



## **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**  
**February - 2024**

## Revisions to Manual

### February 2024

- Updated for PeopleTools 8.60 upgrade

### 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

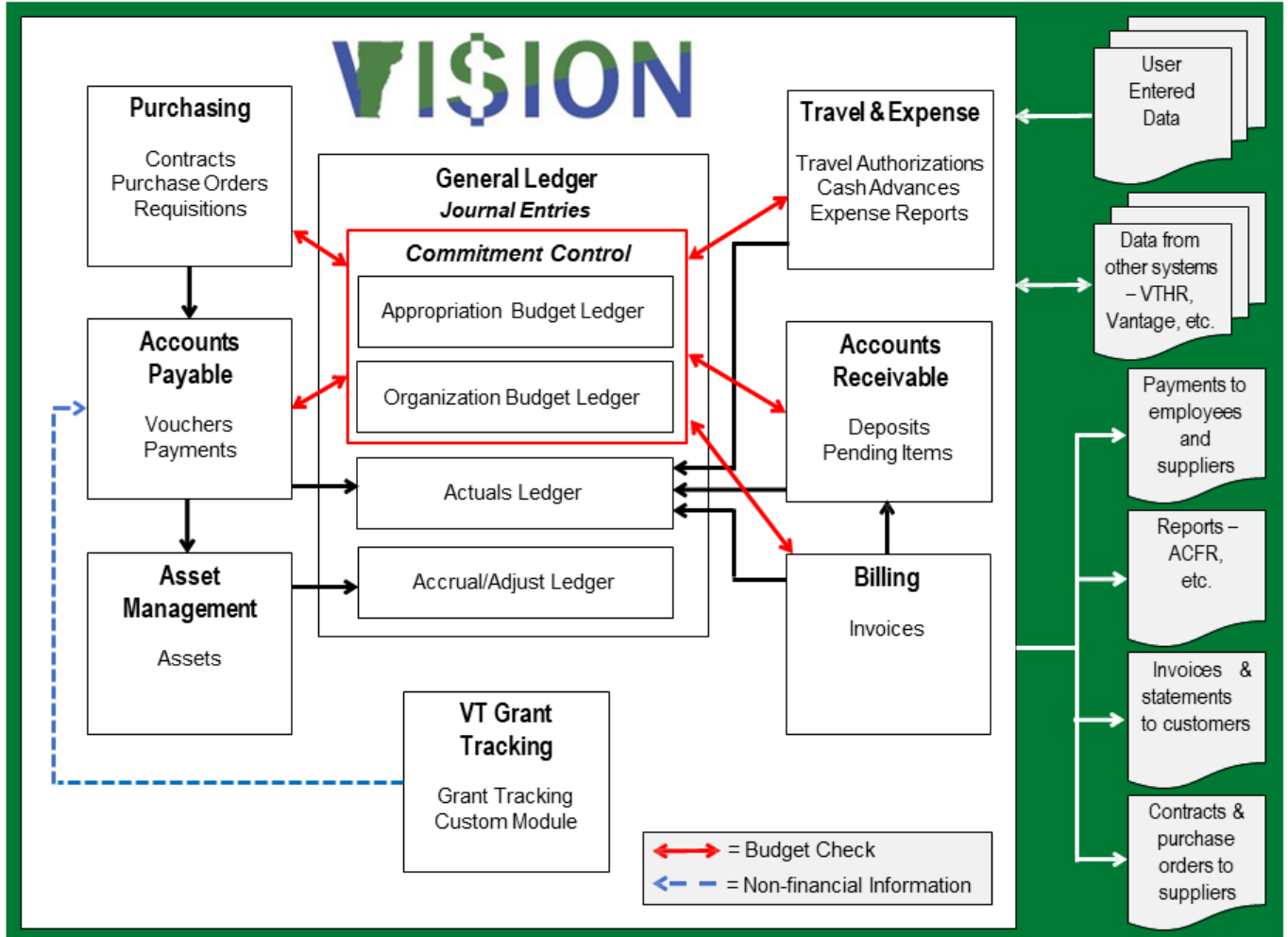
- Manual written

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## Business Process

### Overview of the VISION process:



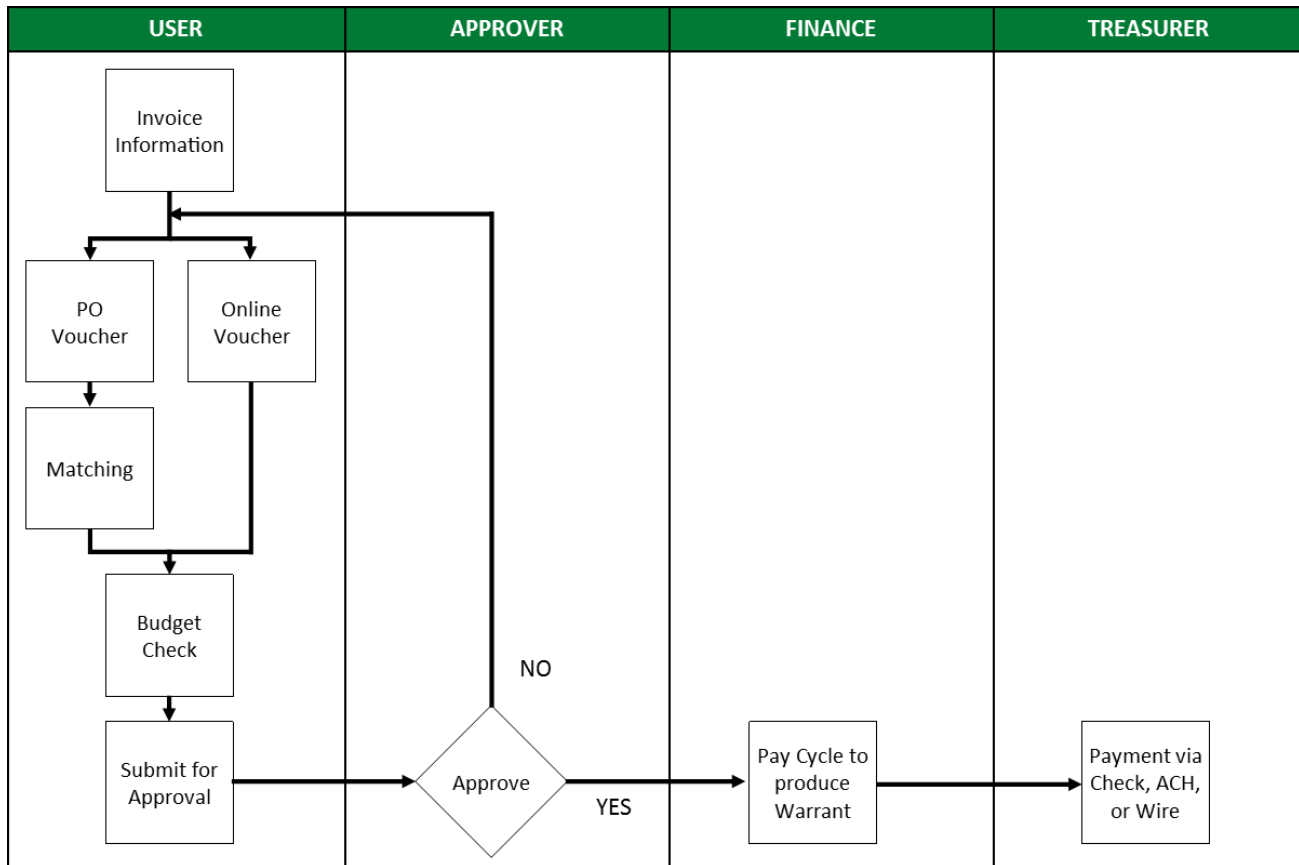
There will be a 1 – 1 relationship between a supplier’s invoice and a VISION voucher. That is, each invoice will become a separate voucher. Vouchers may contain multiple invoice lines – which can relate to separate charges (labor vs. equipment), prior year or current year charges or to allow withholding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

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

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



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



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

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

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

Blanket Delegations of Authority (BDA's) are issued by the Office of Purchasing and Contracting to delegate authority to agencies/ departments to directly purchase specific types and classes of items with limited or variable availability considerations. BDAs are specific to a department(s) except those identified as "all agencies". For a complete list of current BDA numbers, go to the Office of Purchasing & Contracting website at: <http://www.bgs.vermont.gov/purchasing-contracting/forms/bda>. The BDA

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

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

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

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

### Void Check Procedure:

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

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

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

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

### Criteria

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

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

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

- Error in the payee;
- Error in the payment amount;
- Printing error or damaged/spoiled check;
- Duplicate payment;
- Cancellation of the payment request;
- Unavailability of the goods/services being purchased;
- or any other reason the check is no longer needed for its intended purpose.

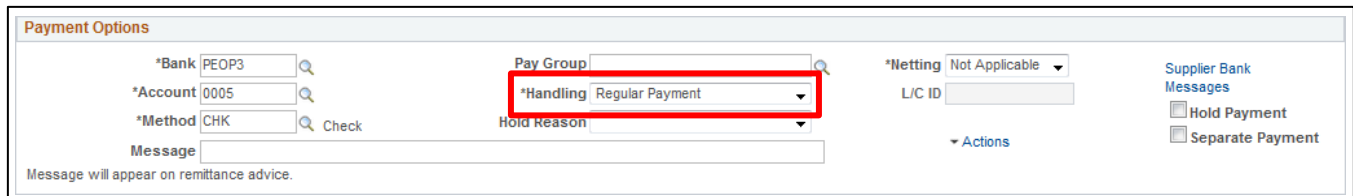
**Note:** *VISION supplier checks that are valid and not in error but are undeliverable to the supplier (e.g., unknown address) shall not be voided, and are subject to Vermont's unclaimed property laws. Contact the Office of the State Treasurer's Unclaimed Property Division for more information.*

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

## Special Handling

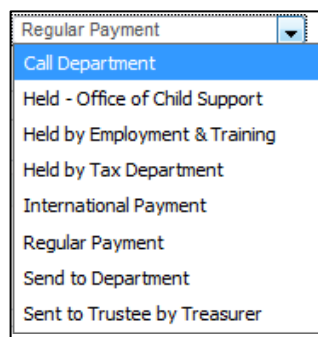
Under the Payment Method section, you will see a field for **\*Handling**. In this field you can designate any special handling you require for this payment.

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



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: PEOP3    Pay Group:    \*Netting: Not Applicable    Supplier Bank Messages

\*Account: 0005    \*Handling: Regular Payment    L/C ID:    ☒ Hold Payment

\*Method: CHK    Check    Hold Reason:    ☐ Separate Payment

Message:    Actions

Message will appear on remittance advice.

**Schedule Payment**

\*Action: Schedule Payment    Payment Date:    Reference:    Add    Update/Display

Pay:    Save    Save For Later

Notify    Refresh

Voice Information | Payments | Voucher Attributes

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

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: PEOP3    Pay Group:    \*Netting: Not Applicable    Supplier Bank Messages

\*Account: 0005    \*Handling: Regular Payment    L/C ID:    ☐ Hold Payment

\*Method: CHK    Check    Hold Reason:    ☒ Separate Payment

Message:    Actions

Message will appear on remittance advice.

### 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"> <li>Includes Dental, Counseling, and Veterinarian Services</li> <li>Does not include medical supplies or pharmaceuticals</li> </ul>	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. The 'Invoice Total' section is highlighted, showing a 'Line Total' of 0.00, '\*Currency' set to USD, and 'Total' and 'Difference' both at 0.00. A red box highlights the 'Withholding' hyperlink next to the 'Total' field. The 'Supplier' section shows 'G. Smith Builders' with ID '0000385449'. The 'Control Group' is 'G SMITH BU-001'. The 'Location' is 'MULTIPLE'. The 'Address' is '1'. The 'Action' dropdown is set to 'Run'. The 'Copy From Source Document' button is visible at the bottom left.

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

Supplier: G. Smith Builders  
Supplier ID: 0000385449  
ShortName: G SMITH BU-001  
Location: MULTIPLE  
Address: 1

Control Group: G SMITH BU-001  
Grant ID:   
CFDA#:

Buttons: Save, Save For Later, Action (Run), Calculate, Print, Copy From Source Document

## Looking up Suppliers

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

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

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

### Searching for a Supplier

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

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

The **Supplier Information** page displays:

**Supplier Information**

Find an Existing Value Add a New Value

**Search Criteria**  
Note: Search will return results last updated 13 hours ago (01/28/2024 08:05:02PM).  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Save Clear

Saved Searches Choose from saved searches Save Clear

Keywords ?

SetID	contains	STATE	Search
Supplier ID	contains		
Persistence	=		
Short Supplier Name	contains		Search
Our Customer Number	contains		Search
Supplier Name	contains		Search
OFAC Status	=		
Additional Name	contains		

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
7. Click on [Search](#)

## 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

Find an Existing Value Add a New Value

Search Criteria

Note: Search will return results last updated 13 hours ago (01/28/2024 08:05:02PM).

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Keywords

SetID contains STATE

Supplier ID contains

Persistence having phrase One Time

Short Supplier Name contains

Our Customer contains

Supplier Name contains Fletcher Allen

OFAC Status =

Additional Name contains

Supplier Status =

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**

Search results appear:

Search Results

7 results SetID "STATE", Persistence "One Time" +1 more

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:

Summary | Identifying Information | **Address** | Contacts | Location | Custom

SetID STATE Supplier Address Search  
Supplier ID 0000114628 Short Supplier Name FAHC-026 Supplier Fletcher Allen Health Care

Supplier Address Find | View All First 1 of 2 Last

Address ID 1  
Description Remit/Order Burlington

Details Find | View All First 1 of 1 Last

Effective Date 04/15/2003 Effective Status Active

Country USA United States  
Address 1 Attn Linda Norton  
Address 2 UHC/ST Joseph 3400  
Address 3 1 S Prospect St  
City Burlington  
County Vermont Postal 05401  
State VT  
Email ID

Payment/Withholding Alt Names

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

Type	Location	Prefix	Telephone	Extension
Business Phone				

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

Summary | Identifying Information | Address | Contacts | Location | Custom

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](mailto:VISION.SupplierRequests@vermont.gov).

## Searching Using the Keywords Search

**Supplier Information**

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

▼ **Search Criteria**

Note: Search will return results last updated 13 hours ago (01/28/2024 08:05:02PM).

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

**Keywords**  i

SetID contains  🔍

Supplier ID contains  🔍

Persistence having phrase  🔍

Short Supplier Name contains  🔍

Our Customer Number contains  🔍

Click on the **Information** icon for search tips:

**Keyword Search Tips** ✕ Help

- **Phrases:** Use double quotes (" ") around words that make up a phrase. For example: "year-end report"
- **All Words:** Use an ampersand (&) to specify that all words must appear in the results. For example: documents & reports
- **Any Words:** Use a pipe (|) to specify that any word must appear in the results. For example: "year-end report" | report
- **Partial strings:** Use an asterisk (\*) to search for partial strings. For example: doc\* would return words beginning with doc, such as documents, documentary, documentation

Return

You can use the Keywords option 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.)

▼ Search Results  
30 results - Keywords "Fletcher Allen", SetID "STATE"

Hide Filter Panel

▼ SetID

☐ STATE (30)

▼ Address

☐ United States (30)

▼ Supplier Status

☐ Inactive (30)

▼ Open For Ordering

☐ Y (30)

▼ Supplier Classification

☐

▼ Created Date

☐ 2014 (3)

☐ 2011 (3)

☐ 2008 (2)

☐ 2007 (1)

☐ 2003 (1)

☐ 1990 (12)

☐ 1900 (8)

Grid List ☐ Include History ☐ Correct History

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	OFAC Status	Additional Name	Supplier Status	Supplier Classification	Supplier City
STATE	0000001810	Regular	FAHC -001	(blank)	Fletcher Allen Health Care	Valid	(blank)	Inactive	(blank)	Burlington
STATE	0000002873	Regular	NH/VTCLINI-001	(blank)	NH/VT Clinical Lab Management Assoc	Valid	(blank)	Inactive	(blank)	Burlington
STATE	0000007450	Regular	FAHC -025	(blank)	Fletcher Allen Health Care	Valid	Surgical Associates/UHC Campus	Inactive	(blank)	Colchester
STATE	0000007451	Regular	FAHCMEDICA-001	(blank)	Fletcher Allen Health Care Medical Staff	Valid	Medical Staff Services	Inactive	(blank)	Burlington
STATE	0000007452	Regular	FAHC/IMCHV-001	(blank)	Fletcher Allen Health Care/IMCHV Campus	Valid	Health Care Management Dept	Inactive	(blank)	Burlington
STATE	0000007453	Regular	FAHC/FANNY-001	(blank)	Fletcher Allen Health Care/Fanny Allen	Valid	(blank)	Inactive	(blank)	Colchester
STATE	0000007455	Regular	VT/NEWHAMP-001	(blank)	Vermont/New Hampshire Cytotechnology	Valid	Association	Inactive	(blank)	Burlington
STATE	0000030550	Regular	HOOD/VIRGIN-001	(blank)	Hood, Virginia MD	Valid	(blank)	Inactive	(blank)	Burlington
STATE	0000114828	Regular	FAHC-026	(blank)	Fletcher Allen Health Care	Valid	Hematology/Oncology Unit	Inactive	(blank)	Burlington
STATE	0000137293	One Time	FLETCHER,A-001	(blank)	FLETCHER,ALLEN,HEALTH CARE	Valid	(blank)	Inactive	(blank)	BURLINGTON
STATE	0000152877	One Time	FLETCHER,A-005	(blank)	FLETCHER,ALLEN,AUXIL LESSEE	Valid	(blank)	Inactive	(blank)	S BURLINGTON
STATE	0000204727	One Time	FLETCHER,A-007	(blank)	FLETCHER,ALLEN,VT IMAT	Valid	(blank)	Inactive	(blank)	BURLINGTON
STATE	0000215115	One Time	FLETCHER,A-001	(blank)	FLETCHER ALLEN HEALTH CARE	Valid	(blank)	Inactive	(blank)	BURLINGTON
STATE	0000215116	One Time	FLETCHER,A-002	(blank)	FLETCHER ALLEN HOSPITAL	Valid	(blank)	Inactive	(blank)	BURLINGTON
STATE	0000228682	One Time	FLETCHER,A-009	(blank)	FLETCHER,ALLEN,HEALTH CARE	Valid	VT.SAFE,KIDS COALITION	Inactive	(blank)	BURLINGTON

Once the results display, you can further narrow the results by selecting the **Filter by** links 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:

Voucher

Add a New Value Find an Existing Value

\*Business Unit 01110

\*Voucher ID NEXT

\*Voucher Style Regular Voucher

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number 0

Invoice Number

Invoice Date

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines 1

Add

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:

***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.***

## 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 DXC Technology Services LLC, Supplier ID (000366045), ShortName (DXC TECHNO-001), Location (MACHDRAW), \*Address (1), Control Group, and Incomplete Voucher checkbox.
- Grant Information:** Includes Grant ID and CFDA# fields.
- 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 with columns for Line, Amount, Item, Quantity, UOM, Unit Price, Line Amount, SpeedChart, Ship To, Description, and C/P Indicator. Line 1 is selected with an amount of 3,000.00.
- Distribution Lines:** A table with 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 selected with a merchandise amount of 3,000.00.
- Footer:** Includes Save, Save For Later, Notify, Refresh, Add, and Update/Display buttons.

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. Key fields include: Business Unit 03440, Voucher ID 01419962, Invoice No TEST11918, Invoice 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  
Action  
Run  
Schedule Payments

\*Pay Terms NET00  
Due Now

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 PEO3  
\*Account 0006  
\*Method ACH  
Message will appear on remittance advice.

Pay Group  
\*Handling Regular Payment  
Hold Reason  
Send to Department  
Held - Office of Child Support  
Held by Employment & Training  
Held by Tax Department  
International Payment  
Regular Payment  
Send to Department  
Sent to Trustee by Treasurer

\*Netting Not Applicable  
LIC ID  
Actions

Supplier Bank  
Messages  
Layout  
Hold Payment  
Separate Payment

Schedule Payment

\*Action Schedule Payment  
Pay  
Reference

Save

Return to Search | Notify | Refresh

Add | Update/Display

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

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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 displays '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 dropdown for 'Action' (Schedule Payment) and a 'Pay' 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 <input type="text" value="PEOP3"/>	Pay Group <input type="text"/>	*Netting <input type="text" value="Not Applicable"/>	Supplier Bank
*Account <input type="text" value="0006"/>	*Handling <input type="text" value="Regular Payment"/>	L/C ID <input type="text"/>	Messages
*Method <input type="text" value="ACH"/>	Hold Reason <input type="text"/>	▼ Actions	Layout
Message <input type="text"/>			<input type="checkbox"/> Hold Payment <input checked="" type="checkbox"/> <b>Separate Payment</b>

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' page with a 'Find an Existing Value' button in the top right. Below it is the 'Add a New Value' section. The form contains the following fields and values:

Field	Value
*Business Unit	01110
*Voucher ID	NEXT
*Voucher Style	Regular Voucher
Supplier Name	Automatic Laundry
Short Supplier Name	AUTOMATICL-001
Supplier ID	0000016592
Supplier Location	SINGLE
Address Sequence Number	1
Invoice Number	AP-102-Current date
Invoice Date	01/11/2024
Gross Invoice Amount	10.00
Freight Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	
PO Number	
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 > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

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

- 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.**

- Invoice Date** - As per the supplier's invoice
- Gross Invoice Amount** - Enter invoice amount
- 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 PFMMP001  
 Description All-video,maps,training,etc  
 C/P Indicator

One Asset Calculate

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
	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' page with a sub-section titled 'Add a New Value'. In the top right corner of this section is a button labeled 'Find an Existing Value' with a magnifying glass icon. The main form contains the following fields and values:

- \*Business Unit: 03440
- \*Voucher ID: NEXT
- \*Voucher Style: Regular Voucher (dropdown menu)
- Supplier Name: DXC Technology Services LL
- Short Supplier Name: DXC TECHNO-001
- Supplier ID: 0000366045
- Supplier Location: MACHDRAW
- Address Sequence Number: 1
- Invoice Number: SAMPLE111148
- Invoice Date: 01/11/2024
- Gross Invoice Amount: 3000.00
- 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 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 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

Invoice Information | Payments | Voucher Attributes

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)  
[Withholding](#)  
 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 are fields for 'Line 1', 'Copy Down', 'Distribute by', 'Amount', 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount'. To the right, there are fields for 'SpeedChart', 'Ship To', 'Description', and 'C/P Indicator'. Below these is a 'Distribution Lines' table with columns: 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '\*GL Unit', 'Account', 'Fund', 'Dept', 'Program', 'Class', 'Project', and 'Budget Date'. A red box highlights the first row of the table, which contains the values: '3,000.00', '03440', and '11/14/2018'. At the bottom of the form, there 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 the 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' page with a sub-header 'Add a New Value'. A search button 'Find an Existing Value' is in the top right. The form contains the following fields:

- \*Business Unit: 03440
- \*Voucher ID: NEXT
- \*Voucher Style: Regular Voucher (dropdown)
- 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: 01/11/2024
- 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 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 (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**

Business Unit 01110  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 11/02/2018  
 Invoice Received  
 Supplier ID 0000001293  
 ShortName IRVING ENE-002  
 Location MULTIPLE  
 \*Address 10

Invoice No COPYPOEX  
 Accounting Date 11/02/2018  
 \*Pay Terms NET30  
 Basis Date Type Inv Date  
 Control Group  
 Grant ID  
 CFDA#

**Invoice Total**

Line Total	1,000.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>1,000.00</b>
Difference	0.00

**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 0000000000000095  
 Quantity 500.0000  
 UOM GAL  
 Unit Price 2.00000  
 Line Amount 1,000.00

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

**Purchase Order**

01110|0000000938|1|1  
 Associate Receiver(s)  
 Adjust PO Percentage  
 Allocate by Percentage

**Distribution Lines**

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

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 interface. The 'Invoice Information' section includes fields for Business Unit (01110), Voucher ID (00007676), Invoice Date (10/25/2018), and Supplier (Irving Energy). The 'Invoice Total' section shows a Line Total of 1,000.00. The 'Copy From Source Document' section shows PO Unit 01110 and PO Number 0000000938. The 'Invoice Lines' section shows a single line with a quantity of 500.0000 and a unit price of 2.00000. The 'Purchase Order' section includes a 'Calculate' button and an 'Allocate by Percentage' button, which is highlighted. The 'Distribution Lines' table shows a single line with a PO Percent of 100.0000 and a Percent of 100.0000. The 'Save' button at the bottom left is also highlighted.

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			

- 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.

- 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' page with the 'Add a New Value' tab selected. 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: 01/11/2024
- 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 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. 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 Unit01105

PO Number0000008545

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**

Business Unit 01105  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 08/01/2019  
 Invoice Received  
 Supplier ID 0000283240  
 ShortName WBMASONCOI-001  
 Location MULTIPLE  
 \*Address 2

Invoice No test  
 Accounting Date 08/20/2019  
 \*Pay Terms NET30  
 Basis Date Type Inv Date  
 Control Group  
 Grant ID  
 CFDA#

**Invoice Total**

Line Total 1.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 500.00  
 Difference -499.00

**Copy From Source Document**

PO Unit 01105  
 PO Number 0000008545  
 Copy PO  
 Copy From  
 Go

**Invoice Lines**

Line 1  
 Distribute by Amount  
 Quantity 1.0000  
 UOM EA  
 Unit Price 1.00000  
 Line Amount 1.00  
 C/P Indicator C

**Distribution Lines**

GL Chart	Exchange Rate	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
				1	100.0000	100.0000	1.00	1.0000	01105	520000	59300	1105501100			

**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

[Withholding](#)

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**.

**Copy From Source Document**

PO Unit 01105  
 PO Number 0000008545  
 Copy PO  
 Copy From Purchase Order Only  
 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 1.0000

Line Amount 1.00

SpeedChart

Ship To PDIIMTP001

Description OFFICE SUPPLIES

Packing Slip

Contract Info 00000000000000000000000341 761111016873

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.

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 page with the 'Add a New Value' button at the top left. A search bar with the text 'Find an Existing Value' is at the top right. The form contains the following fields:

- \*Business Unit: 01105
- \*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: IAP109TEST
- Invoice Date: 01/11/2024
- 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 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 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

PO Number To

PO Line Number To

PO Date

**Additional Search Criteria**

Max Rows

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 0000000789  
 PO Date 11/15/2018

☒ Select All
 ☐ Deselect All

Select PO Lines
Personalize | Find | View 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951

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, 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 options like '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		Pay Terms Net 30			
PO Box 11013		Voucher Source Online			
Lewiston, ME 04243		Origin ONL			
Entry Status Postable		Created On 12/04/2018 11:55AM			
Match Status Ready		Created By ETEST			
Approval Status Pending		Last Update 12/04/2018 12:08PM			
Post Status Unposted		Modified By ETEST			
Budget Status Not Chk'd		ERS Type Not Applicable			
Budget Misc Status Valid		Close Status Open			
*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 the **Add a New Value** button:

Match Request

Add a New Value Find an Existing Value

\*Run Control ID  Add

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

The **Match Request** page displays:

The screenshot shows the 'Match Request' page with the 'Run Control Parameters' section. The 'Run' button is highlighted with a red box. The parameters are as follows:

- \*Description: Matching
- \*Process Frequency: Always Process
- Match Action: Matching
- \*Options: Business Unit
- As of Date: 01/11/2024
- ☐ Run Document Association Only
- ☐ Autopilot Run Control

Below the parameters is a table titled 'Business Unit' with columns for '\*Business Unit' and 'Description'. The table contains one row with the value '08100' in the '\*Business Unit' column. The table has a search icon and navigation buttons (+, -).

At the bottom of the page are buttons for Save, Notify, Refresh, Add, and Update/Display.

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.**

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 EHOEFEL Run Control ID Test1234EJH

Server Name  Run Date 01/11/2024

Recurrence  Run Time 12:44:34PM

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 Requests

User ID EHOEFEL  Type  Last  1 Days

Server  Name  Instance  Range

Run Status  Distribution Status  ☒ Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437363		MATCHING	Application Engine	AP_MATCH	EHOEFEL	01/24/2024 10:21:38AM EST	Success	Posted	Details	Actions

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	
<b>Process</b>	
Instance 9471769	Type Application Engine
Name AP_MATCH	Description AP Matching
Run Status Success	Distribution Status Posted
<b>Run</b>	<b>Update Process</b>
Run Control ID Matching	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content <input type="radio"/> Restart Request
<b>Date/Time</b>	<b>Actions</b>
Request Created On 12/04/2018 1:24:48PM EST	Parameters Transfer
Run Anytime After 12/04/2018 1:23:59PM EST	<b>Message Log</b> 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
<b>Process</b>					
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** button:

**Voucher**

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

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

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 =

[Show fewer options](#)

☐ Case Sensitive

**Search** **Clear**

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  
Voucher ID 00102560  
Voucher Style Regular Voucher  
Invoice Date 12/04/2018  
Invoice Received  
Invoice No 120418MATCHING  
Accounting Date 12/04/2018  
\*Pay Terms NET30  
Basis Date Type Inv Date  
Supplier ID 0000001293  
ShortName IRVING ENE-002  
Location MULTIPLE  
\*Address 10  
Grant ID  
CFDA#  
Action Matching  
Run  
Save  
Copy From Source Document

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)

Yes No

7. Click **Yes**

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

Business Unit 02300  
Voucher ID 00102560  
Voucher Style Regular Voucher  
Invoice Date 12/04/2018  
Invoice Received  
Invoice No 120418MATCHING  
Accounting Date 12/04/2018  
Pay Terms NET30  
Basis Date Type Inv Date  
Supplier ID 0000001293  
ShortName IRVING ENE-002  
Location MULTIPLE  
Address 10  
Grant ID  
CFDA#  
Action Matching  
Calculate  
Save  
Invoice Total  
Line Total  
Currency  
Miscellaneous  
Freight  
Total Difference  
Refresh icon

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
<b>Business Unit</b> 02300		<b>Invoice Date</b> 12/04/2018			
<b>Voucher ID</b> 00102560		<b>Invoice No</b> 120418MATCHING			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 125.00		USD	
<b>Supplier Name</b> Irving Energy					
PO Box 11013					
Lewiston, ME 04243					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Net 30			
<b>Match Status</b> Matched		<b>Voucher Source</b> Online			
<b>Approval Status</b> Pending		<b>Origin</b> ONL			
<b>Post Status</b> Unposted		<b>Created On</b> 12/04/2018 3:29PM			
		<b>Created By</b> ETEST			
		<b>Last Update</b> 12/04/2018 3:48PM			
<b>Budget Status</b> Not Chk'd		<b>Modified By</b> ETEST			
		<b>ERS Type</b> Not Applicable			
<b>Budget Misc Status</b> Valid		<b>Close Status</b> Open			
<b>*View Related</b>	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  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 of 1 Last

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
<b>Business Unit</b> 01110		<b>Invoice Date</b> 12/04/2018			
<b>Voucher ID</b> 00007771		<b>Invoice No</b> 120418			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 300.00      USD			
<b>Supplier Name</b> Irving Energy					
PO Box 11013					
Lewiston, ME 04243					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Net 30			
<b>Match Status</b> Ready		<b>Voucher Source</b> Online			
<b>Approval Status</b> Pending		<b>Origin</b> ONL			
<b>Post Status</b> Unposted		<b>Created On</b> 12/04/2018 9:52AM			
		<b>Created By</b> ESTUBIN			
		<b>Last Update</b> 12/04/2018 10:34AM			
		<b>Modified By</b> ESTUBIN			
		<b>ERS Type</b> Not Applicable			
		<b>Close Status</b> Open			
<b>Budget Status</b> Valid					
<b>Budget Misc Status</b> Valid					
<b>*View Related</b> 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

**Voucher**

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

*Business Unit	01181
*Voucher ID	NEXT
*Voucher Style	Regular Voucher
Supplier Name	John A. Russell Corp
Short Supplier Name	JOHN A RUS-001
Supplier ID	0000001224
Supplier Location	SINGLE
Address Sequence Number	1
Invoice Number	CIP101218
Invoice Date	01/11/2024
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 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 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.**

The screenshot shows the 'Invoice Total' section with fields for Line Total (0.00), \*Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). To the right, a list of links includes 'Non Merchandise Summary', 'Session Defaults', 'Comments(0)', 'Attachments (0)', 'Withholding' (highlighted with a red box), 'Template List', 'Advanced Supplier Search', 'Supplier Hierarchy', and 'Supplier 360'.

## Invoice Lines section:

The screenshot shows the 'Invoice Lines' section. At the top, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' tab is active, showing fields for 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, and CFDA#.

Below these fields are buttons for 'Save', 'Save For Later', 'Action', 'Run', 'Calculate', and 'Print'. A section titled 'Copy From Source Document' includes fields for PO Unit (01181), PO Number (000017972), and a 'Copy PO' button. Below this, the 'Invoice Lines' link is highlighted with a red box.

The 'Invoice Lines' section shows Line 1 with fields for 'Copy Down', 'Distribute by', 'Quantity' (1.0000), 'UOM' (EA), 'Unit Price' (6,000.00000), and 'Line Amount' (6,000.00). To the right, the 'Purchase Order' section shows '01181|0000017972|1|1 Associate Receiver(s)' and a 'One Asset' checkbox (highlighted with a red box) with a 'Calculate' button.

At the bottom, there is a 'Distribution Lines' table with columns: Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, Asset, Business Unit, Profile ID, and Asset ID. The table contains one row with Line 1, PO Percent 100.0000, Percent 100.0000, Merchandise Amt 6,000.00, Quantity 1.0000, Asset checked, Business Unit 01180, Profile ID CIP, and Asset ID CIP-160007.

At the bottom of the form are buttons for 'Save', 'Save For Later', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

**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 PBGSMT003

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 | 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  
\*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  
Message  
Message will appear on remittance advice.

Pay Group  
\*Handling Regular Payment  
Hold Reason

\*Netting Not Applicable  
LIC ID  
Actions

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:

The screenshot shows the 'Voucher' page with a sub-header 'Add a New Value'. In the top right corner, there is a button labeled 'Find an Existing Value'. The main form contains the following fields and values:

- \*Business Unit: 01181
- \*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: APTEST1126
- Invoice Date: 01/11/2024
- Gross Invoice Amount: 250.00
- 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 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 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.

The screenshot shows the 'Invoice Information' tab with various fields for Business Unit, Voucher ID, Invoice Date, and Supplier. On the right, a menu contains links like 'Non Merchandise Summary', 'Session Defaults', and 'Withholding', with the latter being highlighted by a red box.

The screenshot displays the 'Withholding Information' section. It includes a 'Withholding Option' section with a 'Postpone Withholding' checkbox. Below is the 'Invoice Line Withhold Information' section, which contains a table with columns for Line, Description, and Withholding Code. The 'Withholding Applicable' checkbox is checked. At the bottom, the 'Withholding Details' table is shown with columns for Entity, Type, Jurisdiction, Class, and others. The 'Applicable' checkbox in the first row is also checked.

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

Voucher ID NEXT

Invoice Number

Supplier 0000003127

Green Mountain Forensics

VAT Entity

Invoice Date

Withholding Option

☐ Postpone Withholding

Invoice Line Withhold Information

Find | View All

First 1 of 1 Last

Line 1

Description

Withholding Code

☐ Withholding Applicable

Withholding Details

Personalize | Find | View All

First 1 of 1 Last

*Entity	*Type	Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	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:

**Voucher**

[Add a New Value](#) Find an Existing Value

*Business Unit	01181	
*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	01/11/2024	
Gross Invoice Amount	556.00	
Freight Amount	0.00	
Misc Charge Amount	0.00	
PO Business Unit		
PO Number		
Estimated No. of Invoice Lines	1	

Add

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:

8. Click the **Withholding** link

The **Withholding Information** page displays:

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 | First 1 of 1 Last

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

Line 2 Description  
 Withholding Code  ☒ Withholding Applicable

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

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

**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 2<sup>nd</sup> **Invoice Line** displays:

#### 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 PFMMTP001  
 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 PFMMTP001  
 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](mailto: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.

The screenshot displays the 'Invoice Information' tab of a software application. Key fields include Business Unit (01110), Voucher ID (NEXT), Invoice No, Accounting Date (12/18/2020), \*Pay Terms (NET00), Basis Date Type (Inv Date), Invoice Received, Supplier ID (0000052056), ShortName (ILLUZZIVIN-001), Location (SINGLE), \*Address (1), Control Group, Grant ID, and CFDA#. The 'Invoice Total' section shows Line Total (600.00), \*Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (600.00). The 'Non Merchandise Summary' section includes Session Defaults, Comments(0), Attachments(0), Withholding, Template List, Advanced Supplier Search, Supplier Hierarchy, and Supplier 360. The 'Copy From Source Document' section is visible. The 'Invoice Lines' section shows Line 1 with Description (Rent for Office Space), C/P Indicator (C), and Line Amount (600.00). The 'Distribution Lines' section shows a table with columns: GL Chart, Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. The table contains one row with values: 600.00, 01110, 514000, 10000, 1110003000, and 12/18/2020.

**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](mailto: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](mailto:VISION.finhelpdesk@vermont.gov).**

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

## Enter an Adjustment Voucher

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

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

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

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

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

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

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

**Voucher**

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

*Business Unit	01181	
*Voucher ID	NEXT	
*Voucher Style	Adjustments	
Supplier Name	Unicel	
Short Supplier Name	UNICEL-001	
Supplier ID	0000000983	
Supplier Location	MULTIPLE	
Address Sequence Number	6	
Invoice Number	SAMPLE102418	
Invoice Date	09/25/2018	

**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 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  
 Voucher ID NEXT  
 Voucher Style Adjustments  
 Invoice Date 09/25/2018  
 Invoice Received  
 Supplier UNICEL  
 Supplier ID 0000000983  
 ShortName UNICEL-001  
 Location MULTIPLE  
 \*Address 6

Invoice No SAMPLE102418  
 Accounting Date 10/26/2018  
 \*Pay Terms NET30  
 Basis Date Type Inv Date  
 Control Group  
 Grant ID  
 CFDA#

**Invoice Total**  
 Line Total 0.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total -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** Find | View All First 1 of 1 Last  
 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** Personalize | Find | View All First 1 of 1 Last  
 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:

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

Business Unit 02170  
 Voucher ID 00008395  
 Voucher Style Adjustments  
 Invoice Date 09/25/2018  
 Invoice Received  
 Supplier UNICEL  
 Supplier ID 0000000983  
 ShortName UNICEL-001  
 Location MULTIPLE  
 \*Address 6

Invoice No SAMPLE102418  
 Accounting Date 10/26/2018  
 \*Pay Terms NET30  
 Basis Date Type Inv Date  
 Control Group  
 Grant ID  
 CFDA#

**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

Summary

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 left is the title 'Voucher'. Below it is a link 'Add a New Value'. In the top right corner is a search button labeled 'Find an Existing Value'. The main form area contains several fields with search icons: '\*Business Unit' (01181), '\*Voucher ID' (NEXT), '\*Voucher Style' (Journal Voucher), 'Supplier Name' (HIGHGATE APARTMENTS), 'Short Supplier Name' (HIGHGATE A-001), 'Supplier ID' (0000399655), 'Supplier Location' (MULTIPLE), 'Address Sequence Number' (1), 'Invoice Number' (SAMPLE102418), and 'Invoice Date' (09/25/2018). At the bottom left of the form is a red-bordered 'Add' button.

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:

**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   First   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   First   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' page with a sub-section 'Add a New Value'. In the top right corner, there is a button labeled 'Find an Existing Value' with a magnifying glass icon. The main form area contains several fields with search icons: '\*Business Unit' (01110), '\*Voucher ID' (NEXT), '\*Voucher Style' (Journal Voucher), 'Supplier Name' (Agency of Digital Services-C), 'Short Supplier Name' (AGENCY OF-004), 'Supplier ID' (0000043669), 'Supplier Location' (SINGLE), 'Address Sequence Number' (1), 'Invoice Number' (VOIP002185-FIN3), and 'Invoice Date' (05/21/2019). At the bottom left of the form, 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 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)
- Supplier ID:** 0000043689
- ShortName:** AGENCY OF-004
- Location:** SINGLE
- \*Address:** 1
- Agency of Digital Services-CIT-Telecomm**
- Control Group:** (empty)
- Related Voucher:** 00007870
- Grant ID:** (empty)
- 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: 0000043889  
 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 ☐ Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity:   
 UOM:   
 Unit Price:   
 Line Amount: -1,131.13  
 SpeedChart:   
 Ship To: PFMMTP001  
 Description: Correct C/P Indicator  
 Packing Slip:   
 C/P Indicator: C  
 One Asset ☐  
 Calculate

**Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	-1,131.13		01110	516805	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' interface. Line 1 is selected, showing a negative amount of -1,131.13 and a C/P Indicator of C. Line 2 is also visible, showing a positive amount of 1,131.13 and a C/P Indicator of P. Red boxes highlight the description 'Correct C/P Indicator', the C/P Indicator 'P', and the Line Amount '1,131.13' for Line 2. The Distribution Lines table below shows the same data for Line 2.

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<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:

The screenshot shows the 'Add a New Value' tab in the SpeedChart panel. The form includes the following fields and values:

- \*SetID: 01110
- \*SpeedChart Key: Telephone
- User ID: EHOEFEL
- Primary Permission List: (empty)
- \*Effective Date: 10/25/2018

A red box highlights the 'Add' button at the bottom left of the form.

**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

The screenshot shows the SpeedChart interface. At the top, there's a header with 'SetID 01110', 'SpeedChart TELEPHONE', 'Eff Date 10/25/2018', and '\*Status Active'. Below this is a 'Description' field with 'ETEST' and a 'Total Percent' of 50.00. The 'Security Option' section has radio buttons for 'Universal (All Users)', 'One User' (selected), and 'One Permission'. The 'Definition' section has radio buttons for 'Enter Percentages' (selected) and 'Enter Weights', and a 'UOM' field. The 'Speed Charts' section has a table with columns: Weight, GL Unit, Account, Fund, Dept, Program, Class, Project, Affiliate, and Stat. The first row has values: 1.00000, 01110, 516600, 10000, 1110003000. A red box highlights the '+' button at the end of the first row. Below the table are buttons: Save, Notify, Add, Update/Display, Include History, and Correct History.

A new row opens:

The screenshot shows the SpeedChart interface after adding a new row. The 'Speed Charts' table now has two rows. The first row is the same as before. The second row is highlighted with a red box and contains the following values: 2, 50.00 x, 0.00000, and empty fields for Account, Fund, Dept, Program, Class, Project, Affiliate, and Stat. The 'Total Percent' is now 100.00. The page indicator shows '1-2 of 2'.

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 page with a 'Find an Existing Value' button in the top right. The main form area contains the following fields and values:

Field	Value
*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	1000.00
Freight Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	
PO Number	
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. 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 PFMMP001

Description

C/P Indicator C

One Asset

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:

Invoice Information **Payments** Voucher Attributes

Business Unit 01110 Invoice No SC111418  
Voucher ID NEXT Invoice Date 10/12/2018  
Voucher Style Regular Voucher  
Total Amount 1,000.00  
Supplier Name Vermont State Colleges

\*Pay Terms NET00 Due Now

Payment Information Find | View All First 1 of 1 Last

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

Gross Amount 0.00 USD  
Discount 0.00 USD

Scheduled Due 11/14/2018  
Net Due 10/12/2018  
Discount Due  
Accounting Date

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

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

Review Payment information that defaulted in from the supplier.

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

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

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.

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

Business Unit 01110 Invoice No SC111418  
Voucher ID 00007680 Invoice Date 10/12/2018  
Voucher Style Regular Voucher  
Total Amount 1,000.00  
Supplier Name Vermont State Colleges

\*Pay Terms NET00 Due Now

Payment Information Find | View All First 1 of 1 Last

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

Gross Amount 1000.00 USD  
Discount 0.00 USD

Scheduled Due 11/14/2018  
Net Due 10/12/2018  
Discount Due  
Accounting Date

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

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

## 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

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

The **Voucher Entry** page displays, click on the **Find an Existing Value** button:

**Voucher**

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

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

**Recent Searches** Choose from recent searches ✎ **Saved Searches** Choose from saved searches ✎

**Business Unit** = 01110 🔍  
**Voucher ID** begins with 00007682

**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** =

[^ Show fewer options](#)

☐ Case Sensitive

**Search** **Clear**

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

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

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines  
Line 1  
\*Distribute by Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 35.00

Special Chart  
C/P Indicator C

Distribution Lines  
GL Chart | Exchange Rate | Assets  
Copy Down | Line | Merchandise Amt | Quantity | \*GL Unit | Account | Fund | Dept | Program | Class | Project | Budget Date

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)


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 Net 30  
Voucher Style Regular Voucher Pay Terms NET30  
Invoice Date 10/16/2018 Basis Date Type Inv Date  
Invoice Received  
Highgate Apartments  
Supplier ID 0000007818 Grant ID  
ShortName HIGHGATEAP-001 CFDA#  
Location SINGLE  
Address 1

Invoice Total  
Line Total 35.00  
Currency USD  
Miscellaneous  
Freight  
Total 35.00  
Difference 0.00

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

Save Action Budget Checking  Calculate Print

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:

The screenshot shows the 'Budget Check' page. At the top left is the title 'Budget Check'. Below it, on the left, is a link 'Add a New Value'. On the right is a search button with a magnifying glass icon and the text 'Find an Existing Value'. Below these is a large light gray rectangular area. Inside this area, on the left, is the label '\*Run Control ID' followed by a text input field containing 'Budget\_Check\_AP'. Below the input field is a small yellow button with the text 'Add' in red, which is highlighted with a red rectangular border.

1. Click on the **Add a New Value** button 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**

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

- 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 Requests**

User ID: EHOEFEL    Type:    Last: 1    Days:    **Refresh**    Clear    Reset

Server:    Name:    Instance:    Range:    Save On Refresh    Report Manager

Run Status:    Distribution Status:    ☒ Save On Refresh    Report Manager

▼ **Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437364		Budget_Check_AP	Application Engine	FS_BP	EHOEFEL	01/24/2024 10:37:01AM EST	Success	Posted	<b>Details</b>	▼ Actions

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	<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	11/16/2018 11:48:02AM EST	<a href="#">Parameters</a>	<a href="#">Transfer</a>
Run Anytime After	11/16/2018 11:45:59AM EST	<b>Message Log</b>	<a href="#">View Locks</a>
Began Process At	11/16/2018 11:48:31AM EST	<a href="#">Batch Timings</a>	
Ended Process At	11/16/2018 11:48:46AM EST	<a href="#">View Log/Trace</a>	

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

Message Log

---

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

"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 the tabs is a section titled 'View Process Requests' with various filters and buttons. The main part of the interface is a table titled 'Process List' showing a list of process requests. The table has columns for 'Select', 'Instance', 'Seq.', 'Run Control ID', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', 'Details', and 'Actions'. The first row of the table shows a process with Instance '12437364', Run Control ID 'Budget\_Check\_AP', Process Type 'Application Engine', Process Name 'FS\_BP', User 'EHOEFEL', Run Date/Time '01/24/2024 10:37:01AM EST', Run Status 'Warning', Distribution Status 'Posted', and a 'Details' link in the 'Actions' column. The 'Run Status' column is highlighted with a green box, and the 'Details' link is highlighted with a red box.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437364		Budget_Check_AP	Application Engine	FS_BP	EHOEFEL	01/24/2024 10:37:01AM EST	Warning	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

When your process runs to a Status of Warning or Error, you need to find out why. These status warnings tell you that there is something wrong with the chartfield combination used in the voucher.

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\_CHK', 'Location Server', 'Server PSUNX', and 'Recurrence'. 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 shows 'Parameters', 'Transfer', 'Message Log' (highlighted with a red box), 'Batch Timings', 'View Log/Trace', and 'View Locks'. There are 'OK' and 'Cancel' buttons at the bottom.

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

### Find an Existing Value

▼ Search Criteria

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

Recent Searches Choose from recent searches
Saved Searches Choose from saved searches

Commitment Control Tran ID begins with
Commitment Control Tran Date =
\*Business Unit = 01110
Voucher ID begins with
Process Instance =
Process Status =
Show fewer options

Search Clear

- Business Unit** - Enter Business Unit or leave as default
- Voucher ID** - Enter Voucher ID or click on Search for a list of vouchers
- Process Status** - Select = Errors Exist
- 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. There are also 'View All', 'First', '1-2 of 2', and 'Last' buttons. 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

Maximum Rows 100

Search

☐ Override Transaction  
☐ More Budgets Exist  
 Advanced Budget Criteria

Budgets with Exceptions

Personalize | Find | View All | 1-2 of 2 | First | 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** button:

**Voucher**

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

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

Business Unit = 01110 🔍  
Voucher ID begins with 00007811  
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 =   
[^ Show fewer options](#)

☐ Case Sensitive

Search Clear

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. The 'Voucher ID' is 00007811. The 'Invoice No' is Train934. The 'Accounting Date' is 01/25/2019. The 'Pay Terms' are NET30. The 'Invoice Date' is 01/07/2019. The 'Basis Date Type' is Inv Date. The 'Supplier ID' is 0000362458. The 'ShortName' is J.A. RUSSO-001. The 'Location' is MULTIPLE. The 'Address' is 1. The 'Invoice Total' shows a Line Total of 100.00, a Total of 100.00, and a Difference of 0.00. The 'Submit Approval' button is highlighted with a red box. Below the main form, there is a 'Copy From Source Document' section and an 'Invoice Lines' section. The 'Invoice Lines' section shows a table with columns for Line, Copy Down, Item, Quantity, UOM, Unit Price, Line Amount, SpeedChart, Ship To, Description, and C/P Indicator. The 'Distribution Lines' section shows a table with columns for GL Chart, Exchange Rate, Assets, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. The 'OK' button in the 'Approval Comments' window is highlighted with a red box.

If the voucher has been successfully [budget checked](#) the Submit Approval button is available.

### 3. Click **Submit Approval**

The **Approval Comments** window opens:

The screenshot shows the 'Approval Comments' window. The 'Business Unit' is 01110. The 'Voucher ID' is 00007811. The 'Additional Details' section contains the text 'Test'. The 'OK' button is highlighted with a red box. The window also includes a 'Help' button and a '250 characters remaining' indicator.

### 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
<b>Approver #19</b>	
Name:	Sarah Elizabeth Powers
Description:	Sarah Elizabeth Powers
<b>Approver #20</b>	
Name:	Stephanie L Fuller
Description:	Stephanie L Fuller
<b>Approver #21</b>	
Name:	Shawn D Benham
Description:	Shawn D Benham
<b>Approver #22</b>	
Name:	Paul R Rousseau
Description:	Paul R Rousseau
<b>Approver #23</b>	
Name:	Nathalie F Browning
Description:	Nathalie F Browning
<b>Approver #24</b>	
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**

**Find an Existing Value**

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*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 =

^ Show fewer options

☐ Case Sensitive

Search Clear

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  To  Of 1

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

Line	Description	Quantity	Merchandise Amt
1	Permit Fees	0.0000	100.00

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  To  Of 1

**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		

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	<a href="#">Attachments (1)</a>
Use Tax 0.00	
Entered VAT 0.00	

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000362458	Remitting Address	12/06/2018	100.00	USD	J.A. Russo P

**Voucher Approval Stage 1**

**BUSINESS\_UNIT=01110, VOUCHER\_ID=00007677:Pending** [View/Hide Comments](#) [Start New Path](#)

Default path for Vouchers

Pending

Multiple Approvers

Voucher Approvers by Query

**Comment History**

254 characters remaining

Submit **Approve** Deny Pushback Add Comments Hold

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

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 P

**Voucher Approval Stage 1**

▼ BUSINESS\_UNIT=01110, VOUCHER\_ID=00007619:Pending [Start New Path](#)

Default path for Vouchers

Pending [Multiple Approvers](#)  
[Voucher Approvers by Query](#)

The work for this invoice has not been completed, and Invoice should be returned to the Supplier.

157 characters remaining

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](mailto:VISION.FinHelpdesk@vermont.gov) or call (802) 828-6700 option 2, with your AP Business Unit and Voucher ID that you are trying to close. Finance Support will work with Financial Operations personnel to problem solve and respond with information.

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**

**Find an Existing Value**

▼ **Search Criteria**

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

🕒 Recent Searches Choose from recent searches ▼ ✎

🔖 Saved Searches Choose from saved searches ▼ ✎

\*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 =

⤴ Show fewer options

☐ Case Sensitive

Search Clear

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:

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:

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:

**Voucher Delete**

**Find an Existing Value**

▼ **Search Criteria**

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*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

^ Show fewer options

☐ Case Sensitive

Search Clear

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:

**Delete Voucher** Voucher Details

Business Unit 01110 Voucher 00007684

**Supplier**

Supplier 0000007818 Highgate Apartments

Short Name HIGHGATEAP-001

**Voucher Information**

Invoice delete112218 Origin ONL Header Budget Status Valid

Date 10/22/2018 Group Non-Prorated Budget Status Valid

Gross Amount 35.00 USD Entry Status Postable

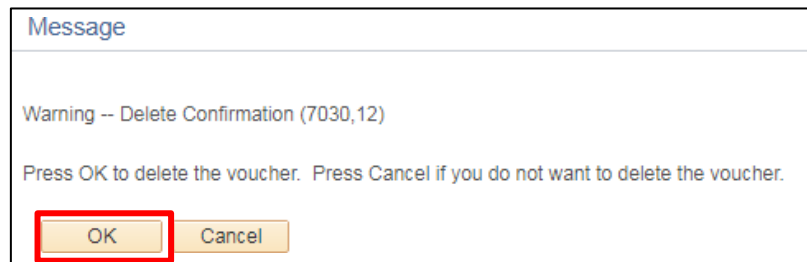
Related Voucher

Delete

Save Return to Search Notify

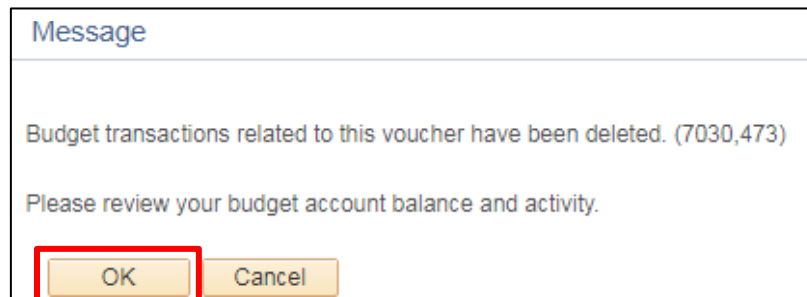
4. Click **Delete**

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** button:

The screenshot shows the 'Voucher' page with the 'Find an Existing Value' section. The 'Search Criteria' dropdown is expanded, showing a list of search fields. The 'Business Unit' field is set to '01110' and the 'Voucher ID' field is set to '00007663'. The 'Search' button is highlighted with a red box. The 'Clear' button is also visible.

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

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

🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎

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 =   
[^ Show fewer options](#)  
☐ Case Sensitive  
Search Clear

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 following details:

- Business Unit:** 01110
- Voucher ID:** 00007663
- Voucher Style:** Regular
- Supplier Name:** McRae Truck & Auto, 26 Middle Rd, Milton, VT 05468
- Entry Status:** Postable
- Match Status:** No Match
- Approval Status:** Approved
- Post Status:** Posted
- Budget Status:** Valid
- Budget Misc Status:** Valid
- \*View Related:** Payment Inquiry
- Invoice Date:** 07/26/2018
- Invoice No:** 82918-10
- Invoice Total:** 50.00 USD
- 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

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 with the following details:

- 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**
- Action:** [Dropdown]
- Run**
- Schedule Payments**
- Payment Information:**
  - Payment 1:**
    - \*Remit to: 0000283240
    - Location: MULTIPLE
    - \*Address: 2
    - Gross Amount: 3.99 USD
    - Discount: 0.00 USD
    - Scheduled Due: 07/26/2018
    - Net Due: 07/22/2018
    - Discount Due:
    - Accounting Date: 07/30/2018
- Payment Options:**
  - \*Bank: PEO3
  - \*Account: 0005
  - \*Method: CHK
  - Check
  - Pay Group:
  - \*Handling: Regular Payment
  - Hold Reason:
  - \*Netting: Not Applicable
  - L/C ID:
  - Supplier Bank Messages
  - Hold Payment
  - Separate Payment
- Schedule Payment:**
  - \*Action: Schedule Payment
  - Pay
  - Payment Date: 07/30/2018
  - Reference: 0000083975

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** button:

The screenshot shows the 'Voucher' page with a 'Find an Existing Value' section. It includes a 'Search Criteria' dropdown and a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two search history sections: 'Recent Searches' and 'Saved Searches', both with a 'Choose from' dropdown and an edit icon. The main search area contains various fields: Business Unit (dropdown with '01110'), Voucher ID (dropdown with 'begins with' and '00007577'), Invoice Number (dropdown with 'begins with'), Invoice Date (dropdown with '='), Short Supplier Name (dropdown with 'begins with'), Supplier ID (dropdown with 'begins with'), Supplier Name (dropdown with 'begins with'), Voucher Style (dropdown with '='), Related Voucher (dropdown with 'begins with'), Entry Status (dropdown with '='), Voucher Source (dropdown with '='), and Incomplete Voucher (dropdown with '='). There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.

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 tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The 'Summary' tab is active. It displays various fields: Business Unit (01110), Voucher ID (00007577), Voucher Style (Regular), Supplier Name (W.B. Mason Co., Inc., PO Box 981101, Boston, MA 02298-1101), Invoice Date (01/19/2018), Invoice No (151645386), Invoice Total (98.66 USD), Entry Status (Postable), Match Status (No Match), Approval Status (Approved), Post Status (Posted), Pay Terms (Net 30), Voucher Source (Online), Origin (ONL), 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), and Budget Misc Status (Valid). A red box highlights the '\*View Related' dropdown menu, which is currently set to 'Payment Inquiry'. Below the dropdown is a 'Go' button. At the bottom are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

Search Name

ALL

From

From Supplier Name 1

Supplier Location

\*Amount Rule

Any

Amount

\*Currency

Bank SetID

STATE

Bank Code

PEOP3

Bank Account

0005

Bank Account #

From Ref ID

0000083975

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

STATE

Remit Supplier

0000283240

Settle By

Settlement Status

Single Payment Vouchers

Max Rows

300

Search

Clear

Keyword Search

Show Chart

\*Chart Type

Bar Chart

Sorting Criteria

1st sort

Bank Account

Descending

Sort

2nd sort

Payment Reference ID

Descending

Payment Inquiry Result

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

Payment Details

Additional Info

Supplier Details

Financial Gateway

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.*

- 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 000023886

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     First 1-4 of 4 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  
Bank Account # \*\*\*\*\*3001

Pymnt Ref ID 0000053697  
Accounting Date 08/15/2005  
Payment Date 08/15/2005  
Days Outstanding  
Payment Clear Date 08/15/2005  
Reconcile Date 08/17/2005  
Value Date 08/15/2005

Pay Cycle VENAC2    Seq Num    119  
Supplier Name Marlboro Town School District  
Address indham Central Supervisory Union  
1219 VT Rte 30  
Townshend VT 05353- USA  
9716

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

**Voucher ID**

Invoice Number

\*Accounting Line View Option

Supplier ID

Supplier Name

☐ Show Foreign Currency

\*Sort By

**Accounting Information** Find | View All First 1 of 1 Last

Posting Process  GL Dist Status  Posting Date

First 1 of 1 Last

**Main Information**

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  GL Dist Status  Posting Date

First 1-2 of 2 Last

**Main Information**

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 1 First 1-2 of 2 Last

Posting Process AP Accrual

GL Dist Status Distributed

Posting Date 07/27/2018

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

Main Information

Chartfields

Journal

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 | 1-4 of 4 First 1-4 of 4 Last

Main Information

Chartfields

Journal

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 left is the title 'Voucher'. Below it is a link 'Add a New Value'. At the top right is a search button 'Find an Existing Value'. The form contains several fields: '\*Business Unit' (01110), '\*Voucher ID' (NEXT), '\*Voucher Style' (Amortization Voucher), 'Supplier Name', 'Short Supplier Name', 'Supplier ID', 'Supplier Location', 'Address Sequence Number' (0), 'Invoice Number', 'Invoice Date', 'Gross Invoice Amount' (0.00), 'Freight Amount' (0.00), 'Misc Charge Amount' (0.00), 'PO Business Unit', 'PO Number', and '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** - 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

**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 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

### 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

Invoice Total  
 Line Total 120.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 120.00  
 Difference 0.00

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

Save Save For Later Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down  
 \*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

Copy Down	Line	Merchandise Amt	Quantity	Start Date	End Date	Amortization Type	Amortization ID
<input type="checkbox"/>	1	120.00		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

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 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

Copy Down	Line	Merchandise Amt	Quantity	Start Date	End Date	Amortization Type	Amortization ID
<input type="checkbox"/>	1	120.00		10/30/2018	04/30/2019		0000000003

Save

Notify Refresh Add Update/Display

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

**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 PBGSMTPO01  
 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 PBGSMTP001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

☐ One Asset  
 Calculate

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

GL Chart	Exchange Rate	Assets	Amortization	Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
				<input type="checkbox"/>	1	120.00		01160	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 PBGSMTP001  
 Item Description  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 120.00

☐ One Asset  
 Calculate

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

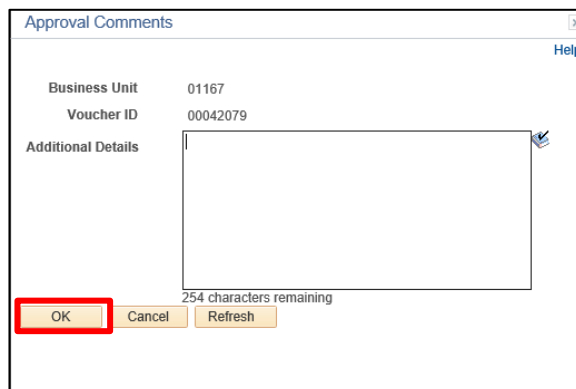
GL Chart	Exchange Rate	Assets	Amortization	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
				<input type="checkbox"/>	1	120.00		01160	140002	58700	1160309100	36021	00001	LEASE290	09/30/2018

Save

Return to Search Notify Refresh Add Update/Display

24. Click on **Submit Approval**

The **Approval Comments** box displays:




The 'Approval Comments' dialog box contains the following elements:

- Business Unit:** 01167
- Voucher ID:** 00042079
- Additional Details:** A large text area for entering comments, with a '254 characters remaining' indicator at the bottom right.
- Buttons:** 'OK' (highlighted with a red box), 'Cancel', and 'Refresh'.
- Help:** A 'Help' link in the top right corner.

**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:** A section showing the approval status and path.
- Default path for Vouchers:** A dropdown menu showing 'BUSINESS\_UNIT=01167, VOUCHER\_ID=00042079:Pending'.
- Approval Status:** 'Pending' (indicated by a clock icon).
- Approval Options:** 'Multiple Approvers' and 'Voucher Approvers by Query'.
- Buttons:** 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.
- Navigation:** A breadcrumb trail at the bottom: '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

**Voucher**

[Add a New Value](#) Find an Existing Value

*Business Unit	01110
*Voucher ID	NEXT
*Voucher Style	Template 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	INV NUMBER
Invoice Date	09/30/2018
Gross Invoice Amount	100.00
Freight Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	
PO Number	
Estimated No. of Invoice Lines	1

[Add](#)

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  
 Template  
 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

Add a New Value Find an Existing 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**

**Find an Existing Value**

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*Business Unit = 08100  
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 =

^ Show fewer options

☐ Case Sensitive

**Search** Clear Save Search

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

**Search Results display:**

▼ **Search Results**  
54 results Business Unit "08100"

View All | 1-10 of 54 | First | Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Supplier ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source	
08100	01014587	12435779	INT	(blank)	0000400412	(blank)	10243148	10/03/2023	102.01 (blank)	XML		>
08100	01014591	12435779	INT	(blank)	0000346772	(blank)	146527	10/04/2023	95 (blank)	XML		>
08100	01014592	12435779	INT	(blank)	0000346772	(blank)	146534	10/04/2023	105 (blank)	XML		>
08100	01014598	12435779	INT	(blank)	0000415619	(blank)	2140	09/20/2023	2214.38 (blank)	XML		>
08100	01014599	12435779	INT	(blank)	0000415619	(blank)	2153	09/26/2023	3636.28 (blank)	XML		>
08100	01014602	12435779	INT	(blank)	0000372375	(blank)	24AR1170854	09/29/2023	156.91 (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**

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

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*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 =

^ Show fewer options

☐ Case Sensitive

Search Clear

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

**Search Results** display:

▼ **Search Results**  
54 results Business Unit "08100"

View All First 1-10 of 54 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Supplier ID	Short Supplier Name	Supplier Name	Build Status	Voucher Source	
08100	01014750	NHWES98718	224.41	09/21/2023	0000009155	FASTENALCO-004	Fastenal Company	Error	XML	>
08100	01014726	BEGTRSTOPT1	115500	08/26/2023	0000415970	(blank)	(blank)	Error	XML	>
08100	01014725	9855323698	70.56	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>
08100	01014724	9855061504	66.77	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>
08100	01014723	9855061496	174.04	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>
08100	01014722	9854717494	149.34	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>

- 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

**Review Errors**

**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.**

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

Field Name	Message
Supplier ID	TSE Prompt table edit; value not found in prompt table.

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

In this example the Supplier is not a valid Supplier.

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

**Header Errors**      Personalize | Find | View All | First | 1 of 1 | Last

Field Name	Message
Supplier ID	TSE Prompt table edit; value not found in prompt table.

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

- Click the **Correct Errors** link to return to the Quick Invoice page

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

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

Find an Existing Value

+

 Add a New Value

▼ Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

\*Business Unit

=

08100

🔍

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

=

⬆ Show fewer options

☐ Case Sensitive

Search

Clear

🔖 Save Search

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

54 results Business Unit "08100"

View All

First

1-10 of 54

Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Supplier ID	Short Supplier Name	Supplier Name	Build Status	Voucher Source	
08100	01014750	NHWES98718	224.41	09/21/2023	0000009155	FASTENALCO-004	Fastenal Company	Error	XML	>
08100	01014726	BEGTRSTOPT1	115500	08/26/2023	0000415970	(blank)	(blank)	Error	XML	>
08100	01014725	9855323698	70.56	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>
08100	01014724	9855061504	66.77	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>
08100	01014723	9855061496	174.04	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>
08100	01014722	9854717494	149.34	09/29/2023	0000002755	GRAINGER-001	Grainger	Error	XML	>

3. Select the voucher

The **Quick Invoice** page displays:

The screenshot shows the 'Quick Invoice' form. At the top left, the 'Business Unit' is 02300 and the 'Voucher' is 00102584. The 'Voucher Style' is 'Regular'. The '\*Build Status' dropdown is highlighted with a red box and shows 'Pre-Edit Error'. To the right, the '\*Invoice Number' is 027519, 'Invoice Date' is 08/31/2018, and 'Accounting Date' is blank. There are buttons for 'Calculate', 'Print Invoice', and 'Edit Combinations'. Below this, the 'Supplier' is 0000010539, 'Invoice Address' is 1, and 'Remitting Addr' is blank. The 'Location' is 'MULTIPLE'. To the right, it says 'Remy Cointreau USA'. There are links for 'Attachments (0)' and 'Comments(0)'. In the middle section, 'Line Amount' is 36081.68, 'Misc Amt' is 0.00, 'Freight' is 0.00, and 'Total' is 36081.68. 'Control Group' is blank, 'Terms' is 'NET30', and 'Currency' is 'USD'. There are links for 'Session Defaults', 'Override Session Default', and 'Review Errors'. Below this, there is a 'Fetch Voucher Lines' section with 'From Voucher Line' 1 and 'To Voucher Line' 1. There are buttons for 'Line Details' and 'Add lines'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

The screenshot shows the 'Quick Invoice' form with the '\*Build Status' dropdown highlighted with a red box and showing 'Delete Voucher'. To the right, the 'Action' dropdown is highlighted with a red box and shows '1. Voucher Build'. Below it, there is a 'Run' button. The rest of the form is the same as the previous screenshot, including the 'Calculate', 'Print Invoice', and 'Edit Combinations' buttons, the 'Supplier' and 'Invoice Address' fields, the 'Line Amount' section, the 'Fetch Voucher Lines' section, and the bottom navigation buttons.

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**

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

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

Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎

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 =

[Show fewer options](#)

☐ Case Sensitive

Search Clear

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

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

Budget Status Not Chk'd

Budget Misc Status Valid

\*View Related Payment Inquiry Go

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:

The screenshot shows the 'Error Summary' tab selected. The header information includes Business Unit 02300, Invoice Number SAMPLE RECYCLE, Voucher ID 00102596, Invoice Date 12/02/2018, Style Regular Voucher, Total 101.00, and USD. Under the 'Header Errors' section, a table lists the error:

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

Buttons at the bottom include Return to Search, Notify, Refresh, Add, and 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

The screenshot shows the 'Summary' tab highlighted in red. The voucher details include Business Unit 02300, Invoice No SAMPLE RECYCLE, Accounting Date 12/11/2018, Voucher ID 00102596, Voucher Style Regular Voucher, Invoice Date 12/02/2018, Basis Date Type Inv Date, Invoice Received, Supplier ID 0000000300, ShortName BRATAREFA-001, Location SINGLE, and Address 1. The 'Invoice Total' section shows Line Total 100.00, Total 100.00, and Difference 0.00. The 'Distribution Lines' table is as follows:

GL Chart	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
		1	100.00		02300	400240	10000	0367500000				12/11/2018

Buttons at the bottom include Return to Search, Notify, Refresh, Add, and Update/Display.

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

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 02300	<b>Invoice Date</b> 12/02/2018				
<b>Voucher ID</b> 00102596	<b>Invoice No</b> SAMPLE RECYCLE				
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 100.00 USD				
<b>Supplier Name</b> Brattleboro Area Farmers Market					
PO Box 1057					
Brattleboro, VT 05302					
<b>Entry Status</b> Postable	<b>Pay Terms</b> Due Now				
<b>Match Status</b> No Match	<b>Voucher Source</b> Online				
<b>Approval Status</b> Pending	<b>Origin</b> ONL				
<b>Post Status</b> Unposted	<b>Created On</b> 12/11/2018 7:44AM				
	<b>Created By</b> JKENNERK				
	<b>Last Update</b> 12/11/2018 8:06AM				
	<b>Modified By</b> JKENNERK				
	<b>ERS Type</b> Not Applicable				
	<b>Close Status</b> Open				
<b>Budget Status</b> Not Chk'd					
<b>Budget Misc Status</b> Valid					
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>			<input type="button" value="Add"/> <input type="button" value="Update/Display"/>		

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](#)