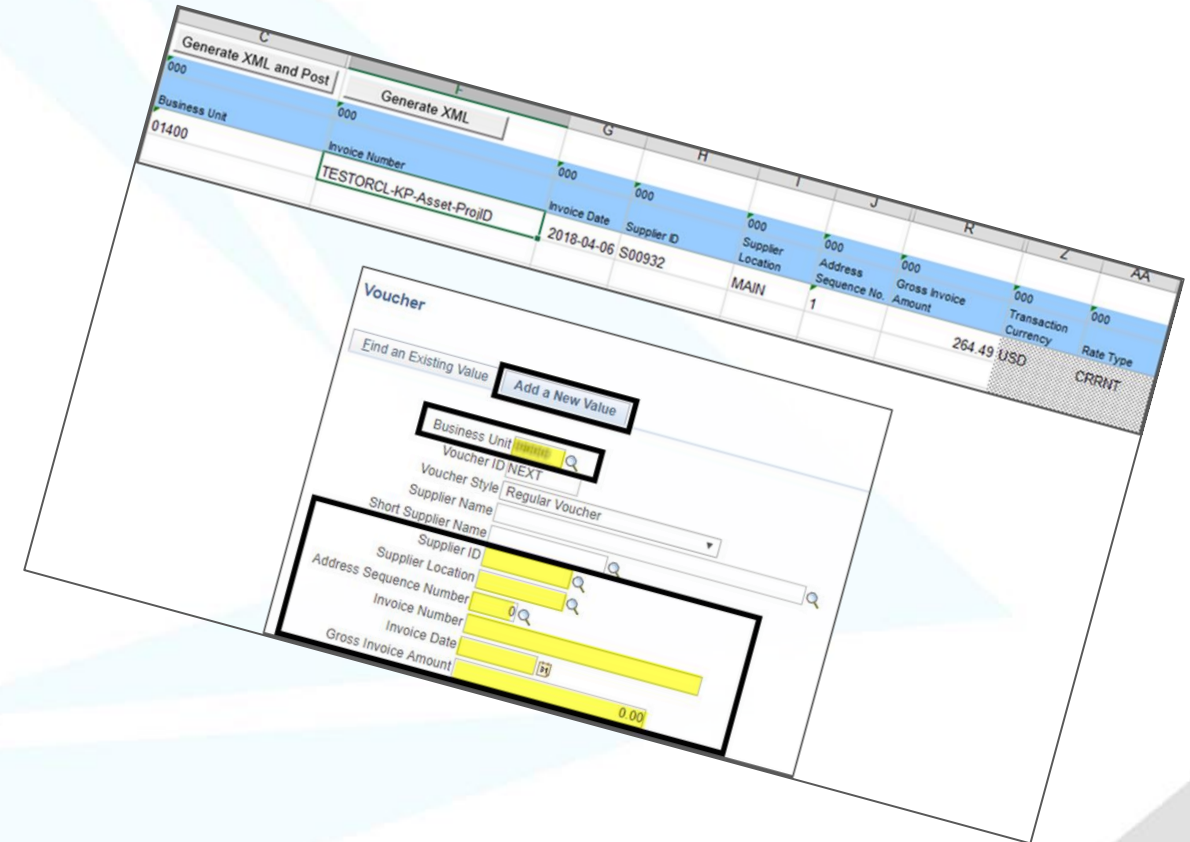


Streamlining Accounts Payable for Direct Vouchers

Presented by SDCOE | August 15, 2019

Objectives

- Identify advantages of using the voucher import
- View import spreadsheet video
- Present district examples of how it is being used or been suggested as a solution
- Review budget check options
- Search for imported vouchers
- Introduce mass submit vouchers for approval



Advantages of the Template

- Streamline invoice entry
- Create templates for recurring payments
- Mass entry
- Mass budget check
- Mass submit for approval
- ...more in the video



Video

Sample of Error Screen



Voucher Build | Process Messages | **Build Errors**

User ID 218466 Run Control ID REPORT
Request ID REPORT Description

Click pencil to see errors if any

Request Status
Successfully Completed **Edit Errors Logged** Instance 4500996 Refresh Log

Details
Build Errors | Additional Details

Error Messages	Review Errors	Business Unit	Voucher	Invoice	Origin	Group
		09900	00073447	TESTORCL-KP9	ONL	

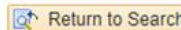


“Red Pencil” links to the Error Summary tab in the voucher

Information | Payments | Voucher Attributes | **Error Summary**

Business Unit 09900 Invoice Number TESTORCL-KP9
Voucher ID 00073447 Invoice Date 03/21/2018
Style Regular Voucher Total 1,600.00 USD

Header Errors

Field Name	Message
Invoice Number	Duplicate Invoice vouchers exist.

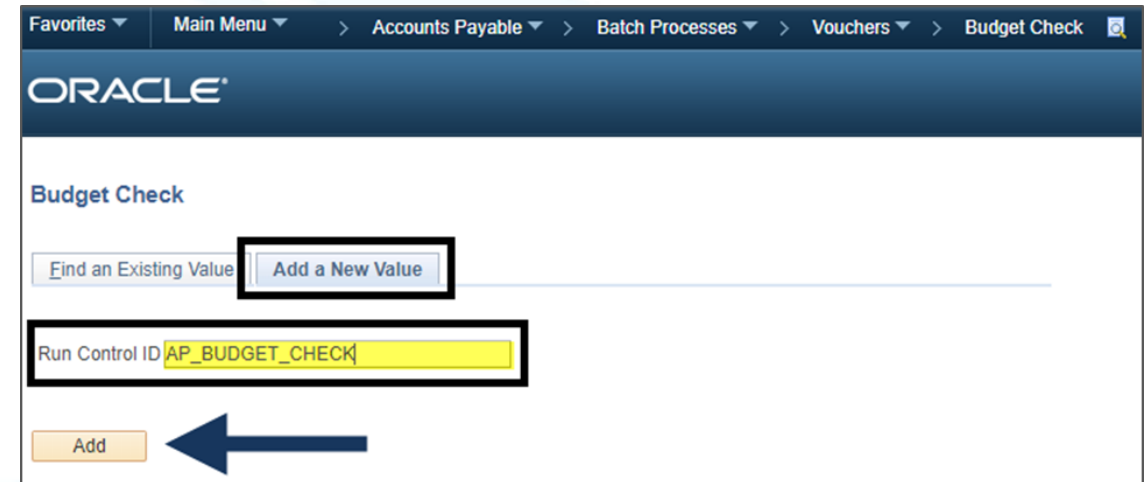
District Examples

- Employee reimbursements
- Certain vendor payments
- Stipend/grant payments to teachers
- Retirement benefit payments
- Districts not using the PO module



Budget Check Options

- Hourly budget-checking process
- Mass Budget Check
 - Accounts Payable > Batch Processes > Vouchers > Budget Check
- Verify that the budgets are valid before continuing



Favorites > Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check

ORACLE

Budget Check

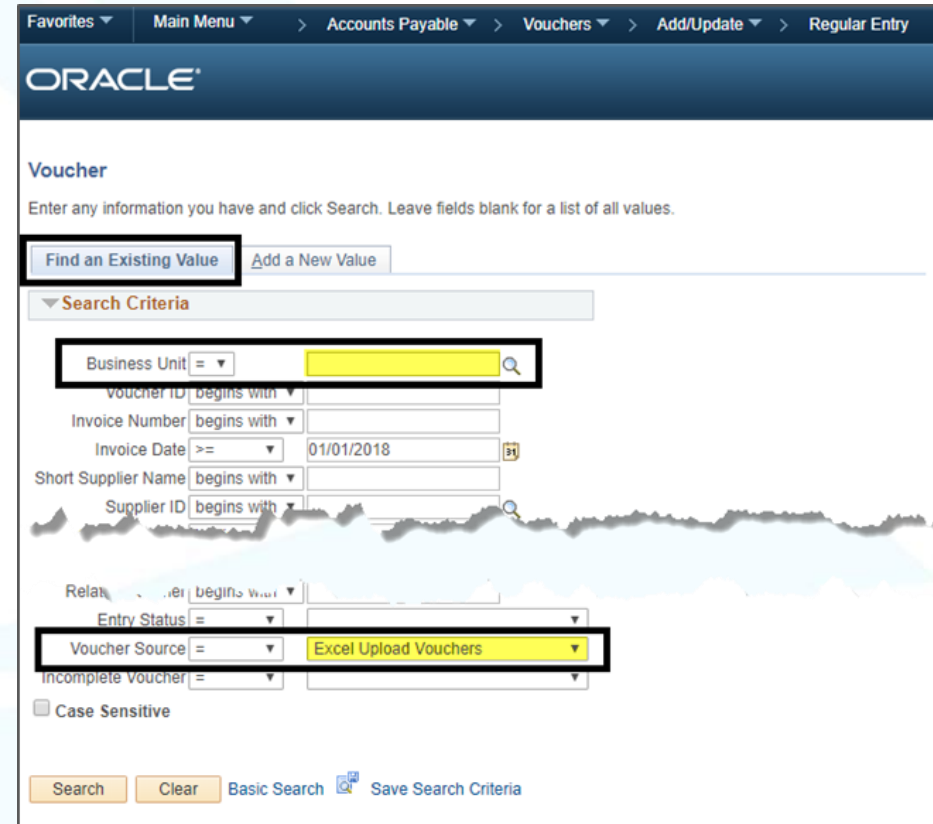
Find an Existing Value Add a New Value

Run Control ID AP_BUDGET_CHECK

Add

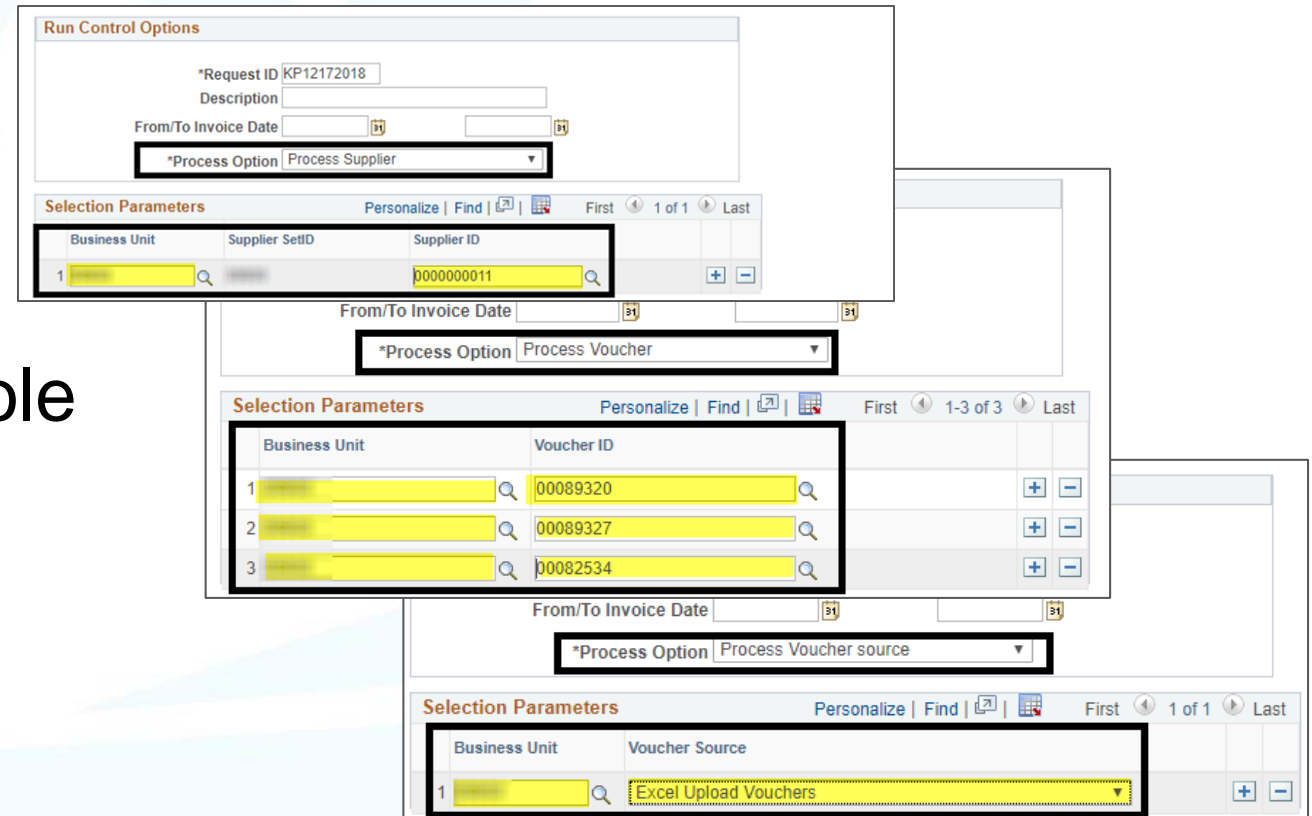
Search for Imported Vouchers

- Regular entry screen
 - Business Unit
 - Voucher Source
 - Other criteria as desired
- Top 300 vouchers will be displayed
 - Because of this, it is recommended that you import no more than 300 at one time, although the template can import many more
- If adding attachments, this will allow you to review, add an attachment, then click *Next in List*.
 - This is quicker than individually searching for each voucher



Mass Submit for Approval

- Mass Submit
 - Accounts Payable > Vouchers > Approve > Batch Voucher Approval
- Added to the AP Clerk role
- Submit three different ways:
 - Process Supplier
 - Process Voucher
 - Process Voucher Source



The image displays three overlapping screenshots of the EBS system interface, illustrating different mass submit options. Each screenshot shows a 'Run Control Options' section with a 'Request ID' field (e.g., KP12172018) and a 'Description' field. Below this is a 'From/To Invoice Date' field and a dropdown menu for '*Process Option'. The first screenshot shows the '*Process Option' set to 'Process Supplier'. The second screenshot shows the '*Process Option' set to 'Process Voucher' and a 'Selection Parameters' table with columns for 'Business Unit' and 'Voucher ID'. The third screenshot shows the '*Process Option' set to 'Process Voucher source' and a 'Selection Parameters' table with columns for 'Business Unit' and 'Voucher Source'.

Business Unit	Supplier SetID	Supplier ID
1		0000000011

Business Unit	Voucher ID
1	00089320
2	00089327
3	00082534

Business Unit	Voucher Source
1	Excel Upload Vouchers

Summary

- Start small...
 - Import only a few vouchers at first until the process becomes more familiar to you
- Make templates for recurring expenses
- Review instructions in the Accounts Payable (AP1) Guide
 - Voucher Import: **Part XIV: Direct Voucher Import**
 - Mass Submit & Budget Check On-Demand: **Part IX: AP and GL Integration**

Questions

Q & A

- For the budget check is there a report we can run that will show which vouchers have the budget error or do we have to go into each one to see which ones have the budget errors?
 - The unpaid vouchers will display in the AP WorkCenter. Alternatively, the query, **M_AP_UNPAID_VCHR**, shows a list of all unpaid vouchers for your district. The query lists the budget, match, and approval statuses.
- What is the best way to mass submit PO vouchers?
 - Participant response: “I mass budget, match and submit vouchers all the time. I love it...and those are PO vouchers.”
- Can you mass budget check and mass match by supplier ID?
 - You can mass budget check by supplier ID but not mass match. For matching, the system will match everything that is out there for your district. If this is not desired, individual vouchers can be listed and matched at one time.