

PeopleSoft

Accounts Payable (AP3): Approving Vouchers

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PREPARED BY THE SDCOE CUSTOMER RESOURCE CENTER

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Part I: Overview



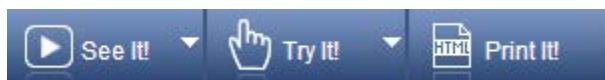
About This Guide

This guide was created by the SDCOE Customer Resource Center for staff responsible for creating, processing, inquiring on, and/or approving AP vouchers in PeopleSoft.

For additional copies of this guide, please go to <http://crc.sdcoe.net/resources/peoplesoft/guides>.

ONLINE TUTORIALS AVAILABLE

Would you like to try to create, process, and approve AP vouchers in a simulated environment? We have online tutorials for that! Go to <http://crc.sdcoe.net/resources/peoplesoft/tutorials> to access topics that you can access in See It!, Try It!, and Print It! modes.





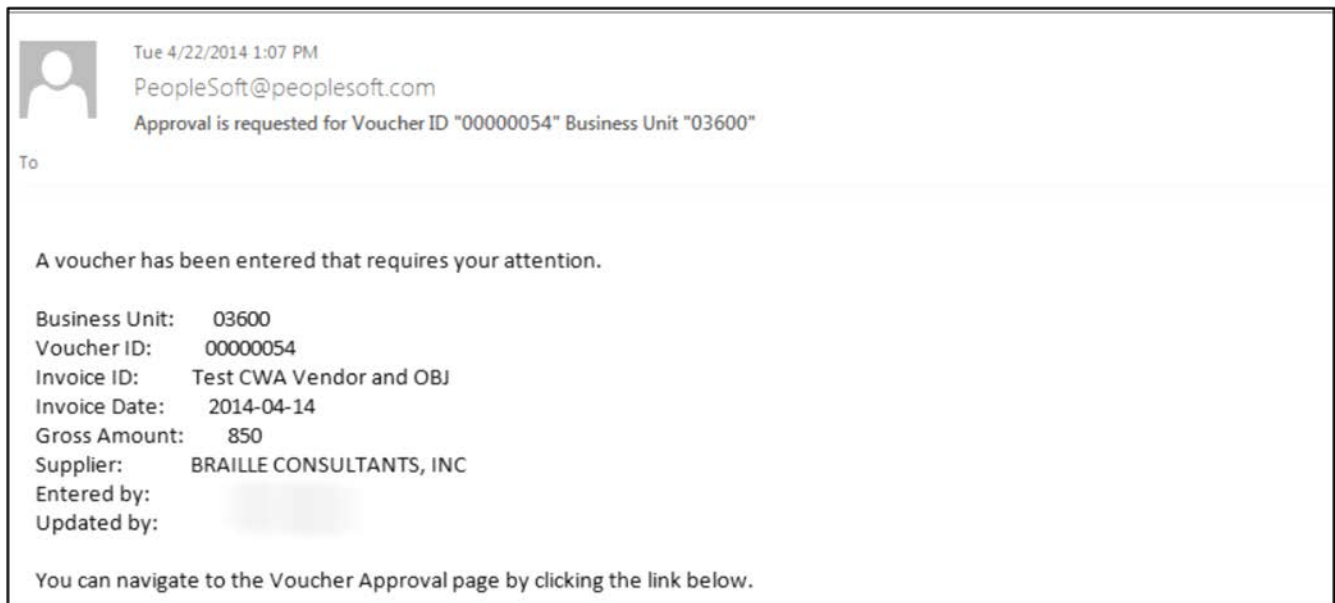
About Approving Vouchers

Submitting and Routing a Voucher for Approval

For staff that submit and route vouchers for approvals, the **AP WorkCenter** is an ideal page to use to help monitor items that require action, such as creating vouchers for payment and sending them to the manager for approval.

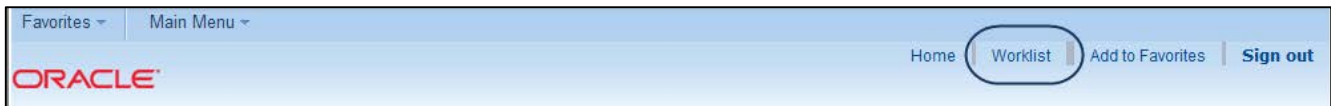
Sample Email for Voucher Approval

As the Approver, you will receive an email message that lets you know that you need to approve a voucher. It will say, "A voucher has been entered that requires your attention." Here is a sample:



Worklist (for Approvers)

Approvers navigate to Home > Worklist to approve vouchers.





Part II: Create & Process Vouchers



Create a Direct Voucher (Non-PO)

This section covers how to create Accounts Payable direct vouchers (previously called invoices). Non-PO vouchers are created for payments to Suppliers without a Purchase Order. **IMPORTANT:** All Non-PO Vouchers must be approved—see p.8 for the steps.

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

Part A: Create the voucher.

1. Navigate to **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.**
2. Click the **Add a Value** tab to enter a Voucher.

Voucher

Find an Existing Value Add a New Value

Business Unit: 00700
Voucher ID: NEXT
Voucher Style: Regular Voucher
Supplier Name: AMERICAN PEST CONTROL
Short Supplier Name: AMERICAN P-001
Supplier ID: A00012
Supplier Location: MAIN
Address Sequence Number: 1
Invoice Number: amp45678
Invoice Date: []
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Sales Tax Amount: 0.00
Misc Charge Amount: 0.00
PO Business Unit: []
PO Number: []
Tax Exempt Flag: []
Estimated No. of Invoice Lines: 1

Add

NOTE: Use the **Find an Existing Value** tab to search for a previously entered voucher. When searching for an existing voucher or creating a one, you may enter the following data on the **Voucher** page, followed by the **Search** or **Add** button:

- **Business Unit:** Your business unit should default in the Business Unit field. If it doesn't, then you will need to enter your business unit into this field.
- **Voucher ID**
- **Voucher Style**
- **Supplier Name**
- **Short Supplier Name**
- **Supplier ID**
- **Supplier Location**
- **Address Sequence Number**
- **Invoice Number**
- **Invoice Date**
- **Gross Invoice Amount**
- **Freight Amount**
- **Sales Tax Amount**
- **Misc. Charge Amount**
- **PO Business Unit**
- **PO Number**
- **Tax Exempt Flag**
- **Estimated No. of Invoice Lines**



- On the Invoice Information tab, enter the invoice header information, non-merchandise charges, and voucher line and distribution information.

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

- Business Unit: 00700
- Invoice No: amp45678
- Accounting Date: 02/12/2014
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 02/12/2014
- Supplier ID: A00012
- ShortName: AMERICAN P-001
- Location: MAIN
- *Address: 1
- Invoice Total: Line Total 0.00, *Currency USD, Total 151.00
- Invoice Lines: Line 1, Description Pest Control Services, Line Amount 151.00

- **Tax Exempt checkbox:** Click Tax Exempt, if applicable.
- **Total:** Enter the desired total amount. *Example 151.00.*
- **Description:** Enter the desired description. *Example: Pest Control Services.*

- Scroll down to the Invoice Lines area. Verify that the **Line Amount** matches the merchandise amount.

The screenshot shows the 'Invoice Lines' section with the following data:

- Line 1, Description: Pest Control Services, Line Amount: 151.00

The 'Distribution Lines' section contains the following table:

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proj Year	Affil
				1	151.00		00700	0100	0000000	0000	8200	5500004	111			

- In the Distribution Lines area, enter the **Fund, Resource, Goal, Function, Object,** and **Site.** These fields are used to enter your ChartFields for the Voucher.
- Click **Save.** The system will assign a Voucher ID number, like 00000075.



Part B: Budget check and run.

7. Click the **Action** menu and select the **Budget Checking**. Click the **Run** button.

NOTE: After clicking **Run**, a message will appear asking you if you want to wait for the process to complete. Select **Yes** to start the process.

8. Click the **Summary** tab. Note that the **Budget Status** displays *Valid*.



Part C: Approve.

REMEMBER: All Non-PO Vouchers must be approved.

9. Click the Invoice Information tab to approve the voucher.

10. Click **Submit Approval**.

NOTE: The **Submit Approval** button appears after the Budget Check process has completed.

The screenshot shows the 'Invoice Information' tab of a software interface. The 'Invoice Total' section displays a Line Total of 151.00 and a Total of 151.00. The 'Submit Approval' button is highlighted with a red box. Other buttons visible include 'Run', 'Calculate', and 'Print'.

An Approval Comments box will appear.

11. Enter comments in the **Additional Details**, if desired. Click **OK**.

The screenshot shows the 'Approval Comments' dialog box. The 'Business Unit' is 00700 and the 'Voucher ID' is 00000075. The 'Additional Details' field is highlighted with a red box. Buttons for 'OK', 'Cancel', and 'Refresh' are visible at the bottom.



12. The **Voucher Approval** page displays the list of users with the ability to approve vouchers and where they fall in the approval workflow process.

← Payments Voucher Attributes Error Summary **Approval Summary**

Business Unit 00700
Voucher ID 00000075

Voucher Approval

▼ BUSINESS_UNIT=00700, VOUCHER_ID=00000075: **Approved**

Voucher Approval

Approved

✓ Voucher Approver
02/12/14 - 9:33 AM

Part III: Voucher Approvals



Voucher Approval Process

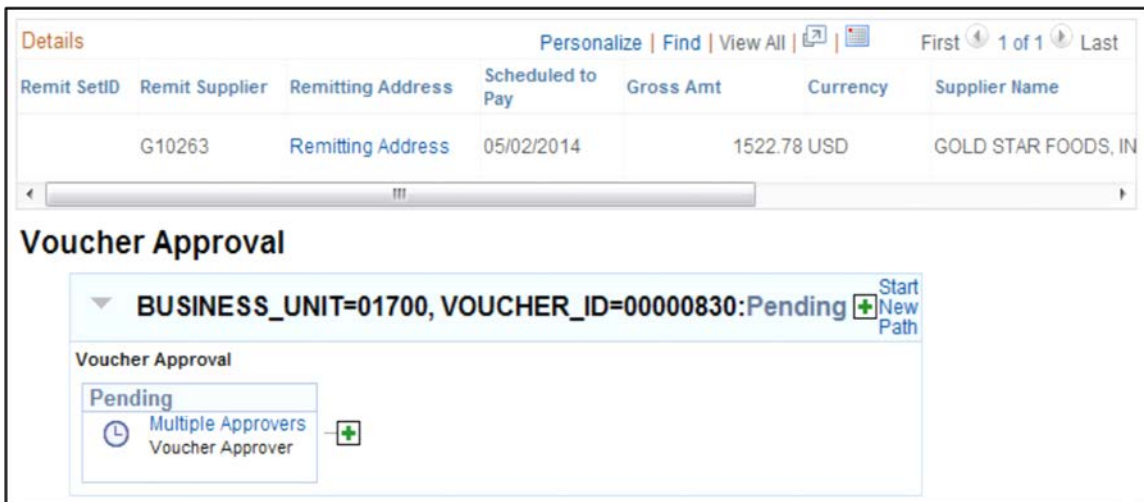
This section covers the voucher approval process. Only Approvers will be able to approve vouchers.

Navigation: Home > Worklist

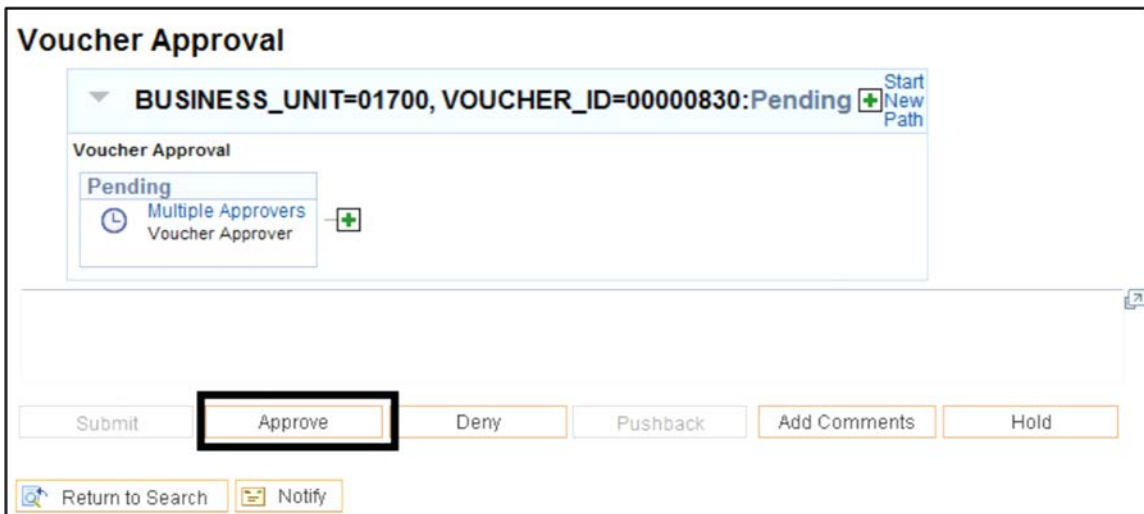
1. From the Home page, click the **Worklist** link.



2. In the list that appears on the Worklist, select the voucher that needs to be approved.
3. Review the voucher details. Decide if the voucher needs to be reviewed by another person. You have the option of sending the voucher for Approval or Review.



4. Click **Approve** to approve the voucher. You can also **Deny**, **Add Comments**, or **Hold** the voucher.



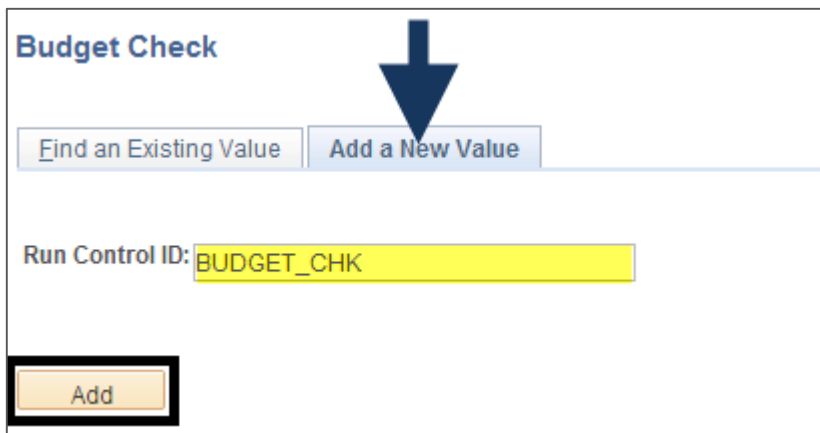
Part IV: Budget Checking

Run Budget Check

This section covers running the Budget Check process. This process verifies the budget and associated control accounts to process vouchers. This process is scheduled to run hourly in the system. You will need to verify prior to following the steps listed.

Navigation: Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check

1. Navigate to **Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check.**
2. **FIRST TIME:** Click **Add a New Value**. Enter a **Run Control ID** (like *BUDGET_CHK*, with no spaces). The Run Control ID should help you remember the process. Click **Add**.



Budget Check

Run Control ID:

SUBSEQUENT RUNS: Click the **Find an Existing Value** tab and search for the Run Control ID that you previously set up.

- On the Budget Check page, enter the request parameters. These parameters will be used to define the processing rules and data to be included in the **Budget Check** process.

Budget Check

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

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

*Process Frequency Always Process

Request Number 1

*Description AP Budget Chk

*Transaction Type AP_VOUCHER Process All Business Units

Selection Parameters Find | View All First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	00700	

Save Notify Refresh Add Update/Display

For this process, you must define:

- Process Frequency
- Description
- Transaction Type
- Field Name
- Process All Business Units
- Value
- From/To

- Click **Save** (bottom-left) to save the process parameters, then click **Run** (top-right) to run the process.
- On the **Process Scheduler Request** page, make sure the *Comm. Cntrl. Budget Processor (FS_BP)* process is selected. Select the desired output format. Click **OK** to schedule the run.

Process Scheduler Request Help

User ID: MOHAGAN Run Control ID: BUDGET_CHK

Server Name: [Dropdown] Run Date: 10/22/2013 Recurrence: [Dropdown] Run Time: 1:56:11PM **Reset to Current Date/Time**

Time Zone: [Dropdown]

Process List

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

OK Cancel Refresh



6. Click the **Process Monitor** link. This will take you to the page that shows you the status.

Budget Check

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

7. Look for **Run Status** = *Success*, and **Distribution Status** = *Posted*. If necessary, click **Refresh** to refresh the screen to “monitor” the progress until the statuses say *Success/Posted*.

▼ 1 Days Refresh

to

Save On Refresh

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

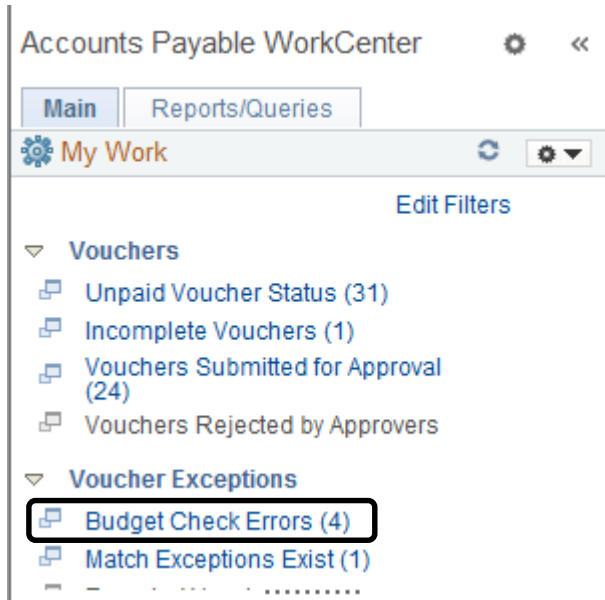
Run Date/Time	Run Status	Distribution Status	Details
02/06/2014 3:56:00PM PST	Success	Posted	Details

Review Budget Check Errors and Exceptions

This section covers reviewing Budget Check Error and Exceptions created during the Budget Check process.

Navigation: Main Menu > Accounts Payable > Accounts Payable WorkCenter > My Work > Voucher Exceptions > Budget Check Errors

1. Navigate to **Main Menu > Accounts Payable > Accounts Payable WorkCenter**. On the Main tab, in the Voucher Exceptions area, click **Budget Check Errors**.



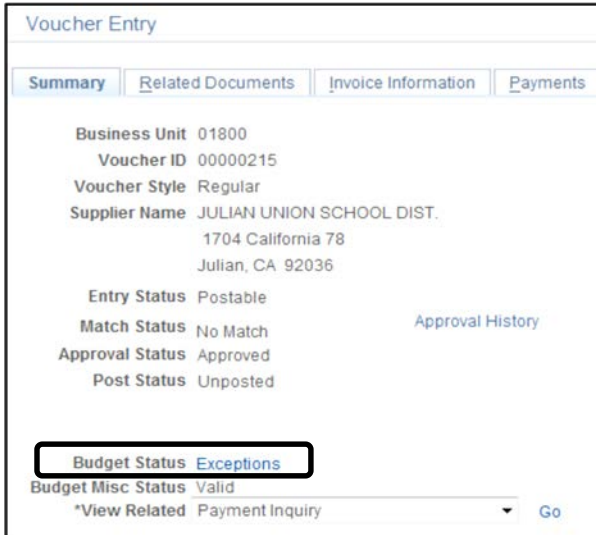
Vouchers with budget check errors will display on right side of screen.

TIP: The number in parentheses indicates the number of results. In this example, there are four vouchers with budget check errors.

2. Select a voucher by clicking on the **Voucher ID**.

Budget Check Errors								
Voucher List								
Business Unit	Voucher	Number Of Errors	Exceptions	Misc Exceptions	Supplier	Short Supplier Name	Supplier Name	Invoice No
01800	00000215		1 Exceptions	Misc Exceptions	J00961	JULIAN UNI-001	JULIAN UNION SCHOOL DIST.	040214
01800	00000228		1 Exceptions	Misc Exceptions	T01852	TIME CLOCK-001	TIME CLOCK SALES & SERVICE	SS4785.1
01800	00000244		1 Exceptions	Misc Exceptions	S01703	SAN DIEGO -002	SAN DIEGO COUNTY	1890

- The Voucher Entry window will appear. You will be on the Summary tab. At the bottom-left, click the **Budget Status Exceptions** link.



Voucher Entry

Summary | Related Documents | Invoice Information | Payments

Business Unit 01800
 Voucher ID 00000215
 Voucher Style Regular
 Supplier Name JULIAN UNION SCHOOL DIST.
 1704 California 78
 Julian, CA 92036

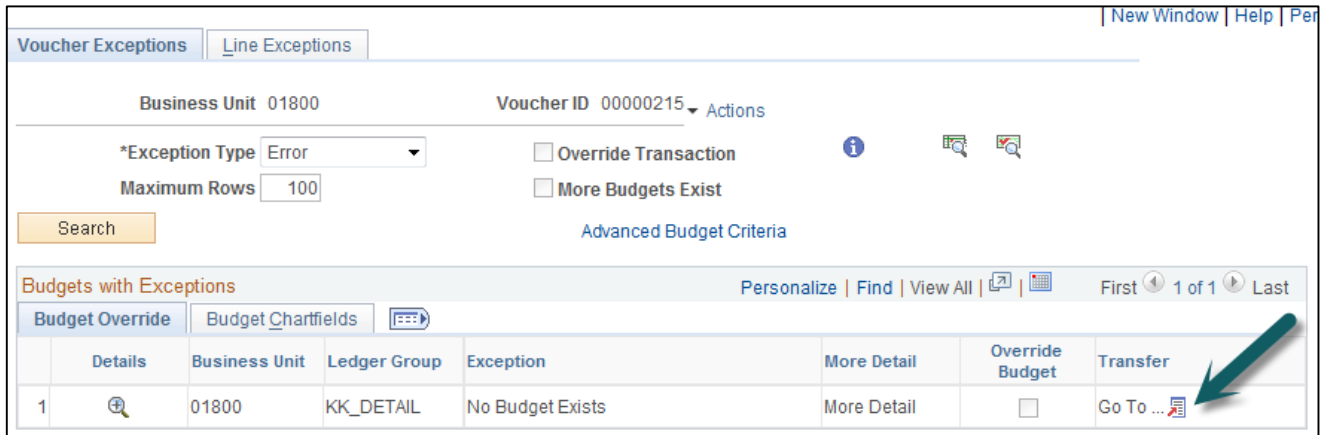
Entry Status Postable
 Match Status No Match
 Approval Status Approved
 Post Status Unposted

Budget Status **Exceptions**

Budget Misc Status Valid
 *View Related Payment Inquiry

NOTE: Make sure your popup blocker is disabled so the Voucher Exceptions window can display.

- The Voucher Exceptions window will appear. Review the exception. You can often get enough information from this page to take corrective action. For instance, in the Exception column, it might say *No Budget Exists* or *Budget Period Invalid*.
- If you need more information, click the **Go To...View Related Links** icon from the **Transfer** column.




Voucher Exceptions | Line Exceptions

Business Unit 01800 Voucher ID 00000215 Actions

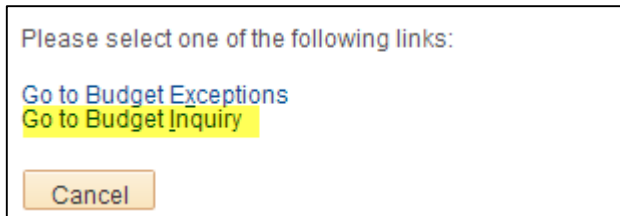
*Exception Type Error
 Maximum Rows 100

Search Advanced Budget Criteria

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

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
		1	01800	KK_DETAIL	No Budget Exists	More Detail	<input type="checkbox"/>	Go To... 

- Click **Go To Budget Inquiry**.

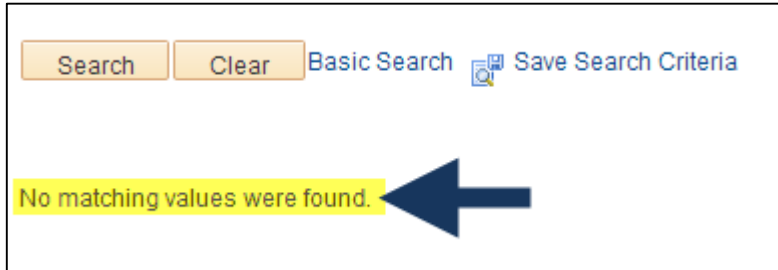


Please select one of the following links:

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

Cancel

7. A search window will display which has been populated with the values from your previous page. Click the **Search** button.
- **Outcome 1:** An error page will be displayed if data for the error exists.
 - **Outcome 2:** If the message “*No matching values were found*” displays, it means that no budget journals have been posted for this ChartField string. You can close the Budget Details window.



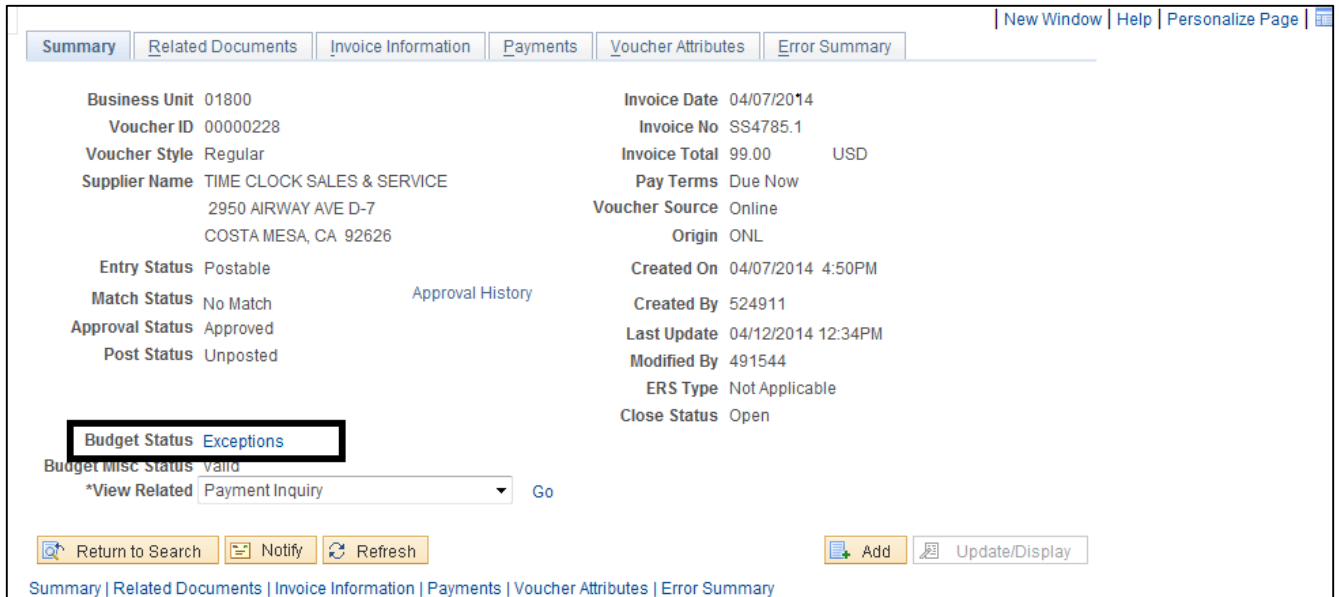
Correct Budget Errors in AP and/or in KK

This section covers how to correct Budget Errors in AP or KK. Most budget errors can be corrected by entering a different ChartString for the voucher, or by contacting your Budget Administrator so that a budget value for the ChartString can be created.

Accounting has fixed the Budget (KK)

Navigation: Main Menu > Accounts Payable WorkCenter > Regular Entry > Find an Existing Value.

1. Navigate to **Main Menu > Accounts Payable WorkCenter**. On the Main tab in the Links > AP Entry area, click Regular Entry.
2. To correct Budget Errors in KK, select the **Find an Existing Value** tab. Click **Search**.
If you want to filter the results, you can search for an existing voucher by first entering any of the following search criteria. Remember, enter the % sign to do a wildcard search (return all values).
 - **Business Unit:** Your business unit should default in the Business Unit field. If it doesn't, then you will need to enter your business unit into this field.
 - **Voucher ID:** Enter the Voucher ID
 - **Invoice Number**
 - **Invoice Date**
 - **Short Supplier Name**
 - **Supplier ID**
 - **Supplier Name**
 - **Voucher Style**
 - **Related Voucher**
 - **Entry Status**
 - **Voucher Source**
3. The **Budget Status Exceptions** link can be found on the Summary tab.



The screenshot displays the 'Summary' tab of a voucher record. The interface includes a navigation bar at the top with tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The main content area is divided into two columns of key-value pairs. The left column contains fields such as Business Unit (01800), Voucher ID (00000228), Voucher Style (Regular), Supplier Name (TIME CLOCK SALES & SERVICE), Entry Status (Postable), Match Status (No Match), Approval Status (Approved), and Post Status (Unposted). The right column contains fields such as Invoice Date (04/07/2014), Invoice No (SS4785.1), Invoice Total (99.00 USD), Pay Terms (Due Now), Voucher Source (Online), Origin (ONL), Created On (04/07/2014 4:50PM), Created By (524911), Last Update (04/12/2014 12:34PM), Modified By (491544), ERS Type (Not Applicable), and Close Status (Open). A link labeled 'Budget Status Exceptions' is highlighted with a black box. Below the main content area, there is a 'Budget Misc Status' dropdown menu set to 'void', a '*View Related' link, and a 'Payment Inquiry' dropdown menu. At the bottom of the interface, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The navigation bar at the bottom of the page repeats the tabs from the top.



4. Select the **Invoice Information** tab. Select **Budget Checking** from the Action dropdown. Then click the **Run** button to initiate this process.
5. Next, run the budget check process to verify funds are available to process payments. Pull down the **Action** dropdown, select the **Budget Checking** list item, and click **Run**.

Invoice Information	
Invoice Date	04/07/2014
Supplier ID	T01852
Short Name	TIME CLOCK-001
Location	MAIN
*Address	1

Summary	
Total	99.00
Difference	0.00

6. After clicking **Run**, a message box will appear asking you if you want to wait for the process to complete. Select the **Yes** button to start the process.
7. Click the **Summary** tab, and note that the **Budget Status** displays as *Valid*.

Summary	
Business Unit	01800
Voucher ID	00000228
Voucher Style	Regular
Supplier Name	TIME CLOCK SALES & SERVICE 2950 AIRWAY AVE D-7 COSTA MESA, CA 92626
Entry Status	Postable
Match Status	No Match
Approval Status	Approved
Post Status	Unposted
Budget Status	Valid
Budget Misc Status	Valid

Invoice Information	
Invoice Date	04/07/2014
Invoice No	SS4785.1
Invoice Total	99.00 USD
Pay Terms	Due Now
Voucher Source	Online
Origin	ONL
Created On	04/07/2014 4:50PM
Created By	524911
Last Update	04/15/2014 8:48AM
Modified By	524911
ERS Type	Not Applicable
Close Status	Open

8. If **Matching** is required then click the **Invoice Information** tab to run the **Matching** process on the voucher. The **Matching** process is a three way comparison with the **Purchase Order**, the **Receipt** and the **Voucher**. All three must match and the payments entered on the Voucher must be within tolerance allowed.
9. Pull down the **Action** dropdown, select the **Matching** list item, and click the **Run** button.
10. After clicking the **Run** button, a message box will appear asking you if you want to wait for the process to complete. Select the **Yes** button to start the process.



11. Check the **Match Status** on the Summary tab to ensure it reads “*Matched*”.

Entry Status	Postable
Match Status	Matched
Approval Status	Pending
Post Status	Unposted

12. Return to the **Invoice Information** tab. The **Submit Approval** button appears after the **Matching** process completes.

13. Click the **Submit Approval** button.

Action	Run	Calculate	Print	Submit Approval
--------	-----	-----------	-------	-----------------



Correct Budget for AP entering a ChartString

This section covers how accounting gives Accounts Payable a different ChartString for the voucher: Once there are no more budget errors, you can complete the remaining steps.

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

1. Navigate to **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**.
2. To correct Budget Errors in KK, select the **Find an Existing Value** tab. Click **Search**.
If you want to filter the results, you can search for an existing voucher by first entering any of the following search criteria. Remember, enter the % sign to do a wildcard search (return all values).
 - **Business Unit:** Your business unit should default in the Business Unit field. If it doesn't, then you will need to enter your business unit into this field.
 - **Voucher ID:** Enter the Voucher ID
 - **Invoice Number**
 - **Invoice Date**
 - **Short Supplier Name**
 - **Supplier ID**
 - **Supplier Name**
 - **Voucher Style**
 - **Related Voucher**
 - **Entry Status**
 - **Voucher Source**
3. Select the voucher.
4. You will receive a warning message notifying you that budget check errors exist.

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view the

OK



- On the **Summary** tab, find the **Budget Status**. Click the *Exceptions* link.

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

Business Unit 00700 Invoice Date 05/05/2014
 Voucher ID 00000359 Invoice No ama654321
 Voucher Style Regular Invoice Total 108.39 USD
 Supplier Name GECRB/AMAZON Pay Terms Due Now
 P.O. BOX 530958 Voucher Source Online
 ATLANTA, GA 30353-0958 Origin ONL
 Entry Status Postable Created On 05/13/2014 11:58AM
 Match Status Ready Created By 172262
 Approval Status Pending Last Update 05/13/2014 12:20PM
 Post Status Unposted Modified By 172262
 ERS Type Not Applicable
 Close Status Open

Budget Status **Exceptions**

Budget Misc Status Valid
 *View Related Payment Inquiry Go

Return to Search Notify Refresh Add Update/Display

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

- Navigate to the Voucher Exception tab. Note the Exception reads “No Budget Exists.”

Voucher Exceptions | Line Exceptions | New Window | Help | Person

Business Unit 00700 Voucher ID 00000359 Actions

*Exception Type Error Override Transaction
 Maximum Rows 100 More Budgets Exist

Search Advanced Budget Criteria

Budgets with Exceptions Personalize Find View All First 1 of 1 Last

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
		1	00700	KK_DETAIL	No Budget Exists	More Detail	<input type="checkbox"/>	Go To Budget Inquiry

- Click the **Budget Inquiry** link . This links you to the **Budget Details** page. An error message displays “No Matching Values were found.” **Contact your Accounting Department for a correct ChartString.**
- Once you have received a ChartString for the voucher, repeat Steps (1-3). Navigate to Main Menu > Accounts Payable WorkCenter> Regular Entry > Find an Existing Value.
- On the **Invoice Information** tab, update the ChartFields and then click **Save**.
- Run the Budget Checking Process. After selecting the **Run** button, a message box will appear asking you if you want to wait for the process to complete. Select the **Yes** button to start the process.
- Click the **Summary** tab, and note that the **Budget Status** displays as *Valid*.
- Click the **Invoice Information** tab to run the **Matching** process on the voucher. The **Matching** process is a three way comparison with the **Purchase Order**, the **Receipt** and the **Voucher**. All three must match and the payments entered on the Voucher must be within tolerance allowed.



13. Pull down the **Action** dropdown, select the **Matching** list item, and click the **Run** button.

NOTE: After clicking the **Run** button, a message box will appear asking you if you want to wait for the process to complete. Select the **Yes** button to start the process

NOTE: Once the **Matching** process is finished without any exceptions, you must click the **Submit Approval** button to complete the voucher entry. Select the **Invoice Information** tab. The **Submit Approval** button appears after the **Matching** process completes.

14. An **Approval Comments** box will appear allowing you to enter **Additional Details** followed the **OK** button.



Review AP Voucher Accounting Entries

This section covers how to review voucher information for a specific invoice number. You will use the *Voucher Accounting Entries* page to review the results of the voucher posting.

Navigation: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

1. Navigate to **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries.**
2. Use the **Voucher Accounting Entries** search page to search for voucher information based on business unit, and voucher ID or invoice number. Results will display for vouchers run through the Voucher Posting Application Engine process.
3. Use the **Business Unit** field to enter or select the business unit for the voucher whose accounting entries you want to review.

4. You must select a **Voucher ID** or an **Invoice Number** for the system to return data. For this example, you will enter an Invoice Number.
5. Enter the desired information into the **Invoice Number** field. Enter: *00000184*.
6. Click the **Search** button.

Accounting Information				
Posting Process AP Accrual				
Main Information Chartfields Journal [Menu]				
Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-1,897.82	USD	ACTUALS	00700
Expense Distribution	1,897.82	USD	ACTUALS	00700

7. Each posting process appears on its own view in the Accounting Information. The different views appear as view 1 of 1, 1 of 2, 2 of 2, and so on.
8. To see the payment, cancel, or closure definitions, click the **View All** button or scroll through the views, when available. The **Posting Process** field displays the posting process for the specific entry.



- On the **Main Information** tab, the Monetary Amount DR column displays the monetary amount debit associated with the General Ledger business unit of the accounting entry. The Monetary Amount CR column displays the monetary amount credit associated with the General Ledger business unit of the accounting entry. The Ledger column displays the general ledger and General Ledger business unit to which this accounting entry has been charged.
- Click the **Chartfields** tab.

The screenshot shows the 'Accounting Information' window for 'Posting Process AP Accrual'. The 'Chartfields' tab is selected. The table below shows the chartfield data for two accounting entries.

Tax Authority	Fund Code	Resource	Goal	Function	Object	Site
	0100	0000000	0000	0000	9505000	
	0100	0000000	0000	7200	5900001	000

- The Chartfields columns display the accounts and other Chartfields to which this accounting entry has been charged.
- Click the **Journal** tab.

The screenshot shows the 'Accounting Information' window for 'Posting Process AP Accrual'. The 'Journal' tab is selected. The table below shows the journal information for two accounting entries.

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date

- The Journal ID, Line, and Journal Date columns display the general ledger journal ID, line number, and journal date assigned by the Journal Generator process for this accounting entry. If these fields are blank, then this accounting entry has not been journal-generated.
- The Doc Type column displays the document type, document sequence number, and document sequence date for this accounting entry.

- The Budget Date column displays the date that the Budget Processor process uses to determine which budget period to verify.
- The Budget Status column displays the budget status for this accounting entry.

Find View All First 1 of 2 Last			
GL Dist Status None			
Personalize Find View All First 1-2 of 2 Last			
Budget Date	Budget Status	Primary	Accounting Date
01/09/2014	V	Y	01/09/2014
01/09/2014	V	Y	01/09/2014

Possible values include:

- Not Chk'd (not budget checked).
- Valid (passed budget checking).
- Error. When this value appears, the Budget Check Exception link also appears. Click the link to access one of two exception pages and review the error

Part V: Inquiry



Voucher Inquiry

This section covers how to inquire on a voucher.

Navigation: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

1. Navigate to **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.**
2. Search for and review the status of a voucher and any payment information, then click **Search.**

NOTE: Your Business Unit will default on the screen.

The Voucher Inquiry screen allows you to create a search by Business Unit, Voucher ID, Invoice ID, Supplier SetID, Short Name, Supplier Name 1, Supplier Name 2, Supplier ID, Supplier Location, Entry Status, Incomplete, Accounting Dt, Invoice Date, Due Date, Entered Date, Origin Set ID, Origin, Control Group ID, Contract ID, Lease Number, PO Business Unit, Purchase Order, Item ID, Amount Rule, Amount, Voucher Style, Post Status, Approval Status, Voucher Balance, Voucher Source, User ID, GL Business Unit, Object, Site, VAT No, Process Status, Match Status, and/or Sanctions Status.



3. Scroll down the page to the **Voucher Inquiry Results** area. There will be four tabs.
4. The **Voucher Details** tab displays information regarding the voucher, including the Invoice Number, Invoice Date, Supplier ID, Entry Status, Incomplete status, Match Status, and Short Supplier Name.

Voucher Inquiry Results									
Personalize Find View 100 First 1-100 of 287 Last									
Voucher Details Amounts More Details Supplier Details									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	00700	00000001	33934415900620	01/09/2014	A00005	Postable	<input type="checkbox"/>	Not Applicable	AT&T-001
▼ Actions	00700	00000002	0000000079243267312	01/09/2014	S01271	Postable	<input type="checkbox"/>	Not Applicable	SHELL-001
▼ Actions	00700	00000003	4010285	01/09/2014	H00205	Deleted	<input type="checkbox"/>	Not Applicable	HOME DEPOT-001
▼ Actions	00700	00000004	4010285	01/10/2014	H00205	Postable	<input type="checkbox"/>	Not Applicable	HOME DEPOT-001
▼ Actions	00700	00000005	010714	01/10/2014	B00554	Postable	<input type="checkbox"/>	Not Applicable	LISA BOOGR-001
▼ Actions	00700	00000006	Sept-Dec	01/10/2014	S01187	Postable	<input type="checkbox"/>	Not Applicable	LAURIE SCH-001

5. Click the **Amounts** tab. Here you can view the various amounts and charges of the voucher. Some of the information displayed includes Gross Invoice Amount, Voucher Unpaid Balance, Unapplied Prepayments, Total Non-Merchandise, Entered VAT, Gross Amount Paid and Net Amount Paid.

Voucher Inquiry Results										
Personalize Find View 100 First 1-100 of 287 Last										
Voucher Details Amounts More Details Supplier Details										
Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	00700	00000001	USD	1,897.82	1,897.82	0.00	0.00	0.00	1,897.82	1,897.82
▼ Actions	00700	00000002	USD	213.87	213.87	0.00	0.00	0.00	213.87	213.87
▼ Actions	00700	00000003	USD	62.52	62.52	0.00	4.63	0.00	0.00	0.00
▼ Actions	00700	00000004	USD	1,080.07	1,080.07	0.00	0.00	0.00	1,080.07	1,080.07
▼ Actions	00700	00000005	USD	160.36	160.36	0.00	0.00	0.00	160.36	160.36
▼ Actions	00700	00000006	USD	64.98	64.98	0.00	0.00	0.00	64.98	64.98

- Click the **More Details** tab. This allows you to view the various statuses of the voucher and the dates associated with the voucher. Some of the information displayed includes Voucher Style, Supplier Location, Post Status, Approval Status, Approval History, Close Status, Origin, Due Date, Basis Date and Accounting Date.

Voucher Inquiry Results															
Personalize Find View 100 First 1-100 of 287 Last															
Voucher Details Amounts More Details Supplier Details															
Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▼ Actions	00700	00000001	Regular Voucher	MAIN	Posted	Approved	Approval History	Open	ONL	01/09/2014	01/09/2014	01/09/2014	01/09/2014	Valid	Valid Budget Check
▼ Actions	00700	00000002	Regular Voucher	MAIN	Posted	Approved	Approval History	Open	ONL	01/09/2014	01/09/2014	01/09/2014	01/09/2014	Valid	Valid Budget Check
▼ Actions	00700	00000003	Regular Voucher	MAIN	Unposted	Pending	Approval History	Open	ONL	01/09/2014	01/09/2014	01/09/2014	01/09/2014	Not Budget Checked	Not Budget Checked
▼ Actions	00700	00000004	Regular Voucher	MAIN	Posted	Approved	Approval History	Open	ONL	01/10/2014	01/10/2014	01/10/2014	01/10/2014	Valid	Valid Budget Check
▼ Actions	00700	00000005	Regular Voucher	MAIN	Posted	Approved	Approval History	Open	ONL	01/10/2014	01/10/2014	01/10/2014	01/10/2014	Valid	Valid Budget Check
▼ Actions	00700	00000006	Regular Voucher	MAIN	Posted	Approved	Approval History	Open	ONL	01/10/2014	01/10/2014	01/10/2014	01/10/2014	Valid	Valid Budget Check

- Click the **Supplier Details** tab. Here you can view various details about the supplier. Some of the information displayed includes Supplier ID, Short Supplier Name, Supplier Name, Additional Name, and History Status.

Voucher Inquiry Results							
Personalize Find View 100 First 1-100 of 287 Last							
Voucher Details Amounts More Details Supplier Details							
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	00700	00000001	A00005	AT&T-001	AT&T		<input type="checkbox"/>
▼ Actions	00700	00000002	S01271	SHELL-001	SHELL		<input type="checkbox"/>
▼ Actions	00700	00000003	H00205	HOME DEPOT-001	HOME DEPOT CREDIT SERVICES		<input type="checkbox"/>
▼ Actions	00700	00000004	H00205	HOME DEPOT-001	HOME DEPOT CREDIT SERVICES		<input type="checkbox"/>
▼ Actions	00700	00000005	B00554	LISA BOOGR-001	LISA BOOGR		<input type="checkbox"/>
▼ Actions	00700	00000006	S01187	LAURIE SCH-001	LAURIE SCHUBERT		<input type="checkbox"/>

- For additional details, select the **Actions** dropdown menu.

Voucher Inquiry Results				
Voucher Details Amounts More Details Supplier Details				
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name
▼ Actions				
▼ Actions	00700			
▼ Actions	00700			
▼ Actions	00700			

ACTIONS:
Review Accounting Entries
Payment Information
Scheduled Payments
Voucher Details



- **Payment Information:** Select the **Payment Information** to access the **Voucher Payment Details** page, where you can view more detailed information about a voucher payment. Click the **Cancel** button to return to the **Voucher Inquiry** page.

Voucher Payment Inquiry. Help

Business Unit 00700 Voucher ID 00000001 Invoice Number 33934415900620

Supplier Name AT&T Supplier Location MAIN

Gross Invoice Amount 1,897.82 Transaction Currency USD

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

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
09000	WFB	TRS	14000002			01/09/2014	1,897.82	USD	1,897.82	Paid

- **Voucher Details:** Select Voucher Details to access the Voucher Details page, where you can view line and distribution line details of the voucher.