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

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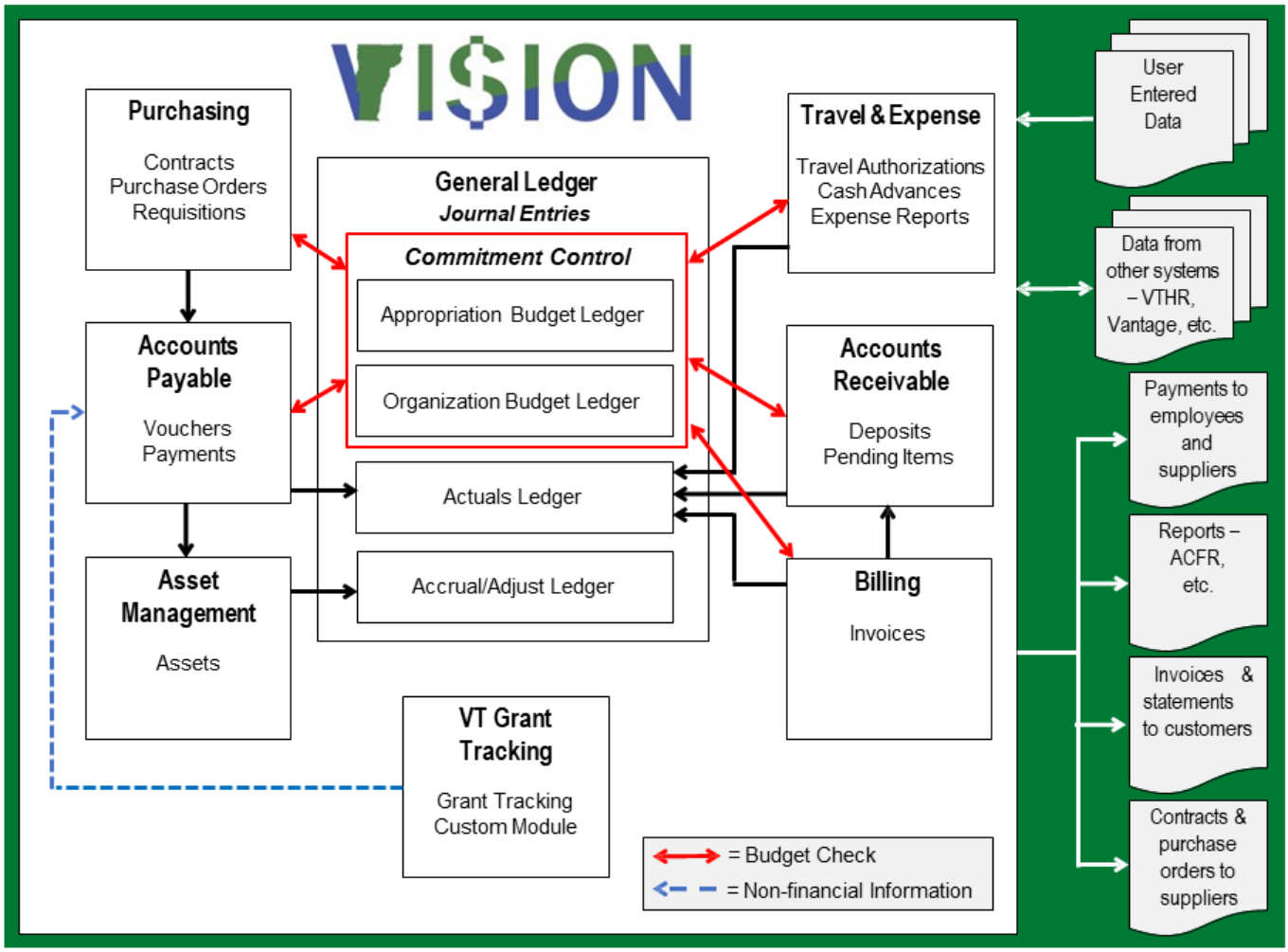
Business Process

Overview of the VISION process:

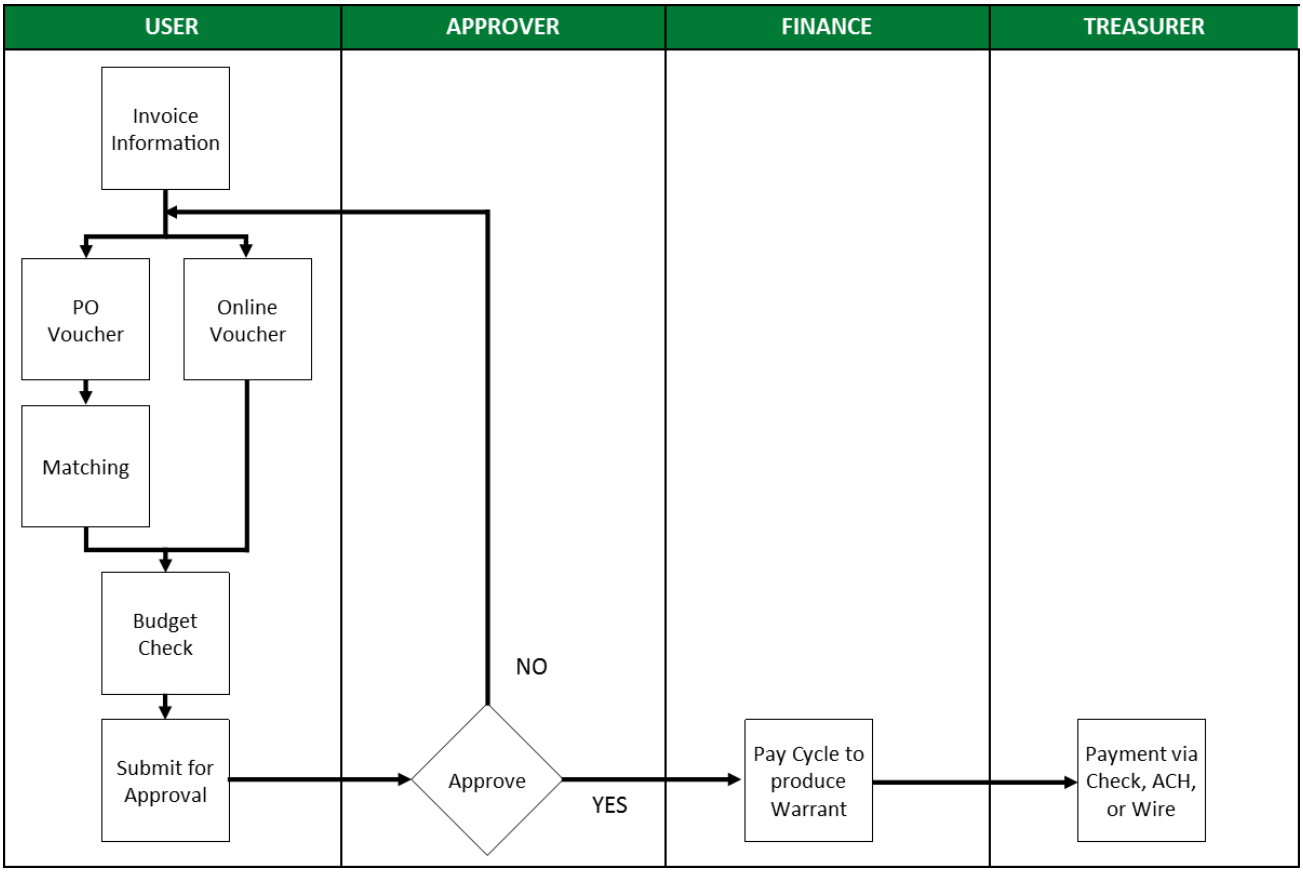


There will be a 1 – 1 relationship between a supplier's invoice and a VISION voucher. That is, each invoice will become a separate voucher. Vouchers may contain multiple invoice lines – which can relate to separate charges (labor vs. equipment), prior year or current year charges or to allow withholding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

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

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

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



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

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

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

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

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

You can also follow the BDA Voucher exercise in this manual.

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

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

Void Check Procedure:

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

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

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

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

Criteria

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

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

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

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

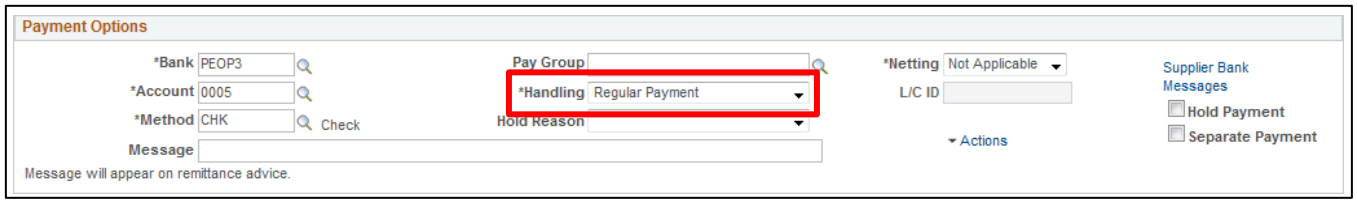
Note: *VISION supplier checks that are valid and not in error but are undeliverable to the supplier (e.g., unknown address) shall not be voided, and are subject to Vermont's unclaimed property laws. Contact the Office of the State Treasurer's Unclaimed Property Division for more information.*

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

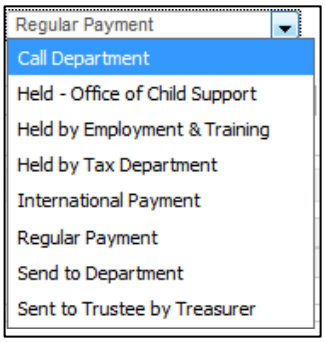
Special Handling

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

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



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



Only use the following options:

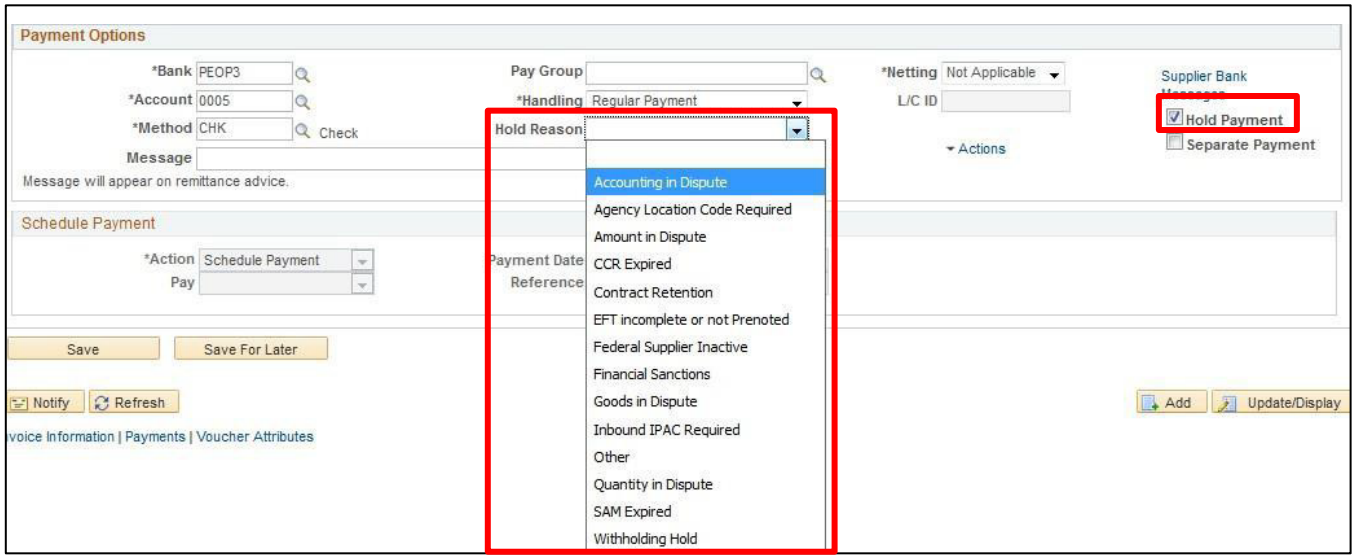
- **Call Department** - This allows a user to receive a call from the Treasurer's office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example.
- **Regular Payment** - A payment made with no changes to this field, will show the handling of Regular Payment. This is the **default** for this field.
- **Send to Department** - If a user wants the check sent back to his/her department for sending out separately, they can select this option 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

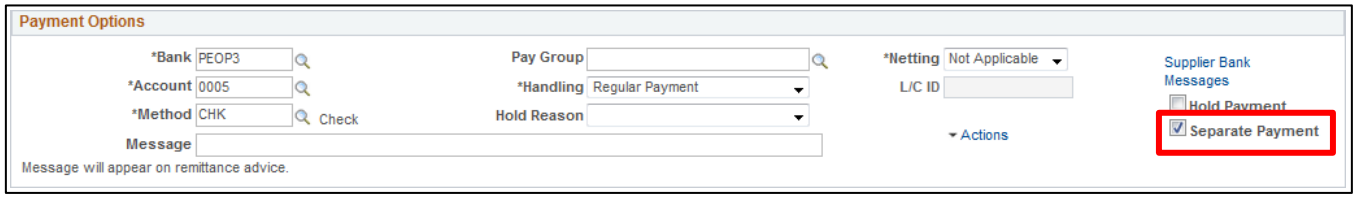
More payment options can be found in the **Payment Options** section:

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:



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.



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 <u>not</u> 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 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)**
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

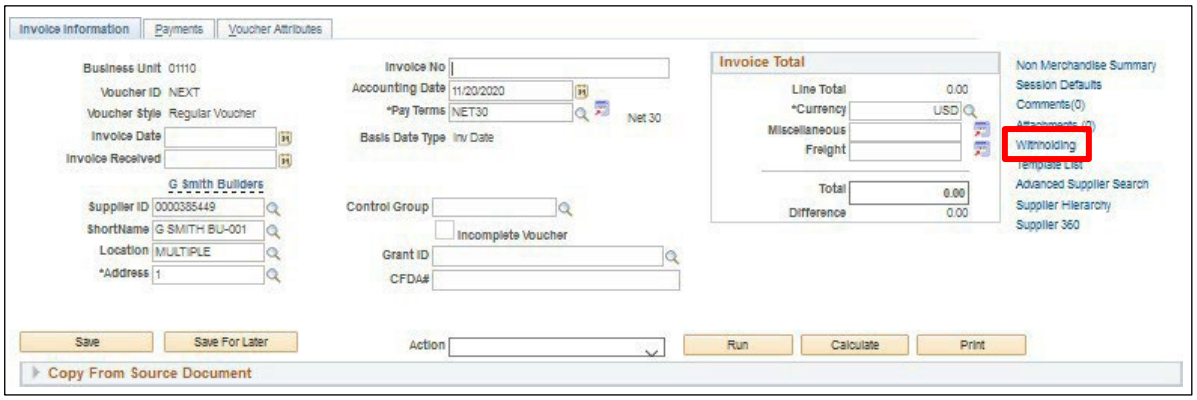
The following types of payments are reportable to the supplier on the indicated 1099 and withholding class.				
Payment Type	**Being Paid To**	**Withholding Type 1099N = 1099-NEC 1099M = 1099-Misc 1099G = 1099-G**	**Withholding Class**	**Withholding Code (Interface Use Only)**
Grants – Taxable grants (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:



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.

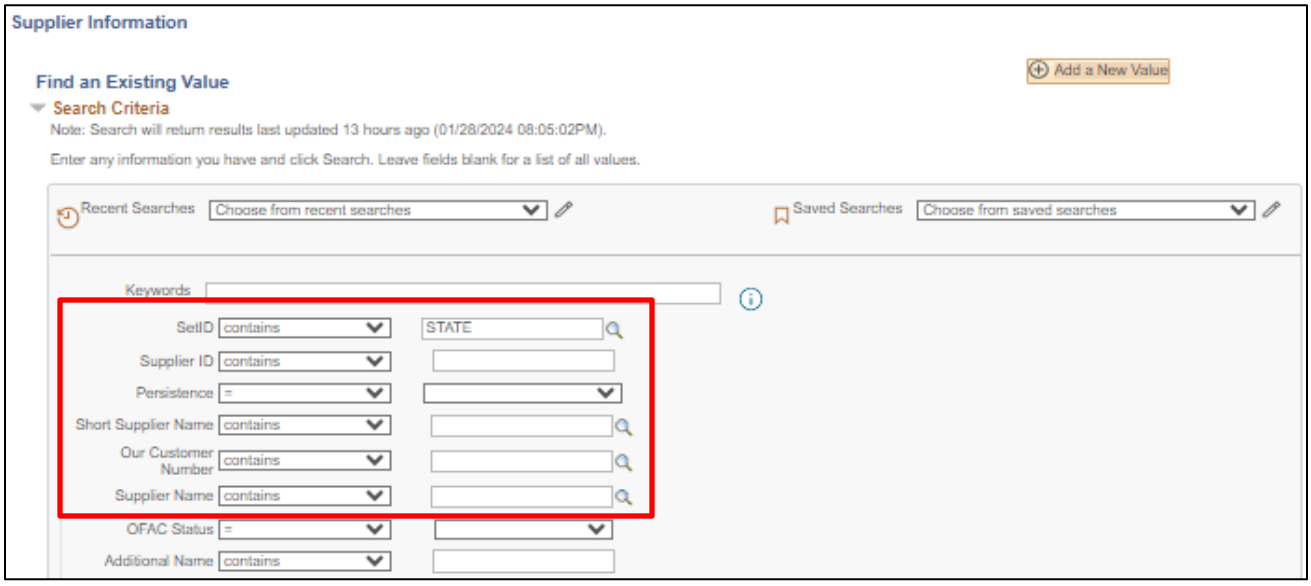
The following explains how Suppliers are maintained in VISION and how to find and use that information. Due to the nature of the Supplier information in VISION, it is critical that all operators who will use Supplier information have some understanding of the information contained within the Supplier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



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**

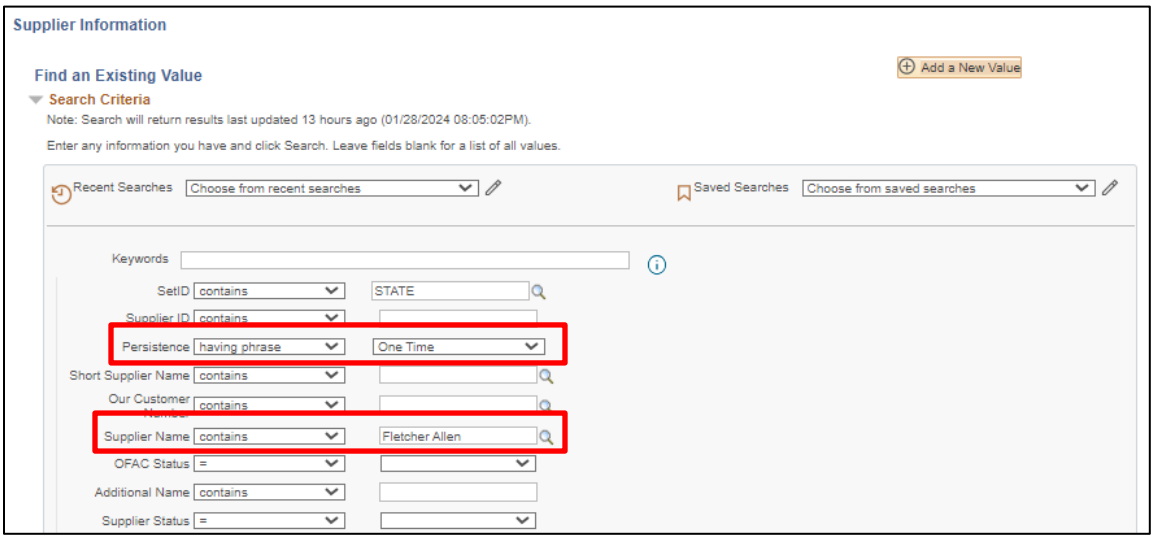
One-Time Suppliers:

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

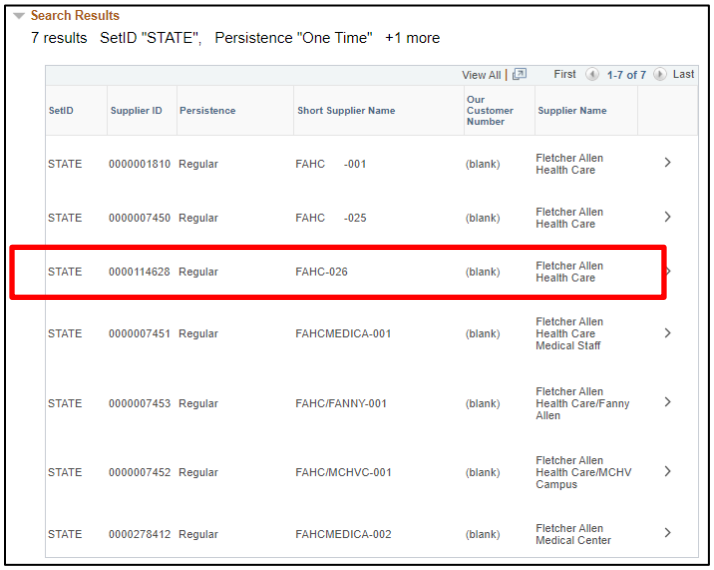
Search using “contains” instead of “begins with” and use the most uncommon word in the name of the supplier to limit the search results.

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



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**

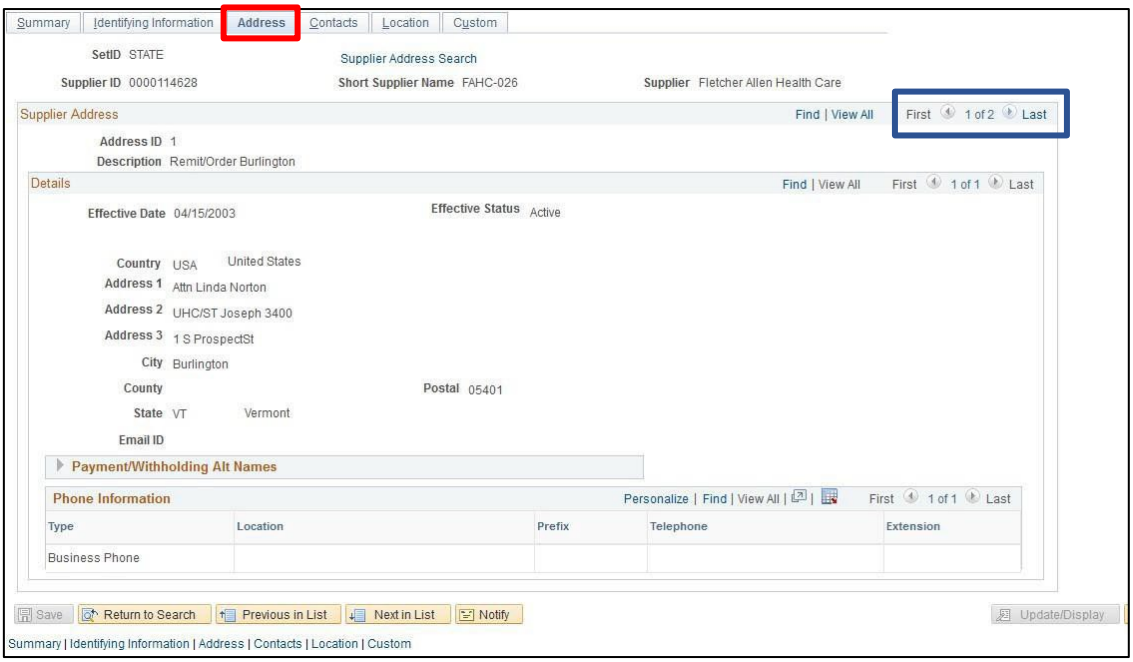
Search results appear:



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:



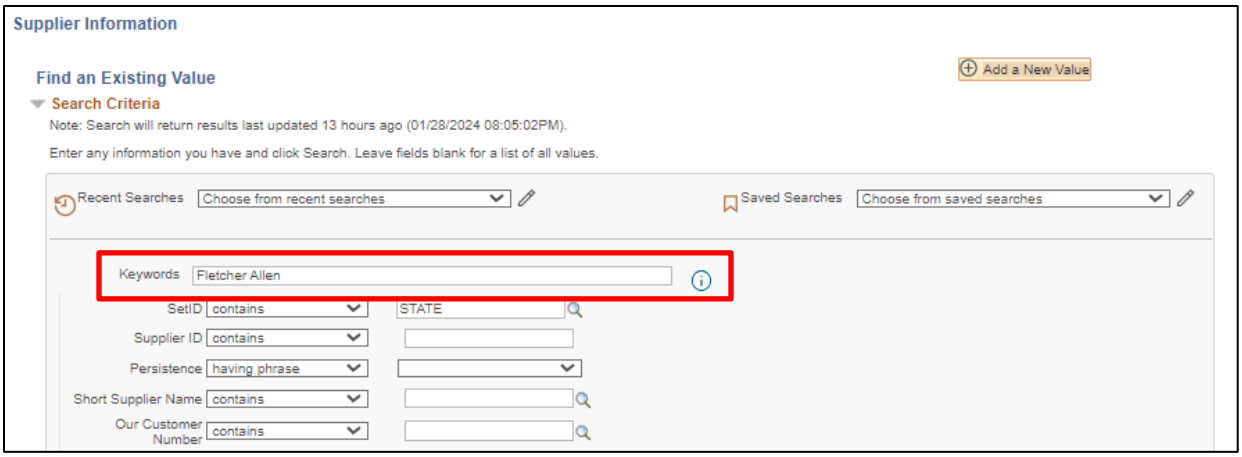
If you do not find the address you need or the address you need is inactive, then you must submit a Supplier Update Request Form to either have a new address added, or to replace an existing address currently on file.

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.

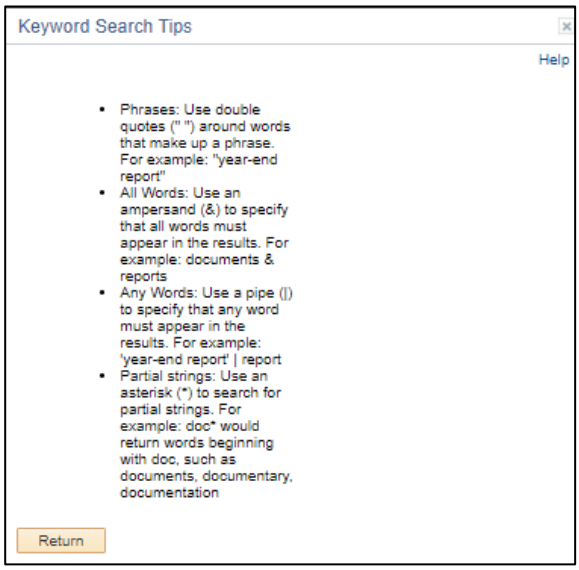
Note: Finance does not have any "quick" method of verifying active/inactive addresses other than manually searching through the supplier information, the same as a user would, so please make sure you have done your own thorough search before contacting Financial Operations for help.

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.

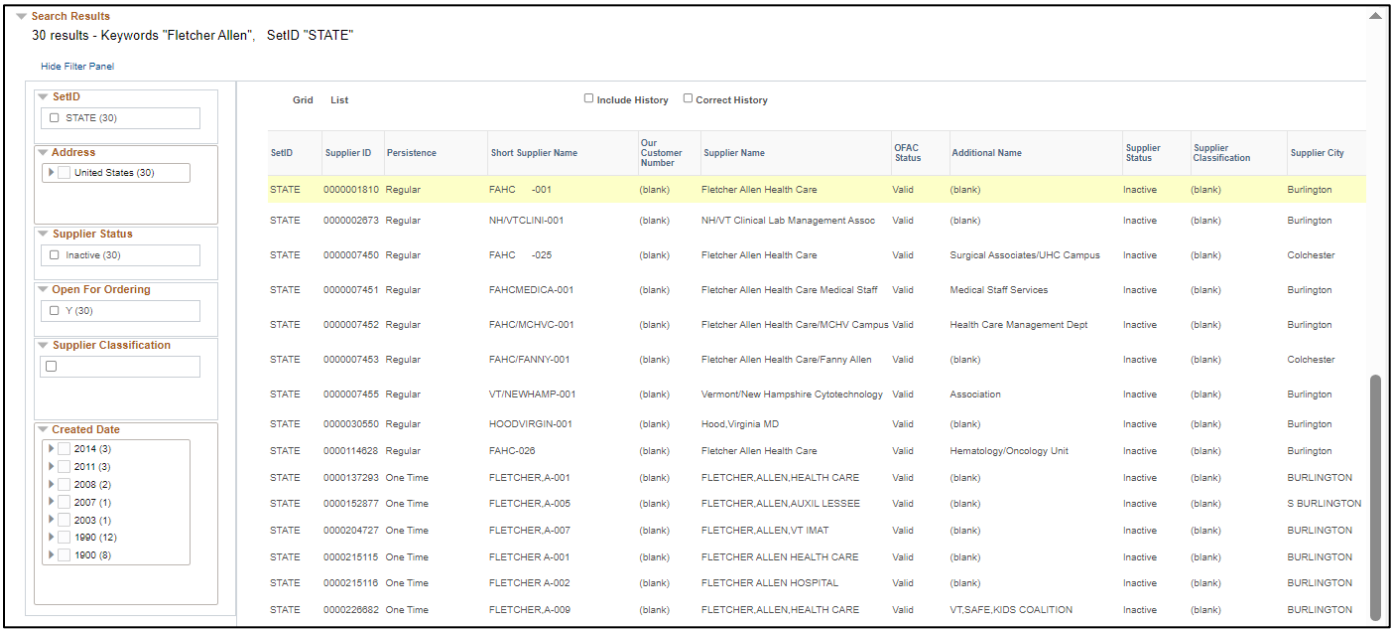
Searching Using the Keywords Search



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



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.)



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.

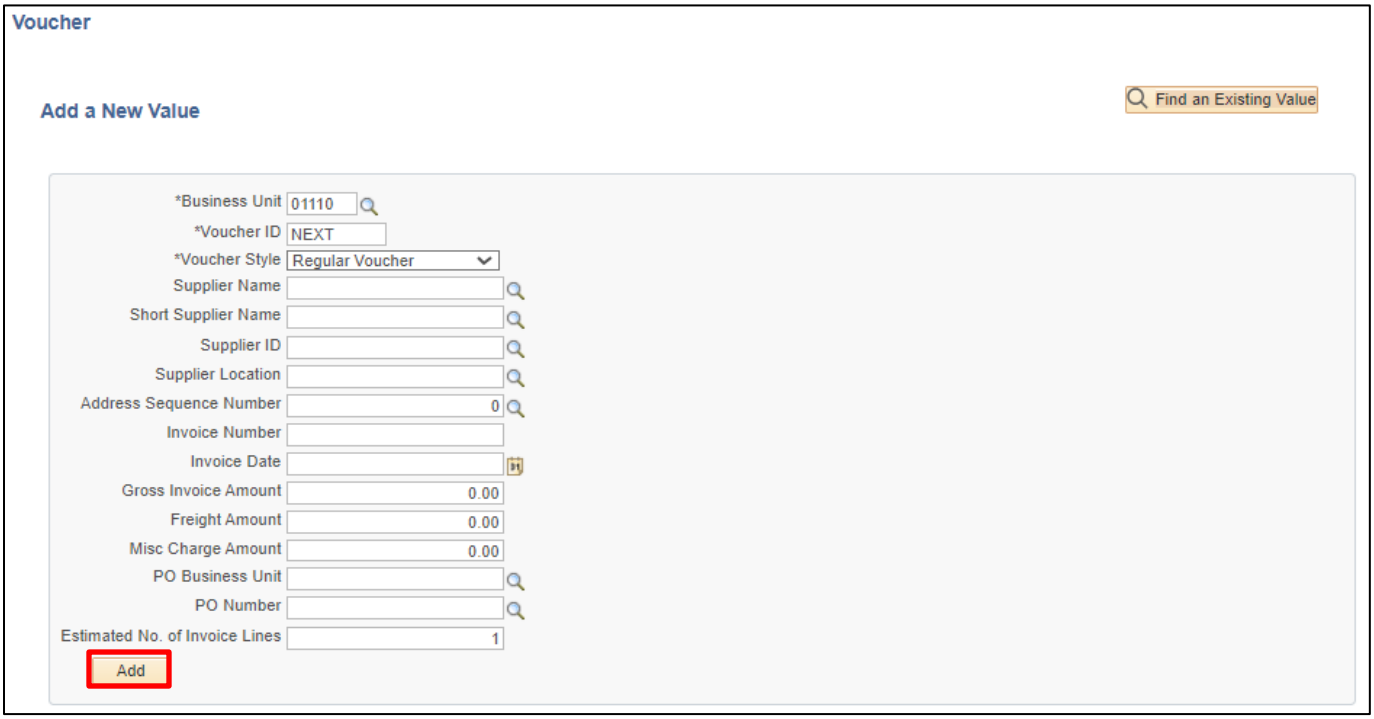
Required Fields: Supplier ID*; Supplier Name; Location; Address; Invoice Number*; Invoice Date*; Amount*; GL Unit; Account; Fund; Department ID; Pay Terms

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:



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

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

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

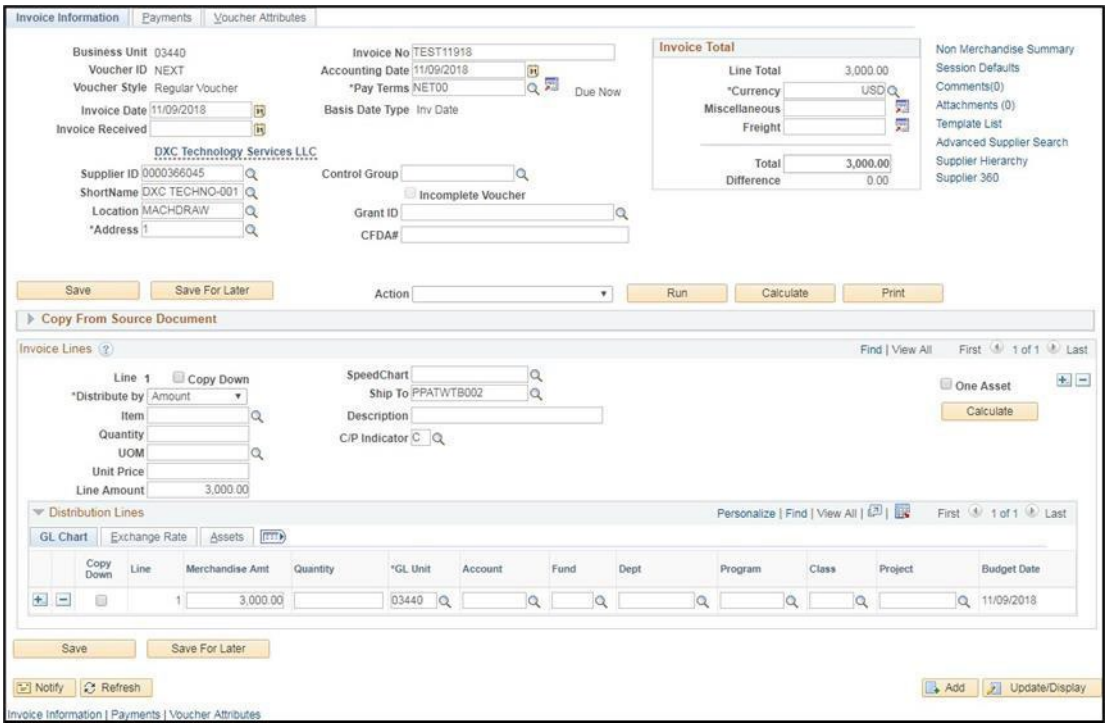
   WorkCenter Navigation: *Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab*

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

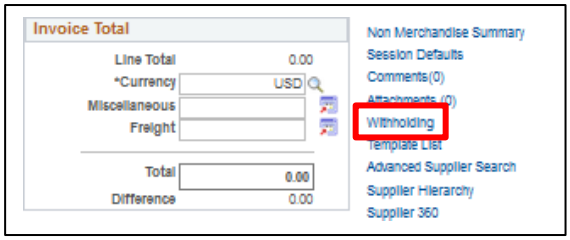
3. **Invoice Number -** Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or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

   ***Note**: If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request.*
4. **Invoice Date -** As per the Supplier's invoice
5. **Gross Invoice Amount -** Enter gross invoice amount
6. Click **Add** or hit Enter

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

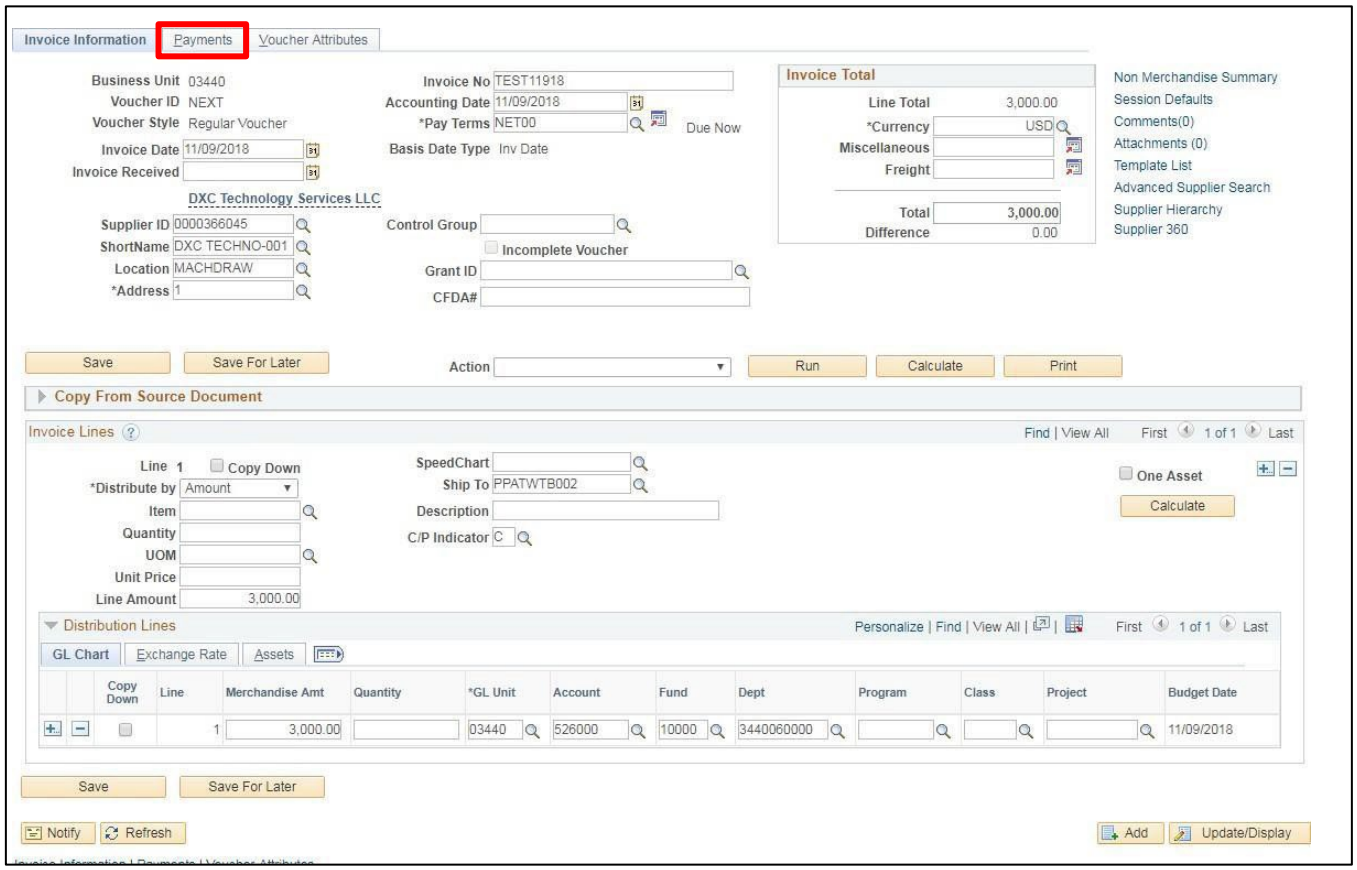


Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the 1099 Reporting section in this manual and the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



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

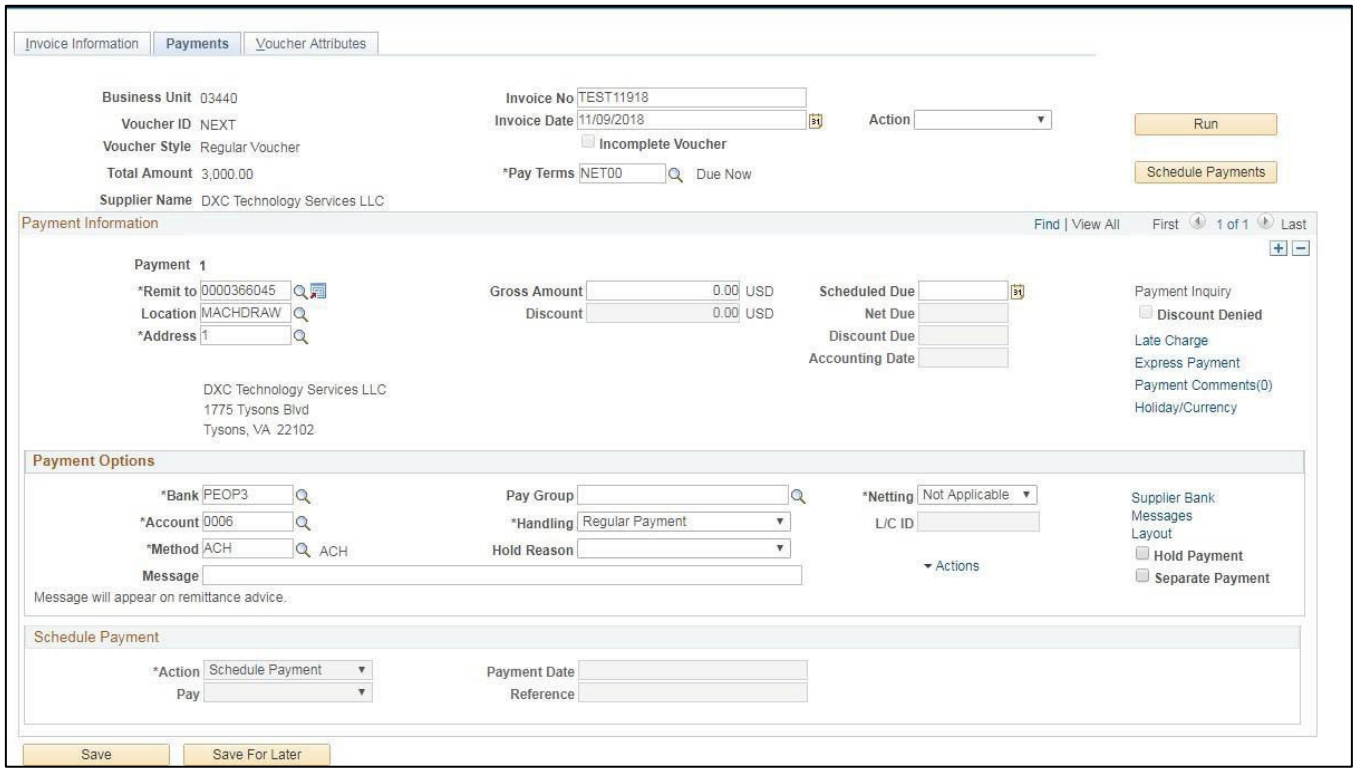
    Note: Grant numbers should not be used in the Invoice field.
8. **CFDA # (Grant Vouchers only) -** If this invoice is related to a grant, enter the grant CFDA number(s) here
9. **C/P Indicator -** (current year/prior year) in Invoice Lines Section for all lines. You can mix current and prior year lines on the same invoice
10. **Under Distribution Lines –**
    - Enter Account or click on magnifying glass to select from the list
    - Enter Fund or click on magnifying glass to select from the list
    - Enter Department or enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list
    - Enter Program (If used by your department)
    - Enter Class (If used by your department)
    - Enter Project/Grant (If used by your department)



The page should now look similar to the one above.

11. Click the **Payments** tab

The **Payments** page displays:

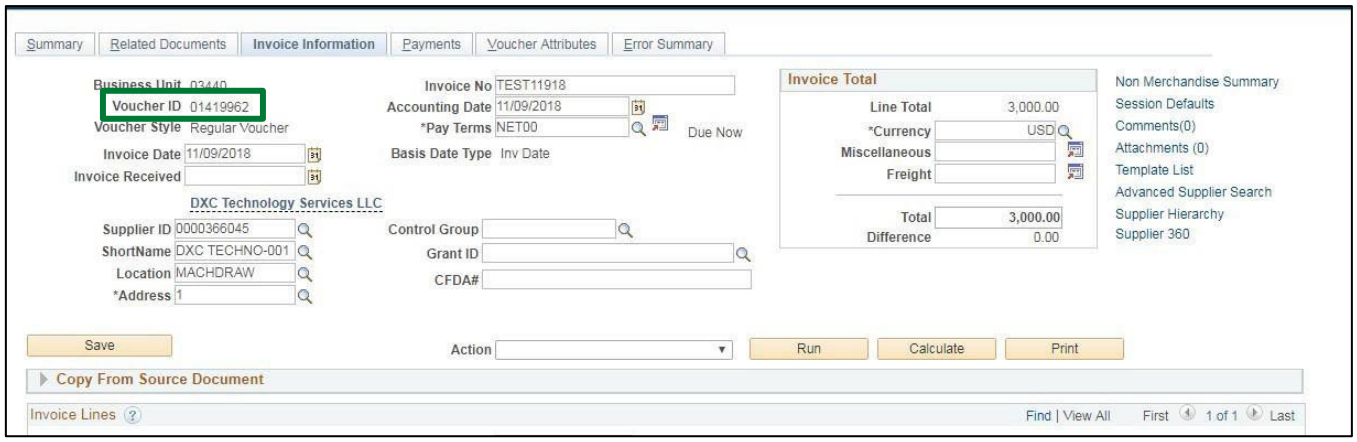


Review Payment information that defaulted in from the supplier.

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

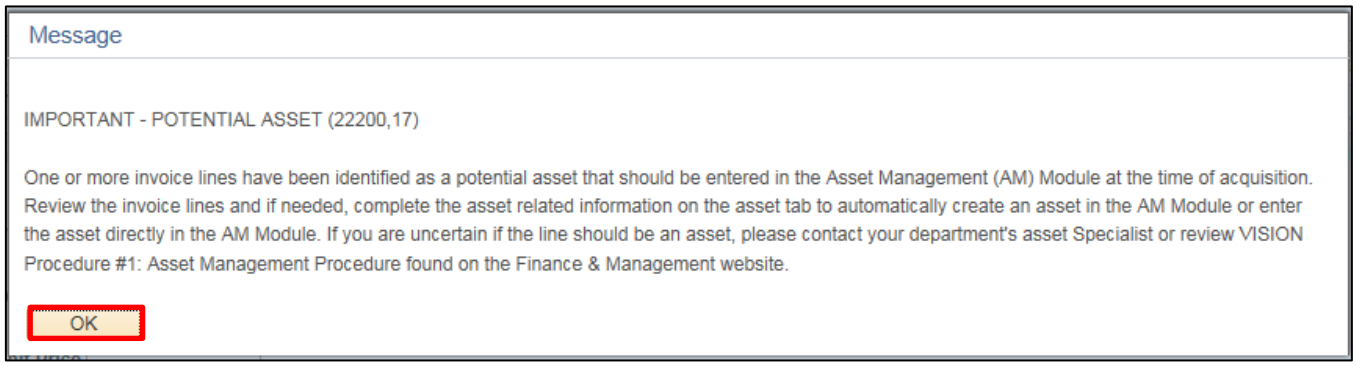
Note: The Remit to Address is the address that the payment will be sent to. If it is not correct, the address must be updated on the Invoice Information page and when the voucher is saved the address on the Payments page will update to match the address on the Invoice Information page.

12. Click **Save**



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:

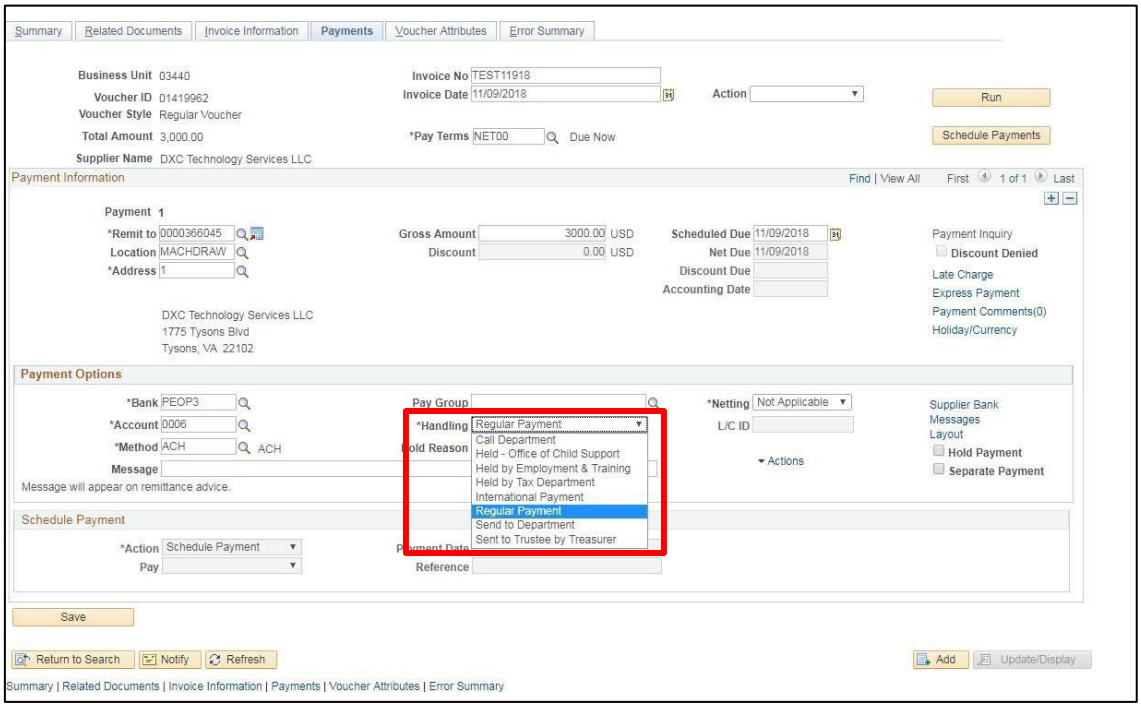


Follow the Instructions to verify click **OK** to continue

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:

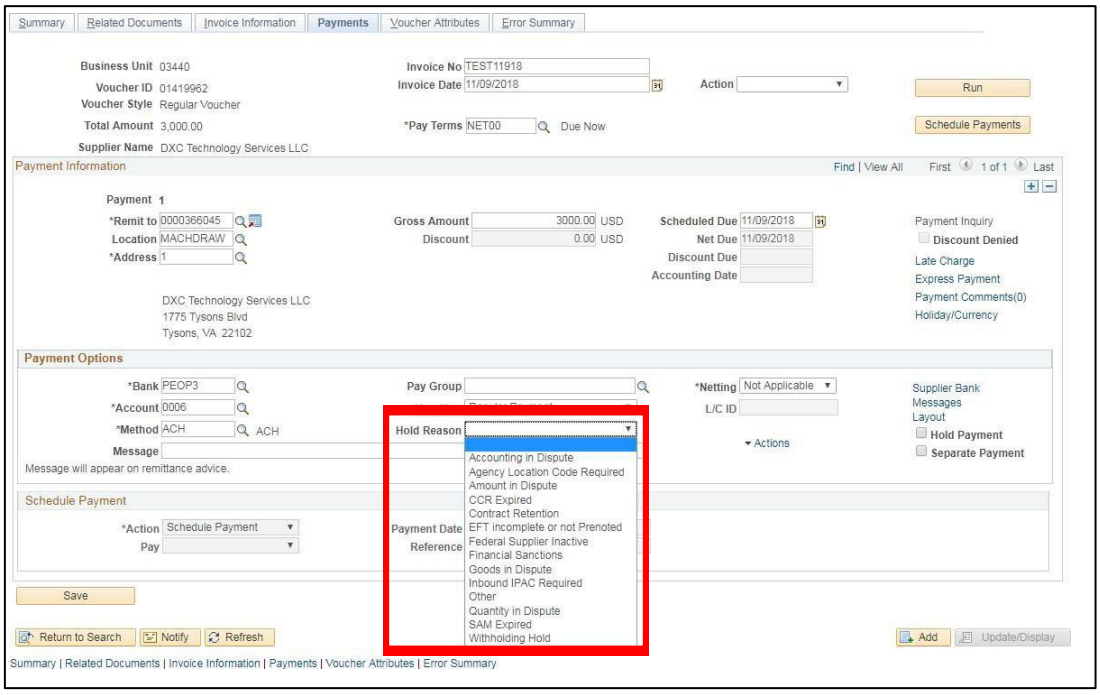
- **Regular Payment -** A Payment made with no changes to this field, will show the handling of Regular Payment. **This is the default for this field**
- **Call Department -** This allows a user to receive a call from the Treasurer's office when the check has been cut, usually so that it can be picked 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.



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.

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.

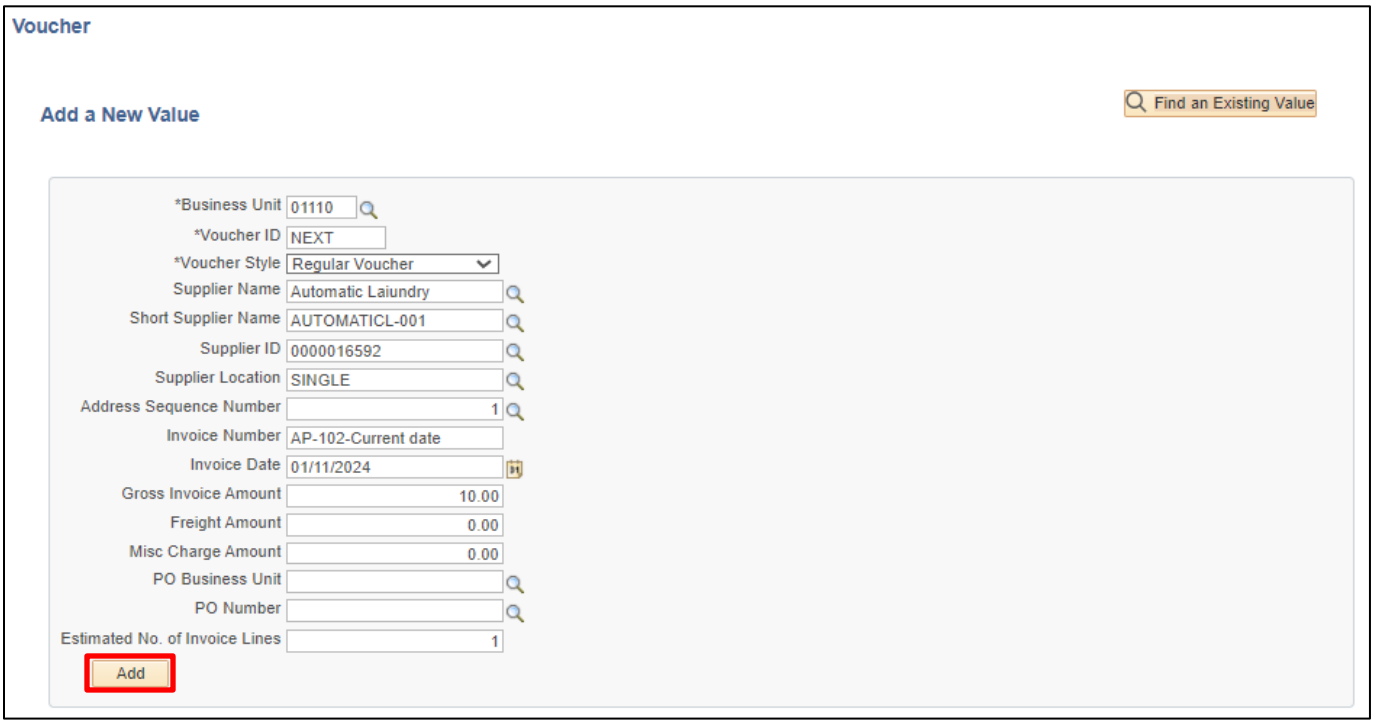
Required Fields: **Supplier ID***; **Supplier Name**; **Location**; **Address**; **Invoice Number***; **Invoice Date***; **Amount***; **GL Unit**; **Account**; **Fund**; **Department ID**; **Pay Terms**; **Item**; **Line Description**

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:



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

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

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

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

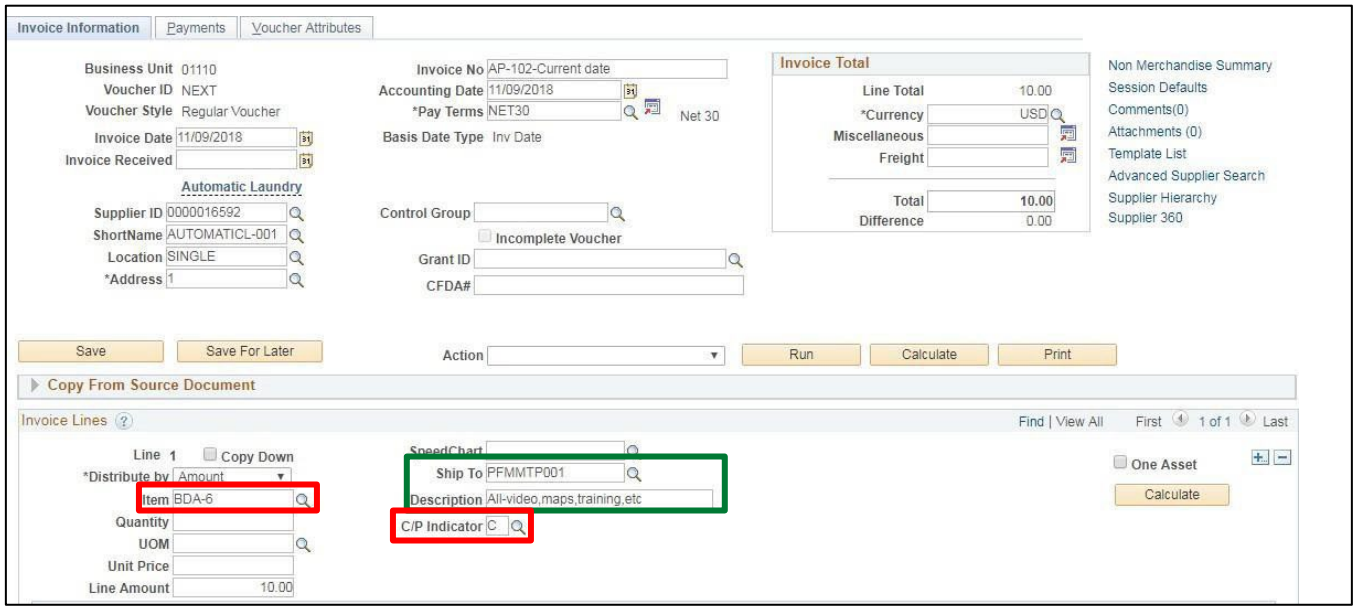
   Navigator Menu navigation: Suppliers > Supplier Information > Add/Update > Supplier

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

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

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

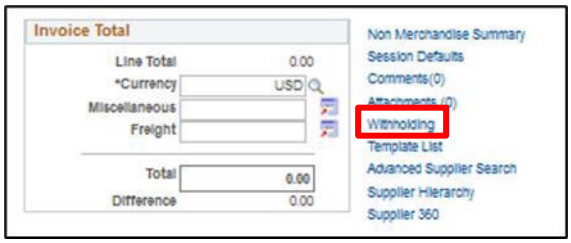
The **Invoice Information** page displays:



The following information defaults in:

- Invoice and Supplier information defaults from previous page
- Accounting Date = current date (this must never be changed manually)
- Currency = USD

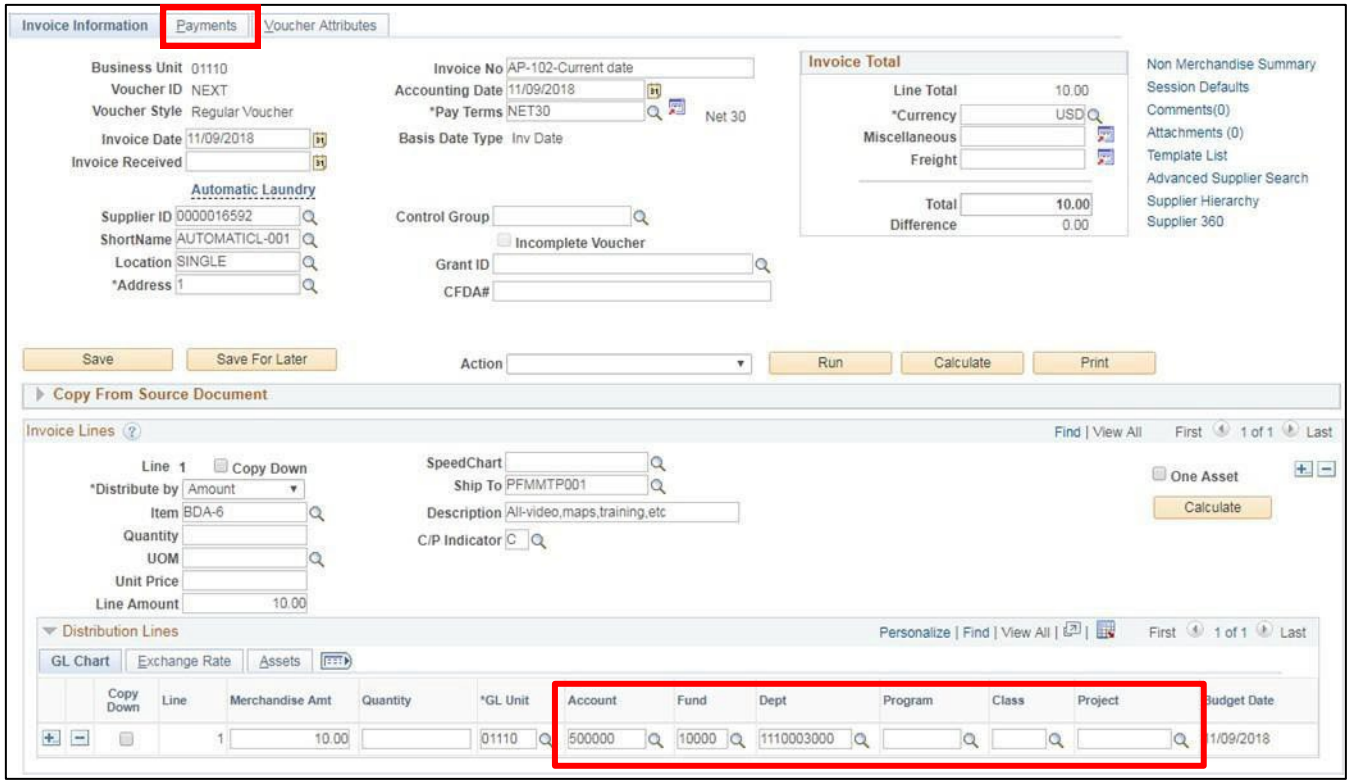
Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the 1099 Reporting section in this manual and the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



Under **Invoice Lines:**

7. **Item -** Enter the BDA being used for this purchase. If you are unsure of the correct BDA number to be used, type "BDA" in the Item field and click the magnifying glass to list all BDAs. Select the correct BDA. A full list of BDAs, their numbers and uses can be found on the Office of Purchasing & Contracting website at: http://www.bgs.vermont.gov/purchasing-contracting/forms/bda
   - The description associated with the BDA will default into the Description field. (If your business process requires you to use the description field for some other purpose, you may type in a different description. After the voucher is saved, the description you type in will remain.)
   - The Ship to defaults in from the BDA item selected
8. **C/P Indicator -** Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

Under **Distribution Lines:**



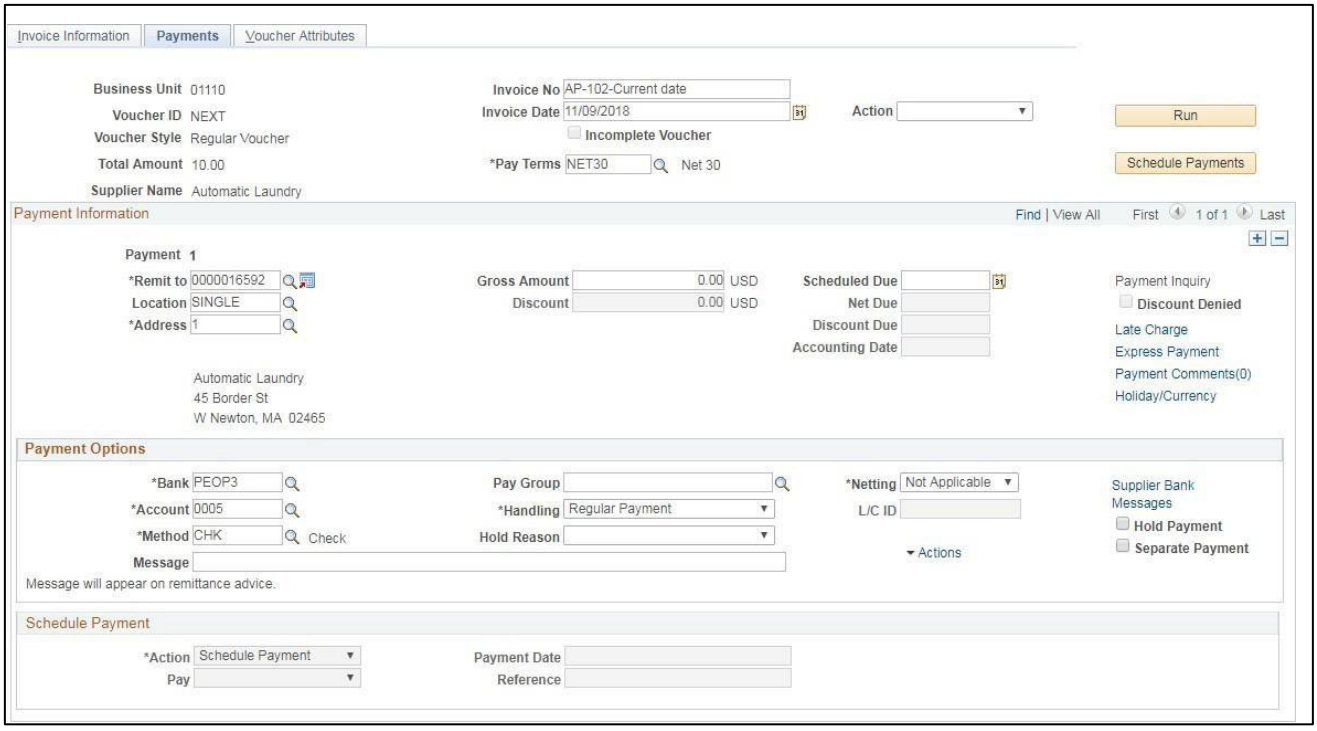
If this is a single distribution line the amount will default in, otherwise enter the amount of the invoice that you are going to pay for only this line and/or distribution

9. **Account Number -** Enter the account number or click on the magnifying glass to select from the list
10. **Fund -** Enter the fund or click on the magnifying glass to select from the list
11. **Dept ID -** Enter the Dept ID or enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list
12. **Program -** Enter Program (If used by your department)
13. **Class -** Enter Class (If used by your department)
14. **Project/Grant -** Enter Project and/or Grant (If used by your

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

15. Click on the **Payments** tab

The **Payments** page displays:



Review Payment information that defaulted in from the supplier.

16. Click **Save**

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

See the Budget Check Online and Submitting a Voucher for Approval sections of this manual to complete the process.

Enter a Regular Voucher with Split Funding

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

Note: Credit vouchers should be processed as adjustment vouchers.

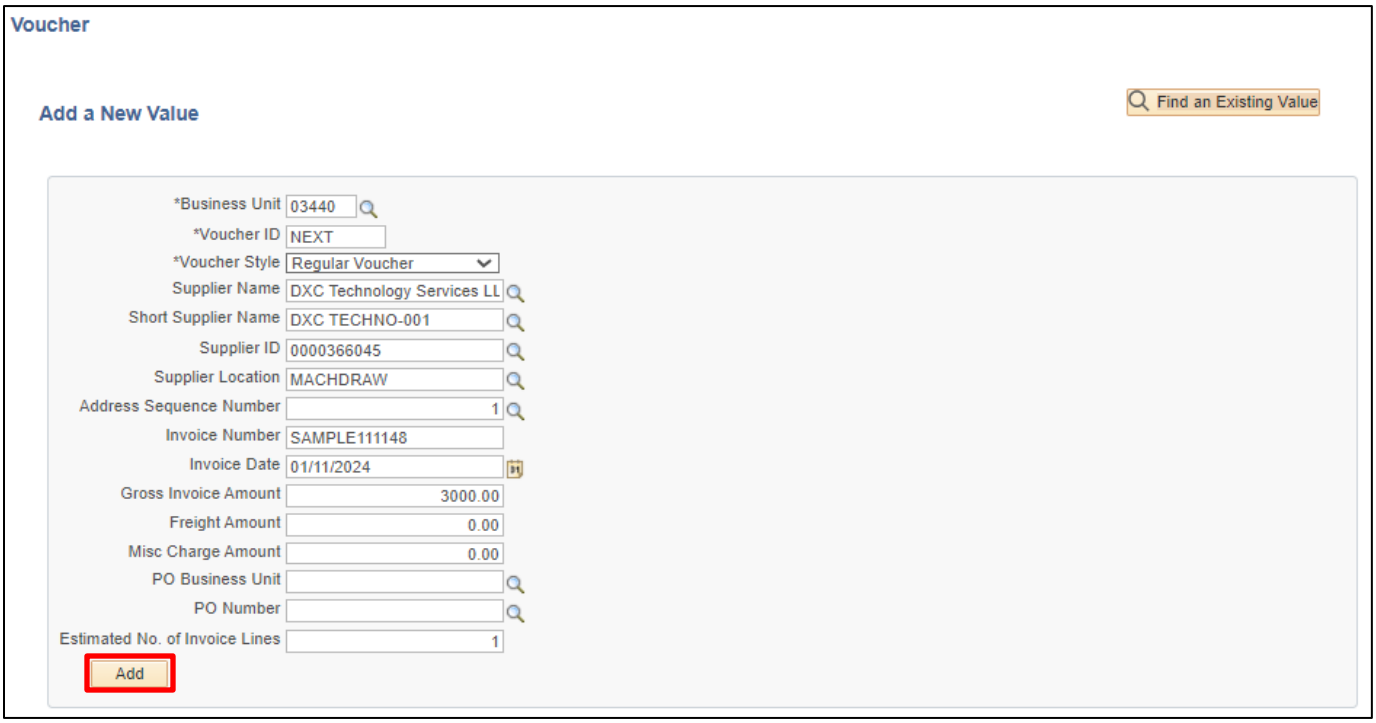
Required Fields: **Supplier ID*; Supplier Name; Location; Address; Invoice Number*; Invoice Date*; Total Amount*; GL Unit; Account; Fund; Department ID; Pay Terms**

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

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

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

The **Voucher Entry** page displays:



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

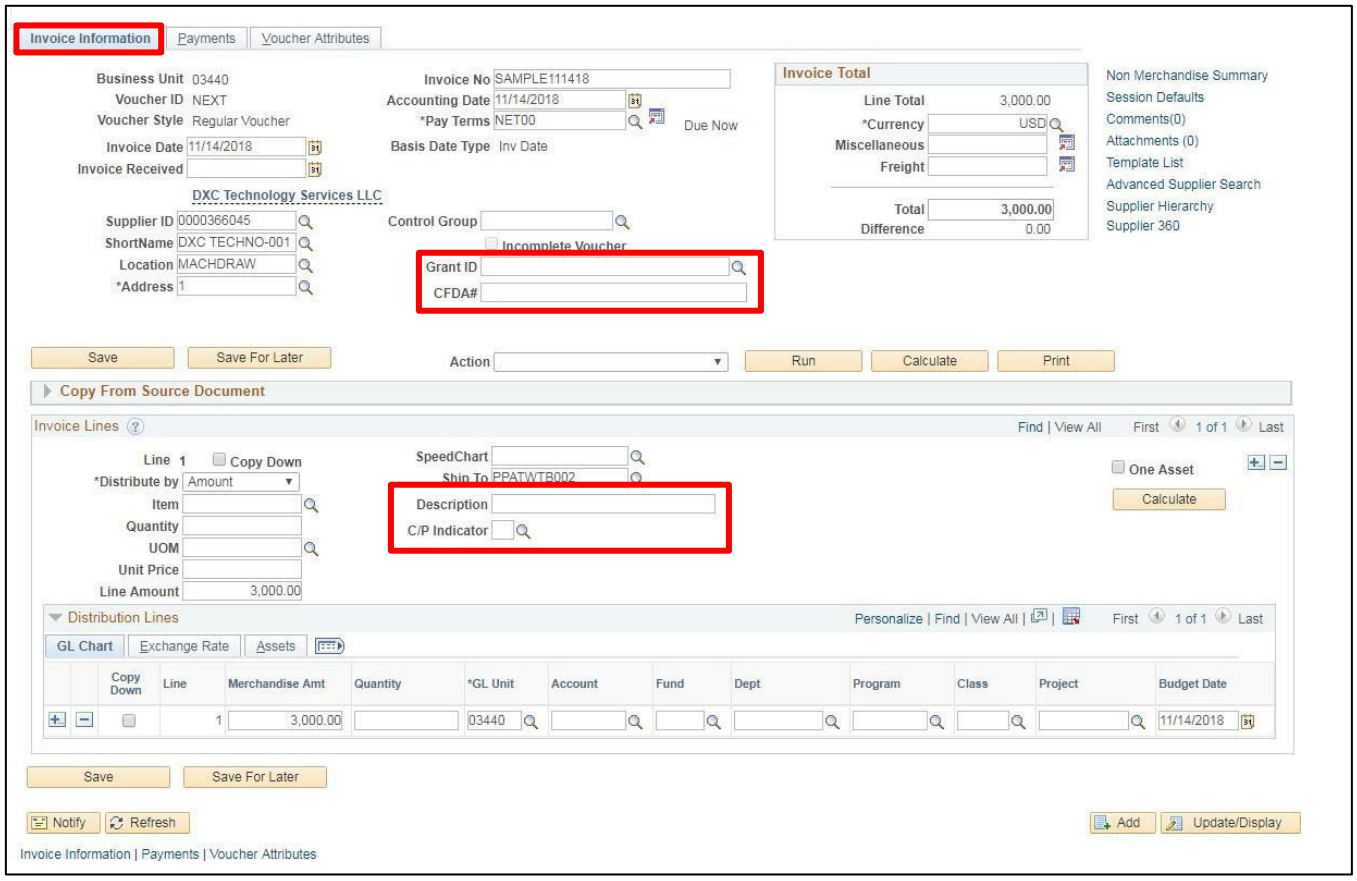
Navigator Menu navigation: Suppliers > Supplier Information > Add/Update > Supplier

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**

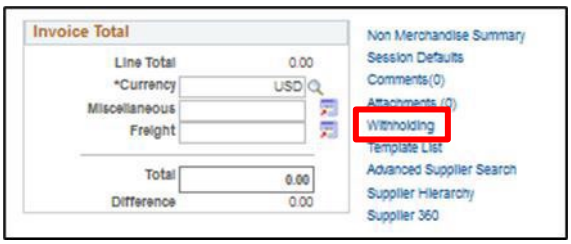
The **Invoice Information** page displays:



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**:

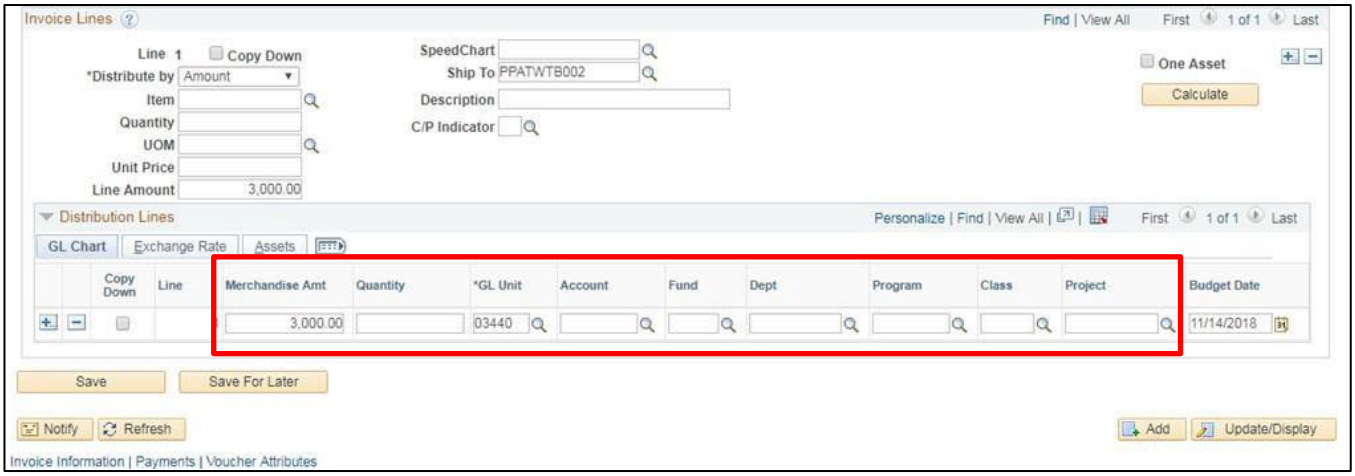
7. **Grant ID (Grant Vouchers only) -** If this invoice is related to a grant, enter the grant number here. You can use the magnifying glass to select the grant from the list. Departments are required to update the fields per AOA's Bulletin 5 and OMB's Uniform Guidance

   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

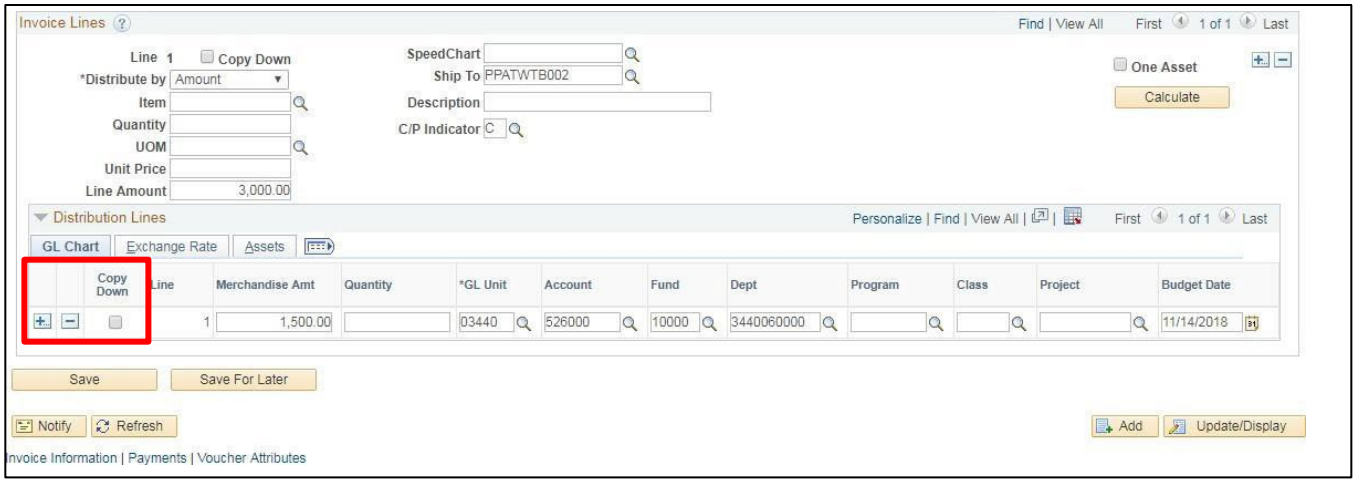
Under **Invoice Lines**:

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



Under **Distribution Lines:**

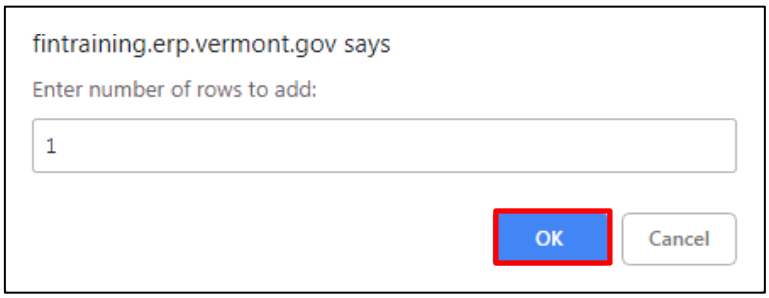
11. **Amount -** Enter the full amount of the invoice if you are only using a single line and distribution or enter the amount of the invoice that you are going to pay for only this line and/or distribution
12. **Account Number -** Enter the account number or click on the magnifying glass to select from 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*)



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

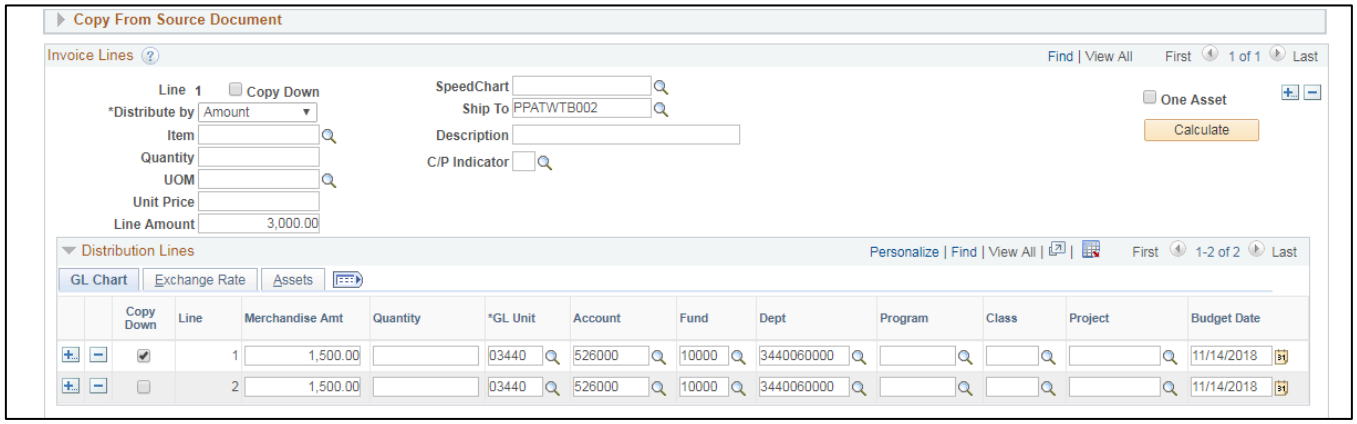
19. Click on the **+** box located at the end of the distribution line

A Prompt box opens with a default value of 1:



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

Distribution Line 2 opens for Line 1 of the Voucher:



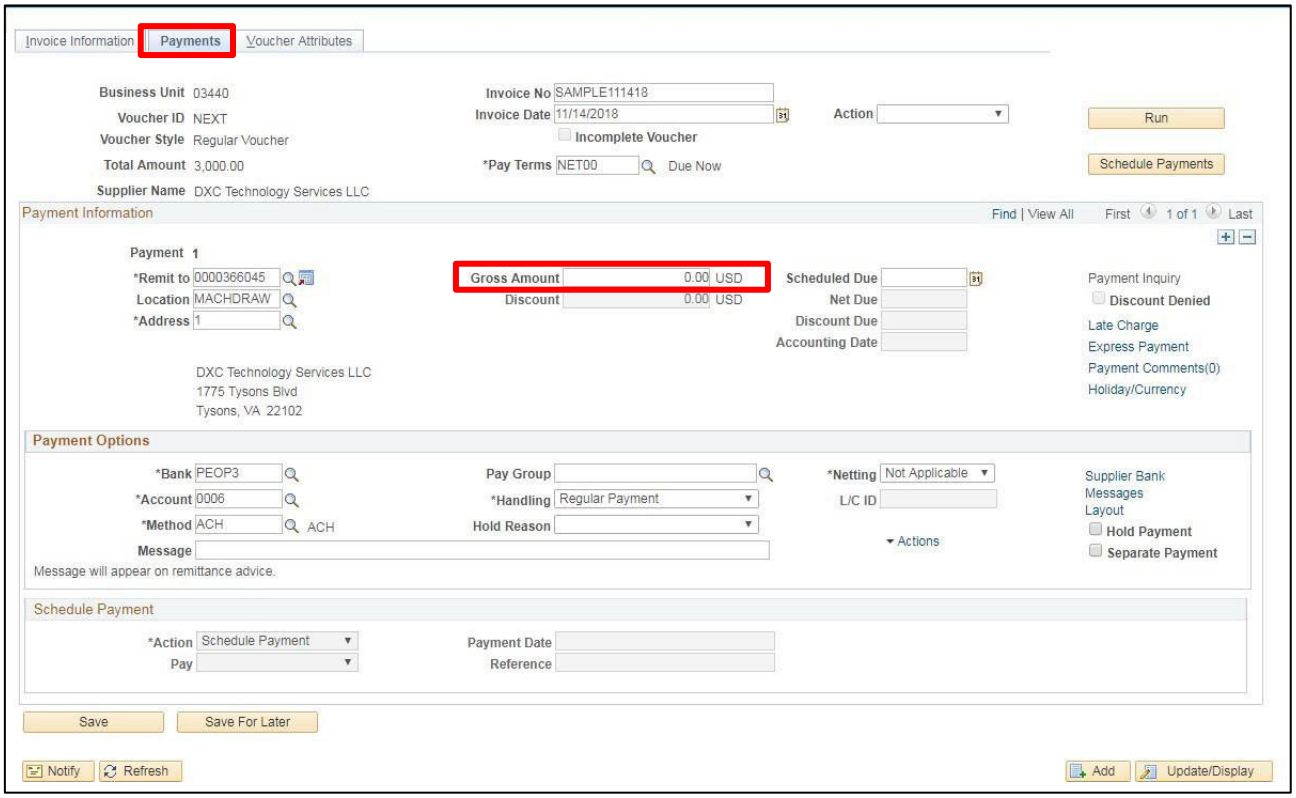
The Amount field populates with the remaining amount that needs to be distributed. The GL Unit, Account, Fund, and Dept ID automatically populate with the same information as in distribution line 1 if you selected “copy down”

If you did not select “copy down”

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:

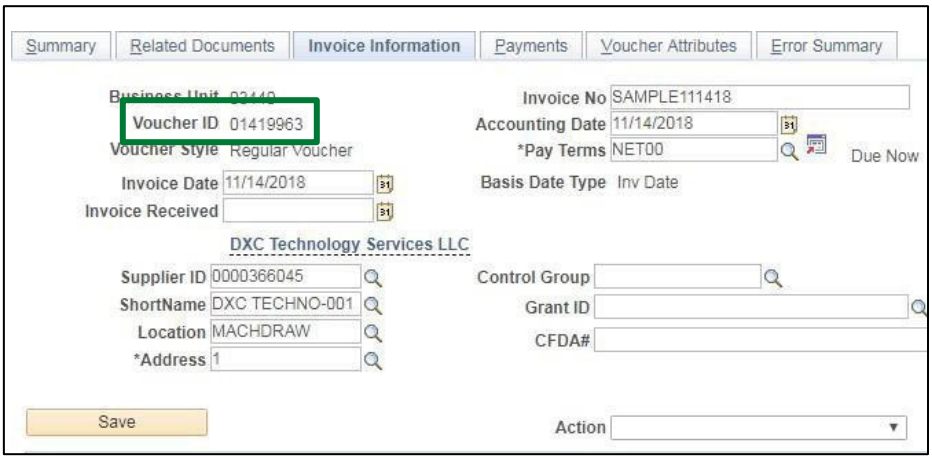


Review Payment information that defaulted in from the supplier.

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.

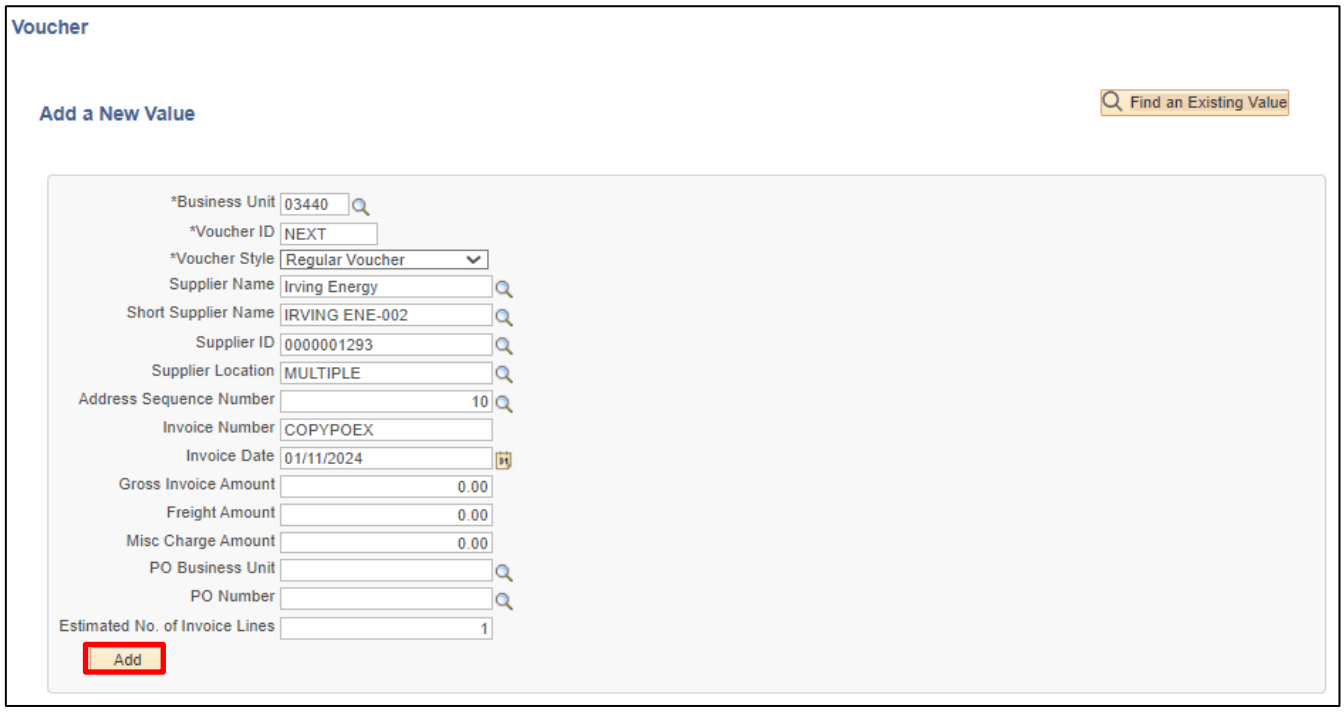
Note: Credit vouchers should be processed as adjustment vouchers.

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:



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

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

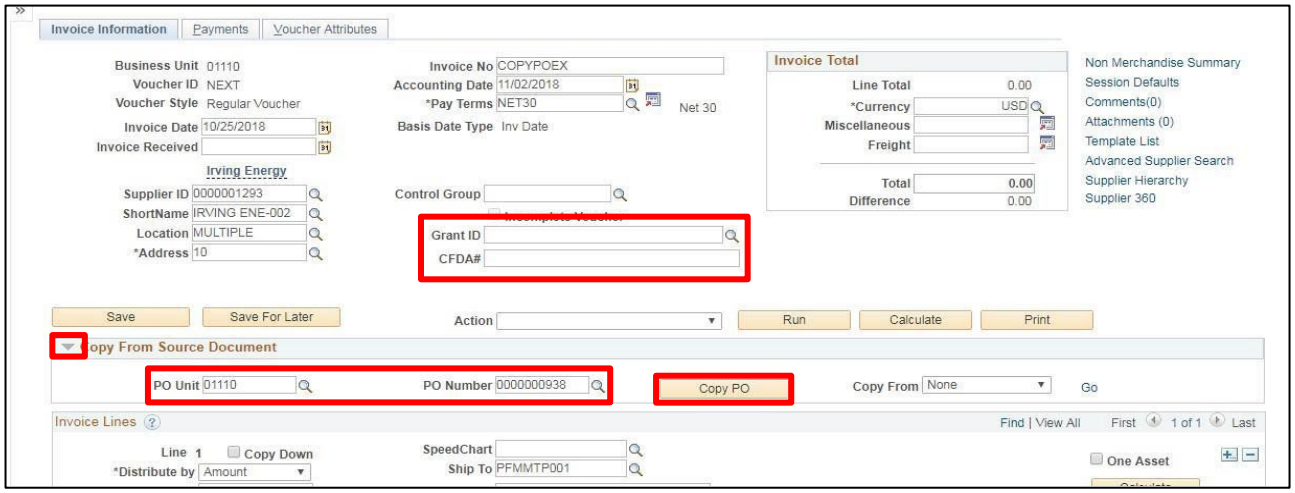
   Note: If you need to search for a supplier use the following navigation:

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

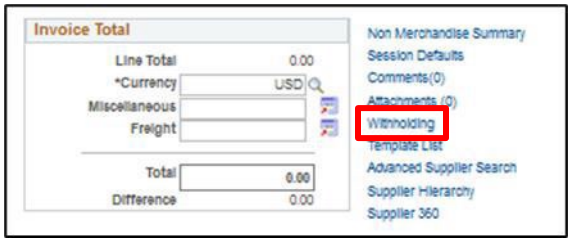
   Navigator Menu Navigation: Suppliers > Supplier Information > Add/Update > Supplier

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

   Note: If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request.
4. **Invoice Date -** As per the supplier's invoice
5. Click **Add**



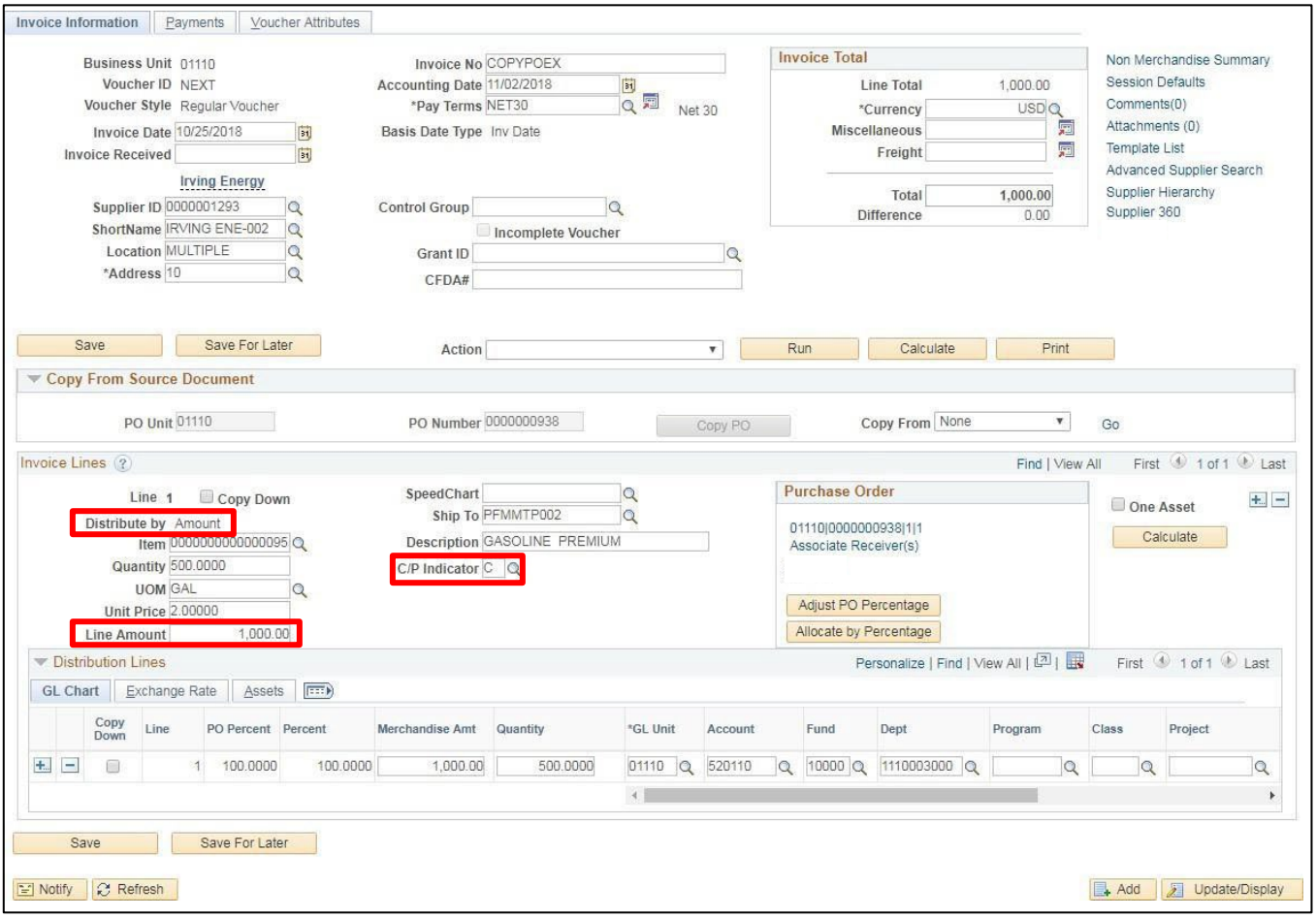
Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the 1099 Reporting section in this manual and the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



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

   Note: Grant numbers should not be used in the Invoice field.
7. **CFDA # (Grant Vouchers only) -** If this invoice is related to a grant, enter the CFDA number(s) here
8. Click on the chevron arrow **"Copy From Source Document"**
9. **PO BU -** Enter BU
10. **Purchase Order Number -** Enter PO number
11. Click **Copy PO**

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



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

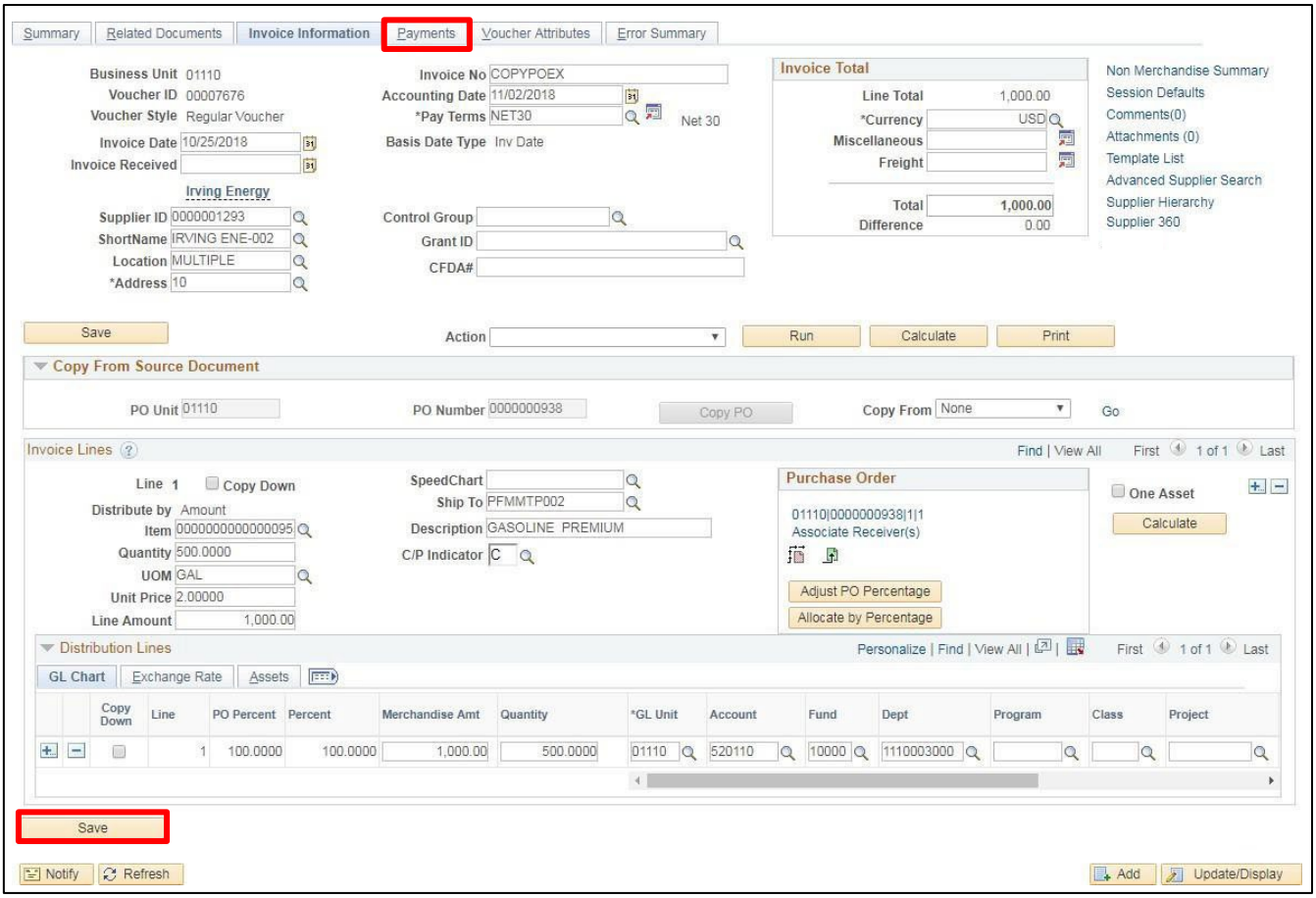
These buttons are used in the following ways:

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.



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.

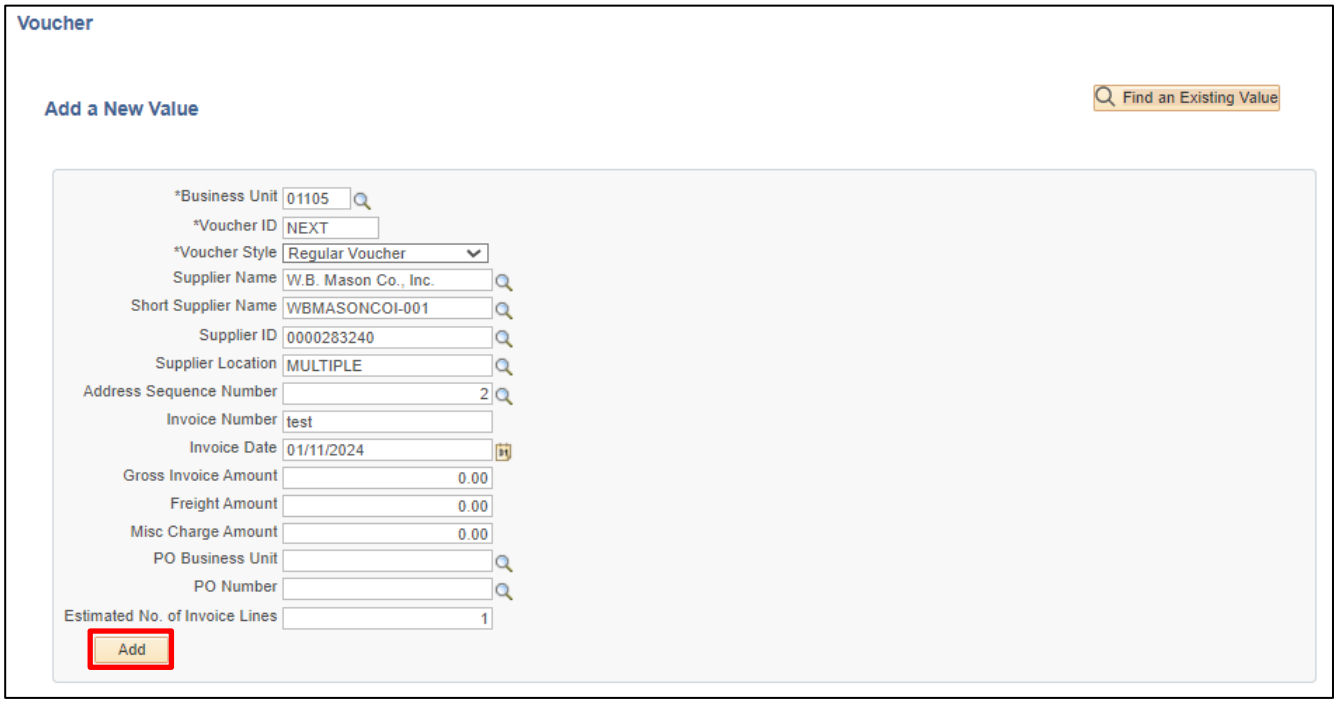
Note: Credit vouchers should be processed as adjustment vouchers.

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:



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

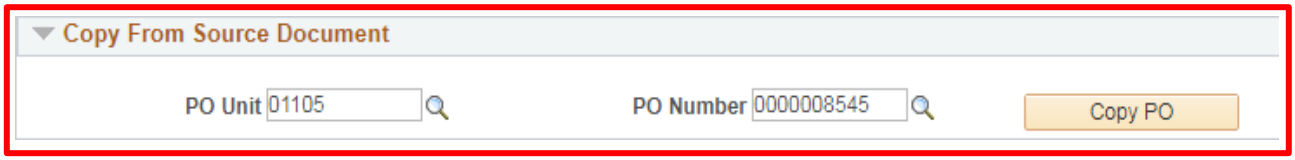
   Note: If you need to search for a supplier use the following navigation:

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

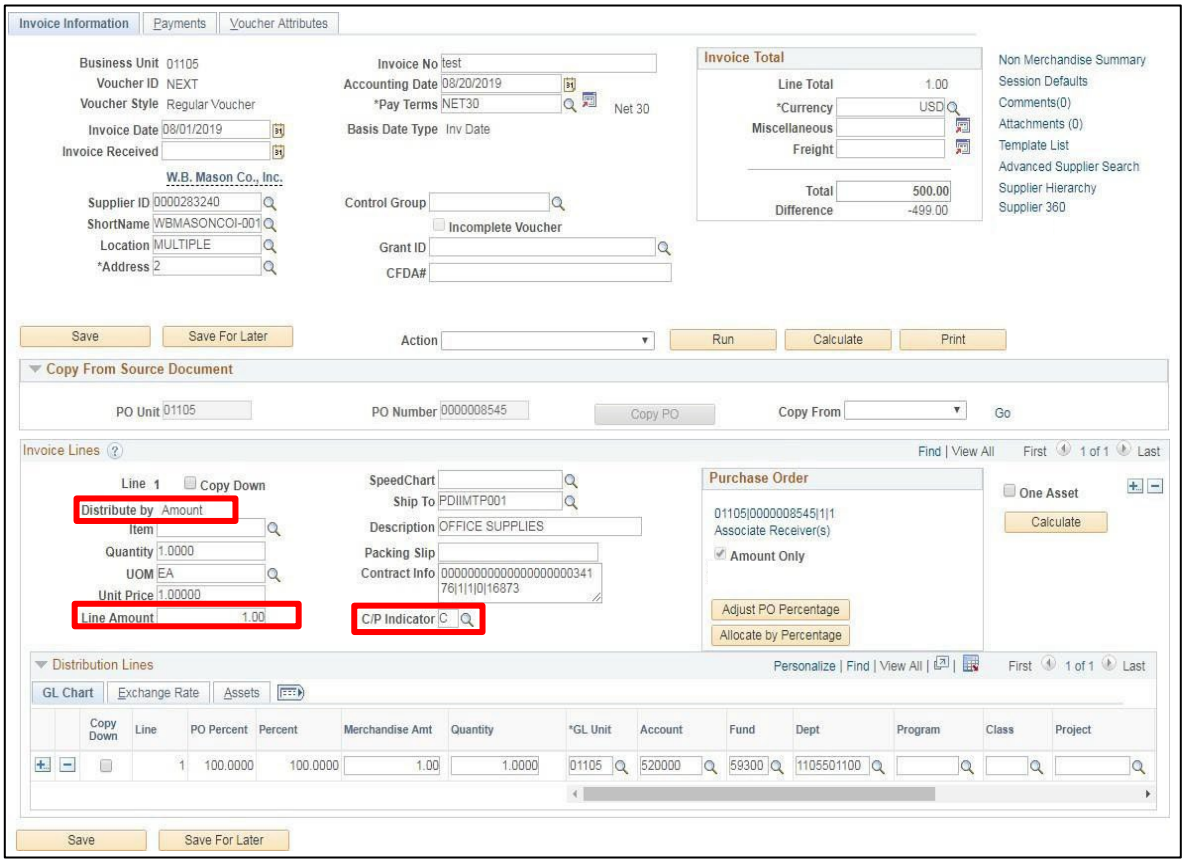
   Navigator Menu Navigation: Suppliers > Supplier Information > Add/Update > Supplier
3. **Invoice Number -** Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match

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.***

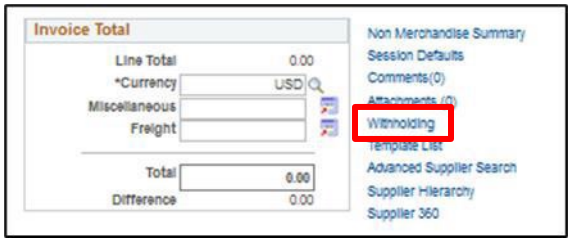
4. **Invoice Date -** As per the supplier's invoice
5. Click **Add**
6. **Grant ID (Grant Vouchers only) -** If this invoice is related to a grant, enter the grant number here. You can use the magnifying glass to select the grant from the list. Departments are required to update the fields per AOA's 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



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.



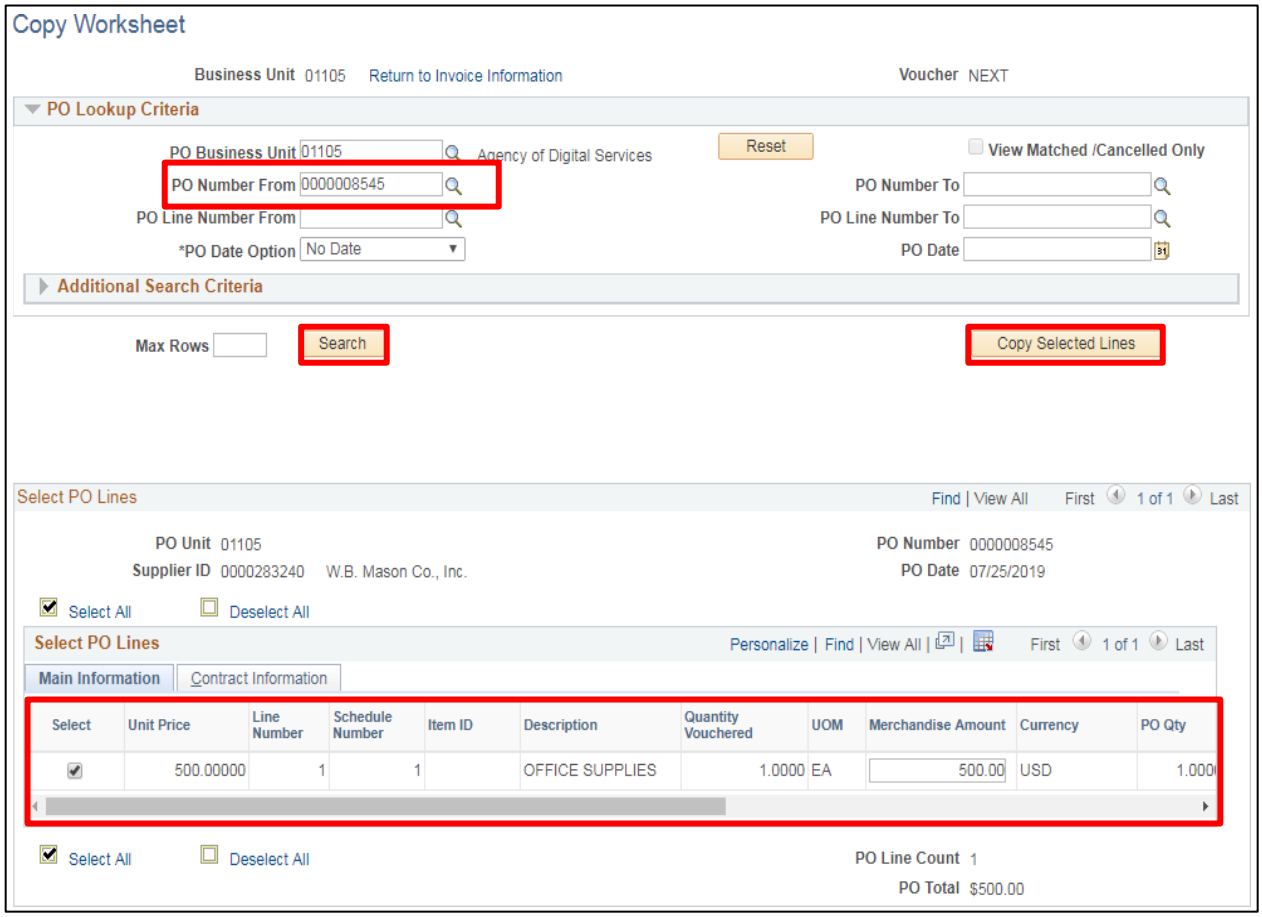
In the Invoice Lines section: Line 1 is used for the Prior Year amount, enter P (P=Prior Year) Indicator and line 2 is used for the Current Year amount, enter C (C=Current Year) Indicator.

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**.

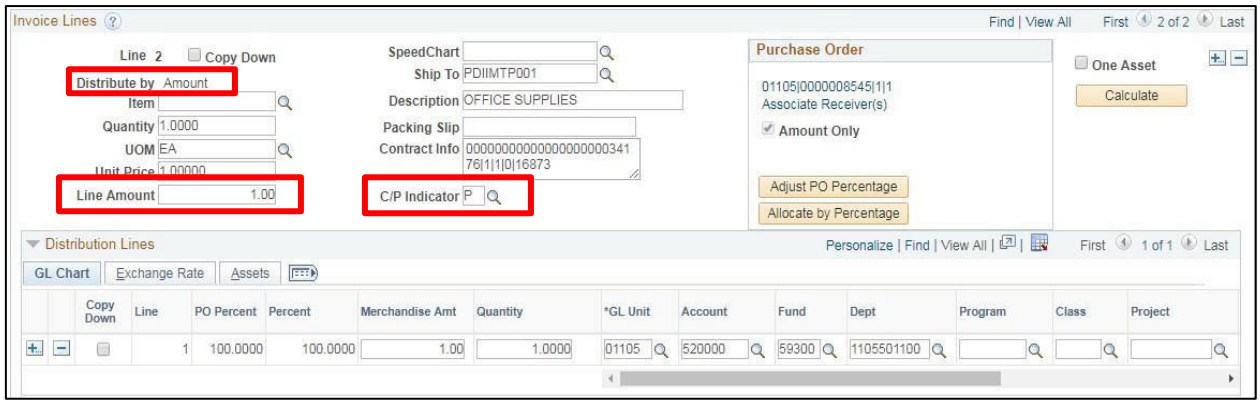
This brings you to the Copy Worksheet option. Enter Purchase Order number that you want to copy from and click Search. Select the purchase order line that you want to copy to voucher and click the **Copy Selected Lines** button.



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.

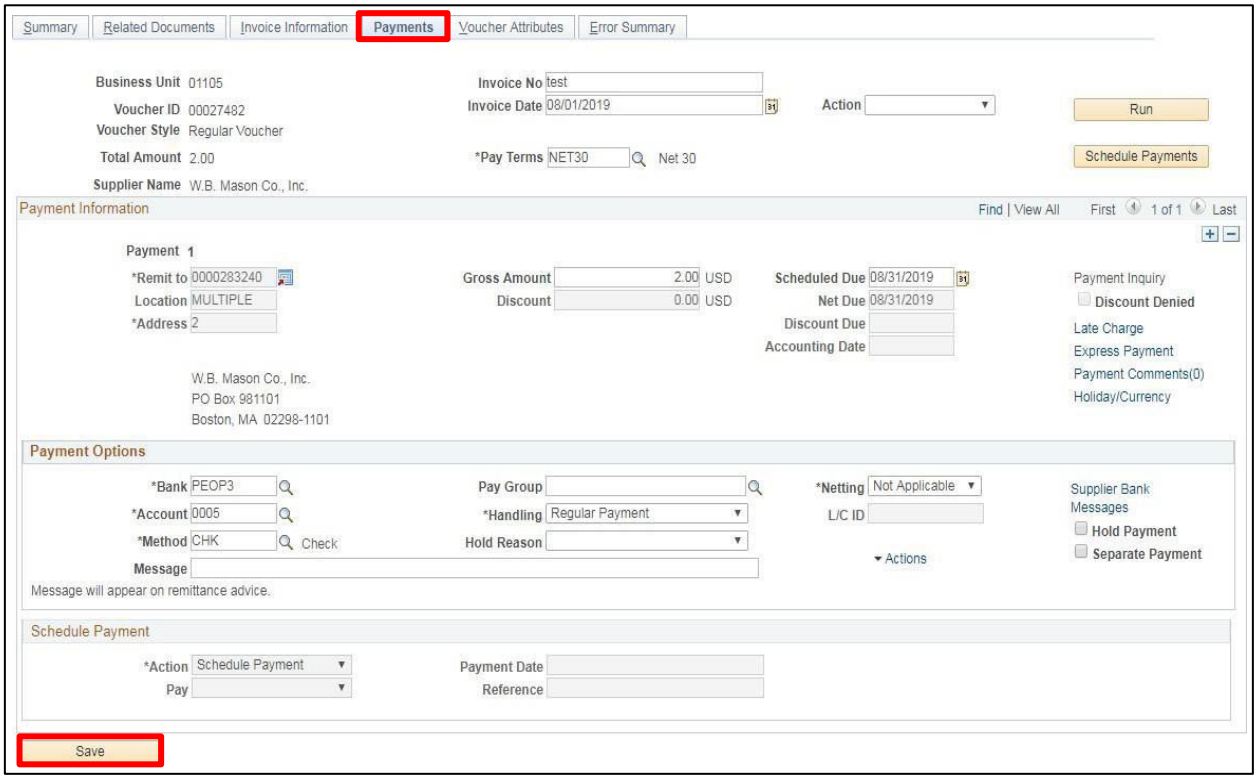
Review the “Distribute by” field. Field will display “Amount” and will be greyed out

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



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

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



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

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

14. Click **Save**

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

See the Budget Check Online and Submitting a Voucher for Approval sections of this manual to complete the process.

Enter PO Voucher – Use only some PO lines

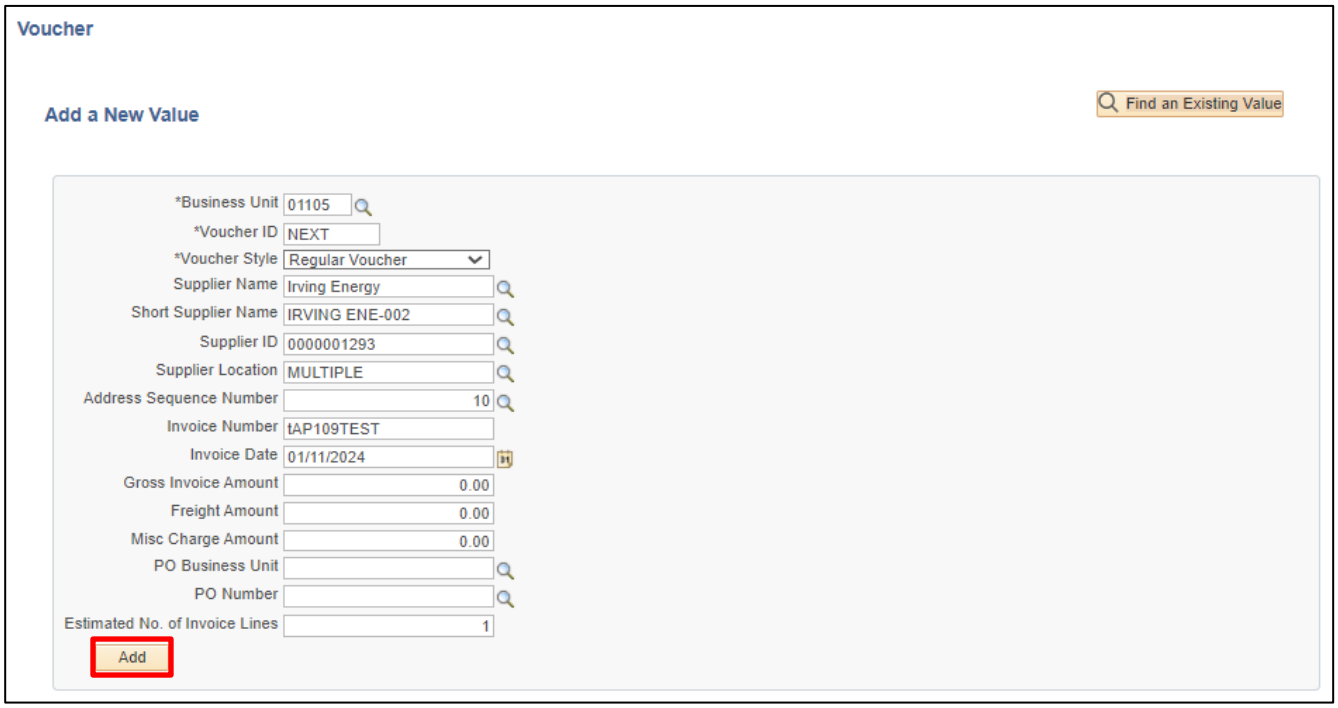
Situations when this function is used: Purchase orders are created from a Requisition or to draw down on a contract. When the invoice is received, the information is copied from the purchase order into a voucher to pay the supplier. In some cases, the purchase order may have multiple invoices that need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

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

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

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

The **Voucher Entry** page displays:

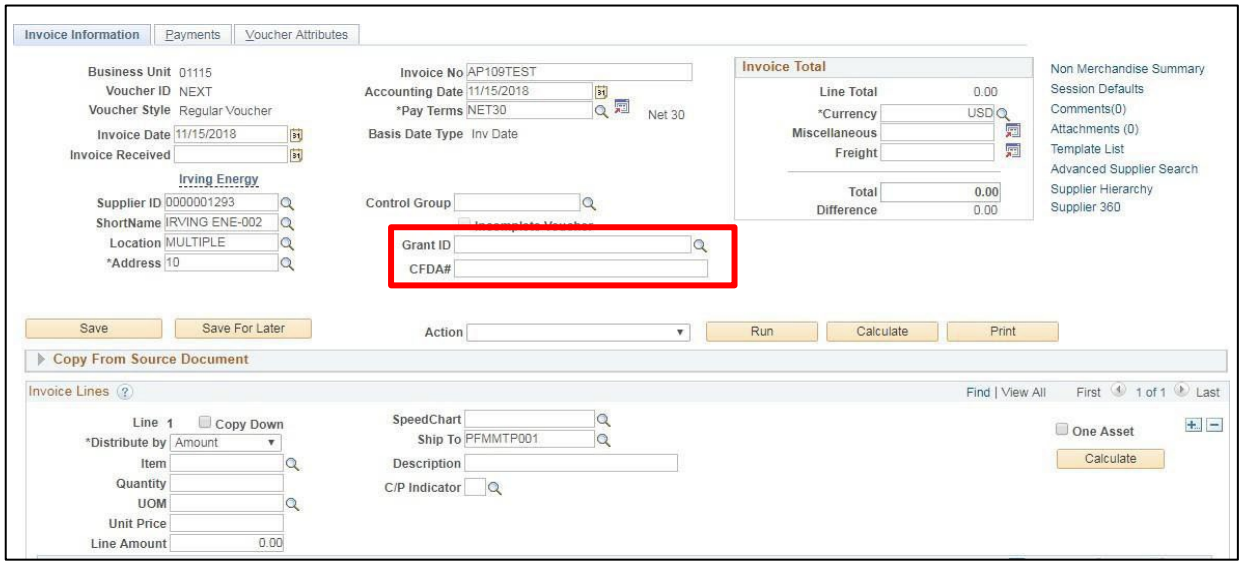


Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as "Regular Voucher".

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**

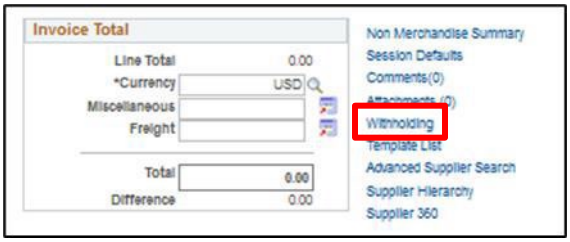
The **Invoice Information** page displays:



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.

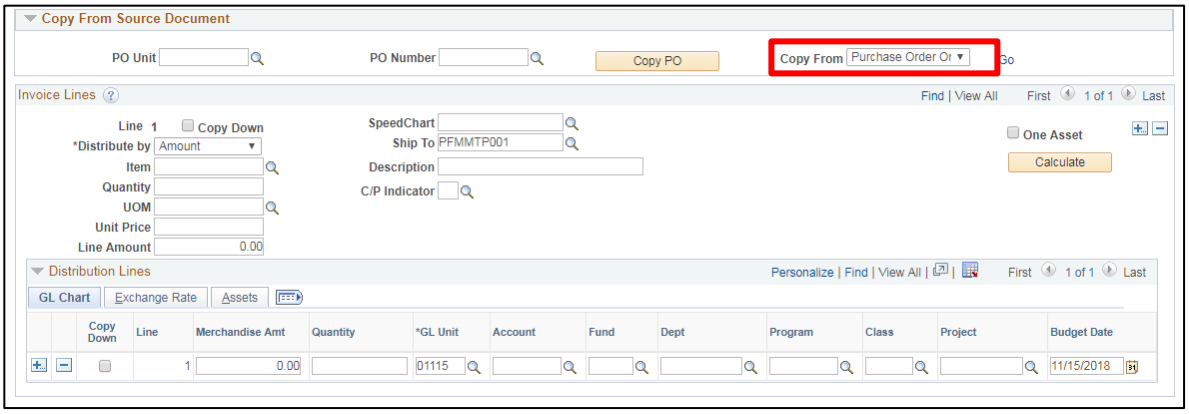


In the **Header**:

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.

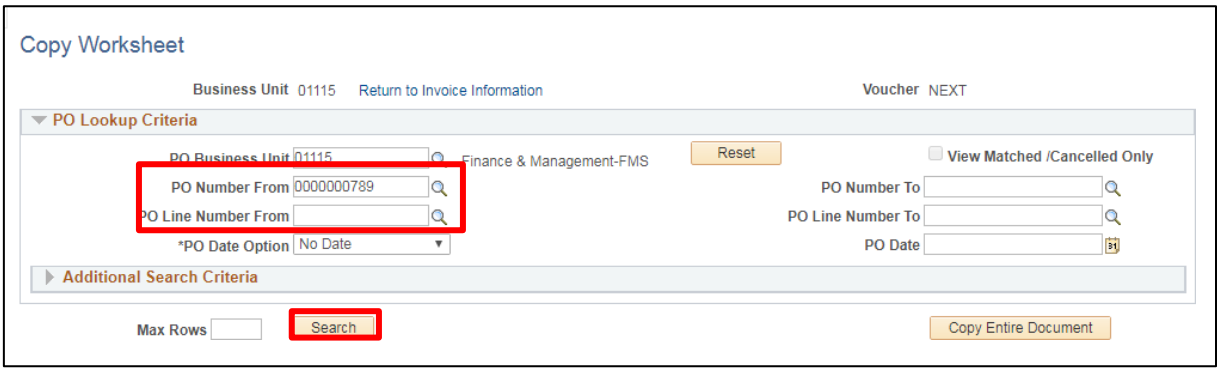
7. **CFDA # (Grant Vouchers only) -** If this invoice is related to a grant, enter the CFDA number(s) here



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

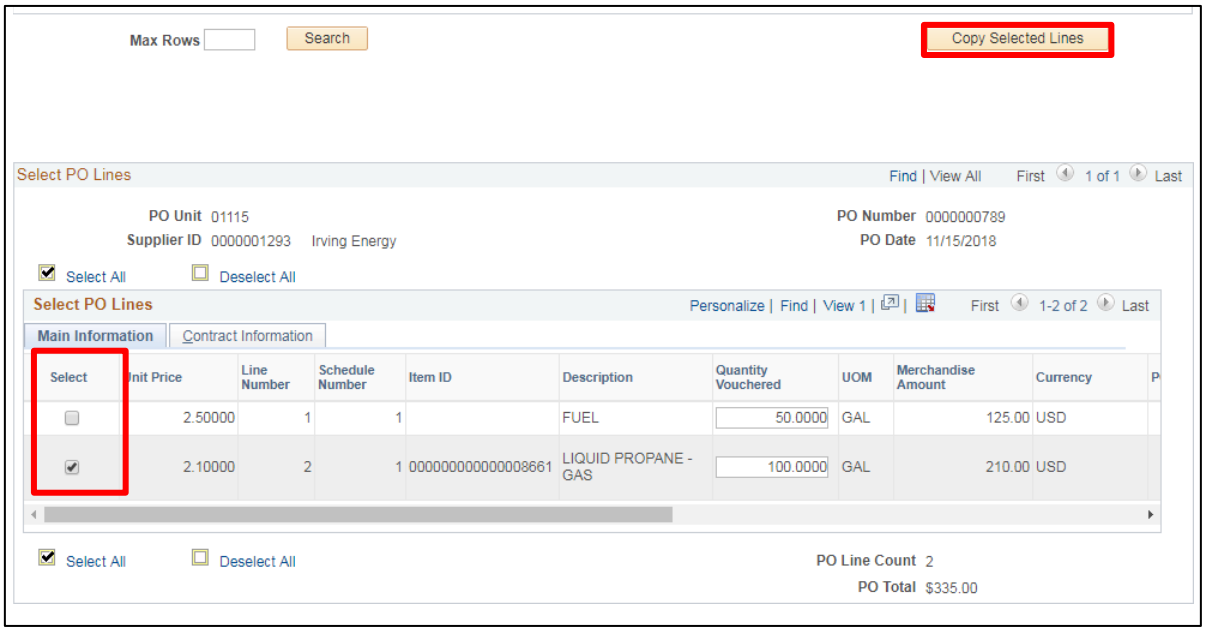
8. **Copy From -** select **Purchase Order Only** from drop-down menu
9. Click **Go**

The **Copy Worksheet** window opens:



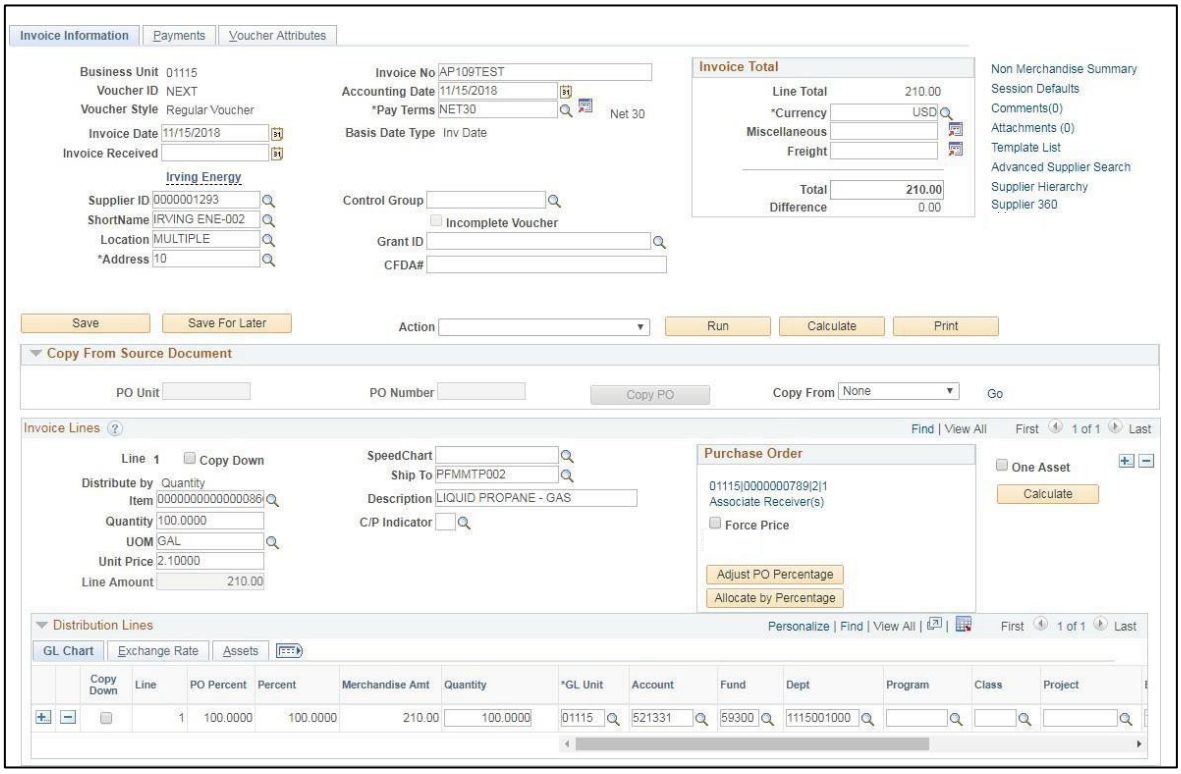
10. **PO Business Unit -** Enter Business Unit
11. **Purchase Order -** Enter PO number
12. Click **Search**

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

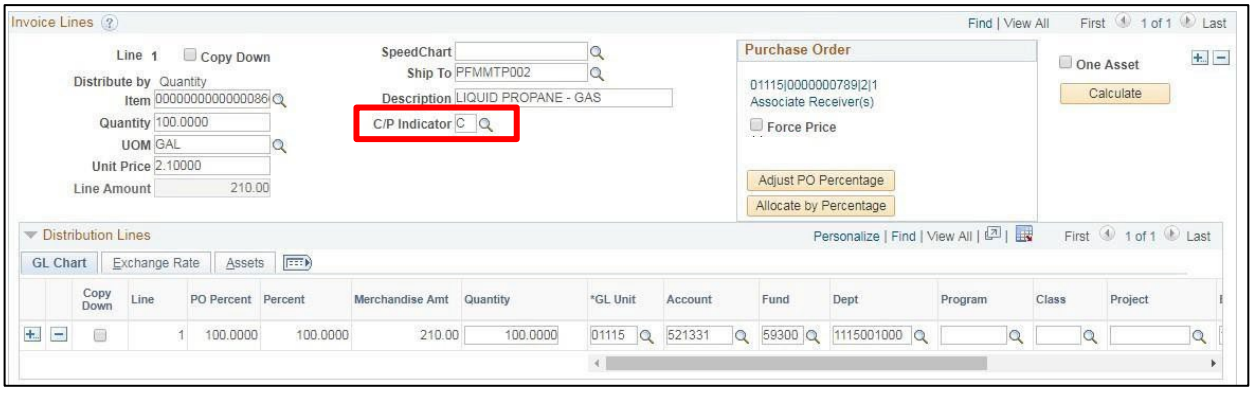


13. Select the line or lines of the Purchase Order that you are paying on the voucher by clicking on the **Select** box next to the line number
14. Click **Copy Selected Lines**

The **Invoice Information** page displays:

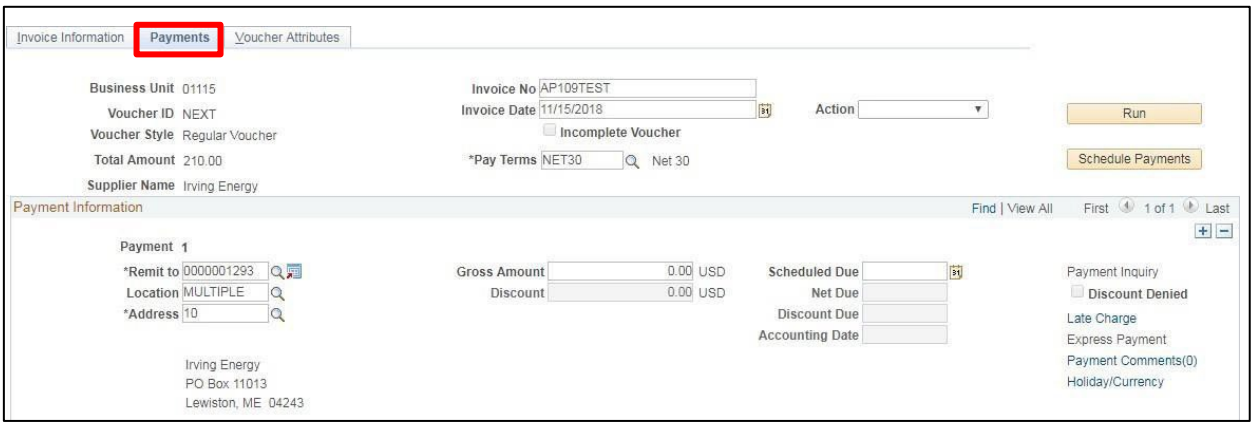


Invoice Lines will show the PO Line that was previously selected. Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.



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:



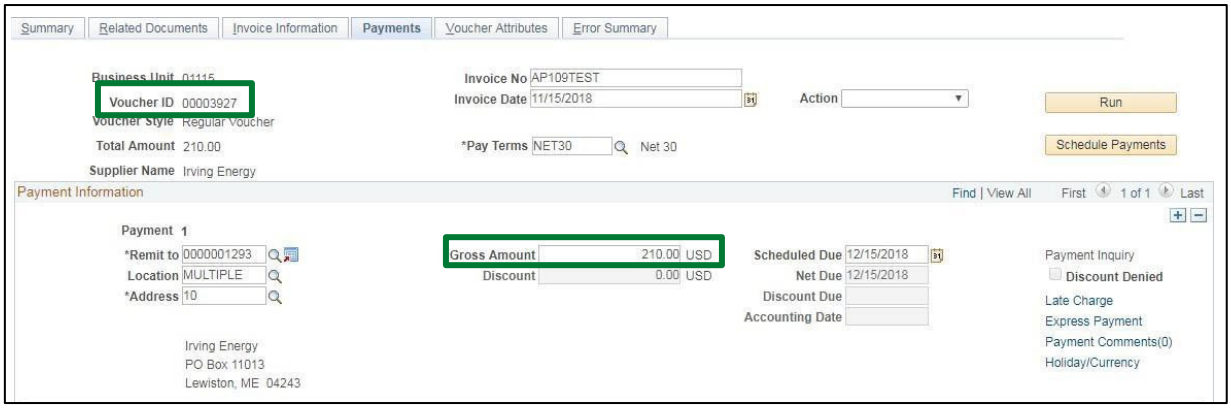
Review Payment information that defaulted in from the purchase order.

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

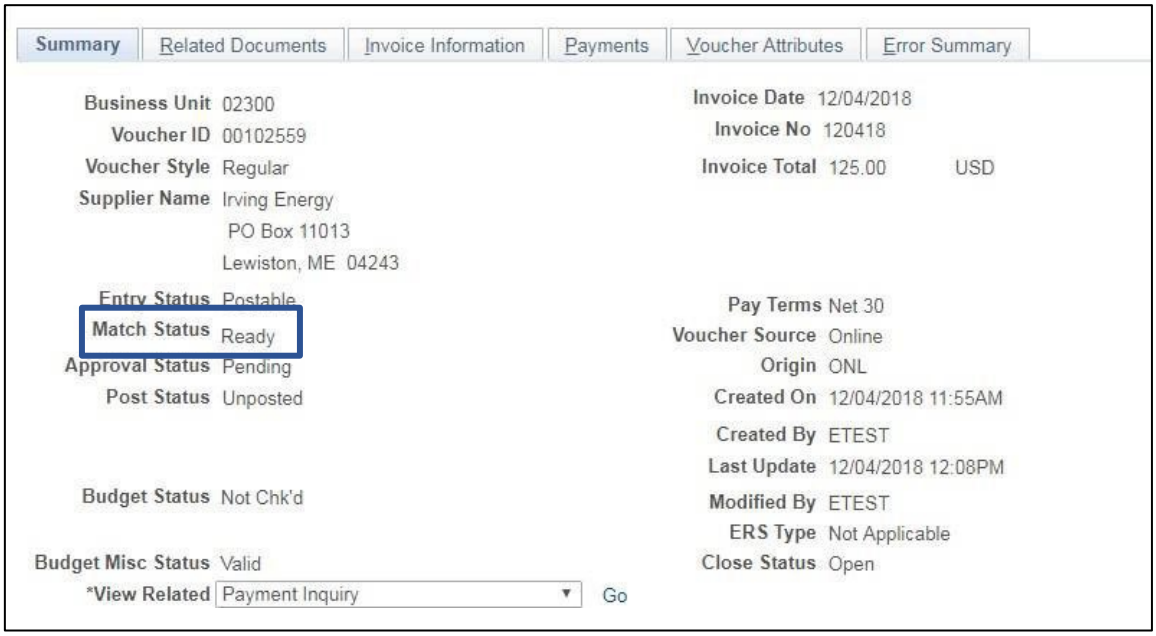


See the Budget Check Online and Submitting a Voucher for Approval sections of this manual to complete the process.

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.



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

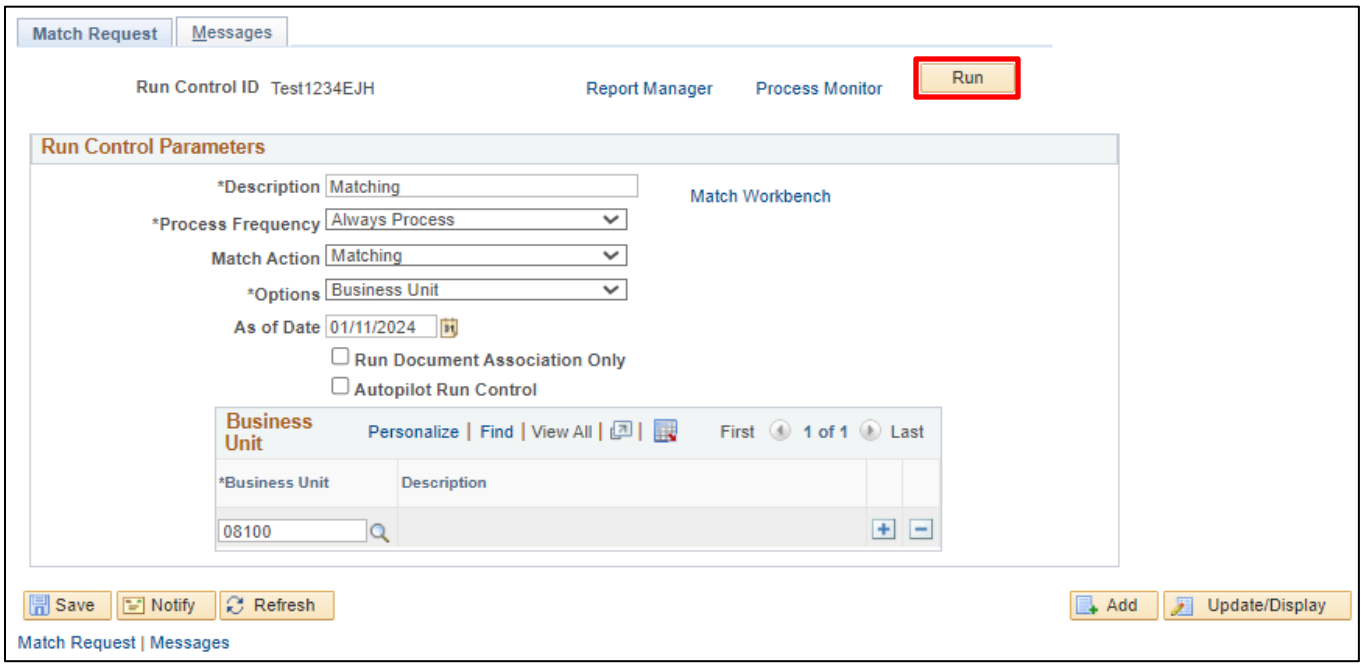
WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Batch Processes > Matching

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

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

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

The **Match Request** page displays:

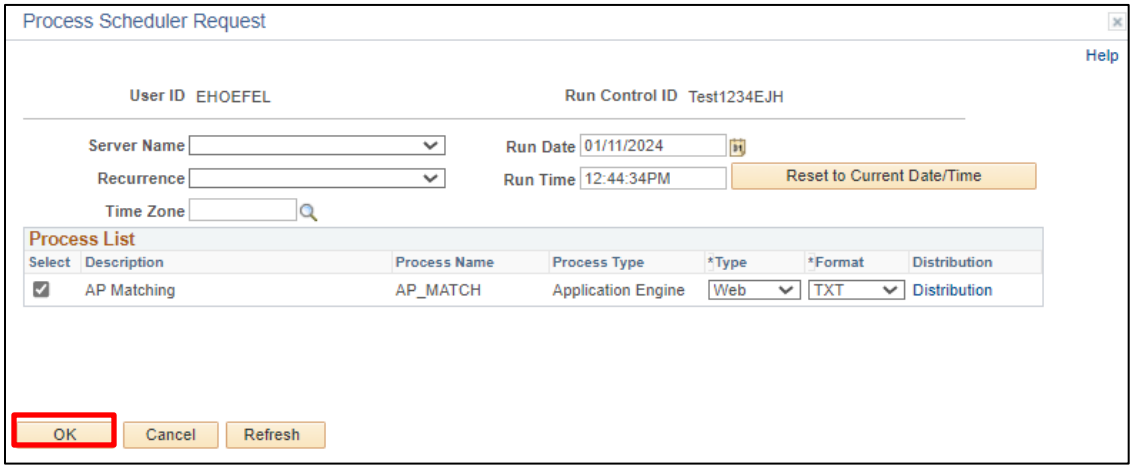


3. **Description -** Enter Description
4. **Process Frequency -** Set to **Always Process**
5. **Options –** Select an option from the drop-down menu
   - If Business Unit is chosen, then matching will process all vouchers within the business unit that are ready to be matched
   - If Voucher is chosen, then matching will process specific vouchers that are input into the criteria

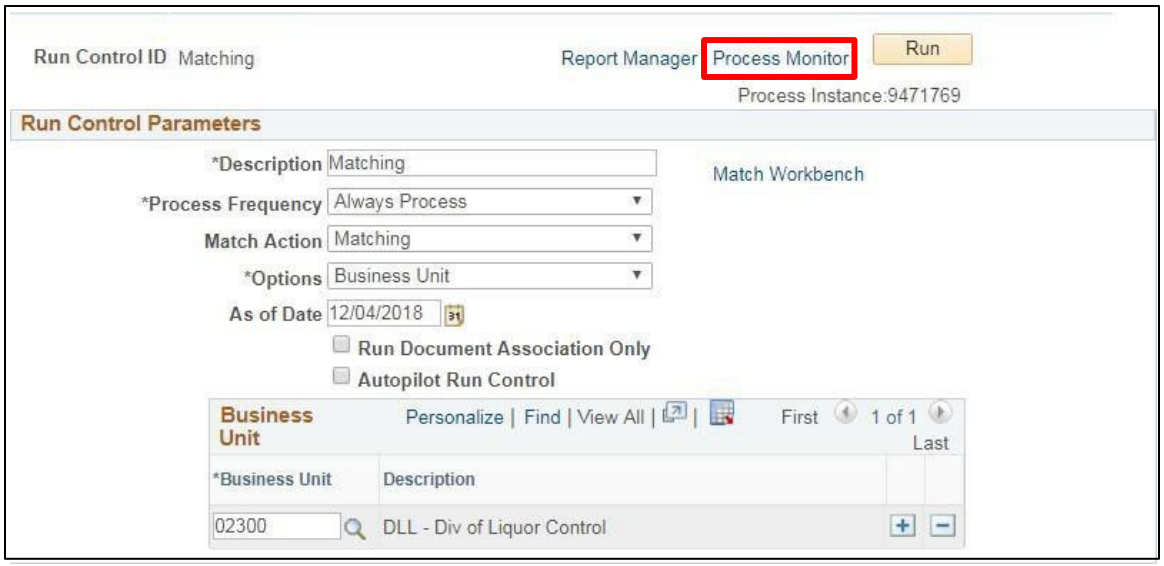
   Note: NEVER choose All Business Units. This would run matching for all business units in the State.

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

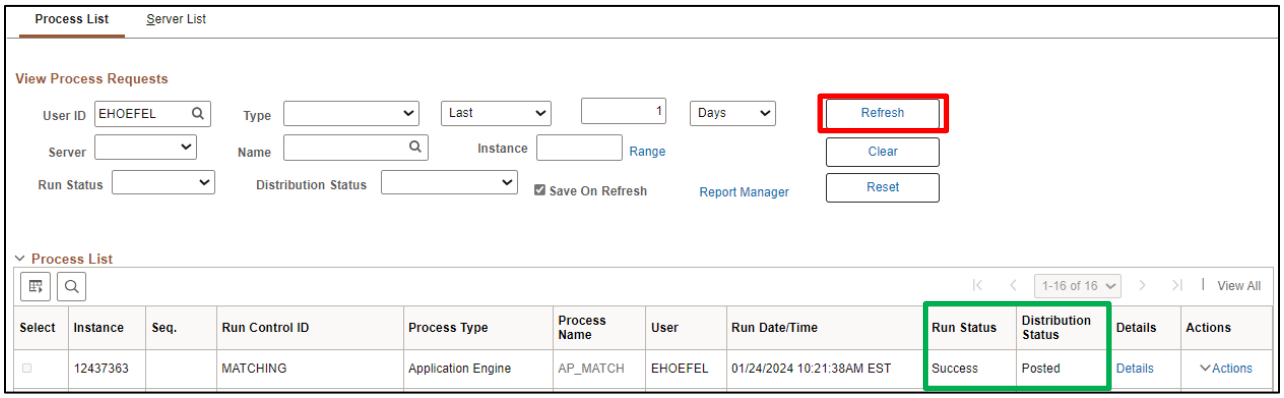
The **Process Scheduler Request** window opens:



8. Click **OK**



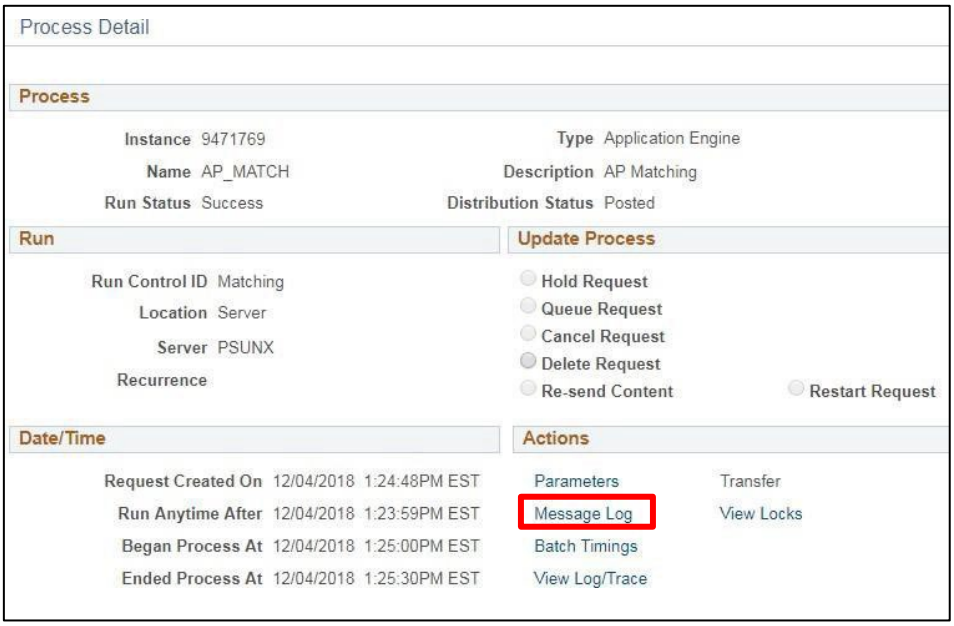
9. Click on the **Process Monitor** link



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

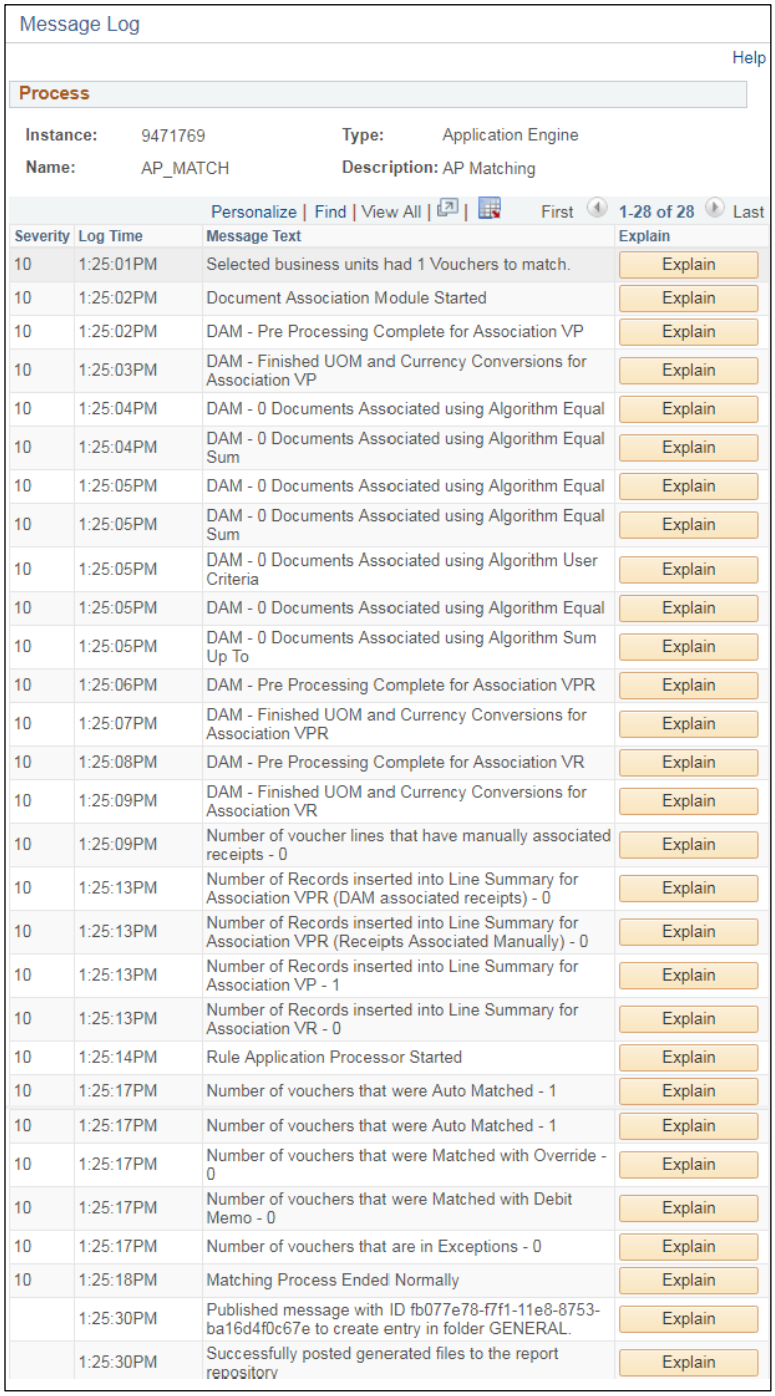
11. Click on the **Details** link

The **Process Detail** window opens:



12. Click the **Message Log** link

The **Message Log** window opens:



Message Log

Help

Process

Instance: 9471769 **Type:** Application Engine

Name: AP_MATCH **Description:** AP Matching

Personalize | Find | View All | First 1-28 of 28 Last

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

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

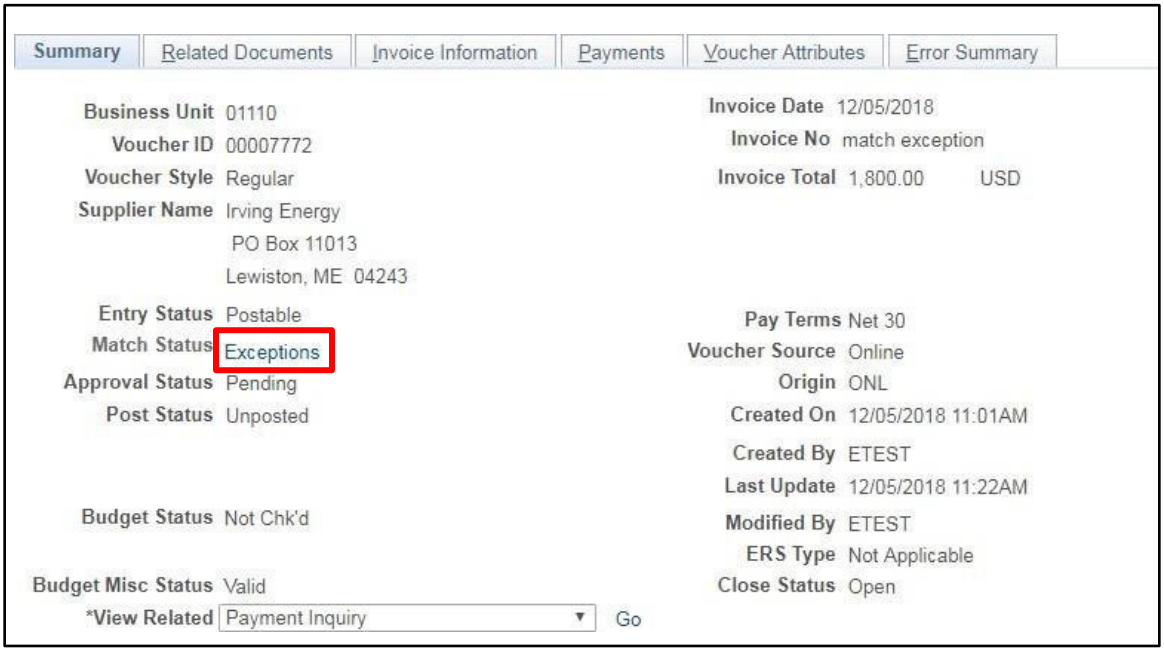
In this example, 1 voucher was matched with no errors.

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

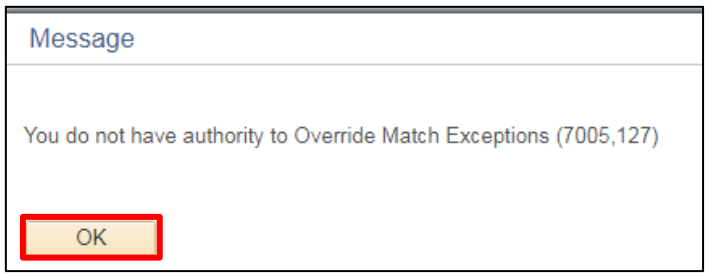
	A	B	C	D	E	F	G	H	I	J	K
1	AP Vou	17									
2	GL Unit	AP Unit	Acctg Date	Voucher ID	User ID	Close Status	Entry Status	Post Status	Match Status	Budget Checking Status	Approval Status
3	01110	01110	11/18/2018	00007729	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
4	01110	01110	11/18/2018	00007730	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
5	01110	01110	12/3/2018	00007770	DBROCHU	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
6	01110	01110	11/21/2018	00007747	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Approved
7	01110	01110	11/21/2018	00007746	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
8	01110	01110	11/21/2018	00007744	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
9	01110	01110	11/21/2018	00007745	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
10	01110	01110	11/26/2018	00007754	SFULLER	Open	Postable	Unposted	Not Applicable	Valid	Approved
11	01110	01110	12/4/2018	00007771	ESTUBIN	Open	Postable	Unposted	Matched	Valid	Pending
12	01110	01110	11/14/2018	00007733	JSHELTRA	Open	Postable	Unposted	Not Applicable	Valid	Pending
13	01110	01110	12/5/2018	00007772	ETEST	Open	Postable	Unposted	Match Exceptions Exist	Not Budget Checked	Pending
14	01110	01110	11/29/2018	00007768	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Approved
15	01110	01110	11/21/2018	00007748	WTUCKER	Open	Postable	Unposted	Not Applicable	Valid	Pending
16	01110	01110	11/29/2018	00007769	CTOUCHET	Open	Postable	Unposted	Not Applicable	Valid	Approved
17	01110	01110	11/20/2018	00007736	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
18	01110	01110	11/20/2018	00007737	RPARTLOW	Open	Postable	Unposted	Not Applicable	Valid	Pending
19	01110	01110	11/20/2018	00007738	RPARTLOW	Open	Postable	Unposted	Not Applicable	Error in Budget Check	Pending

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

Navigate to the voucher and open the summary page.

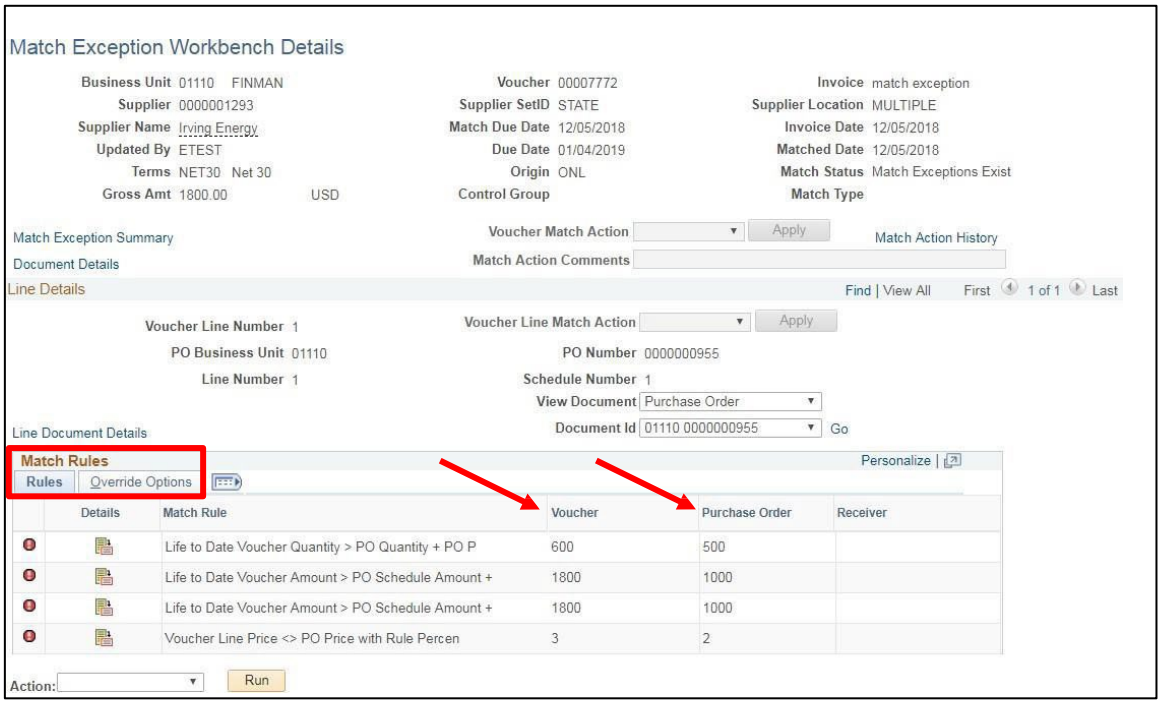


1. Click on the **Exceptions** link

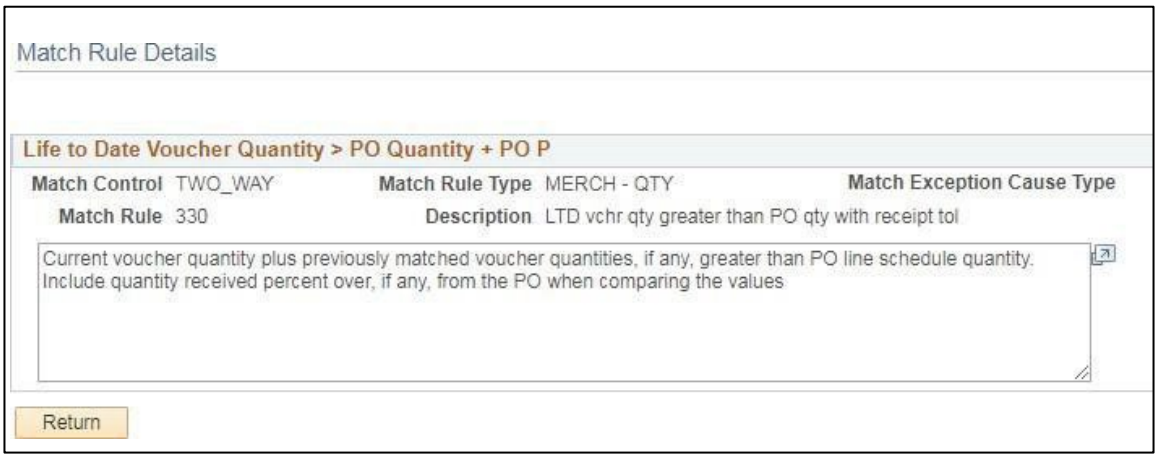


2. Click **OK**

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



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



There are two ways to fix match exceptions…

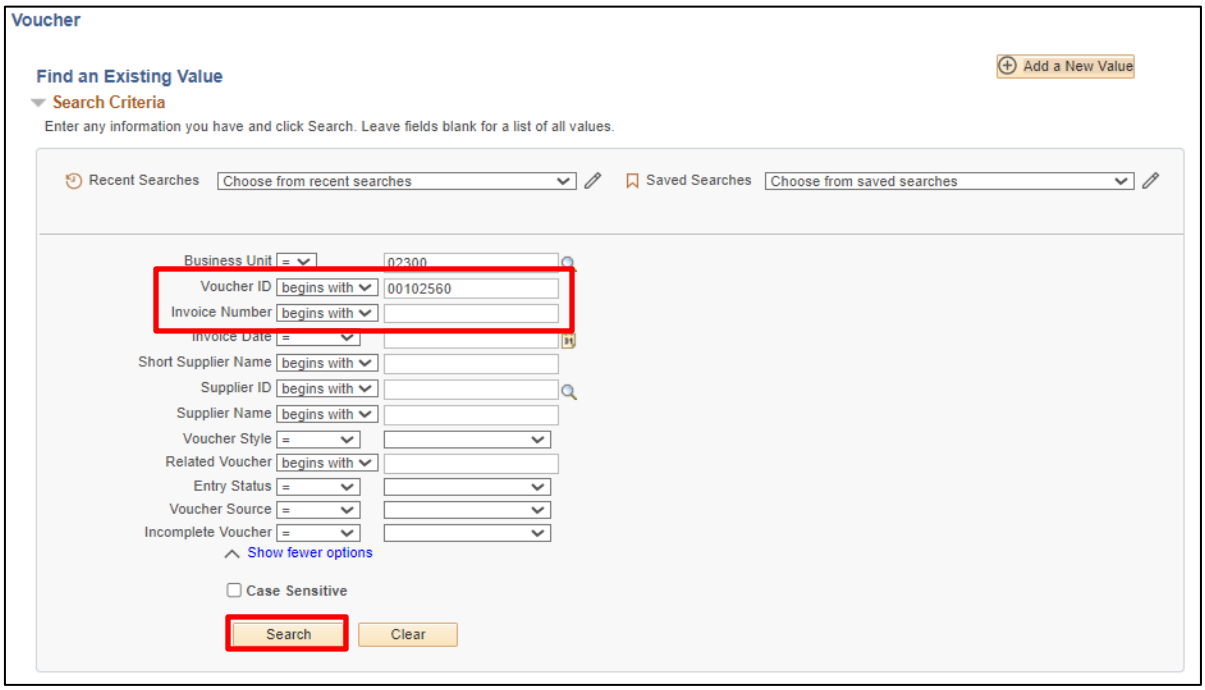
1. If the invoice is wrong, adjust the voucher and re-run matching.
2. If the PO is wrong, delete the voucher, adjust the PO and copy the adjusted PO back into a newly created voucher.

Matching in the Voucher

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

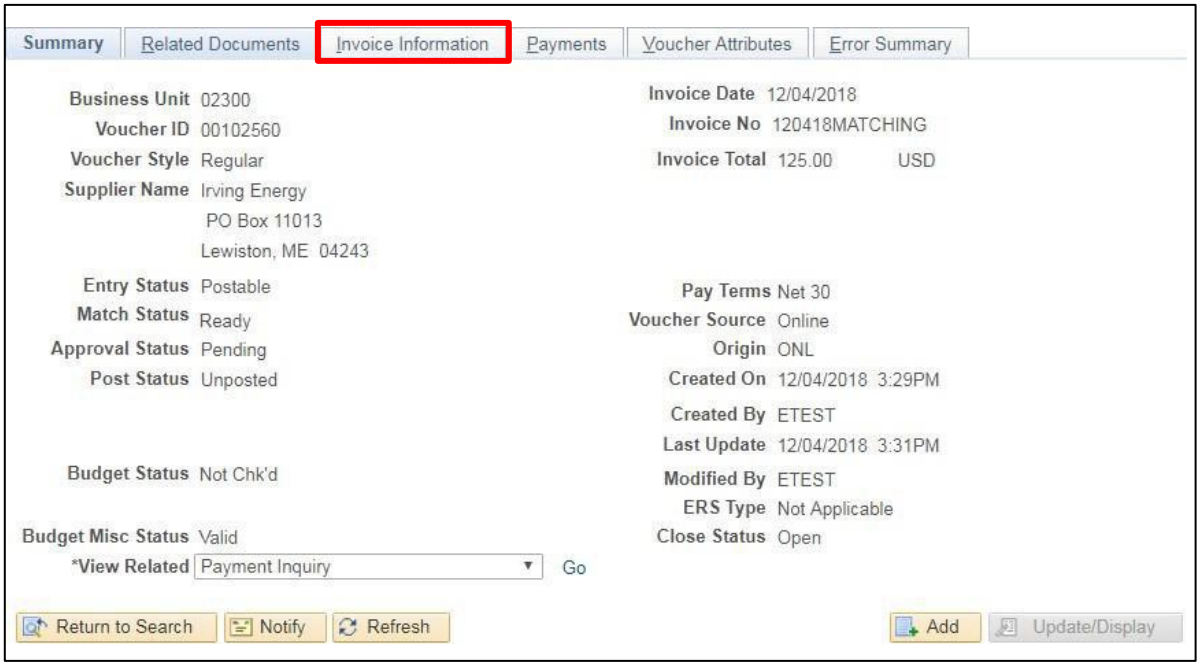
Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

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



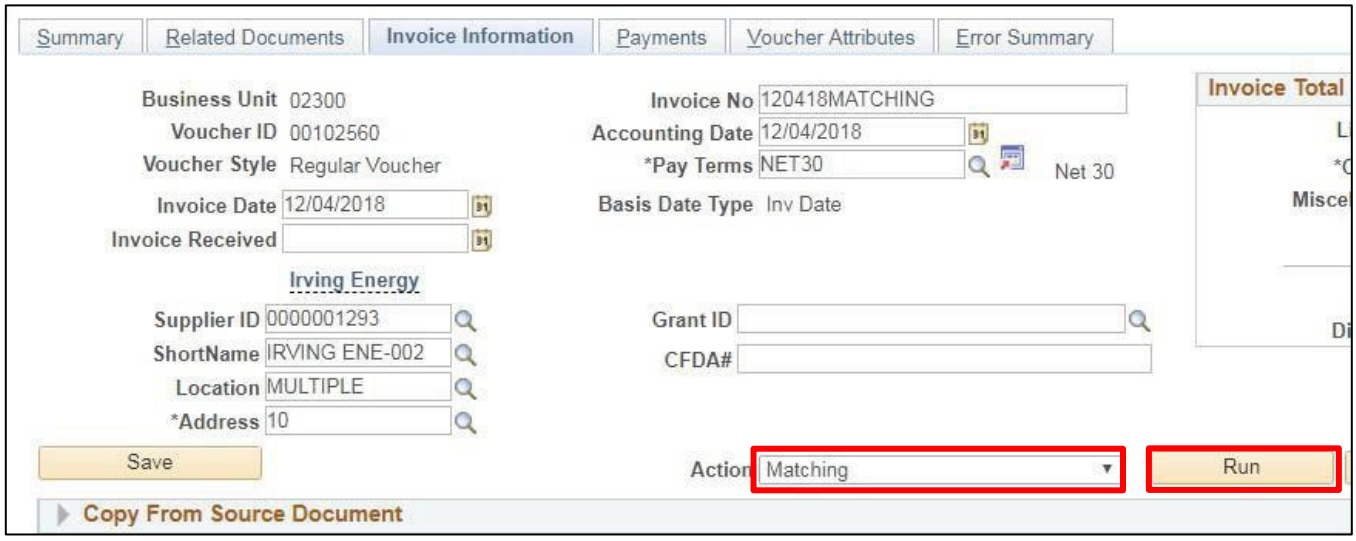
1. **Business Unit -** Accept default value or type in new BU number
2. **Voucher ID** - Enter Voucher ID number
3. Click **Search**

The **Voucher Summary** page displays:



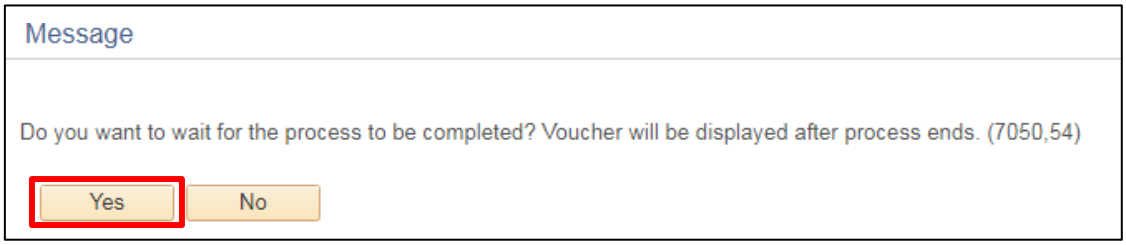
4. Click on the **Invoice Information** tab

The **Invoice Information** page displays:



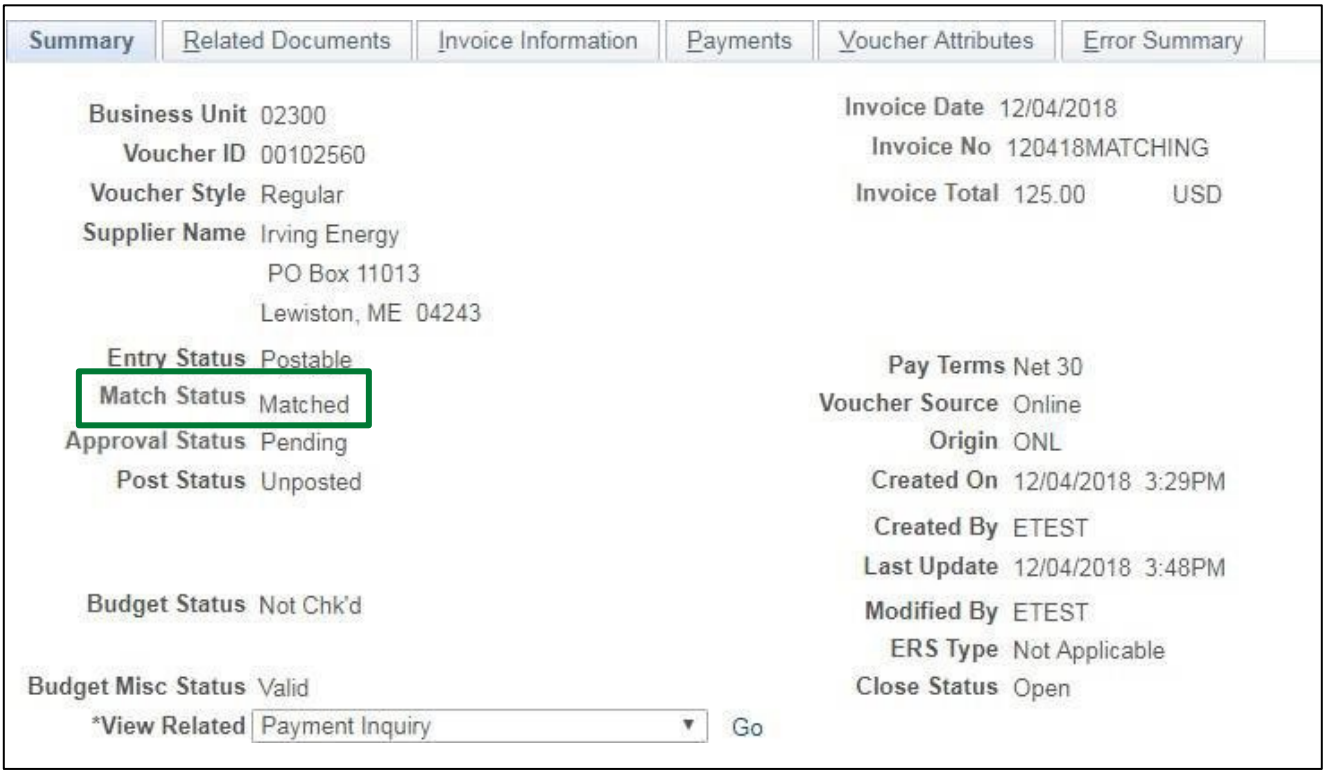
5. Click on the **Action** drop-down arrow and choose **Matching**
6. Click **Run**

The follow message displays:



7. Click **Yes**

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



Match Status = Matched.

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

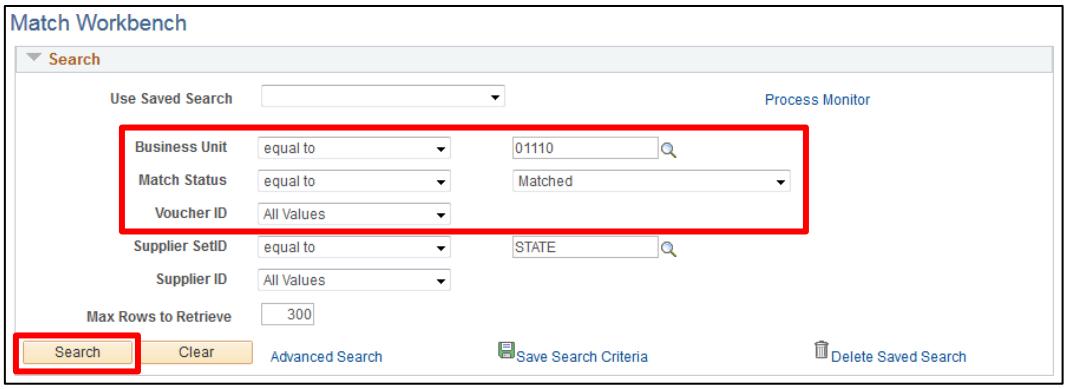
Un-matching PO Vouchers

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

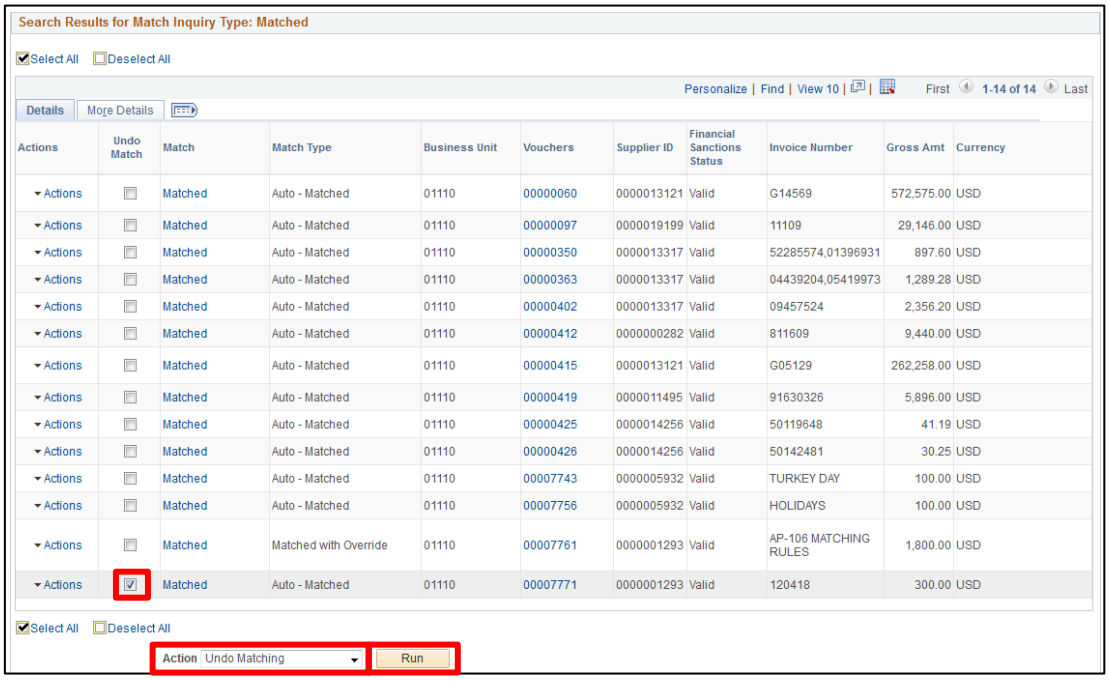
Navigator Menu navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

The **Match Workbench** page displays:



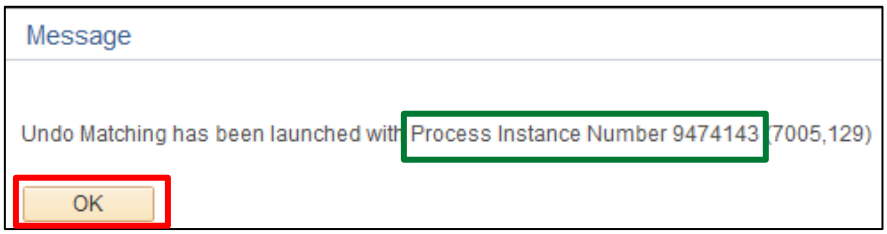
1. **Business Unit -** Enter valid BU
2. **Match Status -** Select Matched
3. **Voucher ID -** Enter Voucher ID if known
4. Click **Search**

A list of matched vouchers is returned:



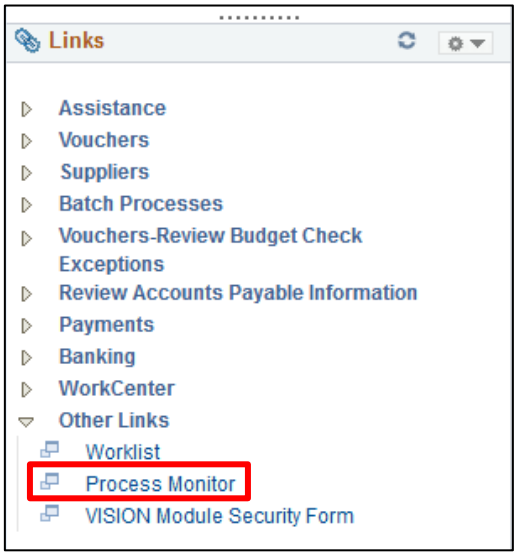
5. Select **Undo Match** for the voucher(s) you want to un-match
6. Select **Undo Matching** from the Action drop-down menu
7. Click **Run**

The following message will appear:

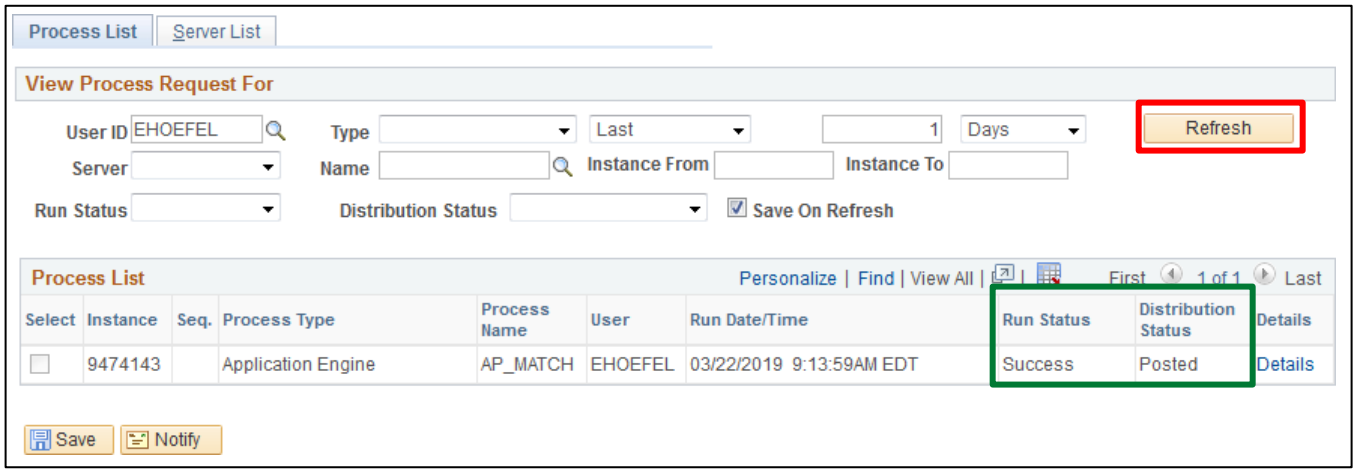


8. Note the **Process Instance Number** (in this case: 9474143) and click **OK**

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

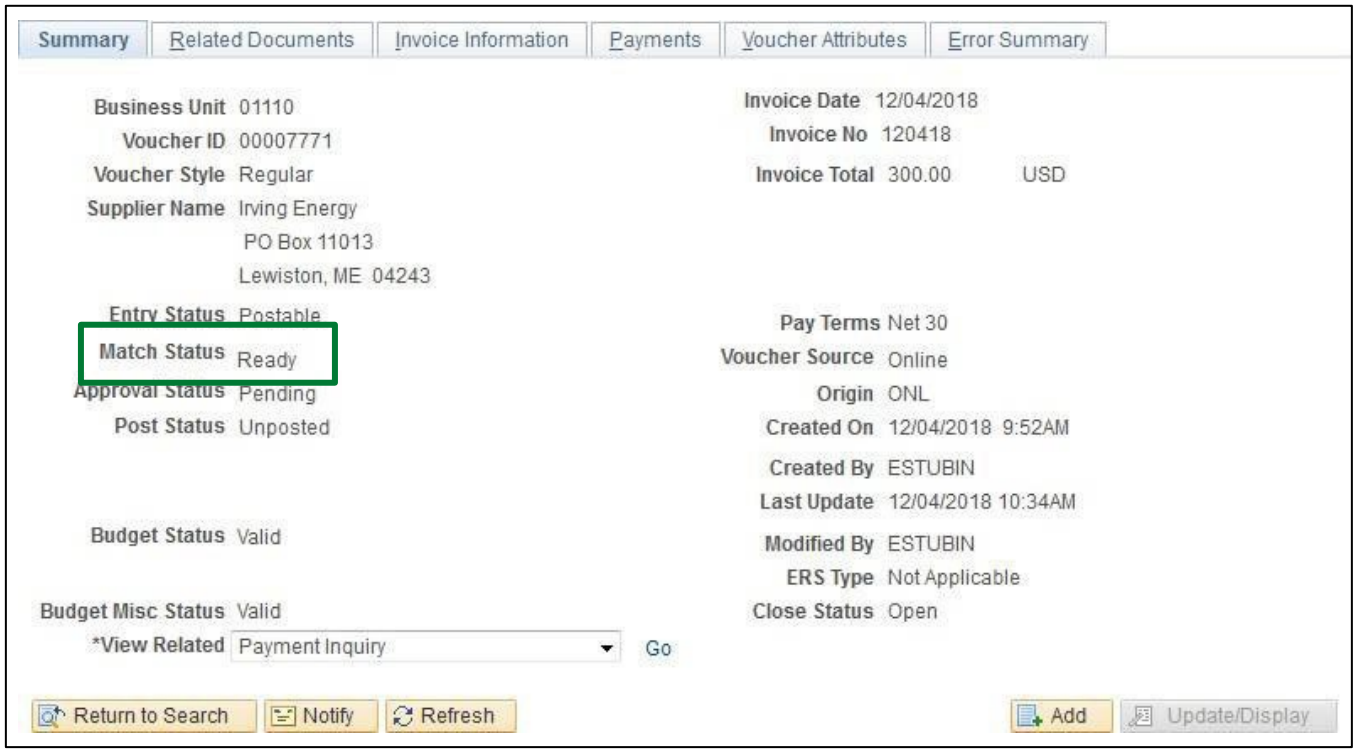


The **Process Monitor** displays:



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

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



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

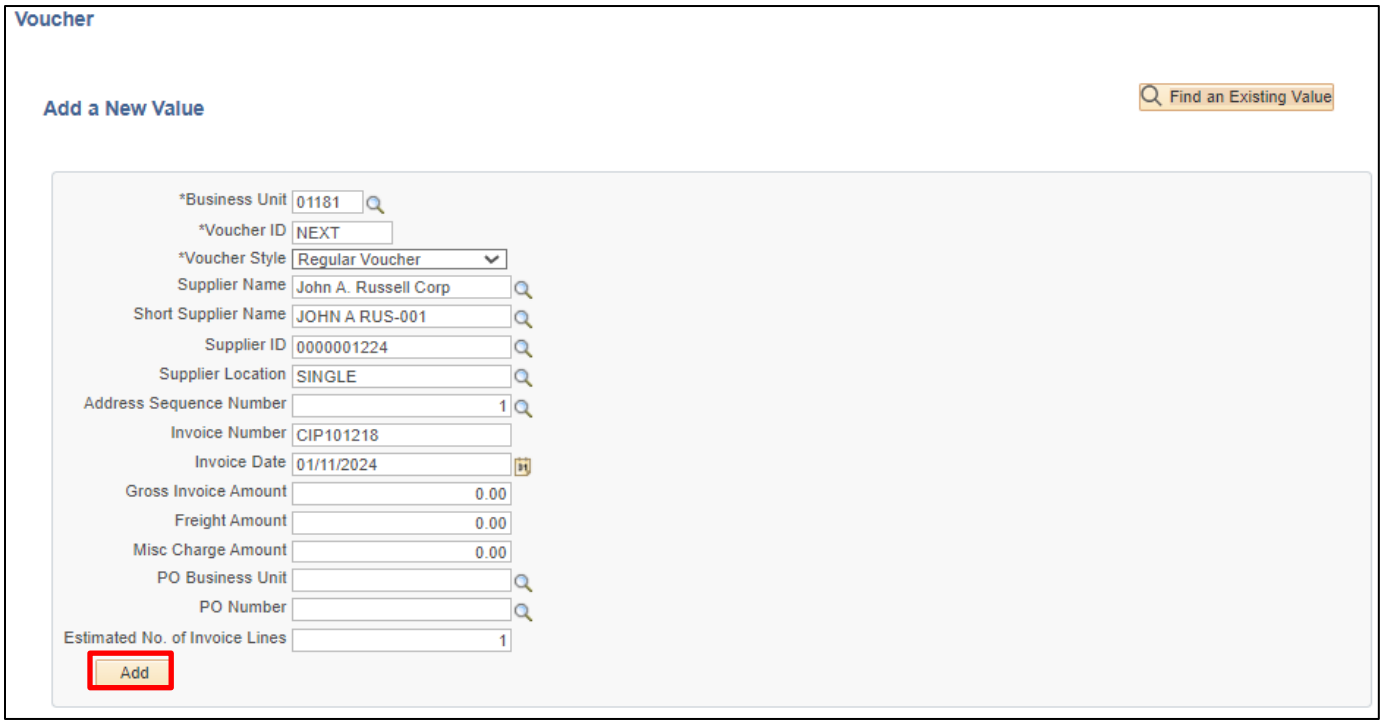
Situations when this function is used: Entering an Asset related voucher is like creating a Regular Voucher with the addition of entering the asset related information within the asset tab of the distribution area. Voucher distribution lines containing Asset Management information are passed directly 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



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

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

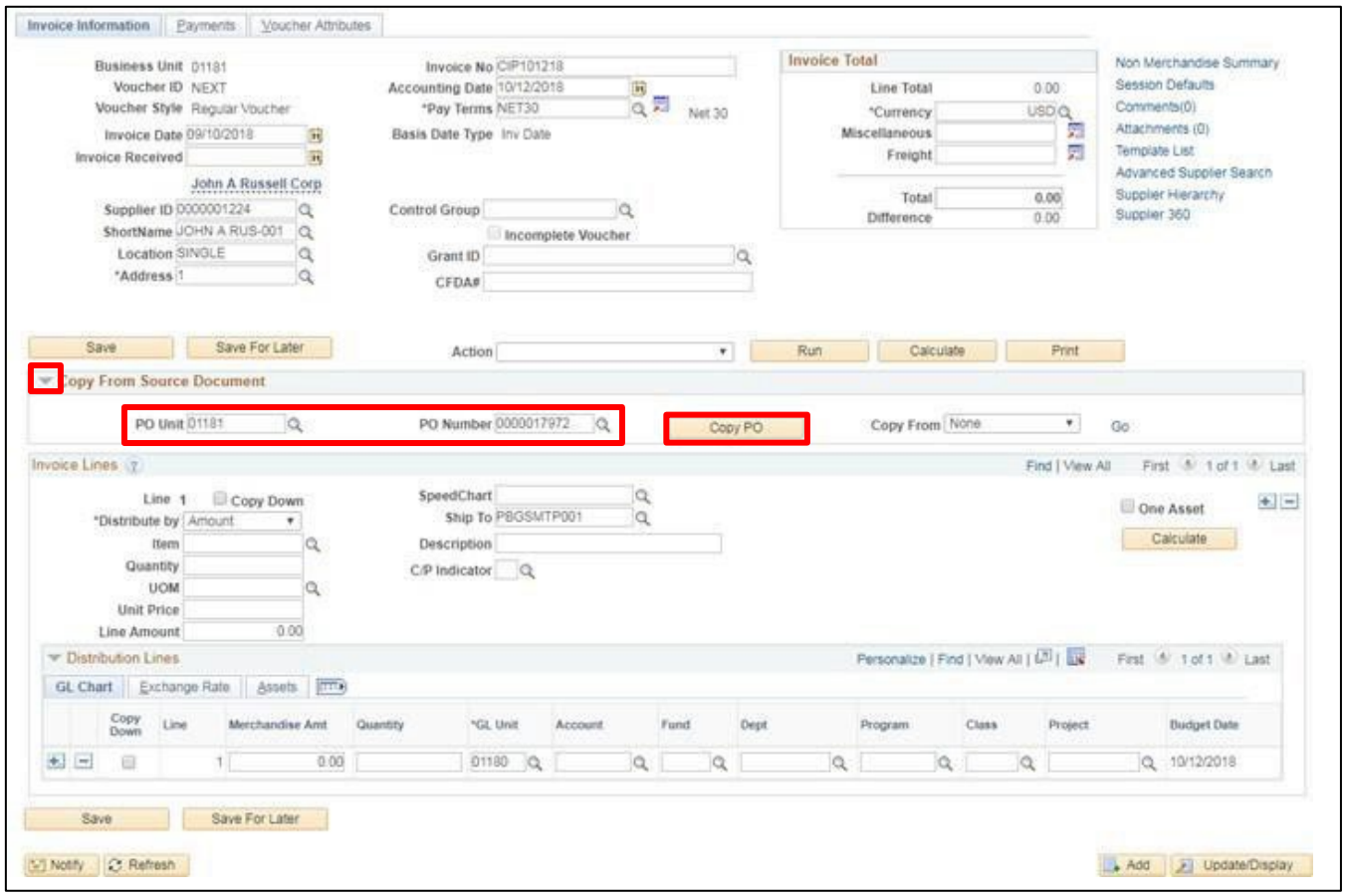
   Note: If you need to search for a supplier use the following navigation:

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

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

3. **Invoice Number -** Enter Supplier's Invoice number exactly as it appears on the supplier's invoice; to facilitate duplicate checking the invoice number entered in VISION must match the invoice number on the invoice. **Do not alter the Invoice Number during voucher entry by removing information or including additional information that does not appear on the Supplier's invoice.**
   Note: If a supplier's invoice number is not provided, enter relevant information to correlate the voucher to the payment request.
4. **Invoice Date -** As per the supplier's invoice
5. Click **Add**

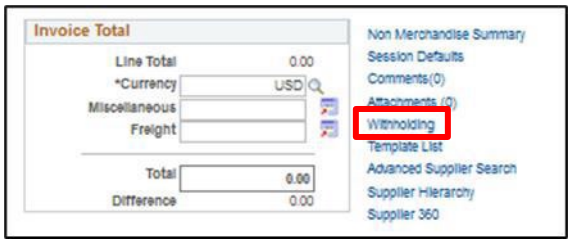
The **Invoice Information** page displays. Invoice and Supplier information defaults from previous page. Accounting date defaults to current date. Currency defaults to USD.



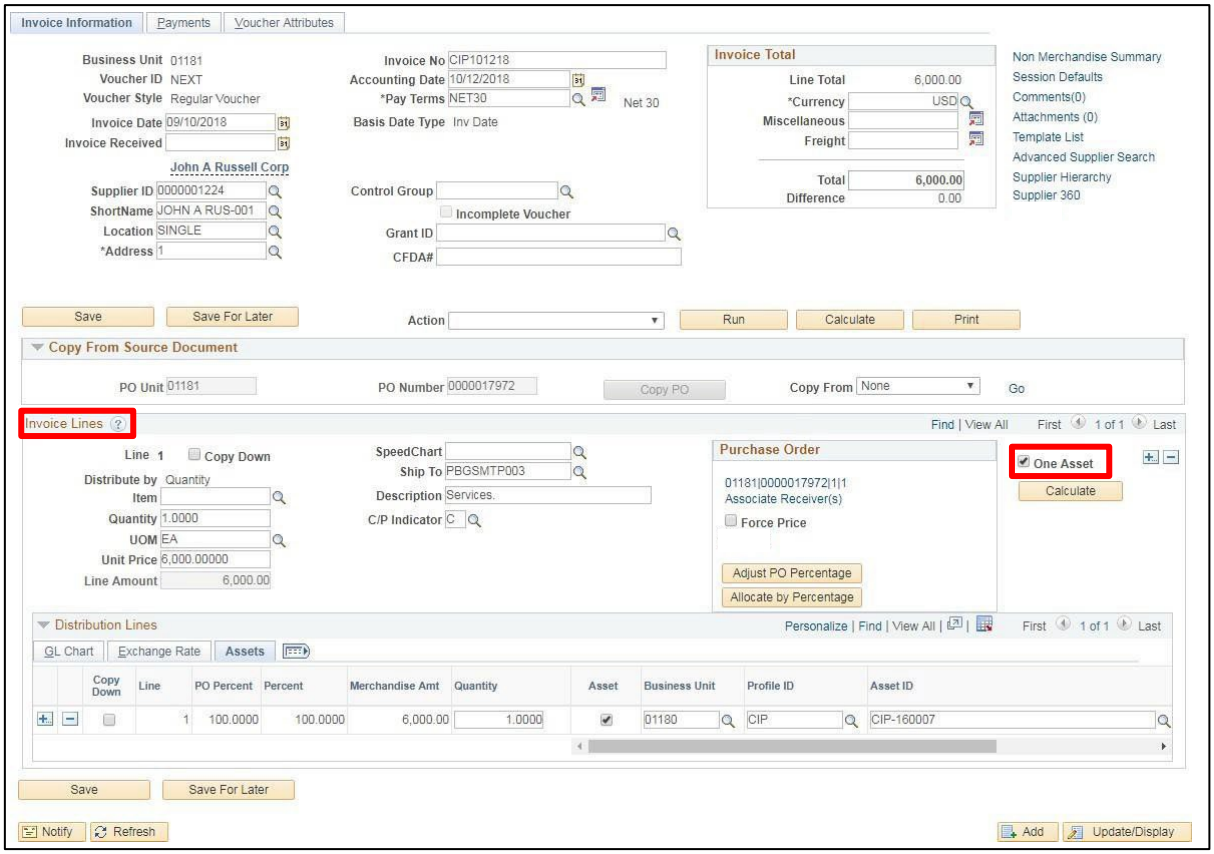
Copy From Source Document section:

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

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

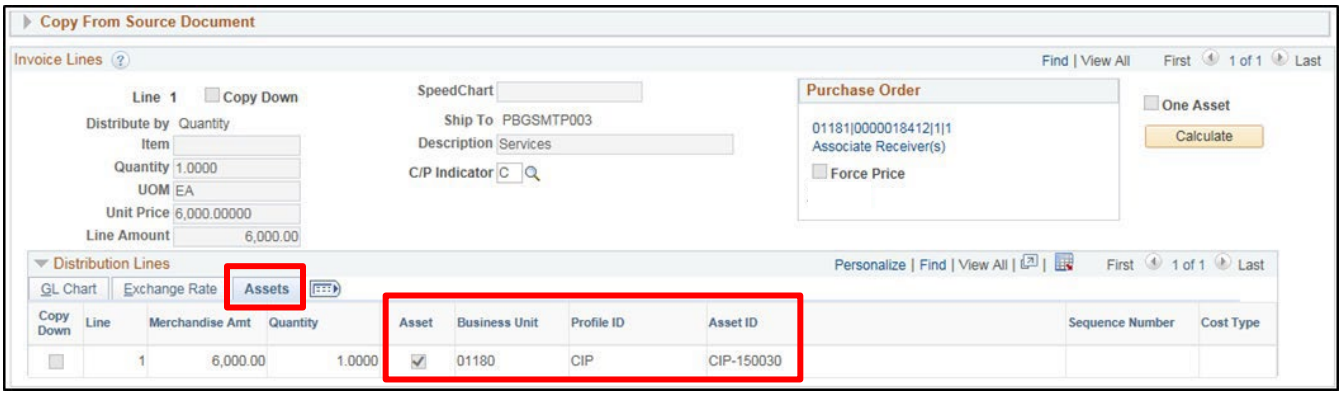


Invoice Lines section:



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

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



13. Select the **Asset** box

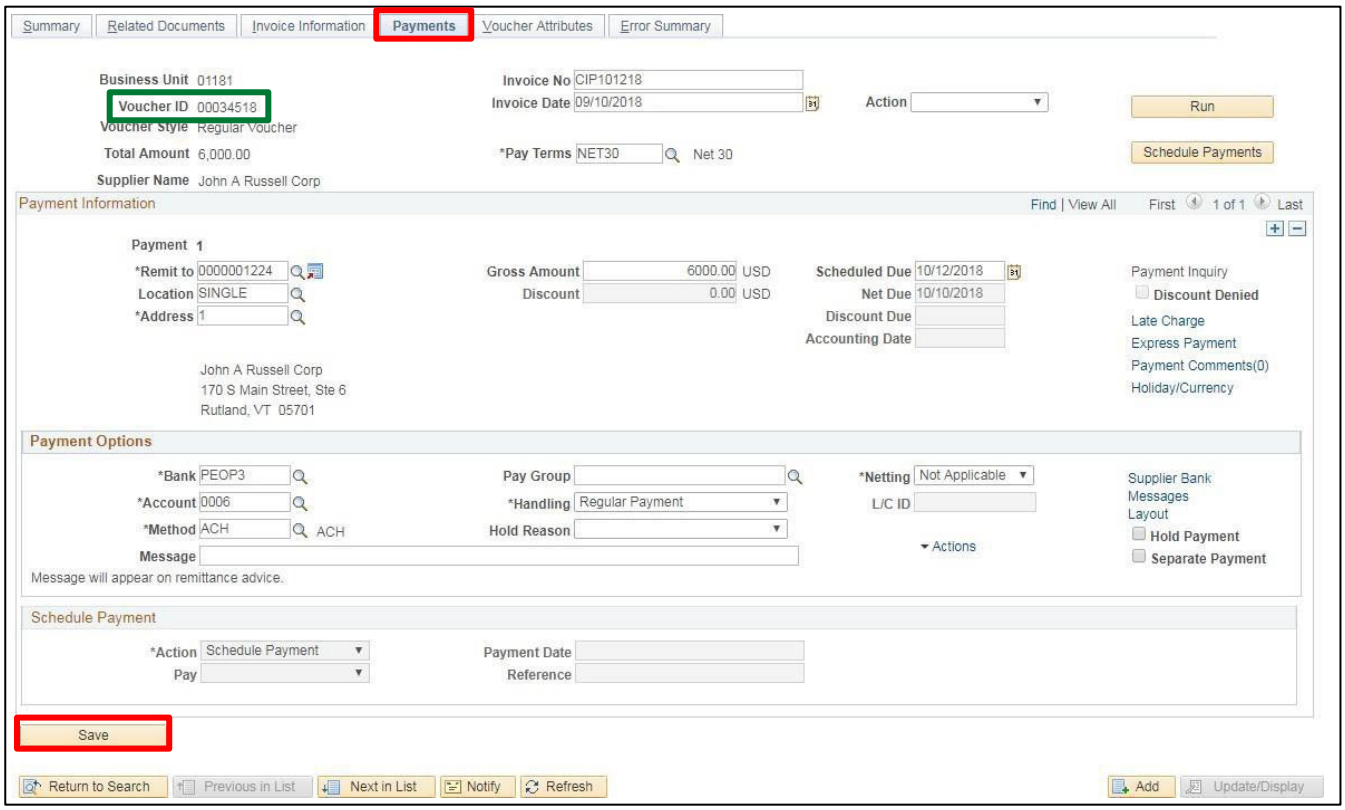
14. Business Unit - Enter BU

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.

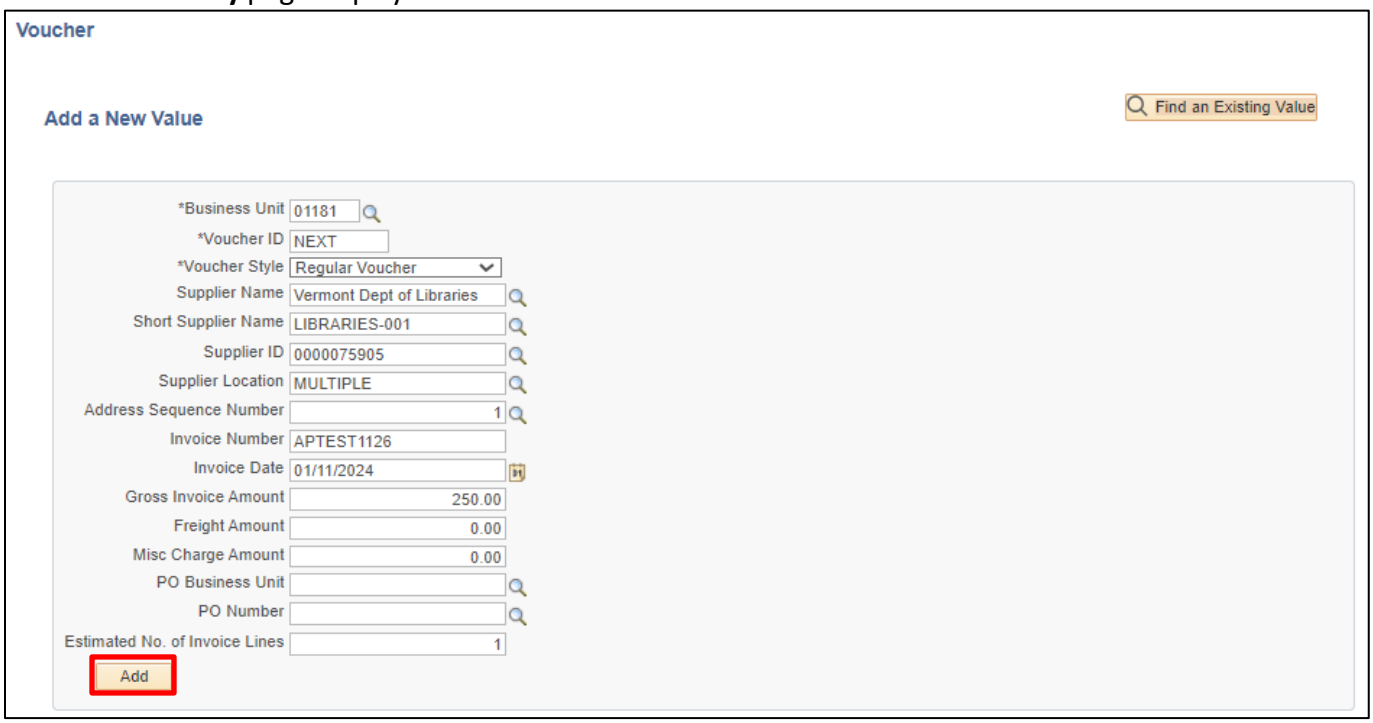
Listing of State Departments set up as Suppliers and their Supplier Number

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
VTHR-Unemployment Comp	0000073813
HR	0000071433
Agency of Digital Services-CIT-Telecomm	0000043669
Agency of Digital Services -Systems Mgmt	0000043670
Agency of Digital Services -CIT-Cust Supp	0000043671
Libraries	0000075905
Public Safety	0000073816
Sec. of State	0000073818
Tax Dept	0000068723
VCI	0000041408
VDOL	0000047023
VISION/HR Development	0000075693

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

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

The **Voucher Entry** page displays:



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:

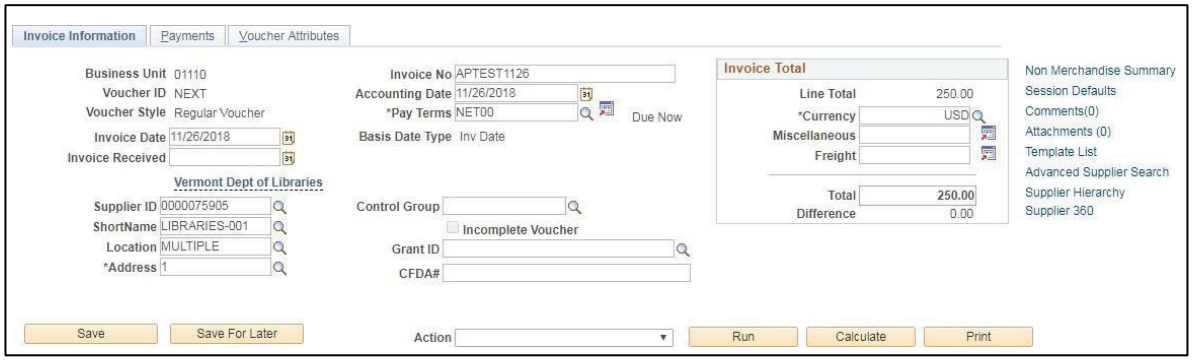
   WorkCenter Navigation: Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

   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**

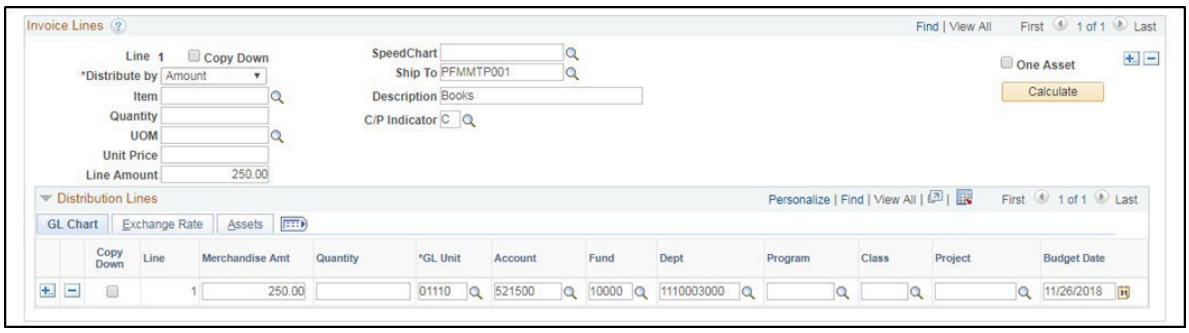
The **Invoice Information** page displays:



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

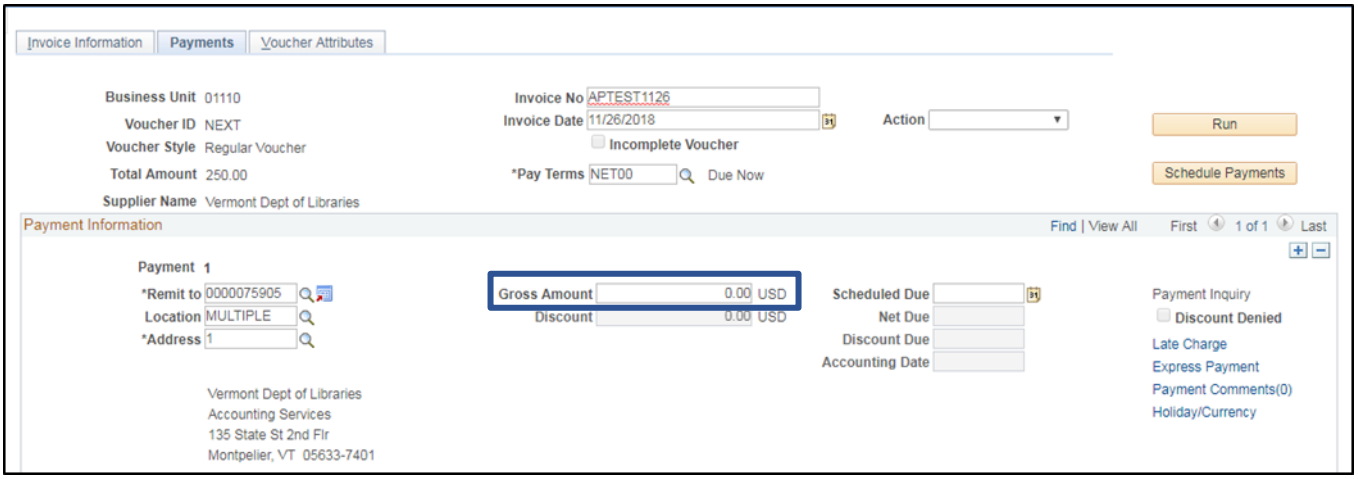
7. **Description -** Enter the description of what you are paying the invoice for
8. **C/P Indicator -** Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

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)

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

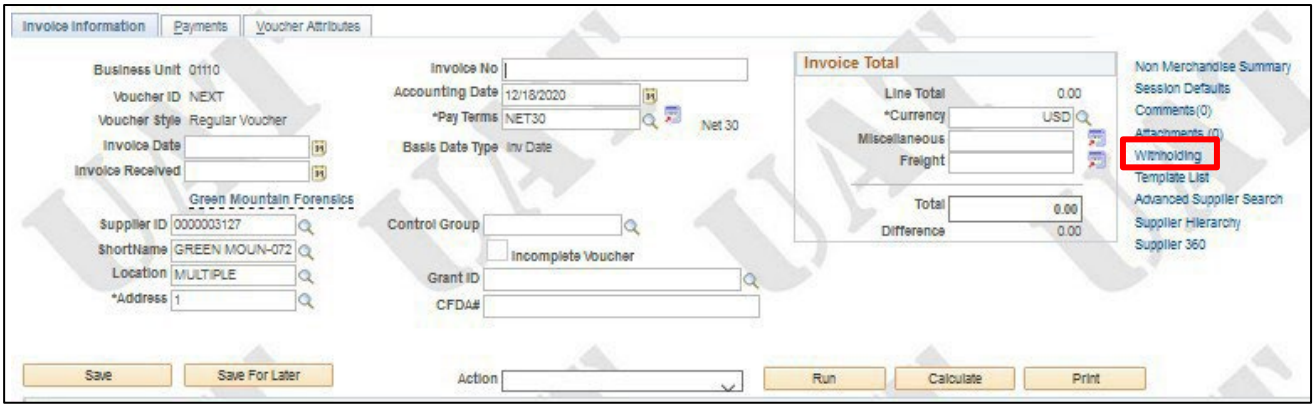
Situations when this function is used: When a payment is made to a reportable supplier, the user must make sure that the invoice lines on the voucher are marked as reportable and non-reportable as applicable, with the correct withholding type and class.

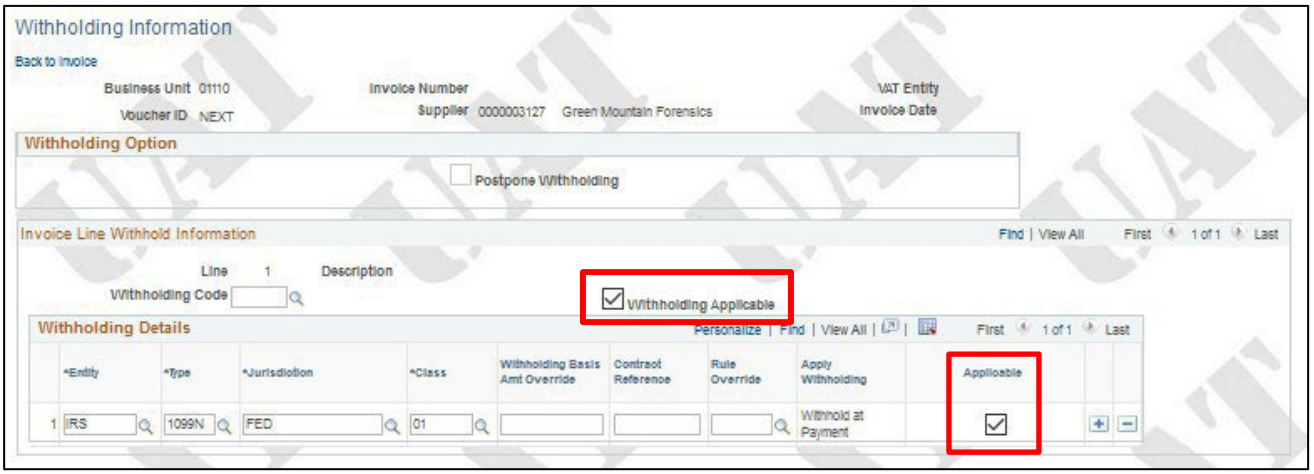
Please see the 1099 Reporting section in this manual for more information on how to determine the appropriate withholding type and class for each payment type.

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

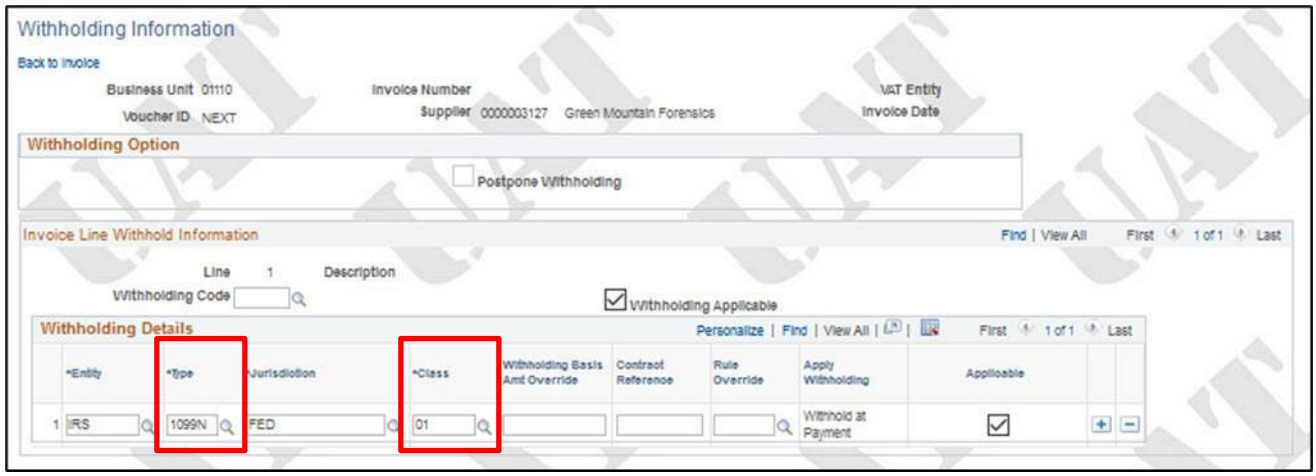
What to do when entering a voucher to a reportable supplier:

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.





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.



Exercise 1

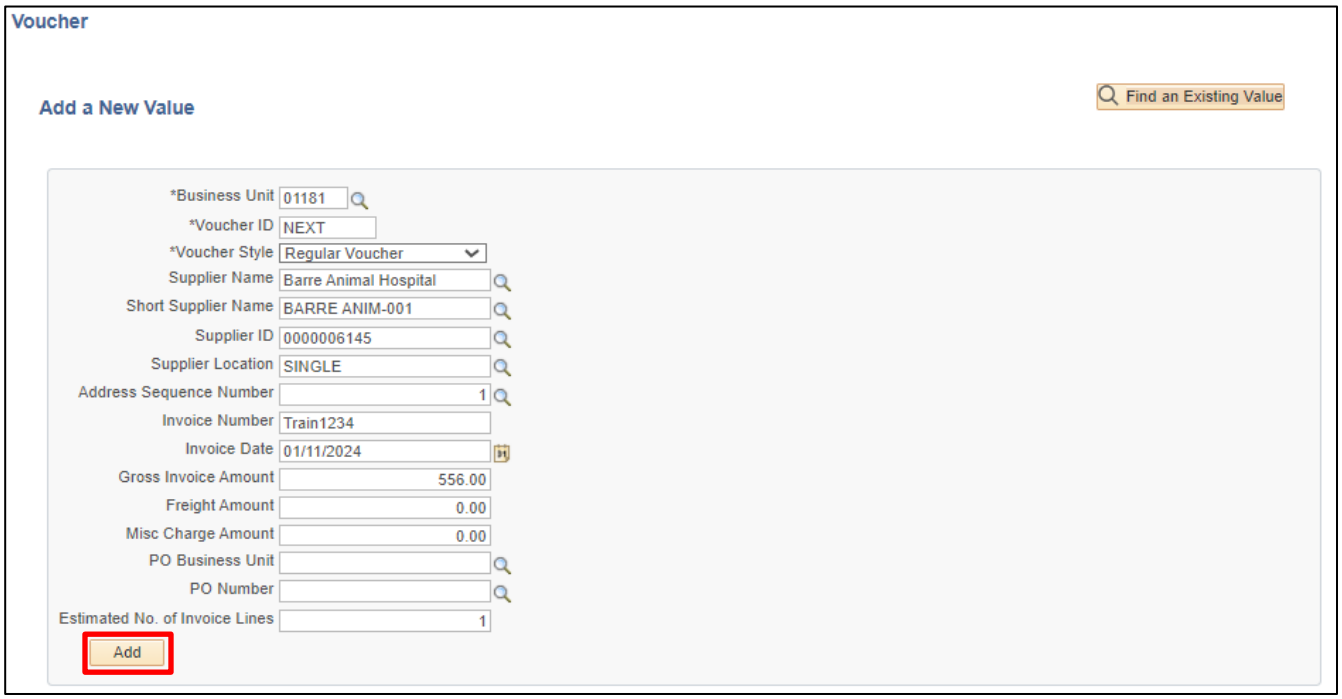
Enter a Voucher for an Invoice with Reportable and Non-Reportable invoice lines

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

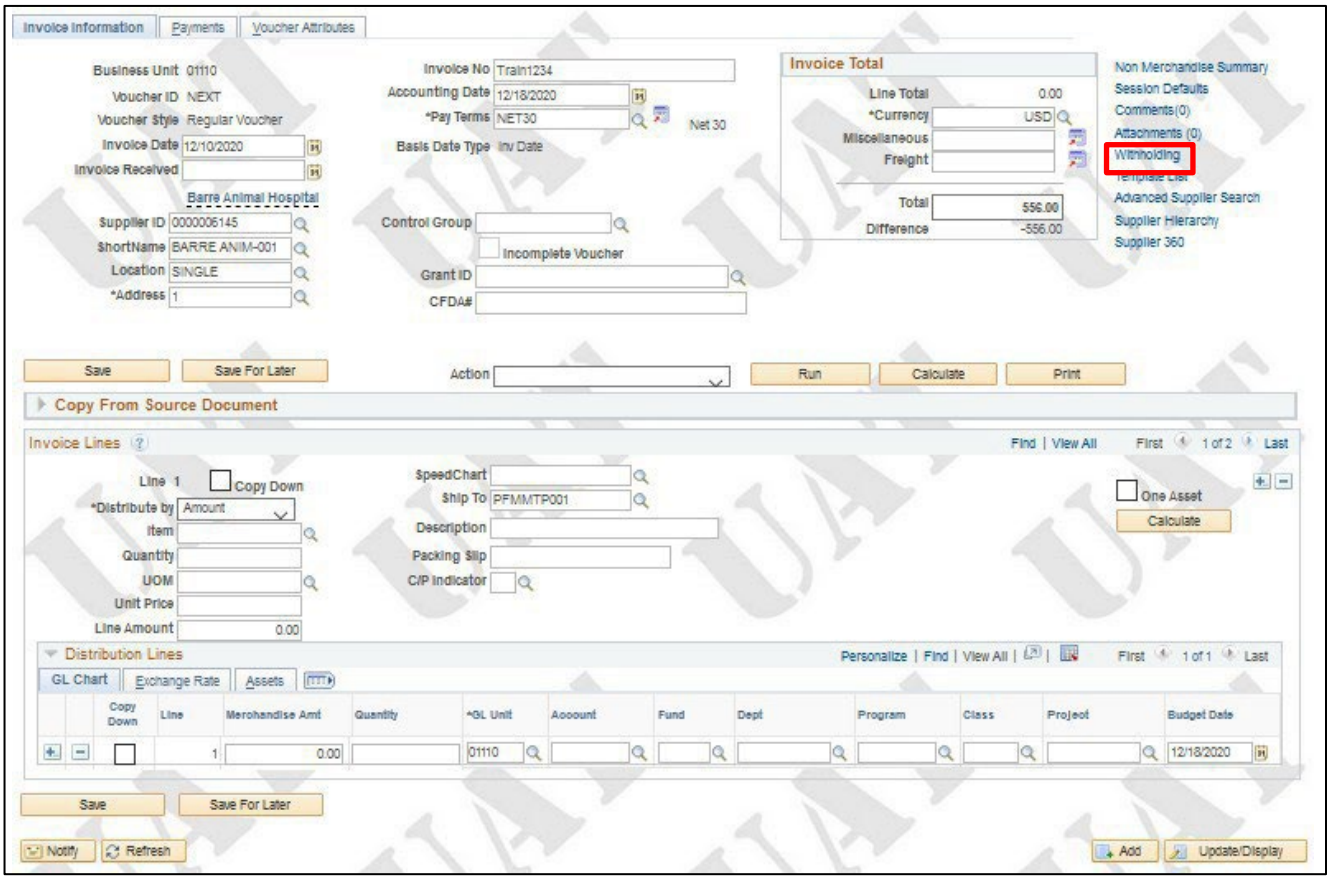
Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value

The **Voucher Entry** page displays:



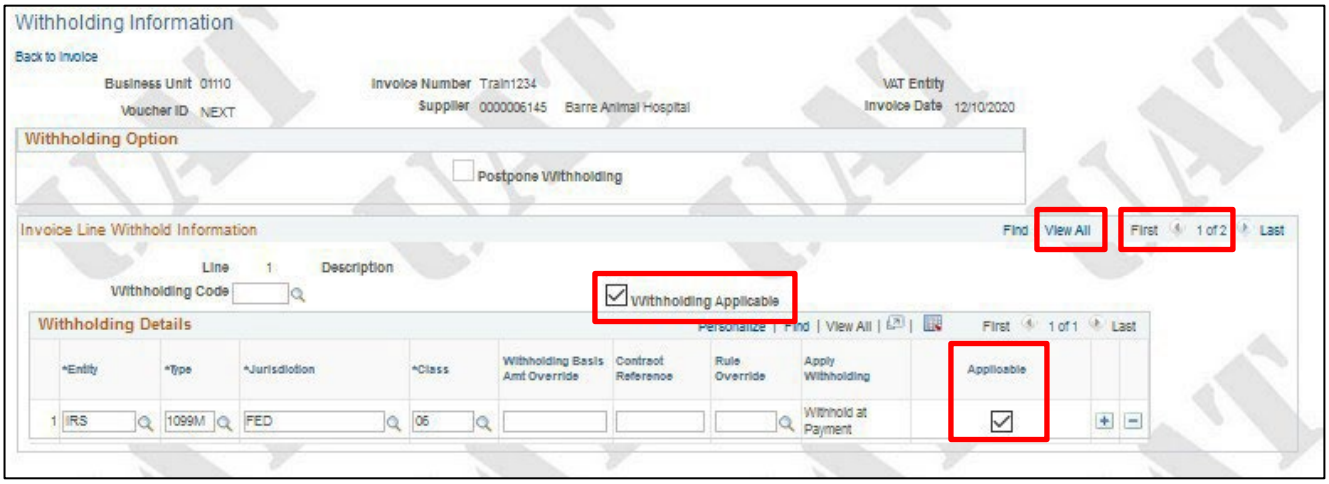
1. **Business Unit -** Enter BU if not using your default BU
2. **Supplier ID -** Enter Supplier ID number
3. **Invoice Number -** Enter Supplier's invoice number
4. **Invoice Date -** As per the supplier's invoice
5. **Gross Invoice Amount -** Enter gross invoice amount
6. **Enter Estimate No. of Invoice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

The **Invoice Information** page displays:

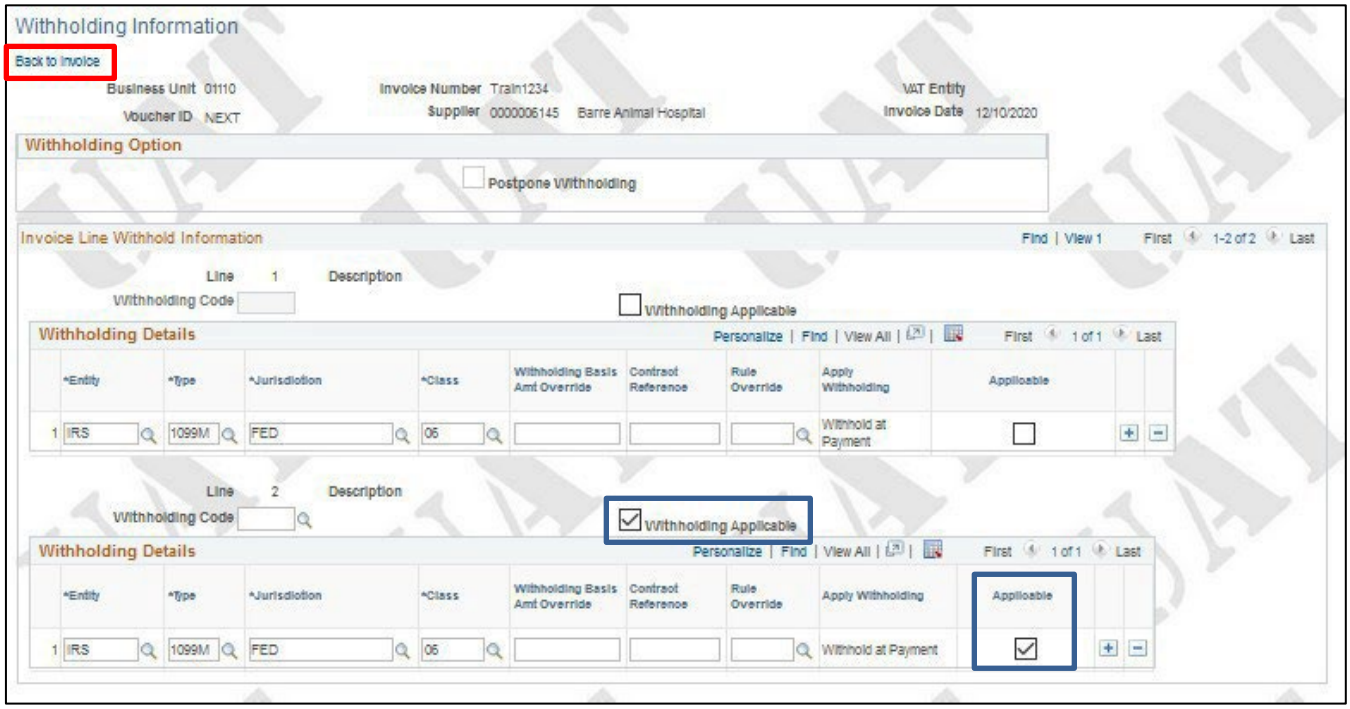


8. Click the **Withholding** link

The **Withholding Information** page displays:



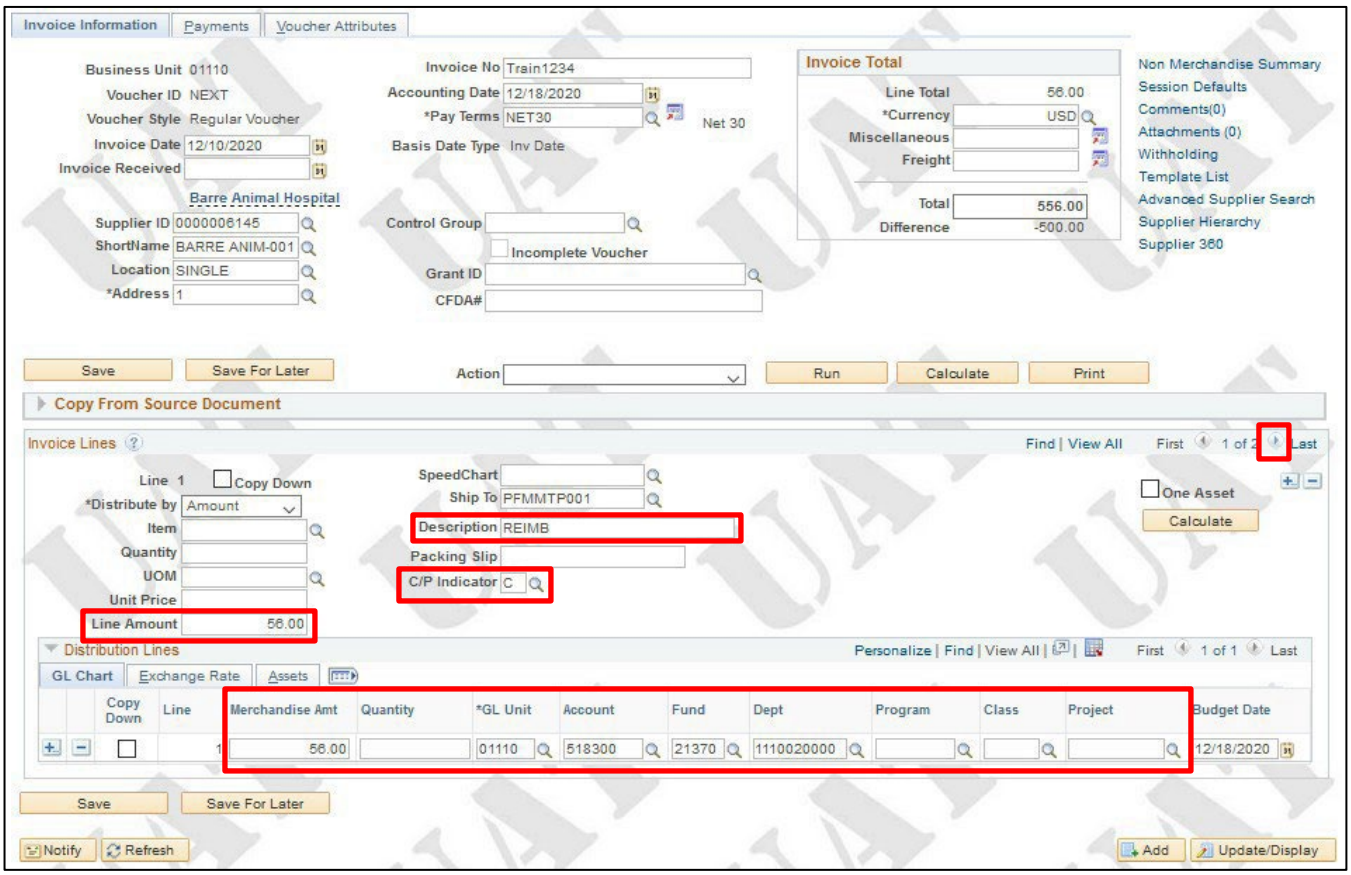
9. Uncheck the **Withholding Applicable** checkbox and **Applicable** box for Line 1
10. Click on the **View All** link



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

11. Click the **Back to Invoice** link

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



Invoice Lines section

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

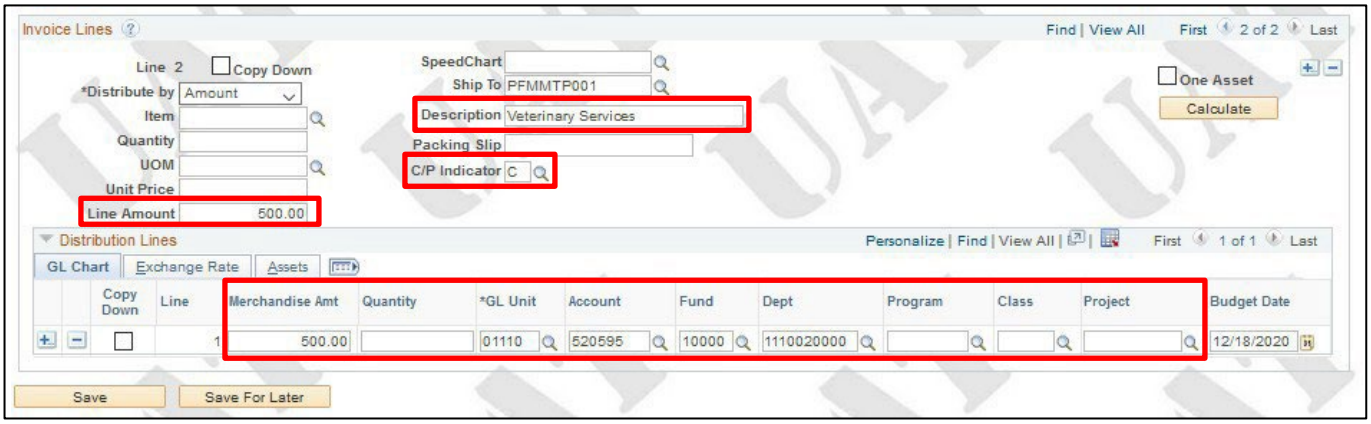
Distribution Lines section

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

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

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

The 2nd **Invoice Line** displays:



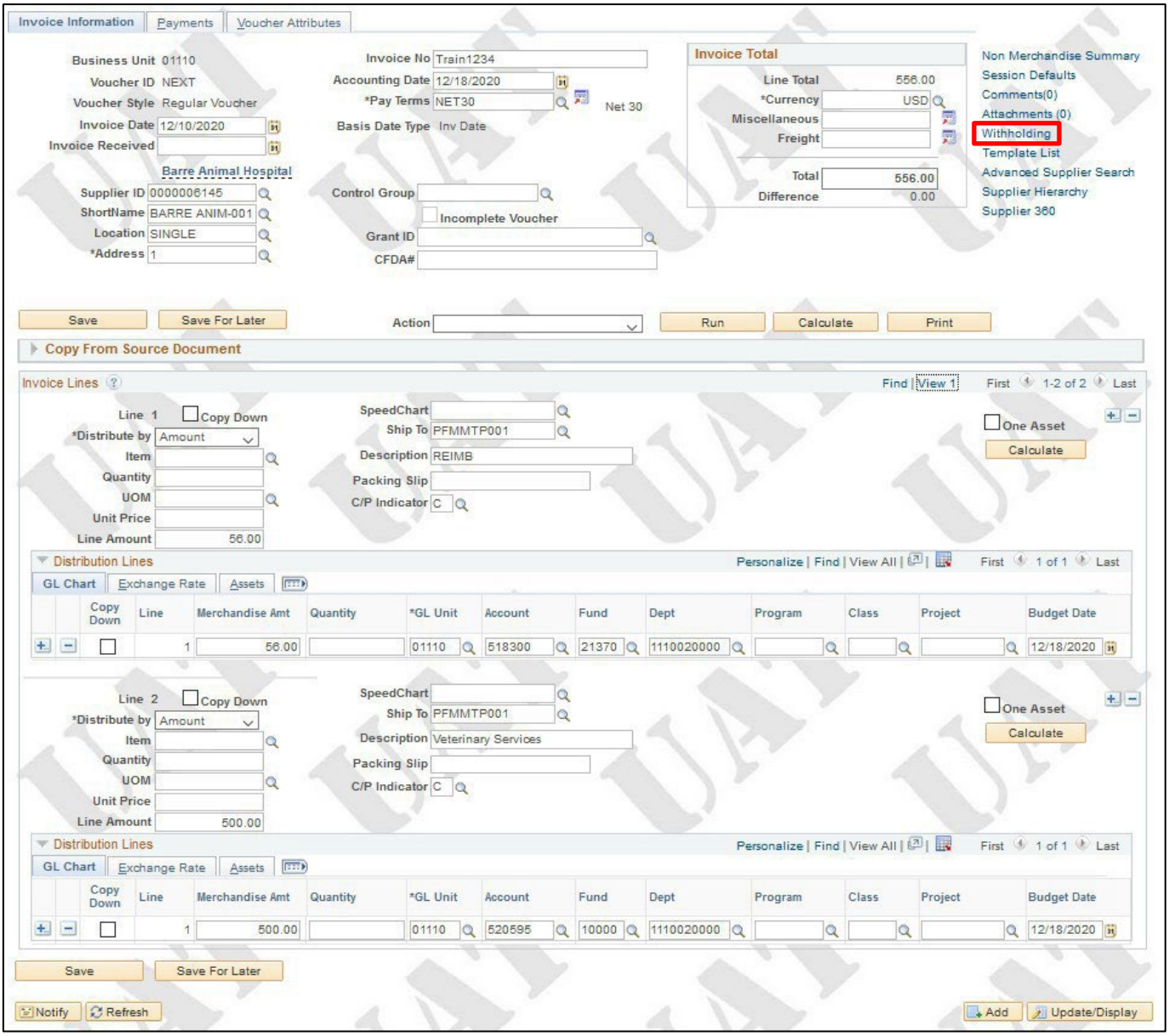
Invoice Lines section

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

Distribution Lines section

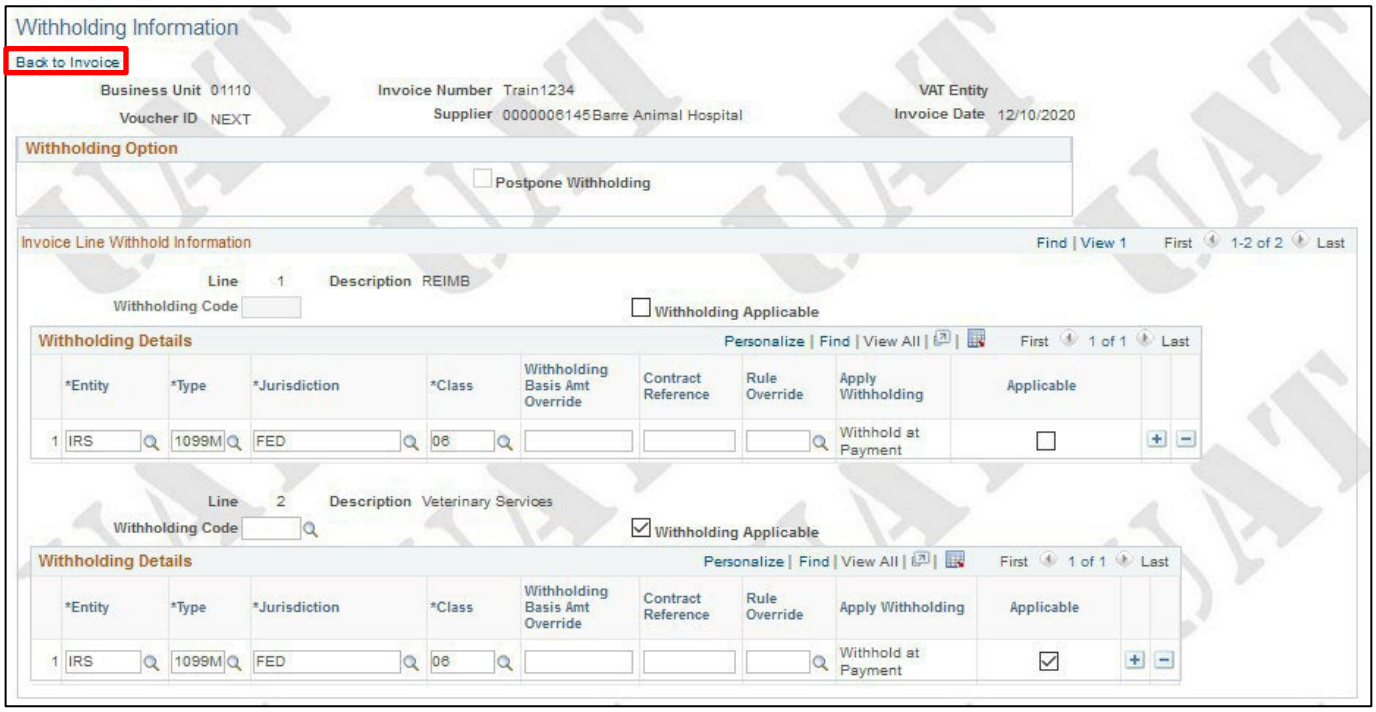
25. **Merchandise Amount -** Enter the merchandise amount of line 2 to reflect the amount being paid – in this case $500.00
26. **Account Number -** Enter the account number or click on the magnifying glass to select from the list
27. **Dept ID -** Enter the Dept ID or enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list
28. **Fund -** Enter Fund
29. **Program -** Enter program (If used by your department)
30. **Class -** Enter class (If used by your department)
31. **Project/Grant -** Enter project/grant (If used by your department)

This screenshot below shows a two-line voucher payable to a reportable supplier. Line 1 is paying $56.00 for an expense reimbursement, which is not reportable. Line 2 is paying $500. For Veterinary Services, which is reportable.



32. Click on the **Withholding** link

The **Withholding Information** page opens:



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

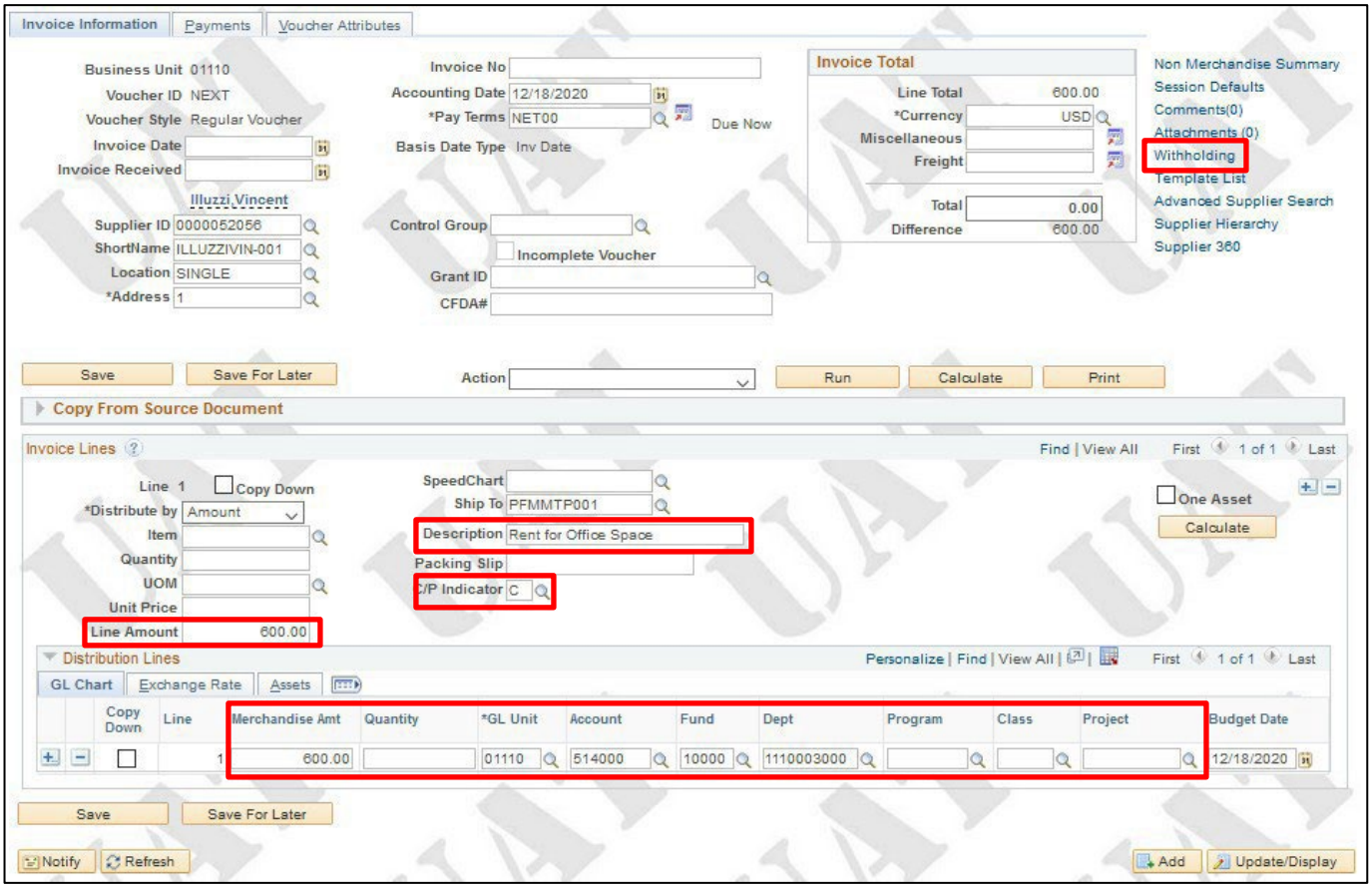
33. Click **Back to Invoice** link
34. Click **Save**
    - Voucher is saved
    - Voucher ID # has been assigned. You can find the ID # in the upper left-hand side of the page

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

Exercise 2

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

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



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

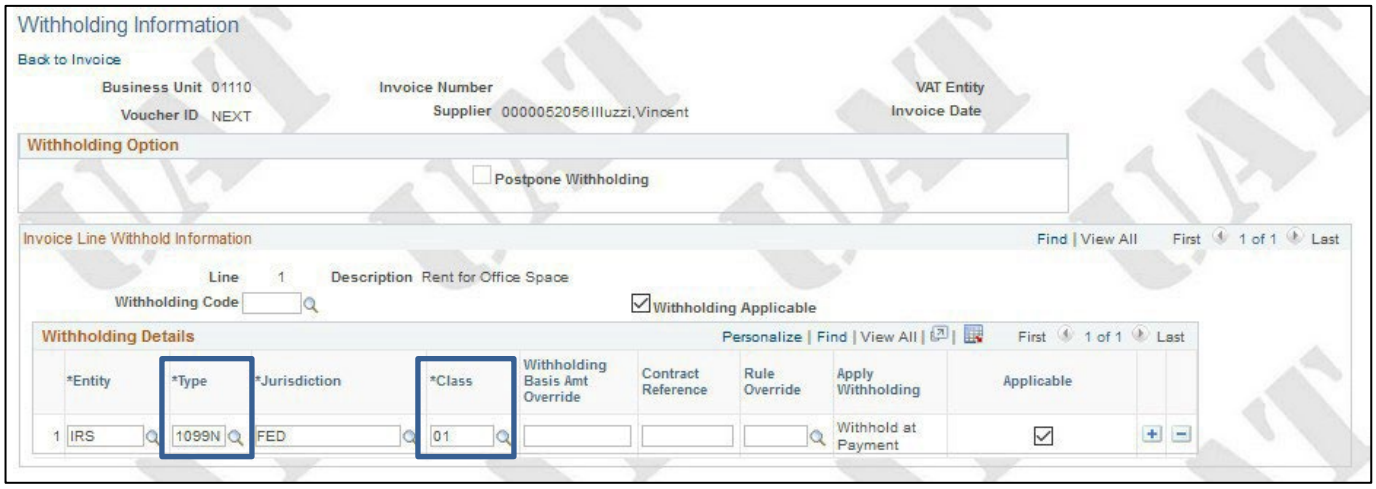
Invoice Lines section

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

Distribution Lines section

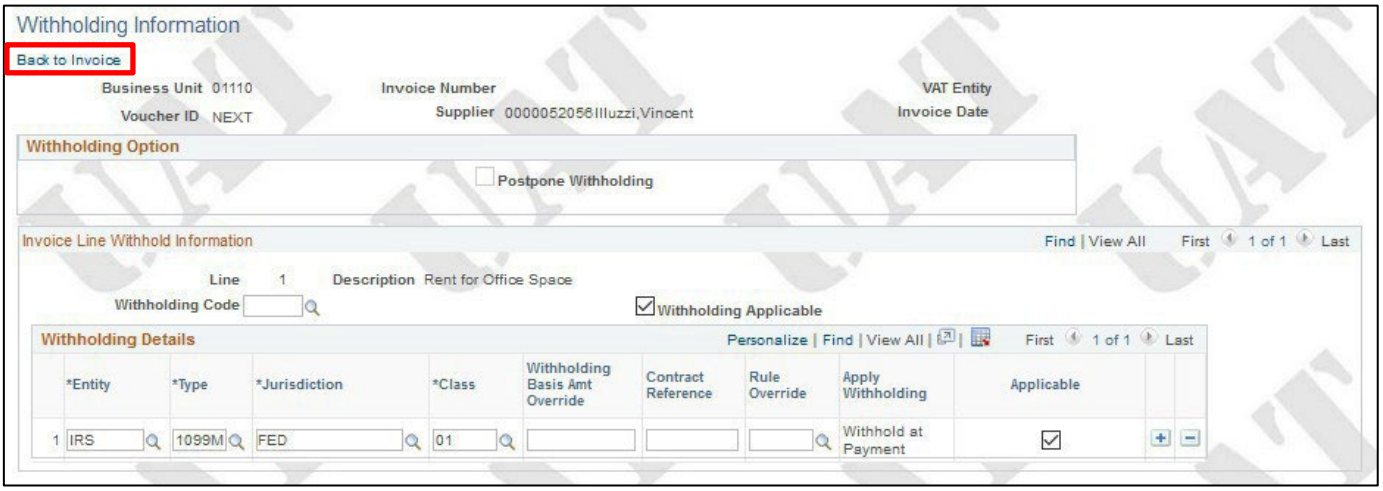
4. **Merchandise Amount -** Enter the merchandise amount of line 1 to reflect the amount being paid – in this case $600.00
5. **Account Number -** Enter the account number or click on the magnifying glass to select from the list
6. **Dept ID -** Enter the Dept ID or enter the last 4 digits of your business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

The **Withholding Information** page opens:



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.



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:

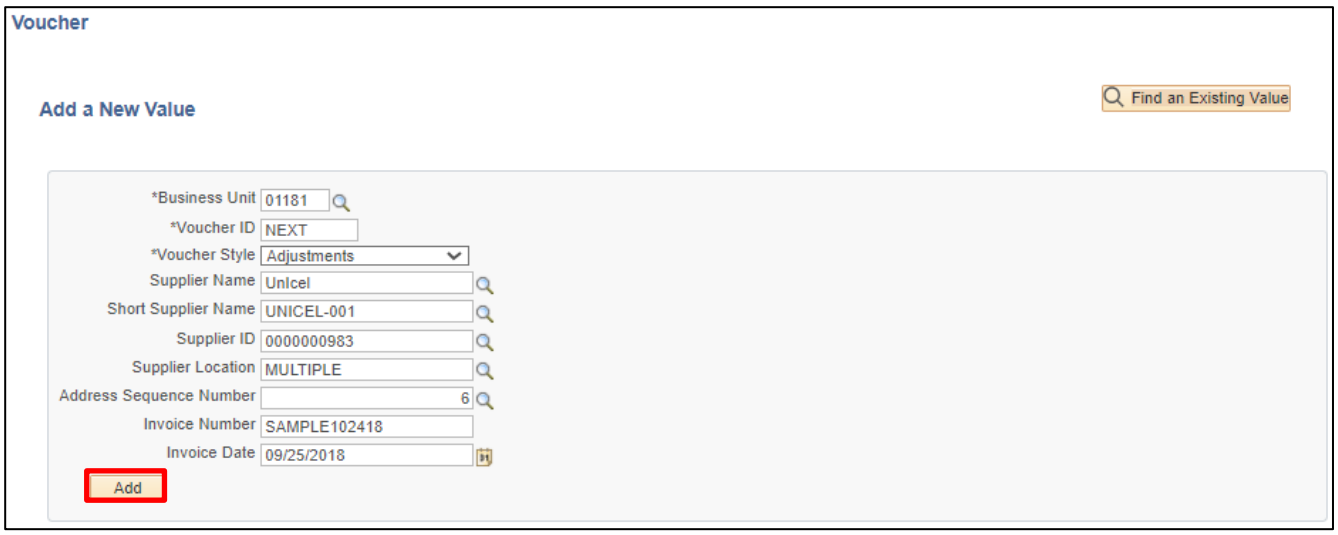
If a Credit Memo comes in from a supplier that has a purchase order related to it, pay the invoice with the purchase order for the full amount. Enter an adjustment voucher in the amount of the credit memo.

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 V**oucher Entry** page displays:

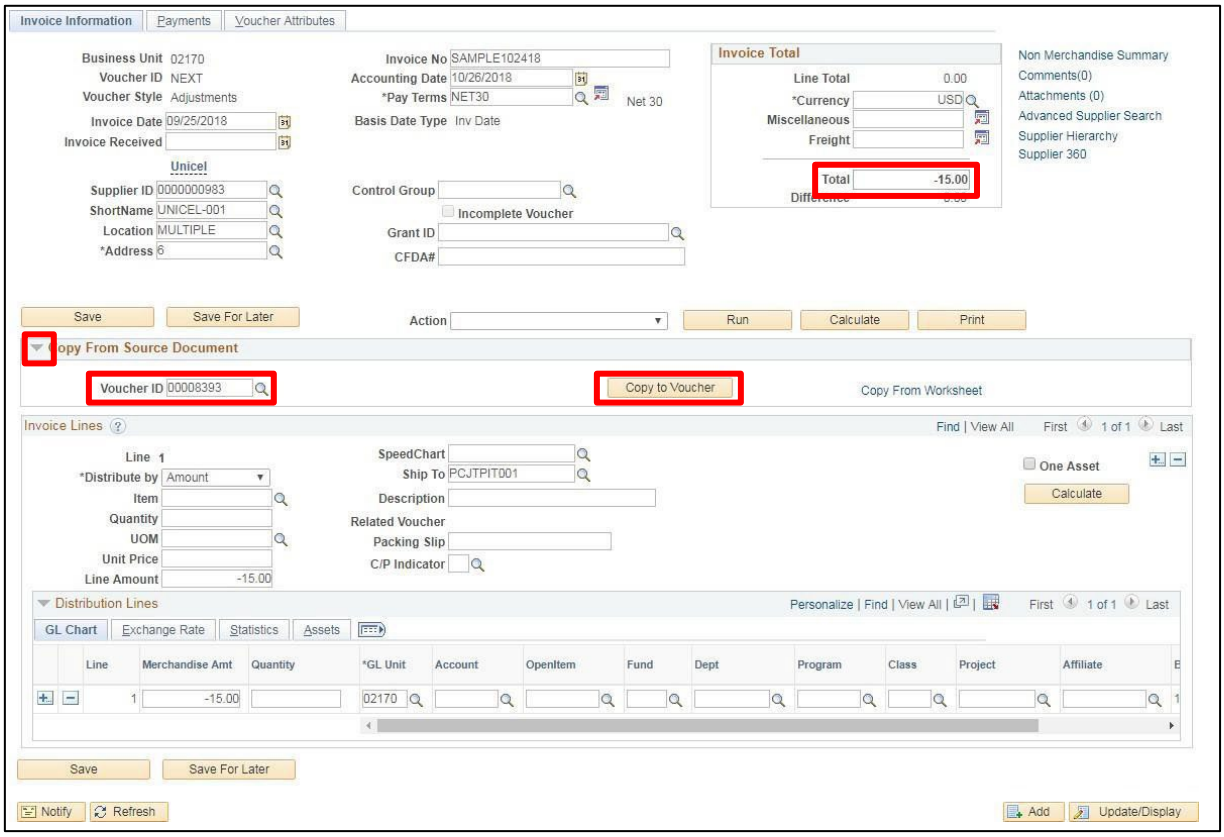


Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as “Regular Voucher”.

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:



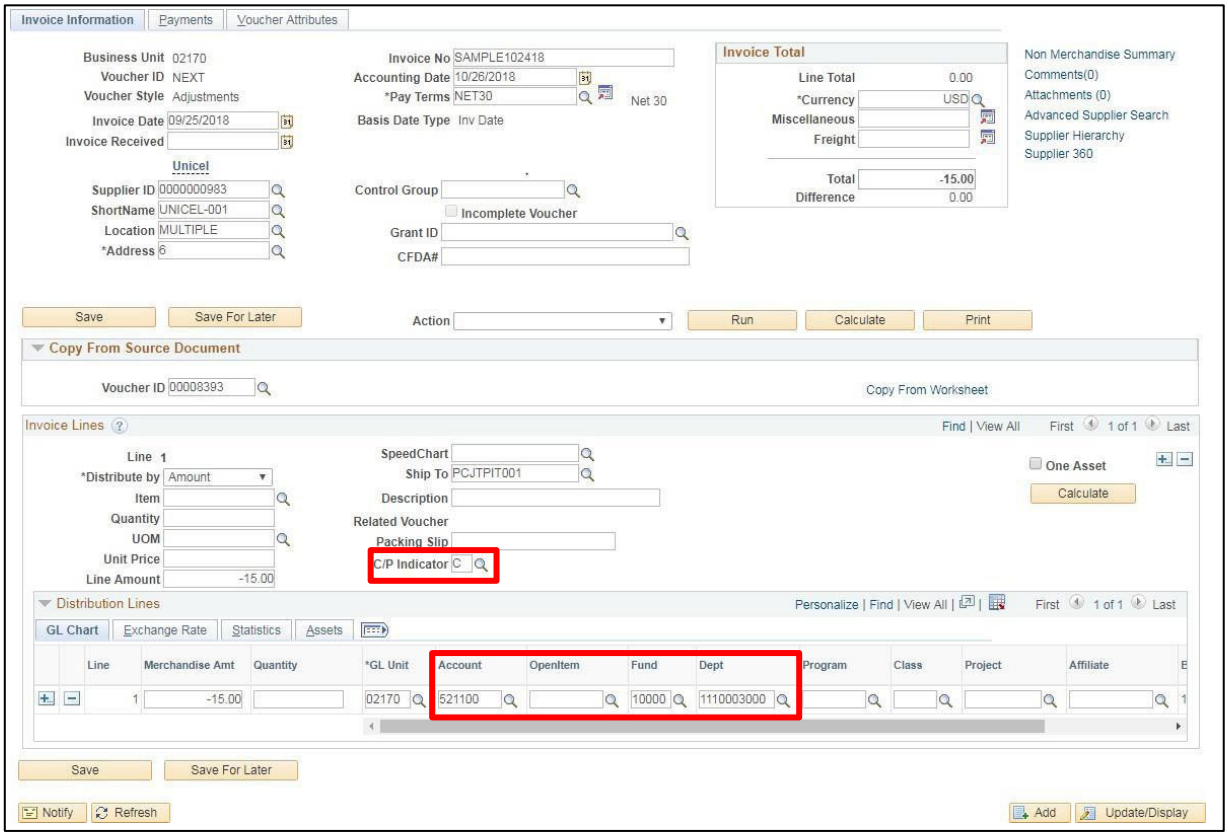
Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the 1099 Reporting section in this manual and the 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

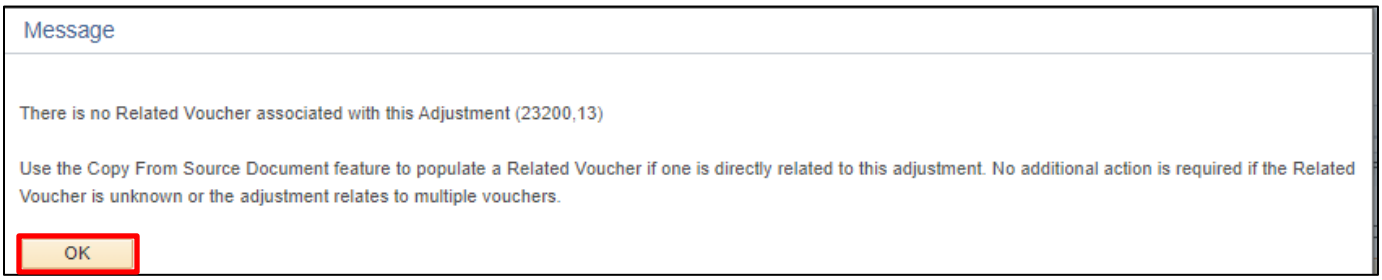


14. **C/P Indicator -** Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

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**

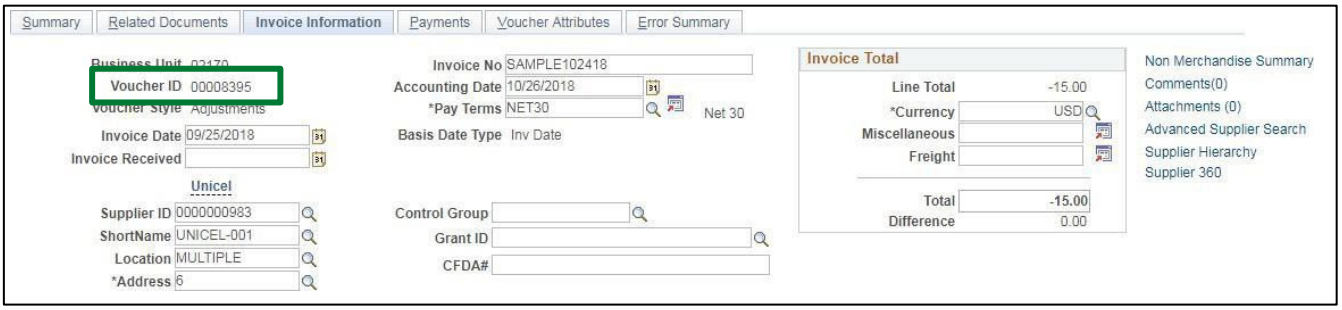
The following **Message** appears if no related voucher has been entered:



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:



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.

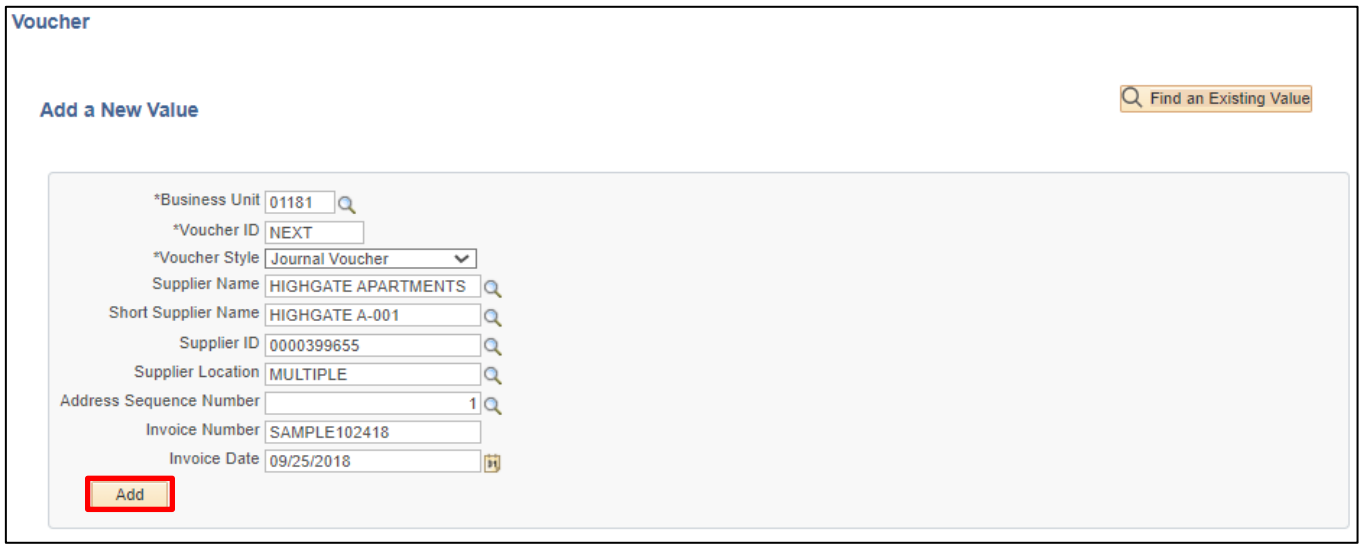
If correcting entries need to be made between Business Units, you **MUST** process a TSF General Ledger Journal Entry.

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:

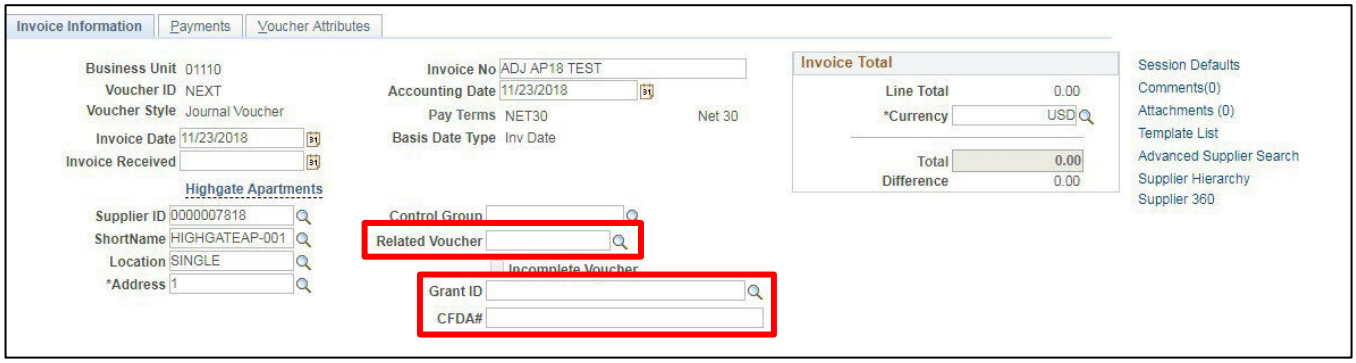


Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as "Regular Voucher".

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:



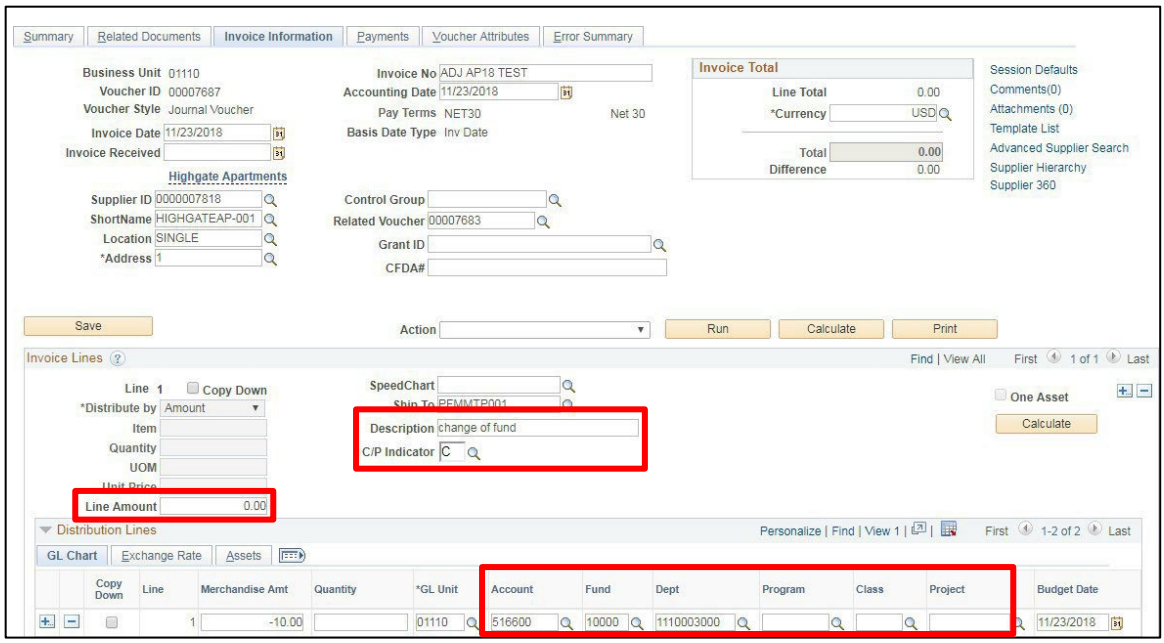
The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- **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



In the **Invoice Lines** section:

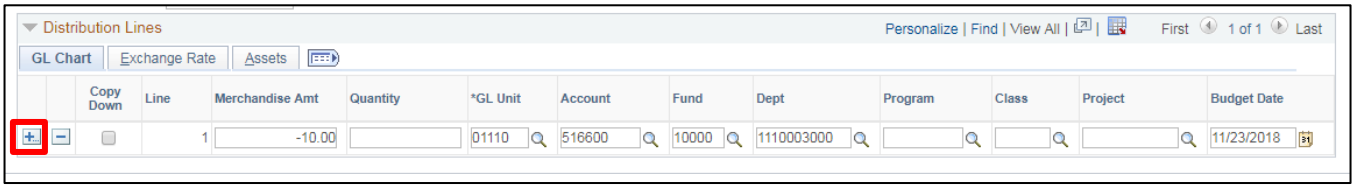
10. **Description -** Enter the description of the journal voucher
11. **C/P Indicator -** Select C for current year or P for prior year, you must select this for each invoice line – both C and P can be used within the same voucher

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

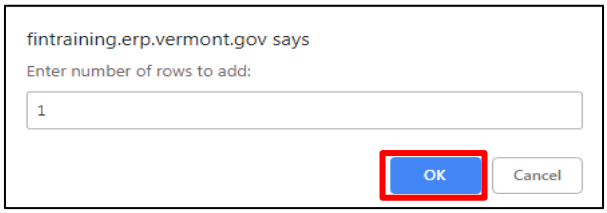
In the **Distribution Lines** section:

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



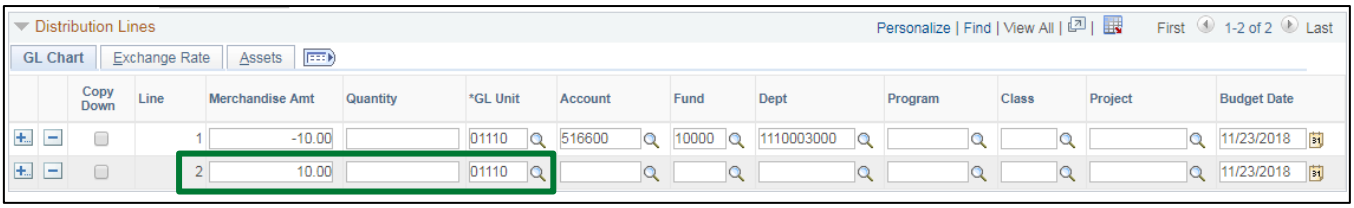
20. Click on the + icon located at the beginning of the distribution line

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



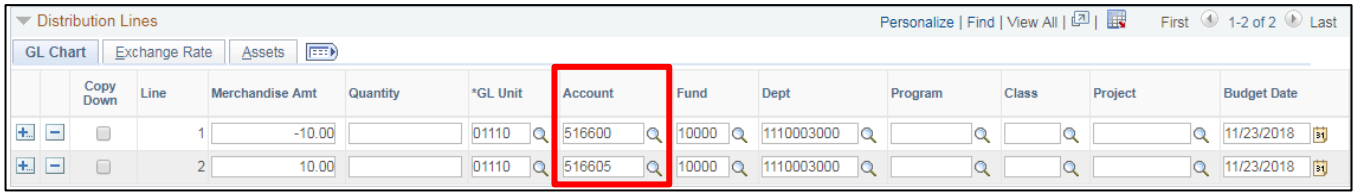
21. Click **OK**

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



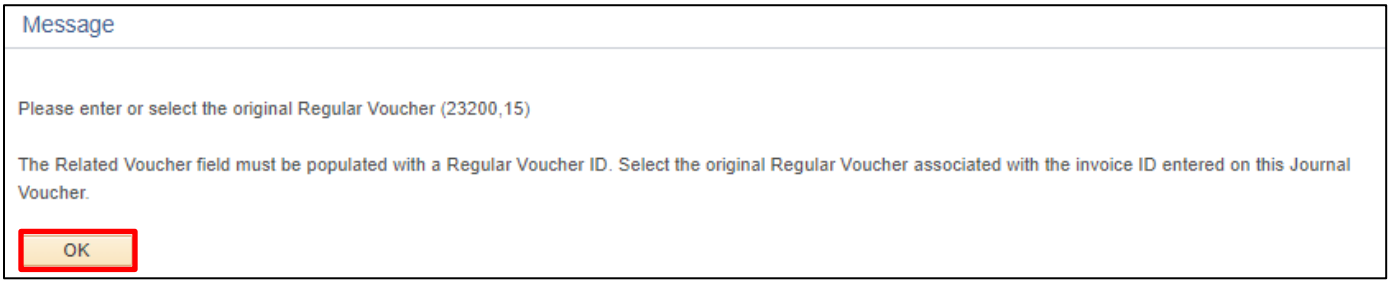
The **Amount** field populates with a debit amount to offset Distribution Line 1.

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



22. Click **Save**

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



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.)

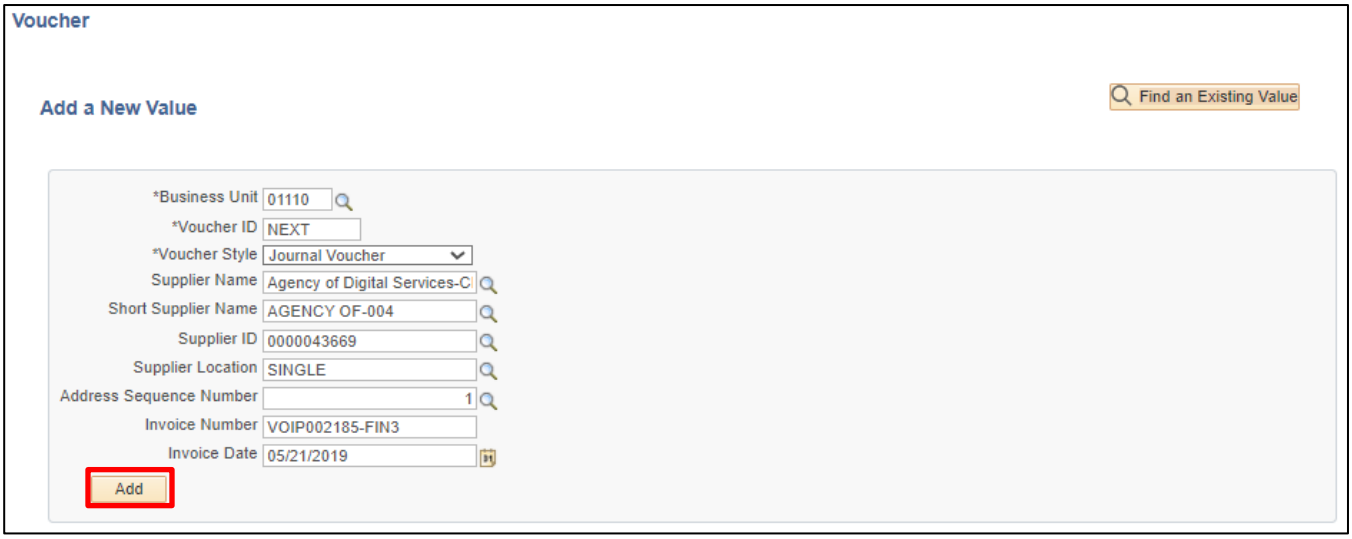
Note: One-time suppliers may only be used in a voucher once. The C/P Indicator cannot be changed on a one-time supplier related voucher and must be reported using the C/P Indicator Miscode form.

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:

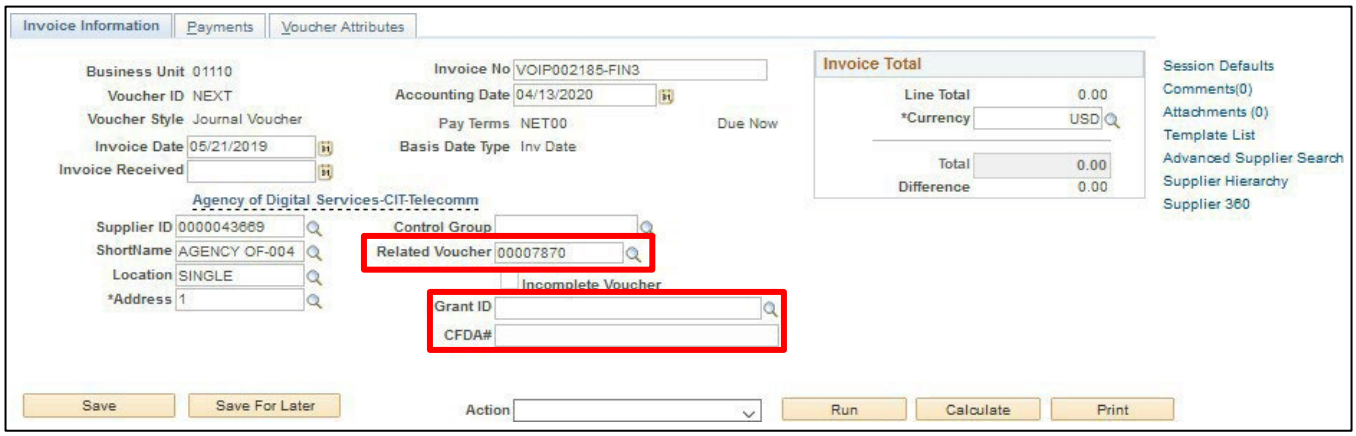


Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT and Voucher Style will default in as "Regular Voucher".

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

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

The **Invoice Information** page displays:



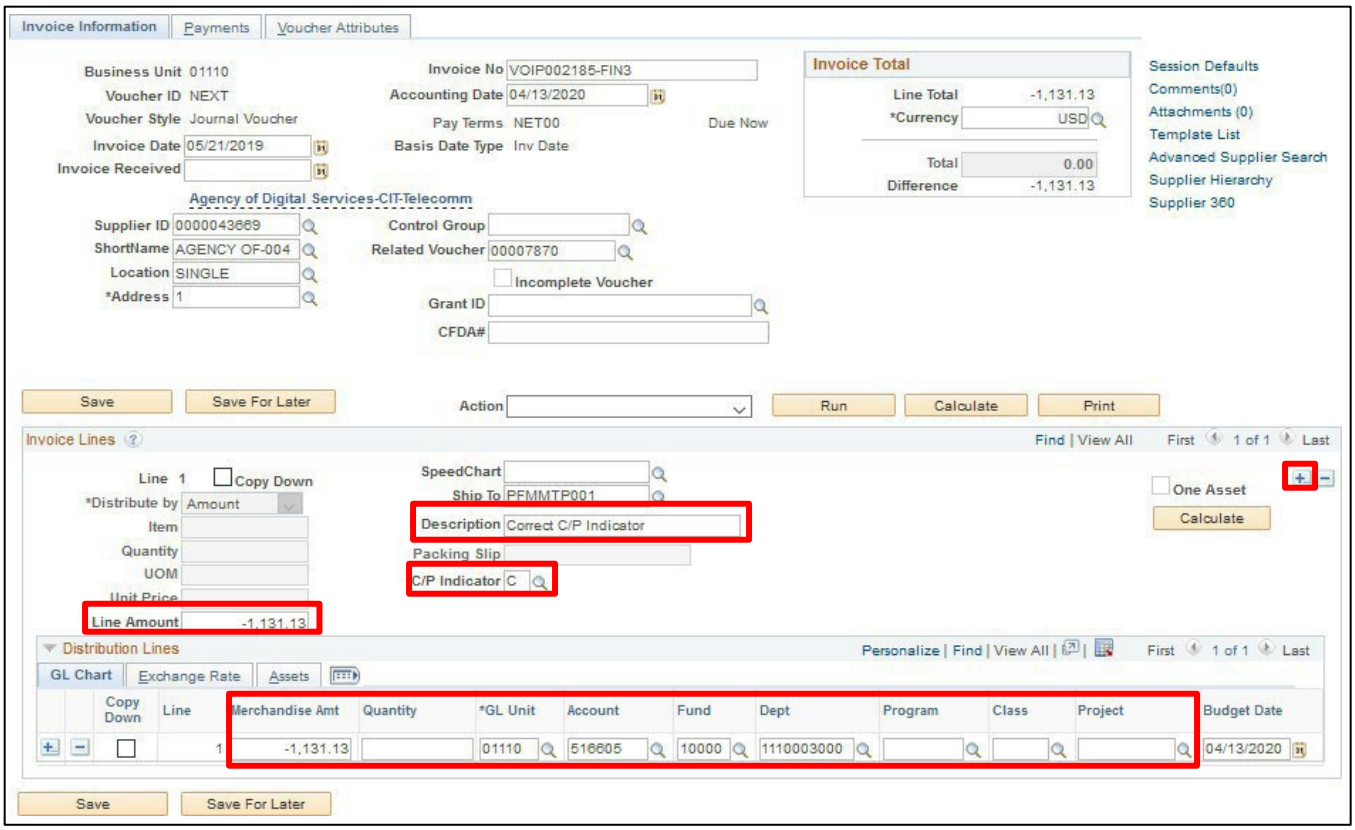
The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- **Accounting Date** = current date (this must <u>never</u> 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 <u>more than one</u> journal voucher for a voucher correction, enter the Original Voucher ID in the Related Voucher field <u>not</u> the journal voucher number.

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



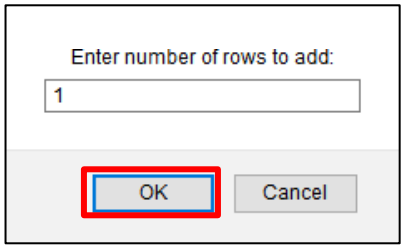
In the **Invoice Lines** section:

11. **Description -** Enter the description of the journal voucher
12. **C/P Indicator -** Select C for current year or P for prior year 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:

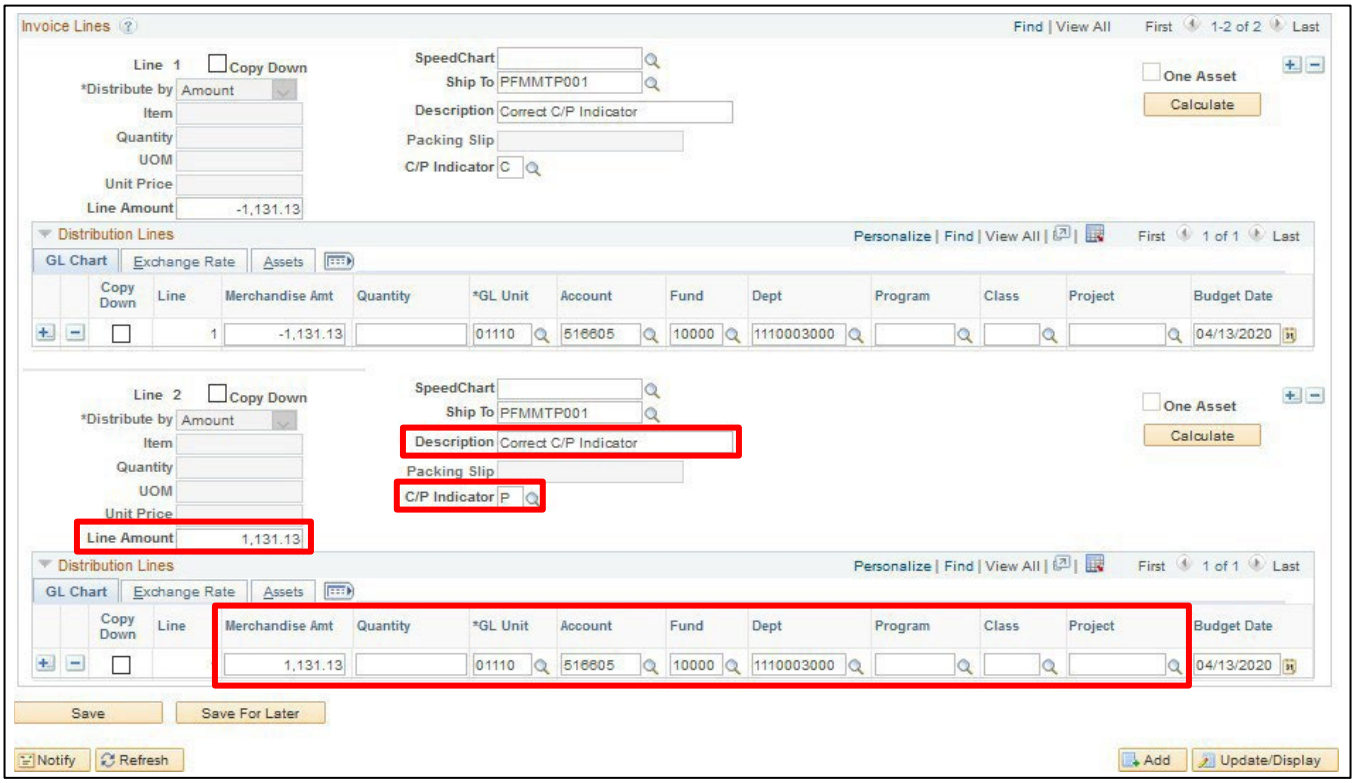
14. **Merchandise Amt -** Enter amount as a **negative amount**
15. Complete the Distribution Line to match the original incorrect voucher
16. Click on the + icon in the **Invoice Line section** to add a new invoice line

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



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

A new Invoice Line opens:

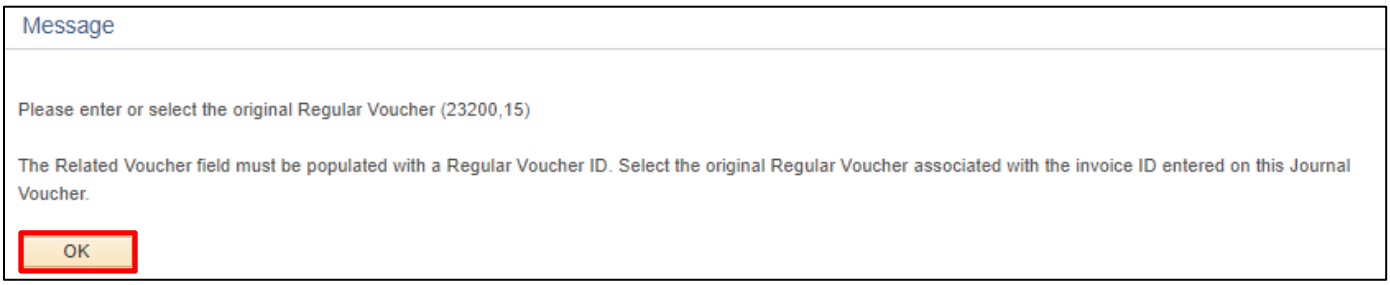


18. **Description -** Enter the description of the journal voucher
19. **C/P Indicator -** Select the correct C/P Indicator, you must select this for each invoice line
20. **Line Amount -** Enter Line 1 amount from the incorrect voucher
21. Complete the **Distribution Line** to match the original incorrect 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:



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

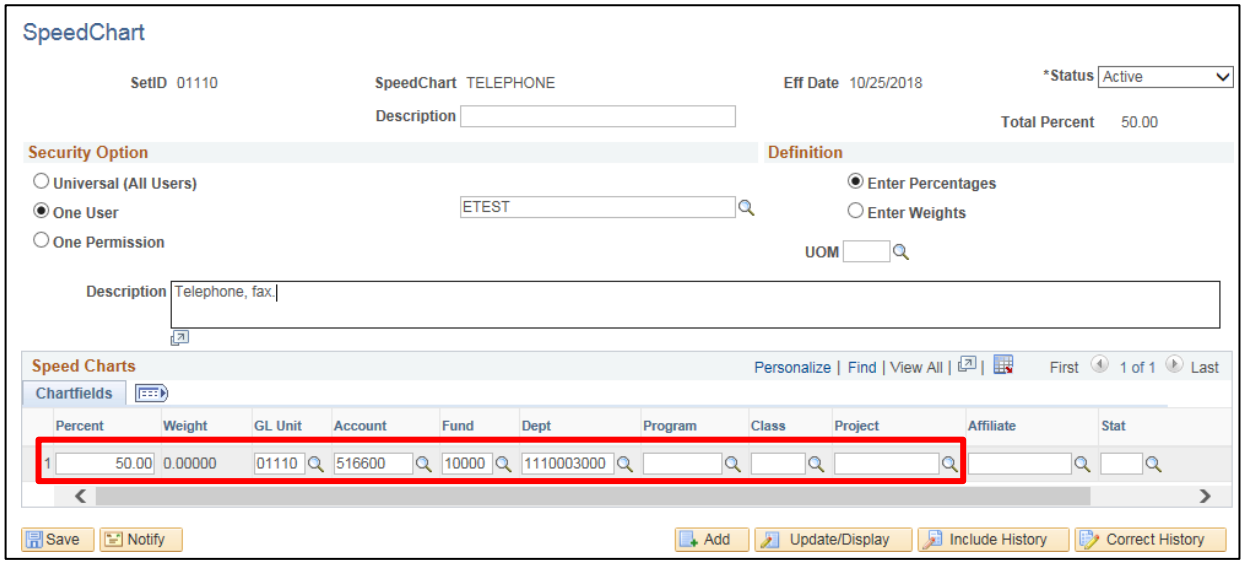
Navigator Menu navigation: Set Up Financials /Supply Chain > Product Related > Procurement Options > Management> SpeedChart > Add a New Value

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

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

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**

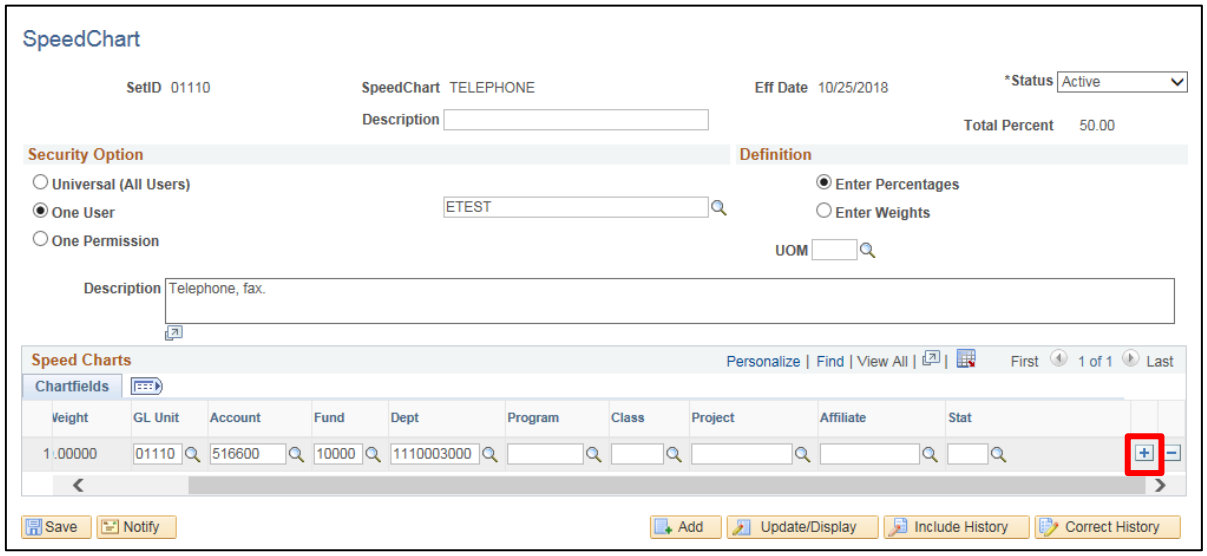
The **SpeedChart** page displays:



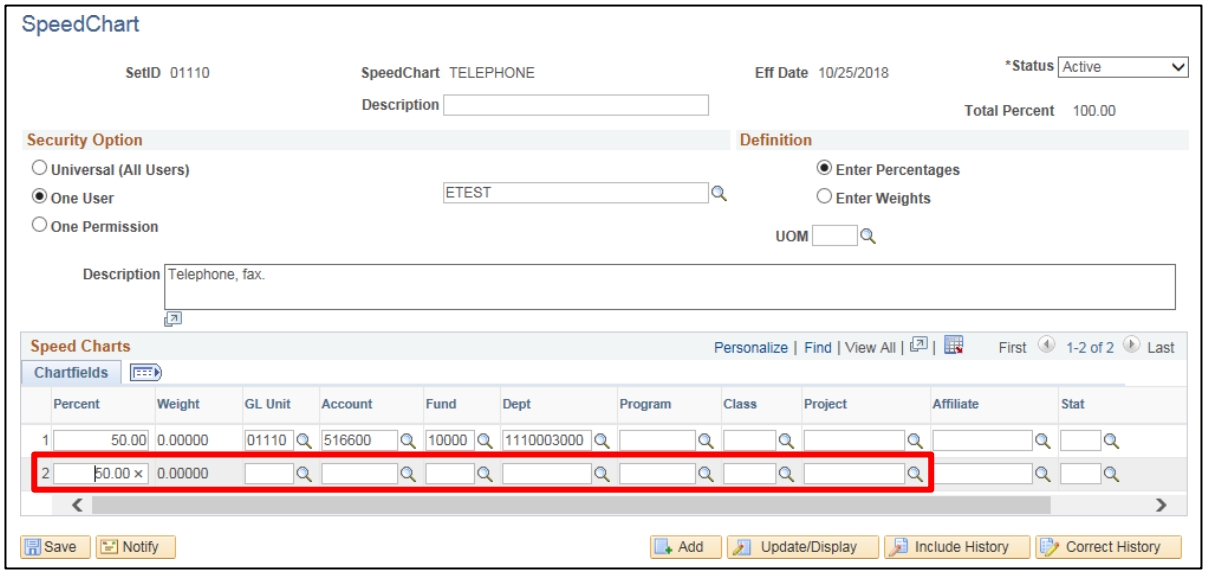
The information entered on the Add page has populated onto this page. Status defaults in as Active.

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



A new row opens:

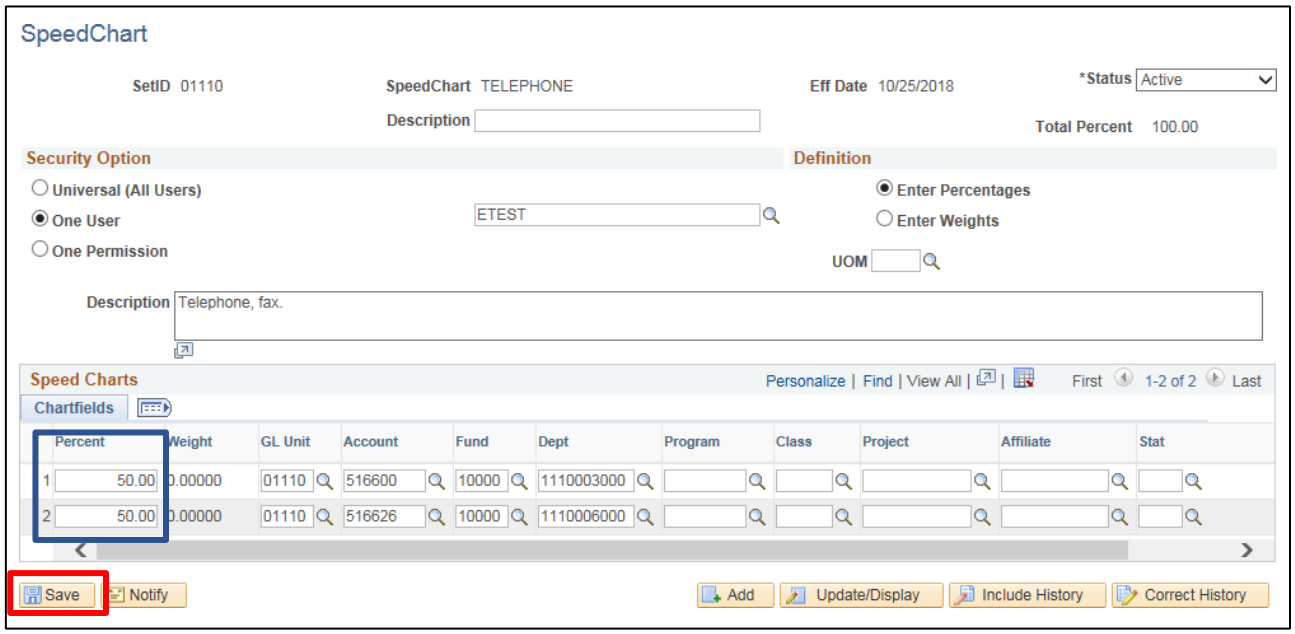


10. Fill in percent of split that should be applied to row 2 accounting information

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:



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.

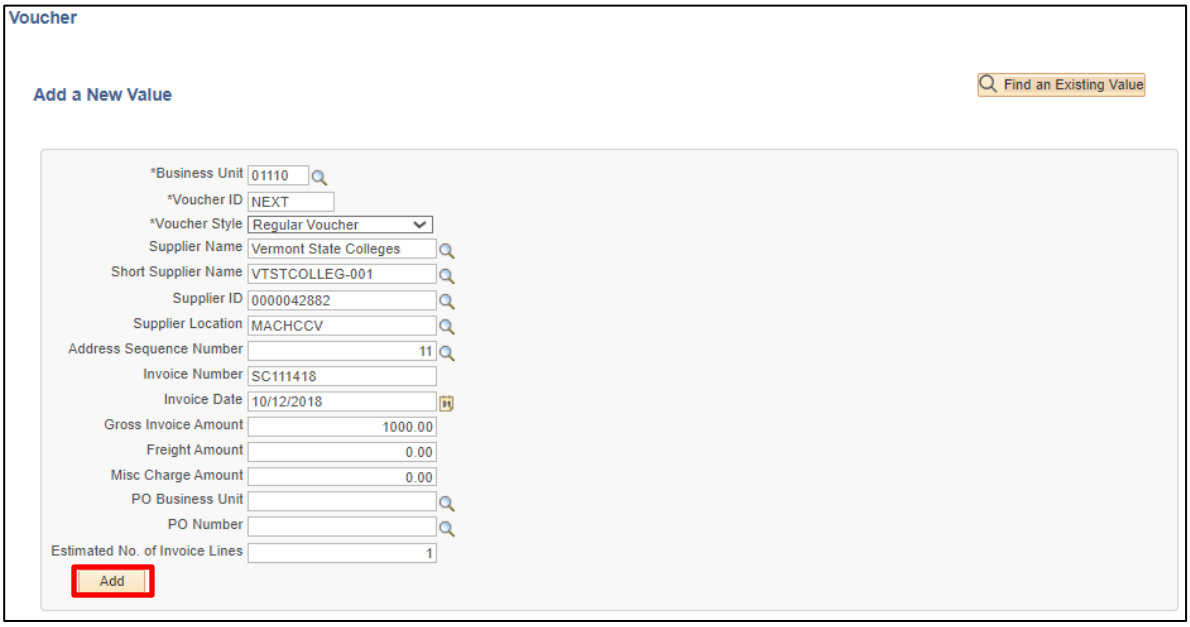
SpeedCharts are Business Unit specific, but can be used on any voucher within the business unit no matter the supplier.

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:



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:

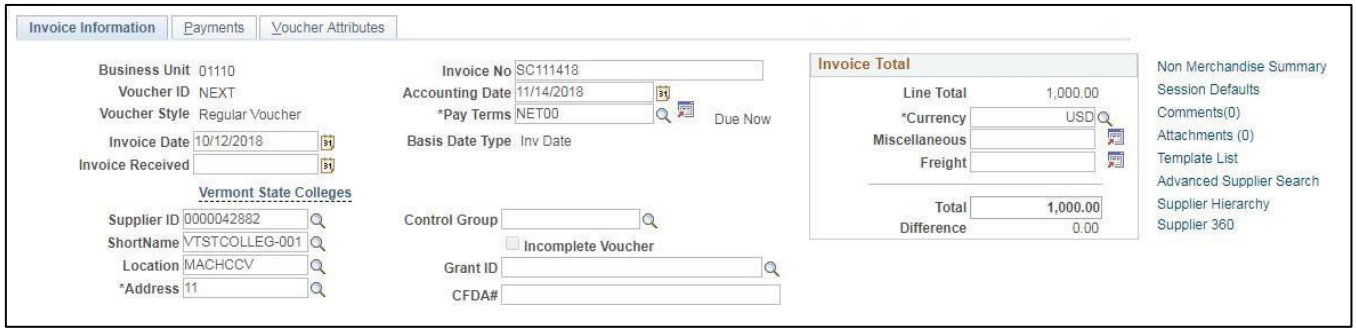
   WorkCenter navigation: Accounts Payable WorkCenter (AP) > Links Pagelet > Suppliers > Supplier Information > Click on Find an Existing Value tab

   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:

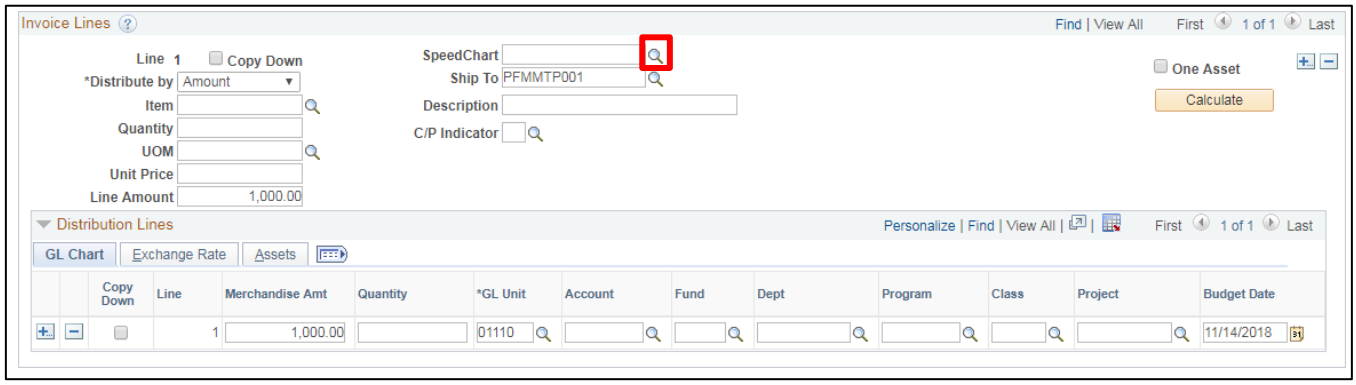


Note: If you see a Withholding hyperlink next to the Invoice Total box, the supplier is subject to 1099 Reporting. You must go to this link and code each invoice line as reportable or not reportable based on the type of payment being made. Please see the 1099 Reporting section in this manual and the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

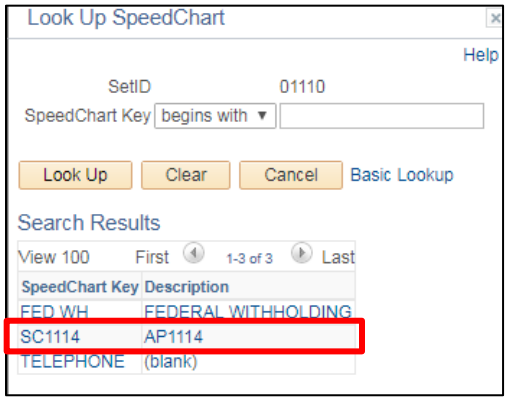
The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- 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

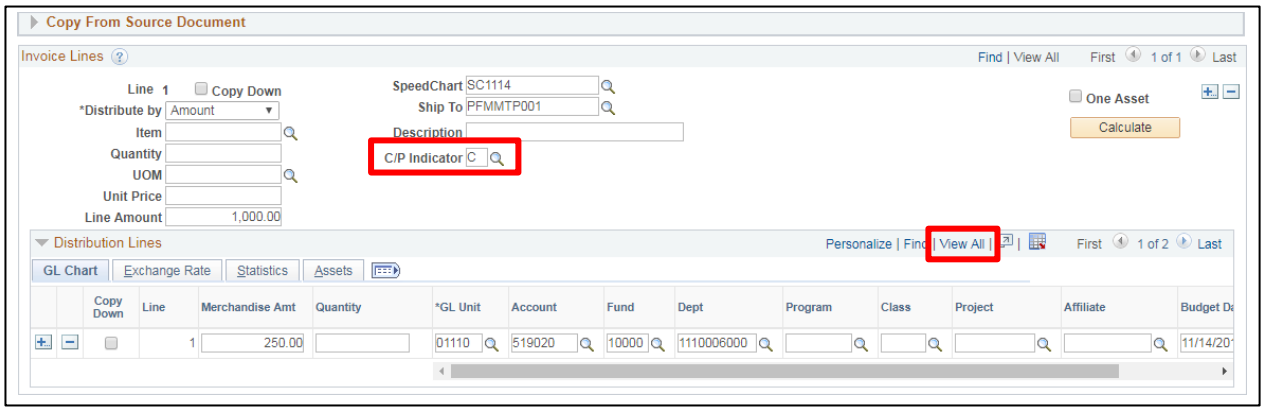
Scroll down the screen and the **Invoice Lines** box can be seen:



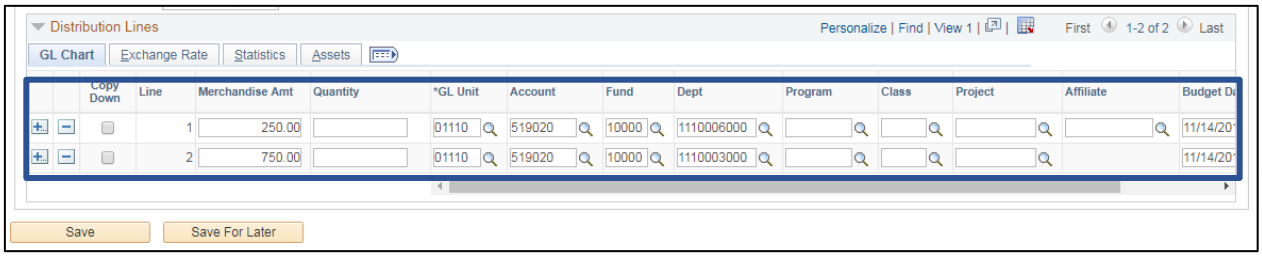
6. Click on the magnifying glass next to SpeedChart



7. Select the SpeedChart by clicking on the link



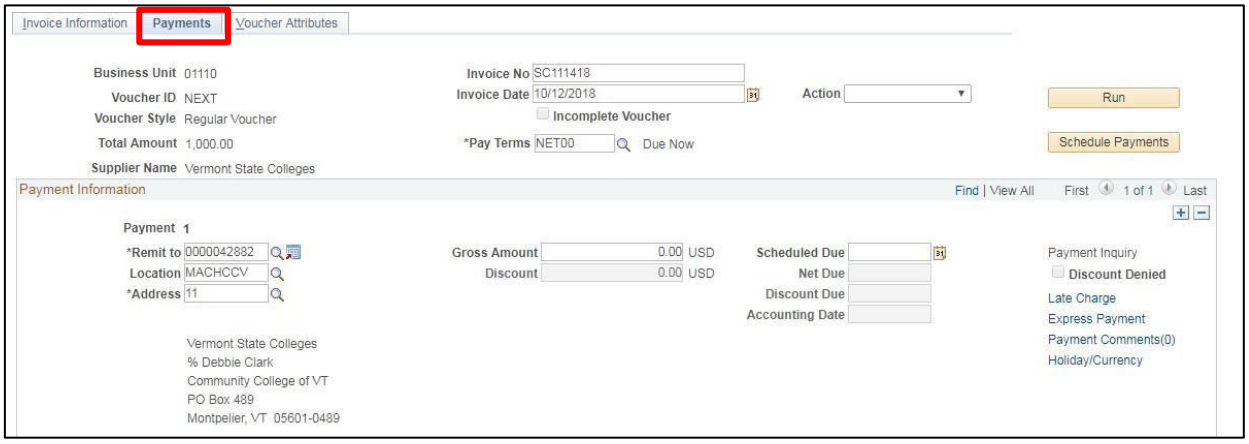
8. **C/P Indicator -** Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher
9. Under **Distribution Lines** click **View All**



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:



Review Payment information that defaulted in from the supplier.

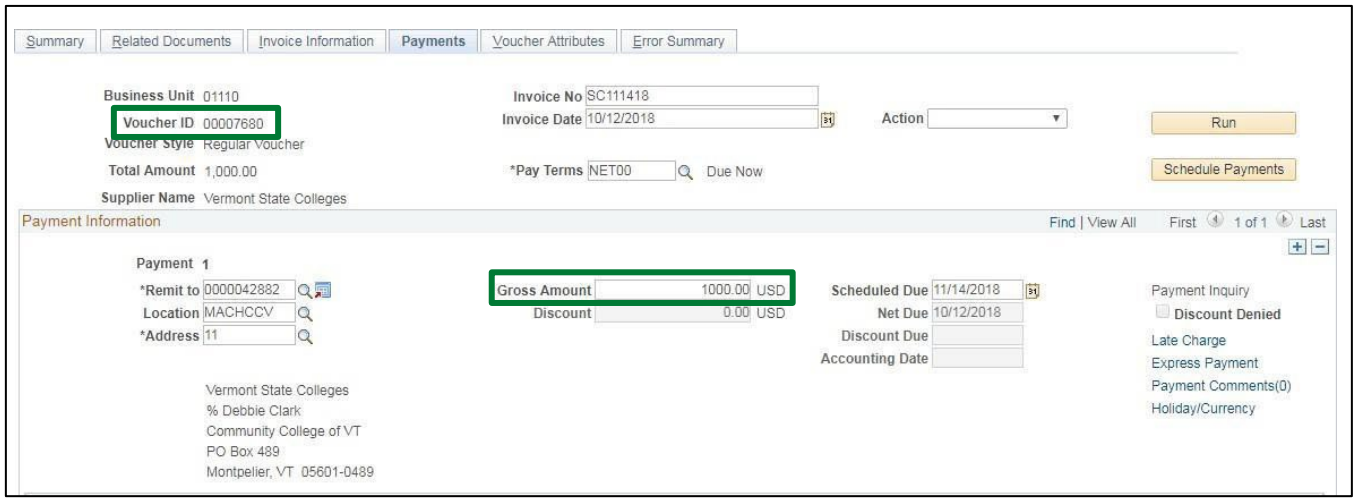
Note: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

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.



Budget Check a Voucher Online

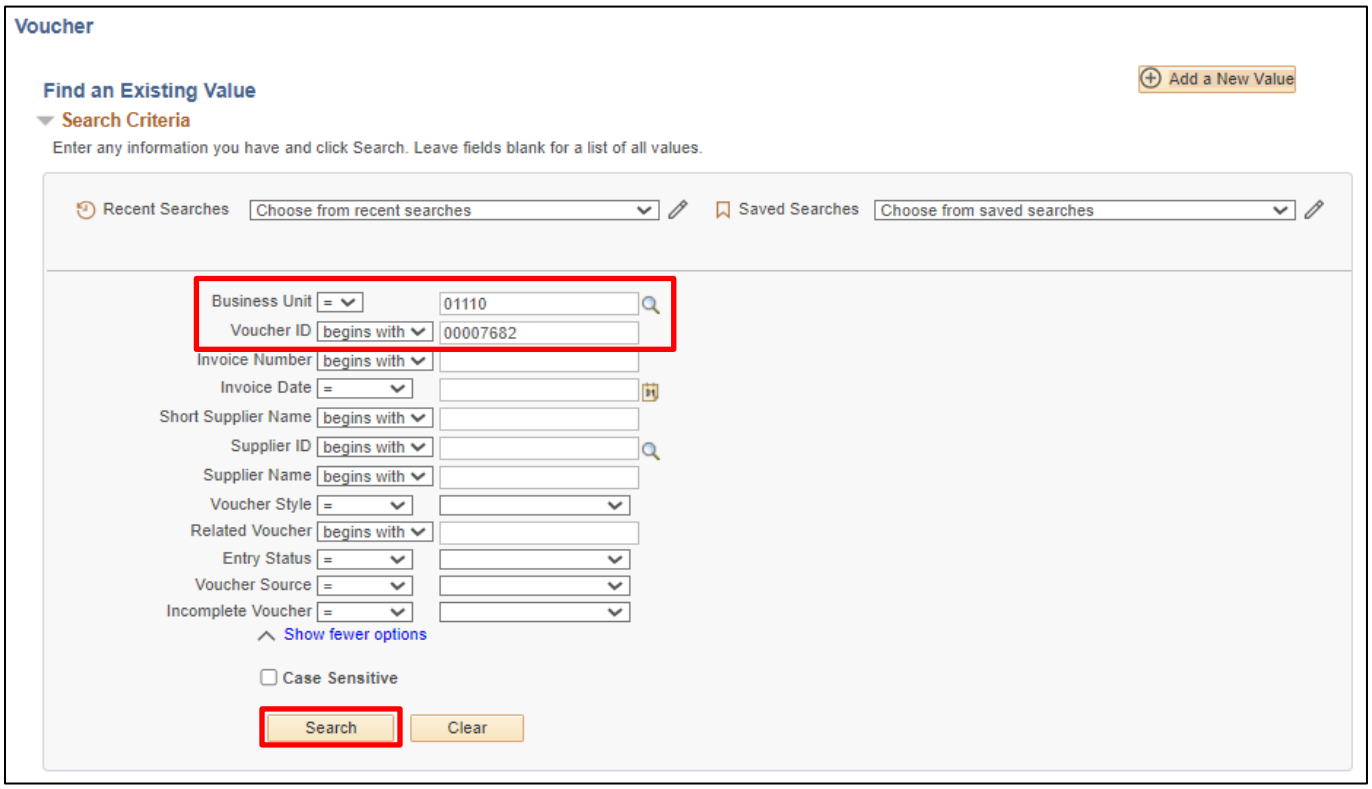
Situations when this function is used: The budget checking process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. You can budget-check individual vouchers 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

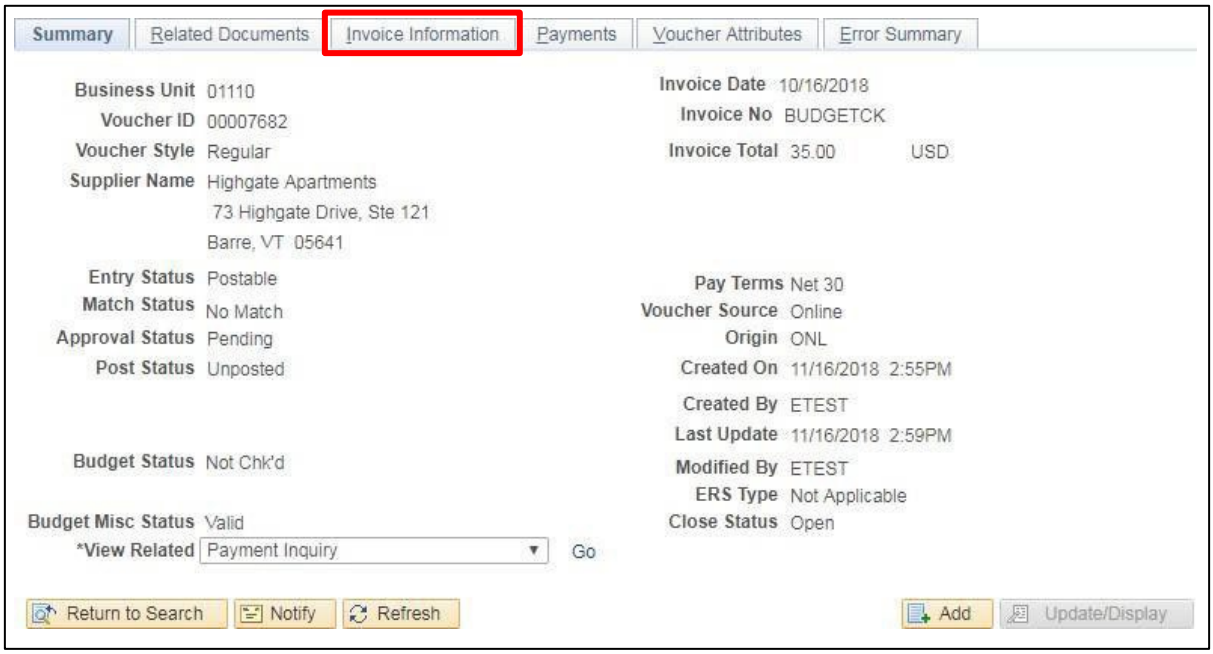
The **Voucher Entry** page displays, click on the **Find an Existing Value** button:



Your default BU will appear in the Business Unit field.

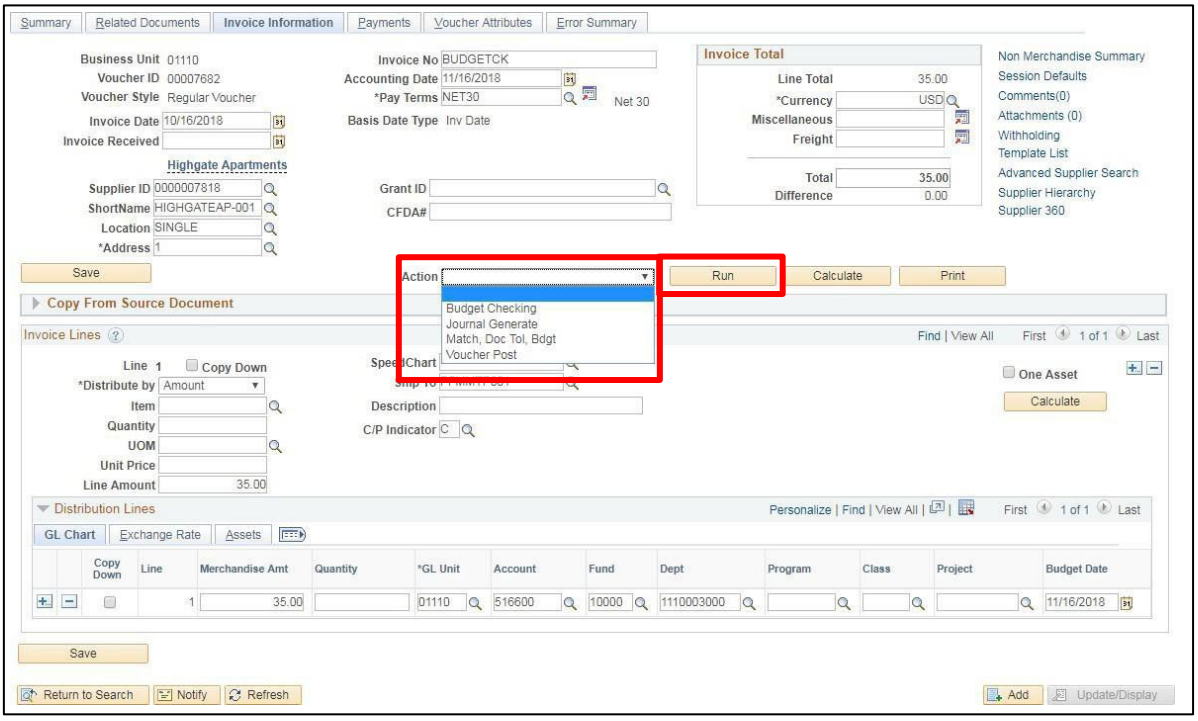
1. **Business Unit -** Leave as user default or enter appropriate business unit
2. **Voucher ID -** Enter the Voucher ID (including leading zeros) of the voucher that needs to be budget checked
3. Click **Search**

The **Voucher Summary** page displays:



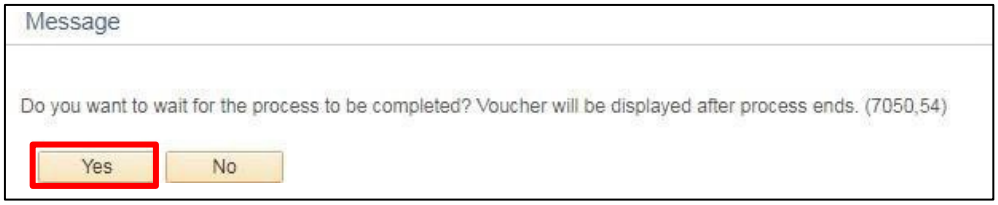
4. Click on the **Invoice Information** tab

The **Invoice Information** page displays:

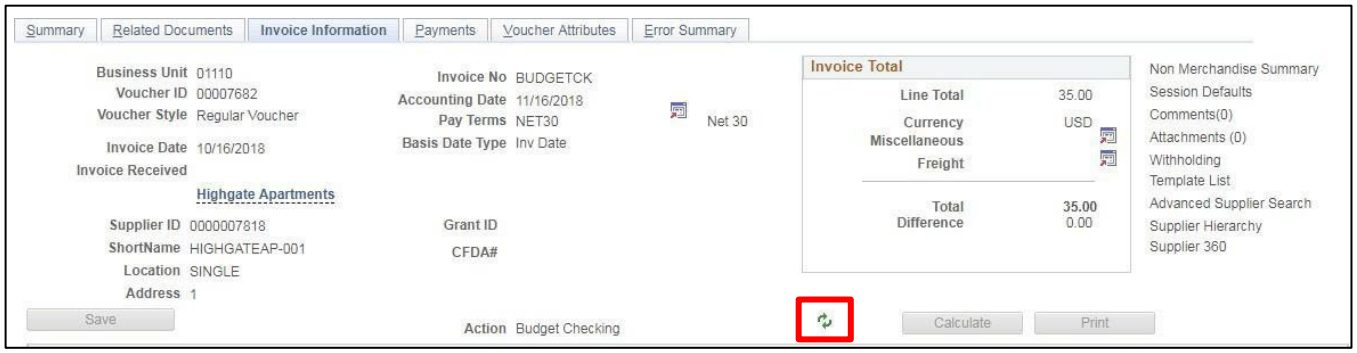


5. Click on the **drop-down arrow** beside **Action** and choose **Budget Checking**
6. Click on **Run** and the **Budget Checking Process** is started

The following Message opens:

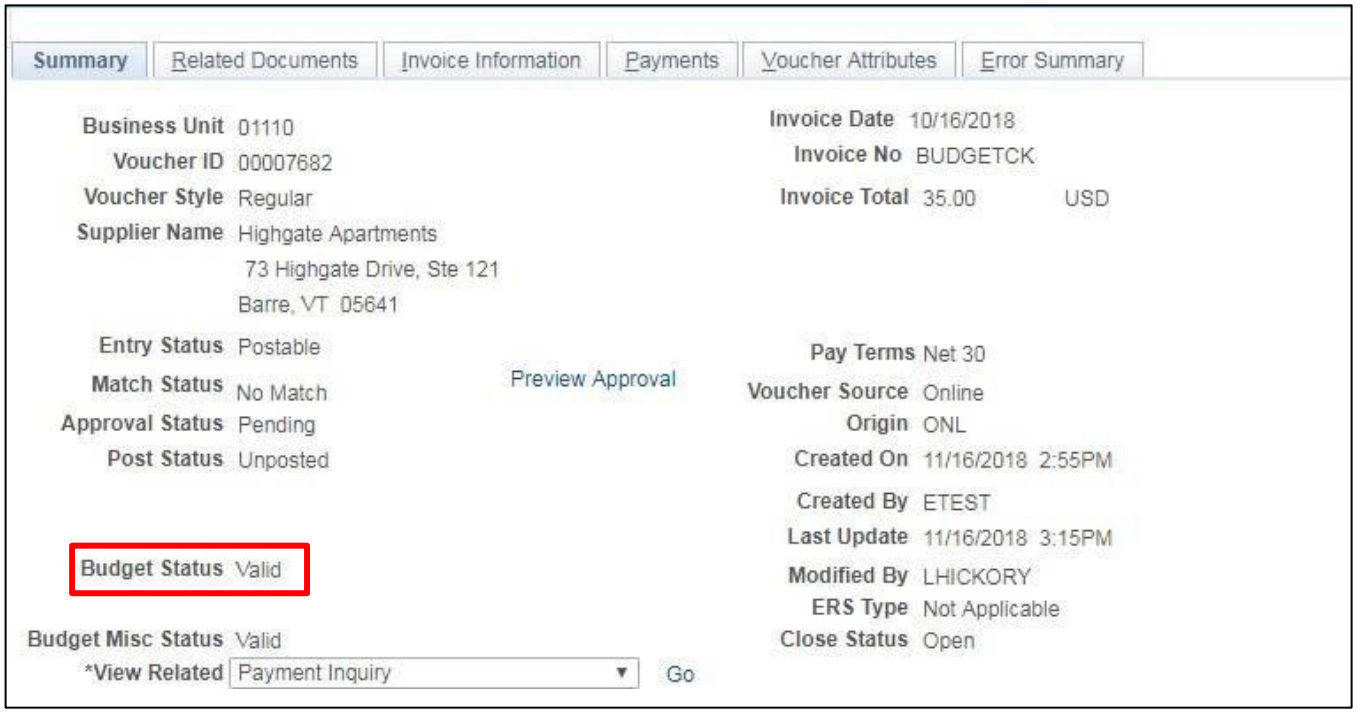


7. Click **Yes**



8. Click on the **Refresh** button
9. Once the page is done processing then click on **Summary** tab

The **Summary** page displays:



The Budget Header Status now has a status of **'Valid Budget Check'**.

The State of Vermont is not using the Non-Prorated Budget Status so when the voucher is saved this status automatically turns to valid budget check.

If you receive budget check errors, see the section on Finding and Fixing Budget Check errors in this manual.

Budget Check a Voucher using a Batch Process

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

Note: Things to keep in mind if batch budget checking several vouchers at once

If the batch says 'Warning' on the process monitor at least one or more of the vouchers did not budget check successfully.

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

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

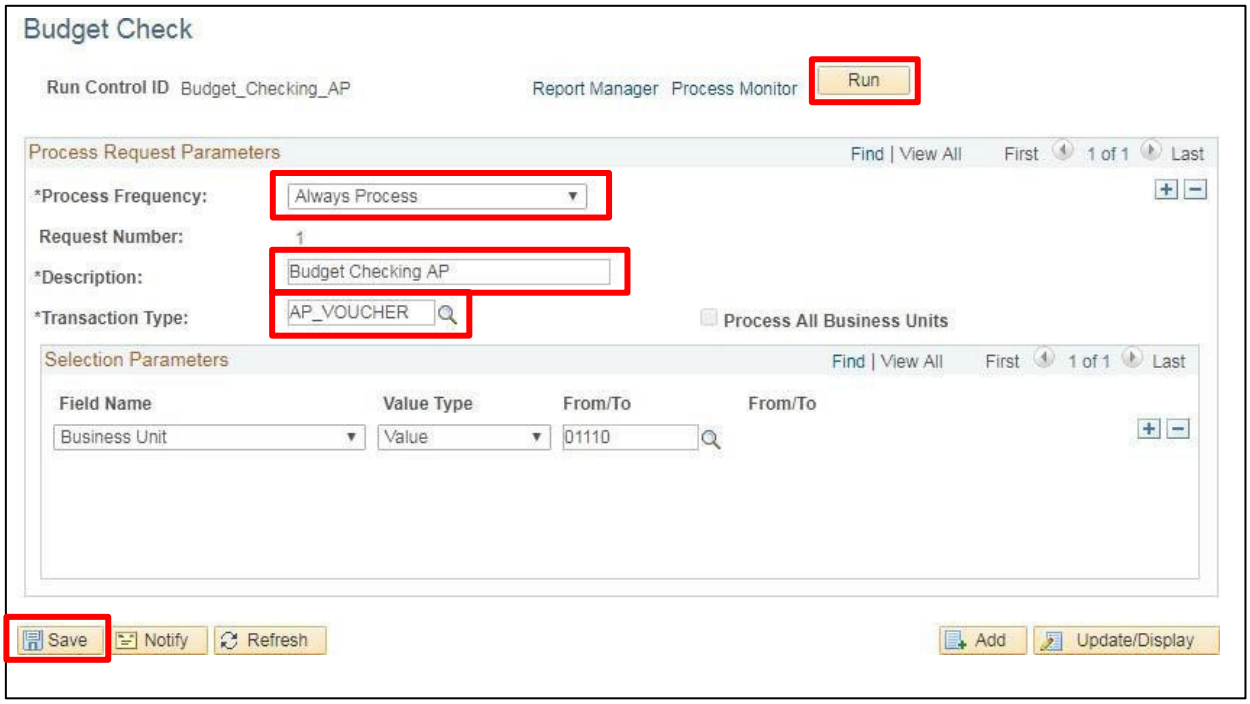
WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Batch Processes > Budget Check

Navigator Menu navigation: Accounts Payable > Vouchers > Budget Check

The **Budget Check** page displays:

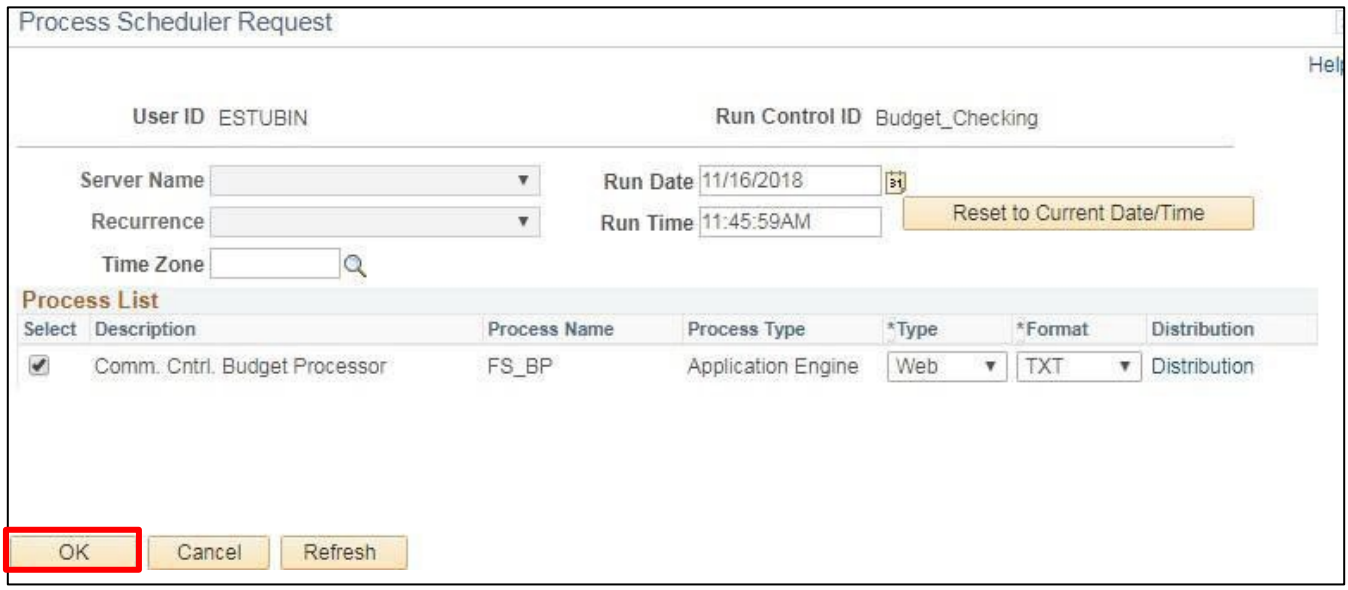
1. Click on the **Add a New Value** button if you are running this process for the first time **or** click on the **Find an Existing Value** tab if you have already set up a run control
   NOTE: Run Controls must not be shared between modules. A different budget check run control needs to be set up for both vouchers and purchase orders.
2. **Run Control ID -** Enter a run control ID
3. Click **Add**

The **Budget Check** page displays:



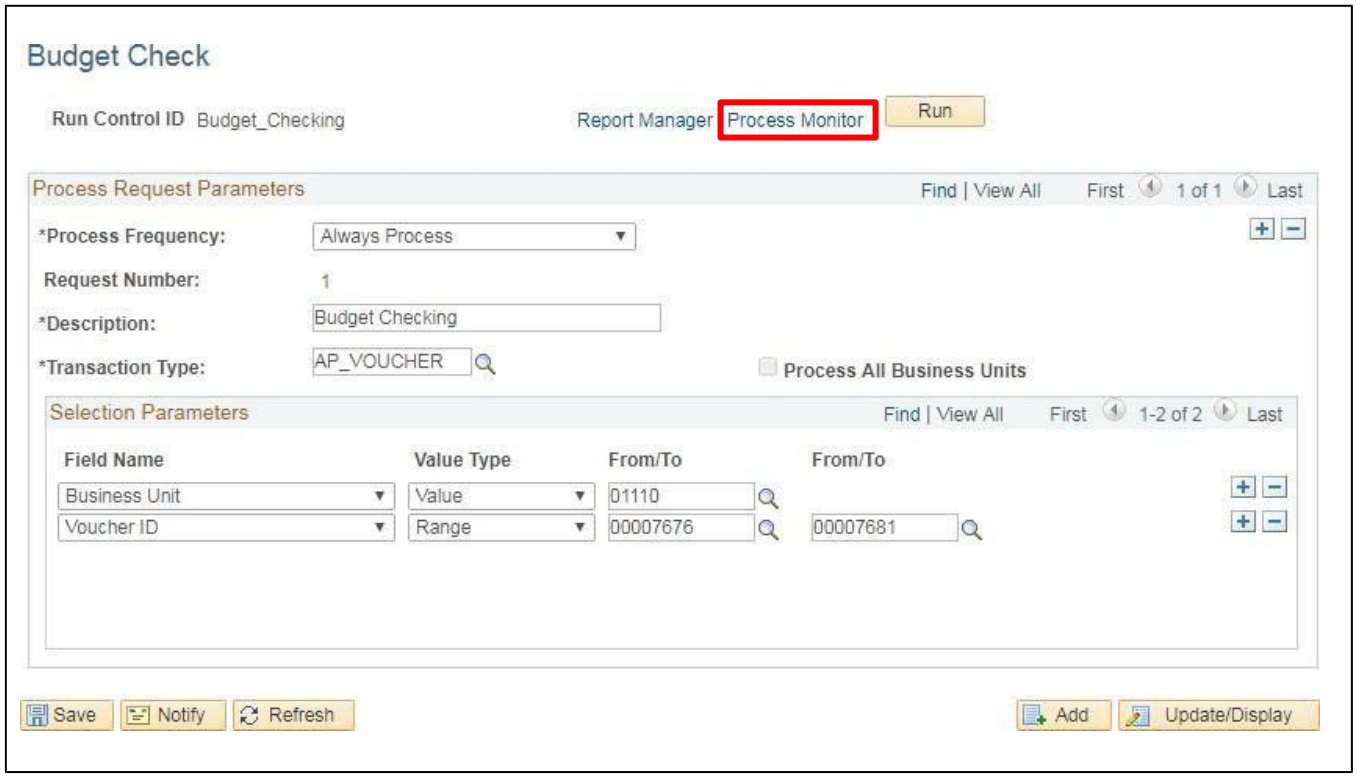
4. Click on the drop down next to **Process Frequency** and choose **'Always Process'**
5. **Description -** Enter a description
6. Click on the magnifying glass next to **'Transaction Type'** and select AP Voucher from the list
7. Click **Save**
8. Click **Run**

The **Process Scheduler Request** window opens:



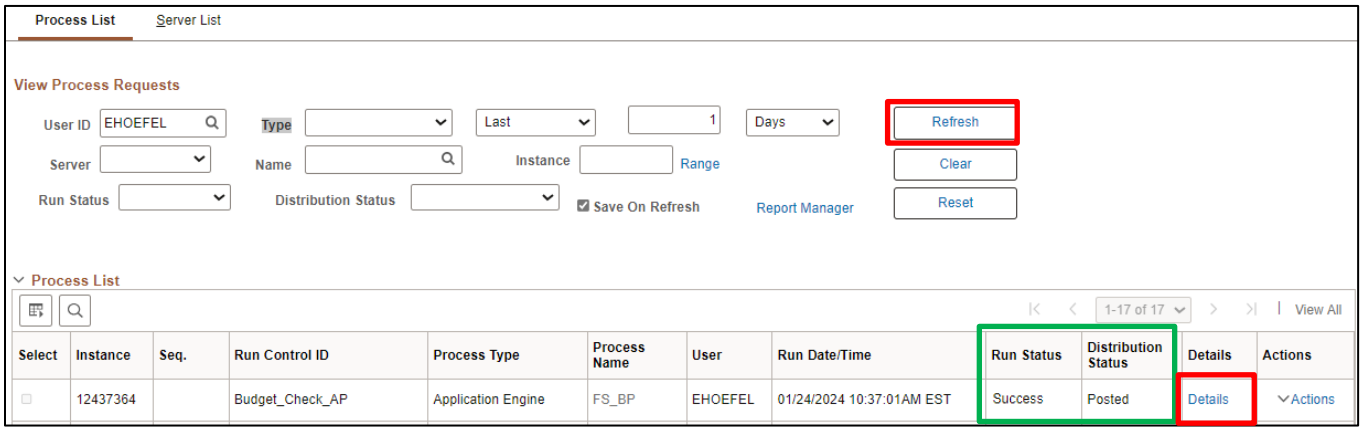
9. Click **OK**

The **Budget Check** page displays:



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

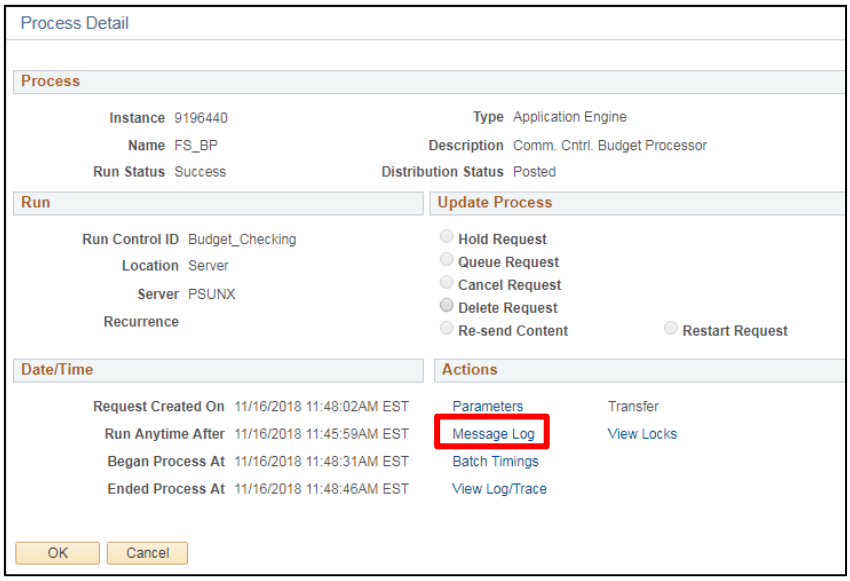
The **Process Monitor** opens:



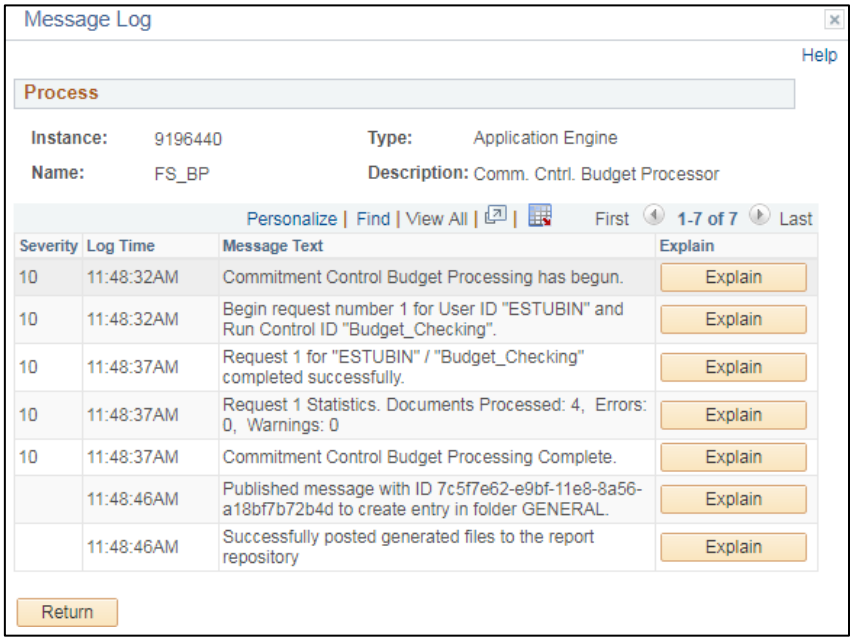
10. Click on the **Refresh** button until the Run Status = Success and Distribution Status = Posted

11. Click on the **Details** link

The **Process Detail** window opens:



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



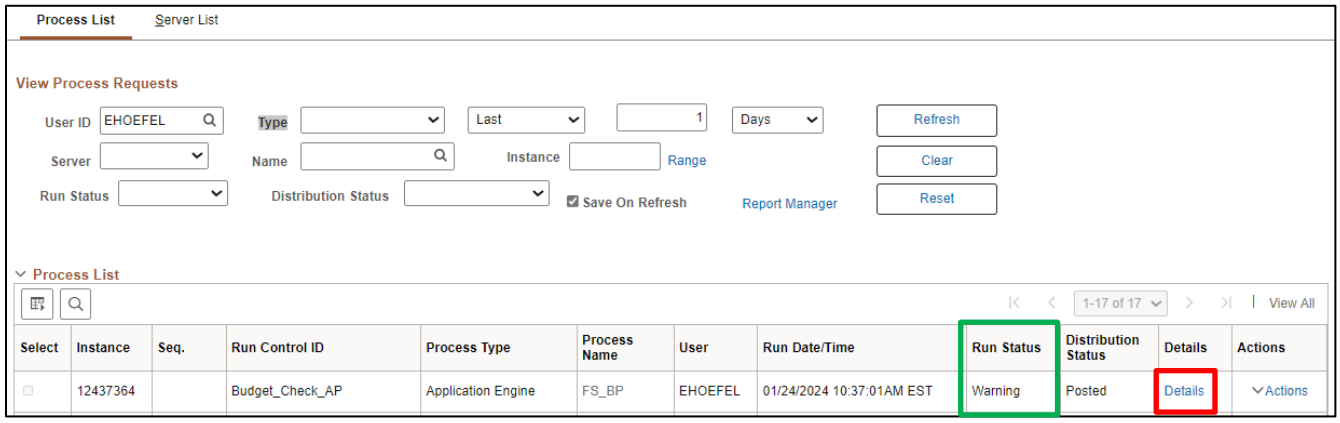
"Budget Checking". Documents Processed: 4; Errors: 0, Warnings: 0

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

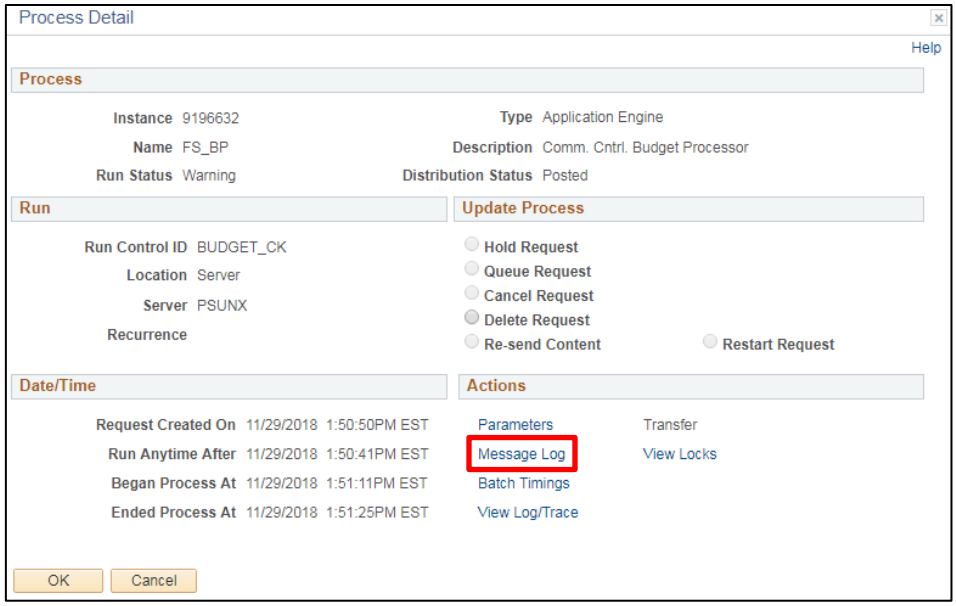
Navigator Menu navigation: People Tools > Process Scheduler > Process Monitor

The **Process Monitor** opens:



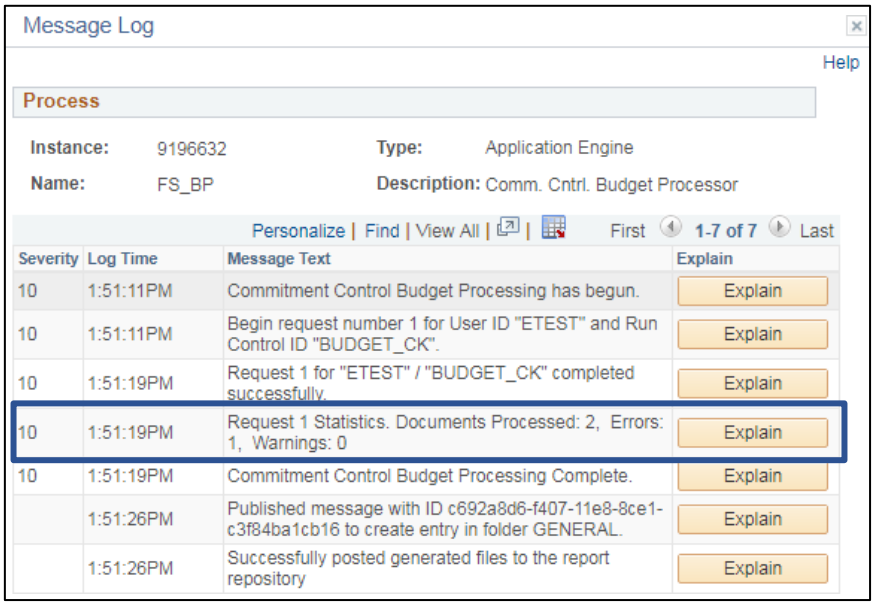
When your process runs to a Status of Warning or Error, you need to find out why. These status warnings tell you that there is something wrong with the chartfield combination used in the voucher.

1. Click on **Details** link beside the budget checking process with an error or warning The **Process Detail** window opens:



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

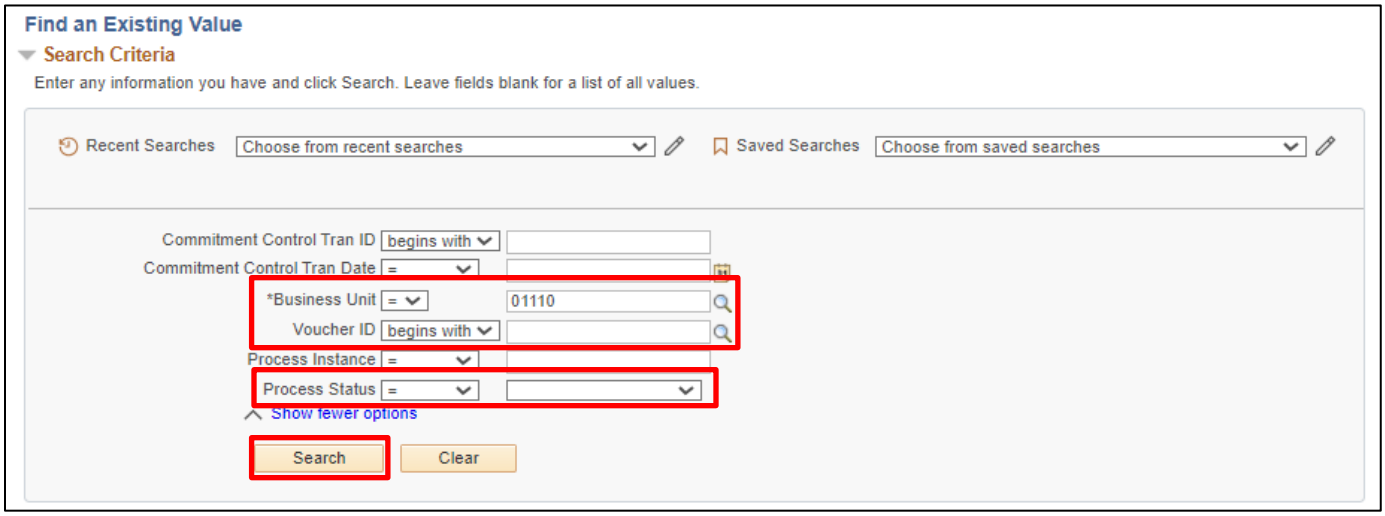
The **Message Log** window opens:



"Budget_CK". Documents Processed: 2; Errors: 1

This indicates that 2 vouchers were selected for processing and 1 voucher has a budget check error.

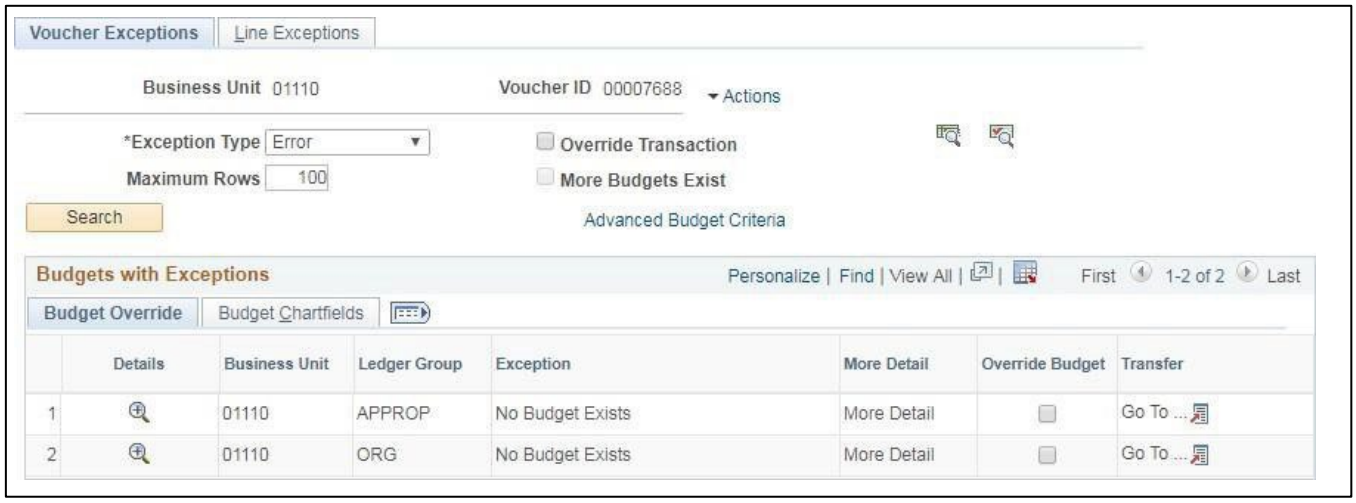
Navigator Menu Navigation: Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher



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**

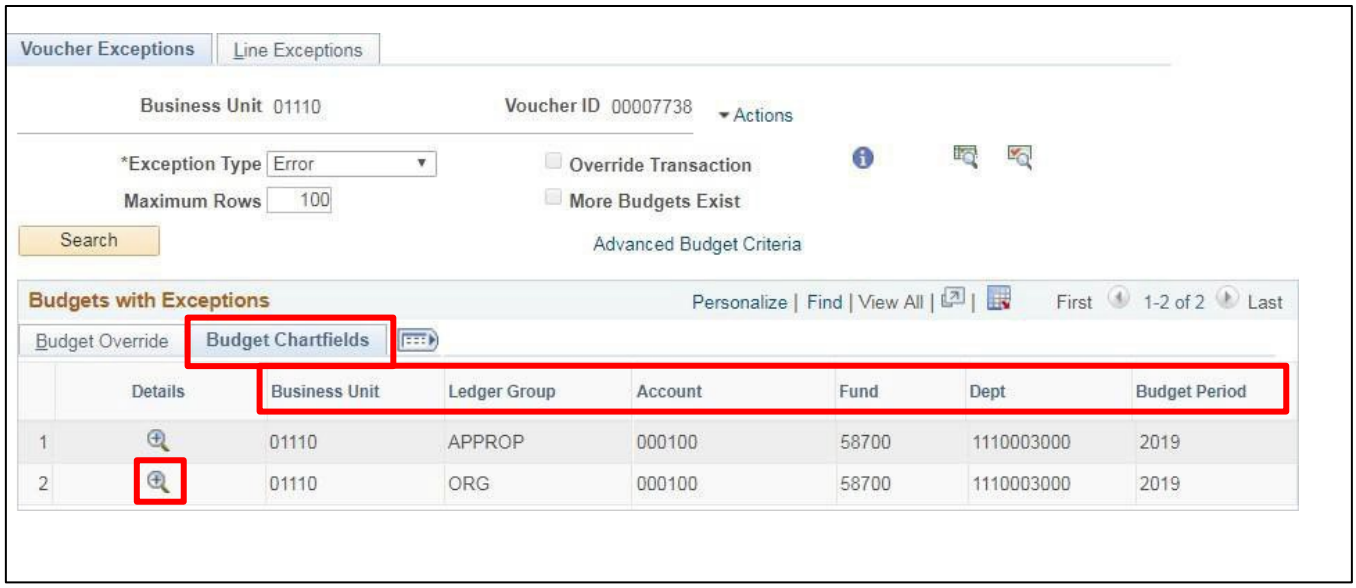
Note: If the Search button is clicked and there is only one voucher with a budget check error the voucher will automatically open.

The **Voucher Exceptions** page displays:



The Exception message is **No Budget Exists**.

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



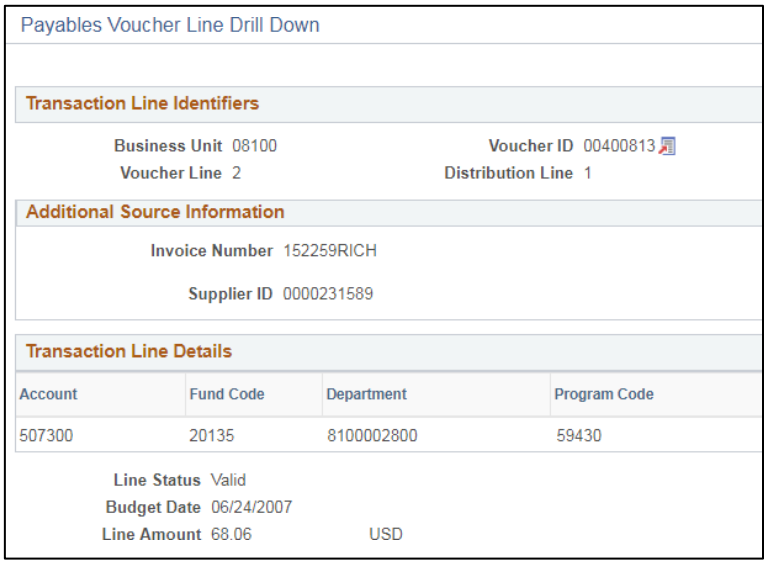
There are other budget check errors you may receive, such as:

- 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.

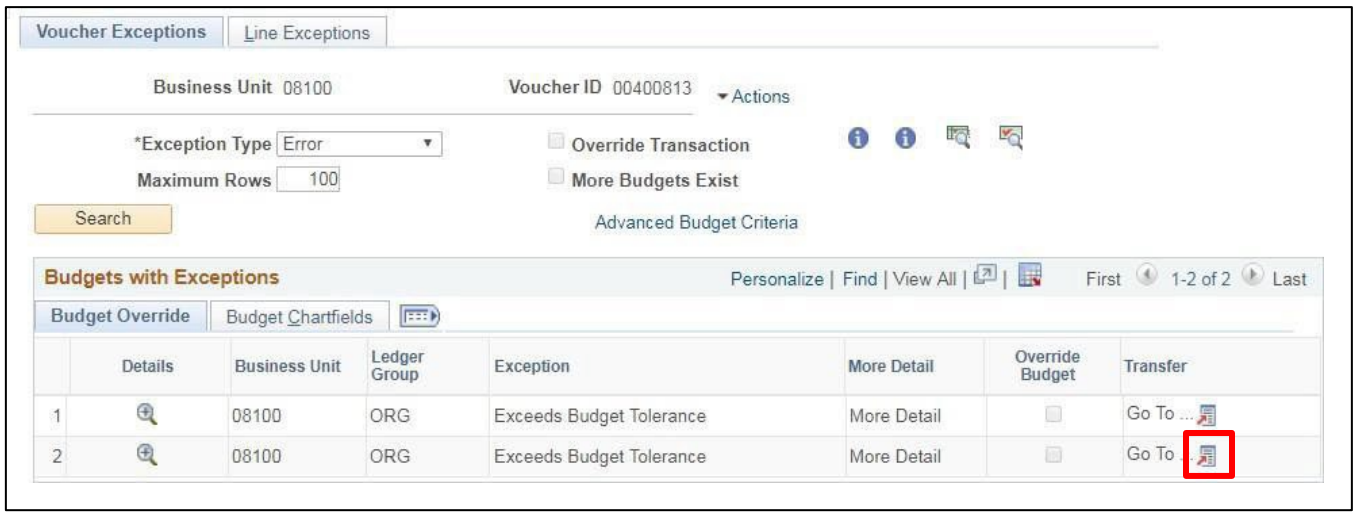
6. Click on the **Magnifying Glass** next to line 2

The Payables Voucher Line Drill Down window opens:



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

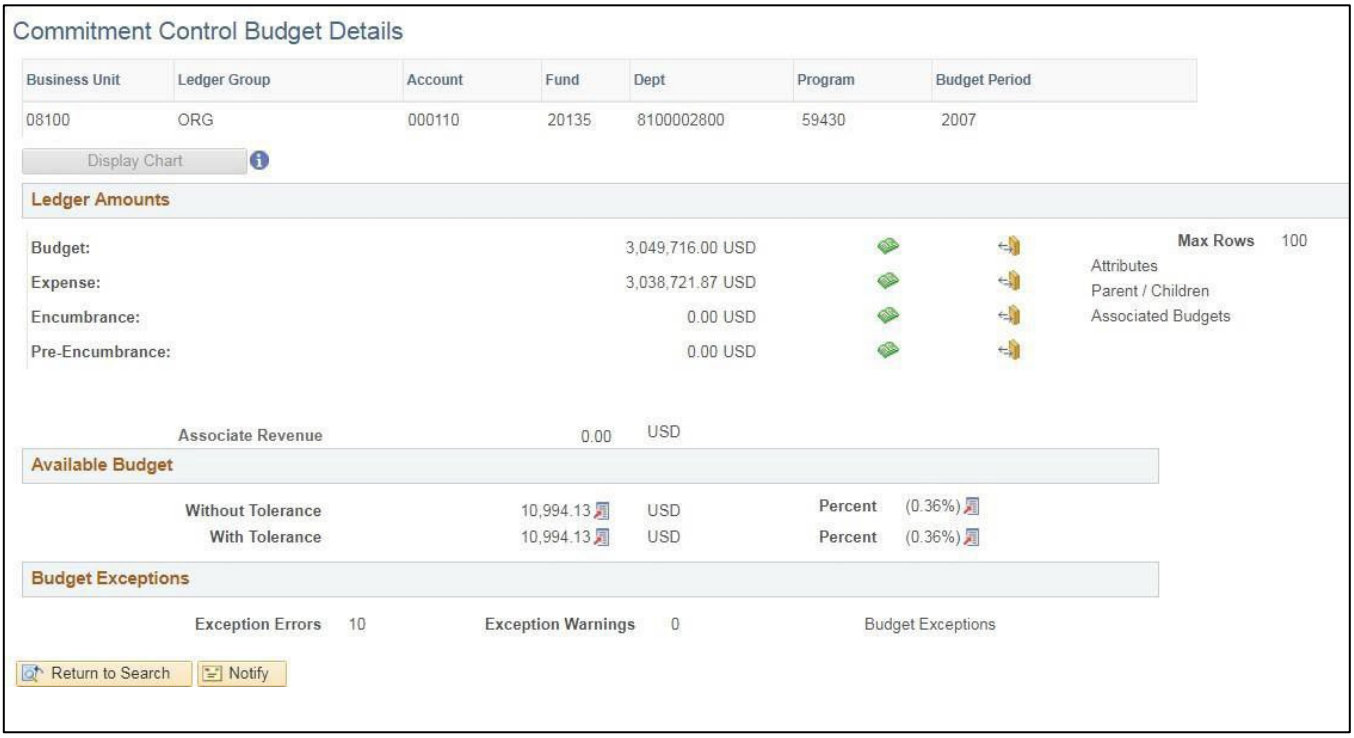
7. Click **OK**



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

A new window opens:

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



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.

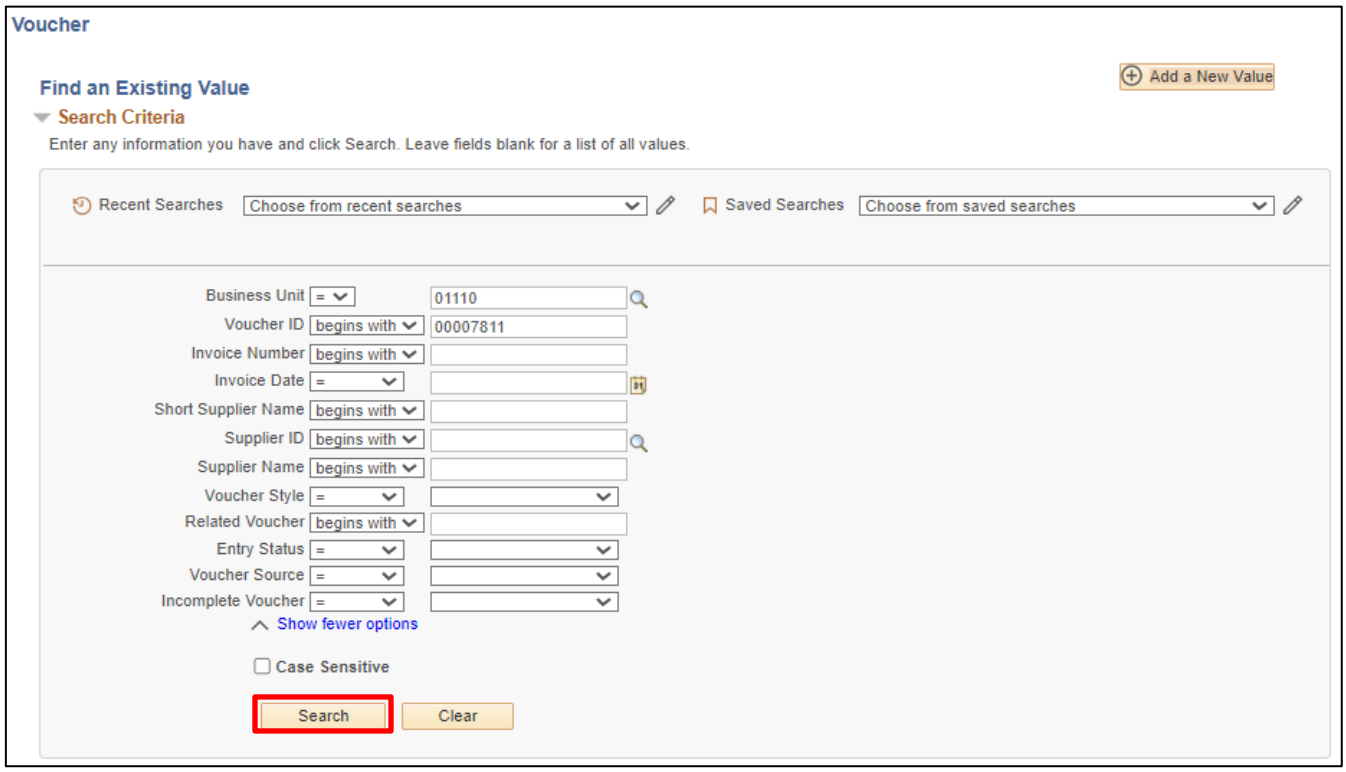
Submitting a Voucher for Approval

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

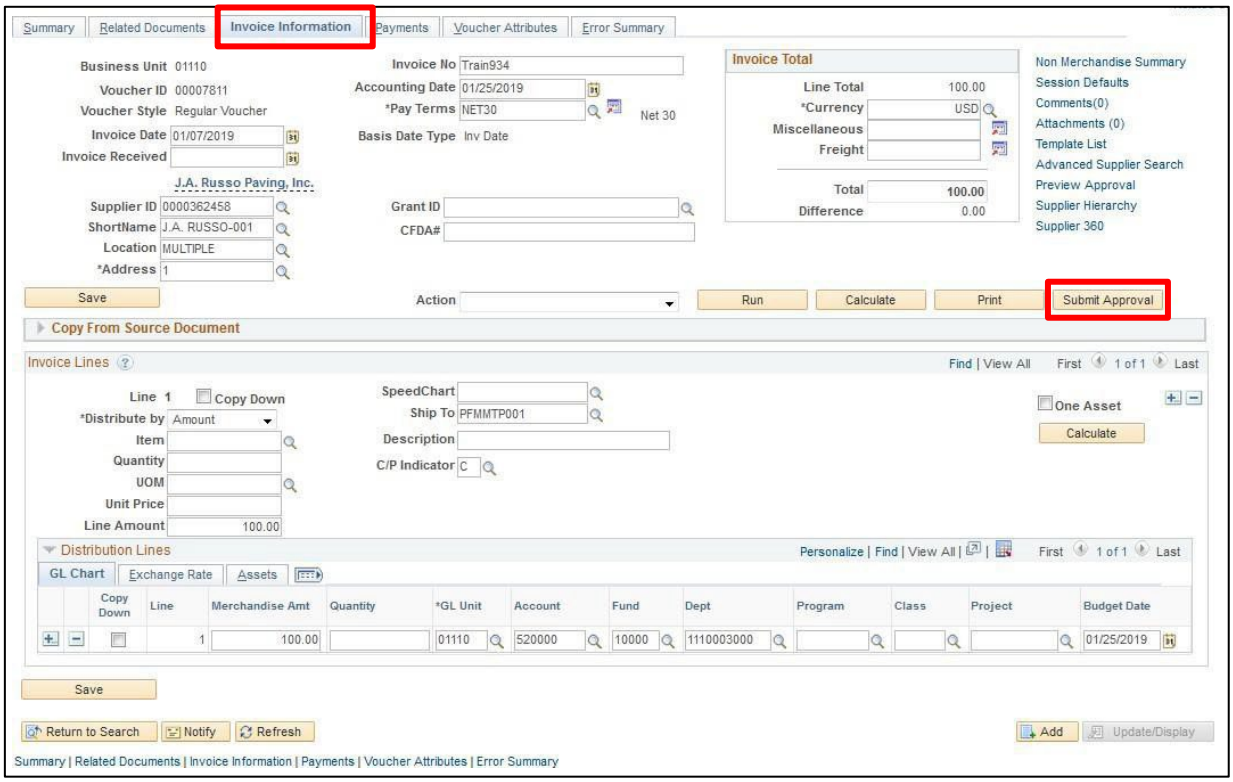
Navigator Menu navigation: Accounts Payable > Vouchers > Voucher Entry

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



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

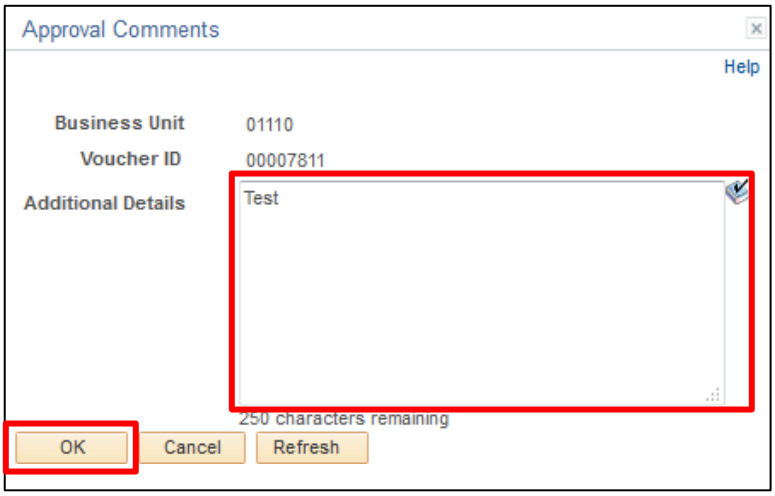
The **Voucher** page displays, click on the **Invoice Information** tab:



If the voucher has been successfully budget checked the Submit Approval button is available.

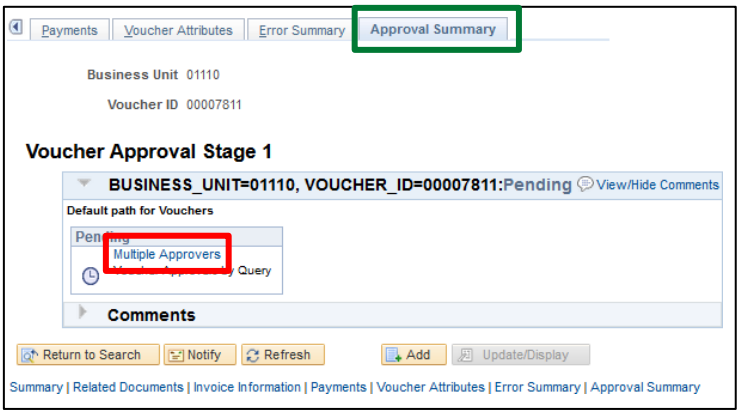
3. Click **Submit Approval**

The **Approval Comments** window opens:

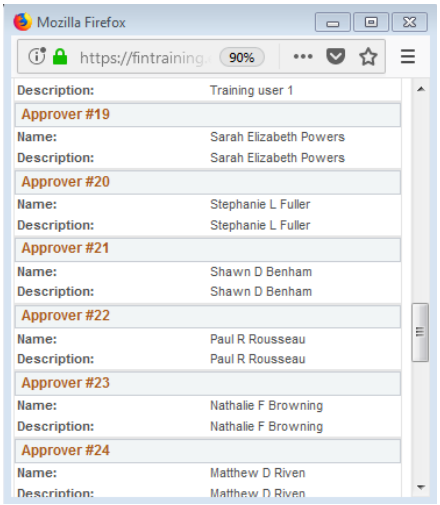


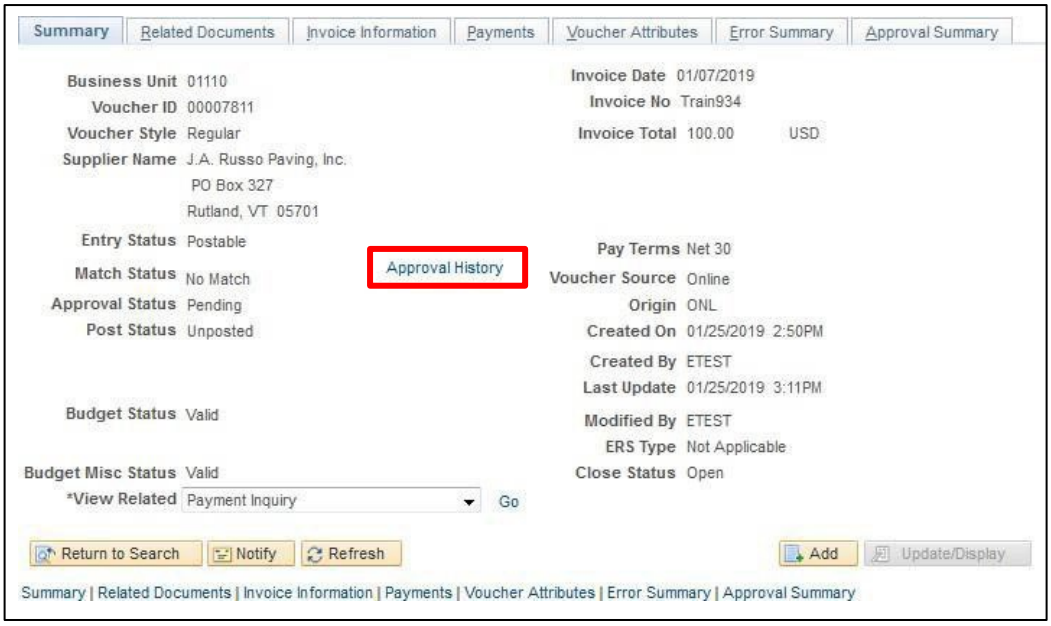
4. Add comments if desired
5. Click **OK**

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

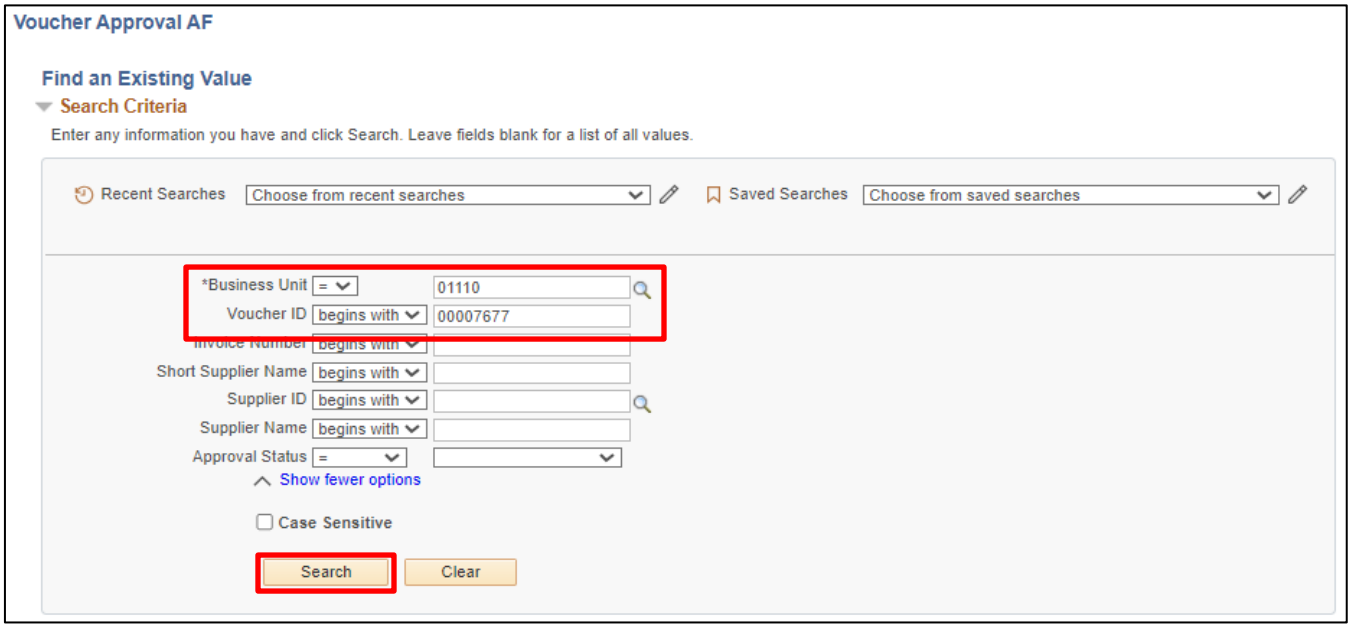
Approve a Voucher

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

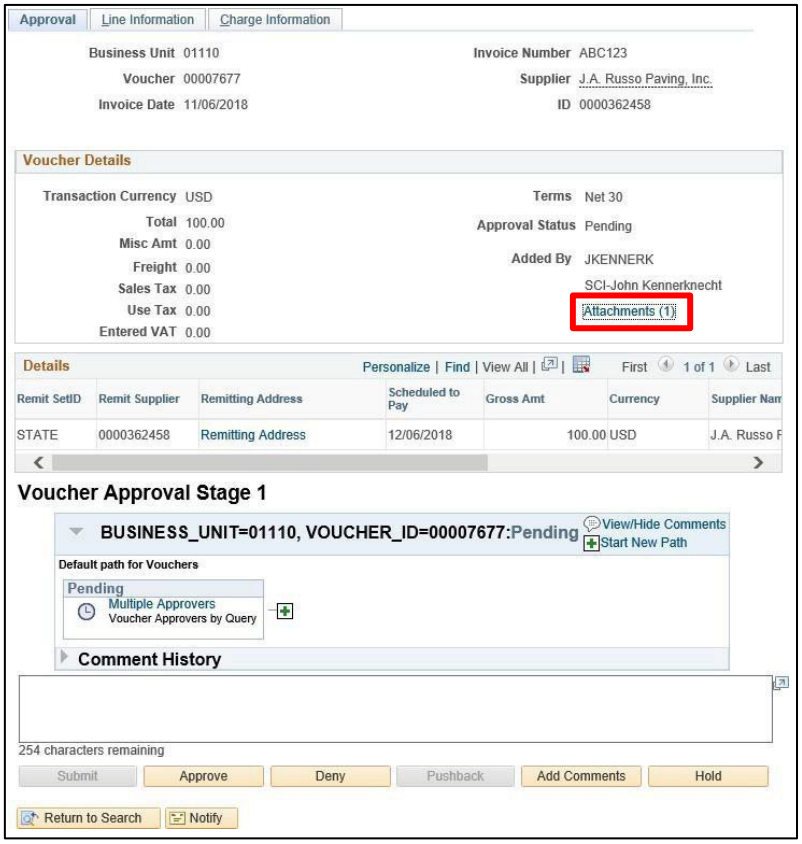
The **Voucher Approval AF** search page displays:



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:

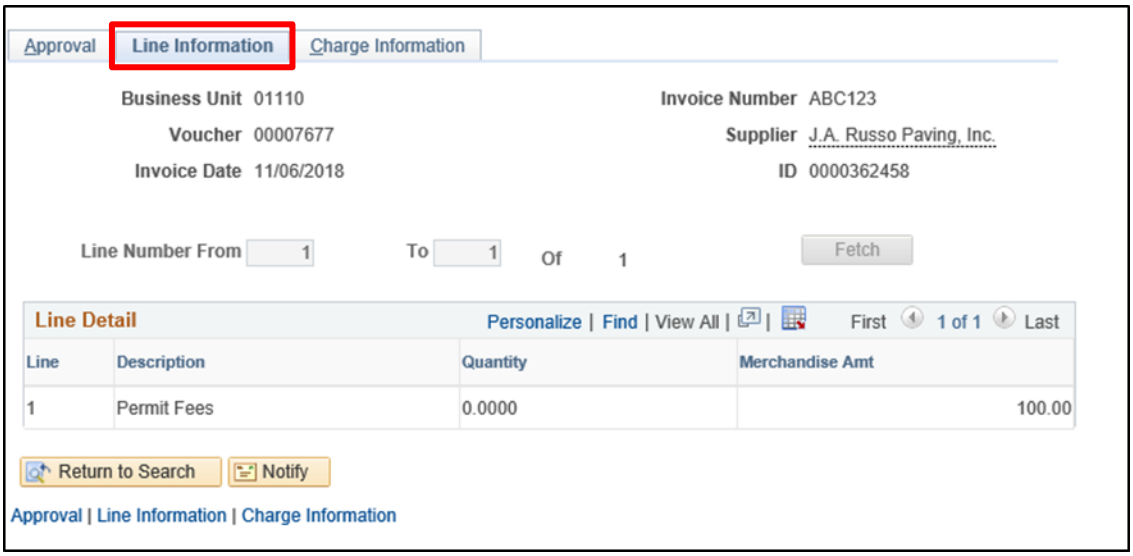
Under Approval tab, header level information is displayed including the Supplier, Invoice Number, Invoice Date and Total amount.



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

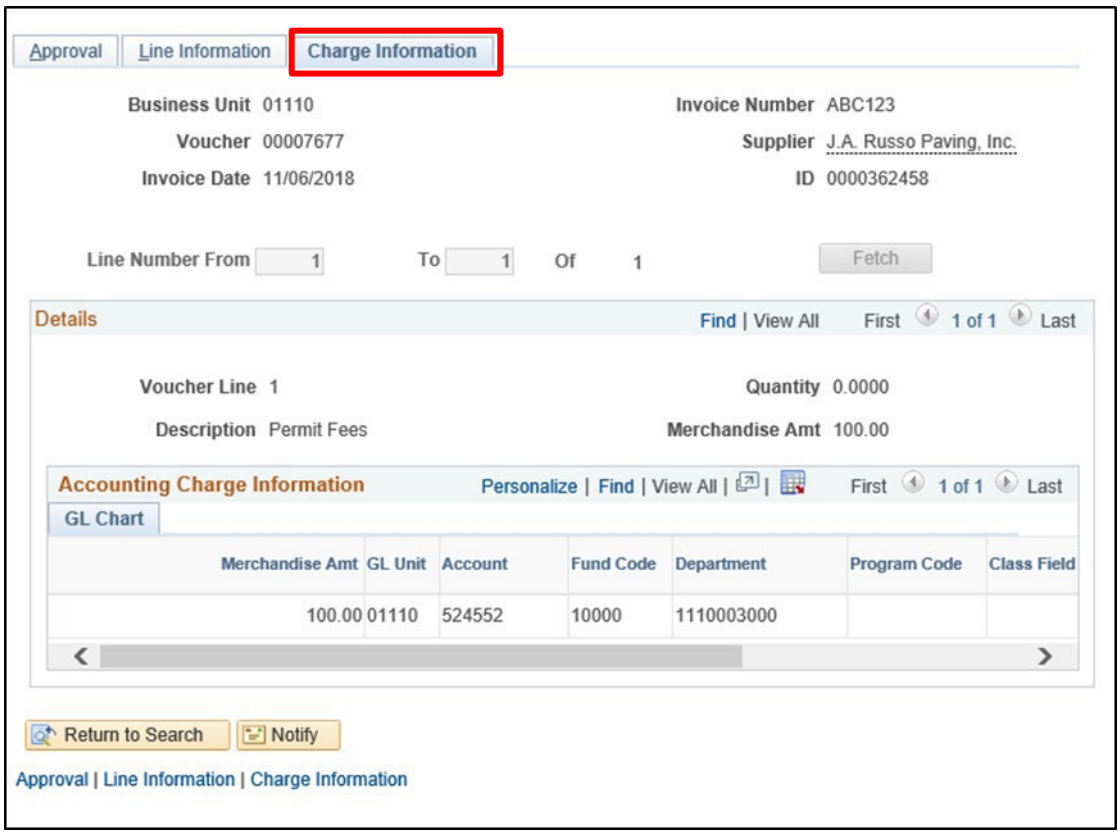
A Voucher Attachments page is displayed showing the files attached to the Voucher.

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



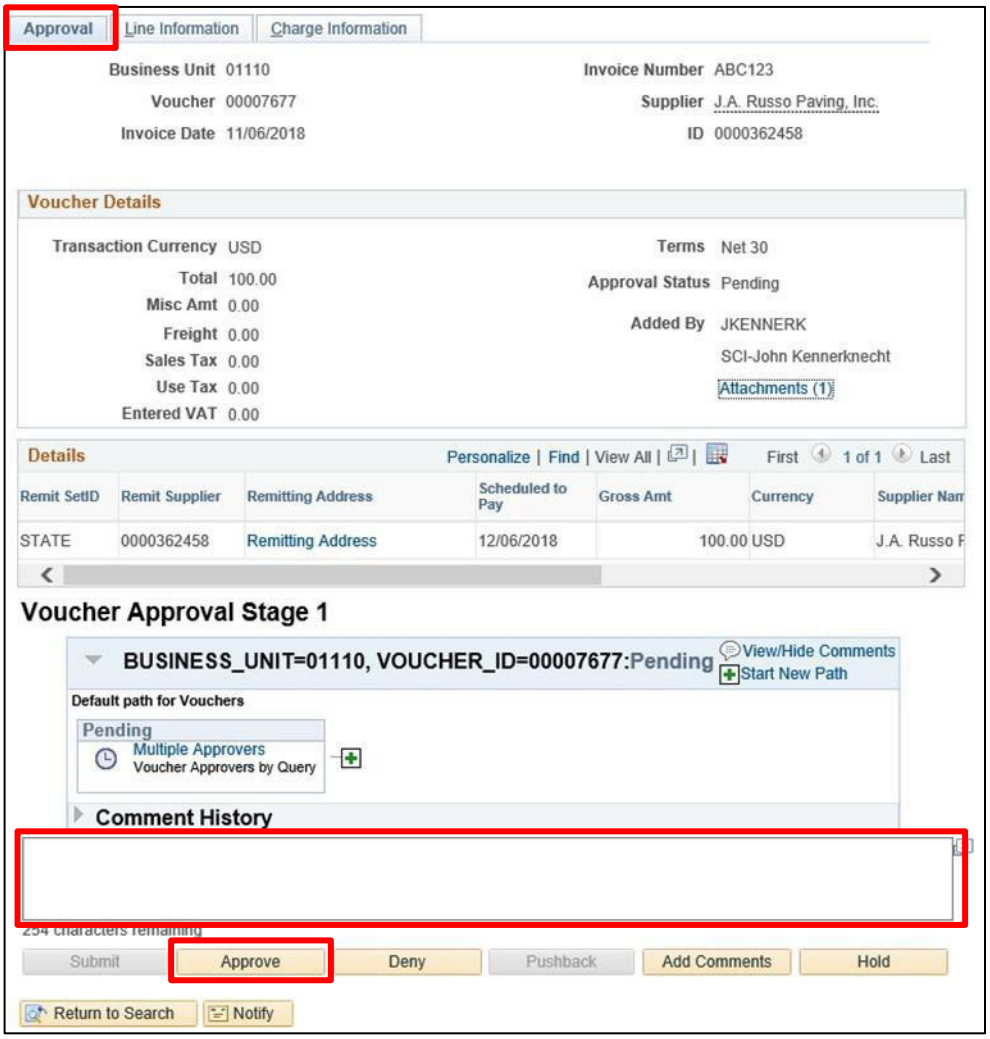
7. Click on **Line Information** tab to verify line information

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



8. Click on **Charge Information** tab to verify chartfield information

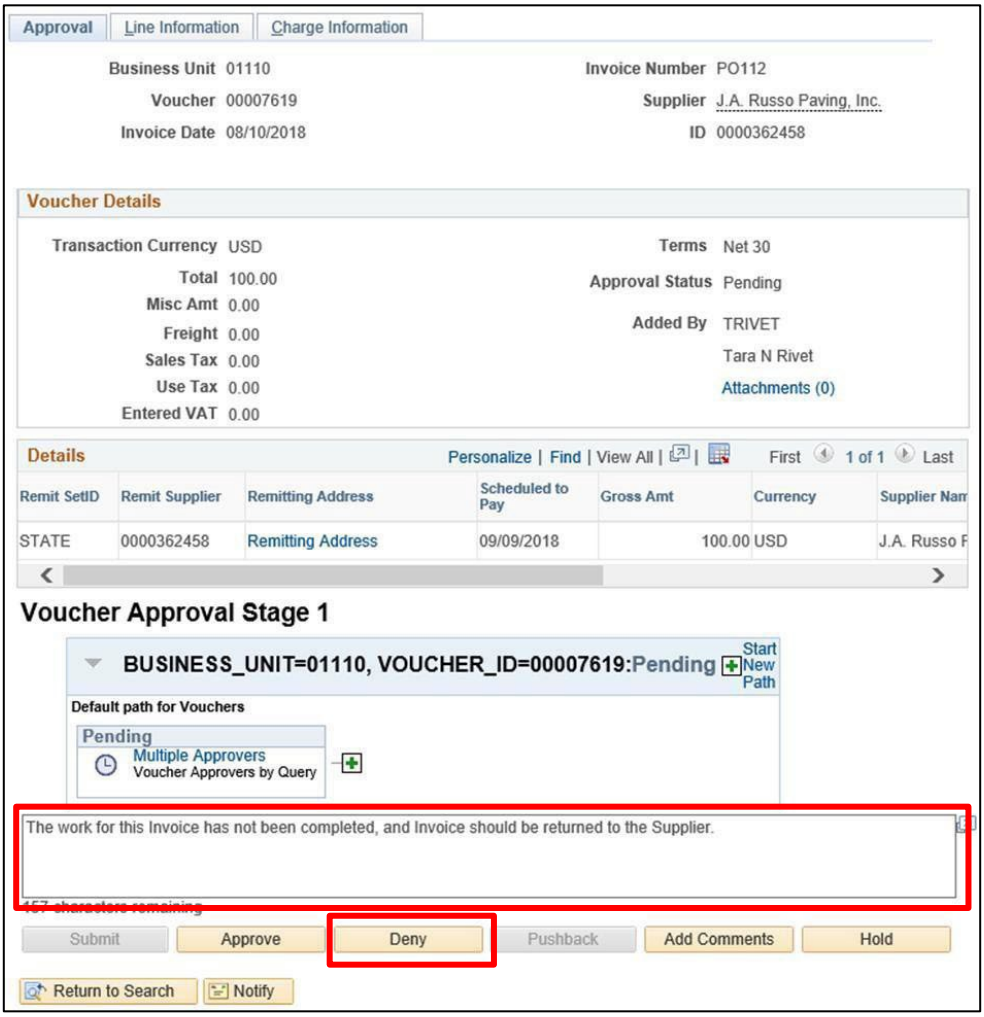
Charge information page opens. This page displays the chartfield information for each line of the voucher



9. Click on the **Approval** tab

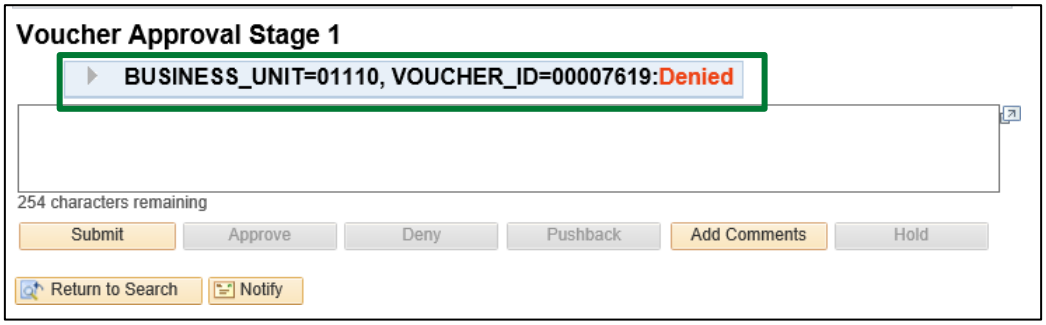
To Approve a Voucher

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



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



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.

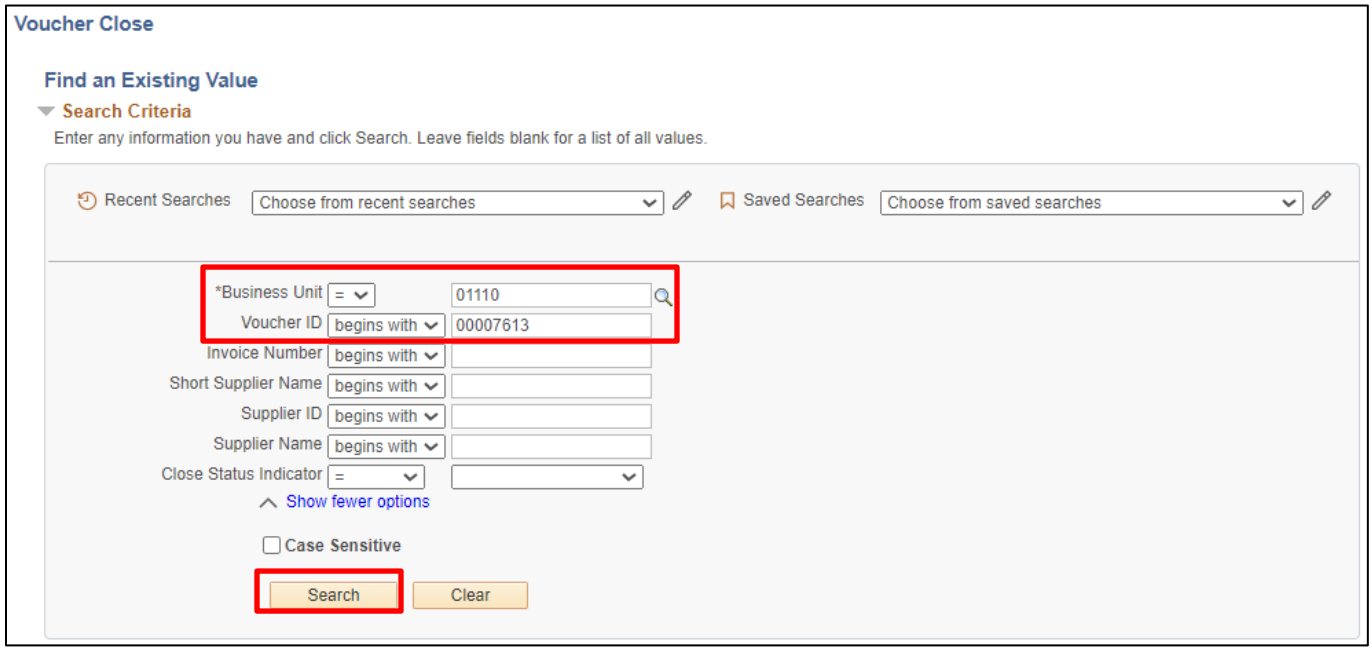
A voucher can be closed if it is decided that the supplier should not receive payment. To close a voucher, the voucher must be **Posted and not selected for payment**.

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

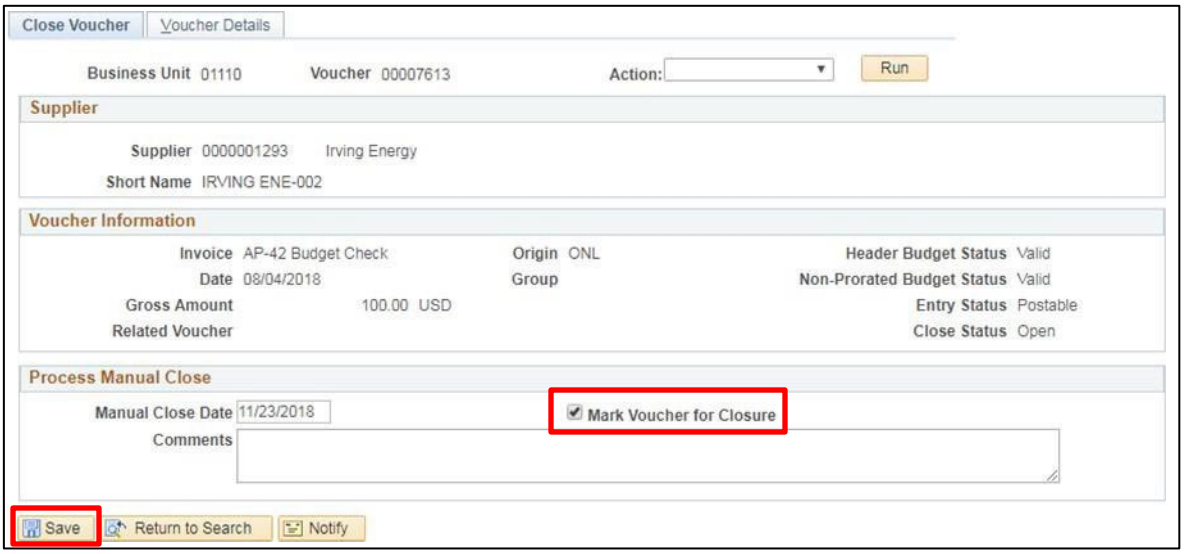
Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Close Voucher

The **Voucher Close** page displays:



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

The **Close Voucher** page displays:

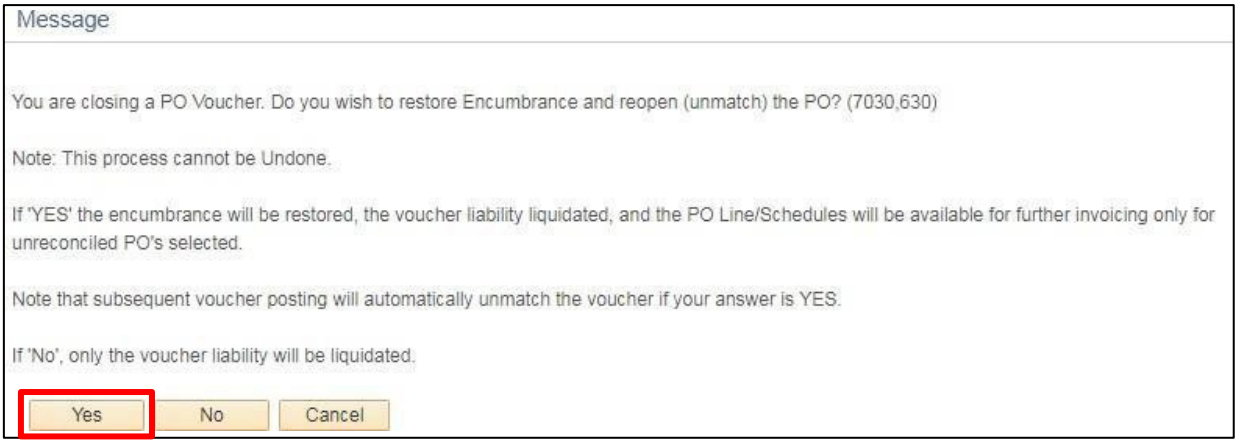


4. Click on **Mark Voucher for Closure**
5. Enter **Comments** if needed

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

6. Click **Save**

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



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

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

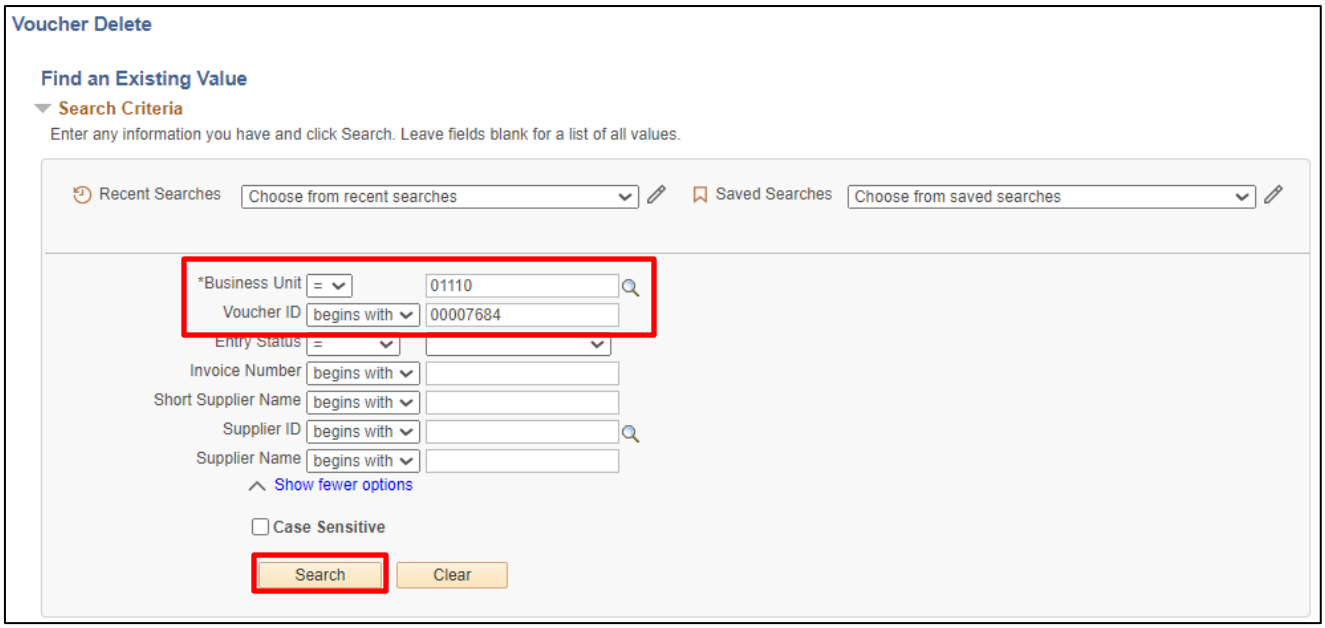
Delete Vouchers

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

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

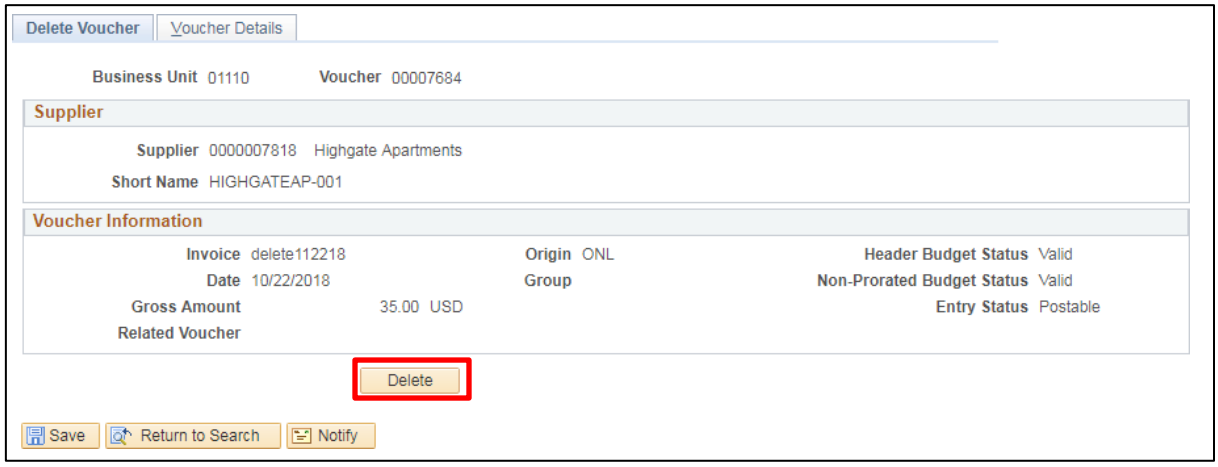
WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Delete Voucher

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



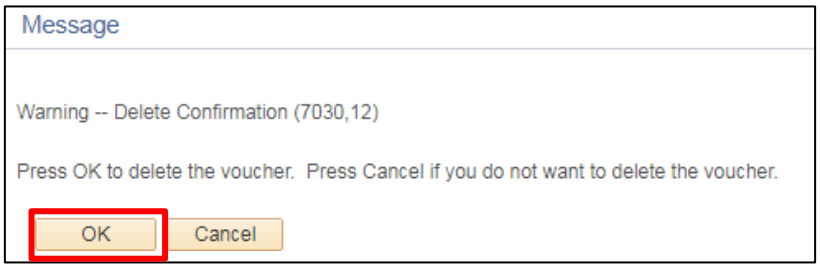
1. **Business Unit -** Enter Business Unit or leave as default
2. **Voucher ID -** Enter voucher ID number
3. Click **Search**

The **Delete Voucher** page displays:



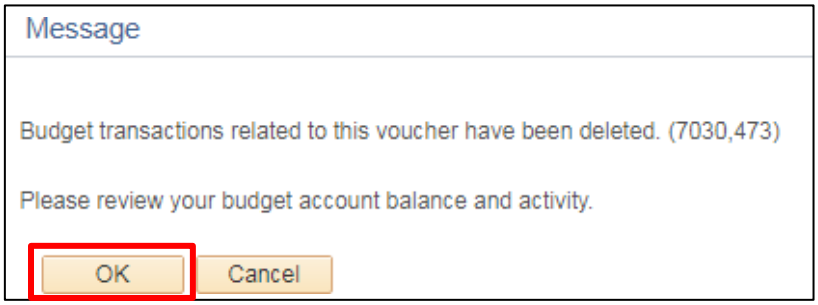
4. Click **Delete**

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.

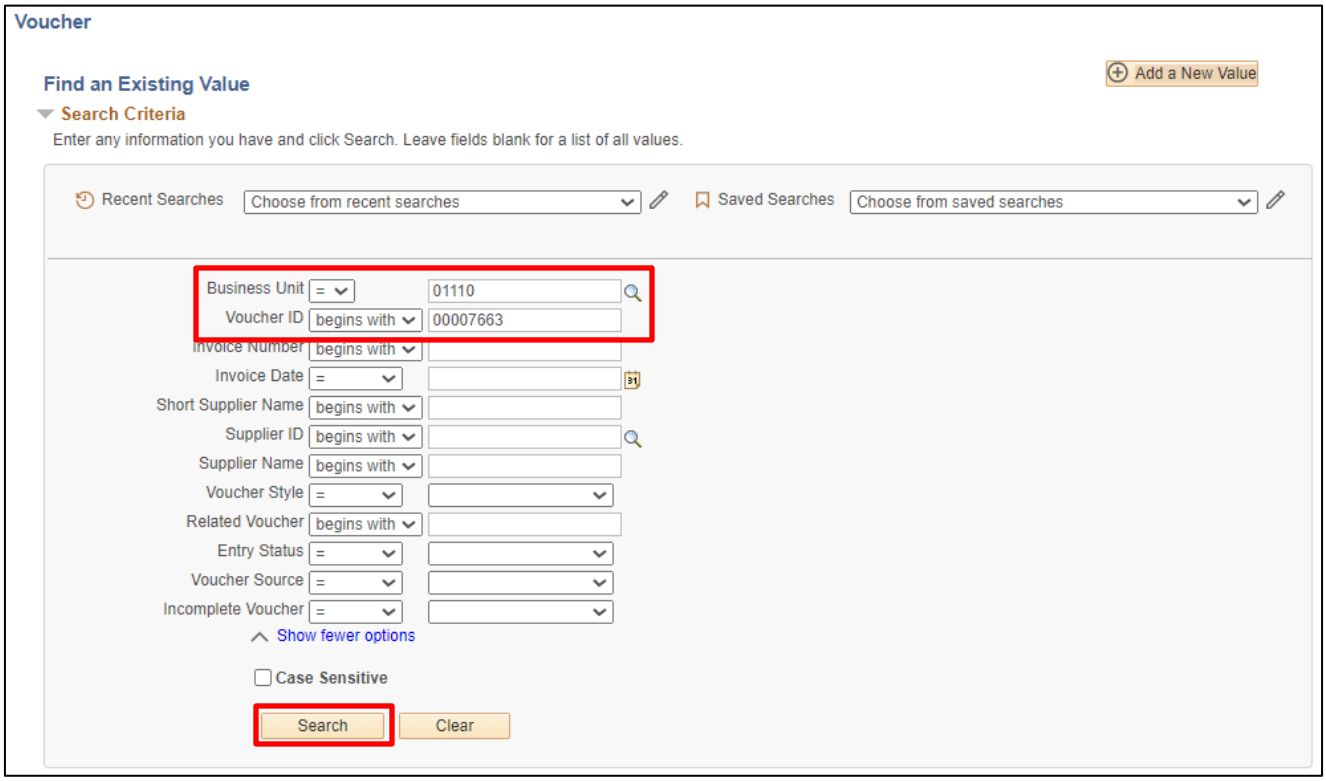
Payment Information on the Voucher

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

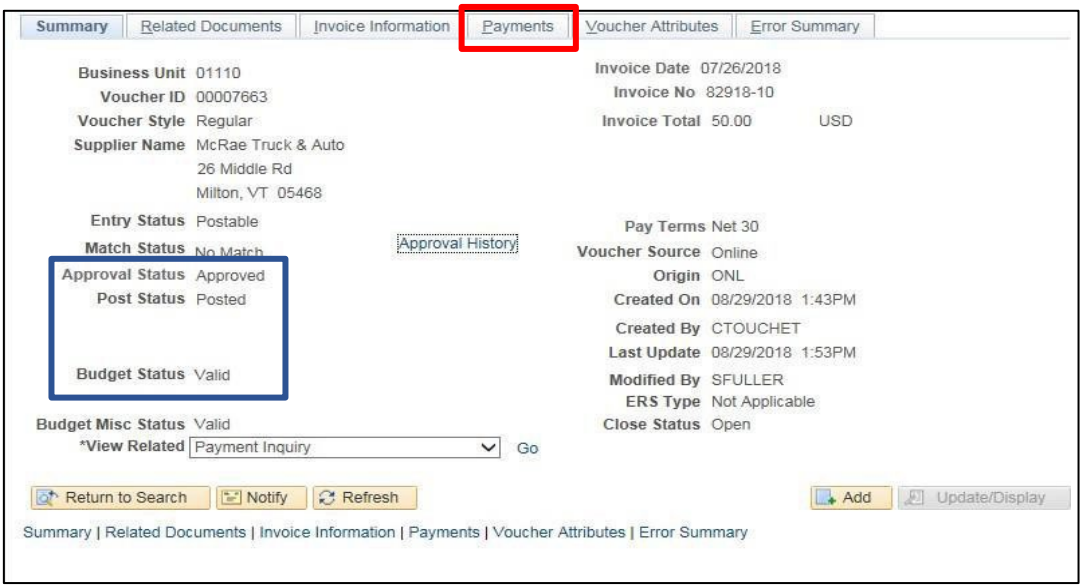
Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

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



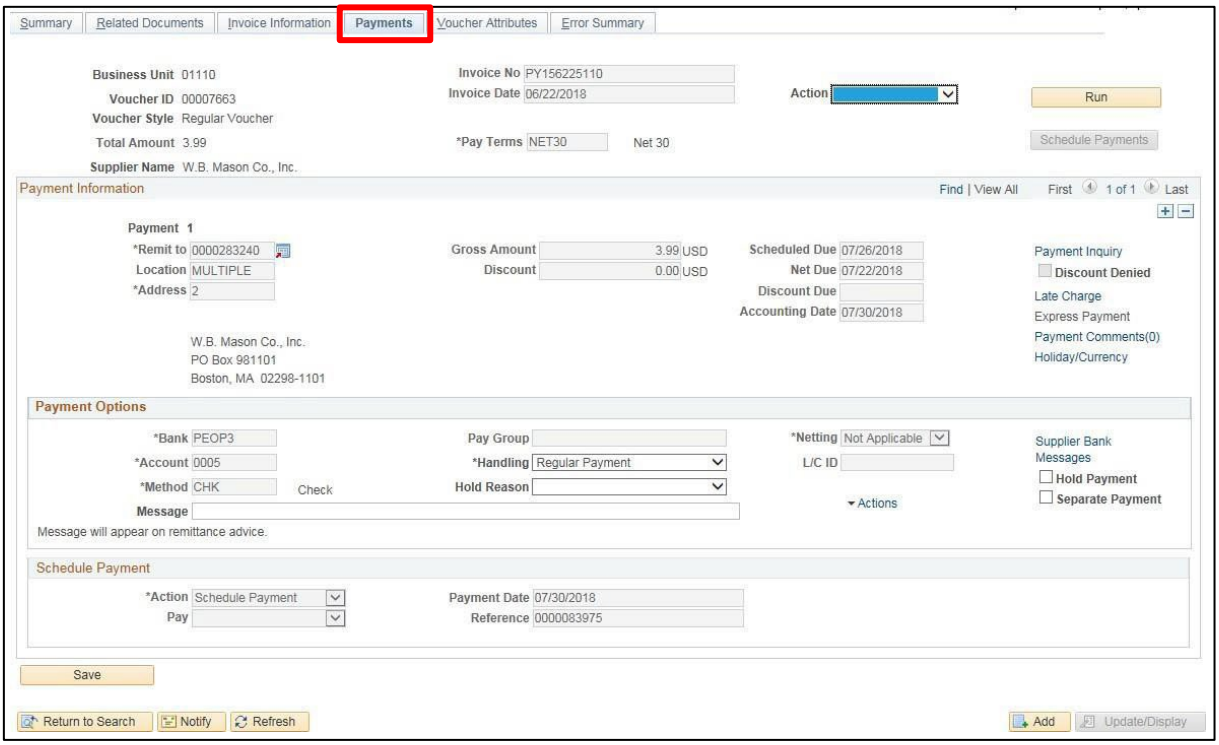
1. **Business Unit -** Leave as default or enter the appropriate business unit
2. **Voucher ID -** Enter the Voucher ID associated with the purchase order you need to liquidate
3. Click **Search**

The **Voucher Summary** page displays:



The 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



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.

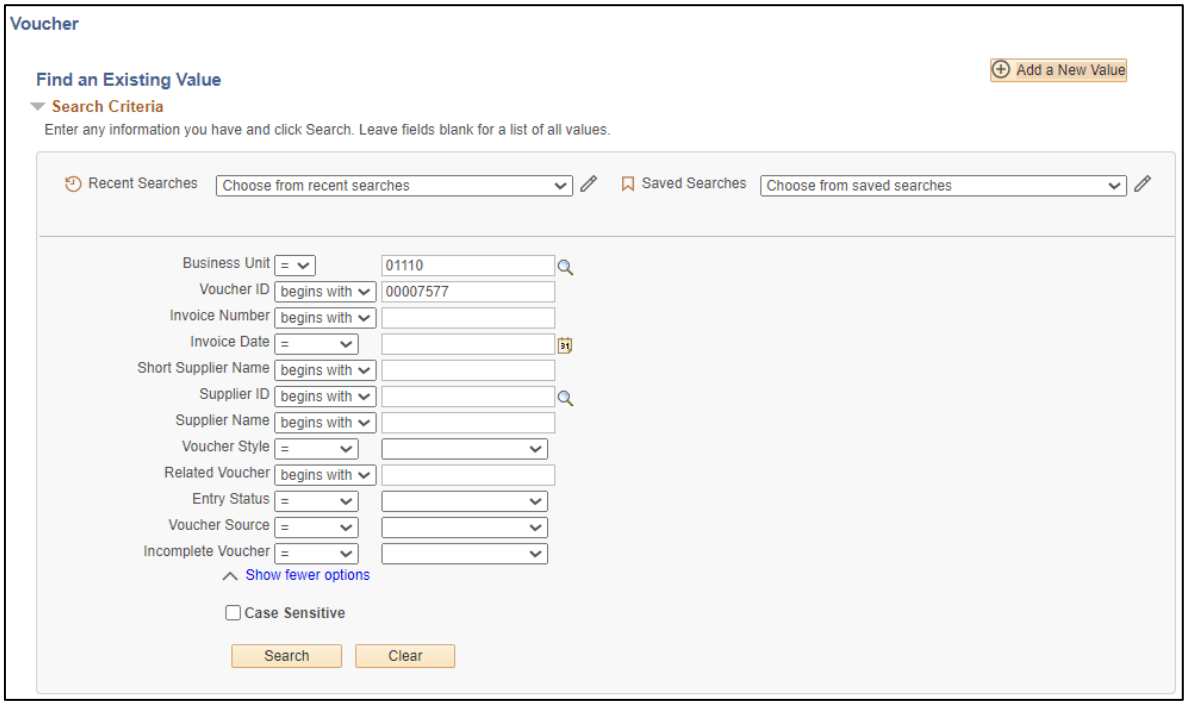
Inquire on Voucher Payment Information

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

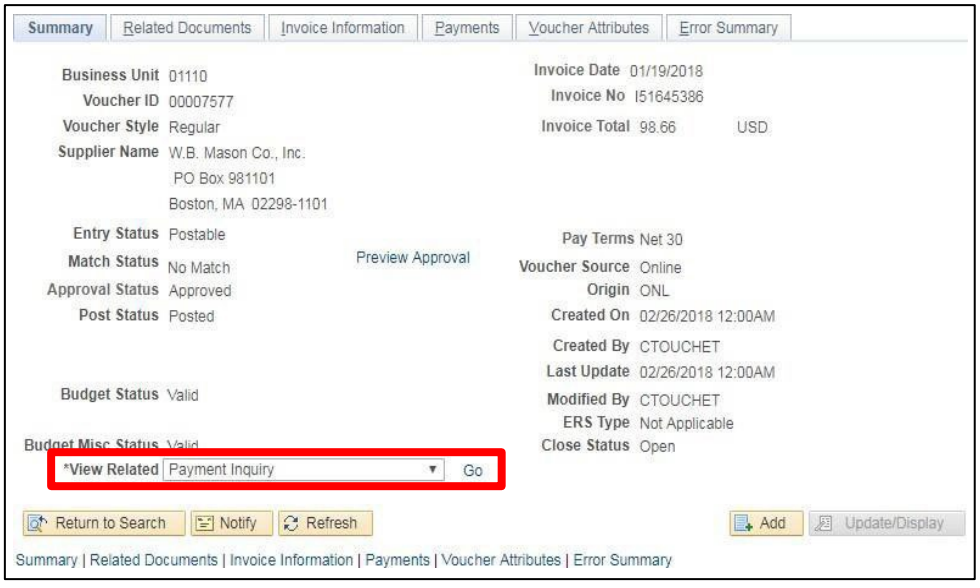
Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

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



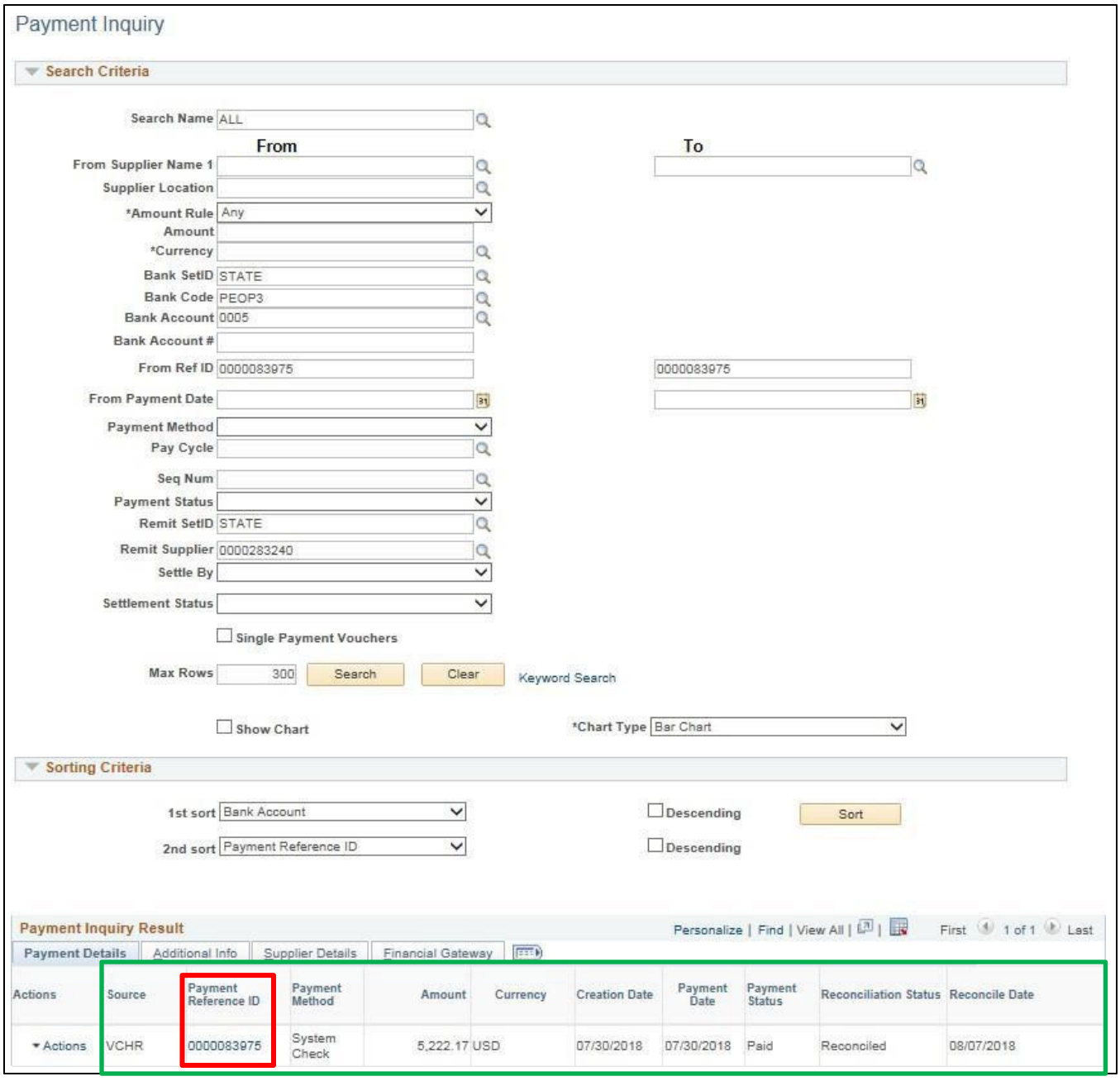
1. **Business Unit -** Leave as default or enter the appropriate business unit
2. **Voucher ID -** Enter the Voucher ID associated with the purchase order you need to liquidate
3. Click **Search**

The **Voucher Summary** page displays:



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:

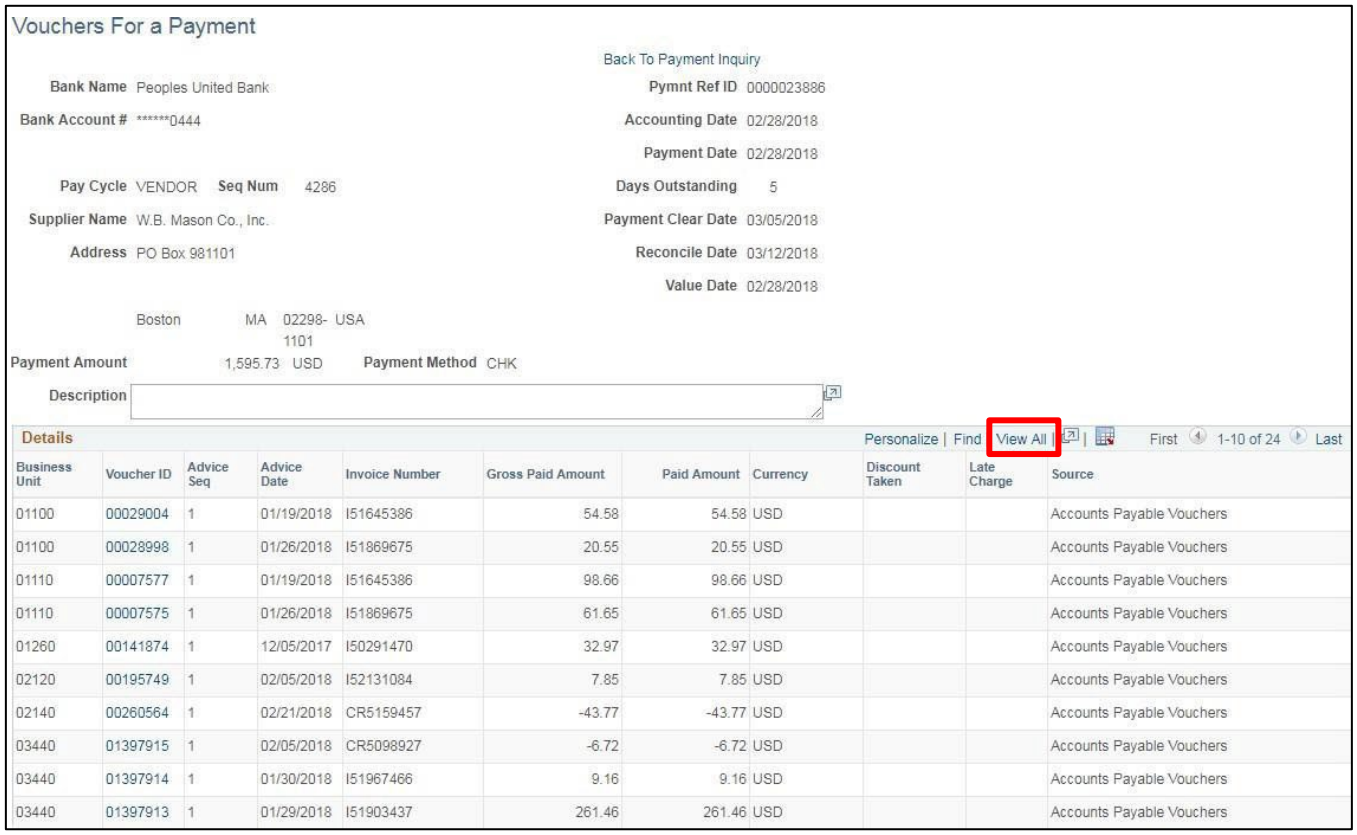


Source, Payment Reference ID, Payment Method, Amount, Creation Date, Payment Date, Payment Status, Reconciliation Status and Reconciliation Date (if applicable) are all displayed. If more than one row is returned, columns can be sorted by clicking on the column heading.

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
Bank Account # ******0444
Pay Cycle VENDOR Seq Num 4286
Supplier Name W.B. Mason Co., Inc.
Address PO Box 981101
Boston MA 02298-1101 USA
Payment Amount 1,595.73 USD Payment Method CHK
Description

Pymnt Ref ID 0000023886
Accounting Date 02/28/2018
Payment Date 02/28/2018
Days Outstanding 5
Payment Clear Date 03/05/2018
Reconcile Date 03/12/2018
Value Date 02/28/2018

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

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
01100	00029004	1	01/19/2018	I51645386	54.58	54.58	USD			Accounts Payable Vouchers
01100	00028998	1	01/26/2018	I51869675	20.55	20.55	USD			Accounts Payable Vouchers
01110	00007577	1	01/19/2018	I51645386	98.66	98.66	USD			Accounts Payable Vouchers
01110	00007575	1	01/26/2018	I51869675	61.65	61.65	USD			Accounts Payable Vouchers
01260	00141874	1	12/05/2017	I50291470	32.97	32.97	USD			Accounts Payable Vouchers
02120	00195749	1	02/05/2018	I52131084	7.85	7.85	USD			Accounts Payable Vouchers
02140	00260564	1	02/21/2018	CR5159457	-43.77	-43.77	USD			Accounts Payable Vouchers
03440	01397915	1	02/05/2018	CR5098927	-6.72	-6.72	USD			Accounts Payable Vouchers
03440	01397914	1	01/30/2018	I51967466	9.16	9.16	USD			Accounts Payable Vouchers
03440	01397913	1	01/29/2018	I51903437	261.46	261.46	USD			Accounts Payable Vouchers

6. Click **View All** to see the full list of vouchers

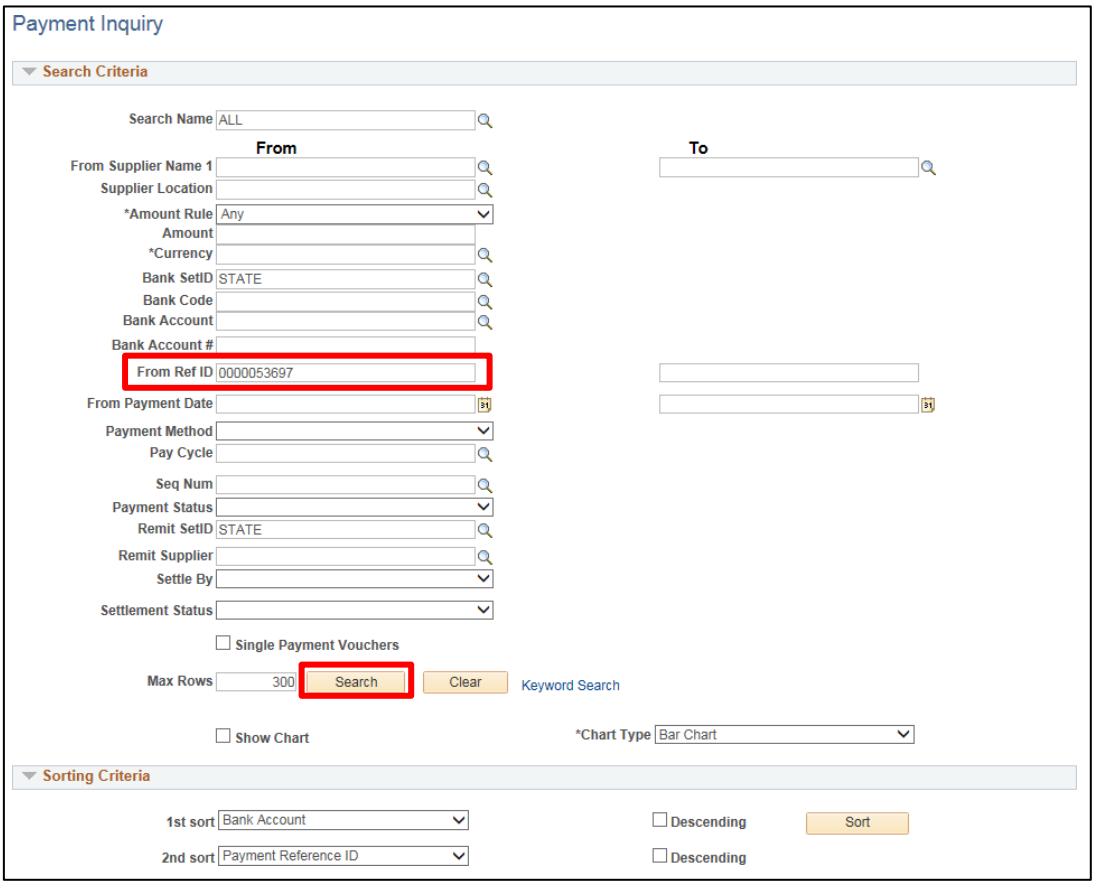
In this case multiple vouchers are included in this one payment. Columns can be sorted by clicking on the column heading.

Or

WorkCenter navigation: Accounts Payable WorkCenter >Links Pagelet > Review Accounts Payable Information > Payment

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

The **Payment Inquiry** page displays:



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

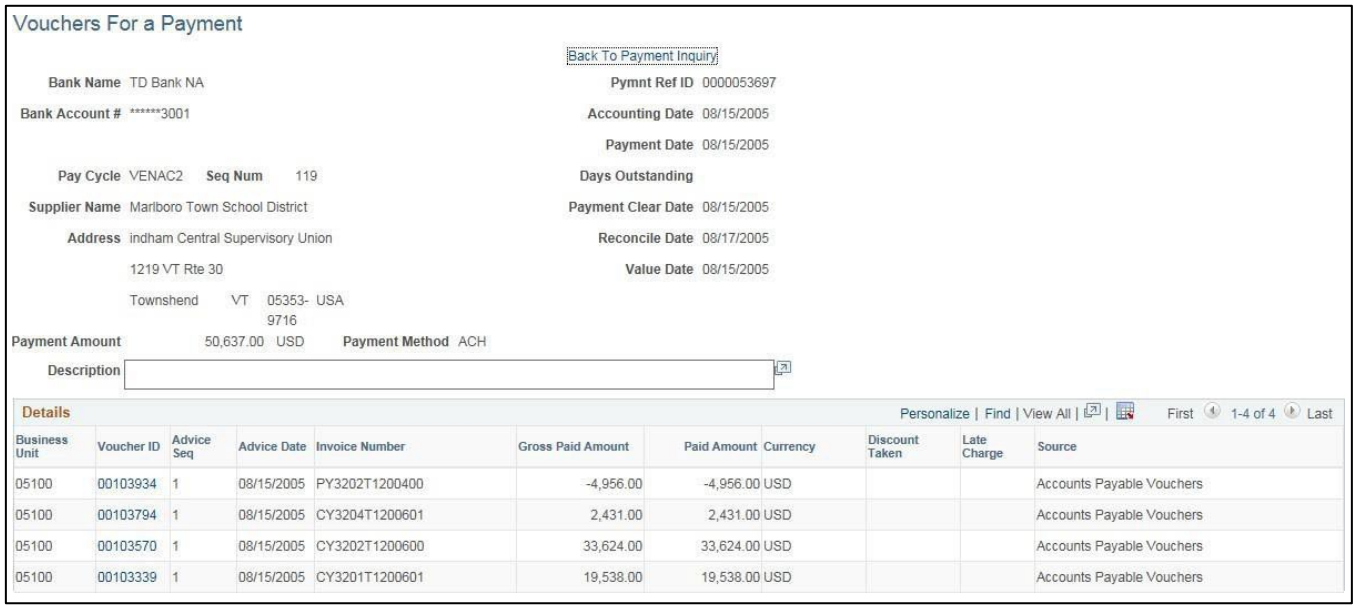
Payment Inquiry Results display:

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
		Payment Date	08/15/2005
Pay Cycle	VENAC2 **Seq Num** 119	**Days Outstanding**	
Supplier Name	Marlboro Town School District	**Payment Clear Date**	08/15/2005
Address	indham Central Supervisory Union	**Reconcile Date**	08/17/2005
	1219 VT Rte 30	**Value Date**	08/15/2005
	Townshend VT 05353-9716 USA		
Payment Amount	50,637.00 USD **Payment Method** ACH		
Description			

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

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

In this case multiple vouchers are included in this one payment. Columns can be sorted by clicking on the column heading.

Inquire on Voucher Accounting Entries

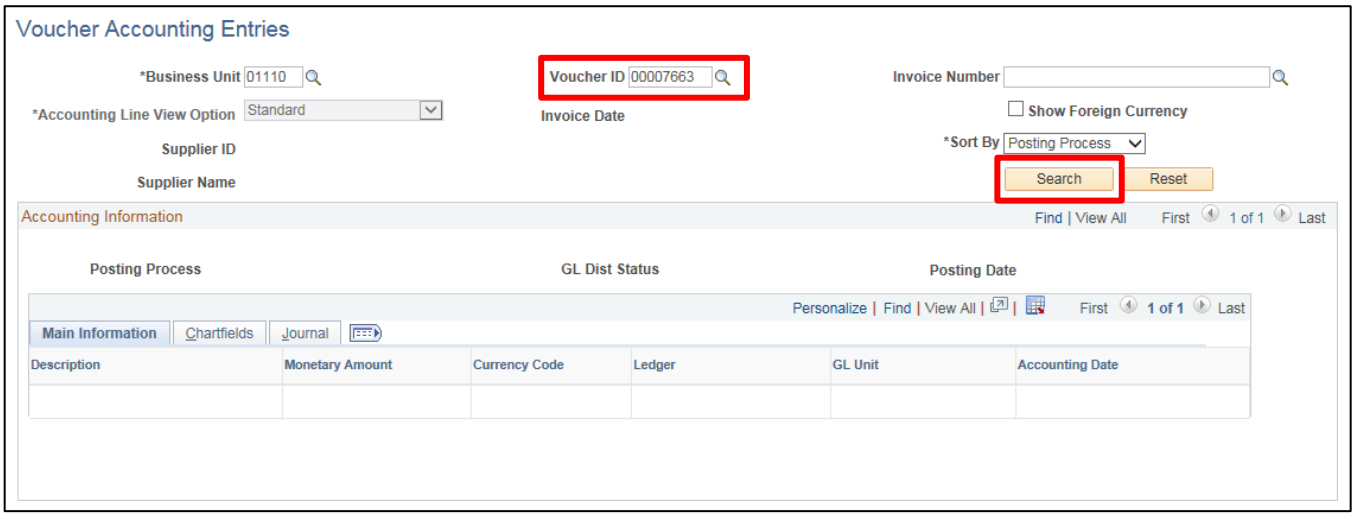
WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Review Accounts Payable Information > Accounting Entries

Navigator Menu navigation: Accounts Payable > Review Accounts Payable Information > Vouchers > Accounting Entries

Reasons why you might use this:

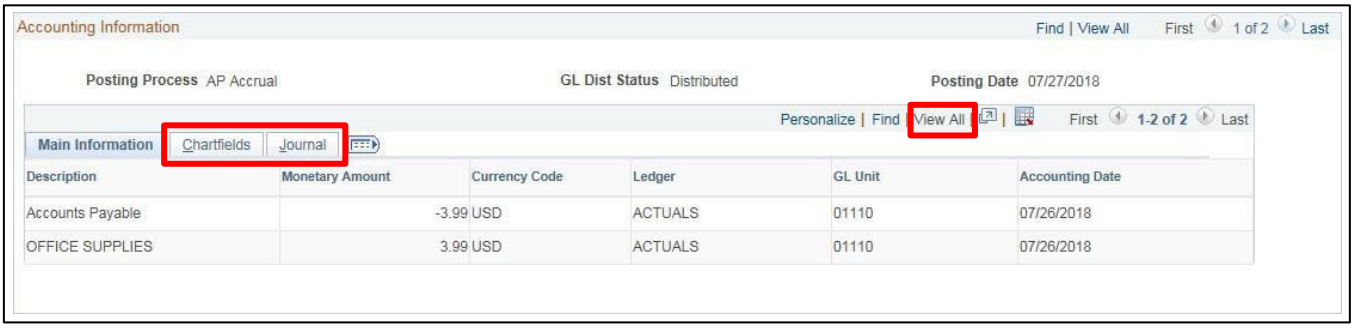
- To review the accounting entries that journal generated to the GL and view the associated source AP journal ID's;
- To see if a voucher has been unposted and posted again;
- To see if a payment has been cancelled and reissued;
- To see if a voucher has been closed.

The Voucher Accounting Entries page displays:

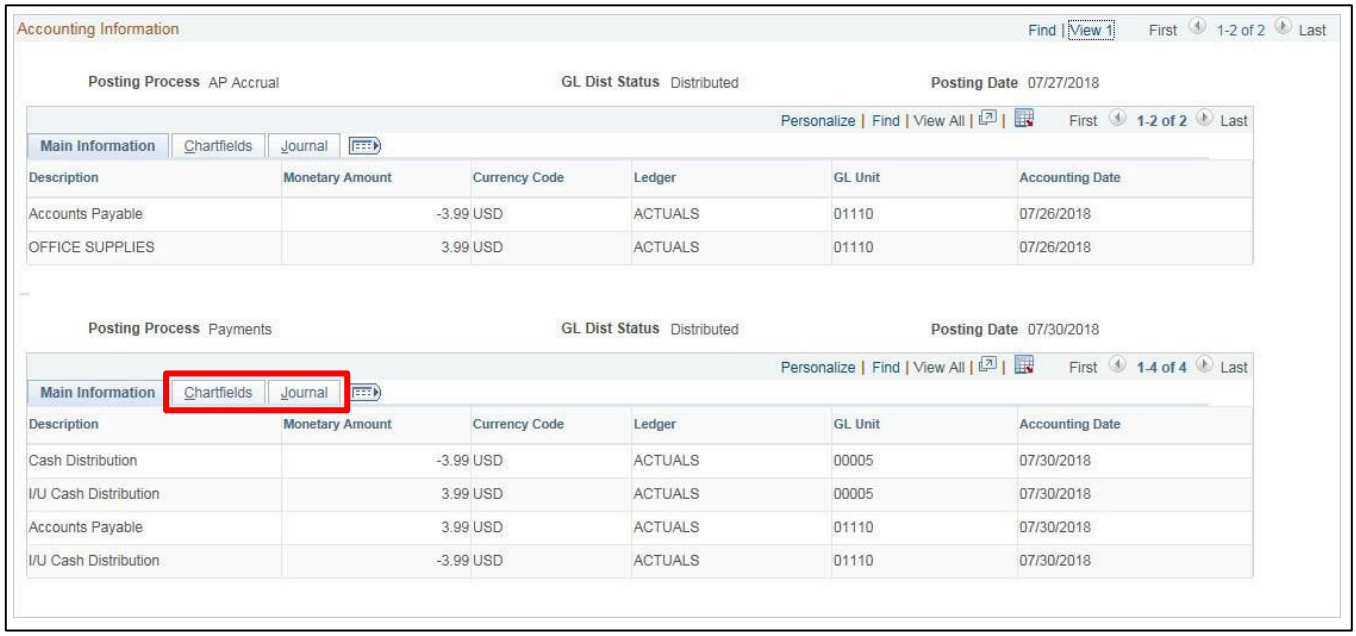


1. **Business Unit -** BU defaults in
2. **Voucher ID -** Enter full 10-digit Voucher ID including the leading zeros
3. Click **Search**

The **Accounting Information** section is populated:



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



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.

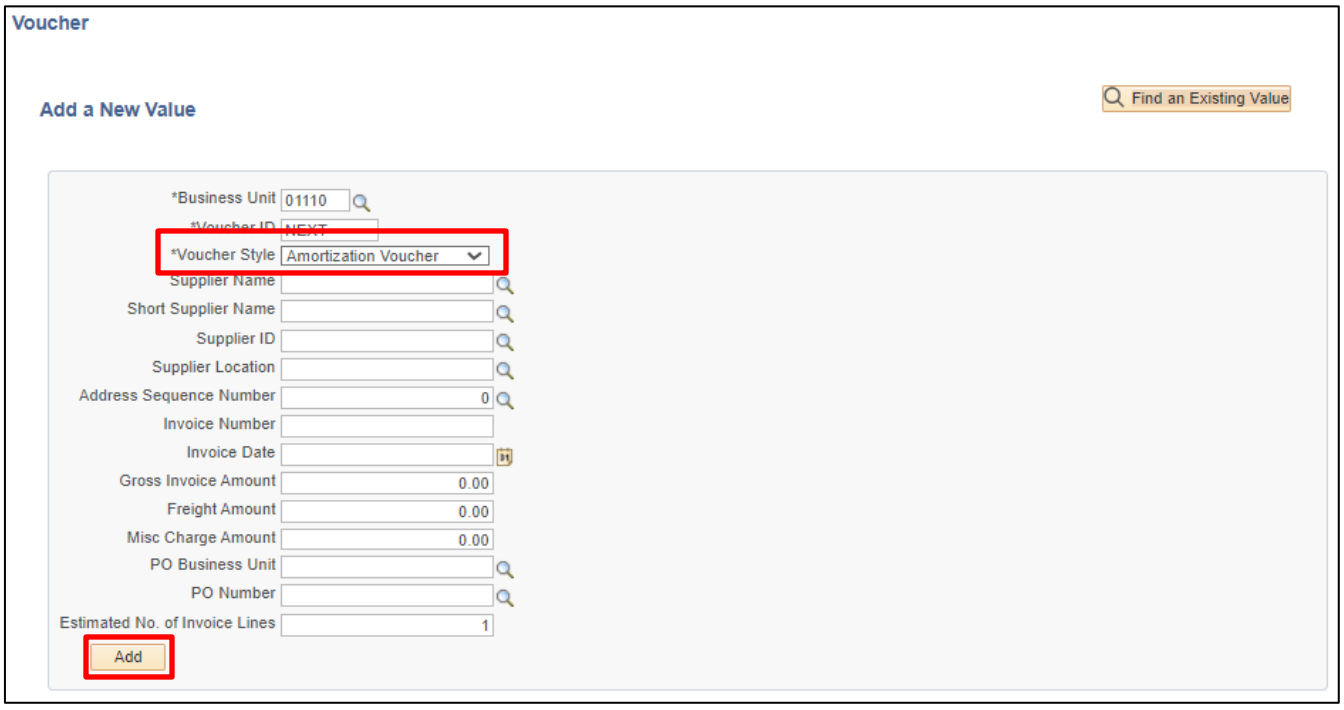
What is an Amortization Type and Schedule?

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

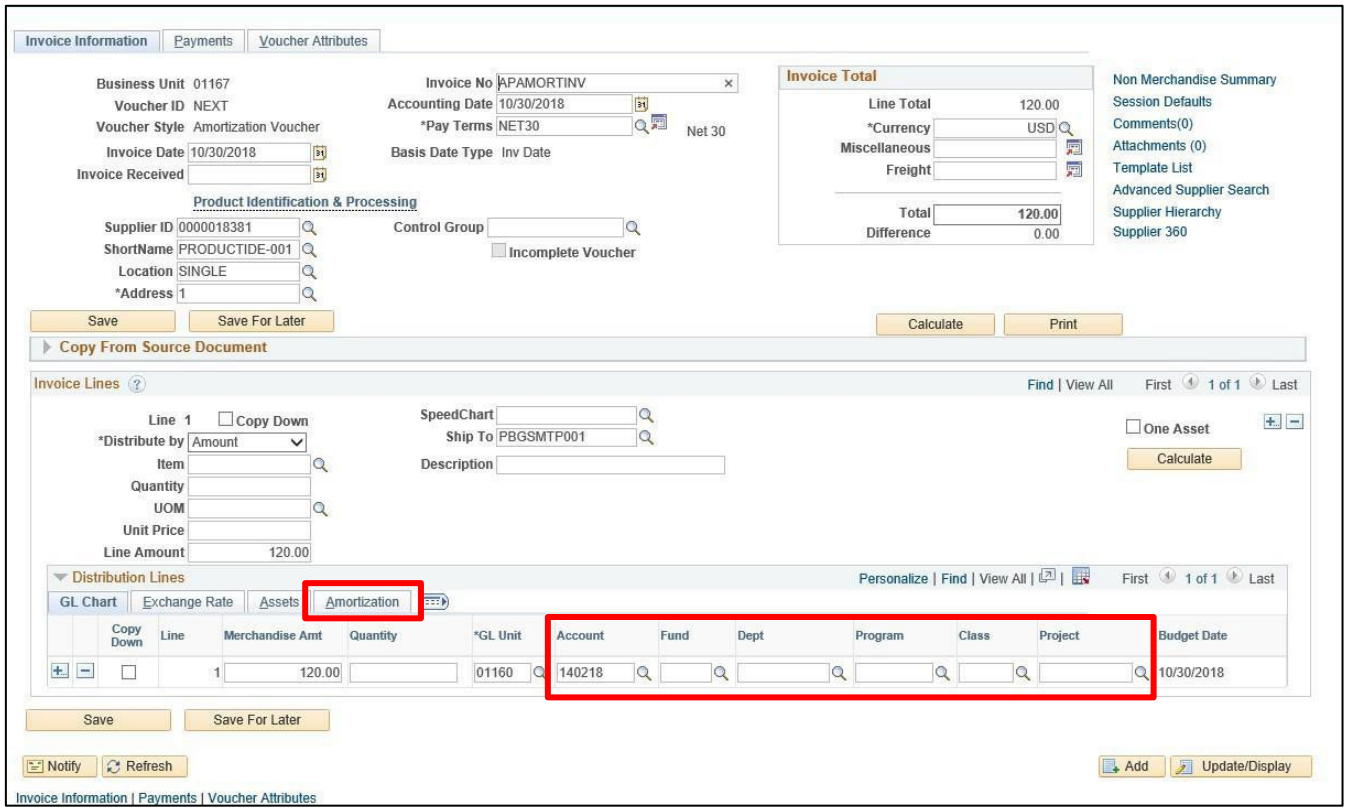
The **Voucher Entry** page displays:



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”.

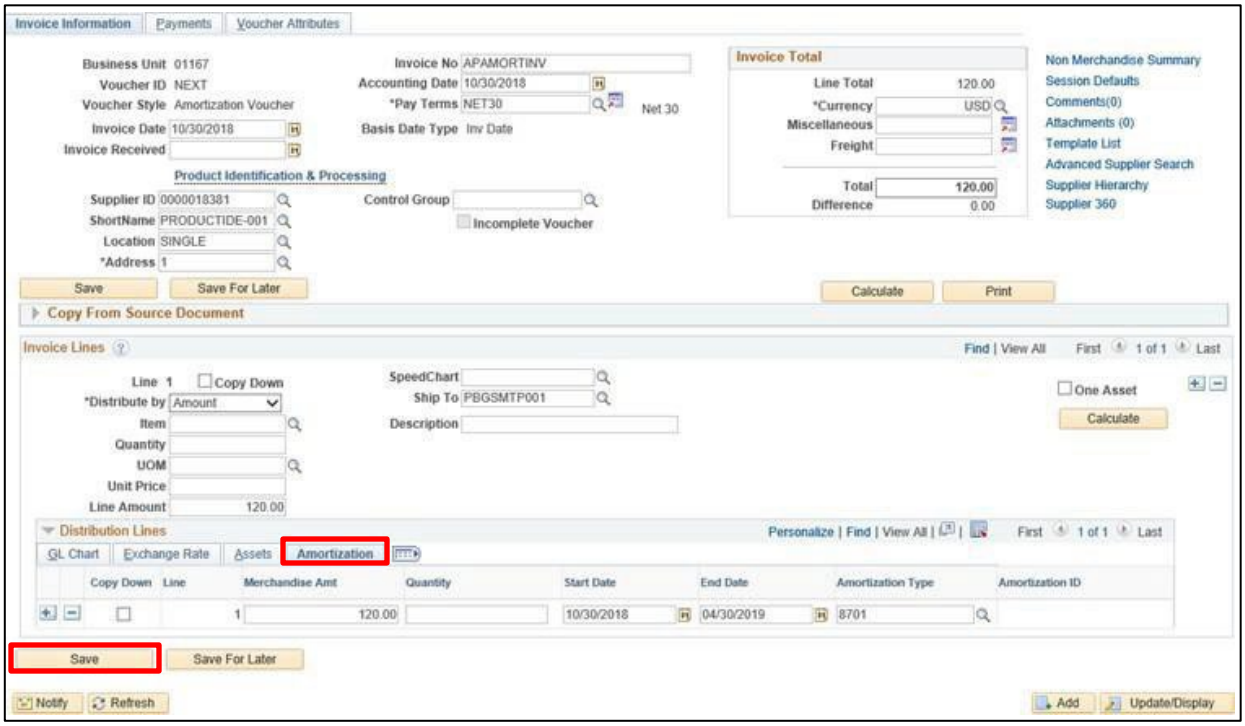
1. **Business Unit -** Enter BU (if not using your default BU)
2. **Voucher Style -** Select Amortization Voucher
3. **Enter Supplier ID -** Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate
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:



Under **Distribution Lines**

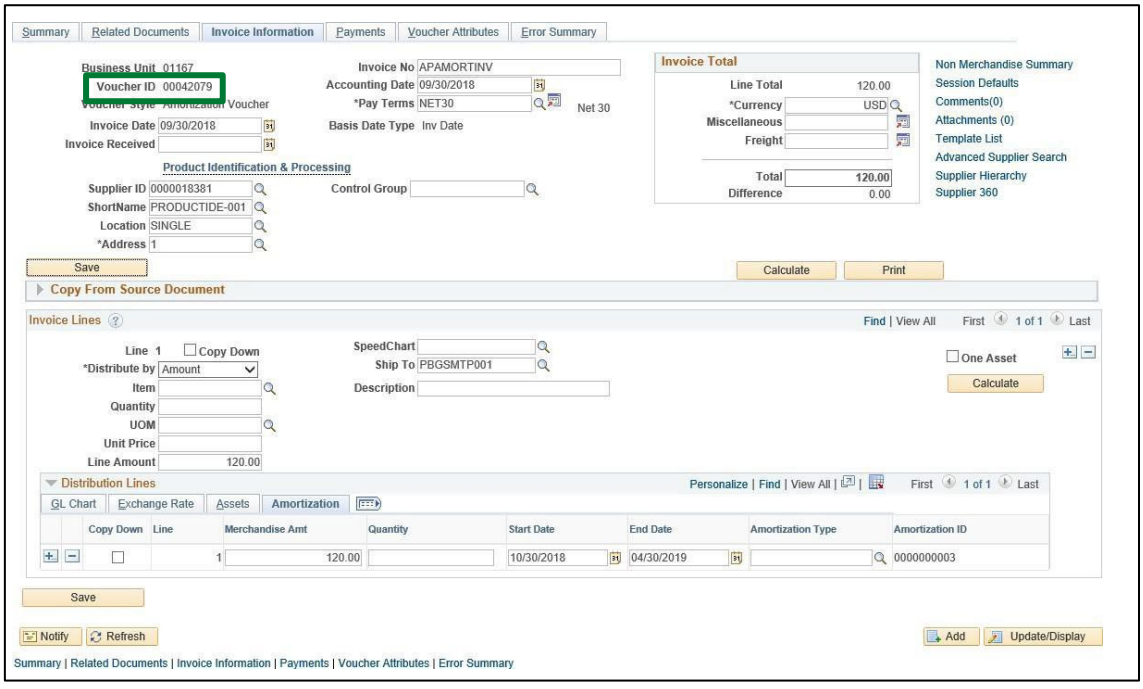
8. **Account -** Defaults as 140218. Review this default account and overwrite it if a different prepaid account should be used
9. **Fund -** Enter fund
10. **Department -** Enter Department
11. **Program -** Enter Program (If used by your department)
12. **Class -** Enter Class (If used by your department)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



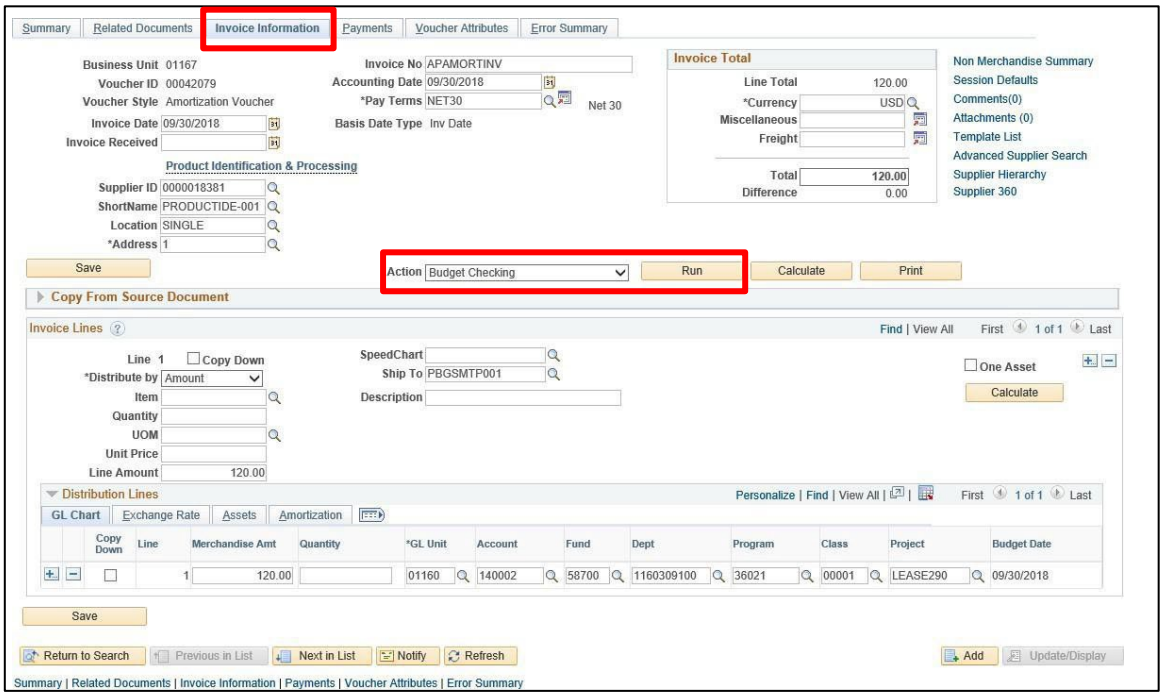
Under the **Amortization** tab

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:



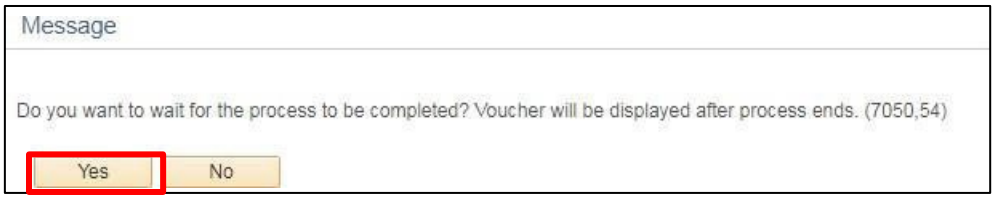
19. Click on the **Invoice Information** tab



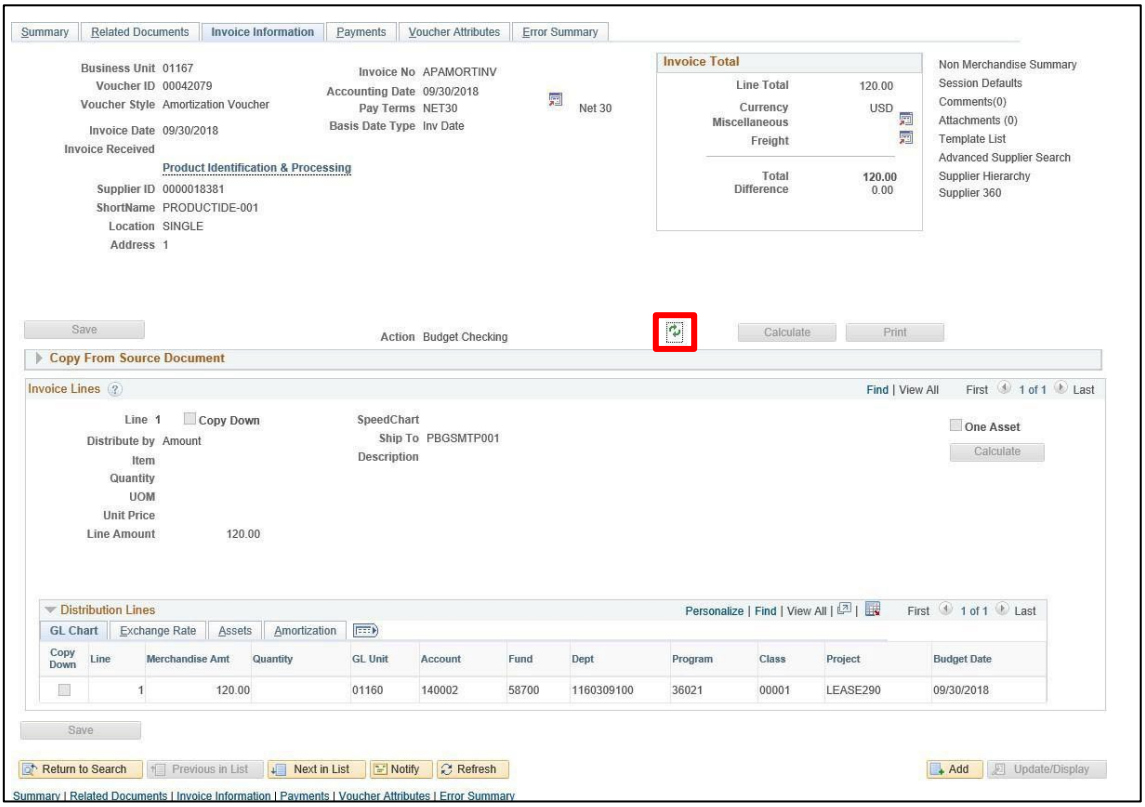
20. Select **Action-Budget Checking** from the **Action** drop-down menu

21. Click **Run**

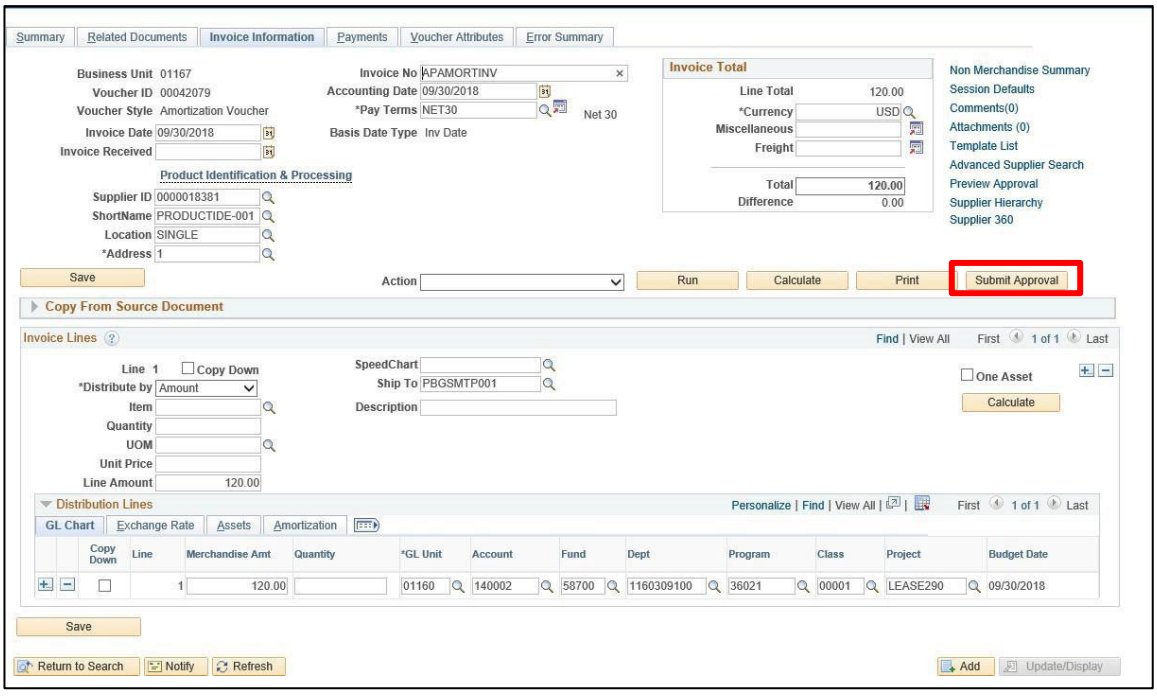
The following Message opens:



22. Click **Yes**

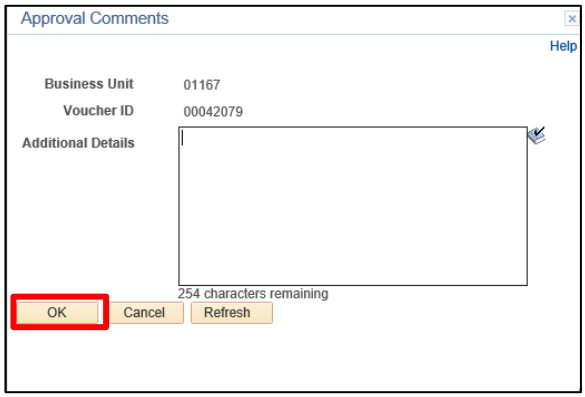


23. Click the **Refresh** button until the **Submit Approval** button appears



24. Click on **Submit Approval**

The **Approval Comments** box displays:



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

The voucher is routed for approval:

After the voucher has been approved, the voucher is posted as part of batch processing on a nightly basis. Once the Voucher is Posted the Amortization Schedule can be reviewed.

Enter a New Voucher using a Template

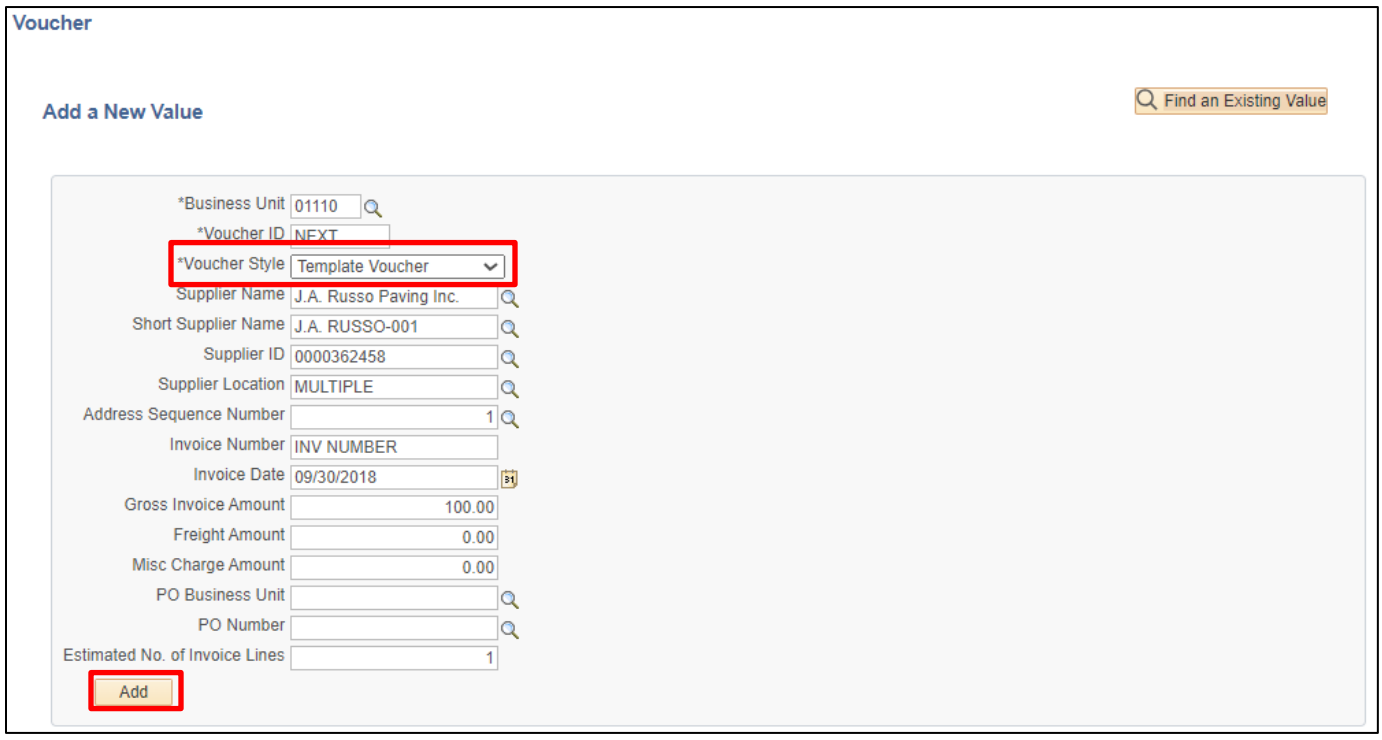
Situations when this function is used: The State will use the new Template Voucher Style to quickly create vouchers with use of a template.

What is a Template Voucher?

The new voucher style of Template Voucher allows users to create a Voucher that can be used to copy from in the future. Template Vouchers are built specific for an AP Business Unit and Supplier. Minimal field values are required to save the Template Voucher.

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

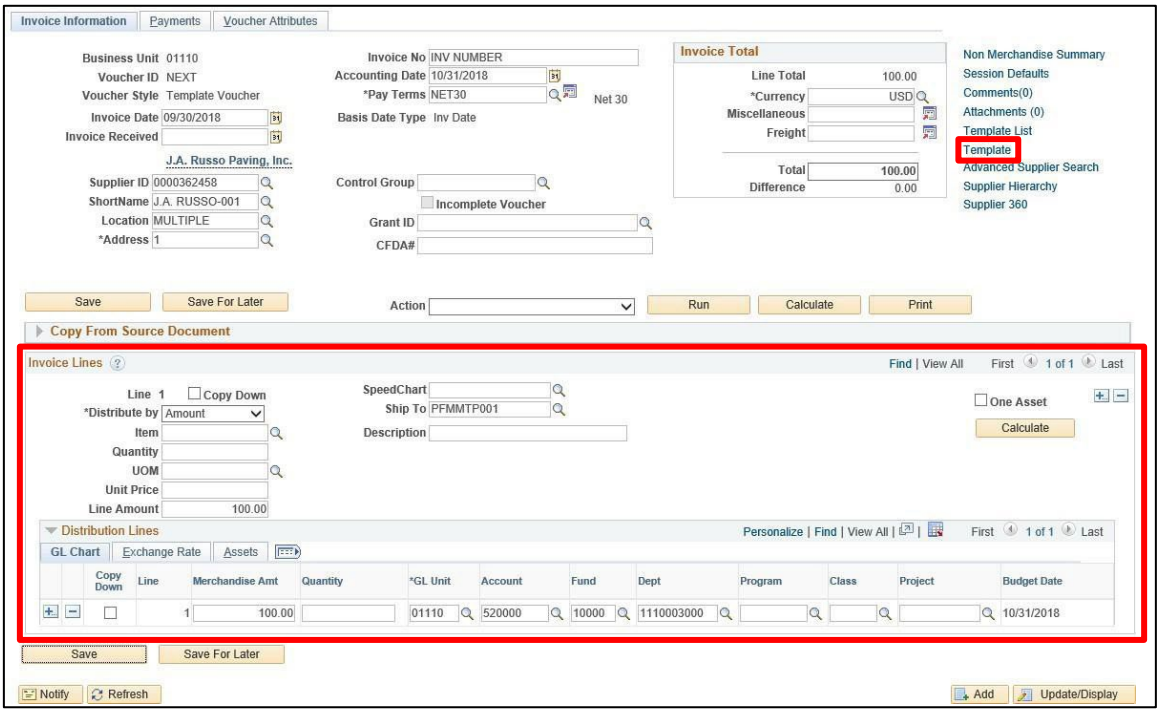
Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



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"

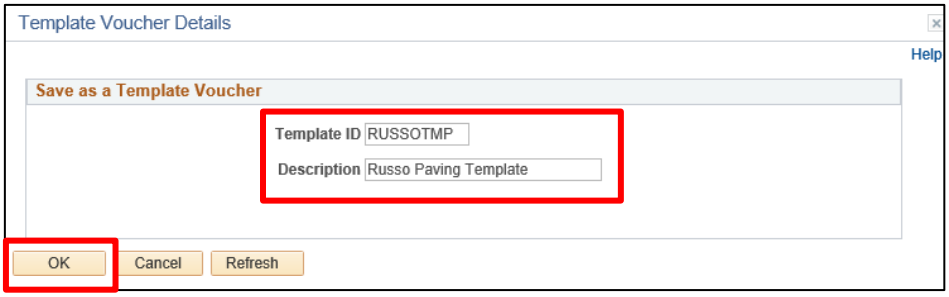
1. **Business Unit -** Enter BU (if not using your default BU)
2. **Voucher Style -** Select Template Voucher
3. **Enter Supplier ID -** Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate
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:

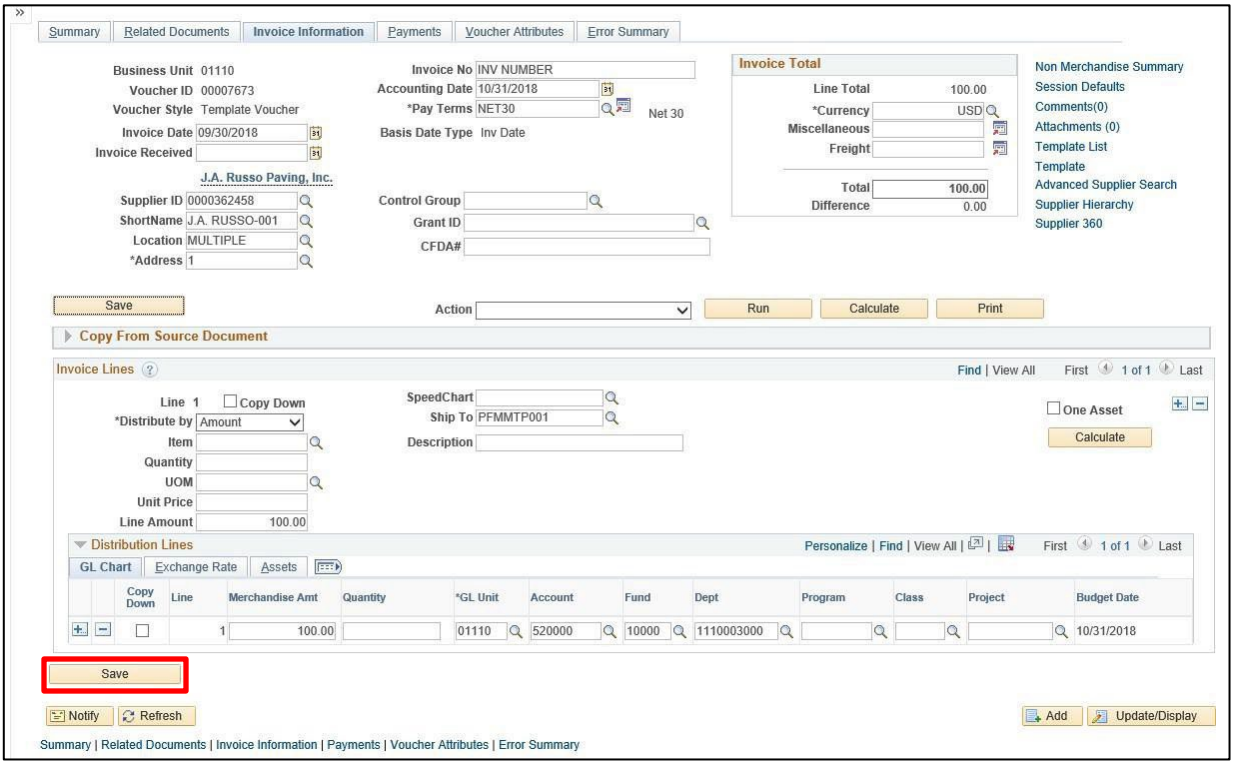


8. Enter invoice line(s) and distribution line(s) based on the splits that will be used for future voucher entry.
9. Click the **Template** link

The **Template Voucher Details** window opens:



10. **Template ID -** Enter a Template ID
11. **Description -** Enter a description
12. Click **OK**

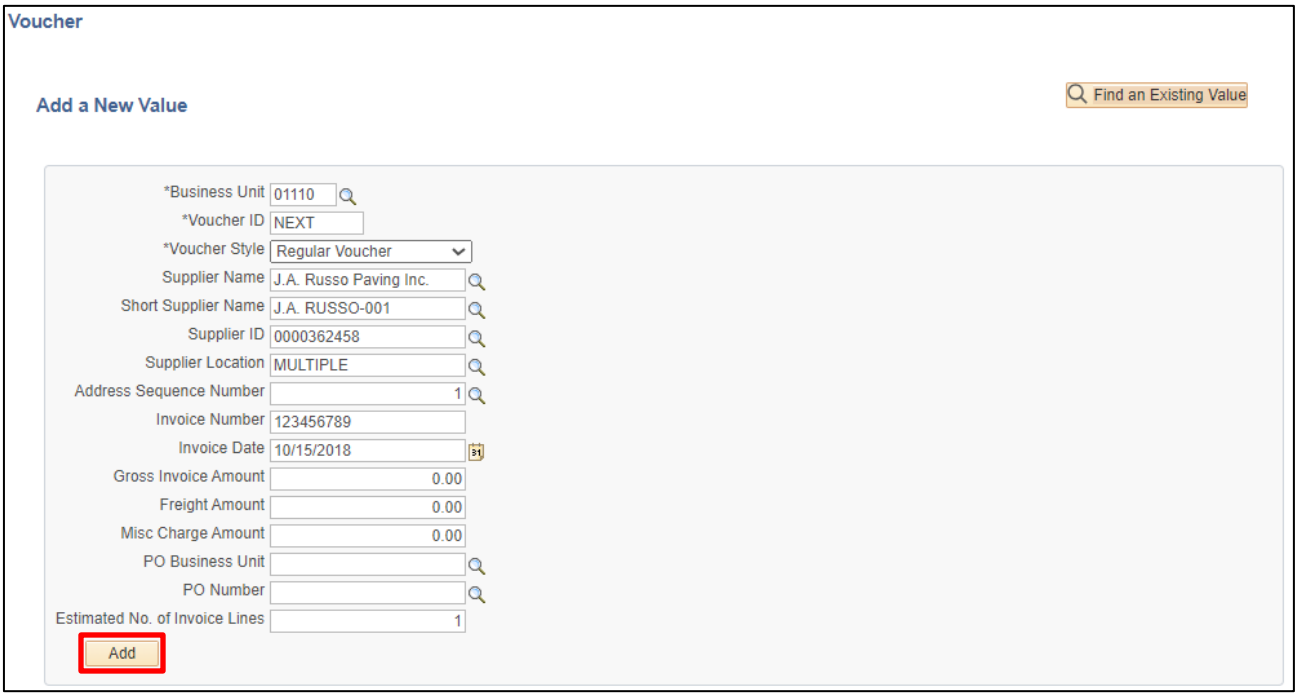


13. Click **Save** - A Voucher ID is generated, and you now have a Template Voucher that can used in Regular Voucher Entry steps as follows

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

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

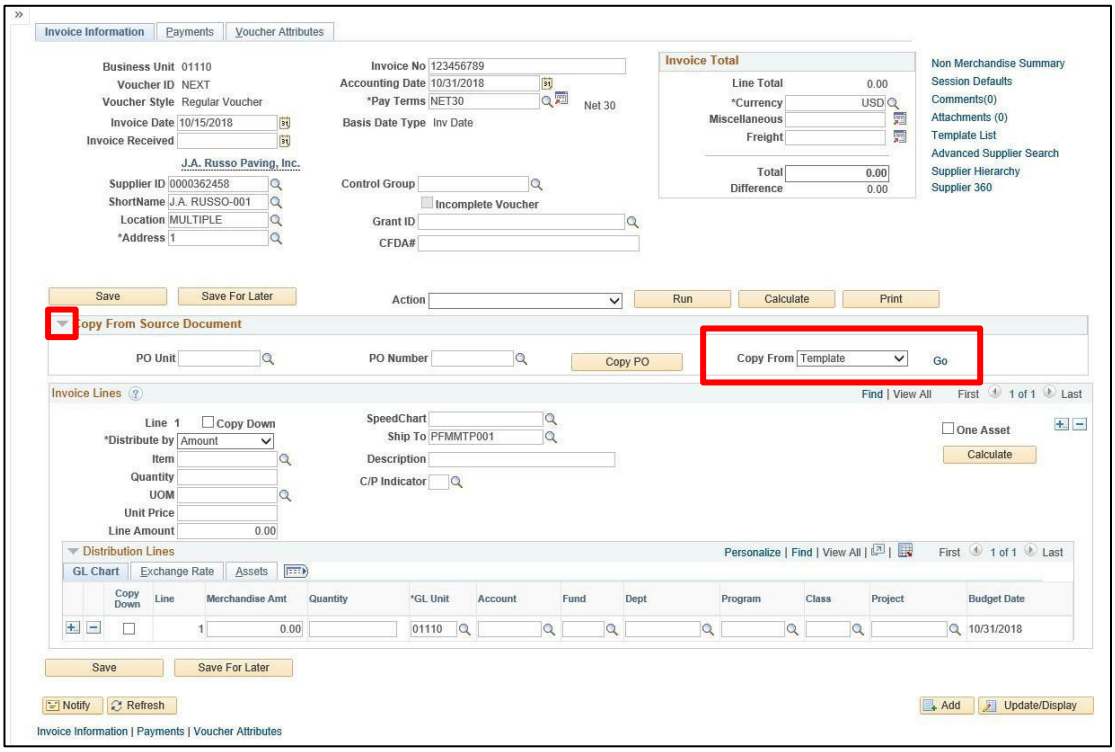
The **Voucher Entry** page displays:



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

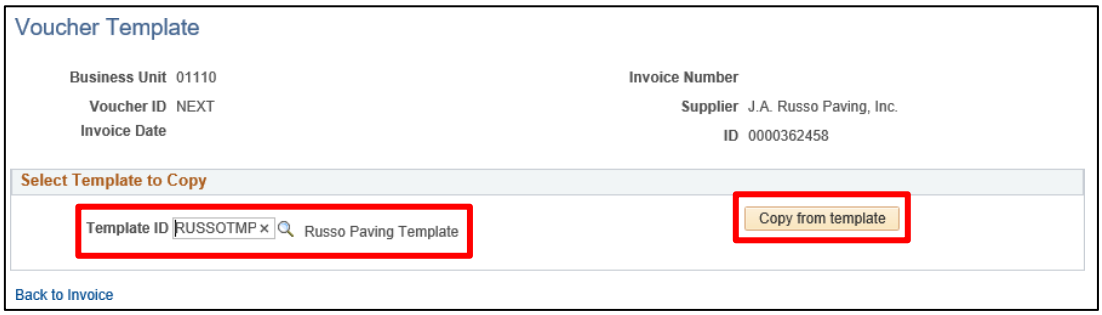
1. **Supplier ID -** Enter the supplier number, including the leading zeros and tab out of field. Short Supplier Name, Supplier Location, and Address Sequence Number automatically populate
2. **Invoice Number -** Enter Supplier's Invoice number
3. **Invoice Date -** As per the Supplier's invoice
4. Click **Add**

The **Invoice Information** page displays:



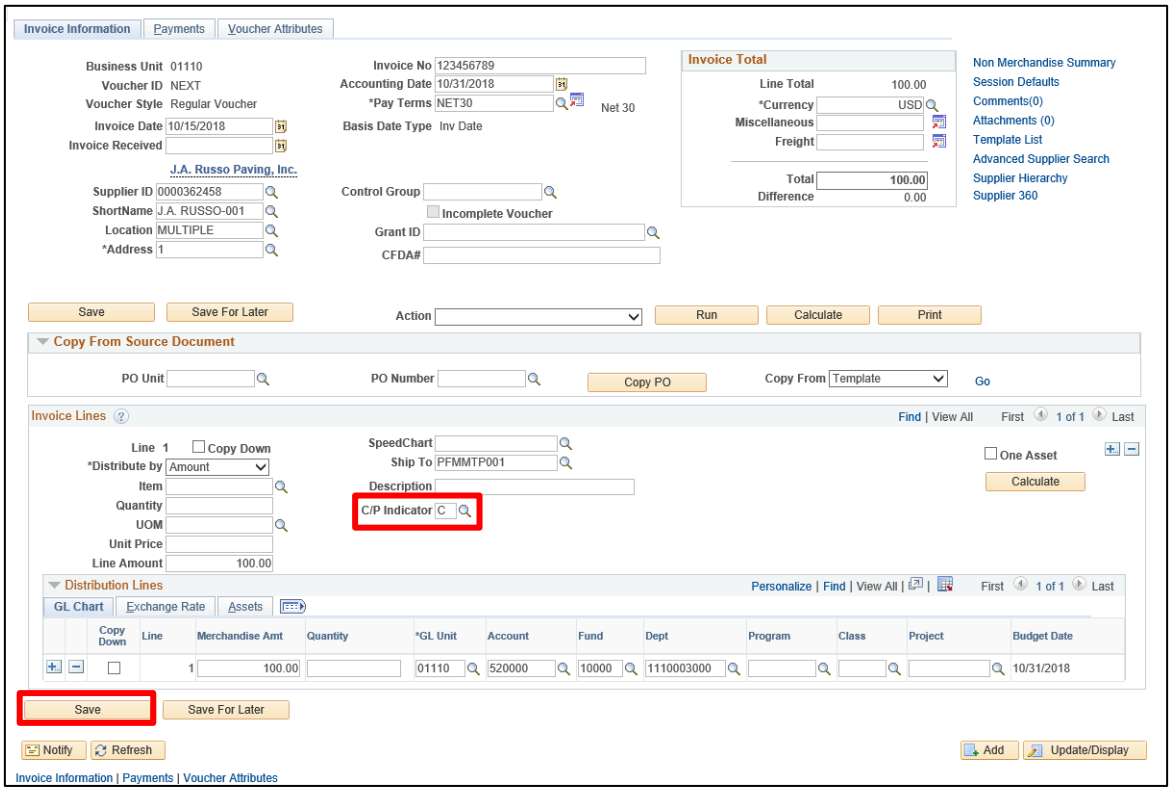
5. Expand the **Copy From Source Document** section by clicking on the chevron arrow
6. Select **Template** from the **Copy From** drop-down menu
7. Click **Go**

The **Voucher Template** page displays:



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

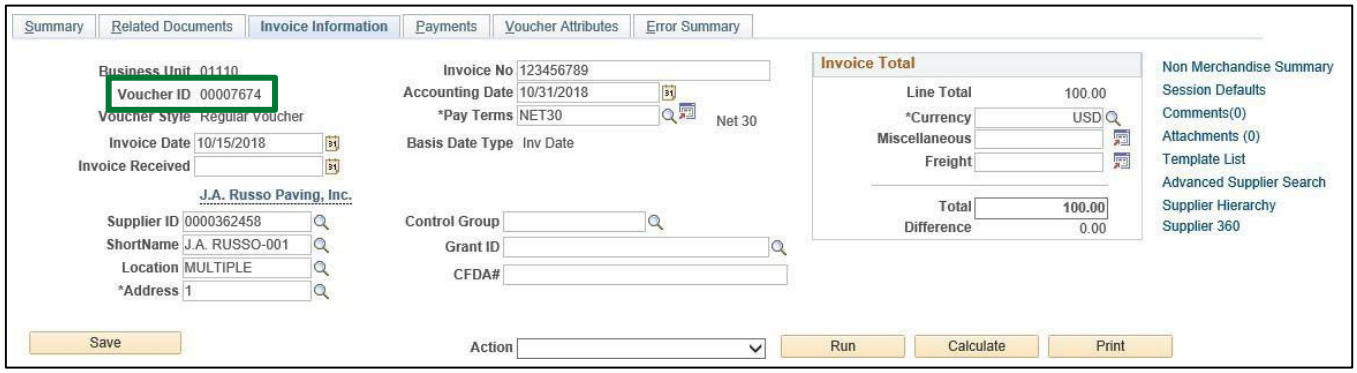
You are returned to the **Invoice Information** page:



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

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

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



Interface Voucher Processing

Situations when this function is used: Departments interfacing vouchers into VISION from their own systems will be required to review and correct errors occurring when these vouchers are built in VISION by the delivered voucher build process.

Interface Voucher Process: The State will utilize the delivered Voucher Build Processes in VISION 9.2 to perform edits to voucher data to minimize data issues.

High Level Process:

- Departments send an interface voucher file according to the file layout provided by ADS.
- As part of a Batch Schedule, interface files provided by departments will be processed at the pre-determined scheduled time
- The file data must meet certain criteria or the file will not be loaded and a “fatal” error will be returned to the department
- If there are no “fatal” errors, the data is loaded to staging tables in VISION, and the delivered Voucher Build process is run via the batch program
- During the Voucher Build Process, delivered edits can cause vouchers to be in 1 of 2 error statuses requiring correction before further processing can occur:
  - Pre-Edit errors - a voucher ID is assigned but the voucher has not been created
  - Recycle errors - a voucher ID has been assigned and the voucher has been created
- An output file that includes Voucher IDs and any errors is sent back to the Departments
  - Pre-Edit errors are indicated in the file with “Pre-Edit Error”
  - Recycle errors are indicated in the file with “Correct Errors in VISION”

Errors That May Be Encountered:

Voucher Interface	Error	Result	Error Type	Error Message in VISION
Regular Voucher	Invalid Business Unit	Process runs to no success, file does not load, OUT file indicates "Invalid Busn Unit" on record that has error and has an E.	Fatal	NA
Regular Voucher	Invalid Grant ID	Process runs to no success, file does not load, OUT file indicates "Invalid Grant ID" on record that has error and has an E.	Fatal	NA
Regular Voucher	Missing Invoice ID	Process runs to no success, file does not load, OUT file indicates "Blank Invoice" on record that has error and has an E.	Fatal	NA
Regular Voucher	Inactive Supplier	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is	Pre-Edit	Supplier ID - TSE Prompt table edit; value not found in prompt table

		assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The vendor can be corrected and voucher built or the voucher can be deleted.		
Regular Voucher	Invalid Supplier, Address or Location	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The vendor can be corrected and voucher built or the voucher can be deleted.	Pre-Edit	Default Supplier Location not defined for Supplier Address Sequence Number - TSE Prompt table edit; value no found in prompt table Supplier ID - TSE Prompt table edit; value not found in prompt table
Regular Voucher	PO Closed	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The PO can be corrected and voucher built or the voucher can be deleted.	Pre-edit	Invalid Purchase Order There are no open distributions for this Purchase Order
Regular Voucher	PO Line does not exist	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The PO can be corrected and voucher built or the voucher can be deleted.	Pre-edit	Invalid Purchase Order Operator profile does not allow copying Matched Purchase Order Lines There are no open distributions for this Purchase Order

				Invalid Purchase Order Schedule
Regular Voucher	PO not Dispatched	Process runs to success, file loads, OUT file indicates "Pre-edit Error" and has an E code on record with error, VoucherID is assigned but voucher is not created. Error can be viewed under Voucher Build Error Detail. The PO can be corrected and voucher built or the voucher can be deleted.	Pre-edit	Invalid Purchase Order
Regular Voucher	Bad W/H code for reportable vendor	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on record with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail. The Withholding Class can be corrected or the voucher can be deleted.	Recycle	Invalid Withholding Class *XX*
Regular Voucher	Duplicate Voucher	Process runs to success, file loads, OUT file indicates "Correct Errors in VISION" and has an E code on record with error, Voucher is created in recycle status. Error can be viewed under Voucher Build Error Detail. 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	*Chartfield* - 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

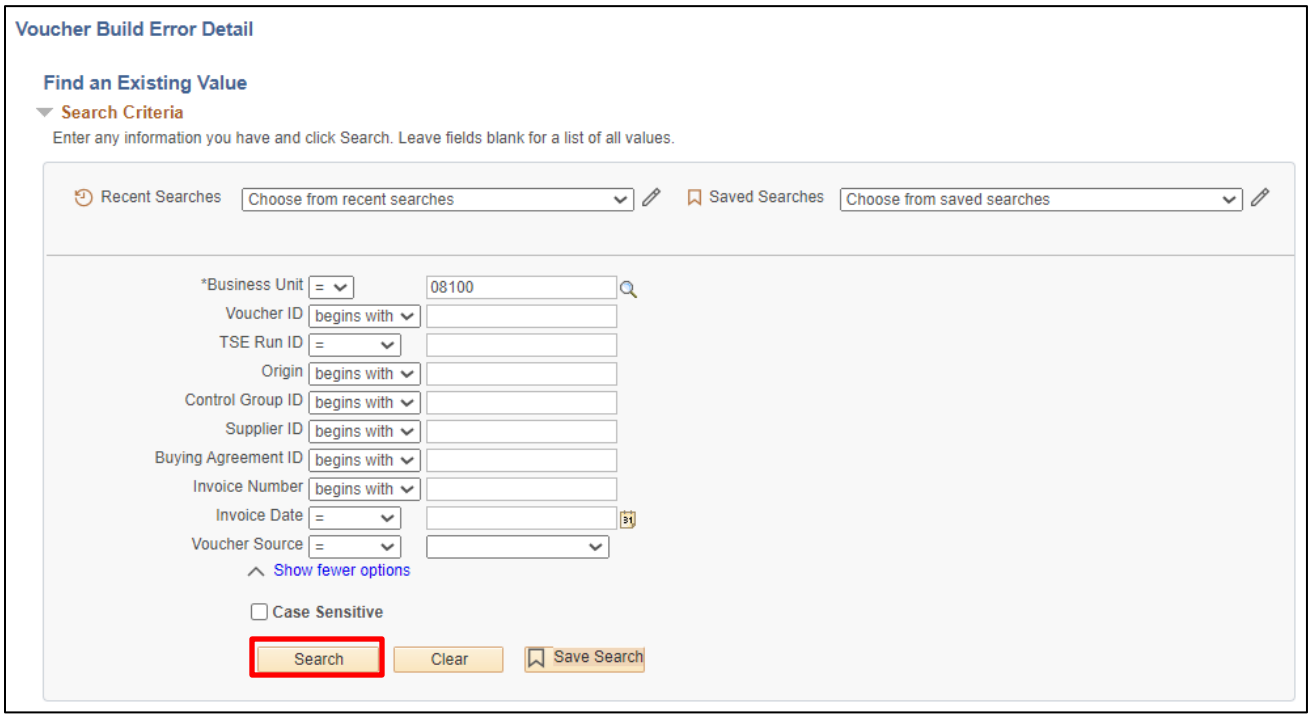
Single-Payment	Invalid State	Process runs to no success, file does not load, OUT file indicates "Invalid State" on record that has error and has an E.	Fatal	NA
Single-Payment	Missing Invoice	Process runs to no success, file does not load, OUT file indicates "Blank Invoice" on record that has error and 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

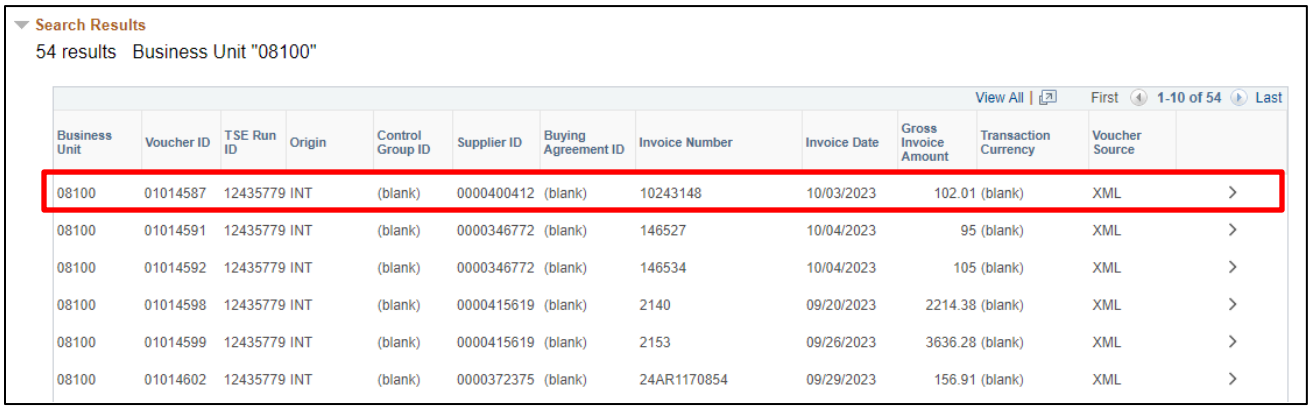
Navigator Menu Navigation: Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

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



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

Search Results display:



3. Click on first voucher in the list

The V**oucher 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.

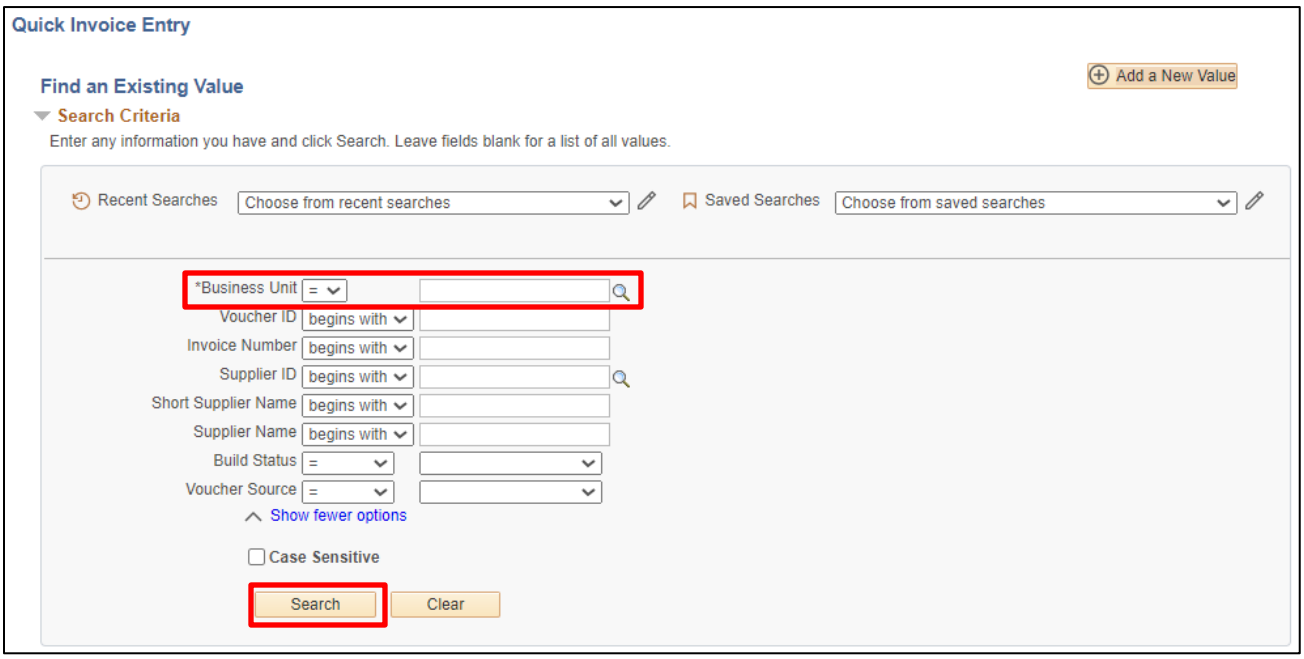
If the Error is a Recycle Error, the Regular Entry page

Correcting Pre-Edit Errors

WorkCenter Navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Quick Invoice Entry > Find an Existing Value

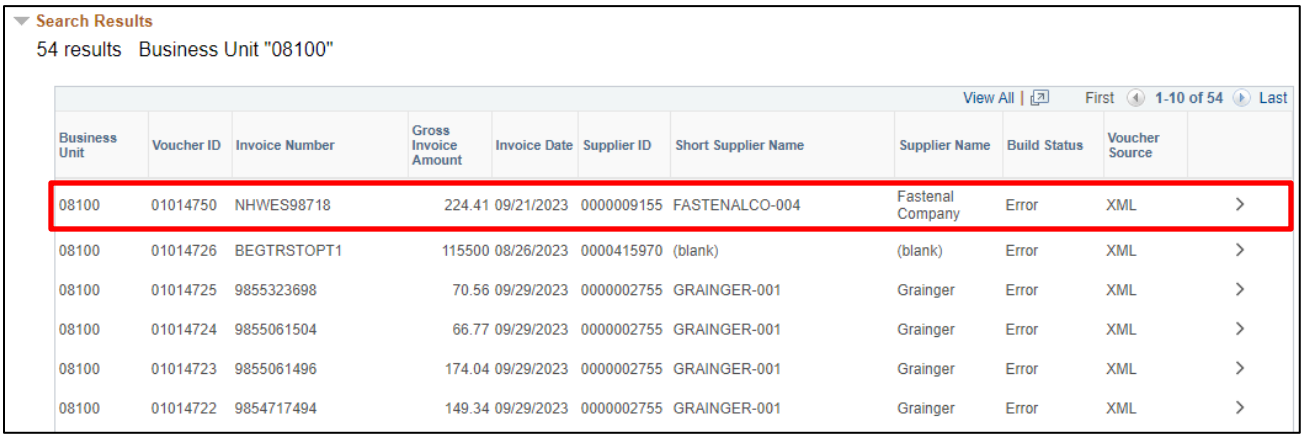
Navigator Menu Navigation: Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry > Find an Existing Value

The **Quick Invoice Entry** page displays:



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

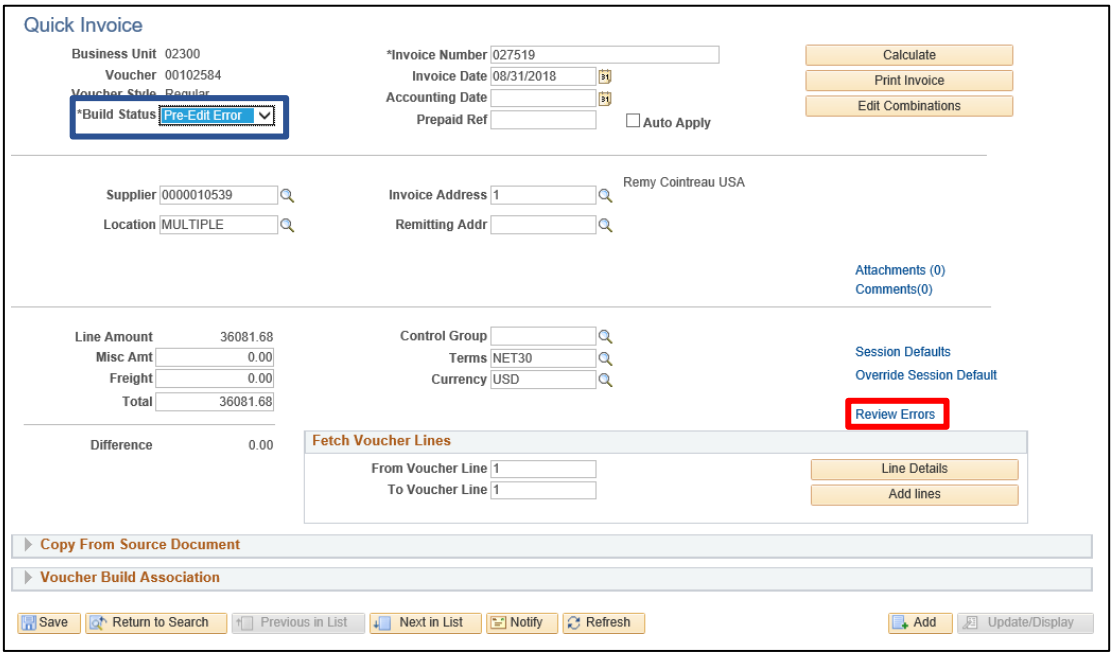
Search Results display:



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

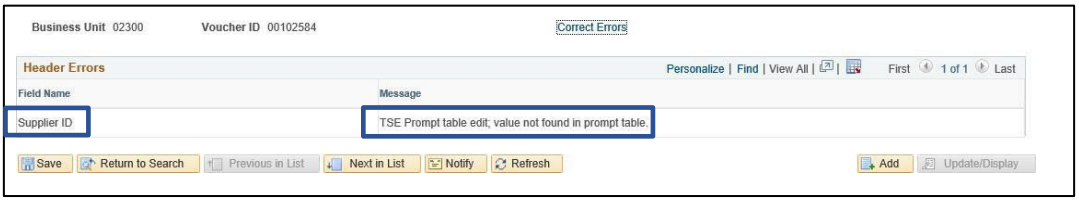
The **Quick Invoice** page displays:



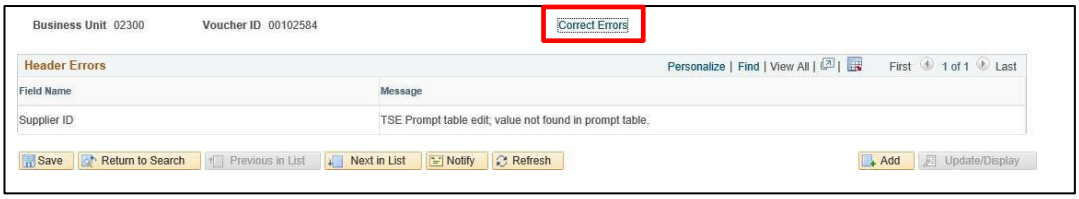
Note the Build Status of the voucher = Pre-Edit Error.

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.

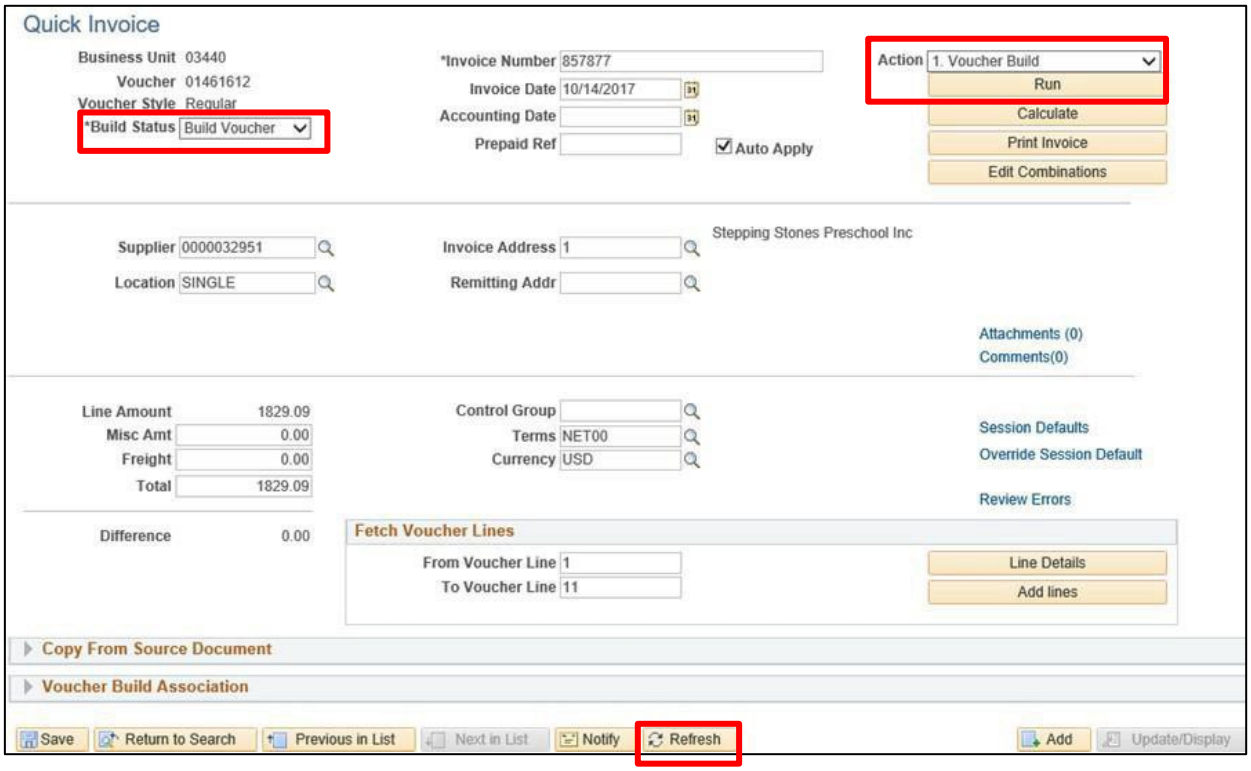


In this example the Supplier is not a valid Supplier.



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

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



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

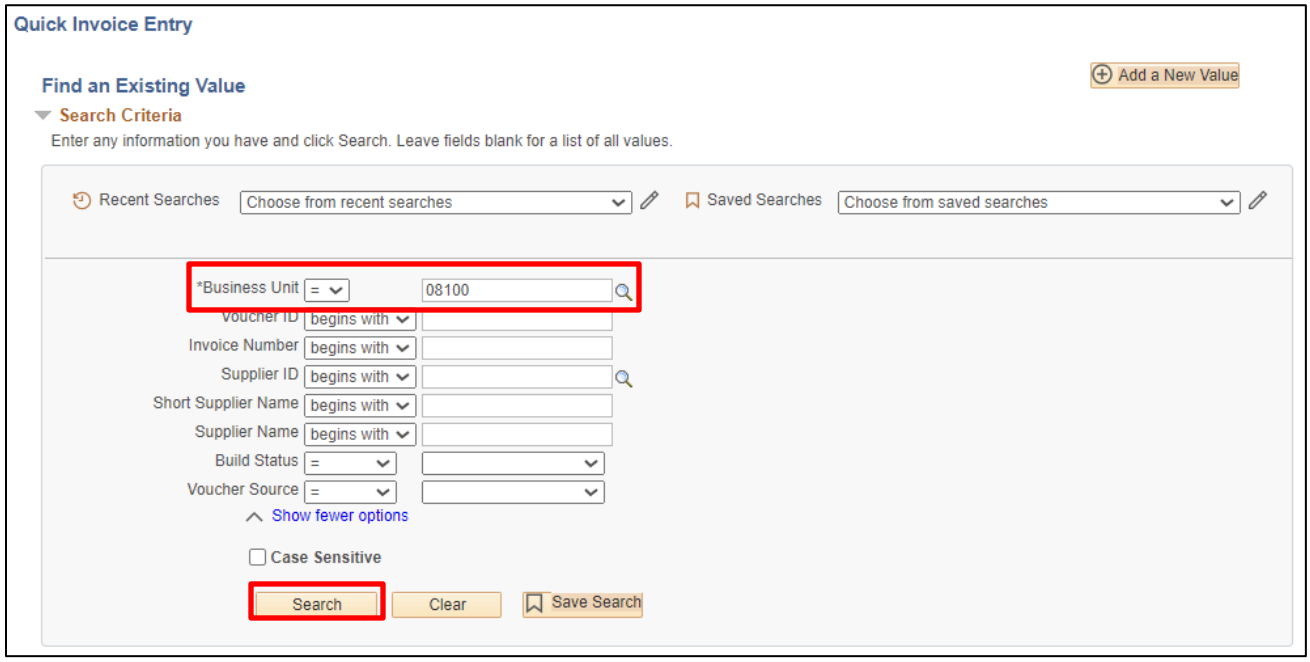
If the Quick Invoice Page loads again after refresh, then the error was not sufficiently corrected.

Deleting Vouchers in Pre-edit Error

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

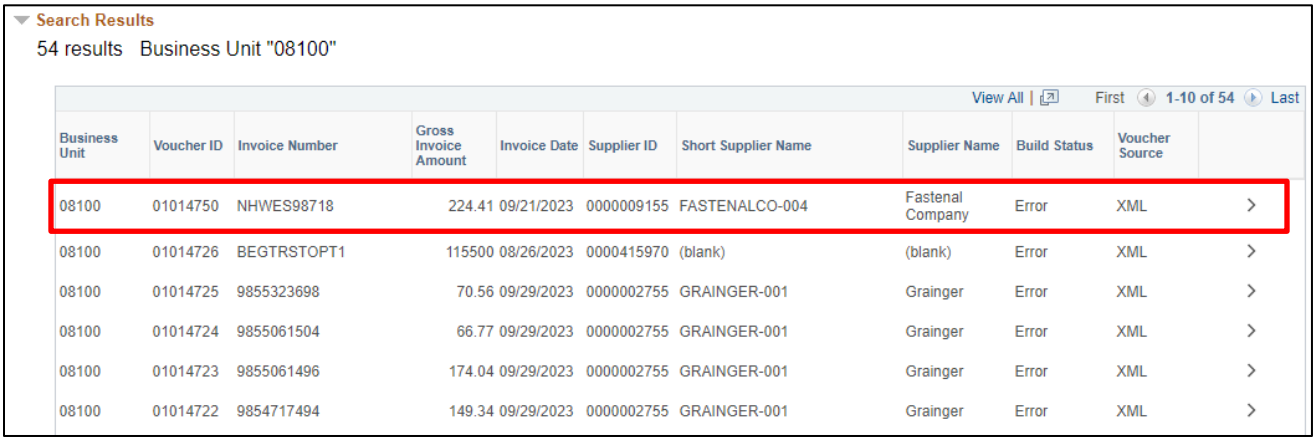
Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry > Find an Existing Value

The **Quick Invoice Entry** page displays:



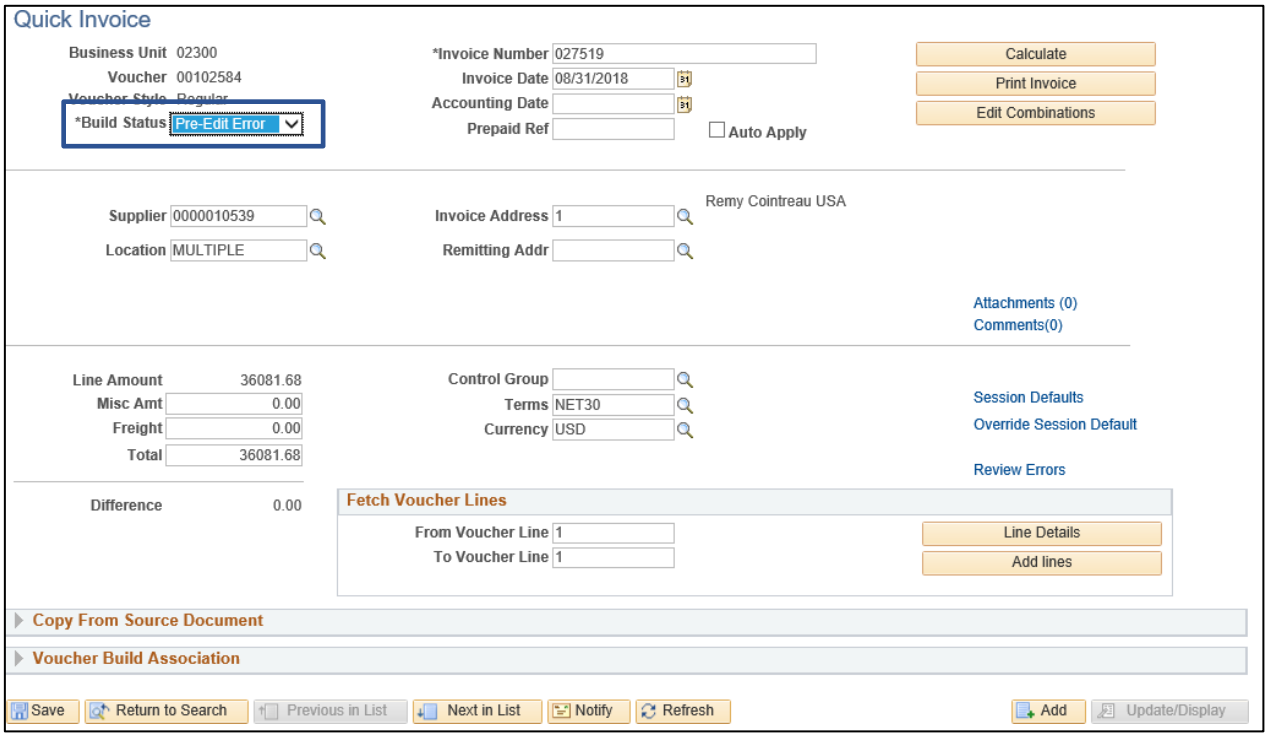
1. **Business Unit -** Enter the business unit associated with the voucher that has the pre-edit error
2. Click **Search**

Search Results display:

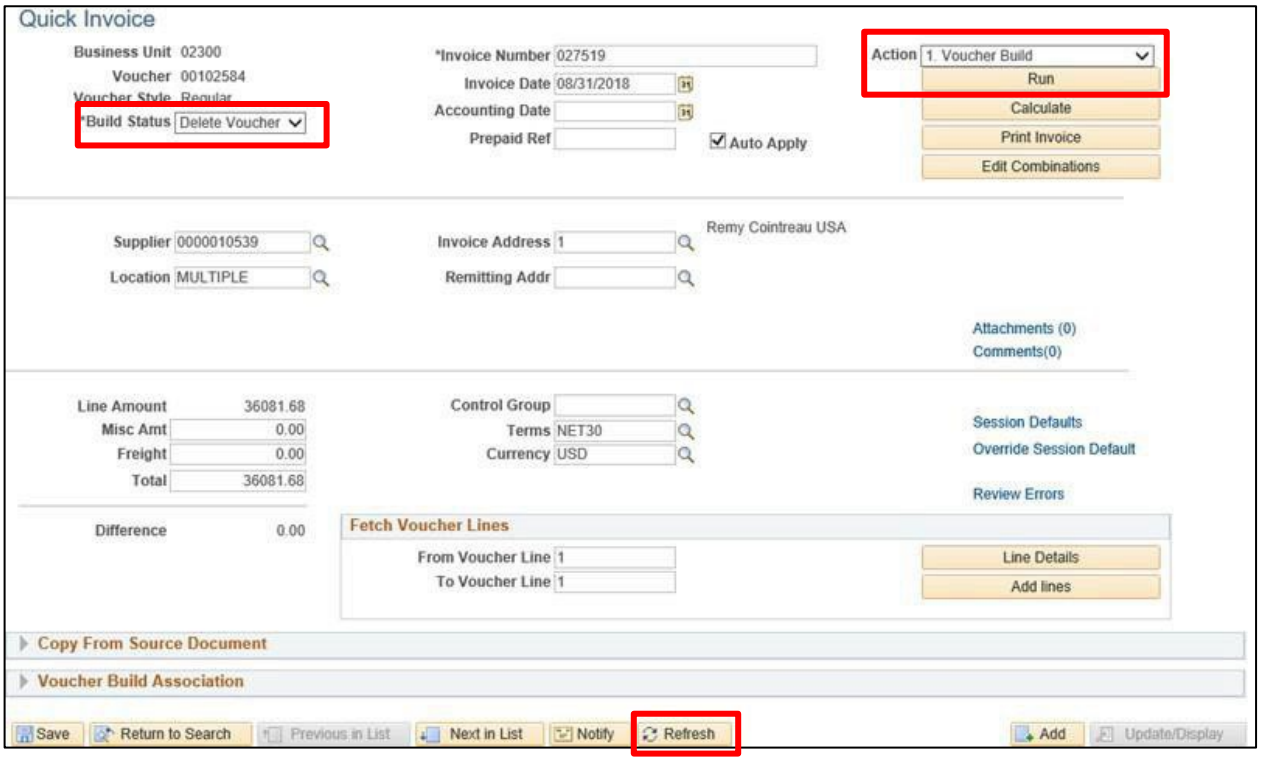


3. Select the voucher

The **Quick Invoice** page displays:



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



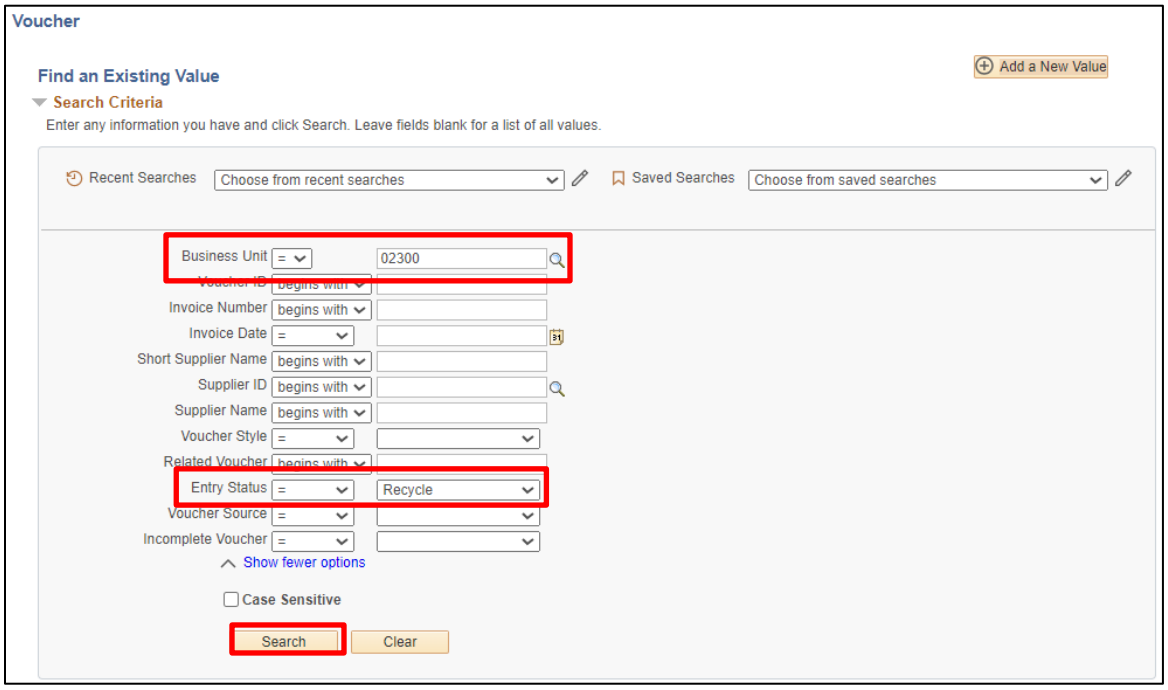
4. Update the Build Status to **Delete Voucher**
5. Choose the **Action**: **Voucher Build**
6. Click **Run**
7. **Refresh** the page and the search screen will load when the voucher has been deleted

Correcting Recycled Vouchers

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

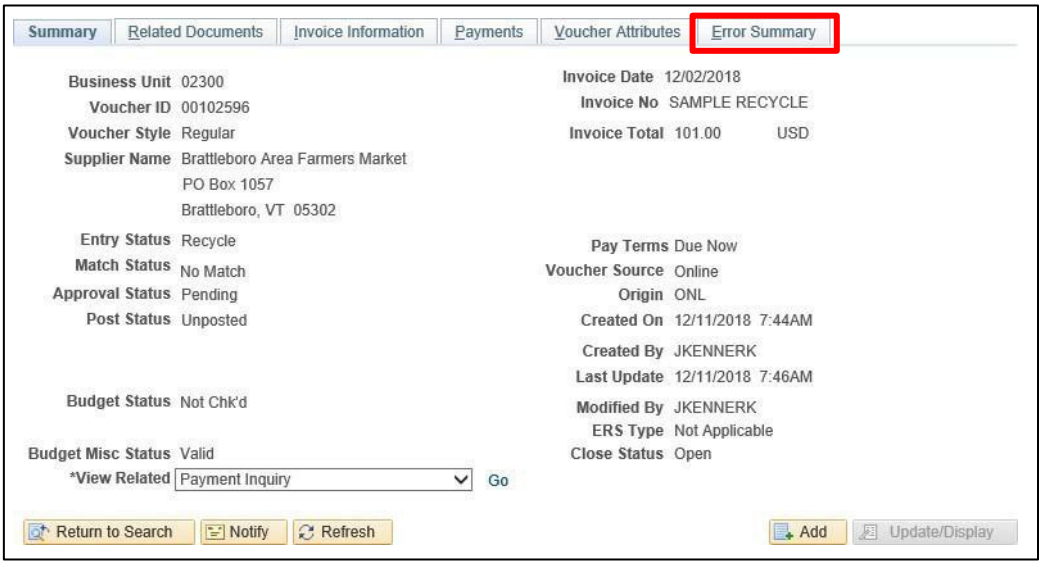
WorkCenter navigation: Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry > Find an Existing Value

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



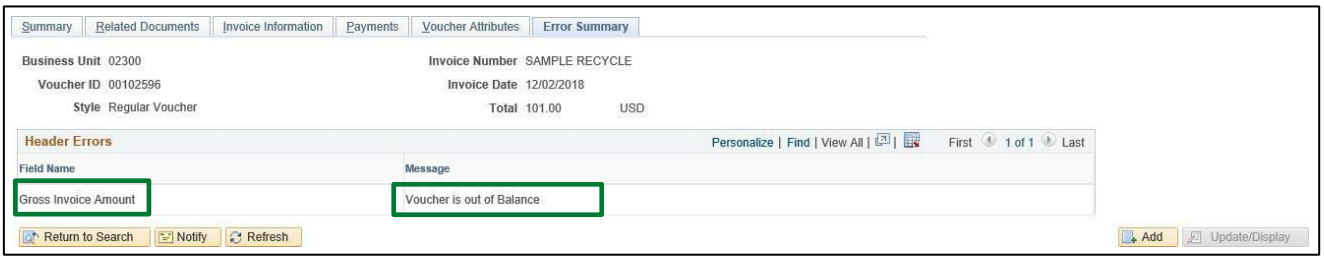
1. **Business Unit -** Enter your BU number
2. **Entry Status -** Select = Recycle
3. Click **Search**

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



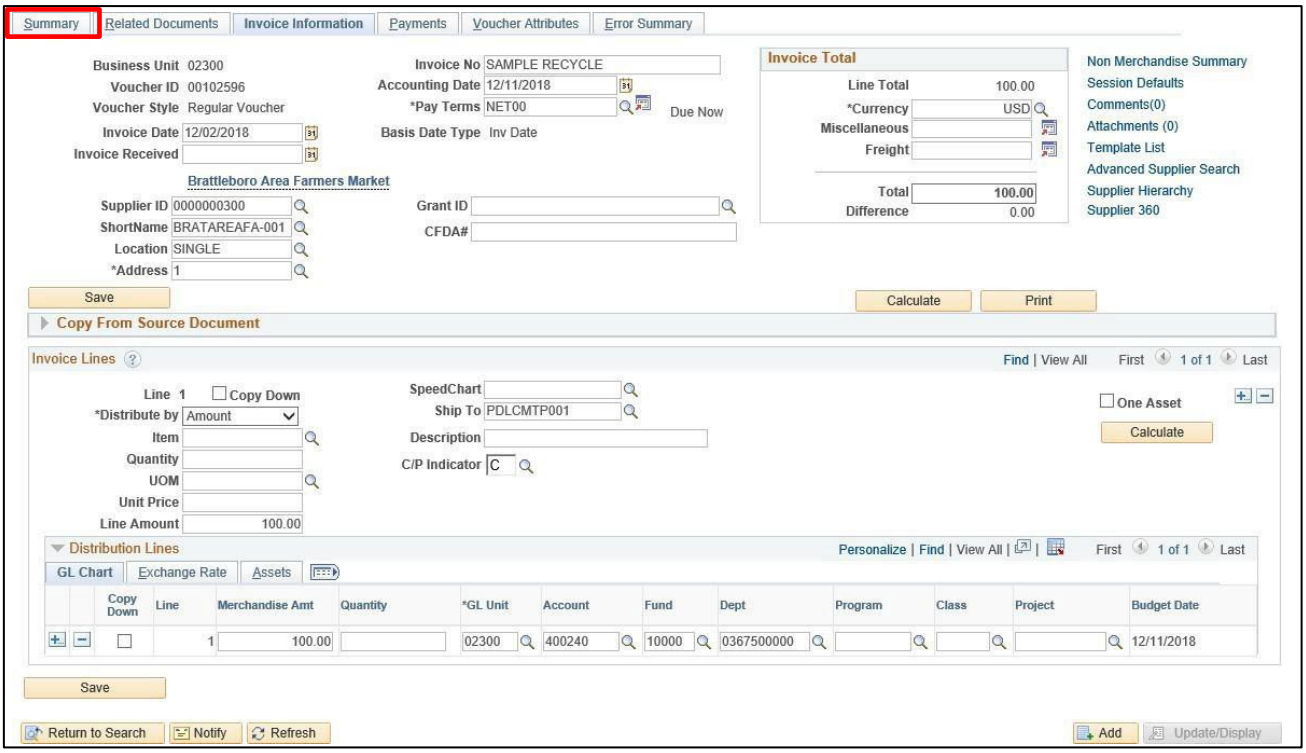
4. Click the **Error Summary** tab to view errors causing the Voucher to Recycle

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

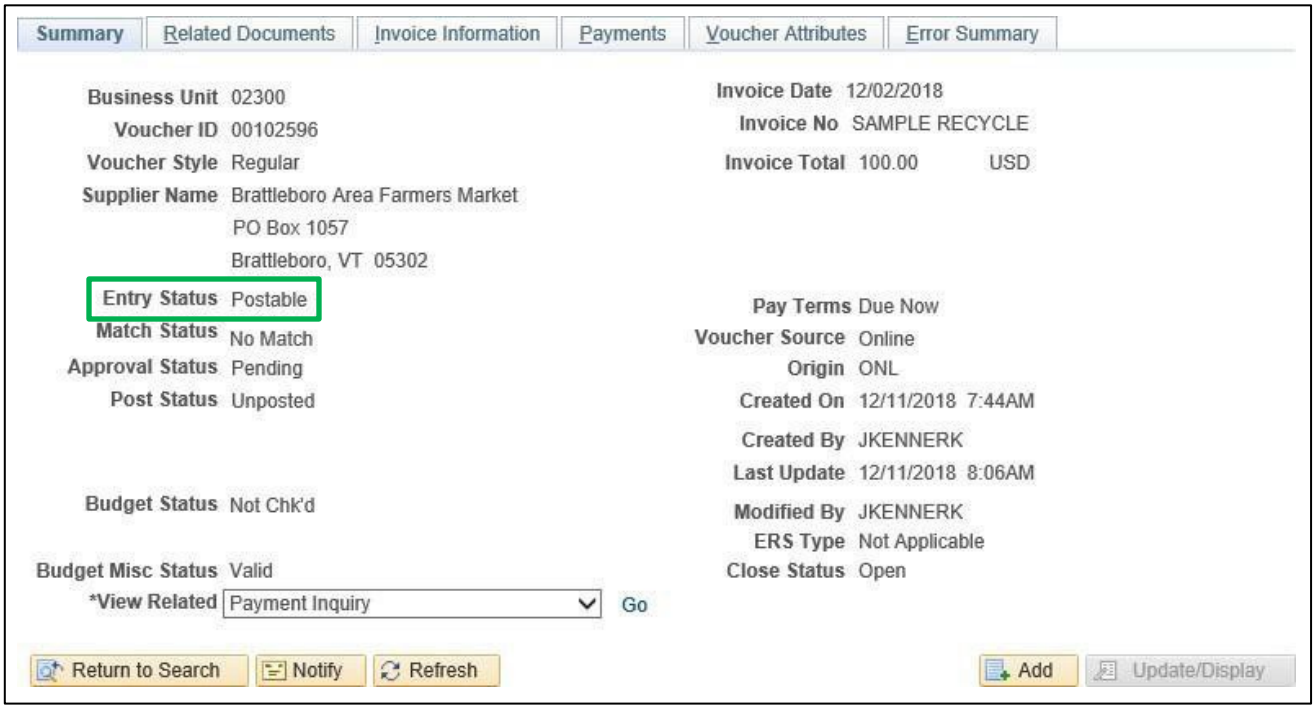


In this example, the Gross Invoice Amount of the voucher is not in balance.

5. Make corrections to address the error on the regular voucher pages if applicable
6. **Save** the voucher



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



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