



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
July - 2024

Revisions to Manual

July 2024

- Updated Adjustment and Journal Voucher exercises for new warning messages and one-time suppliers

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

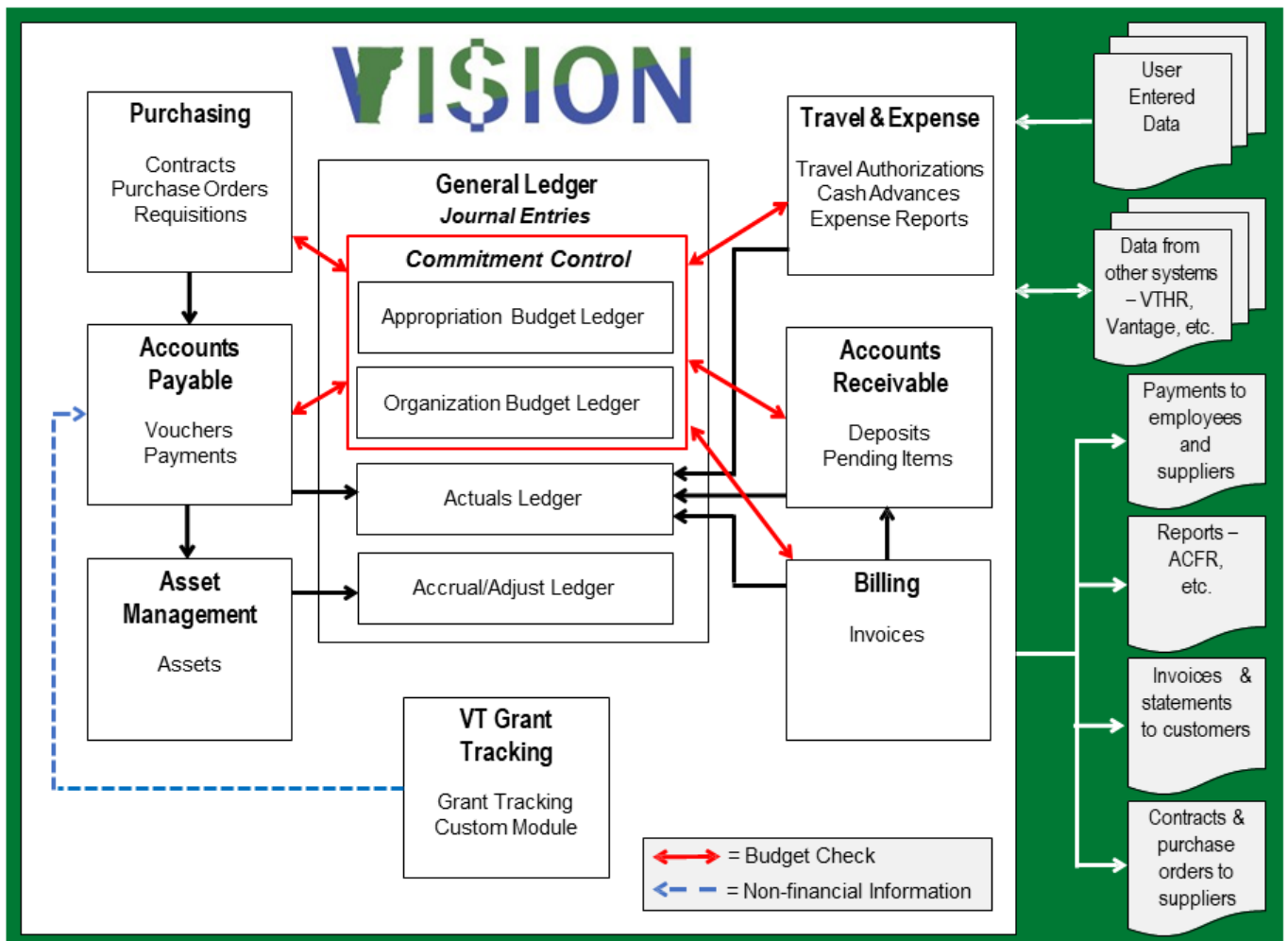
- Manual written

Table of Contents

Revisions to Manual.....	2
Business Process	4
Frequently Asked Questions (FAQs).....	9
1099 Reporting.....	11
Looking up Suppliers	15
Enter a Regular Voucher	20
Enter a Regular Voucher with a BDA.....	27
Enter a Regular Voucher with Split Funding	32
Enter a Purchase Order Voucher	39
Enter a Purchase Order Voucher with PY and CY Lines	43
Enter PO Voucher – Use only some PO lines.....	48
Matching Purchase Order Voucher	54
Un-matching PO Vouchers	64
Enter an Asset Related Voucher	67
Enter Vouchers to State Agencies Set up as Suppliers	72
Enter Regular Voucher with 1099 Reportable and Non-Reportable Lines.....	77
Enter an Adjustment Voucher	89
Enter a Journal Voucher to Correct Accounting Entries.....	94
Enter a Journal Voucher to Correct a C/P Indicator	98
How to Set Up SpeedCharts.....	103
Adding a Voucher using a SpeedChart	107
Budget Check a Voucher Online	111
Budget Check a Voucher using a Batch Process.....	114
Finding and Fixing Budget Check Errors.....	118
Submitting a Voucher for Approval	123
Approve a Voucher	126
Close Vouchers	131
Delete Vouchers	133
Payment Information on the Voucher	135
Inquire on Voucher Payment Information.....	137
Inquire on Voucher Accounting Entries.....	142
Enter an Amortization Voucher	144
Enter a New Voucher using a Template	150
Interface Voucher Processing	156
Reports and Queries	171

Business Process

Overview of the VISION process:

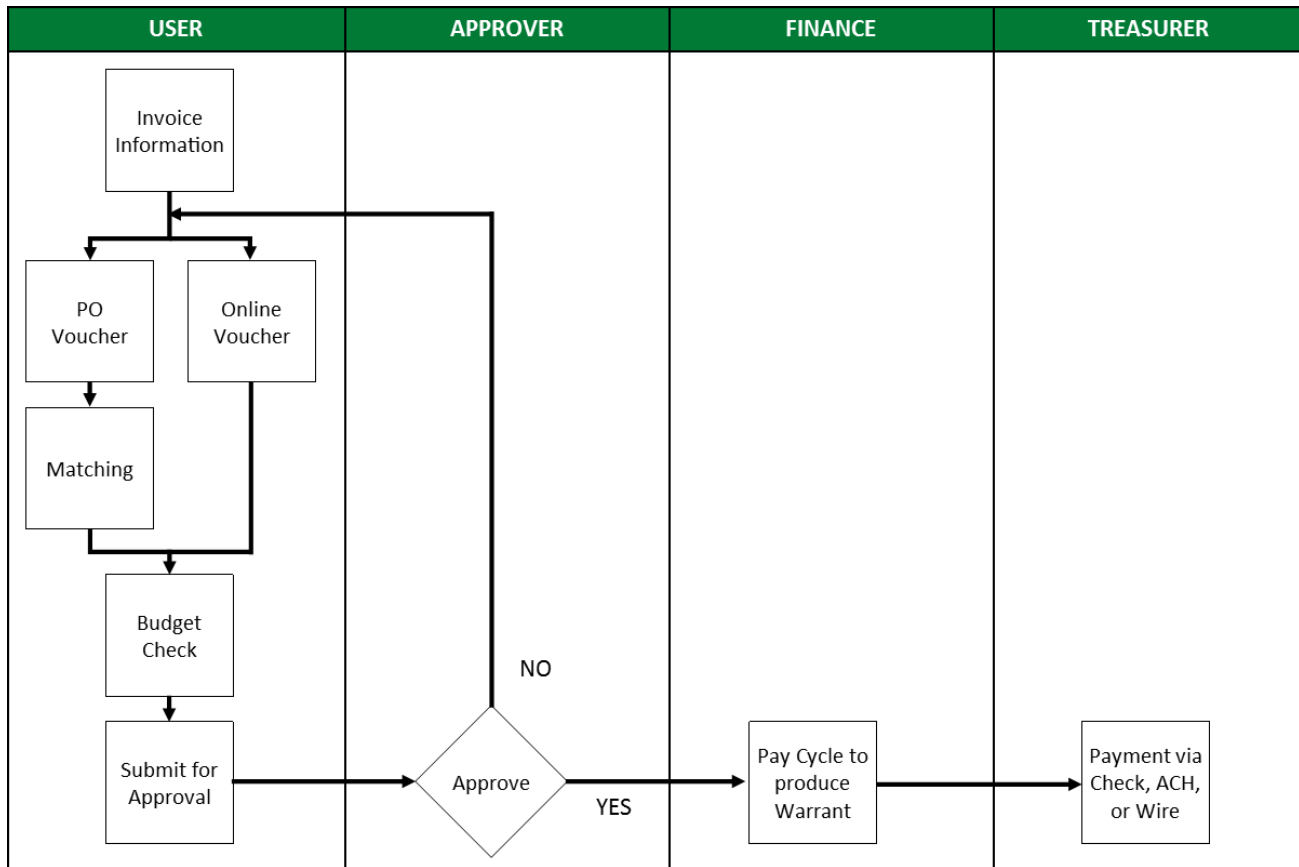


There will be a 1 – 1 relationship between a supplier’s invoice and a VISION voucher. That is, each invoice will become a separate voucher. Vouchers may contain multiple invoice lines – which can relate to separate charges (labor vs. equipment), prior year or current year charges or to allow withholding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

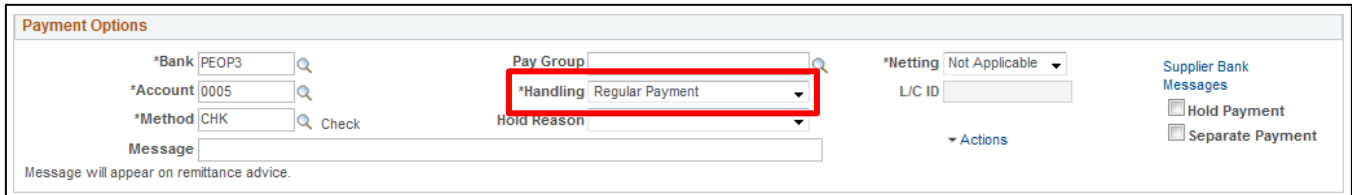
Note: *VISION supplier checks that are valid and not in error but are undeliverable to the supplier (e.g., unknown address) shall not be voided, and are subject to Vermont's unclaimed property laws. Contact the Office of the State Treasurer's Unclaimed Property Division for more information.*

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

Special Handling

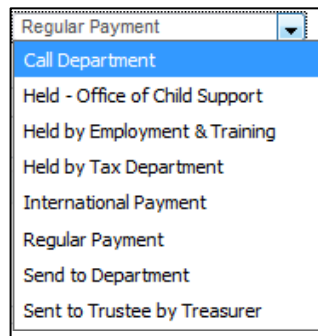
Under the Payment Method section, you will see a field for ***Handling**. In this field you can designate any special handling you require for this payment.

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



The screenshot shows a 'Payment Options' form. The '*Handling' dropdown menu is highlighted with a red box and currently displays 'Regular Payment'. To the left, there are input fields for '*Bank' (PEOP3), '*Account' (0005), and '*Method' (CHK) with a 'Check' label. To the right, there is a '*Netting' dropdown (Not Applicable) and an 'L/C ID' field. Further right, there are 'Supplier Bank Messages' and two checkboxes: 'Hold Payment' and 'Separate Payment'. An 'Actions' button is also visible.

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



The dropdown menu is open, showing the following options: 'Regular Payment' (highlighted in blue), '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:

The screenshot shows the 'Payment Options' form with the following fields and values:

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

The 'Hold Reason' dropdown menu is open, showing the following options:

- 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.

The screenshot shows the 'Payment Options' form with the following fields and values:

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

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 • Includes Dental, Counseling, and Veterinarian Services • Does not include medical supplies or pharmaceuticals	All suppliers (with the exception of tax-exempt hospitals or hospitals owned by a government entity)	1099M	06	9906
Attorney Fees / Legal Services	Attorneys Law Firms Other providers of legal services	1099N	01	7701
Gross Proceeds paid in connection with legal services	Attorneys Law Firms Other providers of legal services	1099M	10	9910
Prizes and Awards to non-employees	Individuals Sole Proprietors Partnerships	1099M	03	9903
Punitive Damages	Individuals Sole Proprietors Partnerships	1099M	03	9903
Rental of Space or Building	Individuals Sole Proprietors Partnerships	1099M	01	9901
Rental of Equipment without an operator	Individuals Sole Proprietors Partnerships	1099M	01	9901
Rental of Equipment with an operator – invoice bills equipment and operator separately	Individuals Sole Proprietors Partnerships	Equipment portion: 1099M Operator portion: 1099N	Equipment: 01 Operator: 01	Equipment: 9901 Operator: 7701
Rental of Equipment with an operator – invoice bills as one price for both	Individuals Sole Proprietors Partnerships	1099N	01	7701
Grants – if grant includes service agreement	Individuals Sole Proprietors Partnerships	1099N	01	7701

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

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

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

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

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

How to determine if a supplier is subject to 1099 Reporting

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

The screenshot displays a software interface for creating an invoice. The 'Invoice Total' section is visible, showing fields for Line Total (0.00), Currency (USD), Miscellaneous, and Freight. A red box highlights the 'Withholding' link next to the 'Invoice Total' box. The interface also includes a 'Supplier Information' section with fields for Supplier ID, Short Name, Location, and Address. The 'Invoice Information' section includes fields for Invoice No, Accounting Date, Pay Terms, Basis Date Type, Control Group, Grant ID, and CFDA#.

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

Supplier Information:

- Business Unit: 01110
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Supplier ID: 0000385449
- Short Name: G SMITH BU-001
- Location: MULTIPLE
- *Address: 1

Invoice Information:

- Invoice No: []
- Accounting Date: 11/20/2020
- *Pay Terms: NET30
- Basis Date Type: Inv Date
- Control Group: []
- Grant ID: []
- CFDA#: []

Buttons: Save, Save For Later, 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 ✎

Saved Searches: Choose from saved searches ✎

Keywords ?

SetID	contains	STATE	<input type="text"/>
Supplier ID	contains	<input type="text"/>	<input type="text"/>
Persistence	=	<input type="text"/>	<input type="text"/>
Short Supplier Name	contains	<input type="text"/>	<input type="text"/>
Our Customer Number	contains	<input type="text"/>	<input type="text"/>
Supplier Name	contains	<input type="text"/>	<input type="text"/>
OFAC Status	=	<input type="text"/>	<input type="text"/>
Additional Name	contains	<input type="text"/>	<input type="text"/>

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 Saved Searches

Keywords

SetID

Supplier ID

Persistence

Short Supplier Name

Our Customer

Supplier Name

OFAC Status

Additional Name

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

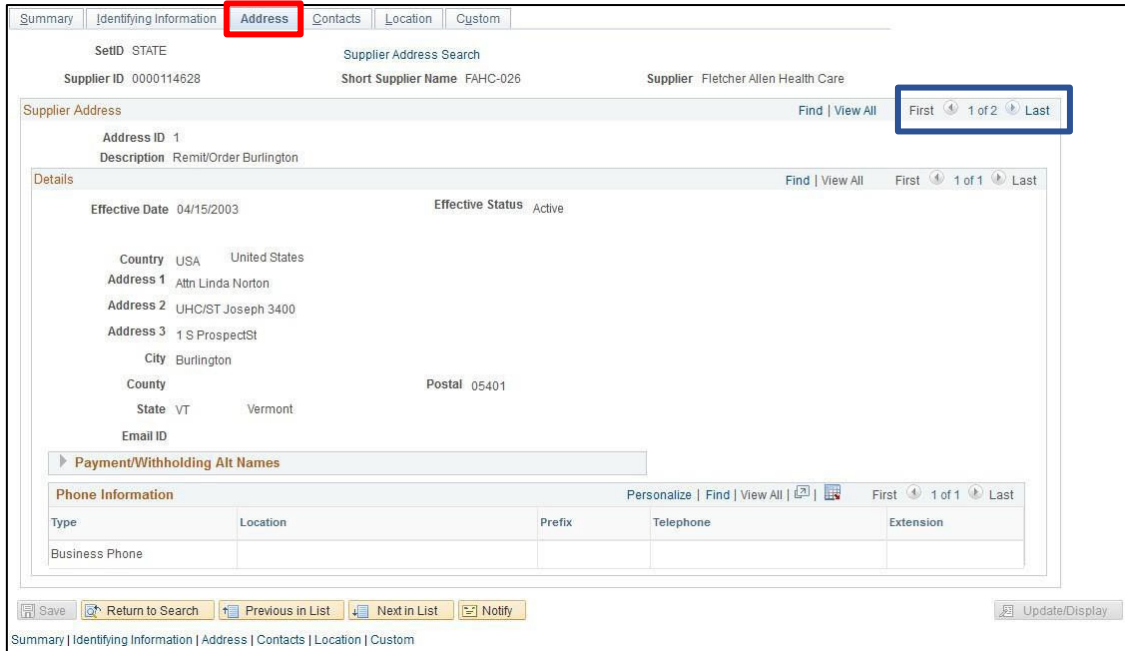
7 results SetID "STATE", Persistence "One Time" +1 more

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	
STATE	000001810	Regular	FAHC -001	(blank)	Fletcher Allen Health Care	>
STATE	000007450	Regular	FAHC -025	(blank)	Fletcher Allen Health Care	>
STATE	0000114628	Regular	FAHC-026	(blank)	Fletcher Allen Health Care	>
STATE	000007451	Regular	FAHCMEDICA-001	(blank)	Fletcher Allen Health Care Medical Staff	>
STATE	000007453	Regular	FAHC/FANNY-001	(blank)	Fletcher Allen Health Care/Fanny Allen	>
STATE	000007452	Regular	FAHC/MCHVC-001	(blank)	Fletcher Allen Health Care/MCHV Campus	>
STATE	0000278412	Regular	FAHCMEDICA-002	(blank)	Fletcher Allen Medical Center	>

Click on the desired supplier

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

Click on the **Address** tab:



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

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

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

If you still have questions, or are uncertain about which supplier to use, contact the VISION supplier request e-mail address at VISION.SupplierRequests@vermont.gov.

Searching Using the 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 ⓘ

SetID | contains | STATE |

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	000001810	Regular	FAHC -001	(blank)	Fletcher Allen Health Care	Valid	(blank)	Inactive	(blank)	Burlington
STATE	000002873	Regular	NH/VTCLINI-001	(blank)	NH/VT Clinical Lab Management Assoc	Valid	(blank)	Inactive	(blank)	Burlington
STATE	000007450	Regular	FAHC -025	(blank)	Fletcher Allen Health Care	Valid	Surgical Associates/UHC Campus	Inactive	(blank)	Colchester
STATE	000007451	Regular	FAHCMEDICA-001	(blank)	Fletcher Allen Health Care Medical Staff	Valid	Medical Staff Services	Inactive	(blank)	Burlington
STATE	000007452	Regular	FAHC/MCHV/C-001	(blank)	Fletcher Allen Health Care/MCHV Campus	Valid	Health Care Management Dept	Inactive	(blank)	Burlington
STATE	000007453	Regular	FAHC/FANNY-001	(blank)	Fletcher Allen Health Care/Fanny Allen	Valid	(blank)	Inactive	(blank)	Colchester
STATE	000007455	Regular	VT/NEWHAMP-001	(blank)	Vermont/New Hampshire Cytotechnology	Valid	Association	Inactive	(blank)	Burlington
STATE	0000030550	Regular	HOODVIRGIN-001	(blank)	Hood, Virginia MD	Valid	(blank)	Inactive	(blank)	Burlington
STATE	0000114828	Regular	FAHC-028	(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	0000228882	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:

The screenshot shows the 'Voucher' page with the 'Add a New Value' form. The form contains the following fields and values:

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

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

Your default BU will appear in the 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

- 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 gross invoice amount
- 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 'Invoice Information' section includes fields for Business Unit (03440), Invoice No (TEST11918), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (11/09/2018), and Invoice Received. The 'Supplier Information' section shows DXC Technology Services LLC with Supplier ID 0000366045 and ShortName DXC TECHNO-001. The 'Invoice Total' section shows a Line Total of 3,000.00 and a Total of 3,000.00. The 'Invoice Lines' section shows a single line with a Line Amount of 3,000.00. The 'Distribution Lines' section shows a table with columns for Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. The table contains one row with values: 1, 3,000.00, 03440, 526000, 10000, 3440060000, and 11/09/2018.

The page should now look similar to the one above.

11. Click the **Payments** tab

The **Payments** page displays:

Invoice Information | **Payments** | Voucher Attributes

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

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000366045 Gross Amount 0.00 USD Scheduled Due
Location MACHDRAW Discount 0.00 USD Net Due
*Address 1 Discount Due
Accounting Date
DXC Technology Services LLC
1775 Tysons Blvd
Tysons, VA 22102
Payment Inquiry
Discount Denied
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

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

Schedule Payment
*Action Schedule Payment Payment Date
Pay Reference

Save Save For Later

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**

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

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

Invoice Total
Line Total 3,000.00
*Currency USD
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

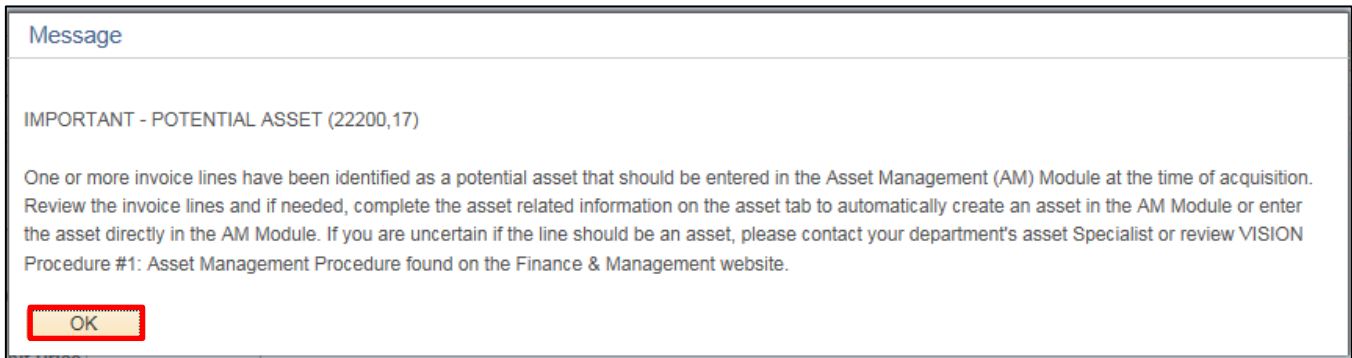
Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Voucher is saved and a **Voucher ID** has been assigned

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

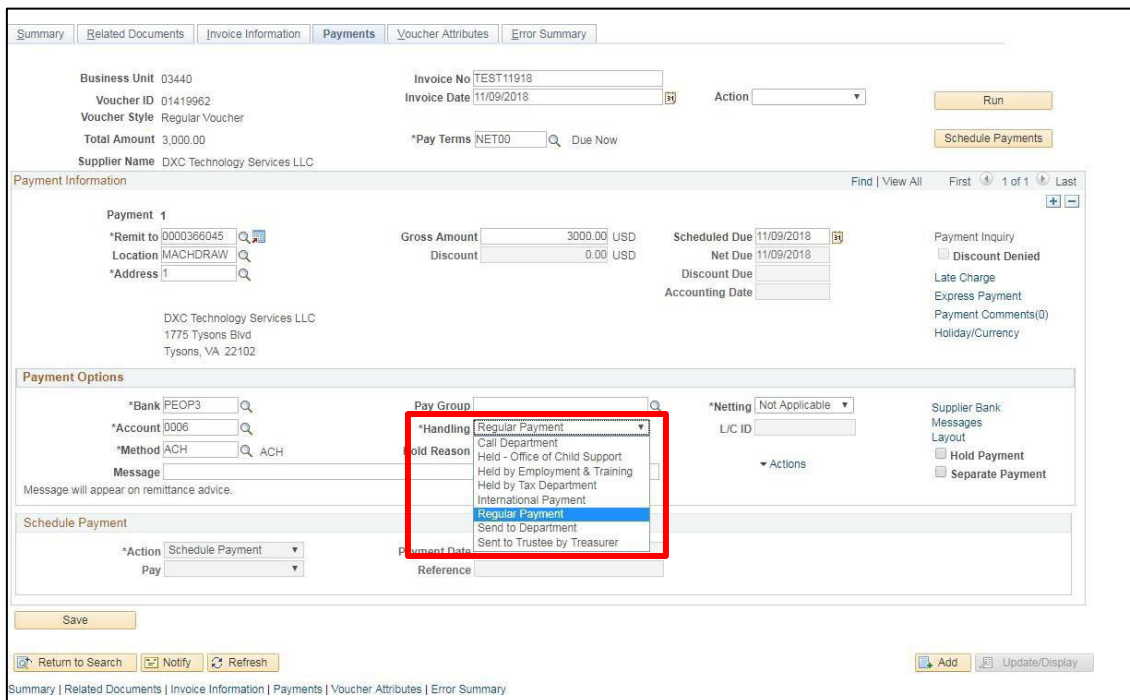


Follow the Instructions to verify click **OK** to continue

Special Handling

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

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



The only ones you would use in a voucher are:

- **Regular Payment** - A Payment made with no changes to this field, will show the handling of Regular Payment. **This is the default for this field**
- **Call Department** - This allows a user to receive a call from the Treasurer's office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example. **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 financial system interface for creating a voucher. The top navigation bar includes tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main form area is divided into several sections:

- Business Unit:** 03440
- Invoice No:** TEST11918
- Invoice Date:** 11/09/2018
- Voucher ID:** 01419962
- Voucher Style:** Regular Voucher
- Total Amount:** 3,000.00
- *Pay Terms:** NET00
- Supplier Name:** DXC Technology Services LLC

The **Payment Information** section shows:

- Payment 1:** *Remit to 0000366045, Location MACHDRAW, *Address 1
- Gross Amount:** 3000.00 USD
- Discount:** 0.00 USD
- Scheduled Due:** 11/09/2018
- Net Due:** 11/09/2018
- Accounting Date:**

The **Payment Options** section includes:

- *Bank:** PEOP3
- *Account:** 0006
- *Method:** ACH
- Message:** Message will appear on remittance advice.
- Schedule Payment:** *Action: Schedule Payment, Pay: [dropdown]

The **Hold Reason** dropdown menu is open, showing a list of reasons for holding a payment, including:

- Accounting in Dispute
- Agency Location Code Required
- Amount in Dispute
- CCR Expired
- Contract Retention
- EFT Incomplete or not Prenoted
- Federal Supplier Inactive
- Financial Sanctions
- Goods in Dispute
- Inbound IPAC Required
- Other
- Quantity in Dispute
- SAM Expired
- Withholding Hold

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

Payment Options			
*Bank	PEOP3	Pay Group	
*Account	0006	*Handling	Regular Payment
*Method	ACH	Hold Reason	
Message			
Message will appear on remittance advice.			
		*Netting	Not Applicable
		L/C ID	
		Actions	
		Supplier Bank	
		Messages	
		Layout	
		<input type="checkbox"/> Hold Payment	
		<input checked="" type="checkbox"/> Separate Payment	

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 the 'Add a New Value' form. The form contains the following fields and values:

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

- Business Unit:** 01110
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice Date:** 11/09/2018
- Invoice Received:** [Empty]
- 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:** [Empty]
- Grant ID:** [Empty]
- CFDA#:** [Empty]
- Invoice Total:** Line Total 10.00, *Currency USD, Miscellaneous [Empty], Freight [Empty], Total 10.00, Difference 0.00
- Invoice Lines:** Line 1, *Distribute by Amount, Item BDA-6, Ship To PFMTP001, Description All-video,maps,training,etc, C/P Indicator [Empty]

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.

Invoice Total	
Line Total	0.00
*Currency	USD <input type="text"/>
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
Total	0.00
Difference	0.00

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

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:**

The screenshot shows the 'Payments' tab of an invoice system. The top section contains various input fields for invoice details, including Business Unit (01110), Invoice No (AP-102-Current date), Accounting Date (11/09/2018), Invoice Date (11/09/2018), Invoice Received, Supplier ID (0000016592), ShortName (AUTOMATICL-001), Location (SINGLE), and Address (1). An 'Invoice Total' summary shows a Line Total of 10.00, Currency of USD, and a Total of 10.00 with a Difference of 0.00. Below this is a 'Copy From Source Document' section and an 'Invoice Lines' section. The 'Invoice Lines' section includes a 'Distribution Lines' table with the following data:

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:

The screenshot shows the 'Payments' page with the following details:

- Invoice Information:** Business Unit 01110, Invoice No AP-102-Current date, Invoice Date 11/09/2018, Total Amount 10.00, Supplier Name Automatic Laundry.
- Payment Information:** Payment 1, *Remit to 0000016592, Location SINGLE, *Address 1, Gross Amount 0.00 USD, Discount 0.00 USD, Scheduled Due, Net Due, Discount Due, Accounting Date.
- Payment Options:** *Bank PEOP3, *Account 0005, *Method CHK, Pay Group Regular Payment, *Netting Not Applicable, L/C ID, Supplier Bank Messages, Hold Payment, Separate Payment.
- Schedule Payment:** *Action Schedule Payment, Pay, Payment Date, Reference.

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).

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

- Business Unit:** 01110
- Voucher ID:** 00007679 (highlighted in green)
- Voucher Style:** Regular Voucher
- Invoice Date:** 11/09/2018
- Invoice Received:** [Empty]
- Supplier:** Automatic Laundry, 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:** [Empty]
- Grant ID:** [Empty]
- CFDA#:** [Empty]

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:

Voucher

Add a New Value Find an Existing Value

*Business Unit 03440

*Voucher ID NEXT

*Voucher Style Regular Voucher

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

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”.

- 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:

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.

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
		3,000.00		03440							11/14/2018

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

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 the 'Add a New Value' tab selected. 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
- 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 highlighted with a red box 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

- 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
- 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.

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

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 a software interface with several tabs: Summary, Related Documents, Invoice Information, **Payments** (highlighted with a red box), Voucher Attributes, and Error Summary. The 'Payments' tab is active, displaying fields for Business Unit (01110), Voucher ID (00007676), Invoice No (COPYPOEX), Accounting Date (11/02/2018), *Pay Terms (NET30), Invoice Date (10/25/2018), Basis Date Type (Inv Date), Supplier ID (000001293), ShortName (IRVING ENE-002), Location (MULTIPLE), *Address (10), Control Group, Grant ID, and CFDA#. An 'Invoice Total' box shows Line Total (1,000.00), Total (1,000.00), and Difference (0.00). A 'Copy From Source Document' section includes PO Unit (01110), PO Number (0000000938), and a 'Copy PO' button. The 'Invoice Lines' section shows Line 1 with details: Distribute by Amount, Item (0000000000000095), Quantity (500.0000), UOM (GAL), Unit Price (2.00000), and Line Amount (1,000.00). A 'Purchase Order' section shows details for 01110|0000000938|1|1 and an 'Allocate by Percentage' button. A 'Distribution Lines' table is visible below, with columns for Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, and Project. The table contains one row with values: 1, 100.0000, 100.0000, 1,000.00, 500.0000, 01110, 520110, 10000, 1110003000. A 'Save' button is highlighted with a red box at the bottom left of the interface.

12. Click on the **Payments** tab to review Payment information that defaulted in from the purchase order

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

13. Click **Save**

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

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

Enter a Purchase Order Voucher with PY and CY Lines

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

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

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

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

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

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

The screenshot shows the 'Voucher' page with the 'Add a New Value' tab selected. A search button 'Find an Existing Value' is in the top right. The form contains the following fields:

- *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: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

An 'Add' button is highlighted with a red box 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**
6. **Grant ID (Grant Vouchers only)** - If this invoice is related to a grant, enter the grant number here. You can use the magnifying glass to select the grant from the list. Departments are required to update the fields per AOA's Bulletin 5 and OMB's Uniform Guidance
Note: Grant numbers should not be used in the Invoice field.
7. **CFDA # (Grant Vouchers only)** - If this invoice is related to a grant, enter the CFDA number(s) here
8. Click on the chevron arrow **"Copy From Source Document"**
9. **PO BU** - Enter BU
10. **Purchase Order Number** - Enter PO number
11. Click **Copy PO** button

▼ **Copy From Source Document**

PO Unit

PO Number

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

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

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

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

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

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

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

Copy Worksheet

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

PO Lookup Criteria

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

PO Number From 0000008545 PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date

Additional Search Criteria

Max Rows

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

PO Unit 01105 PO Number 0000008545
 Supplier ID 0000283240 W.B. Mason Co., Inc. PO Date 07/25/2019

Select All Deselect All

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

Main Information

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

Line Amount 1.00

SpeedChart
 Ship To PDIIMTP001
 Description OFFICE SUPPLIES
 Packing Slip
 Contract Info 0000000000000000000000341
 761110116873

Purchase Order One Asset
 01105/0000008545/11
 Associate Receiver(s)
 Amount Only

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

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="Copy"/>										
	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.

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

Business Unit 01105 Invoice No test
Voucher ID 00027482 Invoice Date 08/01/2019 Action [v] Run
Voucher Style Regular Voucher
Total Amount 2.00 *Pay Terms NET30 Net 30 Schedule Payments
Supplier Name W.B. Mason Co., Inc.

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000283240 Gross Amount 2.00 USD Scheduled Due 08/31/2019
Location MULTIPLE Discount 0.00 USD Net Due 08/31/2019
*Address 2 Accounting Date
W.B. Mason Co., Inc.
PO Box 981101
Boston, MA 02298-1101
Payment Inquiry
 Discount Denied
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

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

Schedule Payment
*Action Schedule Payment Payment Date
Pay Reference

Save

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' page with the 'Add a New Value' form. The form includes the following fields and values:

- *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: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

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

The screenshot shows the 'Copy From Source Document' section. At the top, there are input fields for 'PO Unit' and 'PO Number', a 'Copy PO' button, and a 'Copy From' dropdown menu. The dropdown menu is highlighted with a red box and shows 'Purchase Order Only' selected. To the right of the dropdown is a 'Go' button. Below this are sections for 'Invoice Lines' and 'Distribution Lines'. The 'Invoice Lines' section includes fields for 'Line 1', 'Distribute by' (set to 'Amount'), 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (0.00). It also has fields for 'SpeedChart', 'Ship To' (PFMMP001), 'Description', and 'C/P Indicator'. The 'Distribution Lines' section has a table with columns: 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '*GL Unit', 'Account', 'Fund', 'Dept', 'Program', 'Class', 'Project', and 'Budget Date'. A single row is visible with 'Line' 1, 'Merchandise Amt' 0.00, and '*GL Unit' 01115.

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:

The screenshot shows the 'Copy Worksheet' window. At the top, it displays 'Business Unit 01115' and 'Voucher NEXT'. Below this is the 'PO Lookup Criteria' section. It contains several input fields: 'PO Business Unit' (01115), 'PO Number From' (0000000789), 'PO Line Number From', '*PO Date Option' (No Date), 'PO Number To', 'PO Line Number To', and 'PO Date'. The 'PO Business Unit' and 'PO Number From' fields are highlighted with red boxes. There is a 'Reset' button and a 'View Matched /Cancelled Only' checkbox. Below the lookup criteria is the 'Additional Search Criteria' section, which includes a 'Max Rows' input field and a 'Search' button. The 'Search' button is highlighted with a red box. At the bottom right, there is a 'Copy Entire Document' button.

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:

The screenshot shows the 'Select PO Lines' interface. At the top, there is a 'Max Rows' input field, a 'Search' button, and a 'Copy Selected Lines' button highlighted with a red box. Below this, the 'Select PO Lines' section displays PO Unit 01115, Supplier ID 0000001293 Irving Energy, PO Number 0000000789, and PO Date 11/15/2018. There are 'Select All' and 'Deselect All' checkboxes. A sub-section titled 'Select PO Lines' shows a table with columns: Select, Unit Price, Line Number, Schedule Number, Item ID, Description, Quantity Vouchered, UOM, Merchandise Amount, and Currency. The table contains two rows: Line 1 (FUEL) and Line 2 (LIQUID PROPANE - GAS). The 'Select' checkbox for Line 2 is highlighted with a red box. Below the table, there are 'Select All' and 'Deselect All' checkboxes, and summary statistics: PO Line Count 2 and PO Total \$335.00.

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency
<input type="checkbox"/>	2.50000	1	1		FUEL	50.0000	GAL	125.00	USD
<input checked="" type="checkbox"/>	2.10000	2	1	000000000000000008661	LIQUID PROPANE - GAS	100.0000	GAL	210.00	USD

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. The 'Invoice Information' section includes: 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, *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 Irving Energy, PO Box 11013, Lewiston, ME 04243. There are buttons for 'Run' and 'Schedule Payments'.

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

The screenshot shows the 'Payments' page after saving. The 'Business Unit' is 01115 and the 'Voucher ID' is 00003927. The 'Invoice Information' section is the same as the previous screenshot. The 'Payment Information' section now shows: Payment 1, *Remit to 0000001293, Location MULTIPLE, *Address 10, Gross Amount 210.00 USD, Discount 0.00 USD, Scheduled Due 12/15/2018, Net Due 12/15/2018, Discount Due, and Accounting Date. The supplier address is Irving Energy, PO Box 11013, Lewiston, ME 04243. There are buttons for 'Run' and 'Schedule Payments'.

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.

The screenshot shows a voucher details page with the following information:

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

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

Matching as a Batch Process

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Batch Processes > Matching

Navigator Menu navigation: Accounts Payable > Batch Processes > Vouchers > Matching

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

The screenshot shows the Match Request page with the following elements:

- Match Request** (Page Title)
- Add a New Value** (Button)
- Find an Existing Value** (Search Button)
- *Run Control ID** (Text Input Field)
- Add** (Button)

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 following elements:

- Navigation tabs: Match Request (selected), Messages
- Run Control ID: Test1234EJH
- Buttons: Report Manager, Process Monitor, Run (highlighted with a red box)
- Section: Run Control Parameters
- Fields:
 - *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:
- Table: Business Unit

*Business Unit	Description
08100	

At the bottom of the page, there are buttons for Save, Notify, Refresh, Add, and Update/Display, along with a breadcrumb trail: Match Request | Messages.

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:

8. Click **OK**

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

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

11. Click on the **Details** link

The **Process Detail** window opens:

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

12. Click the **Message Log** link

The **Message Log** window opens:

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

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

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

To find the voucher(s) that has a matching error run the VT_MER_VCHRS_NOT_POSTED query.

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

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

Navigate to the voucher and open the summary page.

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit 01110

Voucher ID 00007772

Voucher Style Regular

Supplier Name Irving Energy
PO Box 11013
Lewiston, ME 04243

Entry Status Postable

Match Status Exceptions

Approval Status Pending

Post Status Unposted

Budget Status Not Chk'd

Budget Misc Status Valid

*View Related

Invoice Date 12/05/2018

Invoice No match exception

Invoice Total 1,800.00 USD

Pay Terms Net 30

Voucher Source Online

Origin ONL

Created On 12/05/2018 11:01AM

Created By ETEST

Last Update 12/05/2018 11:22AM

Modified By ETEST

ERS Type Not Applicable

Close Status Open

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 [Dropdown] Apply Match Action History
 Document Details Match Action Comments [Text Field]

Line Details Find | View All First 1 of 1 Last


Voucher Line Number 1 Voucher Line Match Action [Dropdown] Apply
 PO Business Unit 01110 PO Number 0000000955
 Line Number 1 Schedule Number 1
 View Document [Purchase Order] [Dropdown]
 Line Document Details Document Id [01110.0000000955] Go

Match Rules Personalize [?]

Rules [Active] Override Options [?]

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

Action: [Dropdown] Run

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

Match Rule Details

Life to Date Voucher Quantity > PO Quantity + PO P

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

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

Return

There are two ways to fix match exceptions...

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

Matching in the Voucher

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

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

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 '02300'. The 'Voucher ID' field is set to '00102560' with a 'begins with' operator. The 'Invoice Number' field is also set to '00102560' with a 'begins with' operator. The 'Search' button is highlighted with a red box.

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:

The screenshot shows the 'Voucher Summary' page with the 'Invoice Information' tab selected. The page displays various fields and values for the voucher, including Business Unit, Voucher ID, Invoice Date, Invoice No, Invoice Total, Supplier Name, Entry Status, Match Status, Approval Status, Post Status, Budget Status, Budget Misc Status, Pay Terms, Voucher Source, Origin, Created On, Created By, Last Update, Modified By, ERS Type, and Close Status. The 'Invoice Information' tab is highlighted with a red box.

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

The **Invoice Information** page displays:

Invoice Total	
Line Total	
Currency	
Miscellaneous	
Freight	
Total Difference	

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)

7. Click **Yes**

Invoice Total	
Line Total	
Currency	
Miscellaneous	
Freight	
Total Difference	

8. Click on the green refresh arrows until the process is complete
9. Click on the **Summary** tab

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

Match Status = Matched.

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

Un-matching PO Vouchers

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

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

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

The **Match Workbench** page displays:

The screenshot shows the Match Workbench search interface. The search criteria are as follows:

- 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

Buttons at the bottom include Search, Clear, Advanced Search, Save Search Criteria, and 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

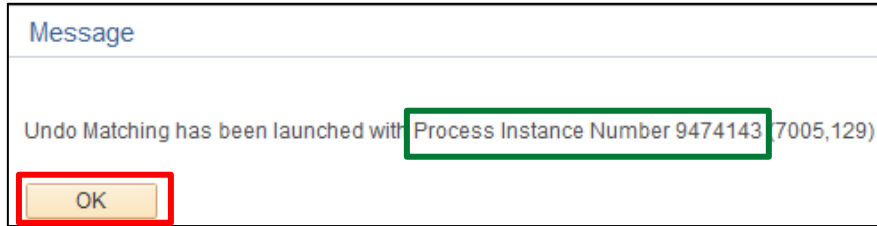
Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	01110	00000060	0000013121	Valid	G14569	572,575.00	USD
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	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

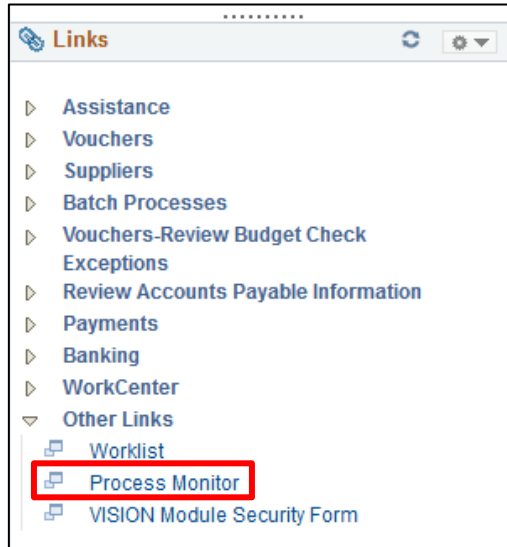
5. Select **Undo Match** for the voucher(s) you want to un-match
6. Select **Undo Matching** from the Action drop-down menu
7. Click **Run**

The following message will appear:

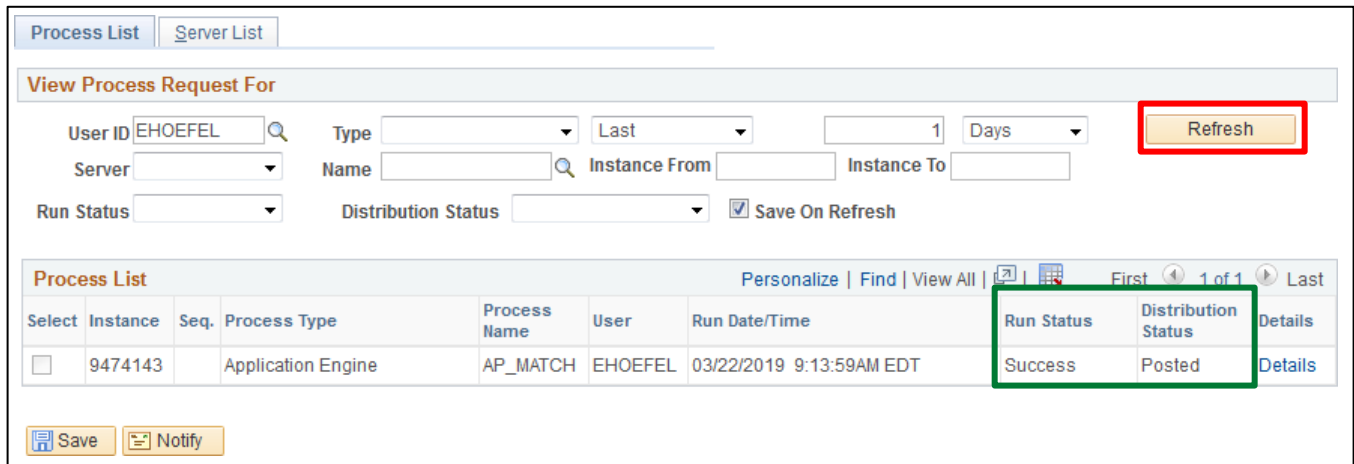


8. Note the **Process Instance Number** (in this case: 9474143) and click **OK**

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



The **Process Monitor** displays:



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

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

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

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

- 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
- 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.

The screenshot shows the 'Invoice Information' page in the VISION system. Key elements include:

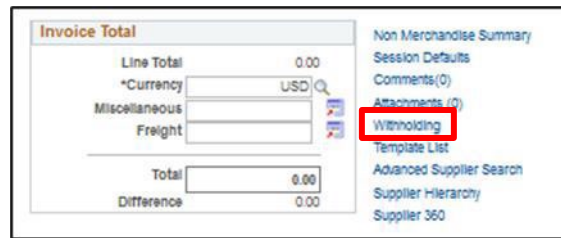
- Invoice Information:** Fields for Business Unit (01181), Invoice No (CIP101218), Accounting Date (10/12/2018), Voucher Style (Regular Voucher), Invoice Date (09/10/2018), Invoice Received, Supplier ID (0000001224), ShortName (JOHN A. RUS-001), Location (SINGLE), and *Address (!).
- Invoice Total:** Summary table showing Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00).
- Copy From Source Document:** A section with a dropdown arrow (highlighted in red), a 'PO Unit' field (01181), a 'PO Number' field (0000017972), and a 'Copy PO' button (highlighted in red).
- Invoice Lines:** A section for adding and managing lines, including a 'Distribution Lines' table.

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

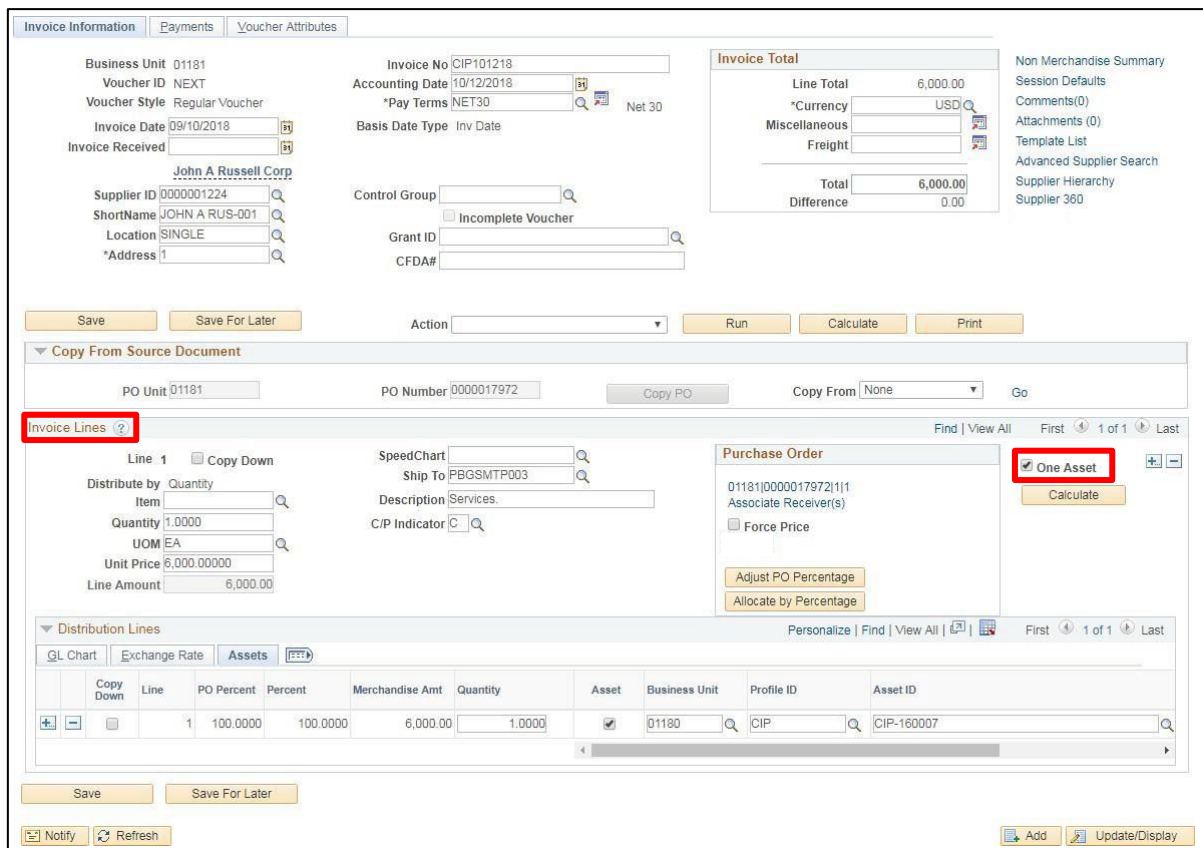
Copy From Source Document section:

- Click the expand arrow
- PO Unit** - Enter PO Unit
- PO Number** - Enter PO number you want to copy from
- Click **Copy PO** Button

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



Invoice Lines section:



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

11. Select the One Asset box

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

The screenshot shows the 'Copy From Source Document' interface. The 'Distribution Lines' section is expanded, and the 'Assets' tab is selected. The table below shows the distribution line details:

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:

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 the 'Add a New Value' tab selected. A search button 'Find an Existing Value' is in the top right. The form contains the following fields:

- *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 highlighted with a red box 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.” 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.

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099N	FED	01				Withhold at Payment	<input checked="" type="checkbox"/>

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

Withholding Information

[Back to Invoice](#)

Business Unit 01110 Invoice Number VAT Entity
Voucher ID NEXT Supplier 000003127 Green Mountain Forensics 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:

The screenshot shows the 'Invoice Information' page. At the top, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The main area contains various input fields for invoice details such as Business Unit (01110), Invoice No (Train1234), Accounting Date (12/18/2020), and Supplier (Barre Animal Hospital). An 'Invoice Total' summary is visible on the right, showing a total of 556.00. Below this, there are buttons for 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print'. The 'Invoice Lines' section is expanded, showing a table for 'Distribution Lines' with columns for Line, Merchandise Amt, Quantity, and Account. A red box highlights the 'Withholding' link in the right-hand menu.

8. Click the **Withholding** link

The **Withholding Information** page displays:

The screenshot shows the 'Withholding Information' page. It includes a 'Back to Invoice' link and fields for Business Unit, Invoice Number, Supplier, and Invoice Date. The 'Withholding Option' section has a 'Postpone Withholding' checkbox. The 'Invoice Line Withhold Information' section shows 'Line 1' and 'Description'. Below this is a table for 'Withholding Details' with columns for *Entity, *Type, *Jurisdiction, *Class, Withholding Basis Amt Override, Contract Reference, Rule Override, Apply Withholding, and Applicable. A red box highlights the 'View All' and 'First' links, the 'Withholding Applicable' checkbox, and the 'Applicable' checkbox in the table.

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 WAT 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:

The screenshot displays the 'Invoice Information' page. At the top, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The main area is divided into several sections:

- Invoice Information:** Fields include Business Unit (01110), Invoice No (Train1234), Accounting Date (12/18/2020), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (12/10/2020), Invoice Received, Supplier ID (0000008145), ShortName (BARRE ANIM-001), Location (SINGLE), *Address (1), Invoice No (Train1234), *Pay Terms (NET30), Basis Date Type (Inv Date), Control Group, Grant ID, and CFDA#.
- Invoice Total:** Shows Line Total (56.00), *Currency (USD), Miscellaneous, Freight, Total (556.00), and Difference (-500.00).
- Invoice Lines:** A table with columns: Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, Project, Budget Date. Row 1: Line 1, Merchandise Amt 56.00, *GL Unit 01110, Account 518300, Fund 21370, Dept 1110020000, Budget Date 12/18/2020. Red boxes highlight the 'Description' field (REIMB), the 'C/P Indicator' field (C), and the 'Line Amount' field (56.00).

Invoice Lines section

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

Distribution Lines section

- 15. **Merchandise Amount** - Enter the merchandise amount of line 1 to reflect the amount being paid – in this case \$56.00
- 16. **Account Number** - Enter the account number or click on the magnifying glass to select from the list
- 17. **Dept ID** - Enter the Dept ID or enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list
- 18. **Fund** - Enter Fund
- 19. **Program** - Enter program (If used by your department)
- 20. **Class** - Enter class (If used by your department)
- 21. **Project/Grant** - Enter project/grant (If used by your department)

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

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

The 2nd **Invoice Line** displays:

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

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.

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

- Invoice Information:** Business Unit 01110, Invoice No Train1234, Accounting Date 12/18/2020, Voucher ID NEXT, Voucher Style Regular Voucher, Invoice Date 12/10/2020, Invoice Received, Supplier ID 0000006145, ShortName BARRE ANIM-001, Location SINGLE, *Address 1, Invoice No Train1234, Accounting Date 12/18/2020, *Pay Terms NET30, Basis Date Type Inv Date, Control Group, Grant ID, 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** (highlighted in red), Template List, Advanced Supplier Search, Supplier Hierarchy, Supplier 360.
- Buttons:** Save, Save For Later, Action, Run, Calculate, Print.
- Copy From Source Document:** Copy From Source Document.
- Invoice Lines:**
 - 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.
 - Distribution Lines (Line 1):**

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.
 - Distribution Lines (Line 2):**

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
- Buttons:** 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 0000006145Barre Animal Hospital Invoice Date 12/10/2020

Withholding Option

Postpone Withholding

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

Line 1 Description REIMB
Withholding Code Withholding Applicable

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

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099M	FED	08				Withhold at Payment	<input type="checkbox"/>

Line 2 Description Veterinary Services
Withholding Code Withholding Applicable

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

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099M	FED	08				Withhold at Payment	<input checked="" type="checkbox"/>

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

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

34. Click [Save](#)

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

If you realize that a payment was marked as withholding or not withholding in error and paid, please contact VISION Support at VISION.finhelpdesk@vermont.gov.

Exercise 2

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

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

Invoice Information

Business Unit 01110
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date
 Invoice Received
 Supplier Illuzzi Vincent
 Supplier ID 0000052056
 Short Name ILLUZZIVIN-001
 Location SINGLE
 *Address 1

Invoice No.
 Accounting Date 12/18/2020
 *Pay Terms NET00 Due Now
 Basis Date Type Inv Date
 Control Group
 Incomplete Voucher
 Grant ID
 CFDA#

Invoice Total

Line Total 600.00
 *Currency USD
 Miscellaneous
 Freight
 Total 0.00
 Difference 600.00

Withholding

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 600.00

SpeedChart
 Ship To PFMMP001
 Description Rent for Office Space
 Packing Slip
 C/P Indicator C

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	600.00		01110	514000	10000	1110003000				12/18/2020

Save Save For Later Notify Refresh Add Update/Display

Follow steps for entering a regular voucher until the Invoice Information page

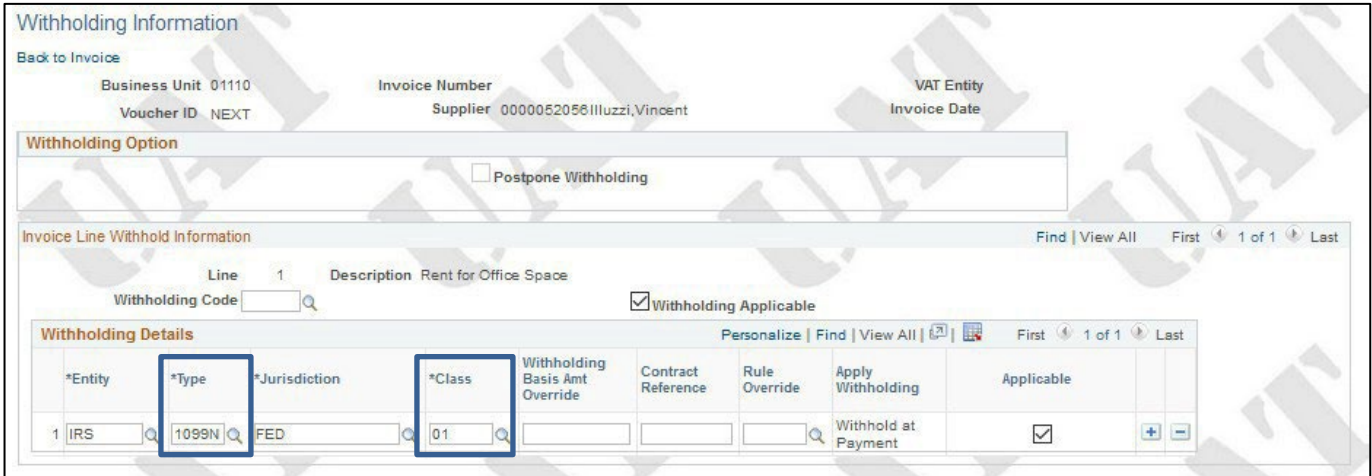
Invoice Lines section

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:

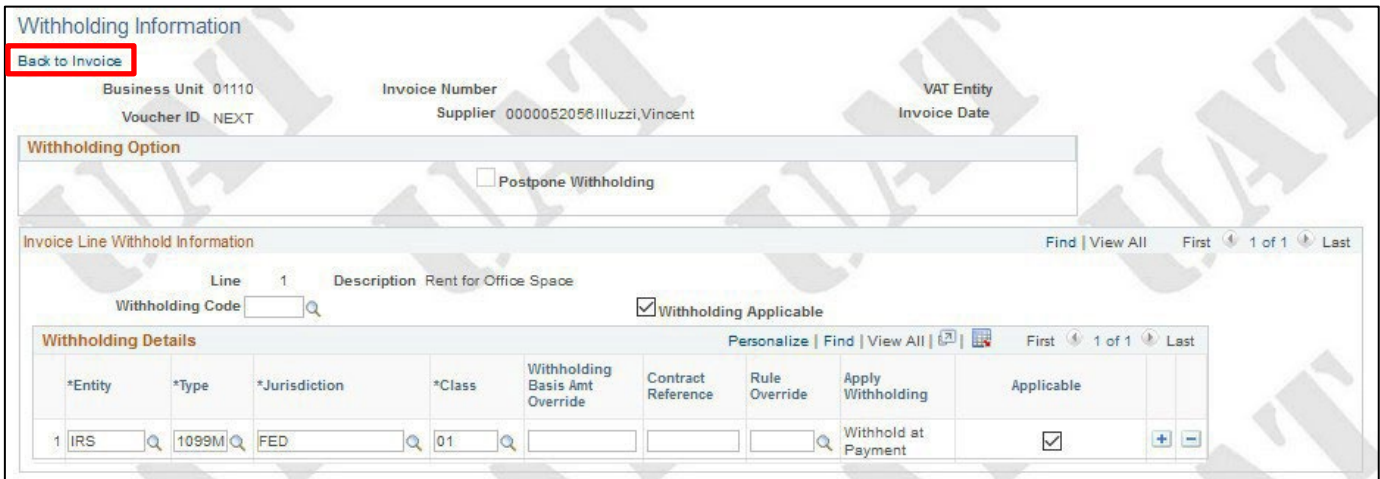


The screenshot shows the 'Withholding Information' page. At the top, there are fields for 'Business Unit 01110', 'Invoice Number', 'VAT Entity', 'Voucher ID NEXT', 'Supplier 0000052056Illuzzi,Vincent', and 'Invoice Date'. Below this is a 'Withholding Option' section with a 'Postpone Withholding' checkbox. The 'Invoice Line Withhold Information' section shows 'Line 1' with 'Description Rent for Office Space' and 'Withholding Code' field. A 'Withholding Details' table is displayed with the following data:

*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.



This screenshot is identical to the one above, but the 'Back to Invoice' link at the top left is highlighted with a red box.

12. Click the search icon for the **Type** field and choose **1099M**
13. Click the search icon for the **Jurisdiction** field and choose **FED**
14. Click the search icon for the **Class** field and choose **01**

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

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

16. Click [Save](#)

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

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

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

Enter an Adjustment Voucher

Situations when this function is used: listed below

Note: *One-time suppliers may only be used in a voucher once. Refunds from a one-time supplier must be returned by the supplier and received into VISION with a direct journal deposit. If the refund was originally a payment for services, the department must send an email to the Director of Statewide Accounting that includes all details of the voucher and deposit (BU, Supplier ID, Deposit ID, Amt, etc) so that 1099 information can be appropriately adjusted.*

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	000000983	🔍
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”** if the original voucher ID is known

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

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 following **Message** appears if no related voucher has been entered:

19. Click OK

Note: *The Adjustment Voucher will save without a related voucher ID but we recommend entering it when it is known using the Copy from Source Document function.*

The transaction saves and Voucher ID is assigned:

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 02170		Invoice No SAMPLE102418		Invoice Total	
Voucher ID 00008395		Accounting Date 10/26/2018		Line Total -15.00	
Voucher Style Adjustments		*Pay Terms NET30 Net 30		*Currency USD	
Invoice Date 09/25/2018		Basis Date Type Inv Date		Miscellaneous	
Invoice Received		Control Group		Freight	
Supplier ID 0000000983		Grant ID		Total -15.00	
ShortName UNICEL-001		CFDA#		Difference 0.00	
Location MULTIPLE				Non Merchandise Summary	
*Address 6				Comments(0)	
				Attachments (0)	
				Advanced Supplier Search	
				Supplier Hierarchy	
				Supplier 360	

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

Enter a Journal Voucher to Correct Accounting Entries

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

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

Note: *Chartfield coding corrections to one-time supplier vouchers must be made via an ONL journal.*

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:

Voucher

Add a New Value Find an Existing Value

*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

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 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. Click **Add**

The **Invoice Information** page displays:

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

Field	Value
Business Unit	01110
Voucher ID	NEXT
Voucher Style	Journal Voucher
Invoice Date	11/23/2018
Invoice Received	
Supplier ID	000007818
ShortName	HIGHGATEAP-001
Location	SINGLE
*Address	1
Invoice No	ADJ AP18 TEST
Accounting Date	11/23/2018
Pay Terms	NET30
Basis Date Type	Inv Date
Control Group	
Related Voucher	
Grant ID	
CFDA#	
Line Total	0.00
Total	0.00
Difference	0.00

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
7. **Related Voucher** - Enter or select the Regular Voucher ID that requires a correction

Note: If you need to enter more than one journal voucher to correct coding for the same regular voucher, you must enter the original regular Voucher ID in the Related Voucher field in each journal voucher that is created.

8. **Grant ID** - Enter Grant ID from original voucher if applicable
9. **CFDA#** - Enter CFDA# from original voucher is applicable

The screenshot shows the 'Invoice Information' and 'Invoice Lines' sections of a software application. In the 'Invoice Lines' section, the 'Description' field contains 'change of fund', the 'C/P Indicator' is set to 'C', and the 'Line Amount' is 0.00. Below this, the 'Distribution Lines' table is visible, with columns for Account, Fund, and Dept. The first row in the table has values: Account: 516600, Fund: 10000, Dept: 1110003000.

In the **Invoice Lines** section:

10. Description - Enter the description of the journal voucher

11. 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.*

12. Line Amount - Enter 0.00

In the **Distribution Lines** section:

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

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

15. Fund - Enter Fund


16. 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

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

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

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

This is a close-up of the 'Distribution Lines' table. The first column contains a plus sign icon in a red box, followed by a minus sign icon. The table has columns for Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. The first row shows: Line: 1, Merchandise Amt: -10.00, *GL Unit: 01110, Account: 516600, Fund: 10000, Dept: 1110003000, Budget Date: 11/23/2018.

20. 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:

21. Click **OK**

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

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

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**.

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

22. Click **Save**

The following **Message** will display if a related voucher number has not been entered:

Message

Please enter or select the original Regular Voucher (23200,15)

The Related Voucher field must be populated with a Regular Voucher ID. Select the original Regular Voucher associated with the invoice ID entered on this Journal Voucher.

OK

23. Click **OK**

24. Enter or select the Regular Voucher ID that requires a correction

25. 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.)*

Note: *One-time suppliers may only be used in a voucher once. The C/P Indicator cannot be changed on a one-time supplier related voucher and must be reported using the [C/P Indicator Miscode form](#).*

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' form with the following fields and values:

- *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
- Invoice Date: 05/21/2019

An 'Add' button 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".

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 data:

Field	Value
Business Unit	01110
Voucher ID	NEXT
Invoice No	VOIP002185-FIN3
Accounting Date	04/13/2020
Invoice Date	05/21/2019
Invoice Received	
Pay Terms	NET00
Basis Date Type	Inv Date
Supplier ID	0000043689
ShortName	AGENCY OF-004
Location	SINGLE
*Address	1
Control Group	
Related Voucher	00007870
Incomplete Voucher	
Grant ID	
CFDA#	

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 or select the Regular Voucher ID that requires a correction
- 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

The screenshot displays the 'Invoice Information' and 'Invoice Lines' sections of an accounting application. In the 'Invoice Information' section, fields include Business Unit (01110), Invoice No (VOIP002185-FIN3), Accounting Date (04/13/2020), and Invoice Date (05/21/2019). The 'Invoice Total' summary shows a Line Total of -1,131.13 and a Difference of -1,131.13. The 'Invoice Lines' section shows a single line with a Line Amount of -1,131.13. The 'Distribution Lines' section contains a table with one row: Line 1, Merchandise Amt -1,131.13, *GL Unit 01110, Account 518805, Fund 10000, Dept 1110003000, and Budget Date 04/13/2020. Red boxes highlight the 'Description' field with the value 'Correct C/P Indicator', the 'C/P Indicator' field with the value 'C', the 'Line Amount' field with the value '-1,131.13', and the 'Merchandise Amt' field in the 'Distribution Lines' table with the value '-1,131.13'. A '+' icon is also highlighted in the 'Invoice Lines' section.

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:

The dialog box is titled "Enter number of rows to add:". It features a text input field containing the number "1". Below the input field are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

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

A new Invoice Line opens:

The screenshot shows the 'Invoice Lines' interface. It features two line items. Line 1 is selected and shows a negative amount of -1,131.13. Line 2 is also selected and shows a positive amount of 1,131.13. Red boxes highlight the 'Description' field (Correct C/P Indicator), 'C/P Indicator' field (P), and 'Line Amount' field (1,131.13) for Line 2. Below the line items is a 'Distribution Lines' table with columns for Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, Project, and Budget Date. The table shows one entry for Line 2 with a Merchandise Amt of 1,131.13. The interface includes various search and navigation buttons like 'Find', 'View All', 'First', 'Last', 'Save', 'Save For Later', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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 following **Message** will display if a related voucher number has not been entered:

The message box contains the following text: "Please enter or select the original Regular Voucher (23200,15)". Below this text, it states: "The Related Voucher field must be populated with a Regular Voucher ID. Select the original Regular Voucher associated with the invoice ID entered on this Journal Voucher." At the bottom of the message box is an "OK" button, which is highlighted with a red box.

23. Click **OK**

24. Enter a **Related Voucher** number

25. 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

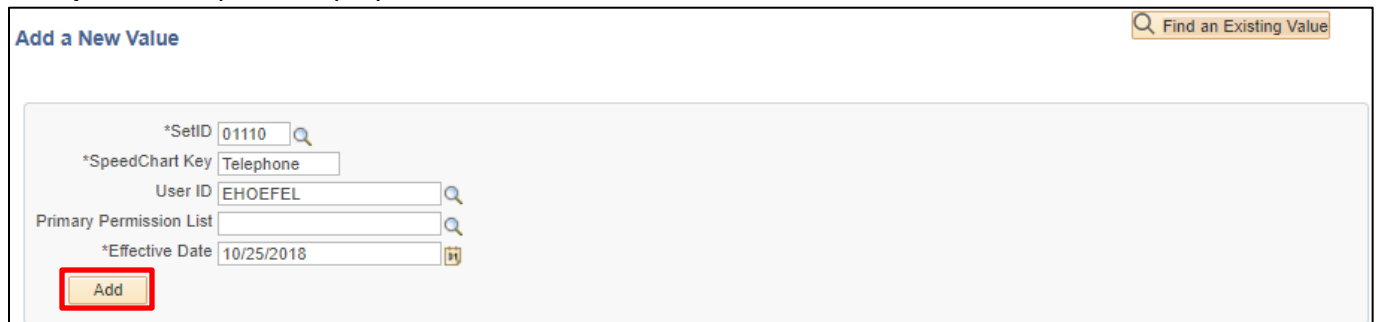
Situations when this function is used: SpeedCharts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own SpeedCharts or they can be set up so that many people in a business unit can use them. SpeedCharts are effective dated so 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** button:



The screenshot shows a web form titled "Add a New Value". In the top right corner, there is a search button labeled "Find an Existing Value". The form contains the following fields:

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

A red rectangular box highlights the "Add" button located 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 application with the following details:

- SetID: 01110
- SpeedChart: TELEPHONE
- Eff Date: 10/25/2018
- *Status: Active
- Description: [Empty field]
- Total Percent: 50.00
- Security Option: One User
- Definition: Enter Percentages
- UOM: [Empty field]
- Description: Telephone, fax.
- Speed Charts Table:

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

A new row opens:

The screenshot shows the SpeedChart application with the following details:

- SetID: 01110
- SpeedChart: TELEPHONE
- Eff Date: 10/25/2018
- *Status: Active
- Description: [Empty field]
- Total Percent: 100.00
- Security Option: One User
- Definition: Enter Percentages
- UOM: [Empty field]
- Description: Telephone, fax.
- Speed Charts Table:

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

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	<input type="text" value="50.00"/>	0.00000	<input type="text" value="01110"/>	<input type="text" value="516600"/>	<input type="text" value="10000"/>	<input type="text" value="1110003000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="50.00"/>	0.00000	<input type="text" value="01110"/>	<input type="text" value="516626"/>	<input type="text" value="10000"/>	<input type="text" value="1110006000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 a web form titled "Voucher" with a sub-header "Add a New Value". In the top right corner, there is a search button labeled "Find an Existing Value". The form contains several input fields with search icons:

- *Business Unit: 01110
- *Voucher ID: NEXT
- *Voucher Style: Regular Voucher (dropdown)
- 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: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

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

Your default BU will appear in the Business Unit field. Voucher ID will be NEXT. Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

- 1. Business Unit** - Leave as user default or enter appropriate business unit
- 2. Supplier ID** - Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate

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

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

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

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

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

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

The Invoice Information page displays:

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

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

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

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

6. Click on the magnifying glass next to SpeedChart

Look Up SpeedChart

SetID 01110

SpeedChart Key begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

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

7. Select the SpeedChart by clicking on the link

Copy From Source Document

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 1,000.00

SpeedChart SC1114

Ship To PFMMTP001

Description

C/P Indicator C

One Asset

Calculate

Distribution Lines

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

GL Chart	Exchange Rate	Statistics	Assets											
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget D	
		1	250.00		01110	519020	10000	1110006000					11/14/20	

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 1 | 2 | First 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets											
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget D	
		1	250.00		01110	519020	10000	1110006000					11/14/20	
		2	750.00		01110	519020	10000	1110003000					11/14/20	

Save Save For Later

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

10. Click on **Payments** tab

The **Payments** page displays:

The screenshot shows the 'Payments' tab selected. The 'Invoice Information' section includes: Business Unit 01110, Invoice No SC111418, Invoice Date 10/12/2018, Voucher ID NEXT, Voucher Style Regular Voucher, Total Amount 1,000.00, and Supplier Name Vermont State Colleges. The 'Payment Information' section shows: Payment 1, *Remit to 0000042882, Location MACHCCV, *Address 11, Gross Amount 0.00 USD, Discount 0.00 USD, Scheduled Due date, Net Due, Discount Due, and Accounting Date. A supplier address is listed: Vermont State Colleges, % Debbie Clark, Community College of VT, PO Box 489, Montpelier, VT 05601-0489. Action buttons 'Run' and 'Schedule Payments' are visible.

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.

The screenshot shows the 'Payments' page after saving. The 'Invoice Information' section is the same as before, but the 'Voucher ID' is now 00007680. The 'Payment Information' section shows: Payment 1, *Remit to 0000042882, Location MACHCCV, *Address 11, Gross Amount 1000.00 USD (highlighted in green), Discount 0.00 USD, Scheduled Due 11/14/2018, Net Due 10/12/2018, Discount Due, and Accounting Date. The supplier address remains the same. Action buttons 'Run' and 'Schedule Payments' are visible.

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:

The screenshot shows the 'Voucher' page with a search section titled 'Find an Existing Value'. Below the title is a button 'Add a New Value'. Under 'Search Criteria', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The main search area contains several fields: 'Business Unit' (dropdown with '01110' entered), 'Voucher ID' (dropdown with 'begins with' and '00007682' entered), '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 '='). A 'Show fewer options' link is below the fields. At the bottom, there is a 'Case Sensitive' checkbox and two buttons: 'Search' and '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:

The screenshot shows the 'Voucher Summary' page with the 'Invoice Information' tab selected and highlighted with a red box. The page contains various fields for voucher details, including Business Unit (01110), Voucher ID (00007682), Voucher Style (Regular), Supplier Name (Highgate Apartments), Invoice Date (10/16/2018), Invoice No (BUDGETCK), Invoice Total (35.00 USD), and Entry Status (Postable). At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

The **Invoice Information** page displays:

The screenshot shows the 'Invoice Information' page with the 'Action' dropdown menu open. The 'Run' button is highlighted with a red box. The dropdown menu lists options: 'Budget Checking', 'Journal Generate', 'Match, Doc Tol, Bdgt', and 'Voucher Post'. The 'Run' button is also highlighted with a red box. The page displays various fields for invoice details, including Invoice No (BUDGETCK), Accounting Date (11/16/2018), and Invoice Total (35.00). At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and '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
Voucher Style Regular Voucher Pay Terms NET30 Net 30
Invoice Date 10/16/2018 Basis Date Type Inv Date
Invoice Received
Highgate Apartments
Supplier ID 0000007818 Grant ID
ShortName HIGHGATEAP-001 CFDA#
Location SINGLE
Address 1

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

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

Save Action Budget Checking Calculate Print

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:



Budget Check

Add a New Value Find an Existing Value

*Run Control ID Budget_Check_AP

Add

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

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

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID ESTUBIN Run Control ID Budget_Checking

Server Name Run Date 11/16/2018

Recurrence Run Time 11:45:59AM **Reset to Current Date/Time**

Time Zone

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

OK Cancel Refresh

9. Click **OK**

The **Budget Check** page displays:

Budget Check

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

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

*Process Frequency: Always Process + -

Request Number: 1

*Description: Budget Checking

*Transaction Type: AP_VOUCHER Process All Business Units

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

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

Save Notify Refresh Add Update/Display

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

The **Process Monitor** opens:

Process List Server List

View Process Requests

User ID EHOEFEL Type Last 1 Days Refresh Clear Reset

Server Name Instance Range 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	Details	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:

The screenshot shows the 'Process Detail' window with the following sections:

- Process:** Instance 9196440, Name FS_BP, Run Status Success, Type Application Engine, Description Comm. Cntrl. Budget Processor, Distribution Status Posted.
- Run:** Run Control ID Budget_Checking, Location Server, Server PSUNIX, Recurrence. **Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request.
- Date/Time:** Request Created On 11/16/2018 11:48:02AM EST, Run Anytime After 11/16/2018 11:45:59AM EST, Began Process At 11/16/2018 11:48:31AM EST, Ended Process At 11/16/2018 11:48:46AM EST.
- Actions:** Parameters, Message Log (highlighted with a red box), Transfer, View Locks, Batch Timings, View Log/Trace.

Buttons: OK, Cancel.

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

The screenshot shows the 'Message Log' window with the following details:

- Process:** Instance: 9196440, Name: FS_BP, Type: Application Engine, Description: Comm. Cntrl. Budget Processor.
- Navigation: Personalize | Find | View All | First 1-7 of 7 Last.
- Log Entries:**

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

Buttons: Return.

“Budget Checking”. Documents Processed: 4; Errors: 0, Warnings: 0

This states that the Budget Checking Process picked up 4 vouchers to budget check and there were 0 vouchers with errors.

Finding and Fixing Budget Check Errors

Navigator Menu navigation: People Tools > Process Scheduler > Process Monitor

The **Process Monitor** opens:

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Requests' section with various filters and buttons. The main part of the interface is a table with the following columns: 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 has the following values: 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, Details: Details, and Actions: Actions. The 'Run Status' cell is highlighted in green, and the 'Details' link is highlighted in red.

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	Details	Actions

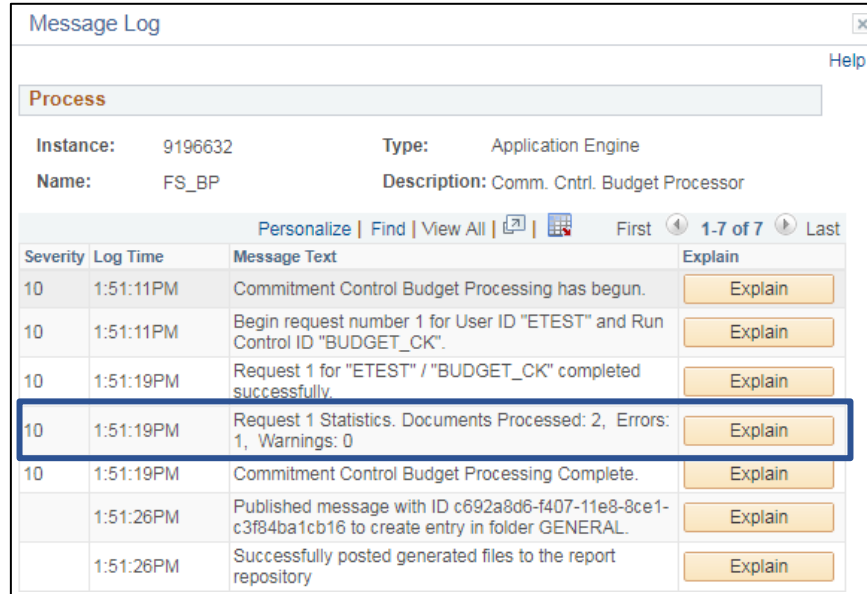
When your process runs to a Status of Warning or Error, you need to find out why. These status warnings tell you that there is something wrong with the chartfield combination used in the voucher.

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 close button. The window is divided into several sections: 'Process', 'Run', 'Date/Time', and 'Actions'. The 'Process' section shows: Instance: 9196632, Type: Application Engine, Name: FS_BP, Description: Comm. Cntrl. Budget Processor, Run Status: Warning, Distribution Status: Posted. The 'Run' section shows: Run Control ID: BUDGET_CK, Location: Server, Server: PSUNX, Recurrence: (empty). 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, Ended Process At: 11/29/2018 1:51:25PM EST. The 'Actions' section shows: Parameters, Transfer, Message Log (highlighted in red), View Locks, Batch Timings, View Log/Trace. At the bottom, there are 'OK' and 'Cancel' buttons.

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

The **Message Log** window opens:

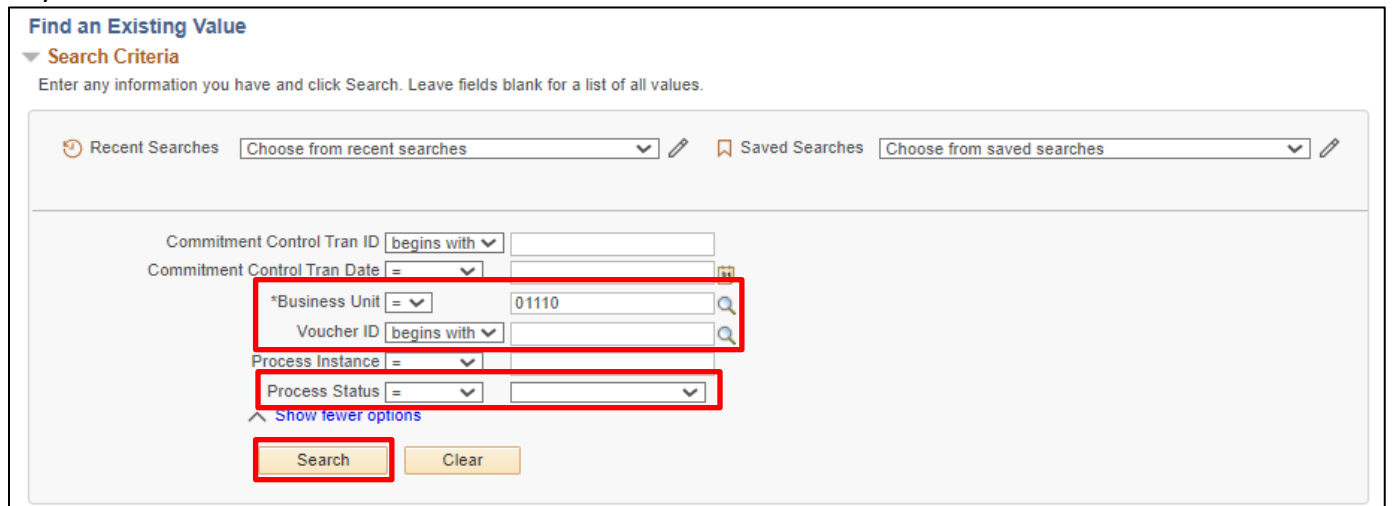


Severity	Log Time	Message Text	Explain
10	1:51:11PM	Commitment Control Budget Processing has begun.	Explain
10	1:51:11PM	Begin request number 1 for User ID "ETEST" and Run Control ID "BUDGET_CK".	Explain
10	1:51:19PM	Request 1 for "ETEST" / "BUDGET_CK" completed successfully.	Explain
10	1:51:19PM	Request 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

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

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

The **Voucher Exceptions** page displays:

The screenshot shows the 'Voucher Exceptions' page with the following details:

- Business Unit: 01110
- Voucher ID: 00007688
- *Exception Type: Error
- Maximum Rows: 100
- Options: Override Transaction, More Budgets Exist
- Buttons: Search, Advanced Budget Criteria

The 'Budgets with Exceptions' section contains a table with the following 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 and highlighted in red. The table below shows the chartfield details for the exceptions:

	Details	Business Unit	Ledger Group	Account	Fund	Dept	Budget Period
1		01110	APPROP	000100	58700	1110003000	2019
2		01110	ORG	000100	58700	1110003000	2019

There are other budget check errors you may receive, such as:

- Ledger group PRMST EXP – Spending Authority Over Budget
- ****** If you receive this error, you must contact Finance.
- Exceeds Budget Tolerance

Because each Department has more than one ledger, each ledger shows up on its own line in the Budgets with Exceptions section. In the example, Ledger groups APPROP and ORG have errors associated with them.

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

The Payables Voucher Line Drill Down window opens:

Payables Voucher Line Drill Down

Transaction Line Identifiers

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

Additional Source Information

Invoice Number 152259RICH
Supplier ID 0000231589

Transaction Line Details

Account	Fund Code	Department	Program Code
507300	20135	8100002800	59430

Line Status Valid
Budget Date 06/24/2007
Line Amount 68.06 USD

The chartfield information that was used in the voucher is shown.

7. Click **OK**


Voucher Exceptions Line Exceptions

Business Unit 08100 Voucher ID 00400813 Actions

*Exception Type Error Override Transaction More Budgets Exist

Maximum Rows 100 Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-2 of 2 Last

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
		1	08100	ORG	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
		2	08100	ORG	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To 

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

A new window opens:

Please select one of the following links:

[Go to Budget Exceptions](#)
[Go to Budget Inquiry](#)

Cancel

9. Click on the **Go to Budget Inquiry** link to see the budget details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
08100	ORG	000110	20135	8100002800	59430	2007

Display Chart

Ledger Amounts

Budget:	3,049,716.00 USD			Max Rows 100
Expense:	3,038,721.87 USD			Attributes
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	10,994.13	USD	Percent (0.36%)
With Tolerance	10,994.13	USD	Percent (0.36%)

Budget Exceptions

Exception Errors 10 Exception Warnings 0 Budget Exceptions

Return to Search Notify

The voucher needs to be fixed regarding the chartfield information so that the voucher will budget check or the budget may need to be fixed so that the voucher will budget check.

Submitting a Voucher for Approval

Situations when this function is used: Once a voucher is successfully budget checked it must be submitted for approval.

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

Navigator Menu navigation: Accounts Payable > Vouchers > Voucher Entry

The **Voucher Entry** page displays, click on the **Find an Existing Value** 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 ✎ 🔖 Saved Searches ✎

Business Unit 🔍
Voucher ID
Invoice Number
Invoice Date 📅
Short Supplier Name
Supplier ID 🔍
Supplier Name
Voucher Style
Related Voucher
Entry Status
Voucher Source
Incomplete Voucher
[^ Show fewer options](#)

Case Sensitive

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:

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

Business Unit 01110 Invoice No Train934
Voucher ID 00007811 Accounting Date 01/25/2019
Voucher Style Regular Voucher *Pay Terms NET30 Net 30
Invoice Date 01/07/2019 Basis Date Type Inv Date
Invoice Received
J.A. Russo Paving, Inc.
Supplier ID 0000362458 Grant ID
ShortName J.A. RUSSO-001 CFDA#
Location MULTIPLE
*Address 1

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 PFMTP001
Item Description
Quantity UOM C/P Indicator C
Unit Price
Line Amount 100.00

One Asset Calculate

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

GL Chart	Exchange Rate	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			1	100.00		01110	520000	10000	1110003000				01/25/2019

Save

Return to Search Notify Refresh Add Update/Display

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

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

3. Click **Submit Approval**

The **Approval Comments** window opens:

Approval Comments Help

Business Unit 01110
Voucher ID 00007811

Additional Details Test

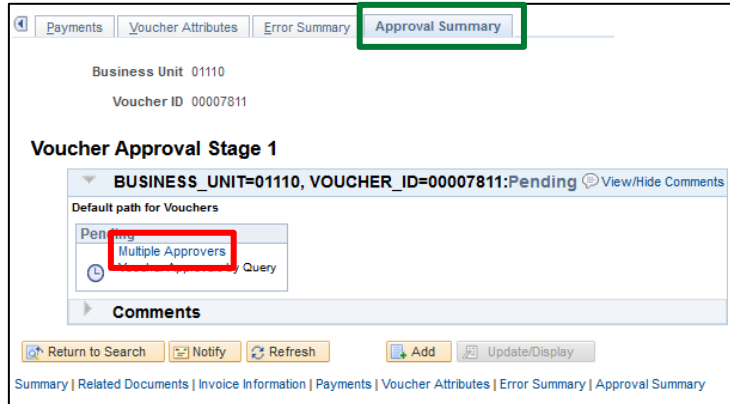
250 characters remaining

OK Cancel Refresh

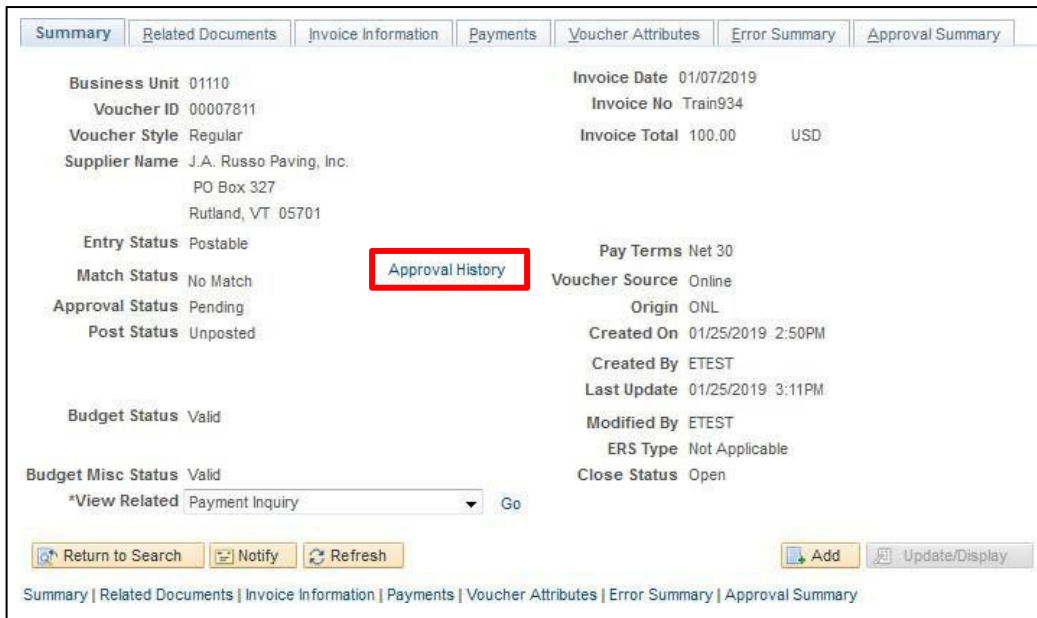
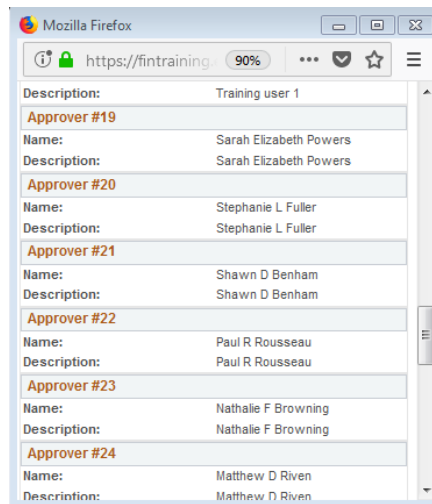
4. Add comments if desired

5. Click **OK**

The Approval Summary tab displays:



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



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.

The screenshot shows the 'Approval' tab of a voucher system. At the top, there are tabs for 'Approval', 'Line Information', and 'Charge Information'. The main header displays: Business Unit 01110, Invoice Number ABC123, Voucher 00007677, Supplier J.A. Russo Paving, Inc., Invoice Date 11/06/2018, and ID 0000362458. Below this is the 'Voucher Details' section, which includes Transaction Currency USD, Terms Net 30, Total 100.00, Approval Status Pending, Misc Amt 0.00, Added By JKENNERK, Freight 0.00, Sales Tax 0.00, SCI John Kennerknecht, Use Tax 0.00, and Entered VAT 0.00. A red box highlights the 'Attachments (1)' link. Below the details is a 'Details' table with columns: Remit SetID, Remit Supplier, Remitting Address, Scheduled to Pay, Gross Amt, Currency, and Supplier Name. The table contains one row: STATE, 0000362458, Remitting Address, 12/06/2018, 100.00 USD, J.A. Russo P. Below the table is the 'Voucher Approval Stage 1' section, which includes a dropdown menu for 'BUSINESS_UNIT=01110, VOUCHER_ID=00007677:Pending', a 'View/Hide Comments' link, a 'Start New Path' link, a 'Default path for Vouchers' section with 'Pending' selected, and a 'Comment History' section. At the bottom, there are buttons for 'Submit', 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold', along with a '254 characters remaining' indicator and 'Return to Search' and 'Notify' links.

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.

The screenshot shows the 'Voucher Header Attachment' page. At the top, it displays Business Unit 01120 and Voucher ID 00023316. Below this is a 'Details' table with columns: File Name, Show to Approver?, Description, User, Name, and Date/Time Stamp. The table contains one row: @1120-V23316-Rutland_Herald-300121168-11_16_20.pdf, [checked], [empty], CNILES, Connie Churchill, 11/22/2020 3:11:54PM. A red box highlights the 'File Name' link. Below the table is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom, there are buttons for 'Add Attachment', 'OK', 'Cancel', and 'Refresh'. A red box highlights the 'OK' button.

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 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 Paving, Inc.

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 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:

The screenshot shows the 'Voucher Close' page with a search criteria section. The search criteria are as follows:

- *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: =

There are also options for 'Recent Searches', 'Saved Searches', 'Case Sensitive', and 'Search' buttons.

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

The **Close Voucher** page displays:

Close Voucher | Voucher Details

Business Unit 01110 Voucher 00007613 Action: [] Run

Supplier

Supplier 0000001293 Irving Energy
Short Name IRVING ENE-002

Voucher Information

Invoice	AP-42 Budget Check	Origin	ONL	Header Budget Status	Valid
Date	08/04/2018	Group		Non-Prorated Budget Status	Valid
Gross Amount	100.00 USD			Entry Status	Postable
Related Voucher				Close Status	Open

Process Manual Close

Manual Close Date 11/23/2018 Mark Voucher for Closure

Comments

Save Return to Search Notify

4. Click on **Mark Voucher for Closure**

5. Enter **Comments** if needed

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

6. Click **Save**

If you are closing an unpaid matched PO voucher, the following message will display:

Message

You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)

Note: This process cannot be Undone.

If 'YES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available for further invoicing only for unreconciled PO's selected.

Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.

If 'No', only the voucher liability will be liquidated.

Yes No Cancel

7. Click **Yes** to proceed with the close

To complete the Close process, the voucher must be posted and budget checked in that order. Both of these options run in the overnight batch process so you can verify the voucher is closed the next day on the **Voucher Summary** page.

Delete Vouchers

Situations when this function is used: Vouchers can be deleted if they are open, approved and budget checked. Vouchers cannot be deleted if they are posted.

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

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

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

The screenshot shows the 'Voucher Delete' page with a search criteria section. The search criteria are: Business Unit (01110), Voucher ID (begins with 00007684), Entry Status, Invoice Number, Short Supplier Name, Supplier ID, and Supplier Name. The 'Search' button is highlighted with a red box.

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

The **Delete Voucher** page displays:

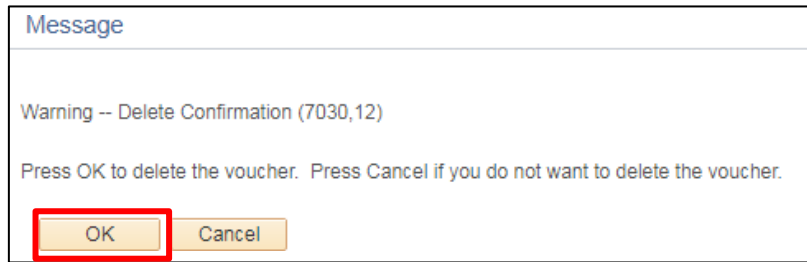
The screenshot shows the 'Delete Voucher' page with the following details:

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

The 'Delete' button is highlighted with a red box.

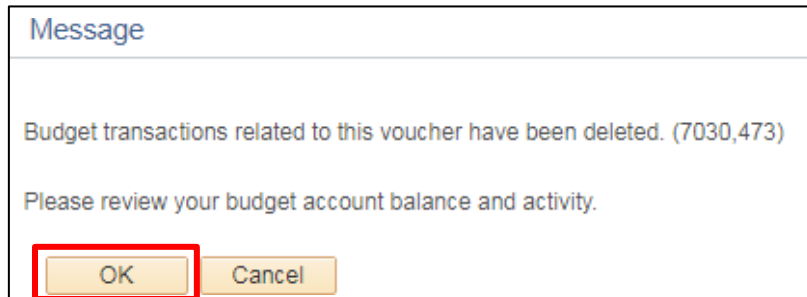
4. Click **Delete**

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:

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

Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

[^ Show fewer options](#)

Case Sensitive

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

The **Voucher Summary** page displays:

The screenshot shows the 'Voucher Summary' page with the 'Payments' tab selected. The page is divided into several sections:

- 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
- 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

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

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

4. Click on the **Payments** tab

The screenshot shows the 'Payments' tab selected. The page displays the following information:

- 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**

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

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

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

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

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:

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

Business Unit

Voucher ID

Invoice Number

Invoice Date

Short Supplier Name

Supplier ID

Supplier Name

Voucher Style

Related Voucher

Entry Status

Voucher Source

Incomplete Voucher

⬆ Show fewer options

Case Sensitive

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

The **Voucher Summary** page displays:

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

Business Unit 01110 Invoice Date 01/19/2018
Voucher ID 00007577 Invoice No 151645386
Voucher Style Regular Invoice Total 98.66 USD
Supplier Name W.B. Mason Co., Inc.
PO Box 981101
Boston, MA 02298-1101

Entry Status Postable Pay Terms Net 30
Match Status No Match Preview Approval Voucher Source Online
Approval Status Approved Origin ONL
Post Status Posted Created On 02/26/2018 12:00AM
Created By CTOUCHET
Last Update 02/26/2018 12:00AM
Modified By CTOUCHET
ERS Type Not Applicable
Close Status Open

Budget Status Valid

Budget Misc Status Valid

*View Related

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

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

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

Payment Inquiry

▼ Search Criteria

Search Name ALL

From Supplier Name 1 To

Supplier Location

*Amount Rule Any

Amount

*Currency

Bank SetID STATE

Bank Code PEO3

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.*

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

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

Vouchers For a Payment

Back To Payment Inquiry

Bank Name Peoples United Bank Pymnt Ref ID 000023886
 Bank Account # *****0444 Accounting Date 02/28/2018
 Pay Cycle VENDOR Seq Num 4286 Payment Date 02/28/2018
 Supplier Name W.B. Mason Co., Inc. Days Outstanding 5
 Address PO Box 981101 Payment Clear Date 03/05/2018
 Boston MA 02298- USA Reconcile Date 03/12/2018
 1101 Value Date 02/28/2018

Payment Amount 1,595.73 USD Payment Method CHK
 Description

Details Personalize | Find **View All** | First 1-10 of 24 Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
01100	00029004	1	01/19/2018	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:

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										
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	0000053697	System Check	240.00	USD	09/25/2001	09/25/2001	Paid	Reconciled	01/29/2002
▼ Actions	VCHR	0000053697	System Check	111.06	USD	05/16/2018	05/16/2018	Paid	Reconciled	05/24/2018
▼ 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	08/17/2005

Source, Payment Reference ID, Payment Method, Amount, Creation Date, Payment Date, Payment Status, Reconciliation Status and Reconciliation Date (if applicable) are all displayed. If more than one row is returned, columns can be sorted by clicking on the column heading.

A Reconciliation Status of 'Unreconciled' indicates that a payment has not been cashed by the supplier.
Note: Internal wire payments will always be returned with a reconciliation status of unreconciled as these payments do not go through the reconciliation process in VISION.

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

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

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name TD Bank NA	Pymnt Ref ID 0000053697
Bank Account # *****3001	Accounting Date 08/15/2005
Pay Cycle VENAC2 Seq Num 119	Payment Date 08/15/2005
Supplier Name Marlboro Town School District	Days Outstanding
Address indham Central Supervisory Union	Payment Clear Date 08/15/2005
1219 VT Rte 30	Reconcile Date 08/17/2005
Townshend VT 05353- USA	Value Date 08/15/2005
9716	
Payment Amount 50,637.00 USD Payment Method ACH	

Description

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:

The screenshot shows the 'Voucher Accounting Entries' page. At the top, there are search filters: '*Business Unit' (01110), 'Voucher ID' (00007663), and 'Invoice Number'. Below these are 'Accounting Line View Option' (Standard), 'Supplier ID', and 'Supplier Name'. There is also a 'Show Foreign Currency' checkbox and a '*Sort By' dropdown set to 'Posting Process'. A 'Search' button and a 'Reset' button are visible. Below the filters is the 'Accounting Information' section with a table. The table has columns for 'Posting Process', 'GL Dist Status', and 'Posting Date'. The table is currently empty.

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:

The screenshot shows the 'Accounting Information' section with a populated table. The table has columns for 'Description', 'Monetary Amount', 'Currency Code', 'Ledger', 'GL Unit', and 'Accounting Date'. The table contains two rows of data.

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

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

Accounting Information						Find View First 1-2 of 2 Last
Posting Process AP Accrual		GL Dist Status Distributed		Posting Date 07/27/2018		
Personalize Find View All [Print] First 1-2 of 2 Last						
Main Information Chartfields Journal [More]						
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 [Print] First 1-4 of 4 Last						
Main Information Chartfields Journal [More]						
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 with the following fields and values:

- *Business Unit: 01110
- *Voucher ID: NEXT
- *Voucher Style: Amortization Voucher
- Supplier Name: [Empty]
- Short Supplier Name: [Empty]
- Supplier ID: [Empty]
- Supplier Location: [Empty]
- Address Sequence Number: 0
- Invoice Number: [Empty]
- Invoice Date: [Empty]
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: [Empty]
- PO Number: [Empty]
- Estimated No. of Invoice Lines: 1

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

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

1. **Business Unit** - 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

Invoice Total

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

Product Identification & Processing

Supplier ID 0000018381 Control Group
 ShortName PRODUCTIDE-001
 Location SINGLE
 *Address 1

Save Save For Later Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart
 *Distribute by Amount Ship To PBGSMTPO01
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 120.00

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

GL Chart Exchange Rate Assets **Amortization**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	120.00		01160	140218						10/30/2018

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

Under **Distribution Lines**

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

Invoice Information | Payments | Voucher Attributes

Business Unit 01167 Invoice No APAMORTINV
 Voucher ID NEXT Accounting Date 10/30/2018
 Voucher Style Amortization Voucher *Pay Terms NET30 Net 30
 Invoice Date 10/30/2018 Basis Date Type Inv Date
 Invoice Received

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

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

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

Save Save For Later Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart
 *Distribute by Amount Ship To PBGSMTF001
 Item Description
 Quantity
 UOM
 Unit Price
 Line Amount 120.00

One Asset Calculate

Amortization 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 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 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 SpeedChart
 *Distribute by Amount Ship To PBGSMTF001
 Item Description
 Quantity
 UOM
 Unit Price
 Line Amount 120.00

One Asset Calculate

Amortization 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

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

Action Budget Checking Run Calculate Print

Copy From Source Document

Invoice Lines
 Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 120.00

SpeedChart
 Ship To PBGSMT001
 Description

One Asset Calculate

Distribution Lines
 Personalize Find View All First 1 of 1 Last

GL Chart	Exchange Rate	Assets	Amortization									
Copy Down	Line	Merchandise Amt	Quantity	*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	

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

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 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  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 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
 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:

Approval Comments

Business Unit 01167
Voucher ID 00042079

Additional Details

254 characters remaining

OK Cancel Refresh

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

The voucher is routed for approval:

Payments | Voucher Attributes | Error Summary | Approval Summary

Business Unit 01167
Voucher ID 00042079

Voucher Approval Stage 1

BUSINESS_UNIT=01167, VOUCHER_ID=00042079:Pending

Default path for Vouchers

Pending
Multiple Approvers
Voucher Approvers by Query

Return to Search Notify Refresh Add Update/Display

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 0007673
 Voucher Style Template Voucher
 Invoice Date 09/30/2018
 Invoice Received

Supplier 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 PFMMP001
 Description

One Asset Calculate

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

GL Chart	Exchange Rate	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
			1	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:

The screenshot shows the 'Voucher' entry form. At the top left, it says 'Voucher' and 'Add a New Value'. At the top right, there is a search button labeled 'Find an Existing Value'. The form contains the following fields:

*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

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

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:

The screenshot shows the 'Invoice Information' page. Key elements include:

- Invoice Information:** Business Unit (01110), Invoice No (123456789), Accounting Date (10/31/2018), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (10/15/2018), Invoice Received, Supplier ID (0000362458), ShortName (J.A. RUSSO-001), Location (MULTIPLE), *Address (1).
- Invoice Total:** Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), Difference (0.00).
- Copy From Source Document:** PO Unit, PO Number, Copy PO, Copy From (Template), Go.
- Invoice Lines:** Line 1, *Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (0.00).
- Distribution Lines Table:**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
	1	0.00		01110							10/31/2018

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:

The screenshot shows the 'Voucher Template' page. Key elements include:

- Business Unit:** 01110
- Invoice Number:** Supplier J.A. Russo Paving, Inc. ID 0000362458
- Voucher ID:** NEXT
- Invoice Date:**
- Select Template to Copy:** Template ID (RUSSOTMP x), Russo Paving Template, Copy from template.

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 =

Case Sensitive

Search Clear Save Search

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

Search Results display:

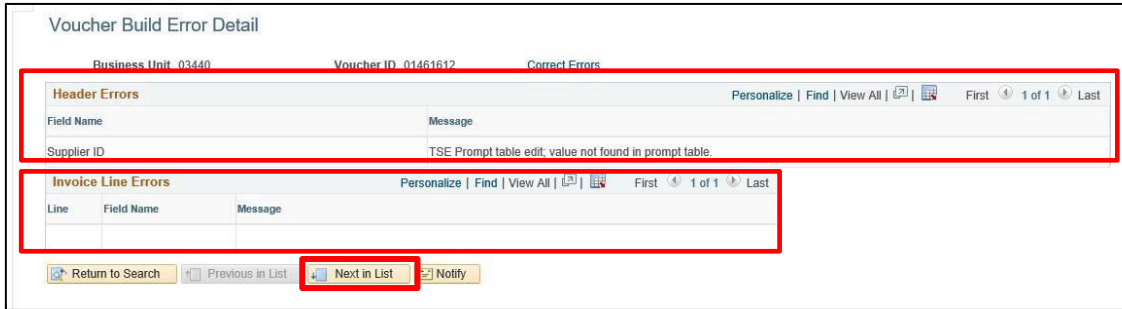
▼ **Search Results**
54 results Business Unit "08100"

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

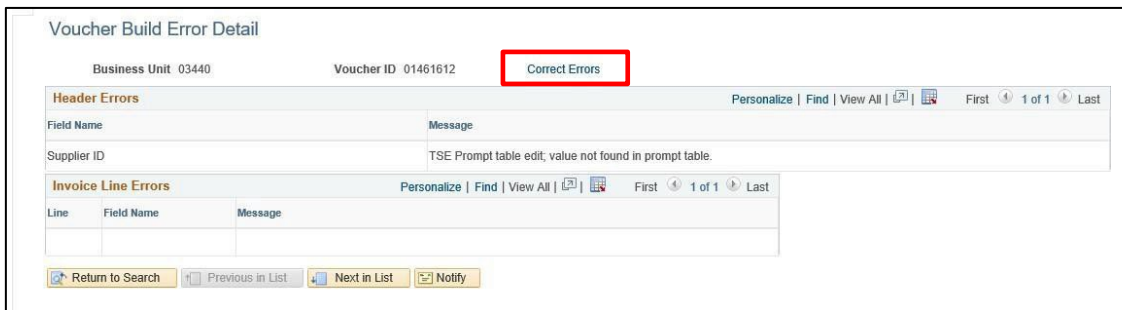
Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Supplier ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source	
08100	01014587	12435779	INT	(blank)	0000400412	(blank)	10243148	10/03/2023	102.01 (blank)	XML		>
08100	01014591	12435779	INT	(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:



4. Review Header Errors and/or Invoice Line Errors
5. Click **Next in List** to review all vouchers



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 + Add a New Value

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 Saved Searches

*Business Unit

Voucher ID

Invoice Number

Supplier ID

Short Supplier Name

Supplier Name

Build Status

Voucher Source

[^ Show fewer options](#)

Case Sensitive

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:

Quick Invoice

Business Unit 02300 *Invoice Number 027519 Calculate

Voucher 00102584 Invoice Date 08/31/2018 Print Invoice

Voucher Status Regular Accounting Date Edit Combinations

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

Supplier 000010539 Invoice Address 1 Remy Cointreau USA

Location MULTIPLE Remitting Addr Attachments (0)

Comments(0)

Line Amount 36081.68 Control Group Session Defaults

Misc Amt 0.00 Terms NET30 Override Session Default

Freight 0.00 Currency USD **Review Errors**

Total 36081.68

Difference 0.00

Fetch Voucher Lines

From Voucher Line 1 Line Details

To Voucher Line 1 Add lines

Copy From Source Document

Voucher Build Association

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

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

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

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

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

Header Errors 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

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

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

The screenshot shows the 'Quick Invoice' form. At the top left, the 'Build Status' dropdown is set to 'Build Voucher'. At the top right, the 'Action' dropdown is set to '1. Voucher Build'. Below the 'Action' dropdown are buttons for 'Run', 'Calculate', 'Print Invoice', and 'Edit Combinations'. At the bottom of the form, the 'Refresh' button is highlighted. The form also displays invoice details such as 'Invoice Number 857877', 'Invoice Date 10/14/2017', and 'Supplier 0000032951'. A table shows line amounts with a total of 1829.09 and a difference of 0.00. There are also sections for 'Fetch Voucher Lines' and 'Voucher Build Association'.

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 Saved Searches

*Business Unit [=]

Voucher ID

Invoice Number

Supplier ID

Short Supplier Name

Supplier Name

Build Status [=]

Voucher Source [=]

[Show fewer options](#)

Case Sensitive

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 | 1-10 of 54

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' page with the following details:

- Business Unit: 02300
- Voucher: 00102584
- Voucher Style: Regular
- *Build Status: **Pre-Edit Error** (highlighted with a red box)
- *Invoice Number: 027519
- Invoice Date: 08/31/2018
- Accounting Date: (empty)
- Prepaid Ref: (empty)
- Auto Apply:
- Supplier: 0000010539
- Location: MULTIPLE
- Invoice Address: 1
- Remitting Addr: (empty)
- Remy Cointreau USA
- Attachments (0)
- Comments(0)
- Line Amount: 36081.68
- Misc Amt: 0.00
- Freight: 0.00
- Total: 36081.68
- Difference: 0.00
- Control Group: (empty)
- Terms: NET30
- Currency: USD
- Fetch Voucher Lines: From Voucher Line 1, To Voucher Line 1
- Buttons: 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**.

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

- Business Unit: 02300
- Voucher: 00102584
- Voucher Style: Regular
- *Build Status: **Delete Voucher** (highlighted with a red box)
- *Invoice Number: 027519
- Invoice Date: 08/31/2018
- Accounting Date: (empty)
- Prepaid Ref: (empty)
- Auto Apply:
- Supplier: 0000010539
- Location: MULTIPLE
- Invoice Address: 1
- Remitting Addr: (empty)
- Remy Cointreau USA
- Attachments (0)
- Comments(0)
- Line Amount: 36081.68
- Misc Amt: 0.00
- Freight: 0.00
- Total: 36081.68
- Difference: 0.00
- Control Group: (empty)
- Terms: NET30
- Currency: USD
- Fetch Voucher Lines: From Voucher Line 1, To Voucher Line 1
- Action: **1 Voucher Build** (highlighted with a red box)
- Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh (highlighted with a red box), Add, Update/Display

4. Update the Build Status to **Delete Voucher**
5. Choose the **Action: Voucher Build**
6. Click **Run**
7. **Refresh** the page and the search screen will load when the voucher has been deleted

Correcting Recycled Vouchers

Voucher Regular Entry Pages will display Vouchers with an Entry Status of Recycle.

WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry > Find an Existing Value

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

Voucher

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 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 =

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 Pay Terms Due Now
Match Status No Match Voucher Source Online
Approval Status Pending Origin ONL
Post Status Unposted Created On 12/11/2018 7:44AM
Created By JKENNERK
Last Update 12/11/2018 7:46AM
Modified By JKENNERK
Budget Status Not Chk'd ERS Type Not Applicable
Close Status Open
Budget Misc Status Valid
*View Related Payment Inquiry Go

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, and Total 101.00 USD. Under the 'Header Errors' section, a table lists the error:

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

Buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom.

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 page displays various voucher details: 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, Supplier ID 0000000300, ShortName BRATAREAFA-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 also visible:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	100.00		02300	400240	10000	0367500000				12/11/2018

Buttons for 'Save', 'Calculate', 'Print', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are present.

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

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

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](#)