supplier is subject to **1099 Reporting**. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

In the **Header**:

- 6. 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.
- 7. CFDA # (Grant Vouchers only)** - If this invoice is related to a grant, enter the CFDA number(s) here

Copy From Source Document

PO Unit PO Number **Copy From | Purchase Order Only**

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 PFMIMTP001
 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"/>	1	0.00		01115							11/15/2018

In the **Copy From Source Document** section:

8. **Copy From** - select **Purchase Order Only** from drop-down menu
9. Click **Go**

The **Copy Worksheet** window opens:

Copy Worksheet

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

PO Lookup Criteria

PO Business Unit 01115 Finance & Management-FMS ☐ View Matched /Cancelled Only

PO Number From 0000000789

PO Line Number From

*PO Date Option No Date

Additional Search Criteria

PO Number To

PO Line Number To

PO Date

Max Rows **Search**

10. **PO Business Unit** - Enter Business Unit
11. **Purchase Order** - Enter PO number
12. Click **Search**

The **Select PO Lines** section opens. All lines on the purchase order are listed:

Max Rows

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

PO Unit 01115
 Supplier ID 0000001293 Irving Energy

PO Number 000000789
 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	50.0000	GAL	125.00	USD	
<input checked="" type="checkbox"/>	2.10000	2		1 000000000000008661	LIQUID PROPANE - GAS	100.0000	GAL	210.00	USD	

☒ Select All
 ☐ Deselect All

PO Line Count 2
 PO Total \$335.00

13. 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
14. Click **Copy Selected Lines**

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.

15. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher
16. Click on the **Payments** tab

The **Payments** page displays:

The screenshot shows the 'Payments' tab selected in the top navigation bar. The 'Invoice Information' section includes fields for Business Unit (01115), Invoice No (AP109TEST), Invoice Date (11/15/2018), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (210.00), and Supplier Name (Irving Energy). The 'Payment Information' section shows Payment 1 with fields for *Remit to (0000001293), Location (MULTIPLE), *Address (10), Gross Amount (0.00 USD), Discount (0.00 USD), Scheduled Due date, Net Due, Discount Due, and Accounting Date. The supplier address is listed as Irving Energy, PO Box 11013, Lewiston, ME 04243. The right side of the page has buttons for 'Run' and 'Schedule Payments', and a 'Payment Inquiry' section with checkboxes for 'Discount Denied', 'Late Charge', 'Express Payment', 'Payment Comments(0)', and '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.

17. Click **Save**

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

This screenshot shows the same 'Payments' page after the voucher has been saved. The 'Voucher ID' field in the 'Invoice Information' section is now populated with '00003927' and is highlighted with a green box. The 'Gross Amount' in the 'Payment Information' section is also updated to '210.00 USD' and is highlighted with a green box. The 'Scheduled Due' date is now '12/15/2018'. The 'Payment Inquiry' section remains the same.

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

Matching Purchase Order Voucher

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		Go			

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

The Match Request page displays, click on **Add a New Value**:

Match Request

Run Control ID

1. Run Control ID - Enter a run control ID
2. Click **Add**

The **Match Request** page displays:

The screenshot shows the 'Run Control Parameters' section of the Match Request page. It includes the following fields and options:

- *Description:** Matching
- *Process Frequency:** Always Process
- Match Action:** Matching
- *Options:** Business Unit
- As of Date:** [Empty field]
- ☐ Run Document Association Only
- ☐ Autopilot Run Control

Below these fields is a table titled 'Business Unit' with columns for '*Business Unit' and 'Description'. The table is currently empty. Navigation buttons like 'Personalize', 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible above the table.

3. **Description** - Enter Description
4. **Process Frequency** - Set to **Always Process**
5. **Options** – Select an option from the drop-down menu
 - 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.

This screenshot shows the same 'Run Control Parameters' section as the previous one, but with additional elements highlighted by red boxes:

- The **Run** button in the top right corner of the page is highlighted.
- The **Business Unit** table is highlighted, showing the entry '02300' in the '*Business Unit' column.

The 'As of Date' field is now populated with '12/04/2018'.

6. **Business Unit** - Enter the BU that matching should be run for
7. Click **Run**

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID ETEST Run Control ID Matching

Server Name Run Date 12/04/2018

Recurrence Run Time 1:23:59PM

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

8. Click **OK**

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

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

9. Click on the **Process Monitor** link

Process List Server List

View Process Request For

User ID ETEST Type Last 30 Days

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

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

11. Click on the **Details** link

The **Process Detail** window opens:

Process Detail	
Process	
Instance 9471769	Type Application Engine
Name AP_MATCH	Description AP Matching
Run Status Success	Distribution Status Posted
Run	Update Process
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
Date/Time	Actions
Request Created On 12/04/2018 1:24:48PM EST	Parameters Transfer
Run Anytime After 12/04/2018 1:23:59PM EST	Message Log View Locks
Began Process At 12/04/2018 1:25:00PM EST	Batch Timings
Ended Process At 12/04/2018 1:25:30PM EST	View Log/Trace

12. Click the **Message Log** link

The **Message Log** window opens:

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

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.

	A	B	C	D	E	F	G	H	I	J	K
1	AP Vou	17									
2	GL Unit	AP Unit	Acctg Date	Voucher ID	User ID	Close Status	Entry Status	Post Status	Match Status	Budget Checking Status	Approval Status
3	01110	01110	11/18/2018	00007729	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
4	01110	01110	11/18/2018	00007730	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
5	01110	01110	12/3/2018	00007770	DBROCHU	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
6	01110	01110	11/21/2018	00007747	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Approved
7	01110	01110	11/21/2018	00007746	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
8	01110	01110	11/21/2018	00007744	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
9	01110	01110	11/21/2018	00007745	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
10	01110	01110	11/26/2018	00007754	SFULLER	Open	Postable	Unposted	Not Applicable	Valid	Approved
11	01110	01110	12/4/2018	00007771	ESTUBIN	Open	Postable	Unposted	Matched	Valid	Pending
12	01110	01110	11/14/2018	00007733	JSHELTRA	Open	Postable	Unposted	Not Applicable	Valid	Pending
13	01110	01110	12/5/2018	00007772	ETEST	Open	Postable	Unposted	Match Exceptions Exist	Not Budget Checked	Pending
14	01110	01110	11/29/2018	00007768	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Approved
15	01110	01110	11/21/2018	00007748	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
16	01110	01110	11/29/2018	00007769	CTOUCHET	Open	Postable	Unposted	Not Applicable	Valid	Approved
17	01110	01110	11/20/2018	00007736	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
18	01110	01110	11/20/2018	00007737	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
19	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

Entry Status

Postable

Pay Terms

Net 30

Match Status

Exceptions

Voucher Source

Online

Approval Status

Pending

Origin

ONL

Post Status

Unposted

Created On

12/05/2018 11:01AM

Created By

ETEST

Last Update

12/05/2018 11:22AM

Modified By

ETEST

Budget Status

Not Chk'd

ERS Type

Not Applicable

Budget Misc Status

Valid

Close Status

Open

*View Related

Payment Inquiry

Go

1. Click on the **Exceptions** link

Message

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

OK

2. Click **OK**

The **Match Exception Workbench Details** page displays:

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 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
PO Business Unit 01110 PO Number 0000000955
Line Number 1 Schedule Number 1
View Document
Document Id 01110 0000000955 Go

Line Document Details

Match Rules Personalize |

Rules

	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:

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

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

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 = 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

1. **Business Unit** - Accept default value or type in new BU number
2. **Voucher ID** - Enter Voucher ID number
3. Click **Search**

The **Voucher Summary** page displays:

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

Business Unit 02300 Invoice Date 12/04/2018

Voucher ID 00102560 Invoice No 120418MATCHING

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 3:29PM

Created By ETEST

Last Update 12/04/2018 3:31PM

Modified By ETEST

ERS Type Not Applicable

Close Status Open

Budget Status Not Chk'd

Budget Misc Status Valid

*View Related Payment Inquiry Go

Return to Search Notify Refresh Add Update/Display

4. Click on the **Invoice Information** tab

The **Invoice Information** page displays:

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

Business Unit 02300	Invoice No 120418MATCHING	Invoice Total L *C Misce Di
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		

Action **Matching**

5. Click on the **Action** drop-down arrow and choose **Matching**

6. Click **Run**

The follow message displays:

Message
Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)
<input type="button" value="Yes"/> <input type="button" value="No"/>

7. Click **Yes**

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

Business Unit 02300	Invoice No 120418MATCHING	Invoice Total Line Total Currency Miscellaneous Freight Total Difference
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		

Action Matching

8. Click on the green refresh arrows until the process is complete

9. Click on the **Summary** tab

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 02300		Invoice Date 12/04/2018			
Voucher ID 00102560		Invoice No 120418MATCHING			
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 Matched		Voucher Source Online			
Approval Status Pending		Origin ONL			
Post Status Unposted		Created On 12/04/2018 3:29PM			
		Created By ETEST			
		Last Update 12/04/2018 3:48PM			
Budget Status Not Chk'd		Modified By ETEST			
		ERS Type Not Applicable			
Budget Misc Status Valid		Close Status Open			
*View Related	Payment Inquiry				
		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

Use Saved Search Process Monitor

Business Unit equal to 01110

Match Status equal to Matched

Voucher ID All Values

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 10 | First 1-14 of 14 Last

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000060	0000013121	Valid	G14569	572,575.00	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000097	0000019199	Valid	11109	29,146.00	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000350	0000013317	Valid	52285574,01396931	897.60	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000363	0000013317	Valid	04439204,05419973	1,289.28	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000402	0000013317	Valid	09457524	2,356.20	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000412	0000000282	Valid	811609	9,440.00	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000415	0000013121	Valid	G05129	262,258.00	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000419	0000011495	Valid	91630326	5,896.00	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000425	0000014256	Valid	50119648	41.19	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000426	0000014256	Valid	50142481	30.25	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00007743	0000005932	Valid	TURKEY DAY	100.00	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00007756	0000005932	Valid	HOLIDAYS	100.00	USD
Actions	<input type="checkbox"/>	Matched	Matched with Override	01110	00007761	0000001293	Valid	AP-106 MATCHING RULES	1,800.00	USD
Actions	<input checked="" type="checkbox"/>	Matched	Auto - Matched	01110	00007771	0000001293	Valid	120418	300.00	USD

☒ Select All ☐ Deselect All

Action: Undo Matching Run

5. Select **Undo Match** for the voucher(s) you want to un-match
6. Select **Undo Matching** from the Action drop-down menu
7. Click **Run**

The following message will appear:

Message

Undo Matching has been launched with Process Instance Number 9474143 (7005,129)

OK

8. Note the **Process Instance Number** (in this case: 9474143) and click **OK**

Go to the **Process Monitor** via the Links pagelet menu:

Links

- Assistance
- Vouchers
- Suppliers
- Batch Processes
- Vouchers-Review Budget Check Exceptions
- Review Accounts Payable Information
- Payments
- Banking
- WorkCenter
- Other Links
 - Worklist
 - Process Monitor
 - VISION Module Security Form

The **Process Monitor** displays:

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

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9474143		Application Engine	AP_MATCH	EHOEFEL	03/22/2019 9:13:59AM EDT	Success	Posted	Details

Save | Notify

9. 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 01110		Invoice Date 12/04/2018			
Voucher ID 00007771		Invoice No 120418			
Voucher Style Regular		Invoice Total 300.00 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 9:52AM			
		Created By ESTUBIN			
		Last Update 12/04/2018 10:34AM			
		Modified By ESTUBIN			
		ERS Type Not Applicable			
		Close Status Open			
Budget Status Valid					
Budget Misc Status Valid					
*View Related Payment Inquiry		<input type="button" value="Go"/>			
<div><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"/></div>					

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 like 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

The screenshot shows a web-based form titled "Voucher". At the top, there are three buttons: "Find an Existing Value", "Keyword Search", and "Add a New Value". Below these are several input fields with search icons (magnifying glasses) next to them: "Business Unit" (with value 01181), "Voucher ID" (with value NEXT), "Voucher Style" (with value Regular Voucher), "Supplier Name" (with value John A Russell Corp), "Short Supplier Name" (with value JOHN A RUS-001), "Supplier ID" (with value 0000001224), "Supplier Location" (with value SINGLE), "Address Sequence Number" (with value 1), "Invoice Number" (with value CIP101218), "Invoice Date" (with value 09/10/2018), "Gross Invoice Amount" (with value 0.00), "Freight Amount" (with value 0.00), "Misc Charge Amount" (with value 0.00), "PO Business Unit" (with a search icon), "PO Number" (with a search icon), and "Estimated No. of Invoice Lines" (with value 1). At the bottom left of the form, the "Add" button is highlighted with a red rectangle.

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.

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **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

3. **Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**

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

4. **Invoice Date** - As per the supplier's invoice
5. 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.

Invoice Information | Payments | Voucher Attributes

Business Unit 01181
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 09/10/2018
Invoice Received
Supplier ID 0000001224
ShortName JOHN A. RUS-001
Location SINGLE
*Address 1

Invoice No CIP101218
Accounting Date 10/12/2018
*Pay Terms NET30
Basis Date Type Inv Date
Control Group
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
Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 0.00
SpeedChart
Ship To PBGSMTP001
Description
C/P Indicator

One Asset Calculate

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

Save Save For Later

Notify Refresh Add Update/Display

Copy From Source Document section:

6. Click the expand arrow
7. **PO Unit** - Enter PO Unit
8. **PO Number** - Enter PO number you want to copy from
9. Click **Copy PO** Button

Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

Invoice Lines section:

10. C/P Indicator - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

11. Select the One Asset box

12. Click **Assets** tab in the **Distribution Lines** section

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 PBGSMTP003

Description Services

C/P Indicator C

Purchase Order

01181|0000018412|1|1

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		

13. Select the **Asset** box

14. **Business Unit** - Enter BU

15. **Profile ID** - Enter appropriate Profile ID

16. **Asset ID** - Choose by clicking on the magnifying glass

17. Click the **Payments** tab

The **Payment** page displays:

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

Business Unit 01181
Voucher ID 00034518
Voucher Style Regular voucher
Total Amount 6,000.00
Supplier Name John A Russell Corp

Invoice No CIP101218
Invoice Date 09/10/2018
Action
Run
Schedule Payments

*Pay Terms NET30 Net 30

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000001224
Location SINGLE
*Address 1
John A Russell Corp
170 S Main Street, Ste 6
Rutland, VT 05701

Gross Amount 6000.00 USD
Discount 0.00 USD
Scheduled Due 10/12/2018
Net Due 10/10/2018
Discount Due
Accounting Date

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

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

Pay Group
*Handling Regular Payment
Hold Reason
*Netting Not Applicable
L/C ID
Supplier Bank
Messages
Layout
☐ Hold Payment
☐ Separate Payment

Schedule Payment
*Action Schedule Payment
Pay
Payment Date
Reference

Save

Return to Search Previous in List Next in List Notify Refresh Add Update/Display

18. Click **Save**

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
VTNR-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

The **Voucher Entry** page displays:

Voucher

Find an Existing Value Add a New Value

Business Unit 01110

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name Vermont Dept of Libraries

Short Supplier Name LIBRARIES-001

Supplier ID 0000075905

Supplier Location MULTIPLE

Address Sequence Number 1

Invoice Number APTTEST1126

Invoice Date 11/26/2018

Gross Invoice Amount 250.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines 1

Add

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.

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **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

3. **Invoice Number** - Enter Supplier’s Invoice number exactly as it appears on the supplier’s invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier’s invoice.**

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

4. **Invoice Date** - As per the supplier's invoice
5. **Gross Invoice Amount** - Enter the gross invoice amount
6. Click **Add**

The **Invoice Information** page displays:

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

Scroll down the screen and the **Invoice Line** box can be viewed:

Invoice Lines section

7. **Description** - Enter the description of what you are paying the invoice for
8. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

Distribution Lines section

9. **Amount** - 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
10. **Account Number** - Enter account number or click on the magnifying glass to select from the list
11. **Fund** - Enter the fund or click on the magnifying glass to select from the list
12. **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
13. **Program** - Enter program (If used by your department)
14. **Class** - Enter class (If used by your department)
15. **Project/Grant** - Enter project/grant (If used by your department)

The page should now look similar to the one above

16. Click on the **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.

17. 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 APTEST1126			
Voucher ID 00007688		Invoice Date 11/26/2018			
Voucher Style Regular Voucher					
Total Amount 250.00		*Pay Terms NET00 Due Now			
Supplier Name 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 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 type and class.

Please see the [1099 Reporting](#) section in this manual for more information on how to determine the appropriate withholding type and class for each payment type.

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

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

When the blue [Withholding](#) link is available, the user must determine if the payment being made is a reportable payment. (Please see the tables of [reportable and non-reportable payments](#).) 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 in the Invoice Line Withholding Information section and the Withholding Details section for each invoice line of the voucher that is not reportable.

Invoice Information | Payments | Voucher Attributes

Business Unit 01110
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date
Invoice Received
Supplier ID 000003127
ShortName GREEN MOUN-072
Location MULTIPLE
*Address 1

Invoice No
Accounting Date 12/18/2020
*Pay Terms NET30
Basis Date Type Inv Date
Control Group
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)
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
Voucher ID NEXT
Invoice Number
Supplier 000003127 Green Mountain Forensics
VAT Entry
Invoice Date

Withholding Option
☐ Postpone Withholding

Invoice Line Withhold Information
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	1099N	FED	01				Withhold at Payment	<input checked="" type="checkbox"/>

When making a reportable payment, the user must also determine if the withholding type and class listed on the Withholding Information Page is correct for the payment being made. (Please see the [1099 Reporting](#) section in this manual for more information.) If the withholding type and class is not correct, it must be changed to the type and class applicable to the payment being made.

Withholding Information

[Back to Invoice](#)

Business Unit 01110

Invoice Number

Voucher ID NEXT

Supplier 0000003127

Green Mountain Forensics

VAT Entity

Invoice Date

Withholding Option

☐ Postpone Withholding

Invoice Line Withhold Information

Line 1

Description

Withholding Code

☒ Withholding Applicable

Find | View All

First 1 of 1 Last

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	1099N	FED	01				Withhold at Payment	<input checked="" type="checkbox"/>

Exercise 1

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

Situation: An invoice has been received for \$556.00 consisting of veterinary 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

The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry form in SAP. 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 (magnifying glasses) next to them. The fields are: Business Unit (01110), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name (Barre Animal Hospital), Short Supplier Name (BARRE ANIM-001), Supplier ID (0000006145), Supplier Location (SINGLE), Address Sequence Number (1), Invoice Number (Train1234), Invoice Date (12/10/2020), Gross Invoice Amount (556.00), Freight Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (2). At the bottom left, there is an 'Add' button.

1. **Business Unit** - Enter BU if not using your default BU
2. **Supplier ID** - Enter Supplier ID number
3. **Invoice Number** - Enter Supplier's invoice number
4. **Invoice Date** - As per the supplier's invoice
5. **Gross Invoice Amount** - Enter gross invoice amount
6. **Enter Estimate No. of Invoice Lines** - Enter the estimated number of invoice lines
7. Click **Add**

The **Invoice Information** page displays:

The screenshot shows the 'Invoice Information' page with the following details:

- Business Unit:** 01110
- Invoice No:** Train1234
- Accounting Date:** 12/18/2020
- Pay Terms:** NET30
- Invoice Total:** Line Total 0.00, Total 556.00, Difference -556.00
- Withholding:** Highlighted in a red box in the right-hand menu.

8. Click the **Withholding** link

The **Withholding Information** page displays:

The screenshot shows the 'Withholding Information' page with the following details:

- Invoice Line Withhold Information:** Line 1, Description, Withholding Code.
- Withholding Option:** ☐ Postpone Withholding
- Withholding Details Table:**

*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"/>

9. Uncheck the **Withholding Applicable** checkbox and **Applicable** box for Line 1

10. Click on the **View All** link

Withholding Information

[Back to Invoice](#)

Business Unit 01110 Invoice Number Train1234 VAT Entity
 Voucher ID NEXT Supplier 000006145 Barre Animal Hospital Invoice Date 12/10/2020

Withholding Option

☐ Postpone Withholding

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

Line 1 Description
 Withholding Code ☐ Withholding Applicable

Withholding Details Personalize Find View All 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
 Withholding Code ☒ Withholding Applicable

Withholding Details Personalize Find View All 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"/>

Note that both withholding boxes are still checked for line two since veterinary services are reportable using type 1099M and class 06.

11. Click the [Back to Invoice](#) link

You are returned to the **Invoice Information** page:

Invoice Lines section

- 12. Description** - Enter the description of what you are paying for on this line of the invoice – in this case “REIMB”
- 13. C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher
- 14. Amount** - Enter Line 1 amount, in this case \$56.00

Distribution Lines section

- 15. Merchandise Amount** - Enter the merchandise amount of line 1 to reflect the amount being paid – in this case \$56.00
- 16. Account Number** - Enter the account number or click on the magnifying glass to select from the list
- 17. 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
- 18. Fund** - Enter Fund
- 19. Program** - Enter program (If used by your department)
- 20. Class** - Enter class (If used by your department)
- 21. Project/Grant** - Enter project/grant (If used by your department)

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

Note: Reportable and non-reportable amounts must be entered on separate invoice lines of the voucher – NOT separate distribution lines.

The 2nd **Invoice Line** displays:

The screenshot displays the 'Invoice Lines' section of a software application. At the top, there are navigation controls: 'Find | View All', 'First', '2 of 2', and 'Last'. The main form for 'Line 2' includes a 'Copy Down' checkbox, a 'Distribute by' dropdown menu, and input fields for 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (which is set to 500.00). To the right of these fields are 'SpeedChart', 'Ship To' (PFMMTP001), 'Description' (Veterinary Services), 'Packing Slip', and 'C/P Indicator' (C). Below the main form is the 'Distribution Lines' section, which features 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. The table contains one entry with a Merchandise Amt of 500.00, *GL Unit of 01110, Account of 520595, Fund of 10000, Dept of 1110020000, and a Budget Date of 12/18/2020. At the bottom of the form are 'Save' and 'Save For Later' buttons.

Invoice Lines section

- 22. Description** - Enter the description of what you are paying for on this line of the invoice – in this case “Veterinary Services”
- 23. C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher
- 24. Amount** - Enter Line 2 amount, in this case \$500.00

Distribution Lines section

- 25. Merchandise Amount** - Enter the merchandise amount of line 2 to reflect the amount being paid – in this case \$500.00
- 26. Account Number** - Enter the account number or click on the magnifying glass to select from the list
- 27. 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
- 28. Fund** - Enter Fund
- 29. Program** - Enter program (If used by your department)
- 30. Class** - Enter class (If used by your department)
- 31. Project/Grant** - 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 \$56.00 for an expense reimbursement, which is not reportable. Line 2 is paying \$500. For Veterinary Services, which is reportable.

Invoice Information | Payments | Voucher Attributes

Business Unit 01110 Invoice No Train1234
 Voucher ID NEXT Accounting Date 12/18/2020
 Voucher Style Regular Voucher *Pay Terms NET30 Net 30
 Invoice Date 12/10/2020 Basis Date Type Inv Date
 Invoice Received
 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 556.00
 *Currency USD
 Miscellaneous
 Freight
 Total 556.00
 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

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 56.00
 SpeedChart
 Ship To PFMMP001
 Description REIMB
 Packing Slip
 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	56.00		01110	518300	21370	1110020000				12/18/2020

Line 2 ☐ Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 500.00
 SpeedChart
 Ship To PFMMP001
 Description Veterinary Services
 Packing Slip
 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	500.00		01110	520595	10000	1110020000				12/18/2020

Save Save For Later

Notify Refresh Add Update/Display

32. Click on the [Withholding](#) link

The **Withholding Information** page opens:

Withholding Information

[Back to Invoice](#)

Business Unit 01110 Invoice Number Train1234 VAT Entity
 Voucher ID NEXT Supplier 0000006145 Barre Animal Hospital Invoice Date 12/10/2020

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	08				Withhold at Payment	<input type="checkbox"/>

Line 2 Description Veterinary Services
 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	08				Withhold at Payment	<input checked="" type="checkbox"/>

The panel displays no withholding for invoice line 1 (reimbursement) and withholding applicable for invoice line 2 (reportable service.)

33. Click **Back to Invoice** link

34. 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.

Exercise 2

Enter a Voucher for an Invoice with Reportable Lines – Default Withholding Type and Class is Not Correct 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

Invoice Lines section

1. **Description** - Enter the description of what you are paying for on this line of the invoice – in this case “Rent for Office Space”
2. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher
3. **Amount** - Enter Line 1 amount, in this case \$600.00

Distribution Lines section

4. **Merchandise Amount** - Enter the merchandise amount of line 1 to reflect the amount being paid – in this case \$600.00
5. **Account Number** - Enter the account number or click on the magnifying glass to select from the list
6. **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
7. **Fund** - Enter Fund
8. **Program** - Enter program (If used by your department)
9. **Class** - Enter class (If used by your department)
10. **Project/Grant** - Enter project/grant (If used by your department)
11. Click on the **Withholding** link

The **Withholding Information** page opens:

Withholding Information

[Back to Invoice](#)

Business Unit 01110 Invoice Number VAT Entity
Voucher ID NEXT Supplier 0000052056 Illuzzi, Vincent Invoice Date

Withholding Option

☐ Postpone Withholding

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

Line 1 Description Rent for 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	1099N	FED	01				Withhold at Payment	<input checked="" type="checkbox"/>

Default type is **1099N** and class **01**

You are paying this supplier for office space. You know from the table in the [1099 Reporting](#) section of this manual that payments for rental of office space is reported on a 1099-Misc as 01. The type and class that has defaulted on the payment is 1099N and 01. You must change the withholding type and class on this payment so it is reported correctly on a 1099-Misc.

Withholding Information

Back to Invoice

Business Unit 01110 Invoice Number VAT Entity
Voucher ID NEXT Supplier 0000052056 Illuzzi, Vincent Invoice Date

Withholding Option

☐ Postpone Withholding

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

Line 1 Description Rent for 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	1099N	FED	01				Withhold at Payment	<input checked="" type="checkbox"/>

12. Click the search icon for the **Type** field and choose **1099M**

13. Click the search icon for the **Jurisdiction** field and choose **FED**

14. Click the search icon for the **Class** field and choose **01**

Note: If when changing Type and/or 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 to add the withholding type and/or class to the supplier. Do not approve or budget check the voucher until the withholding type and/or class is added to the supplier and can be changed on the voucher.

15. Click [Back to Invoice](#) link

16. 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.

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 in 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 > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

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

The **Voucher Entry** page displays:

The screenshot shows a web form titled "Voucher". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, the form contains several input fields with the following values: Business Unit (02170), Voucher ID (NEXT), Voucher Style (Adjustments), Supplier Name (Unicef), Short Supplier Name (UNICEL-001), Supplier ID (0000000983), Supplier Location (MULTIPLE), Address Sequence Number (6), Invoice Number (SAMPLE102418), and Invoice Date (09/25/2018). Each field has a magnifying glass icon to its right. At the bottom left of the form, there is a yellow "Add" button, which is highlighted with a red rectangular box.

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.

1. **Business Unit** - Enter BU if not using your default BU
2. **Voucher ID** - Leave as **NEXT**
3. **Voucher Style** - Set to **Adjustments**
4. **Supplier ID** - Enter Supplier ID number
5. **Invoice Number** - Enter Suppliers invoice number
6. **Invoice Date** - As per the supplier's invoice
7. **Gross Invoice Amount** - Enter gross invoice amount
8. **Enter Estimate No. of Invoice Lines** - You can enter the estimated number of invoice lines
9. Click **Add**

The **Invoice Information** page displays:

Note: If you see a **Withholding** hyperlink next to the **Invoice Total** box, the supplier is subject to **1099 Reporting**. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

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

10. Credit Memo Amount - Enter the amount as a credit (example –15.00) in the **Total** field

11. Click on the chevron arrow “**Copy From Source Document**”

12. Voucher ID - Enter the voucher ID number

13. Click on **Copy to Voucher** (if you entered the original Voucher ID)

Extended Amount & Amount fields populate with -\$15.00

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 0000000983 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 00008393 Copy From Worksheet

Invoice Lines
 Line 1
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount -15.00
 SpeedChart
 Ship To PCJTPT001
 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				

 Save Save For Later
 Notify Refresh Add Update/Display

14. C/P Indicator - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

Distribution Lines section

15. Account Number - Enter the account number or click on the magnifying glass to select from the list

16. Fund - Enter fund

17. Department - Enter department

18. Click Save

The transaction saves and Voucher ID is assigned:

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 0000000983 Control Group
 ShortName UNICEL-001 Grant ID
 Location MULTIPLE CFDA#
 *Address 6

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 to Correct Accounting Entries

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 payments are issued as a result of these entries.

If correcting entries need to be made between Business Units, you **MUST** process 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: Business Unit; Supplier ID; Supplier Name; Supplier Location; Address Sequence Number; Invoice Number; Invoice Date; Pay Terms; C/P Indicator; Amount; GL Unit; Account; Fund; Department ID; Related Voucher; and Line Description

WorkCenter Navigation: Accounts Payable WorkCenter > Links > Vouchers > Voucher Entry > Add a New Value

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

The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry 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 (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), and Invoice Date (11/23/2018). At the bottom left, there is a red-bordered button labeled 'Add'.

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.

1. **Business Unit** - Enter BU if not using your default BU
2. **Voucher Style** - Select **Journal Voucher**
3. **Supplier ID** - Enter Supplier ID number
4. **Invoice Number** - Enter Suppliers invoice number
5. **Invoice Date** - As per the supplier's invoice
6. **Gross Invoice Amount** - Enter gross invoice amount
7. Click [Add](#)

The **Invoice Information** page displays:

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**
 - **Total Amount** - defaults in with 0.00 and is grayed out
8. **Related Voucher** - Enter the Voucher ID of the voucher being corrected or click on the magnifying glass to choose from the list
- Note:** If you need to enter more than one journal voucher for a voucher correction, enter the Original Voucher ID in the Related Voucher field not the journal voucher number.*
9. **Grant ID** - Enter Grant ID from original voucher if applicable
10. **CFDA#** - Enter CFDA# from original voucher is applicable

In the **Invoice Lines** section:

11. Description - Enter the description of the journal voucher

12. C/P Indicator - Select C for current year or P for prior year, you must select this for each invoice line – both C and P can be used within the same voucher

Note: If you need to correct a C/P Indicator as well as accounting entries you can do so in one Journal Voucher. See the Enter a Journal Voucher to Correct a C/P Indicator exercise in this manual.

13. Line Amount - Enter 0.00

In the **Distribution Lines** section:

14. Merchandise Amount - Enter amount as a **negative amount**

15. Account Number - Enter the account number or click on the magnifying glass to select from the list


16. Fund - Enter Fund

17. 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

18. Program - Enter program (If used by your department)

19. Class - Enter class (If used by your department)

20. Project/Grant - Enter project/grant (If used by your department) - Enter Project/Grant of the incorrect line from the original voucher

21. Click on the  icon located at the beginning of the distribution line

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

fintraining.erp.vermont.gov says

Enter number of rows to add:

1

OK Cancel

22. Click OK

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

Distribution Lines													Personalize Find View All 1-2 of 2 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	516600	10000	1110003000				11/23/2018	BT
+	-	2	10.00		01110							11/23/2018	BT

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 are only correcting the Account.

Distribution Lines													Personalize Find View All 1-2 of 2 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	516600	10000	1110003000				11/23/2018	BT
+	-	2	10.00		01110	516605	10000	1110003000				11/23/2018	BT

23. Click Save

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

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.

Enter a Journal Voucher to Correct Accounting Entries is Complete

Enter a Journal Voucher to Correct a C/P Indicator

Situation when this function is used: A journal voucher is used to correct a current/prior year indicator.

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: Business Unit; Supplier ID; Supplier Name; Supplier Location; Address Sequence Number; Invoice Number; Invoice Date; Pay Terms; C/P Indicator; Amount; GL Unit; Account; Fund; Department ID; Related Voucher; and Line Description

WorkCenter Navigation: Accounts Payable WorkCenter > Links > Vouchers > Voucher Entry > Add a New Value

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

The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry 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 (01110), Voucher ID (NEXT), Voucher Style (Journal Voucher), Supplier Name (Agency of Digital Services-CIT-Telecomm), Short Supplier Name (AGENCY OF-004), Supplier ID (0000043889), Supplier Location (SINGLE), Address Sequence Number (1), Invoice Number (VOIP002185-FIN3), and Invoice Date (05/21/2019). At the bottom left, there is an 'Add' button highlighted with a red rectangular box.

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.

1. **Business Unit** - Enter BU if not using your default BU
2. **Voucher Style** - Select **Journal Voucher**
3. **Supplier ID** - Enter Supplier ID number
4. **Invoice Number** - Enter Suppliers invoice number
5. **Invoice Date** - As per the supplier's invoice
6. **Gross Invoice Amount** - Enter gross invoice amount
7. Click [Add](#)

The **Invoice Information** page displays:

The screenshot shows the 'Invoice Information' page with the following details:

- Business Unit:** 01110
- Voucher ID:** NEXT
- Voucher Style:** Journal Voucher
- Invoice Date:** 05/21/2019
- Invoice Received:** (empty)
- Invoice No:** VOIP002185-FIN3
- Accounting Date:** 04/13/2020
- Pay Terms:** NET00
- Basis Date Type:** Inv Date
- Due Now:** (empty)
- Agency of Digital Services-CIT-Telecomm** (selected)
- Supplier ID:** 0000043689
- ShortName:** AGENCY OF-004
- Location:** SINGLE
- *Address:** 1
- Control Group:** (empty)
- Related Voucher:** 00007870 (highlighted with a red rectangle)
- Grant ID:** (empty) (highlighted with a red rectangle)
- CFDA#:** (empty)
- 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
- Buttons:** Save, Save For Later, Action (dropdown), Run, Calculate, Print

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**
 - **Total Amount** - defaults in with 0.00 and is grayed out
8. **Related Voucher** - Enter the Voucher ID of the voucher being corrected or click on the magnifying glass to choose from the list
Note: If you need to enter more than one journal voucher for a voucher correction, enter the Original Voucher ID in the Related Voucher field not the journal voucher number.
 9. **Grant ID** - Enter Grant ID from original voucher if applicable
 10. **CFDA#** - Enter CFDA# from original voucher is applicable

Invoice Information

Business Unit 01110
 Voucher ID NEXT
 Voucher Style Journal Voucher
 Invoice Date 05/21/2019
 Invoice Received
 Agency of Digital Services-CIT-Telecomm
 Supplier ID 0000043869
 ShortName AGENCY OF-004
 Location SINGLE
 *Address 1
 Invoice No VOIP002185-FIN3
 Accounting Date 04/13/2020
 Pay Terms NET00
 Basis Date Type Inv Date
 Control Group
 Related Voucher 00007870
 Grant ID
 CFDA#
 Invoice Total
 Line Total -1,131.13
 *Currency USD
 Total 0.00
 Difference -1,131.13
 Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Invoice Lines

Line 1
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount -1,131.13
 Description Correct C/P Indicator
 C/P Indicator C
 Ship To PFMMTP001
 Packing Slip
 One Asset
 Calculate

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
1	-1,131.13		01110	516605	10000	1110003000				04/13/2020

In the **Invoice Lines** section:

11. **Description** - Enter the description of the journal voucher
12. **C/P Indicator** - Select C for current year or P for prior year as in the incorrect voucher, you must select this for each invoice line
13. **Line Amount** - Enter Line 1 amount from the incorrect voucher as a **negative amount**

In the **Distribution Lines** section enter the chartfield information from the incorrect voucher:

14. **Merchandise Amt** - Enter amount as a **negative amount**
15. Complete the Distribution Line to match the original incorrect voucher
16. Click on the **+** icon in the **Invoice Line** section to add a new invoice line

The following message box opens asking how many invoice lines to add:

Enter number of rows to add:

1

OK Cancel

17. Enter the number of lines to add and click **OK**

A new Invoice Line opens:

The screenshot shows the 'Invoice Lines' window. It contains two line items. Line 1 is partially filled with a negative amount. Line 2 is a new entry with a positive amount, and its details are highlighted with red boxes. The distribution line table for Line 2 is also highlighted.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	-1,131.13		01110	516605	10000	1110003000				04/13/2020
<input type="checkbox"/>	2	1,131.13		01110	516605	10000	1110003000				04/13/2020

18. Description - Enter the description of the journal voucher

19. C/P Indicator - Select the correct C/P Indicator, you must select this for each invoice line

20. Line Amount - Enter Line 1 amount from the incorrect voucher

21. Complete the **Distribution Line** to match the original incorrect voucher

***Note:** If you need to correct accounting entries as well as a C/P Indicator you can do so in one Journal Voucher by entering the correct chartfield data here.*

22. Click **Save**

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

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.

Enter a Journal Voucher to Correct a C/P Indicator is Complete

How to Set Up SpeedCharts

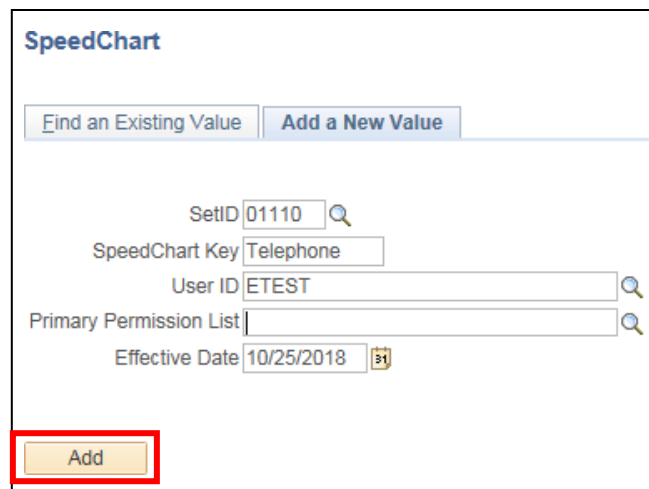
Situations when this function is used: SpeedCharts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own SpeedCharts or they can be set up so that many people in a business unit can use them. SpeedCharts are effective dated so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

SpeedCharts 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> SpeedChart > Add a New Value

The **SpeedChart** panel displays, click on the **Add a New Value** tab:



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

1. **SetID** - Enter appropriate business unit
2. **SpeedChart Key** - Enter what you want the SpeedChart to be called
3. **User ID** - Enter your User ID or click on the magnifying glass and select from the list
4. **Effective Date** - Enter the date that you would like the SpeedChart to be available for use
5. Click **Add**

The **SpeedChart** page displays:

SpeedChart

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

Description Total Percent 50.00

Security Option

☐ Universal (All Users)
☒ One User ETEST
☐ One Permission

Definition

☒ Enter Percentages
☐ Enter Weights

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					

Save Notify Add Update/Display Include History Correct History

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

6. **Description** - Enter a brief description of what the SpeedChart is used for
7. **Security Options** - 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 **One Permission** option is not used by the State of Vermont
8. **SpeedCharts** -
 - 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)

9. 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

☐ Universal (All Users)

☒ One User

☐ One Permission

Definition

☒ Enter Percentages

☐ Enter Weights

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

A new row opens:

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 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 x	0.00000								

Save Notify Add Update/Display Include History Correct History

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

11. **SpeedCharts** 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)

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

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	50.00	0.00000	01110	516600	10000	1110003000					
2	50.00	0.00000	01110	516626	10000	1110006000					

Save **Notify** **Add** **Update/Display** **Include History** **Correct History**

12. Click **Save**

Adding a Voucher using a SpeedChart

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

SpeedCharts 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
The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. The form contains the following fields and values:

- Business Unit: 01110
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Supplier Name: Vermont State Colleges
- Short Supplier Name: VTSTCOLLEG-001
- Supplier ID: 0000042882
- Supplier Location: MACHCCV
- Address Sequence Number: 11
- Invoice Number: SC111418
- Invoice Date: 10/12/2018
- Gross Invoice Amount: 1000.
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit:
- PO Number:
- Estimated No. of Invoice Lines: 1

At the bottom of the form, there is an 'Add' button highlighted with a red box.

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.

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **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

3. **Invoice Number** - Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**

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

4. **Invoice Date** - As per the supplier's invoice
5. **Gross Invoice Amount** - Enter the gross invoice amount
6. Click **Add**

The Invoice Information page displays:

Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

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

Scroll down the screen and the **Invoice Lines** box can be seen:

6. Click on the magnifying glass next to SpeedChart

Look Up SpeedChart

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)

7. Select the SpeedChart by clicking on the link

Copy From Source Document

Invoice Lines

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

Calculate

Distribution Lines

Personalize Find View All 1 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets
Copy Down	Line	Merchandise Amt	Quantity
+	1	250.00	

8. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

9. Under **Distribution Lines** click **View All**

Distribution Lines

Personalize Find View All 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets
Copy Down	Line	Merchandise Amt	Quantity
+	1	250.00	
+	2	750.00	

Save Save For Later

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 SpeedChart.

10. Click on **Payments** tab

The **Payments** page displays:

The screenshot shows the 'Payments' tab selected. The top section contains invoice details: Business Unit 01110, Invoice No SC111418, Invoice Date 10/12/2018, Voucher ID NEXT, Voucher Style Regular Voucher, Total Amount 1,000.00, and Supplier Name Vermont State Colleges. The *Pay Terms are NET00. The bottom section, 'Payment Information', shows Payment 1 with *Remit to 000042882, Location MACHCCV, and Address 11. The Gross Amount is 0.00 USD and the Discount is 0.00 USD. The Scheduled Due date is 11/14/2018. The right side has buttons for 'Run', 'Schedule Payments', and a 'Payment Inquiry' section with options like 'Discount Denied', 'Late Charge', 'Express Payment', 'Payment Comments(0)', and 'Holiday/Currency'.

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.

11. 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).
- Gross Amt is now filled in.

This screenshot shows the 'Payments' page after the voucher has been saved. The 'Voucher ID' is now 00007680, highlighted with a green box. The 'Gross Amount' is now 1000.00 USD, also highlighted with a green box. The 'Scheduled Due' date has changed to 11/14/2018. The 'Net Due' date is 10/12/2018. The 'Discount Due' and 'Accounting Date' fields are empty. The 'Payment Inquiry' section on the right remains the same.

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 > Links Pagelet > Vouchers > Voucher Entry > Find an Existing Value

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

The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A section titled 'Search Criteria' contains various search fields: Business Unit (dropdown), Voucher ID (begins with dropdown and text input), Invoice Number (begins with dropdown and text input), Invoice Date (dropdown and text input), Short Supplier Name (begins with dropdown and text input), Supplier ID (begins with dropdown and text input), Supplier Name (begins with dropdown and text input), Voucher Style (dropdown), Related Voucher (begins with dropdown and text input), Entry Status (dropdown), Voucher Source (dropdown), and Incomplete Voucher (dropdown). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with '300' entered. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Your default BU will appear in the Business Unit field.

1. **Business Unit** - Leave as user default or enter appropriate business unit
2. **Voucher ID** - Enter the Voucher ID (including leading zeros) of the voucher that needs to be budget checked
3. Click **Search**

The **Voucher Summary** page displays:

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

Business Unit 01110
Voucher ID 00007682
Voucher Style Regular
Supplier Name Highgate Apartments
73 Highgate Drive, Ste 121
Barre, VT 05641
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

Invoice Date 10/16/2018
Invoice No BUDGETCK
Invoice Total 35.00 USD
Pay Terms Net 30
Voucher Source Online
Origin ONL
Created On 11/16/2018 2:55PM
Created By ETEST
Last Update 11/16/2018 2:59PM
Modified By ETEST
ERS Type Not Applicable
Close Status Open

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

4. Click on the **Invoice Information** tab

The **Invoice Information** page displays:

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

Business Unit 01110
Voucher ID 00007682
Voucher Style Regular Voucher
Invoice Date 10/16/2018
Invoice Received
Supplier ID 0000007818
ShortName HIGHGATEAP-001
Location SINGLE
*Address 1
Save

Invoice No BUDGETCK
Accounting Date 11/16/2018
*Pay Terms NET30
Basis Date Type Inv Date
Grant ID
CFDA#

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

Copy From Source Document
Invoice Lines
Line 1
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 35.00
Copy Down
Special Chart
Description
C/P Indicator C

Action
Budget Checking
Journal Generate
Match, Doc Tol, Bdgt
Voucher Post
Run
Calculate
Print

Distribution Lines
GL Chart
Exchange Rate
Assets
Copy Down
Line
Merchandise Amt
Quantity
*GL Unit
Account
Fund
Dept
Program
Class
Project
Budget Date
1
35.00
01110
516600
10000
1110003000
11/16/2018

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

5. Click on the **drop-down arrow** beside **Action** and choose **Budget Checking**

6. Click on **Run** and the **Budget Checking Process** is started

The following Message opens:

Message

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

Yes No

7. 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

Save Action Budget Checking **Refresh** Calculate Print

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

8. Click on the **Refresh** button

9. Once the page is done processing then click on **Summary** tab

The **Summary** page displays:

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 Payment Inquiry 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.

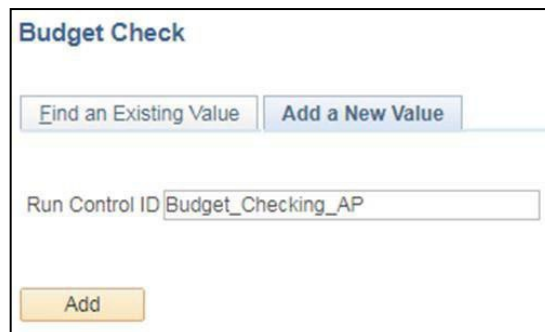
You should be careful that you are only budget checking the vouchers that are ready to be budget checked when setting up the parameters of the batch process.

Required Fields: Run Control ID; Description; Transaction Type; Field Name; Value Type; From/To; Server Name

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Batch Processes > Budget Check

Navigator Menu navigation: Accounts Payable > Vouchers > Budget Check

The **Budget Check** page displays:



1. Click on the **Add a New Value** tab if you are running this process for the first time **or** click on the **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.

2. **Run Control ID** - Enter a run control ID
3. Click **Add**

The **Budget Check** page displays:

Budget Check

Run Control ID: Budget_Checking_AP Report Manager Process Monitor **Run**

Process Request Parameters Find | View All First 1 of 1 Last

*Process Frequency: Always Process

Request Number: 1

*Description: Budget Checking AP

*Transaction Type: AP_VOUCHER ☐ Process All Business Units

Selection Parameters Find | View All First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	01110	

Save Notify Refresh Add Update/Display

4. Click on the drop down next to **Process Frequency** and choose '**Always Process**'
5. **Description** - Enter a description
6. Click on the magnifying glass next to '**Transaction Type**' and select AP Voucher from the list
7. Click **Save**
8. Click **Run**

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID: ESTUBIN Run Control ID: Budget_Checking

Server Name: Run Date: 11/16/2018 Run Time: 11:45:59AM **Reset to Current Date/Time**

Recurrence: Time Zone: **OK** Cancel Refresh

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

9. Click **OK**

The **Budget Check** page displays:

Budget Check

Run Control ID: Budget_Checking Report Manager: **Process Monitor** Run

Process Request Parameters Find | View All First 1 of 1 Last

*Process Frequency: Always Process

Request Number: 1

*Description: Budget Checking

*Transaction Type: AP_VOUCHER ☐ Process All Business Units

Selection Parameters Find | View All First 1-2 of 2 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	01110	
Voucher ID	Range	00007676	00007681

Save Notify Refresh Add Update/Display

10. Click on the **Process Monitor** link

The **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

Process List Personalize | Find | View All First 1-3 of 3 Last

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	Details
<input type="checkbox"/>	9196416		PSJob	POXMLP	ESTUBIN	11/15/2018 12:01:52PM EST	Success	Posted	Details
<input type="checkbox"/>	9196415		Application Engine	FS_BP	ESTUBIN	11/15/2018 12:01:11PM EST	Success	Posted	Details

Go back to Budget Check

Save Notify

10. Click on the **Refresh** button until the Run Status = Success and Distribution Status = Posted

11. Click on the **Details** link

The **Process Detail** window opens:

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

Location Server

Server PSUNIX

Recurrence

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
 ☐ Restart Request

Date/Time

Actions

Request Created On 11/16/2018 11:48:02AM EST

Run Anytime After 11/16/2018 11:45:59AM EST

Began Process At 11/16/2018 11:48:31AM EST

Ended Process At 11/16/2018 11:48:46AM EST

Parameters

Transfer

Message Log

View Locks

Batch Timings

View Log/Trace

OK

Cancel

12. 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.	<div>Explain</div>
10	11:48:32AM	Begin request number 1 for User ID "ESTUBIN" and Run Control ID "Budget_Checking".	<div>Explain</div>
10	11:48:37AM	Request 1 for "ESTUBIN" / "Budget_Checking" completed successfully.	<div>Explain</div>
10	11:48:37AM	Request 1 Statistics. Documents Processed: 4, Errors: 0, Warnings: 0	<div>Explain</div>
10	11:48:37AM	Commitment Control Budget Processing Complete.	<div>Explain</div>
	11:48:46AM	Published message with ID 7c5f7e62-e9bf-11e8-8a56-a18bf7b72b4d to create entry in folder GENERAL.	<div>Explain</div>
	11:48:46AM	Successfully posted generated files to the report repository	<div>Explain</div>

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

The **Process Monitor** opens:

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below them is a section titled 'View Process Request For' with various search filters: 'User ID' (E TEST), 'Type' (dropdown), 'Last' (dropdown), '30' (text), 'Days' (dropdown), 'Refresh' button, 'Server' (dropdown), 'Name' (text), 'Instance From' (text), 'Instance To' (text), 'Run Status' (dropdown), 'Distribution Status' (dropdown), and a 'Save On Refresh' checkbox. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows an instance with ID 9196632, Type Application Engine, Name FS_BP, User ETEST, Run Date/Time 11/29/2018 1:50:41PM EST, Run Status Warning, and Distribution Status Posted. The 'Run Status' and 'Details' cells are highlighted with red boxes.

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	Details

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.

1. Click on **Details** link beside the budget checking process with an error or

warning The **Process Detail** window opens:

The screenshot shows the 'Process Detail' window. It has a title bar with 'Process Detail' and a 'Help' button. The window is divided into several sections. The 'Process' section shows: Instance 9196632, Type Application Engine, Name FS_BP, Description Comm. Cntrl. Budget Processor, Run Status Warning, and Distribution Status Posted. The 'Run' section shows: Run Control ID BUDGET_CK, Location Server, Server PSUNX, and Recurrence. The 'Update Process' section has radio buttons for: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request. The 'Date/Time' section shows: 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, and Ended Process At 11/29/2018 1:51:25PM EST. The 'Actions' section has links for: Parameters, Transfer, Message Log, View Locks, Batch Timings, and View Log/Trace. At the bottom are 'OK' and 'Cancel' buttons.

2. Click on the **Message Log** link

The **Message Log** window opens:

Message Log			
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): 300

Search

Clear

Basic Search

Save Search Criteria

1. **Business Unit** - Enter Business Unit or leave as default
2. **Voucher ID** - Enter Voucher ID or click on Search for a list of vouchers
3. **Process Status** - Select = Errors Exist
4. Click **Search**

Note: If the Search button is clicked and there is only one voucher with a budget check error the voucher will automatically open.

The **Voucher Exceptions** page displays:

The screenshot shows the 'Voucher Exceptions' page. At the top, there are tabs for 'Voucher Exceptions' and 'Line Exceptions'. Below the tabs, the 'Business Unit' is set to '01110' and the 'Voucher ID' is '00007688'. There are search filters for '*Exception Type' (set to 'Error') and 'Maximum Rows' (set to '100'). There are also checkboxes for 'Override Transaction' and 'More Budgets Exist'. A 'Search' button is present. Below the search filters, there is a section titled 'Budgets with Exceptions' with a 'Personalize' button and a 'Find' button. The 'Find' button is highlighted. Below this, there are tabs for 'Budget Override' and 'Budget Chartfields'. The 'Budget Chartfields' tab is selected. Below the tabs, there is a table with the following columns: 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. The table contains two rows of data:

	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**.

5. Click on the **Budget Chartfields** tab to see what Chartfield string was used.

The screenshot shows the 'Voucher Exceptions' page with the 'Budget Chartfields' tab selected. The 'Business Unit' is '01110' and the 'Voucher ID' is '00007738'. The search filters are the same as in the previous screenshot. The 'Budgets with Exceptions' section is visible, and the 'Budget Chartfields' tab is selected. Below the tabs, there is a table with the following columns: 'Details', 'Business Unit', 'Ledger Group', 'Account', 'Fund', 'Dept', and 'Budget Period'. The table contains two rows of data:

	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.

6. Click on the **Magnifying Glass** next to line 2

The Payables Voucher Line Drill Down window opens:

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit 08100 Voucher ID 00400813
Voucher Line 2 Distribution Line 1

Additional Source Information

Invoice Number 152259RICH
Supplier ID 0000231589

Transaction Line Details

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.

7. Click **OK**

Voucher Exceptions Line Exceptions

Business Unit 08100 Voucher ID 00400813 Actions

*Exception Type Error ☐ Override Transaction

Maximum Rows 100 ☐ 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		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

8. Click on the **Go To** icon

A new window opens:

Please select one of the following links:

[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#)

Cancel









9. Click on the **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			Max Rows	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:

The screenshot shows the 'Voucher' search interface. At the top, there's a title 'Voucher' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (which is selected and highlighted in blue) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there's a section titled 'Search Criteria' with a dropdown arrow. This section contains several search fields: 'Business Unit' (a dropdown menu set to '=' and a text box with '01110'), 'Voucher ID' (a dropdown menu set to 'begins with' and a text box with '00007811'), 'Invoice Number' (a dropdown menu set to 'begins with' and an empty text box), 'Invoice Date' (a dropdown menu set to '=' and a date picker), 'Short Supplier Name' (a dropdown menu set to 'begins with' and an empty text box), 'Supplier ID' (a dropdown menu set to 'begins with' and a text box with a search icon), 'Supplier Name' (a dropdown menu set to 'begins with' and an empty text box), 'Voucher Style' (a dropdown menu set to '=' and a dropdown list), 'Related Voucher' (a dropdown menu set to 'begins with' and an empty text box), 'Entry Status' (a dropdown menu set to '=' and a dropdown list), 'Voucher Source' (a dropdown menu set to '=' and a dropdown list), and 'Incomplete Voucher' (a dropdown menu set to '=' and a dropdown list). Below these fields is a checkbox for 'Case Sensitive' and a text box for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Basic Search' (with a magnifying glass icon). To the right of the 'Basic Search' button is a link 'Save Search Criteria'.

1. **Business Unit** - Accept default or enter a BU number
2. **Voucher ID** - Enter Voucher ID number
3. Click **Search**

The **Voucher** page displays, click on the **Invoice Information** tab:

The screenshot shows the 'Invoice Information' tab selected. The 'Business Unit' is 01110, 'Voucher ID' is 00007811, and 'Voucher Style' is 'Regular Voucher'. The 'Invoice Date' is 01/07/2019, and the 'Accounting Date' is 01/25/2019. The 'Pay Terms' are 'NET30'. The 'Supplier' is 'J.A. Russo Paving, Inc.' with 'Supplier ID' 0000362458. The 'Invoice Total' shows a 'Line Total' of 100.00 and a 'Total' of 100.00. The 'Submit Approval' button is highlighted with a red box. Below the main form, there is a 'Copy From Source Document' section and a 'Distribution Lines' table with one line item.

Line	Copy Down	SpeedChart	Ship To	Description	C/P Indicator
1	<input type="checkbox"/>		PFMMTP001		C

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				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' window is open, showing 'Business Unit' 01110 and 'Voucher ID' 00007811. The 'Additional Details' section has a text area containing 'Test'. The 'OK' button is highlighted with a red box. The text '250 characters remaining' is displayed below the text area.

4. Add comments if desired

5. Click **OK**

The **Approval Summary** tab displays:

Business Unit 01110
Voucher ID 00007811

Voucher Approval Stage 1

BUSINESS_UNIT=01110, VOUCHER_ID=00007811:Pending View/Hide Comments

Default path for Vouchers

Pending
Multiple Approvers
Query

Comments

Return to Search Notify Refresh Add Update/Display

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

6. Click the **Multiple Approvers** link to view the list of approvers

Description:	Training user 1
Approver #19	
Name:	Sarah Elizabeth Powers
Description:	Sarah Elizabeth Powers
Approver #20	
Name:	Stephanie L Fuller
Description:	Stephanie L Fuller
Approver #21	
Name:	Shawn D Benham
Description:	Shawn D Benham
Approver #22	
Name:	Paul R Rousseau
Description:	Paul R Rousseau
Approver #23	
Name:	Nathalie F Browning
Description:	Nathalie F Browning
Approver #24	
Name:	Matthew D Riven
Description:	Matthew D Riven

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

Business Unit 01110
Voucher ID 00007811
Voucher Style Regular
Supplier Name J.A. Russo Paving, Inc.
PO Box 327
Rutland, VT 05701

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

Budget Status Valid

Budget Misc Status Valid

*View Related Payment Inquiry Go

Invoice Date 01/07/2019
Invoice No Train934
Invoice Total 100.00 USD

Pay Terms Net 30
Voucher Source Online
Origin ONL
Created On 01/25/2019 2:50PM
Created By ETEST
Last Update 01/25/2019 3:11PM
Modified By ETEST
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 | Approval Summary

3. 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.

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Approve Voucher

Navigator Menu navigation: Accounts Payable > Vouchers > Approve > Approve Voucher

The **Voucher Approval AF** search page displays:

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): 300

Search Clear Basic Search Save Search Criteria

1. **Business Unit** - Accept default or enter appropriate BU
2. **Voucher ID** - Enter Voucher ID number
3. Click **Search**

The **Approval** page for the voucher is displays:

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 Kennerknecht
Sales Tax 0.00 **Attachments (1)**
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

4. Click on the **Attachments** link to view any attachments added to the voucher

A Voucher Attachments page is displayed showing the files attached to the Voucher.

Voucher Header Attachment

Business Unit 01120 Voucher ID 00023316

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

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
01120-V23316-Rutland_Herald-300121166-11.16.20.pdf	<input checked="" type="checkbox"/>		CNILES	Connie Churchill	11/22/2020 3:11:54PM

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

Add Attachment

OK Cancel Refresh

5. Click the **File Name** link to open the attachment in a new window

6. Click the **OK** button to return to the **Approval** page

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 1 To 1 Of 1 Fetch

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

Line	Description	Quantity	Merchandise Amt
1	Permit Fees	0.0000	100.00

Return to Search Notify

Approval | Line Information | Charge Information

- Click on **Line Information** tab to verify line information

Voucher line detail information is displayed including a Line Description, Quantity and Merchandise 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

Line Number From 1 To 1 Of 1 Fetch

Details Find | View All | First 1 of 1 Last

Voucher Line 1 Quantity 0.0000
 Description Permit Fees Merchandise Amt 100.00

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

GL Chart

Merchandise Amt	GL Unit	Account	Fund Code	Department	Program Code	Class Field
100.00	01110	524552	10000	1110003000		

Return to Search Notify

Approval | Line Information | Charge Information

- Click on **Charge Information** tab to verify chartfield information

Charge information page opens. This page displays the chartfield information for each line of the voucher

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	Attachments (1)
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](#)

9. Click on the **Approval** tab

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 - 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

Transaction Currency USD Terms Net 30
 Total 100.00 Approval Status Pending
 Misc Amt 0.00 Added By TRIVET
 Freight 0.00 Tara N Rivet
 Sales Tax 0.00 Attachments (0)
 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	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

Submit Approve **Deny** Pushback Add Comments Hold

[Return to Search](#) [Notify](#)

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
2. Click the **Deny** button to deny the voucher - Voucher status is updated to Denied, and no further steps are required

Voucher Approval Stage 1

BUSINESS_UNIT=01110, VOUCHER_ID=00007619:Denied

254 characters remaining

Submit Approve Deny Pushback Add Comments Hold

[Return to Search](#) [Notify](#)

Close Vouchers

Situations when this function is used: 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 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.

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**.

Note: *If you are closing a voucher created in VISION 8.8 (before February 5, 2019) you will need to add a C/P indicator on the Invoice Information page and save the voucher before you will be able to close it.*

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Close Voucher

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Close Voucher

The **Voucher Close** page displays:

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 = 01110

Voucher ID begins with 00007613

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): 300

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

1. **Business Unit** - Enter Business Unit or leave as default
2. **Voucher ID** - Enter voucher ID number
3. Click **Search**

The **Close Voucher** page displays:

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

4. Click on **Mark Voucher for Closure**
5. Enter **Comments** if needed

Note: The Manual Close Date defaults in as the current date and it should never be changed.

6. 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.

7. 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.

Note: If you are closing a voucher created in VISION 8.8 (before February 5, 2019) you will need to add a C/P indicator on the Invoice Information page and save the voucher before you will be able to delete it.

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Delete Voucher

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Delete Voucher

The **Voucher Delete** page displays:

The screenshot shows the 'Voucher Delete' search criteria form. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various input fields, and a 'Search' button. The 'Business Unit' field is set to '01110' and the 'Voucher ID' field is set to '00007684'. The 'Search' button is highlighted with a red box.

Search Criteria	
Business Unit	= 01110
Voucher ID	begins with 00007684
Entry Status	=
Invoice Number	begins with
Short Supplier Name	begins with
Supplier ID	begins with
Supplier Name	begins with
<input type="checkbox"/> Case Sensitive	
Limit the number of results to (up to 300): 300	

Search Clear Basic Search Save Search Criteria

1. **Business Unit** - Enter Business Unit or leave as default
2. **Voucher ID** - Enter voucher ID number
3. Click **Search**

The **Delete Voucher** page displays:

The screenshot shows the 'Delete Voucher' page. It displays the voucher details for Business Unit 01110 and Voucher 00007684. The page includes sections for Supplier information, Voucher Information, and a 'Delete' button. The 'Delete' button is highlighted with a red box.

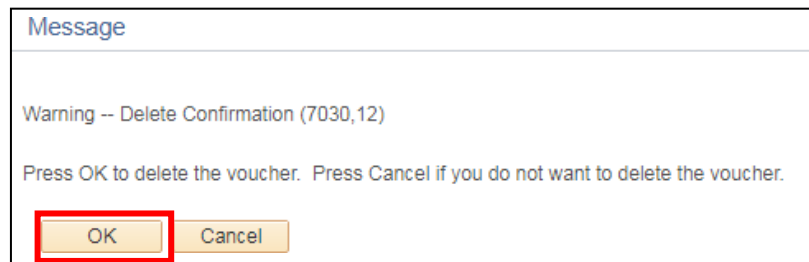
Delete Voucher		
Business Unit 01110 Voucher 00007684		
Supplier		
Supplier 0000007818 Highgate Apartments		
Short Name HIGHGATEAP-001		
Voucher Information		
Invoice delete112218	Origin ONL	Header Budget Status Valid
Date 10/22/2018	Group	Non-Prorated Budget Status Valid
Gross Amount 35.00 USD		Entry Status Postable
Related Voucher		

Delete

Save Return to Search Notify

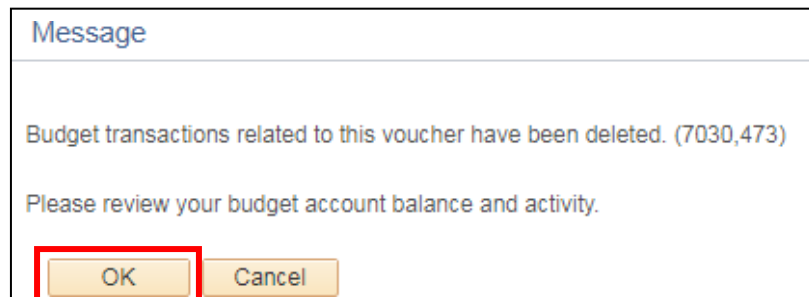
4. Click **Delete**

The following warning message opens (this message only displays if the voucher being deleted has been budget checked):



5. Click **OK**

The following message opens:



6. 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 funds back into your available balance.

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.

WorkCenter navigation: Accounts Payable WorkCenter (AP) > Links Pagelet > Vouchers > Voucher Entry

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular 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 = 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): 300

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

1. **Business Unit** - Leave as default or enter the appropriate business unit
2. **Voucher ID** - Enter the Voucher ID associated with the purchase order you need to liquidate
3. Click **Search**

The **Voucher Summary** page displays:

The screenshot shows the 'Voucher Summary' page with the 'Payments' tab selected and highlighted with a red box. The page displays various voucher details:

- Business Unit:** 01110
- Voucher ID:** 00007663
- Voucher Style:** Regular
- Supplier Name:** McRae Truck & Auto, 26 Middle Rd, Milton, VT 05468
- Invoice Date:** 07/26/2018
- Invoice No:** 82918-10
- Invoice Total:** 50.00 USD
- Entry Status:** Postable
- Match Status:** No Match
- Approval Status:** Approved
- Post Status:** Posted
- Budget Status:** Valid
- Pay Terms:** Net 30
- Voucher Source:** Online
- Origin:** ONL
- Created On:** 08/29/2018 1:43PM
- Created By:** CTOUCHET
- Last Update:** 08/29/2018 1:53PM
- Modified By:** SFULLER
- ERS Type:** Not Applicable
- Close Status:** Open

At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary.

The voucher has been approved and budget checked so that means it is eligible to be picked up in a paycycle.

4. Click on the **Payments** tab

The screenshot shows the 'Payments' tab selected and highlighted with a red box. It displays payment details for the voucher:

- Business Unit:** 01110
- Voucher ID:** 00007663
- Voucher Style:** Regular Voucher
- Total Amount:** 3.99
- Supplier Name:** W.B. Mason Co., Inc.
- Invoice No:** PY156225110
- Invoice Date:** 06/22/2018
- *Pay Terms:** NET30
- Net 30**

Below this, there is a section for 'Payment Information' with a table showing payment details:

Payment	Gross Amount	Discount	Scheduled Due	Net Due	Discount Due	Accounting Date
1	3.99 USD	0.00 USD	07/26/2018	07/22/2018		07/30/2018

Below the table, there is a section for 'Payment Options' with fields for:

- *Bank:** PEOP3
- *Account:** 0005
- *Method:** CHK
- Pay Group:**
- *Handling:** Regular Payment
- Hold Reason:**
- *Netting:** Not Applicable
- L/C ID:**
- Supplier Bank Messages:**
 - ☐ Hold Payment
 - ☐ Separate Payment

At the bottom, there is a 'Schedule Payment' section with fields for:

- *Action:** Schedule Payment
- Payment Date:** 07/30/2018
- Reference:** 0000083975

Buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are at the bottom. A breadcrumb trail at the bottom reads: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary.

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.

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular 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 = 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): 300

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

1. **Business Unit** - Leave as default or enter the appropriate business unit
2. **Voucher ID** - Enter the Voucher ID associated with the purchase order you need to liquidate
3. Click **Search**

The **Voucher Summary** page displays:

Summary [Related Documents](#) [Invoice Information](#) [Payments](#) [Voucher Attributes](#) [Error Summary](#)

Business Unit 01110 Invoice Date 01/19/2018

Voucher ID 00007577 Invoice No I51645386

Voucher Style Regular Invoice Total 98.66 USD

Supplier Name W.B. Mason Co., Inc.
PO Box 981101
Boston, MA 02298-1101

Entry Status Postable Pay Terms Net 30

Match Status No Match Preview Approval Voucher Source Online

Approval Status Approved Origin ONL

Post Status Posted Created On 02/26/2018 12:00AM

Created By CTOUCHET

Last Update 02/26/2018 12:00AM

Modified By CTOUCHET

ERS Type Not Applicable

Close Status Open

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](#)

4. Select **Payment Inquiry** from the **View Related** drop-down list and click **Go**

The **Payment Inquiry** page will open in a new window with search criteria for this voucher already filled in:

Payment Inquiry

▼ Search Criteria

<p>From</p> <p>Search Name <input type="text" value="ALL"/> 🔍</p> <p>From Supplier Name 1 <input type="text"/></p> <p>Supplier Location <input type="text"/></p> <p>*Amount Rule <input type="text" value="Any"/></p> <p>Amount <input type="text"/></p> <p>*Currency <input type="text"/></p> <p>Bank SetID <input type="text" value="STATE"/></p> <p>Bank Code <input type="text" value="PEOP3"/></p> <p>Bank Account <input type="text" value="0005"/></p> <p>Bank Account # <input type="text"/></p> <p>From Ref ID <input type="text" value="0000083975"/></p> <p>From Payment Date <input type="text"/></p> <p>Payment Method <input type="text"/></p> <p>Pay Cycle <input type="text"/></p> <p>Seq Num <input type="text"/></p> <p>Payment Status <input type="text"/></p> <p>Remit SetID <input type="text" value="STATE"/></p> <p>Remit Supplier <input type="text" value="0000283240"/></p> <p>Settle By <input type="text"/></p> <p>Settlement Status <input type="text"/></p> <p><input type="checkbox"/> Single Payment Vouchers</p> <p>Max Rows <input type="text" value="300"/> Search Clear Keyword Search</p> <p><input type="checkbox"/> Show Chart *Chart Type <input type="text" value="Bar Chart"/></p>	<p>To</p> <p><input type="text"/></p> <p><input type="text" value="0000083975"/></p> <p><input type="text"/></p>
---	--

▼ Sorting Criteria

1st sort <input type="text" value="Bank Account"/>	<input type="checkbox"/> Descending	Sort
2nd sort <input type="text" value="Payment Reference ID"/>	<input type="checkbox"/> 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	0000083975	System Check	5,222.17	USD	07/30/2018	07/30/2018	Paid	Reconciled	08/07/2018

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.

5. Click on the **Payment Reference ID** link to view the vouchers that are included in the payment

The **Vouchers for a Payment** window opens:

Vouchers For a Payment

Bank Name

Peoples United Bank

Bank Account #

*****0444

Pay Cycle

VENDOR

Seq Num

4286

Supplier Name

W.B. Mason Co., Inc.

Address

PO Box 981101

Boston

MA

02298- USA

1101

Payment Amount

1,595.73 USD

Payment Method

CHK

Description

Back To Payment Inquiry

Pymnt Ref ID

0000023886

Accounting Date

02/28/2018

Payment Date

02/28/2018

Days Outstanding

5

Payment Clear Date

03/05/2018

Reconcile Date

03/12/2018

Value Date

02/28/2018

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	I51645386	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	I51645386	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							

6. Click **View All** to see the full list of 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 > Links Pagelet > Review Accounts Payable Information > Payment

Navigator Menu navigation: Accounts Payable > Review Accounts Payable Information > Payments > Payment

The **Payment Inquiry** page displays:

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 **Search** **Clear** [Keyword Search](#)

☐ Show Chart *Chart Type

▼ **Sorting Criteria**

1st sort ☐ Descending **Sort**

2nd sort ☐ Descending

1. **Search Criteria** - This example shows using the Payment Reference (From Ref ID field) for search criteria
2. Click **Search**

Payment Inquiry Results display:

Payment Inquiry Result									
Personalize Find View All 1-4 of 4 First Last									
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status
▼ Actions	VCHR	0000053697	System Check	240.00	USD	09/25/2001	09/25/2001	Paid	Reconciled
▼ Actions	VCHR	0000053697	System Check	111.06	USD	05/16/2018	05/16/2018	Paid	Reconciled
▼ Actions	VCHR	0000053697	Automated Clearing House	2,052.44	USD	09/12/2018	09/13/2018	Paid	Unreconciled
▼ Actions	VCHR	0000053697	Automated Clearing House	50,637.00	USD	08/09/2005	08/15/2005	Paid	Reconciled

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.

3. Click on a **Payment Reference ID** link to see details

The **Vouchers for a Payment** page displays:

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name

TD Bank NA

Pymnt Ref ID

0000053697

Bank Account #

*****3001

Accounting Date

08/15/2005

Pay Cycle

VENAC2

Seq Num

119

Payment Date

08/15/2005

Supplier Name

Marlboro Town School District

Days Outstanding

Address

Indham Central Supervisory Union

1219 VT Rte 30

Townshend VT 05353- USA

9716

Payment Clear Date

08/15/2005

Reconcile Date

08/17/2005

Value Date

08/15/2005

Payment Amount

50,637.00 USD

Payment Method

ACH

Description

Details											Personalize	Find	View All		First	1-4 of 4	Last
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source							
05100	00103934	1	08/15/2005	PY3202T1200400	-4,956.00	-4,956.00	USD			Accounts Payable Vouchers							
05100	00103794	1	08/15/2005	CY3204T1200601	2,431.00	2,431.00	USD			Accounts Payable Vouchers							
05100	00103570	1	08/15/2005	CY3202T1200600	33,624.00	33,624.00	USD			Accounts Payable Vouchers							
05100	00103339	1	08/15/2005	CY3201T1200601	19,538.00	19,538.00	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 > 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.

The Voucher Accounting Entries page displays:

Voucher Accounting Entries

*Business Unit: 01110
*Accounting Line View Option: Standard
Supplier ID
Supplier Name

Voucher ID: 00007663
Invoice Date

Invoice Number
☐ Show Foreign Currency
*Sort By: Posting Process
Search Reset

Accounting Information Find | View All First 1 of 1 Last

Posting Process GL Dist Status Posting Date

Personalize | Find | View All 1 of 1 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
-------------	-----------------	---------------	--------	---------	-----------------

1. **Business Unit** - BU defaults in
2. **Voucher ID** - Enter full 10-digit Voucher ID including the leading zeros
3. Click **Search**

The **Accounting Information** section is populated:

Accounting Information Find | View All First 1 of 2 Last

Posting Process: AP Accrual GL Dist Status: Distributed Posting Date: 07/27/2018

Personalize | Find | View All 1-2 of 2 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-3.99	USD	ACTUALS	01110	07/26/2018
OFFICE SUPPLIES	3.99	USD	ACTUALS	01110	07/26/2018

4. Click on the **Chartfields** and **Journal** tabs to view more information
5. Click on **View All** to see the Payment part of the accounting entries

Accounting Information Find | View | First 1-2 of 2 Last

Posting Process AP Accrual GL Dist Status Distributed Posting Date 07/27/2018

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

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-3.99	USD	ACTUALS	01110	07/26/2018
OFFICE SUPPLIES	3.99	USD	ACTUALS	01110	07/26/2018

Posting Process Payments GL Dist Status Distributed Posting Date 07/30/2018

Personalize | Find | View All | First 1-4 of 4 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Cash Distribution	-3.99	USD	ACTUALS	00005	07/30/2018
I/U Cash Distribution	3.99	USD	ACTUALS	00005	07/30/2018
Accounts Payable	3.99	USD	ACTUALS	01110	07/30/2018
I/U Cash Distribution	-3.99	USD	ACTUALS	01110	07/30/2018

6. Click on the **Chartfields** and the **Journal** tabs 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 > Links Pagelet > Vouchers > Voucher Entry

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

The **Voucher Entry** page displays:

The screenshot shows the 'Voucher' entry form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, a red rectangular box highlights the main input fields. These fields include: Business Unit (01110), Voucher ID (NEXT), Voucher Style (Amortization Voucher), Supplier Name (Product Identification & Processing), Short Supplier Name (PRODUCTIDE-001), Supplier ID (0000018381), Supplier Location (SINGLE), Address Sequence Number (1), Invoice Number (APAMORTIV), Invoice Date (10/30/2018), Gross Invoice Amount (120.00), Freight Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (1). Below the red box, there is an 'Add' button, which is also highlighted with a red box.

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”.

1. **Business Unit** - Enter BU (if not using your default BU)
2. **Voucher Style** - Select Amortization Voucher
3. **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
4. **Invoice Number** - Enter Supplier’s Invoice number
5. **Invoice Date** - As per the Supplier’s invoice
6. **Gross Invoice Amount** - Enter the gross invoice amount
7. Click **Add**

The **Invoice information** page displays:

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

Product Identification & Processing
 Supplier ID 0000018381 Control Group
 ShortName PRODUCTIDE-001
 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
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 120.00

SpeedChart
 Ship To PBGSMTP001
 Description

☐ 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**

8. **Account** - Defaults as 140218. Review this default account and overwrite it if a different prepaid account should be used
9. **Fund** - Enter fund
10. **Department** - Enter Department
11. **Program** - Enter Program (If used by your department)
12. **Class** - Enter Class (If used by your department)
13. **Project/Grant** - Enter Project and/or Grant (If used by your department)
14. Click the **Amortization** tab on the **Distribution Lines**

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

Product Identification & Processing
 Supplier ID 0000018381 Control Group
 ShortName PRODUCTIDE-001
 Location SINGLE
 *Address 1

Save Save For Later Calculate Print

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

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 120.00

SpeedChart
 Ship To PBGSMT001
 Description

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
1	120.00		
Start Date	End Date	Amortization Type	Amortization ID
10/30/2018	04/30/2019	8701	

Save Save For Later

Notify Refresh Add Update/Display

Under the **Amortization** tab

15. Start Date - Select the start date

16. End Date - Select the end date

17. Amortization Type - Select the amortization type

Note: Use the VT_AMORTIZATION_TYPE query to view a list of amortization types and descriptions available for your BU.

18. Click Save

Transaction saves and voucher ID is assigned:

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

Business Unit 01167
 Voucher ID 00042079
 Voucher Style Amortization Voucher
 Invoice Date 09/30/2018
 Invoice Received

Invoice No APAMORTINV
 Accounting Date 09/30/2018
 *Pay Terms NET30 Net 30
 Basis Date Type Inv Date

Product Identification & Processing
 Supplier ID 0000018381 Control Group
 ShortName PRODUCTIDE-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
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 120.00

SpeedChart
 Ship To PBGSMT001
 Description

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
1	120.00		
Start Date	End Date	Amortization Type	Amortization ID
10/30/2018	04/30/2019		0000000003

Save

Notify Refresh Add Update/Display

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

19. Click on the Invoice Information tab

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

Product Identification & Processing
 Supplier ID 0000018381
 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 Action Budget Checking 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 120.00

SpeedChart
 Ship To PBGSMTP001
 Description

☐ 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	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

20. Select **Action-Budget Checking** from the **Action** drop-down menu

21. Click **Run**

The following Message opens:

Message

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

Yes No

22. Click **Yes**


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
 Invoice Date 09/30/2018 Basis Date Type Inv Date
 Invoice Received


Product Identification & Processing
 Supplier ID 0000018381
 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 Action Budget Checking  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

☐ 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	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

23. Click the **Refresh** button until the **Submit Approval** button appears

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
 Invoice Date 09/30/2018 Basis Date Type Inv Date
 Invoice Received


Product Identification & Processing
 Supplier ID 0000018381
 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
 Preview Approval
 Supplier Hierarchy
 Supplier 360

Save Action Run Calculate Print **Submit Approval**


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

☐ 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	140002	58700	1160309100	36021	00001	LEASE290	09/30/2018

Save

Return to Search Notify Refresh Add Update/Display

24. Click on **Submit Approval**

The **Approval Comments** box displays:



The 'Approval Comments' dialog box displays the following information:

- Business Unit: 01167
- Voucher ID: 00042079
- Additional Details: A large text area for entering comments.
- Buttons: OK, Cancel, Refresh.
- Character count: 254 characters remaining.

25. Enter Additional Details if needed and click **OK**

The voucher is routed for approval:



The 'Voucher Approval Stage 1' screen displays the following information:

- Business Unit: 01167
- Voucher ID: 00042079
- Voucher Approval Stage 1: BUSINESS_UNIT=01167, VOUCHER_ID=00042079:Pending
- Default path for Vouchers: Pending
- Multiple Approvers: Voucher Approvers by Query
- Buttons: Return to Search, Notify, Refresh, Add, Update/Display.
- Footer: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary

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 > Links Pagelet > Vouchers > Voucher Entry

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

The screenshot shows the 'Voucher' entry form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields and values:

- Business Unit: 01110
- Voucher ID: NEXT
- Voucher Style: Template Voucher (selected from a dropdown)
- Supplier Name: J.A. Russo Paving, Inc.
- Short Supplier Name: J.A. RUSSO-001
- Supplier ID: 0000362458
- Supplier Location: MULTIPLE
- Address Sequence Number: 1
- Invoice Number: INV NUMBER
- Invoice Date: 09/30/2018
- Gross Invoice Amount: 100.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

The 'Add' button at the bottom left is highlighted with a red rectangular box.

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"

1. **Business Unit** - Enter BU (if not using your default BU)
2. **Voucher Style** - Select Template Voucher
3. **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
4. **Invoice Number** - Enter Supplier's Invoice number
5. **Invoice Date** - As per the Supplier's invoice
6. **Gross Invoice Amount** - Enter the gross invoice amount
7. Click **Add**

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

8. Enter invoice line(s) and distribution line(s) based on the splits that will be used for future voucher entry.

9. Click the **Template** link

The **Template Voucher Details** window opens:

10. **Template ID** - Enter a Template ID

11. **Description** - Enter a description

12. Click **OK**

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

Business Unit 01110
 Voucher ID 00007673
 Voucher Style Template Voucher
 Invoice Date 09/30/2018
 Invoice Received
 J.A. Russo Paving, Inc.
 Supplier ID 0000362458
 ShortName J.A. RUSSO-001
 Location MULTIPLE
 *Address 1

Invoice No INV NUMBER
 Accounting Date 10/31/2018
 *Pay Terms NET30 Net 30
 Basis Date Type Inv Date
 Control Group
 Grant ID
 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
 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
 Quantity
 UOM
 Unit Price
 Line Amount 100.00

SpeedChart
 Ship To PFMMTP001
 Description

☐ 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	520000	10000	1110003000				10/31/2018

Save

Notify Refresh Add Update/Display

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

13. Click **Save** - 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 > Links Pagelet > Vouchers > Voucher Entry

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

The **Voucher Entry** page displays:

Voucher

Find an Existing Value Add a New Value

Business Unit 01110

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name J.A. Russo Paving, Inc.

Short Supplier Name J.A. RUSSO-001

Supplier ID 0000362458

Supplier Location MULTIPLE

Address Sequence Number 1

Invoice Number 123456789

Invoice Date 10/15/2018

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

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”

1. **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
2. **Invoice Number** - Enter Supplier’s Invoice number
3. **Invoice Date** - As per the Supplier’s invoice
4. Click **Add**

The **Invoice Information** page displays:

5. Expand the **Copy From Source Document** section by clicking on the chevron arrow
6. Select **Template** from the **Copy From** drop-down menu
7. Click **Go**

The **Voucher Template** page displays:

8. Select the **Template ID** that will be used to create this Regular voucher
9. Click the **Copy from template** button

You are returned to the **Invoice Information** page:

Note: If you see a **Withholding** hyperlink next to the **Invoice Total** box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the [1099 Reporting](#) section in this manual and the exercise for [Enter a Regular Voucher with Reportable and Non-Reportable Lines](#) for more information.

10. C/P Indicator - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

11. Click [Save](#)

A Voucher ID is assigned and you can now proceed with further steps including Budget Checking and Submit Approval.

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.

Interface 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	Pre-Edit	Supplier ID - TSE Prompt table edit; value not found in prompt table

		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.		
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	<p>Default Supplier Location not defined for Supplier</p> <p>Address Sequence Number - TSE Prompt table edit; value no found in prompt table</p> <p>Supplier ID - TSE Prompt table edit; value not found in prompt table</p>
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	<p>Invalid Purchase Order</p> <p>There are no open distributions for this Purchase Order</p>
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	<p>Invalid Purchase Order</p> <p>Operator profile does not allow copying Matched Purchase Order Lines</p> <p>There are no open distributions for this Purchase Order</p>

				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. The invoice can be corrected or the voucher can be deleted.	Recycle	Duplicate Invoice voucher's exist
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,	Recycle	Voucher has Invalid/Inactive Item

		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.		
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 than total records	Process runs to no success, file does not load, OUT file indicates "Total Amount" and E on all records.	Fatal	NA
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 displays:

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 = 

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):

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

1. **Business Unit** - Enter Business Unit if it does not default in
2. Click **Search**

Search Results display:

Search Results												
View All												
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	

3. Click on first voucher in the list

The **Voucher Build Error Detail** page displays:

Voucher Build Error Detail

Business Unit 03440 Voucher ID 01461612 [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.

Invoice Line Errors Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message
------	------------	---------

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

4. Review Header Errors and/or Invoice Line Errors
5. 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 | 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 | First 1 of 1 Last

Line	Field Name	Message
------	------------	---------

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

6. Click on the **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


The **Quick Invoice Entry** page displays:

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):

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

1. **Business Unit** - Enter the business unit associated with the voucher that has the pre-edit error
2. Click **Search**

Search Results display:

Search Results									
View All								First	1-3 of 3
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	LUXCOINC-001	Luxco Inc	Error	XML
02300	00102566	025719	1796.1	08/31/2018	0000013251	JACQUINCHA-001	Jacquin Charles Et Cie Inc	Error	XML

3. Select the voucher

The **Quick Invoice** page displays:

Quick Invoice

Business Unit 02300
Voucher 00102584
Voucher Style Regular
*Build Status **Pre-Edit Error**

*Invoice Number 027519
Invoice Date 08/31/2018
Accounting Date
Prepaid Ref

Calculate
Print Invoice
Edit Combinations

Supplier 0000010539
Location MULTIPLE

Invoice Address 1
Remitting Addr

Remy Cointreau USA

Attachments (0)
Comments(0)

Line Amount 36081.68
Misc Amt 0.00
Freight 0.00
Total 36081.68
Difference 0.00

Control Group
Terms NET30
Currency USD

Session Defaults
Override Session Default
Review Errors

Fetch Voucher Lines
From Voucher Line 1
To Voucher Line 1

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

Note the **Build Status** of the voucher = Pre-Edit Error.

4. Click the **Review Errors** link to view the errors on the voucher

The **Review Voucher Build Errors** page displays the errors for the voucher, including the specific Field Name and Message.

Business Unit 02300 Voucher ID 00102584 **Correct Errors**

Header Errors

Field Name Supplier ID Message 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.

Business Unit 02300 Voucher ID 00102584 **Correct Errors**

Header Errors

Field Name Supplier ID Message 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

5. Click the **Correct Errors** link to return to the Quick Invoice page

Make corrections to address the error on this page if applicable.

The screenshot shows the 'Quick Invoice' form. At the top left, the 'Build Status' dropdown is set to 'Build Voucher'. At the top right, the 'Action' dropdown is set to '1. Voucher Build'. Below the 'Action' dropdown are buttons for 'Run', 'Calculate', 'Print Invoice', and 'Edit Combinations'. In the middle right, there are links for 'Attachments (0)', 'Comments(0)', 'Session Defaults', 'Override Session Default', and 'Review Errors'. At the bottom, the 'Refresh' button is highlighted. The form also includes fields for Business Unit, Voucher, Invoice Number, Invoice Date, Accounting Date, Prepaid Ref, Supplier, Invoice Address, Location, Remitting Addr, Line Amount, Misc Amt, Freight, Total, Control Group, Terms, Currency, and Difference.

6. Once the corrections have been made to allow the voucher to be processed, update the **Build Status** to **Build Voucher**
7. Choose the Action: **Voucher Build**
8. Click **Run**
9. **Refresh** the page and if the error has been sufficiently corrected, the search screen will load and the voucher will have been built

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

The **Quick Invoice Entry** page displays:

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):

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

1. **Business Unit** - Enter the business unit associated with the voucher that has the pre-edit error
2. Click **Search**

Search Results display:

Search Results									
View All									
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	LUXCOINC-001	Luxco Inc	Error	XML
02300	00102566	025719	1796.1	08/31/2018	0000013251	JACQUINCHA-001	Jacquin Charles Et Cie Inc	Error	XML

3. Select the voucher

The **Quick Invoice** page displays:

Quick Invoice

Business Unit 02300 *Invoice Number 027519 Calculate

Voucher 00102584 Invoice Date 08/31/2018 Print Invoice

Voucher Style Regular Accounting Date Edit Combinations

*Build Status **Pre-Edit Error** Prepaid Ref ☐ Auto Apply

Supplier 0000010539 Invoice Address 1 Remy Cointreau USA

Location MULTIPLE Remitting Addr Attachments (0)
Comments(0)

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 Line Details

To Voucher Line 1 Add lines

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**.

Quick Invoice

Business Unit 02300 *Invoice Number 027519 Action 1. Voucher Build

Voucher 00102584 Invoice Date 08/31/2018 Run

Voucher Style Regular Accounting Date Calculate

*Build Status **Delete Voucher** Prepaid Ref ☒ Auto Apply Print Invoice

Supplier 0000010539 Invoice Address 1 Remy Cointreau USA Edit Combinations

Location MULTIPLE Remitting Addr Attachments (0)
Comments(0)

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 Line Details

To Voucher Line 1 Add lines

Copy From Source Document

Voucher Build Association

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

4. Update the Build Status to **Delete Voucher**
5. Choose the **Action: Voucher Build**
6. Click **Run**
7. **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

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

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 = Recycle

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

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

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

1. **Business Unit** - Enter your BU number
2. **Entry Status** - Select = Recycle
3. Click **Search**

Search Results display. Select the specific voucher that needs correcting.

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 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 7:46AM

Modified By JKENNERK

ERS Type Not Applicable

Close Status Open

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

4. Click the **Error Summary** tab to view errors causing the Voucher to Recycle

The **Error Summary** page displays the errors for the voucher, including the specific Field Name and Message:

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.

5. Make corrections to address the error on the regular voucher pages if applicable
6. **Save** the 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 NET00 Due Now
 Invoice Date 12/02/2018 Basis Date Type Inv Date
 Invoice Received Brattleboro Area Farmers Market
 Supplier ID 0000000300 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	*Distribute by	Item	Quantity	UOM	Unit Price	Line Amount	SpeedChart	Ship To	Description	C/P Indicator
1	<input type="checkbox"/>	Amount					100.00		PDLCTMP001		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		02300	400240	10000	0367500000				12/11/2018

Save Return to Search Notify Refresh Add Update/Display

7. Click the **Summary** tab to validate your voucher has been corrected

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	Pay Terms Due Now				
Match Status No Match	Voucher Source Online				
Approval Status Pending	Origin ONL				
Post Status Unposted	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				
Budget Status Not Chk'd					
Budget Misc Status Valid					
*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"/>		

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](#)