

State of Oklahoma

COR112

Purchase Order Voucher Manual

Office of Management & Enterprise Services



OKLAHOMA

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Document History

<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
1.0	03/17/2003	Initial Document
1.1	10/01/2007	9.0 Version Updated
1.2	05/01/2011	ADA Compliance
1.3	01/26/2021	Logo Change
2.0	09/13/2024	Upgrade Update



PO Vouchers Overview

The PeopleSoft PO Vouchers business process enables the creation of vouchers from PO and receiver data that was previously entered into the system during the PO/receiving business process. The benefits of this allow:

- A reduction in both time and effort by not having to re-key data to the voucher.
- Improved accuracy as no data is manually entered.
- Automated tracking of amount and quantity remaining on the PO.
- Automated cross-reference between POs and vouchers.
- Automated encumbrance and expenditure tracking.
- Vouchers can be created either from purchase orders or receiving documents. Agency business processes will be the determining factor on which method will be used to copy the PO to the voucher.

This manual is divided into the following main coverage areas:

PO Order Inquiry

The key component of a PO that affects the way it copies onto a voucher is explained.

PO Voucher Creation

The entire process of creating a voucher from a PO and or a receiving document is covered.

Matching

The match and match exception process are explained.

Document Tolerance

The process of what to do when a voucher fails document tolerance is explained.

Budget Checking Errors

The process of what to do when a voucher fails budget checking is explained.

PO Activity Summary and PO Accounting Entries

The PO inquiry screens used to review voucher activity that were performed on POs are covered.

PO Voucher Closure

How erroneous PO vouchers may be removed from the system is covered.

Adjustment Vouchers

Debits or credit adjustments used to adjust existing posted vouchers is explained.

Journal Vouchers

When a journal voucher is appropriate for a PO voucher expenditure correction is discussed.

Finalize Function

When and how to liquidate an encumbrance on the sourced PO using the final function on the voucher is explained.

NOTE: This manual includes screen shots to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of Oklahoma.

Purchase Order Inquiry

Purchase orders and receipts are the source documents for PO vouchers. Accounts payable users who can understand the values and information copying from the purchase order (PO) onto the voucher will be able to work more effectively with purchasing, prevent and resolve errors, and process invoices more efficiently. The chapter explains the key components of a PO that affect the way it copies onto a voucher.



Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Purchase Order Inquiry

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

▼ **Search Criteria**

*Business Unit	= ▼	09000	<input type="button" value="Q"/>
PO ID	begins with ▼	0909023445	
Contract SetID	begins with ▼		<input type="button" value="Q"/>
Contract ID	begins with ▼		<input type="button" value="Q"/>
Release Number	= ▼		
Purchase Order Date	= ▼		<input type="button" value="Calendar"/>
PO Status	= ▼		▼
Short Supplier Name	begins with ▼		<input type="button" value="Q"/>
Supplier ID	begins with ▼		<input type="button" value="Q"/>
Supplier Name	begins with ▼		<input type="button" value="Q"/>
Buyer	begins with ▼		<input type="button" value="Q"/>
Buyer Name	begins with ▼		<input type="button" value="Q"/>

☐ Case Sensitive

[Basic Search](#)



Business Unit: (BU) defaults to specific value for each user. It is the only required field. The additional fields serve to narrow the search.

PO ID: Search on a partial or complete PO number. PO numbers are ten digits and begin with AGY9 where AGY is the agency number.

PO Date: Search on a specified date or date range.

PO Status: Search on a status available in the drop down box.

Supplier Information: Search on Supplier Short Name or ID to select a supplier. The looking glass icon allows for a Supplier search.

Buyer: Search on CPO using CPO user ID.

Buyer Name: Search on CPO name.

Click the **Search** button.



Purchase Order Inquiry Page

The Purchase Order Inquiry page opens with view-only access to the PO. Each PO includes:

1. Header Information: Pertains to the whole PO
2. PO Line: Details the items and quantities ordered
3. PO Distribution Lines: Contains the expenditure accounts and chartfield distributions.

Purchase Order Inquiry

Purchase Order

Business Unit 09000 PO Status Approved
PO ID 0909023445 Budget Status Valid

1

Header

PO Date 09/12/2024 Doc Tot Status Valid
Supplier Name DELL MARKE-001 Backorder Status Not Backordered
Supplier ID 0000064870 Receipt Status Not Recvd
Buyer Bosten Benn ☐ Hold From Further Processing
PO Reference

Supplier Details

Amount Summary

Header Details All RTV Matching
Activity Summary Header Comments... Document Status Actions

Merchandise 1,100.00
Freight/Tax/Misc. 0.00
Total 1,100.00 USD
Encumbrance Balance 0.00 USD

Lines

3 of 3 View All

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1000010148	COMPUTER:PC Standard-Laptops	43211508	1.0000	EA	100.00 USD	Active
2	1000010148	COMPUTER:PC Standard-Laptops	43211508	4.0000	EA	400.00 USD	Active
3	1000010148	COMPUTER:PC Standard-Laptops	43211508	6.0000	EA	600.00 USD	Active

3

View Approvals

Return to Search Notify

Related Links

NOTE: PO Inquiry is helpful before, during, and after voucher creation, and is useful in preventing and resolving certain voucher exceptions.



Purchase Order Header

PO header information significant to accounts payable users is as follows:

Purchase Order Inquiry
Purchase Order

Business Unit	09000	PO Status	Approved
PO ID	0909023445	Budget Status	Valid

▼ **Header**

PO Date	09/12/2024	Doc Tol Status	Valid
Supplier Name	DELL MARKE-001	Backorder Status	Not Backordered
Supplier ID	0000064870	Receipt Status	Not Recvd <input type="checkbox"/> Hold From Further Processing
Buyer	Bosten Benn		
PO Reference			

[Header Details](#)
[All RTV](#)
[Matching](#)

[Activity Summary](#)
[Header Comments...](#)
[Document Status](#)
▼ [Actions](#)

Amount Summary

Merchandise	1,100.00
Freight/Tax/Misc.	0.00
Total	1,100.00 USD
Encumbrance Balance	0.00 USD

- **PO Status:** The PO Status must be Dispatched for the PO to copy onto the voucher. If the status is other than Dispatched when copying the PO to the voucher, a message that there is no matching value displays on the voucher.
- **Budget Status:** The PO budget checks against the allotment budget and creates encumbrance(s). The budget status must be Valid for a voucher copied from a PO to budget check and reduce the encumbrance(s).
- **Supplier ID and Supplier Details:** The supplier ID, location, and address copy from the PO onto the Invoice Information page of the voucher component.
 - These values must be the same on the PO and the Invoice Information page of the voucher component when the process called Matching is run.
 - A matching exception (H200) occurs when the supplier location and/or address on the Invoice Information page and PO do not match. Many H200 matching exceptions occur because the location and address are changed on the PO after the PO is copied to the voucher but before matching is run.
- **Header Comments:** The link is activated on the PO Inquiry page if the CPO entered comments applicable to the whole PO. Comments may provide useful information to accounts payable users. By default, one comment displays when the link is clicked, but the [View All](#) link on the header bar is activated when there are multiple comments. Clicking [View All](#) will expand all comments.
- **Matching:** Matching compares vouchers with purchase orders and receiving documents to ensure the correct supplier is paid and that the payments do not exceed the quantities and amounts on the POs. *Matching should be enabled on all POs with the exception of Authority Orders* (authority for purchases for small dollar expenditures). See the Matching chapter for additional information.



- **Receipt Status:** Displays the receipt status of the PO. Values are Not Received, Partial, and Received. See the PO – Receiving Required section beginning on page 20 for information about POs that do require receiving.

Supplier Details Link

The [Supplier Details](#) link displays a Supplier Details panel, which contains the supplier location and address.

If a voucher has a H200 matching exception, correct it by entering this PO location and address onto the Invoice Information page of the voucher component.

Supplier Details -- DELL MARKETING LP

Business Unit 09000

PO ID 0909023445

Location 0001

Terms 00 Due in 0 Days

Address 21

Basis Date Type Inv Date

Contact

Basis Date

Salesperson

Show Salesperson Details

Show Address Details

Show Contact Details

Address Details

Country USA United States

Fax

Address 1 1 DELL WAY

Prefix 785

Address 2

Phone 489-2513

Address 3

City ROUND ROCK

Postal 78682-7000

County

State TX Texas

Return



Matching Link

PO Matching -- DELL MARKETING LP

Business Unit 09000 PO ID 0909023445

Match Status

Partially

Matching Options

Match Action Standard

Match Rule STANDARD

[Return](#)

The Matching link displays the PO Matching panel and provides the Match Option and Match Status applicable to the PO as a whole.

Matching Options:

- Standard: PO to voucher or receipt to voucher.
- No Match: No match required. No Match is used for authority orders because the supplier ID cannot match on the PO and voucher.

Match Status: Values include To Match, Partially, Fully Matched, and Unmatched based on the extent to which the matching process has been completed for the PO.

NOTE: If a Match Status is *Fully Matched*, the PO cannot be copied onto the voucher. A message that there is no matching value displays on the voucher if an attempt is made to copy a matched PO.












Purchase Order Lines

The PO lines with item descriptions, quantities, amounts, and statuses are listed on the PO Inquiry page. Also included on the PO lines are three icons that provide access to information that is important to accounts payable.

Lines

1-3 of 3

View All

Line	1	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status	2	3
1		1000010148	COMPUTER:PC Standard-Laptops	43211508	1.0000	EA	100.00	USD	Active		
2		1000010148	COMPUTER:PC Standard-Laptops	43211508	4.0000	EA	400.00	USD	Active		
3		1000010148	COMPUTER:PC Standard-Laptops	43211508	6.0000	EA	600.00	USD	Active		

1. **Line Details Icon:** Displays the Details for Line panel for the PO line selected and allows view-only access to additional information pertaining to the line. Included are specifications for two options that affect the way the PO line matching rules will apply.

- **Amount Only Option:** Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.

PO ID	0909023445	Line	1
Status	Approved	<input checked="" type="checkbox"/> Amount Only	

- **Receiving Required:** Values are Do not Receive, Optional, and Required. If receiving is required, the receiver is matched to the voucher. If receiving is required but the voucher is created without a receiver, a R500 matching exception occurs.

Receiving Required	<input type="radio"/> Optional
	<input type="checkbox"/> Inspect

2. **Line Comment Icon:** Displays the PO Line Comments panel for the PO line selected. Comments pertaining to a PO line are available when the icon contains lines. Comments may provide useful information to accounts payable users. By default, one comment displays when the link is clicked, but the [View All](#) in the header bar is activated when there are multiple comments. Clicking [View All](#) link will expand all comments.
3. **Schedule Icon:** Allows schedules and distributions to be accessed for the PO line selected. PO line 1 was selected for the print screens that follow.

Purchase Order Schedules Page

Schedules are created for each unique delivery address and due date. Although there are several icons on the schedules page, two icons provide access to information that is important to accounts payable. **Click** the schedules icon to view the Purchase Order Schedules Page.

Purchase Order Inquiry
Schedules

Business Unit 09000 PO ID 0909023445
Return to Main Page

Lines

1 Line 1 COMPUTER PC Standard Laptops PO Qty 1,0000 EA Merchandise Amt 100.00 USD

Schedules

Details Statuses

Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status	
1	09/12/2024			09007		1,0000	100.0000	100.00 USD	Active	3

Ship To Comments
Return to Search Notify

1. **Line:** By default, only the schedule(s) for the PO line selected displays. When there are schedules associated with multiple PO lines, the [View All](#) link in the Lines header bar activates. Clicking [View All](#) will expand all available PO lines and their associated schedules.

When there are numerous PO Lines, it may be preferable to access the Lines by one of the following means:

- The lookup icon on the header bar allows a search string to be entered to search for a particular line or value.
 - The navigation bar on the header bar identifies which PO Line is displayed and the total number of PO Lines. Use the arrow buttons to scroll through the Lines.
2. **Schedule Details Icon:** Provides Matching and Match Status PO for the PO schedule selected.
 3. **Distributions/Chartfields Icon:** Contains information about the funding allocation and expense account distribution of the PO line.



Schedule Details

Schedule Details Page: Provides Matching and Match Status PO for the PO schedule selected:

- **Matching Options:** No Match (no match required) and Full Match (standard match action applies to the PO schedule). Only Authority Order PO schedules should be set to No Match.
- **Match Status PO:** Values include To Match, Partially, Fully Matched, and Unmatched based on the extent to which the matching process has been completed for the schedule. If a Match Status PO is Fully Matched, the PO line is not available to be copied onto the voucher.
- The Schedule Details panels for the three PO lines in the example PO are displayed to illustrate that each PO line can be in different stages of the match process. This will be important when the PO is copied to the voucher in the PO Voucher Creation chapter.

Click the Schedule Details icon to view the Schedule Details Page.



Details for Schedule 1

PO ID 0909023445 Status Active
 Line Number 1 Schedule 1
 Item ID 1000010148 Backordered From Schedule
 COMPUTER:PC Standard- Laptops - Information Technology

Schedule Details

Due Date 09/12/2024 ☒ Custom Price - No Override
 Original Promise Date 09/12/2024 ☐ No Charge
 Ship Date ☐ Frozen (Planning)
 Ship To 09007

Amount Summary

Ship Via	COMMON	Common Carrier	PO Qty	1.0000
Freight Terms	FOB DEST	Free on board at Destination	Merchandise Amount	100.00 USD
Matching	Full Match		Doc. Base	100.00 USD

Match Status PO Not Matched

Details for Schedule 1

PO ID 0909023445 Status Active
 Line Number 2 Schedule 1
 Item ID 1000010148 Backordered From Schedule
 COMPUTER:PC Standard- Laptops - Information Technology

Schedule Details

Due Date 09/12/2024 ☒ Custom Price - No Override
 Original Promise Date 09/12/2024 ☐ No Charge
 Ship Date ☐ Frozen (Planning)
 Ship To 09007

Amount Summary

Ship Via	COMMON	Common Carrier	PO Qty	4.0000
Freight Terms	FOB DEST	Free on board at Destination	Merchandise Amount	400.00 USD
Matching	Full Match		Doc. Base	400.00 USD

Match Status PO Matched

Details for Schedule 1

PO ID 0909023445 Status Active
 Line Number 3 Schedule 1
 Item ID 1000010148 Backordered From Schedule
 COMPUTER:PC Standard- Laptops - Information Technology

Schedule Details

Due Date 09/12/2024 ☒ Custom Price - No Override
 Original Promise Date 09/12/2024 ☐ No Charge
 Ship Date ☐ Frozen (Planning)
 Ship To 09007

Amount Summary

Ship Via	COMMON	Common Carrier	PO Qty	6.0000
Freight Terms	FOB DEST	Free on board at Destination	Merchandise Amount	600.00 USD
Matching	Full Match		Doc. Base	600.00 USD

Match Status PO Partially Matched

NOTE: Matching occurs at the line PO line level. When vouchers match, they reduce the quantity and/or amounts available to match.

Distribution Details

The Distributions page contains information about the funding allocation and expense account distribution of the PO line. It can be distributed among single or multiple lines.

Click the Distributions/Chartfields icon to view the Distributions page.

Distributions for Schedule 1

PO ID 0909023445 Line 1 Sched 1 Item 1000010148 COMPUTER:PC Standard- Laptops - Information Technology

Status Active Sched Qty 1.0000

Distribute By Amount Merchandise Amount 100.00 USD Doc. Base Amount 100.00 USD

Distributions

Chartfields Details/Tax Asset Information Req Detail Budget Information II

Dist	Status	Percent	Merchandise Amt	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit
1	Open	40.0000	40.00 USD	09000	541120	01	1000	20000	1000001	24		NP000	09000
2	Open	30.0000	30.00 USD	09000	541120	01	1000	20000	1000001	24		NP000	09000
3	Open	20.0000	20.00 USD	09000	541120	01	1000	20000	1000014	24		NP000	09000
4	Open	10.0000	10.00 USD	09000	TBD					25			

Return

- **Line and Schedule:** Identifies the PO line and schedule selected with the Distributions/Chartfield icon on the Schedules page.
- **Distribute By:** Method allocates the charges with one of two options:
 - **Amount:** The sum of all distribution amounts must equal the schedule amount (Merchandise Amt). When distributing by amount, the PO Qty column has no values. The example shown in this manual distributes PO line 1 by amount.
 - **Quantity:** The sum of all distribution quantities must equal the schedule quantity.

NOTE: The Distribute By field on the PO is very important to accounts payable because it affects the behavior of the voucher.

- **Distribution Lines and Encumbrances:** When the PO budget checks with a status of Valid, an allotment encumbrance is created for each PO distribution line with an expense account beginning with 5 or 601100 (authority order POs).

TBD values are entered on PO distribution lines account fields when contractual obligations span past the current budget year. TBD PO distribution lines do not budget check against the allotment budget and must not be used on the voucher. If a voucher with a TBD account has been created against a PO and has posted, the TBD account cannot be changed on the PO when the budget becomes available.

- The PO distribution line amounts copy onto the voucher regardless of the remaining encumbrance left on the PO lines when copying from the PO.

Distributions for Schedule 1

PO ID 0908023445 Line 1 Sched 1 Item 1000010148 COMPUTER PC Standard - Laptops - Information Technology

Status Active Sched Qty 1.0000

Distribute By Amount Merchandise Amount 100.00 USD

Doc. Base Amount 100.00 USD

Distributions

Chartfields Details/Tax Asset Information Req Detail **Budget Information** II>

Dist	Status	Percent	Budget Status	Budget Date	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	40.0000	Valid	09/12/2024	0.000	USD	0.00	USD	0.00	<input type="checkbox"/>
2	Open	30.0000	Valid	09/12/2024	0.000	USD	0.00	USD	0.00	<input type="checkbox"/>
3	Open	20.0000	Valid	09/12/2024	0.000	USD	0.00	USD	0.00	<input type="checkbox"/>
4	Open	10.0000	Valid	09/12/2024	0.000	USD	0.00	USD	0.00	<input type="checkbox"/>

Return

Budget Information Page: Contains the *Commitment Control Close Flag* field. The flag checkbox will be checked if the outstanding encumbrance for the distribution line was fully liquidated through the PO or by using the final function on the voucher. The **Finalize Function** chapter of this manual covers liquidation of an outstanding encumbrance using a voucher.

NOTE: If the *Commitment Control Close* flag checkbox is checked for every PO distribution line, the PO line will not be available to copy onto the voucher. If just one checkbox is not checked, the PO line will be available to copy to the voucher (if it is not fully matched) and, if selected, all distribution lines will copy onto the voucher.



Purchase Orders – Receiving Required

The purchasing receiving process enables goods and services to be received and referenced against a PO. This section provides an overview of the key receiving components of a PO that affect the way it copies into a voucher.

Purchase Order Inquiry Page

When a PO requires receiving, the Receipt status values include Not Recvd, Partial, or Received based on the extent to which the receiving process has been completed for the PO.

Purchase Order Inquiry

Purchase Order

Business Unit 09000 PO ID 0909023445 PO Status Dispatched Budget Status Valid

▼ **Header**

PO Date 09/12/2024 Doc Tol Status Valid

Supplier Name DELL MARKE-001 Backorder Status Not Backordered

Supplier ID 0000064870 [Supplier Details](#) **Receipt Status** Received ☐ Hold From Further Processing

Buyer Bosten Benn

PO Reference

[Header Details](#) [Activity Summary](#)

[All RTV](#) [Header Comments...](#)

[Matching](#) [Document Status](#) ▼ **Actions**

Amount Summary







Merchandise	1,100.00
Freight/Tax/Misc.	0.00
Total	1,100.00 USD
Encumbrance Balance	0.00 USD

Purchase Order Lines

The Line Details icon allows view-only access to additional information including the specifications for the amount-only and receiving options that affect the way the PO line matching rules will apply.

Lines

1-3 of 3 View All

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1	1000010148	COMPUTER-PC Standard-Laptops	43211508	1.0000	EA	100.00 USD	Active		
2	1000010148	COMPUTER-PC Standard-Laptops	43211508	4.0000	EA	400.00 USD	Active		
3	1000010148	COMPUTER-PC Standard-Laptops	43211508	6.0000	EA	600.00 USD	Active		



Details for Line Panel

The Details for Line panel for PO line 1 are illustrated.

PO ID	0909023445	Line	1
Status	Approved	<input checked="" type="checkbox"/>	Amount Only

- Amount Only: Designates the line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.

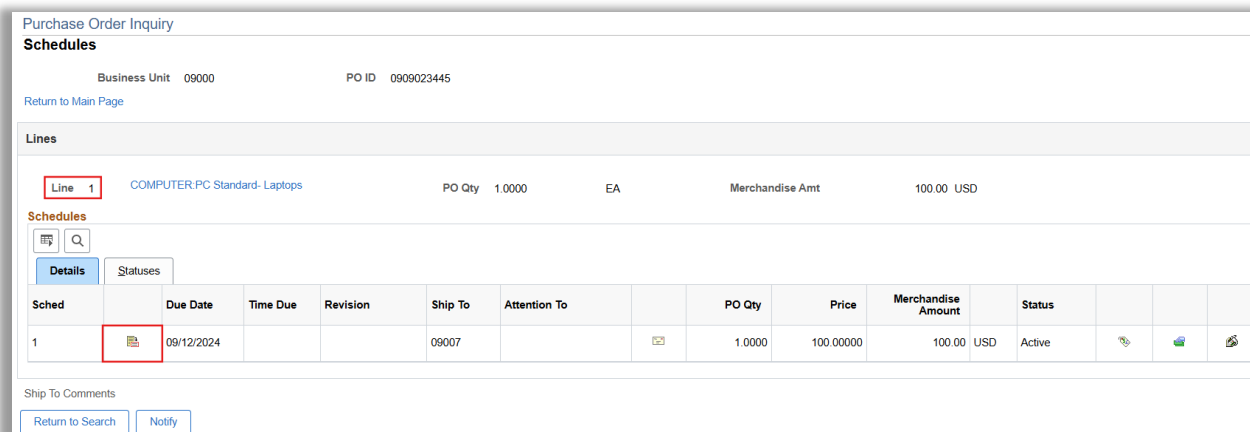
Receiving Required	Required
	<input type="checkbox"/> Inspect

- Receiving Required: If receiving is Required a receiver must be matched to a voucher. If the voucher is created without a receiver, a R500 matching exception occurs.



Purchase Order Line and Schedules

The Schedule Details icon provides the matching and Match Status PO for the PO schedule.



Purchase Order Inquiry

Schedules

Business Unit 09000 PO ID 0909023445

[Return to Main Page](#)

Lines

Line	Description	PO Qty	EA	Merchandise Amt
Line 1	COMPUTER:PC Standard- Laptops	1.0000	EA	100.00 USD

Schedules

[Details](#) [Statuses](#)

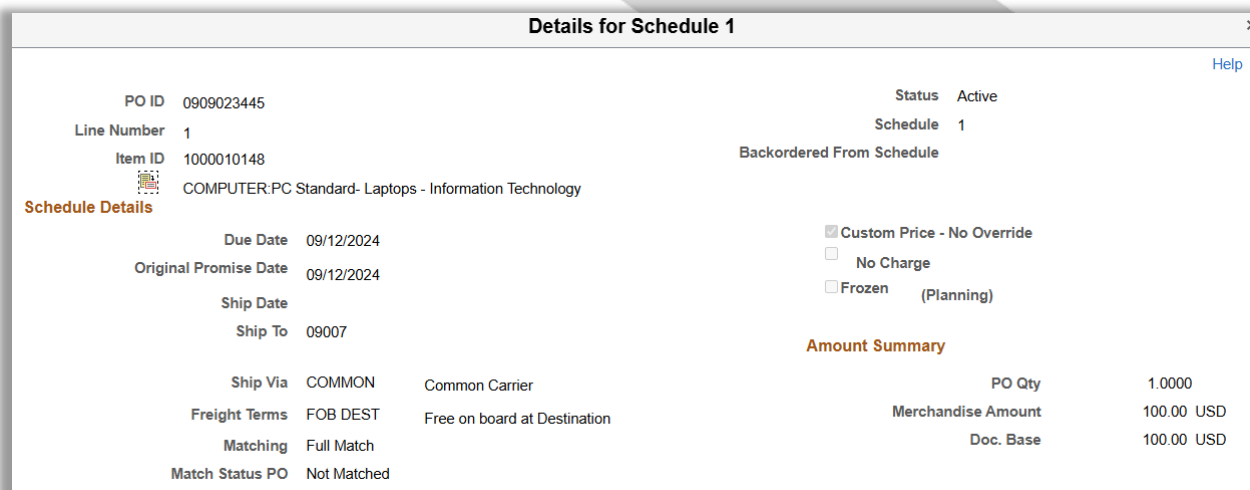
Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status
1	09/12/2024			09007		1.0000	100.00000	100.00 USD	Active

Ship To Comments

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

Details for Schedule Panel

Click the Schedules icon on the Schedules Page to view Schedule Details. The Schedule Details for PO line 1 are illustrated.



Details for Schedule 1

PO ID 0909023445 Status Active

Line Number 1 Schedule 1

Item ID 1000010148 Backordered From Schedule

COMPUTER:PC Standard- Laptops - Information Technology

Schedule Details

Due Date 09/12/2024 ☒ Custom Price - No Override

Original Promise Date 09/12/2024 ☐ No Charge

Ship Date ☐ Frozen (Planning)

Ship To 09007

Amount Summary

Ship Via COMMON Common Carrier PO Qty 1.0000

Freight Terms FOB DEST Free on board at Destination Merchandise Amount 100.00 USD


Matching Full Match Doc. Base 100.00 USD

Match Status PO Not Matched

- **Matching Options:** The option Full Match must be selected for POs requiring receiving (standard match action applies to the PO schedule). **Only Authority Order PO schedules should be set to No Match.**
- **Match Status PO:** Values include Partial, Matched, and Unmatched based on the extent to which the matching process has been completed for the schedule. If a Match Status PO is *Fully Matched*, the PO line is not available to be copied onto the voucher. The match status can be partial even though it is fully received when vouchers have not been created for all receipts.



Distribution Details

The Distribution Details for PO line 1 are illustrated. (The distribution line for the PO line and schedule selected is accessed with the  icon on the Schedules page.)



Distributions for Schedule 1


PO ID 0909023445 Line 1 Sched 1 Item 1000010148 COMPUTER PC Standard- Laptops - Information Technology

Status Active Sched Qty 1.0000

Distribute By Amount Merchandise Amount 100.00 USD Doc. Base Amount 100.00 USD

Distributions

Chartfields Details/Tax Asset Information Req Detail Budget Information 

Dist	Status	Percent	Merchandise Amt	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit
1	Open	40.0000	40.00	USD	09000	541120	01	1000	20000	1000001	24	NP000	09000
2	Open	30.0000	30.00	USD	09000	541120	01	1000	20000	1000001	24	NP000	09000
3	Open	20.0000	20.00	USD	09000	541120	01	1000	20000	1000014	24	NP000	09000
4	Open	10.0000	10.00	USD	09000	TBD				25			

[Return](#)

If the PO line is designated as Amount-Only, the Distribute By field can only be Amount. The charges will be allocated over the dollar amount. Inventory items or items with fixed costs should be distributed by Quantity.



PO Voucher Creation

PO vouchers begin with the copying of the PO and/or receiving data. After copying, this data may be edited, or additional data may be added to complete the voucher.

Step 1- Copy PO/Receiver Data to Voucher

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

Add a New Value Voucher Page

- **Business Unit:** (BU) defaults to specific value for each User.
- **Voucher ID:** Defaults to NEXT. The system sequentially numbers the vouchers. **DO NOT CHANGE.**
- **Voucher Style:** Defaults to Regular Voucher. Use this style to pay the supplier.
- **Supplier Information:** Do not enter Supplier ID or short name. It will default from the PO.
- **Invoice number:**
 - **Enter** identifiable invoice number from invoice.
 - **Enter** invoice number per BU invoice numbering conventions when no invoice number is on the invoice.
- **Invoice Date:** **Enter** or use the icon to select the date.



- **Gross Invoice Amount:** Do not populate until after the PO is copied.
- **Estimated No. of Invoice Lines:** Leave at 1.
- Click the **Add** button.

Invoice Information Tab

The Invoice Information Tab displays when the **Add** button is clicked on the previous page.

Invoice Number and Invoice Date: Populated from the information entered on the Add page or it can be populated directly on the Invoice Information page.

Copy From Source Document: PO vouchers are copied from the PO and/or receiving data and are the source documents. The PO associated with a voucher is also referred to as the reference document. After copying the PO or receiver, the data may be edited, or additional data may be added to complete the voucher. This section initially appears as collapsed; expand this section by clicking the arrow next to “**Copy From Source Document**” or anywhere on the line to access the fields.

NOTE: The Invoice Information and the other voucher pages are contained in what is referred to as the Voucher Component.

Copying from a Source Document

There are two (2) options when copying the PO to the voucher:

1. Copy from a Source Document:

- This option may be suitable for agencies that have one PO line item and are not using the receiving option.
- All PO line items available for vouchering copy onto the voucher. Lines that are not Fully Matched will copy into the voucher. If lines will not be used, they will have to be deleted.
- To create a PO voucher, input the PO Unit and Purchase Order number and select the **Copy PO** button.

2. Worksheet Copy Option – Copy From Drop down

- **Purchase Order Only** – This option is preferable for agencies that have multiple PO line items and are not using the receiving option. It allows the user to select specific line item(s) to copy onto the voucher. This option also allows users to view the PO line item(s) and “read” the values and information copying from the PO.
- **PO Receipt** – This option is preferable for agencies using the receiving option. When the PO is marked as receiving required, the user must receive the product. Accounts payable users will be able to determine if the product was received and how much when using this option to process a voucher.
- To create a PO voucher, **select** the drop down button located to the right of the Copy From Field and **select** either Purchase Order Only or PO Receipt. Then, **click** the “Go” link.

PO Lookup Criteria

If **Purchase Order Only** is selected from the Copy From option, the PO Lookup Criteria page displays.

PO Business Unit: **Enter** the purchasing business unit.

View Matched/Cancelled Only: This access is not available to accounts payable users. If a matched and/or cancelled PO is entered in the PO Number field, a message displays that there is no matching value.

PO Number From and PO Number To: **Enter** a PO number in the *PO Number From* field to search for individual purchase orders. Search for a range of purchase orders by entering PO numbers in the *PO Number From* and the *PO Number To* fields.

PO Line Number From and PO Line Number To: **Enter** a PO line number in the *PO Line Number From* field to search for individual purchase order lines. Search for a range of purchase order lines by entering PO line numbers in the *PO Line Number From* and the *PO Line Number To* fields. A PO number must be entered. These fields are not available if a range of PO numbers is selected. Click the lookup icon to search for a PO number or line.

NOTE: Clicking the lookup icon displays all PO lines including PO lines with a status of *Fully Matched*. Only the PO lines that are **not** *Fully Matched* will copy onto the voucher.

PO Date Option and PO Date: **Enter** the *PO Date Option* field in conjunction with the *PO Date* field to limit the search to POs that fall within a selected date range.

PO Lookup Additional Search Criteria

Additional Search Criteria: This section initially appears as collapsed; expand this section by clicking the arrow next to “**Additional Search Criteria**” or anywhere on the line to access these optional fields. Specify additional criteria with PO lookup criteria or with only the PO Business Unit defined. However, any information defined in this groupbox overrides the values specified in the PO Lookup Criteria groupbox.

- Get only the PO lines that contain the following information: **Select** to include only the PO lines that contain the data specified in the additional search criteria. This field is set as the default.
- Get all PO lines for any PO that contains the following information: **Select** to include all PO lines for POs that contain the data specified in the additional search criteria.
- **Enter** data to further narrow the search in the available fields. Data can be entered in more than one field. When searching for quantity, unit price, or merchandise amount, **enter** at least one of the following fields: Item ID, Item Description, Supplier Item ID, Manufacturing Item ID, or Contract ID.

Click the **Search** button to populate the Select PO Lines scroll area with the purchase orders that match the search criteria.



PO Search and Copy

The Select PO Lines scroll area displays the PO entered in the PO Criteria Lookup on page 27. It demonstrates how the setup of a PO, the extent of the PO line match statuses, and the options selected by the Certified Procurement Officer (CPO) impact the accounts payable voucher. **It is to the payers benefit to understand the information and values copying onto this page and the voucher.**

Select PO Lines

PO Unit: 09000 PO Number: 0909023445
 Supplier ID: 0000064870 DELL MARKETING LP PO Date: 09/12/2024

☒ Select All ☐ Deselect All

Select PO Lines

☒ Select All ☐ Deselect All

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input type="checkbox"/>	100.00000	1	1	1000010148	COMPUTER:PC Standard- Laptops	1.0000	EA	100.00	USD	1.0000	EA	100.00000
<input type="checkbox"/>	100.00000	2	1	1000010148	COMPUTER:PC Standard- Laptops		EA		USD		EA	100.00000
<input type="checkbox"/>	100.00000	3	1	1000010148	COMPUTER:PC Standard- Laptops	4.0000	EA	400.00	USD	4.0000	EA	100.00000

☒ Select All ☐ Deselect All

PO Line Count: 3
 PO Total: \$500.00

Unit Price: Should be the supplier item price when the PO line is not designated as amount-only. **Payers should consult a supervisor or CPO when an invoice unit price is higher than the PO line unit price and the line is not designated as amount-only.** Paying a higher unit price will result in an encumbrance shortfall that may not be detected until the last quantities are vouchered.

Line and Schedule Number: PO line and schedule number available for selection. Only the lines that are not Fully Matched or do not have all the Commitment Close Flag checkbox on for all distribution lines will copy onto the voucher.

- Use the navigation tool to toggle between the PO lines available. Click [View All](#) to view all available PO lines to copy.

Quantity Vouchered: The PO line item quantity available for vouchering (quantity left to match). **The field can be modified if the PO line is not designated as amount-only.**

- Decrease the quantity to match a lesser invoice quantity. The value and the line amount (quantity x unit price) are carried forward to the voucher line. Do not increase it as the voucher will fail matching with a V200 exception.
- If no quantity copies into the field, a prior voucher used the available quantity. **The PO line may not have been designated as amount-only when the quantity value was 1 or the quantity on a prior voucher was not reduced to match the invoice quantity.** Contact ServiceNow to determine the proper action to take.
- DO NOT enter a zero amount. This adversely affects the matching tables.

Merchandise Amt: The PO line item amount available for vouchering (amount left to match).

- The field can be modified if the PO line is designated as amount-only. The amount entered populates the Unit Price and the Line Amount on the voucher line.
- If this amount is less than your invoice amount, the voucher will fail matching with a V300 exception. See the Matching Chapter.

Amount Only: Designates the PO line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line. **If the PO quantity is 1 and the Amount Only checkbox is not checked, but more than one payment will be made against the PO line, consult with the CPO before the first voucher is vouchered.**

Receiving Required: Designates the PO line as Receiving Required. If receiving is required, a receiver is matched to the voucher and the PO Receipt from the Copy From drop down should be selected. If receiving is not required, consult with the CPO to change the status before the voucher is matched.

Select: **Select** an individual PO line or select any combination of PO lines. Click [Select All](#) to select all the lines for a single purchase order that are displayed. Click [Clear All](#) to deselect all the lines for a single purchase order that are displayed.

After all the pertinent PO lines have been selected, **click the Copy Selected Lines button** to copy selected purchase order lines onto the voucher.



Receiver Lookup Criteria

If the PO requires receiving and the goods or services are received, select “**PO Receipt**” in the **Copy From** drop down (page 26) to access the Receiver Lookup Criteria page.

Copy Worksheet

Business Unit 09000 Voucher ID NEXT [Back to Invoice](#)

▼ **Receiver Lookup Criteria**

PO Business Unit	<input type="text" value="09000"/>	PO Number	<input type="text"/>
*PO Date Option	<input type="text" value="No Date"/>	PO Date	<input type="text"/>
Ship To	<input type="text"/>		
Receipt Unit	<input type="text" value="09000"/>		
Receipt Number From	<input type="text"/>	Receipt Number To	<input type="text"/>
*Recv Dt Opt	<input type="text" value="No Date"/>	Receipt Date	<input type="text"/>
Receiver Line From	<input type="text"/>	Receiver Line To	<input type="text"/>
Pro Number	<input type="text"/>	Packing Slip	<input type="text"/>
Carrier ID	<input type="text"/>	Bill of Lading	<input type="text"/>

▶ **Additional Search Criteria**

Max Rows to Return

- **PO Business Unit:** **Enter** the purchasing business unit. It is the only required field. A purchasing business unit, a receiving business unit, or both, must be entered depending on the other fields used to further the search.
- **PO Number:** **Enter** a PO number to search for individual POs. The purchasing business unit must also be entered.
- **PO Date Option and PO Date:** **Enter** the PO Date Option field in conjunction with the PO Date field to limit the search to POs that fall within a selected date range.
- **Receipt Unit:** Search for receipts by receiving business unit. A purchasing business unit, a receiving business unit, or both, must be entered.
- **Receipt Number From and Receipt Number To:** **Enter** a receipt number in the Receipt Number From field to search for individual receipts. Search for a range of receipts by entering receipt numbers in the Receipt Number From and the Receipts Number To fields. A receiving business unit must be entered.
- **Receipt Date Option and Receipt Date:** **Enter** the Receipt Date Option in conjunction with the PO Date field to limit search to receipts that fall within a selected date range.
- **Receiver Line From and Line:** **Enter** a receiver line number in the Receiver Line From field to search for individual receiver lines. Search for a range of receiver lines by entering receiver line numbers in the Receiver Line From and the Line fields. A receipt number must be entered. These fields are not available if a range of receipt numbers is selected.



- Ship To, Packing Slip, Bill of Lading, and Carrier ID: **Enter** data in these fields to narrow the search. Data can be entered in more than one field. A receipt unit must be entered if these fields are used to limit search results.

Receiver Lookup Additional Search Criteria

- Additional Search Criteria: This section initially appears as collapsed; expand this section to access these optional fields. Specify additional criteria with receiver lookup criteria or with only the Receipt Unit defined. However, any information defined in this groupbox overrides the values specified in the Receiver Lookup Criteria groupbox.

Additional Search Criteria

☒ Get only the Receipt lines that contain the following information
☐ Get all Receipt lines for any Receipt that contains the following information

Item ID	Item Description	Quantity	Unit Price	Merch Amt	Supplier Item ID	Mfg Item ID	UPN ID	Contract ID	Contract Line	Release
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Get only the Receipt lines that contain the following information: **Select** to include only the receiver lines that contain the data specified in the additional search criteria. This field is set as the default.
- Get all Receipt lines for any Receipt that contains the following information: **Select** to include all receiver lines for receipts orders that contain the data specified in the additional search criteria.
- **Enter** data to further narrow the search in the available fields. Data can be entered in more than one field. When searching for quantity, unit price, or merchandise amount, **enter** at least one of the following fields: Item ID or Item Description.

Click the **Search** button to populate the Select Receiver Lines scroll area with the receiver lines that match the search criteria.



Receiver Search and Copy

The Select PO Lines scroll area displays the POs that match the search criteria entered on the previous page. The voucher is matched not only to the PO, but also to the receipt.

Select Receiver Lines

PO Business Unit 09000 PO Number 0909023446 PO Date 09/12/2024
 Receipt Unit 09000 Receipt Number 0000002296 Receipt Date 09/16/2024
 Ship To 09007 Pro Number
 Carrier ID Packing Slip
 Supplier ID 0000064870 Bill of Lading

DELL MARKETING LP

Select Receiver Lines

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)
<input type="checkbox"/>	1	1	1000010148	COMPUTER-PC Standard- Laptops	1.0000	EA	100.00000	100.00	USD		1.0000

☒ Select All ☐ Deselect All

NOTE: Your screen may appear differently than this manual. The main information section has been personalized to show the fields that are important to the information in this manual.

Receipt No: A ten-digit receipt number is assigned to receipts. By default, the first available Receipt No. displays. The [View All](#) link in the Select Receiver Lines header bar will activate if there are multiple receipts. Click [View All](#) link or use the navigation buttons to scroll through the receipts.

Receipt Date: The date the item(s) (was) were received.

Receipt Line: The number of receipt number(s) available for selection. There is only one receipt line for this receipt number.

Quantity: Displays the unmatched quantity (in the voucher unit of measure) on the receiver line. **The field can be modified if the PO line is not designated as amount-only** (page 14).

- Decrease the quantity to match a lesser invoice quantity. The value and the line amount (quantity x unit price) are carried forward to the voucher line. **However, the voucher distribution line must be changed manually on the Invoice Information page to match both the quantity and the line amount.**
- Do not increase the quantity for more than the amount received as the voucher will fail matching with a R900 exception. See the Matching Chapter.

Unit Price: Should be the supplier item price when the PO line is not designated as amount-only. Paying a higher unit price will result in an R650 matching exception. See the Matching Chapter.

Merchandise Amt: Displays the merchandise amount on the receiver.

- The field can be modified if the PO line is designated as amount-only. The amount entered populates the Unit Price and Line Amount on the voucher lines.
- If this amount is less than the invoice amount, the voucher will fail matching with a R650 exception. See the Matching Chapter.

Line and Sched Num: PO line and Schedule number associated with the receipt line.

Recv Line Status: Values include Received, Open, Hold, Closed, and Cancelled.

Amount Only: Designates the PO line as amount-only if the box is checked. The PO quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line. **If the PO quantity is 1 and the Amount Only checkbox is not checked, but more than one payment will be made against the PO line, consult with the CPO before the first voucher is vouchered.**

Select All and Clear All: Click [Select All](#) box to select all the lines for a single receipt. Each receipt that the system returns have a [Select All](#) box button. The button must be clicked for each receipt to select its lines. Click [Clear All](#) box to deselect all the lines for a single receipt. Each receipt that the system returns have a [Clear All](#) box button. The button must be clicked for each receipt to deselect its lines.

After the pertinent receipt lines have been selected, **click the Copy Selected Lines** button to copy selected receiver lines onto the voucher.



Step 2 – Review Invoice Information

Review the invoice information after the PO/Receiver information is copied onto the voucher. The Invoice Information page displays when the **Copy Selected Lines** button is clicked on the Select PO/Receiver Lines scroll area.

Supplier ID, ShortName, Location, and Address: Copies from the PO/Receiver. These values must match the PO when the matching process is run. The CPO may have changed the location and/or address after the PO is copied onto the voucher but before matching is run. See page 12 for information on how to find the updated location and/or address to enter on the Invoice Information page.

If the PO is an Authority Order (AO), **enter** the Supplier number or name to match the invoice supplier. If the supplier number or name is not known, click the magnifying icon or the Advanced Supplier Search link. Use of this feature is explained in detail in the COR113 Regular Vouchers Manual.

NOTE: If the voucher posted, unpost the voucher to reactivate the [Advanced Supplier Search](#) link on the right of the page.

- **OMES will not process a voucher with an AO supplier ID for payment.**
- Many of the accounts payable reports use the supplier from the Invoice Information page.
- The [Withholding](#) link will not activate on the Invoice Information page if the voucher should be associated with a supplier set up for 1099 withholding in the supplier file.
- If the PO is not an AO and the supplier name copied in does not match the invoice name, the payer should contact a supervisor or the CPO.



Invoice Section

Invoice Number: **Enter** the number from the supplier's invoice on the Add page or directly on this page. The system edits for duplicate invoice numbers based on invoice number and supplier ID. A voucher with a duplicate invoice number can be saved in a recycled state; however, it will not continue to process until resolved.

Invoice Date: **Enter** the date on the supplier's invoice on the Add page or directly on this page. The date of the supplier's invoice is used to compute days outstanding.

Pay Terms: Copies from the PO. Currently the default rate should be zero days and should not be changed.

Total Dollar Amount: **Enter** the invoice amount after the PO/Receiver is copied. When this field is populated, the Total and Gross Amount on the Payments page will populate with the same amount.

Comments: **Click** the [Comments](#) link to **enter** notes about the invoice. Comments are meant for your reference only and up to 254 characters can be entered. Comments print on the OMES Form 15A voucher jacket.

Withholding: The [Withholding](#) link activates on the Invoice Information page if the voucher is associated with a supplier setup for 1099 withholding in the supplier file.



Withholding Link

Entity, Type, Jurisdiction, and Class: Populate from the values specified for the supplier at the supplier location level in the supplier file.

Withholding Applicable: Checkbox is on for each invoice line. **Select** the [View All](#) link to access multiple voucher lines. Clear the check box to disable withholding for the individual invoice line only if the voucher line is exempt from 1099 reporting. (Supervisors knowledgeable about 1099 reporting should approve the clearing of the Withholding Applicable checkbox.) After all changes have been completed, click the Back to Invoice link to return to the Invoice Information page.

Withholding Information

[Back to Invoice](#)

Business Unit 09000 Invoice Number TST_INV_112 VAT Entity
Voucher ID NEXT Supplier 0000064870 DELL MARKETING LP Invoice Date 09/13/2024

Withholding Option

☐ Postpone Withholding
☐ Apply Withhold at Voucher Post

Invoice Line Withhold Information 1 of 3 [View All](#)

Line 1 Description COMPUTER PC Standard- Laptops
Withholding Code ☒ Withholding Applicable

Withholding Details 1-1 of 1 [View All](#)

	*Entity	*Type	*Jurisdiction	*Class	Description	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	IRS	1099	FED	07	Non-Employee Compensation				Withhold at Payment	<input checked="" type="checkbox"/>	+	-

- The following warning message displays when the supplier is setup for 1099 withholding but the location selected does not have the withholding details entered in the supplier file:

Invoice line is withhold applicable but withholding information not provided. (7030,347)

No withholding information has been entered for the voucher line that is marked as withholding.

Press CANCEL to go back and enter the withholding information.

Press OK to change all voucher line to non-withholding and save the voucher.

- If the voucher is not 1099 applicable, clear the Withholding Applicable check box.
- If it should be a 1099 supplier, notify OMES to populate the location with the 1099 data with an OMES Vendor Payee Form. Populate the Entity, Type, Jurisdiction, and Class on the Withholding Information page and return to the Invoice Information page to continue processing the voucher.

Step 3 – Invoice and Distribution Lines

Invoice and distribution lines will default onto the Invoice Information page for each PO/Receipt line copied to the voucher. Changes to the line(s) may be necessary if the invoice differs from the PO or receiver.

Voucher Lines Copying from the PO

PO #0909023445, PO lines 1 and 3, were selected and copied onto the voucher in this example. Refer to page 26. No values were changed in the Quantity Vouchered or Merchandise Amt fields on the Copy Worksheet. The voucher lines copied as follows:

Voucher Line 1 – Copied from PO Line 1

Invoice Lines ?

Line 1 ☐ Copy Down

*Distribute by: Amount

Item: 1000010148

Quantity: 1.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 100.00

SpeedChart: [Search]

Ship To: 09007

Description: COMPUTER.PC Standard- Laptops

Packing Slip: [Search]

Purchase Order

0900000909023445|111 Associate Receiver(s)

☒ Amount Only

Adjust PO Percentage

Allocate by Percentage

Voucher Line 2 – Copied from PO Line 3

Invoice Lines ?

Line 2 ☐ Copy Down

*Distribute by: Quantity

Item: 1000010148

Quantity: 4.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 400.00

SpeedChart: [Search]

Ship To: 09007

Description: COMPUTER.PC Standard- Laptops

Packing Slip: [Search]

Purchase Order

0900000909023445|311 Associate Receiver(s)

☒ Force Price

Adjust PO Percentage

Allocate by Percentage

Line: Voucher lines are numbered in sequential order and do not always correspond to the PO line numbers copied. In this example, voucher line 1 is linked to PO line 1 and voucher line 2 is linked to PO line 3.

Item and Description: The item number and description copy from the PO.

Purchase Order & Receiver Info: **Click** this link to access the PO information page to view information about the source purchase order and receiver.



View Source PO/Receiver Information

Unit 09000 Voucher NEXT Line 2 *Line Match Option Full Match

PO Number **Receipt Number**

PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
09000	0909023445	3	1				

► PO/Receipt Comments

OK Cancel Refresh

Distribute By – Amount

Distribute by: The Distribute By allocates the charges over the number of units (quantity) or the dollar amount in the line item.

The Distribute by is determined by the CPO and copies from the PO.

- Distribute by on the source document (PO) determines how matching calculates. Payers can change the Distribute by on the voucher, but the matching rules apply based on the source document (PO).
- Changing the Distribute by option and entering incorrect values on the voucher line can result in the PO line matching before the quantity and/or amount is fully used. If the PO is distributed correctly, changing the Distribute by on the voucher should be the exception.

Distribute by Amount – The *Quantity*, *Unit Price*, and *Line Amounts* are activated. Since the Merchandise Amt was not changed on the Copy Worksheet, the Line Amount populated with the amount left to match. In the example, the amount left to match on voucher line 1 is \$100.00.

- Enter** the Line Amount for the voucher line. Although the line dollar amount is not dependent on the quantity x unit price, an agency policy should be implemented to require that quantity x unit price equal the line amount to minimize the risk of matching the PO lines based on incorrect quantities and unit prices in the voucher.

Voucher Line 1 – Merchandise Amt Not Changed on Copy Worksheet

Invoice Lines

Line 1 ☐ Copy Down

*Distribute by: Amount

Item: 1000010148

Quantity: 1.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 100.00

SpeedChart:

Ship To: 09007

Description: COMPUTER,PC Standard- Laptops

Packing Slip:

Purchase Order

09000|0909023445|1|1
Associate Receiver(s)

☐ Amount Only



The Merchandise Amount field can be modified if the PO line is designated as amount-only on the Copy Worksheet. The amount entered populates the Unit Price and the Line Amount on the voucher line. Had the Merchandise Amt field been populated with \$1000; the invoice line would have copied as follows:

Voucher Line 1 – Merchandise Amt Changed on Copy Worksheet to \$1000

Invoice Lines ?

Line 1 ☐ Copy Down

*Distribute by: Amount

Item: 1000010148

Quantity: 1.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 1000.00

SpeedChart: [Search]

Ship To: 09007

Description: COMPUTER:PC Standard- Laptops

Packing Slip: [Search]

Purchase Order

09000|0909023445|1|1 Associate Receiver(s)

☒ Amount Only

☐ Force Price

Distribute by – Quantity (PO)

Distribute by Quantity – Quantity x Unit Price calculated the Line Amount on the voucher line. Since the Quantity Vouchered was not changed in the Copy Worksheet for PO line 3, the quantity populated with the quantity left to match. In the example, the quantity left to match on voucher line 2 is 4.

- **Enter** the Quantity on the voucher line to agree to the actual quantity on the invoice if it is less than the unmatched quantity. The Unit Price is activated and can be changed, but an agency policy should be implemented to require payers to notify their supervisors or CPO if the invoice price is higher than the PO unit price. Line Amount field is not activated.

Voucher Line 2 – Quantity Not Changed on Copy Worksheet

Invoice Lines ?

Line 2 ☐ Copy Down

*Distribute by: Quantity

Item: 1000010148

Quantity: 4.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 400.00

SpeedChart: [Search]

Ship To: 09007

Description: COMPUTER:PC Standard- Laptops

Packing Slip: [Search]

Purchase Order

09000|0909023445|3|1 Associate Receiver(s)

☐ Force Price

The Quantity Vouchered field can be modified on the Copy Worksheet. The value and the line amount (quantity x unit price) are carried forward to the voucher line. Had the Quantity Vouchered field been populated with 2, the invoice line would have copied as follows:

Voucher Line 2 – Quantity Changed on Copy Worksheet

Invoice Lines ?

Line **2** ☐ Copy Down

*Distribute by: **Quantity**

Item: **1000010148**

Quantity: **2.0000**

UOM: **EA**

Unit Price: **100.00000**

Line Amount: **200.00**

SpeedChart:

Ship To: **09007**

Description: **COMPUTER:PC Standard- Laptops**

Packing Slip:

Purchase Order

09000|0909023445|3|1
Associate Receiver(s)

☐ Force Price

[Adjust PO Percentage](#)

[Allocate by Percentage](#)

Voucher Distribution Lines Copying from PO

When a PO budget checks with a status of Valid, an allotment encumbrance is created for each PO distribution line with an expense account beginning with 5 or 601100 (AOs). PO vouchers are created, and each voucher distribution line is linked to a PO distribution line. When the voucher budget checks with a status of Valid, the encumbrance for each linked PO distribution line is reduced.

The Select PO Lines scroll area allows the user to select specific PO line(s) to copy onto the voucher, but it does not allow selection of specific PO distribution lines. Upon selecting a PO line with multiple distribution lines, **all distribution lines copy onto the voucher and the [View All](#) link in the Distribution Lines header bar must be activated.**

The PO lines and distribution lines in the example are associated with PO #0909023445, lines 1 and 3. No values were changed in the *Quantity Vouchered* or *Merchandise Amt* fields on the Copy Worksheet. The voucher lines and distribution lines copied as follows:

Voucher Distribution Lines – Voucher Line 1 (distributed by amount)

Distribution Lines

Q

1-4 of 4

View 1

GL Chart

Exchange Rate

Statistics

Assets

		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Openitem	Oper Unit	Fund Type	Dept	Program
<div><div>+</div><div>-</div></div>	<input type="checkbox"/>	1	40.0000	40.0000	<div>40.00</div>	<div></div>	09000 <div>Q</div>	<div>541120</div> <div>Q</div>	<div></div> <div>Q</div>	<div>ADM100</div> <div>Q</div>	<div>1000</div> <div>Q</div>	<div>1000001</div> <div>Q</div>	<div>NP000</div> <div>Q</div>	
<div><div>+</div><div>-</div></div>	<input type="checkbox"/>	2	30.0000	30.0000	<div>30.00</div>	<div></div>	09000 <div>Q</div>	<div>541120</div> <div>Q</div>	<div></div> <div>Q</div>	<div>ADM100</div> <div>Q</div>	<div>1000</div> <div>Q</div>	<div>1000001</div> <div>Q</div>	<div>NP000</div> <div>Q</div>	
<div><div>+</div><div>-</div></div>	<input type="checkbox"/>	3	20.0000	20.0000	<div>20.00</div>	<div></div>	09000 <div>Q</div>	<div>541120</div> <div>Q</div>	<div></div> <div>Q</div>	<div>ADM100</div> <div>Q</div>	<div>1000</div> <div>Q</div>	<div>1000014</div> <div>Q</div>	<div>NP000</div> <div>Q</div>	
<div><div>+</div><div>-</div></div>	<input type="checkbox"/>	4	10.0000	10.0000	<div>10.00</div>	<div></div>	09000 <div>Q</div>	<div>TBD</div> <div>Q</div>	<div></div> <div>Q</div>	<div></div> <div>Q</div>	<div></div> <div>Q</div>	<div></div> <div>Q</div>	<div></div> <div>Q</div>	

Voucher Distribution Lines – Voucher Line 2 (distributed by quantity)

Distribution Lines

Q

1-1 of 1

View All

GL Chart

Exchange Rate

Statistics

Assets

		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Openitem	Oper Unit	Fund Type	Dept	Program
<div>+ -</div>		<input type="checkbox"/>	1	100.0000	100.0000	400.00	4.0000	09000	541120		ADM100	1000	1000001	NP000

Merchandise Amt: The amounts copying onto the voucher distribution lines depend on the PO Distribute by:

- Amount: **The original encumbrances copy to the voucher distribution lines. The values are not reduced by amounts that may have reduced the encumbrances on prior vouchers.**
- Quantity: The Quantity copied to the voucher x the Unit Price determines the amount. The Amount field is not activated.

NOTE: The sum of the voucher distribution lines does not equal the Line Amount (amount left to match).

Quantity: Quantities populate in the quantity field when the PO is distributed by quantity.

The account and chartfield combination copy from the PO onto each voucher distribution line and includes the following values:

Account Number – Valid expenditure accounts begin with 5.

- PO account codes beginning with 5 are not always correct. An incorrect account code can be overridden on the voucher.
- **TBD PO distribution lines do not budget check against the allotment budget. Although they copy from the PO onto the voucher, they must not be used on the voucher. If a voucher with a TBD account has been created against a PO and has posted, the TBD account cannot be changed on the PO at any time in the future. Additionally, if a TBD account has been overwritten on the voucher distribution line after it has been copied from the PO, the voucher distribution line will budget check as a direct expenditure and will not liquidate an encumbrance. OMES will delete vouchers with TBD account codes or overwritten TBD accounts.**
- The AO account code of **601100** should be changed to the proper account on the voucher. **OMES will NOT process a voucher with a 601100 account code for payment.**

Sub Account – Last two digits of the old object code. The field is optional.

Fund Type – The ACFR fund type being charged.

Class Funding – State fund charged. The class number must be five digits.

Dept – Department being charged. The department number must be seven digits.

Bud Ref – Budget year that the expenditure is being budget checked against.

CFDA – The Catalog of Federal Assistance number used for federal funds. CFDA number can be populated by procurement or accounts payable.

Operating Unit – An agency defined field. OMES must approve use of operating unit.

Budget Date: Defaults with the date the voucher is created. **DO NOT CHANGE.**



Add or delete voucher distribution lines if necessary.

- **Delete** voucher distribution line that will not be used, including lines with lapsed budgets or TBD accounts. If the TBD account is the correct distribution line, request the CPO change the PO before creating the PO voucher.
- **Click the plus** button (left of the voucher distribution line) to insert a voucher distribution line copied from a PO. The inserted distribution line will be linked to the same PO distribution line as the distribution line copied from the PO.

NOTE: Voucher distribution lines with zero amounts are deleted upon saving the voucher.

If necessary, change the Merchandise Amt or Quantity in the invoice line ensuring that the Merchandise Amount for the lines totals to the Line Amount. **Select** the correct distribution line(s) and **enter** the correct quantities and amounts. The sum of the distribution line amount(s) must equal the invoice line amount. In the example, PO line 1, distribution lines 2, and 3, were selected to pay the invoice. Line 1 and the TBD distribution line were deleted.

Invoice Lines

Line 1 ☐ Copy Down

Distribute by: Amount

Item: 1000010148

Quantity: 1.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 100.00

SpeedChart:

Ship To: 09007

Description: COMPUTER-PC Standard- Laptops

Packing Slip:

Purchase Order

09000|0909023445|111
Associate Receiver(s)

Amount Only

Adjust PO Percentage

Allocate by Percentage

☐ One Asset

UPN

Calculate

Distribution Lines

Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund Type	Dept	Program
2	30.0000	50.0000	50.00		09000	541120		ADM100	1000	1000001	NP000
3	20.0000	50.0000	50.00		09000	541120		ADM100	1000	1000014	NP000



Voucher Lines Copying from the Receipt

PO #0909023446, receipt 0000002296, was selected and copied onto the voucher in this example. Refer to page 33. No values were changed in the Quantity field on the Copy Worksheet.

Voucher Line 1 – Copied from Receipt Line 1

The screenshot shows the 'Invoice Lines' form for Line 1. The 'Distribute by' is set to 'Amount'. The 'Item' is '1000010148' and the 'Quantity' is '1.0000'. The 'UOM' is 'EA' and the 'Unit Price' is '100.00000', resulting in a 'Line Amount' of '100.00'. The 'Description' is 'COMPUTER:PC Standard- Laptops'. The 'Purchase Order' section on the right displays the PO number '0900000909023446' and the receiver 'Associate Receiver(s)'.

Line: Voucher lines are numbered in sequential order and do not always correspond to the receipt line numbers copied.

Purchase Order & Receiver Info: Click the [PO link](#) to access the PO/Receiver information page to view information about the source purchase order and receiver. Click the [Associate Receiver](#) link to view Associate Receiver information.

Item and Description: The item number and description copy from the PO.

Distribute by: The Distribute by allocates the charges over the number of units (quantity) or the dollar amount in the line item. It copies from the PO. If the receiver is correct, changing the Distribute by on the voucher should be the exception.

- Distribute by Amount – The Quantity, Unit Price, and Line Amounts are activated. Although the line dollar amount is not dependent on the quantity x unit price, the line amount calculated properly because the item was received. Agree the voucher line amount(s) to the supplier invoice line amount(s).
- Distribute by Quantity – The Line Amount on the voucher line is calculated based on the quantity and unit price and is not activated. Agree the voucher line amount(s) to the supplier invoice line amount(s).



Source PO/Receiver Information

Unit 09000

Voucher NEXT

Line 1

*Line Match Option Full Match

PO Number

Receipt Number

PO Unit 09000

PO No. 0909023446

PO Line 1

PO Schedule 1

Receipt Unit 09000

Receipt Number 0000002296

Line 1

Schedule 1

PO/Receipt Comments

OK

Cancel

Refresh

Line Match Option:

Full Match: Requires matching.

No Match: Does not require matching.

Associate Receivers

[Associate Receiver\(s\)](#) link: Allows access to the Associate Receiver Lines page, where receivers can be manually associated to the voucher line(s) for matching. This may be necessary if the Copy PO Only option was selected rather than PO Receipt option but the PO requires receiving.

Unit 09000

Voucher NEXT

Invoice TST_INV_112_2

Invoice Line

1 of 1

Line 1

Item 1000010148

Quantity 1.0000

UOM EA

Unit Price 100.00000

USD

PO Number

Unit 09000

PO No. 0909023446

PO Line 1

Sched Num 1

☒ Amt Only

Associated Receiver(s)

1-1 of 1

View All

Delete	Recv BU	Receipt No	Line	Seq	Quantity to Match (PO UOM)	Voucher UOM	Unmatched Qty (VUOM)	Unit Price	Merch Amt	Cur
<input type="checkbox"/>	09000	0000002296	1	1	1.0000	EA	1.0000	100.00000	100.00	USD

OK

Cancel

Associate Receiver Lines



The **Associate Receiver Lines** link provides search functions to display all receivers related to the PO schedule line specified on the voucher line. **Select** the receiver(s) to associate it (them) with the voucher line for matching.

Associate Receiver Lines

Unit 09000 Voucher NEXT Line 1 Invoice TST_INV_112_2
 Item 1000010148 Quantity 1.0000 UOM EA Unit Price 100.00000 USD

PO Lookup Criteria

PO Unit 09000 PO No. 0909023446 Line 1 Sched Num 1

Receiver Lookup Criteria

Recv BU 09000 Receipt No Search
 Ship To Recv Dt Opt
 Bill of Lading Recv Date
 Pro Number Carrier ID
 Packing Slip Number

Details

Select	Unit	Receipt No	Line	Supplier	Supplier	Ship To	Bill of Lading	Carrier ID	Pro Number	PK Slip No	Recv Date	Quantity	UOM	Unit Price	Merch Amt	Currency
<input type="checkbox"/>	09000	0000002296	1	0000064870	DELL MARKETING LP	09007					09/16/2024	1.0000	EA	100.00	100.00	USD

OK Cancel Refresh

Voucher Distribution Lines Copying from Receipt

The Select Receipt Lines scroll area allows the user to select specific receipt line(s) to copy onto the voucher, but it does not allow selection of specific distribution lines. However, the designated receiver can select one of three options to allocate quantities or amounts among multiple distributions.

- **FIFO** (First-in-First-out): PO quantities or amounts are allocated to the distribution lines in the order in which they are added to the PO schedule. This is the default receipt allocation type.
- **Prorate**: PO quantities or amounts are allocated by calculating the percentage of received quantity or amount to the total PO line quantity. The received quantity or amount is then allocated to each distribution line using that percentage. This is for non-inventory items only.
- **Specify**: Allocations are allocated by the user manually entering the receipt quantity or amount at the distribution level when receiving PO schedules with multiple distributions. This enables the specific allocation of the receipt quantity or amount by open PO distribution quantity or amount.

The PO lines and distribution lines in the example are associated with PO #0909023446, receipt #0000002296. Refer to the previous page to review the value in the Merchandise Amt fields on the Copy Worksheet.

Merchandise Amount: The receipt was allocated based on the FIFO (default) method. The \$0.00 copying onto voucher distribution line 1 signifies that prior receipts fulfilled the amount on PO distribution line 1. The amount copying onto voucher distribution line 2 may be for the correct distribution or it may need to be recorded to voucher distribution line 1 or be allocated to distribution lines 1 and 2. Accounts payable must verify that the expenditure is recorded to the correct distribution(s).

Quantity: Quantities populate in the quantity field when the PO is distributed by quantity and are also allocated among the distribution lines based on the method selected to allocate quantities among multiple distributions.

Account: The account and chartfield combination copy from the PO onto each voucher distribution line. Refer to page 43 for a description of the values. TBD distribution lines can copy onto the vouchers from a PO that is received.

CFDA: Catalog of Federal Assistance number can be populated by procurement or accounts payable.

Budget Date: Defaults with the date the voucher is created. **DO NOT CHANGE.**

Add or delete voucher distribution lines, if necessary.

- **Delete** voucher distribution line that will not be used, including lines with lapsed budgets or TBD accounts. If the TBD account is the correct distribution line, request the CPO change the PO before creating the PO voucher.
- **Click the plus** button (left of the voucher distribution line) to insert a voucher distribution line copied from a PO. The inserted distribution line will be linked to the same PO distribution line as the distribution line copied from the PO.

NOTE: Voucher distribution lines with zero amounts are deleted upon saving the voucher.

If necessary, change the quantity and/or unit price in the invoice line ensuring that the Quantity x the Unit Price equals the Line Amount.



Select the correct distribution line(s) and **enter** the correct quantities and amounts.

- The sum of the distribution line amount(s) must equal the invoice line amount.
- In this example, the voucher was saved after verifying the distribution line selected was correct. The system deleted the zero voucher distribution line.

The screenshot displays the 'Invoice Lines' window. At the top, 'Line 1' is selected with a 'Copy Down' checkbox. The 'Distribute by' dropdown is set to 'Amount'. The 'Item' field contains '1000010148', 'Quantity' is '1.0000', 'UOM' is 'EA', 'Unit Price' is '100.00000', and 'Line Amount' is '100.00'. The 'SpeedChart' field is empty, 'Ship To' is '09007', 'Description' is 'COMPUTER/PC Standard- Laptops', and 'Packing Slip' is empty. A 'Purchase Order' section shows '09000|0909023446|1|1 Associate Receiver(s)' and 'Amount Only'. A 'Calculate' button is visible. Below, the 'Distribution Lines' section shows a table with one line item.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund Type	Dept	Program	Class-Funding
<input type="checkbox"/>	1	100.00	1.0000	09000	541120		ADM100	1000	2000000	NP000	20000

NOTE: Multiple PO and/or receipt lines may be copied onto a single voucher as long as they have the same Supplier ID, Location, and Address.







Step 4 – Voucher Balancing

Click the **Calculate** button, located at the header or line level, after confirming the invoice information and entering the invoice line(s) and distribution line(s), to perform on-demand balancing calculations to check if the voucher is in or out of balance. Out of balance information is highlighted in red in three areas of the voucher:


1. Header level – Balances header amount against the voucher line amounts.

Invoice Total

Line Total	100.00
*Currency	USD 
Miscellaneous	<input type="text"/> 
Freight	<input type="text"/> 
<hr/>	
Total	99.99
Difference	0.01 

2. Line level – Balances voucher line amounts against distribution line amounts.

Difference

Line Amount	100.00
Distributed	99.99 
Difference	-0.01

When the voucher is in balance, the system displays an amount of 0.00 in the Difference fields located at the header level and the line level.



Step 5 – Voucher Validation

Click the **Save** button to save the voucher. The system will perform validation checks to ensure that fields are completed correctly. Some of the validations that occur are:

- Duplicate invoice checking
- Verifying the existence of a supplier ID
- Verifying the existence of an invoice date and invoice ID
- Validating accounting distribution field values and combinations
- Balancing header amount against lines amounts
- Balancing voucher line amounts against distribution line amounts

If the voucher passes validation, a voucher number is assigned in numeric sequence. Certain errors (e.g., duplicate invoice, voucher out of balance) prompt a warning message but allow the user to save the voucher. A voucher ID is assigned but the Go to Review Errors icon displays to indicate it is in recycle status. The icon appears in the header section on the Invoice Information page in this example because the error is at the header level.

The screenshot shows the 'Invoice Information' tab in a software interface. A yellow warning icon is visible in the top right corner of the tab. The form contains the following fields and values:

- Business Unit: 09000
- Voucher ID: 00199603
- Voucher Style: Regular Voucher
- Invoice Date: 09/13/2024
- Invoice Received: 09/13/2024
- Supplier ID: DELL MARKETING LP (0000064870)
- ShortName: DELL MARKE-001
- Location: 0001
- *Address: 21
- Invoice No: TST_INV_112_2
- Accounting Date: 09/16/2024
- *Pay Terms: 00
- Basis Date Type: Inv Date
- Control Group: (empty)

The 'Invoice Total' section shows:

- Line Total: 100.00
- *Currency: USD
- Miscellaneous: (empty)
- Freight: (empty)
- Total: 99.99
- Difference: 0.01

On the right side, there is a 'Non Merchandise Summary' section with links for Session Defaults, Comments(0), Attachments(0), Withholding, Template List, Advanced Supplier Search, Supplier Hierarchy, Custom Fields, and Supplier 360.

At the bottom, there is a 'Save' button, an 'Action' dropdown menu, and buttons for 'Run', 'Calculate', and 'Print'.

Click the Go to Review Errors icon to view the description of the Voucher error.

The screenshot shows a dialog box titled 'Header Errors for Business Unit 09000, Voucher 00199603'. It contains a table with the following data:

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

At the bottom of the dialog box, there are three buttons: 'OK', 'Cancel', and 'Refresh'.



NOTE: Vouchers in recycle status are held from further processing until the voucher is corrected. To find vouchers with errors, **enter** Recycle in the Entry status field on the Add and Search page.

Step 6 – Edit Payment Information

Navigation: *Accounts Payable > Vouchers > Add/Update > Regular Entry > Payment*

Payment Information

Review the Payment Information.

Supplier: The Supplier Name and address copied from the PO/Receiver defaults into the Payments page, including the Remit To supplier fields, when the voucher is saved.

Remit to: Ensure the remit address on the voucher matches the remit address on the invoice. Click the magnifying glass next to the Location field to select the correct address or submit an OMES Vendor Payee Form to have the correct address added. Assigned payments should have supporting documentation accompanying the voucher.

Alternate Name: If the Remit To location chosen has an alternate name, e.g., DBA, populated in the supplier file, the alternate name will display in the Alternate Name Icon to the right of the Remit To field. The alternate name will be the payee on the warrant.

Total and Gross Amount: The invoice total populates the Totals and Gross Amount when the voucher is saved. If the total on the Invoice Information page is changed after the voucher is saved, change the Gross Amount on the Payment page. The voucher cannot be saved until the Gross Amount agrees to the Total Amount.

Multiple payees can be added or deleted by clicking the **plus** or **minus** icon. A new row is required for each payee or for each payment if partial payments are made. The sum of the Gross Payments for each payee must agree to the Total.

Schedule Due: Calculates from the Pay terms and determines when to pay the schedule payment. If partial payments are made, ensure the Schedule Due dates are correct. The Pay Cycle selects vouchers with a Schedule Due date within the last ninety days. If a voucher ages past 90 days, change the Scheduled Due field to the current date before submitting it to OMES for payment.

Payment Method

Review the Payment Method fields.

Payment Options

*Bank: OST

*Account: EFT

*Method: CHK Check

Pay Group:

*Handling: Regular

*Netting: Not Applicable

L/C ID:

Supplier Bank Messages: ☐ Hold Payment ☐ Separate Payment

Message:

Message will appear on remittance advice.

Bank: OST for all payments except Express Checks.

Account: If the method is CHK, it defaults as OST (for paper check) or EFT (for electronic funds transfer). If the method is WIR, it defaults as “AGY0,” which consist of the first three digits of the agency number followed by a zero. The WIR is used for interagency payments only. If the class funding on the voucher is 7XXX exclusively, populate the Account with 7REG.

Methods: CHK (OST creates paper check or sends an electronic funds transfer), MAN (agency writes 700 fund check and interfaces record to OMES) and WIR (interagency payment). A **Layout** link displays when the method of **WIR** defaults from the supplier file for the location selected. The Layout field value also defaults from the supplier file.

Layout: FUNDTRNFR

Settle By: Pay Cycle

Pay Group: Used as part of the Pay Cycle payment selection criteria.

- After all internal agency approvals are obtained and a voucher has been budget checked and posted, assign a pay group for the day of the week the voucher is released to OMES. (The day selected has no bearing as to when OMES selects the vouchers for payment.) Add the pay group only when the voucher is ready to pay.
- For rush claims, notify OMES Transaction Processing to obtain approval for priority handling and **enter** a pay group from a day of the week. Do not enter the pay group SP (Special) as only OMES can assign it.
- If a voucher is submitted without a pay group, a warrant will not print and the voucher will be returned to the agency.
- If an unpaid voucher is returned to the agency as a result of an audit finding, OMES removes the pay group.



Handling: TV (Travel) and RE (Regular). Populating this field with TV will sort travel reimbursement warrants so that they print first. RE sorts the warrants by payee name.

Message: **Enter** a payment message of up to 70 characters to print on the remittance advice. This field grays out after the warrant is created.

Schedule Payment and Payment Options

Payment Options

*Bank: OST

*Account: EFT

*Method: CHK Check

Message:

Message will appear on remittance advice.

Pay Group:

*Handling: Regular

Hold Reason:

*Netting: Not Applicable

L/C ID:

Supplier Bank Messages: ☐ Hold Payment ☐ Separate Payment

▼ Actions

Schedule Payment

*Action: Schedule Payment

Payment Date:

Pay:

Reference:

Schedule Payment

Action: Schedule (OST issues warrant or EFT), Record (agency issues warrant), Cancelled (cancelled by request), and Escheated (cancelled by statute).

Payment Date: Date the warrant is issued.

Reference: Populates with the nine digit warrant number when the voucher is paid.

Payment Options

Hold Payment Box: **Select** to place a payment on hold. All held payments require a hold reason. **Click** the drop down next to the Hold Reason field to display the code to explain the payment hold. Release the hold when the warrant is ready to be issued.

NOTE: The Hold Payment does not exclude the voucher from budget checking and reducing the allotment and cash budgets.

Separate Payment: **Select** the check box if the voucher must pay on a separate warrant. If the check box is not checked, vouchers processed for payment on the same day will be combined by BU, supplier number, and supplier location into a single payment. Each invoice will be listed separately on the pay advice for the combined payment.



Payment Inquiry Link: Activates when the warrant number is assigned and allows access to the Payment Inquiry Page to view payment information. See the COR118 AP Inquiry and Reporting Manual for additional information.

Payment Note

Payment Notes: **Enter** notes that are meaningful for internal use.

Payment Note (Maximum number of characters allowed for comments is 254) ×

[Help](#)

Business Unit 09000
Voucher ID 00199603
Payment Count 1

Payment Note:

Payment Note

242 characters remaining

Note: Payment Note is for internal use only and will not appear on remittance advice.

NOTE: OMES uses the Payment Note field to record a replacement warrant number and the date if the original warrant is replaced. This information prints on the 36 Month Statutory Cancellation Report. See the COR118 AP Inquiry and Reporting Manual for information about this report.



Step 7 – Voucher Attributes

Navigation: *Accounts Payable > Vouchers > Add/Update > Regular Entry > Voucher Attributes*

Voucher Attributes Page

The Voucher Attributes page displays the current matching status of the voucher. No match action is performed on this page.

To Be Matched: Marks the voucher as ready for matching after copying the PO or receipt onto the voucher.

Not Applicable: Indicates that the PO copied onto the voucher has a No Match Status. The action should be No Match only if it was copied from an AO PO.

Match Exceptions Exist: The voucher failed the matching process.

Matched: Indicates that the voucher has successfully passed the matching process.



Step 8 – Viewing Voucher Summary Page

Navigation: *Accounts Payable > Vouchers > Add/Update > Regular Entry > Summary*

Voucher Summary Tab

Vouchers go through several stages from initial entry to payment to posting. Payables tracks these stages using a variety of statuses that relate to various actions and processes that can be run on a voucher. Many of these statuses are viewed on the Voucher Summary page.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/13/2024		
Voucher ID	00199603	Invoice No	TST_INV_112_2		
Voucher Style	Regular	Invoice Total	100.00	USD	
Supplier Name	DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000				
Entry Status	Postable	Pay Terms	0 Days		
Match Status	Ready	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	09/16/2024 3:17PM		
		Created By	BBENN06		
Doc Tol Status	Not Chk'd	Last Update	09/16/2024 4:18PM		
Budget Status	Not Chk'd	Modified By	BBENN06		
		ERS Type	Not Applicable		
Budget Misc Status	Valid	Close Status	Open		
*View Related	Payment Inquiry	Go			
Return to Search	Notify	Refresh	Add	Update/Display	

View important voucher information, summarized from the other three primary pages, such as voucher header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date the voucher was last updated. The following information corresponds to the areas on the Voucher Summary tab.



Statuses:

- Entry Status: Displays the phase of the voucher's processing. Values include Recycle, Approved, Open, and Postable.
- Match Status: Displays the current match status of the voucher. Values include Ready, No Match, Exceptions, and Matched. Refer to the Matching chapter.
- Post Status: The posting process creates accounting entries from vouchers. Values include Posted and Unposted.
- Document Tolerance: Displays the current document tolerance status of the voucher. Values include Valid, Not Checked, and Exceptions. Refer to the Document Tolerance chapter.
- Budget Status: Vouchers budget check against cash and allotment budgets. Values include Not Checked, Valid, Exceptions. Refer to the Budget Checking chapter for information to handle exceptions.

Voucher Entry Information.

The View Related box allows users to **select** from the following values and **click** the [Go](#) link to view related invoice information. The inquiry pages are opened in a separate window.

The screenshot shows a web interface with a "View Related" dropdown menu. The dropdown is open, displaying a list of options: "Accounting Entries Inquiry", "Payment Inquiry" (which is highlighted), "Purchase Order Inquiry", "Voucher Document Status", and "Voucher Inquiry". Above the dropdown menu is a "Go" button. To the left of the dropdown is a "Return to Search" button. To the right of the dropdown are two buttons: "Add" and "Update/Display". Below the dropdown menu, there are several links: "Summary", "Related Documents", "Voucher Attributes", and "Error Summary".

- Accounting Entries Inquiry: **Select** to access the Accounting Entries Inquiry page and view accounting entries for posted vouchers. If a voucher has not yet been posted, the page does not display accounting entries. The COR118 AP Inquiry and Reporting Manual has a chapter on this page.
- Payment Inquiry: **Select** to access the Payment Inquiry and search for related payments. The COR118 AP Inquiry and Reporting Manual has a chapter on this page.
- Purchase Order Inquiry: **Select** to access the Purchase Order Inquiry page and search for related purchase orders. The COR112 PO Voucher Manual has chapter on this page.
- Voucher Inquiry: **Select** to access the Voucher Inquiry page and search for related vouchers. The COR118 AP Inquiry and Reporting Manual has a chapter on this page.



Step 9 - Viewing Voucher Errors

Navigation: *Accounts Payable > Vouchers > Add/Update > Regular Entry > Error Summary*

Error Summary Page

Payables lists duplicate invoices, out of balance, and combination edit errors for vouchers on the Error Summary page. The Go to Review Errors icon displays in the following locations:

- Voucher ID field on the Invoice Information page for voucher header errors
- In the Invoice Lines scroll area for voucher line errors
- In the Distribution Lines grid for voucher distribution line errors

NOTE: The example is a balancing error. The line amount and total amount are not populated correctly.

The screenshot shows the 'Invoice Information' tab in a software application. The 'Business Unit' is 09000 and the 'Invoice No' is TST_INV_112_2. The 'Voucher ID' is 00199603, which has a red error icon next to it. The 'Accounting Date' is 09/16/2024 and the 'Invoice Date' is 09/13/2024. The 'Supplier ID' is 0000064870 and the 'ShortName' is DELL MARKE-001. The 'Invoice Total' section shows a 'Line Total' of 99.99, a '*Currency' of USD, and a 'Total Difference' of 100.00. The 'Voucher Attributes' tab is also visible, showing 'Non Merchandise Summary', 'Session Defaults', 'Comments(0)', 'Attachments(0)', 'Withholding', 'Template List', 'Supplier Hierarchy', 'Custom Fields', and 'Supplier 360'. The 'Action' dropdown is set to 'Run'.

Go to Review Errors Icon: Click to view a description of a voucher error.

Scroll Areas: Different scroll areas will appear for the different types of errors.

The screenshot shows the 'Error Summary' tab in the same software application. The 'Business Unit' is 09000, 'Invoice Number' is TST_INV_112_2, 'Voucher ID' is 00199603, 'Invoice Date' is 09/13/2024, and 'Total' is 100.00 USD. The 'Header Errors' section shows a table with the following data:

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

The table has a 'View All' link and a '1-1 of 1' indicator.



Step 10 – On-Demand Processes

Navigation: *Accounts Payable > Vouchers > Add/Update > Regular Entry > Invoice Information Action*

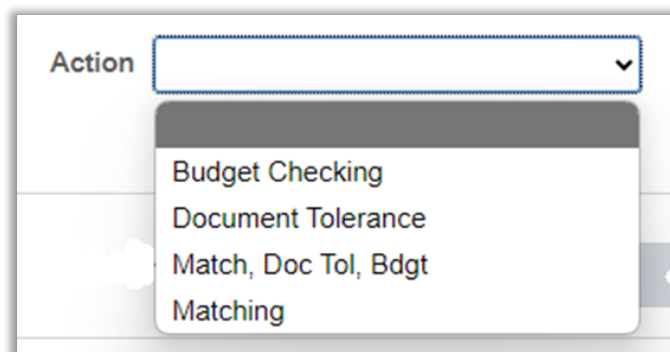
On-Demand Processes

After the voucher is saved and a voucher ID is assigned, direct voucher statuses are as follows:

Entry Status	Postable
Match Status	Ready
Approval Status	Pending
Post Status	Unposted
Doc Tol Status	Not Chk'd
Budget Status	Not Chk'd

OMES runs batch processes nightly to match, check document tolerance, budget check, and post vouchers. However, there are occasions to run matching, document tolerance, and budget checking for a particular voucher in real time, e.g., rush payment, P-Card voucher(s). If it is **necessary** to run these processes for a voucher the same day the voucher is created, take the following steps:

- Use the Voucher Summary page to ensure the voucher has been saved and edited with the approval status *Approved* and entry status *Postable*.
- If the voucher requires matching, super users can run *Match*, *Doc Tol*, *Bdgt* directly from the Invoice Information page using the Action field.
- If the voucher does not require matching, users can run *Document Tolerance* first, and then *Budget Checking* directly from the Invoice Information page using the Action field.



NOTE: On Demand processes require significant system resources and should only be used when necessary.

NOTE: Vouchers must have a Match Status of No Match or Matched and a Document Tolerance Status of Valid before they will budget check.

After initiating any of on-demand processes, the following message displays:

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes

No

- Yes – The system runs the selected on-demand process and returns to the Invoice Information screen when the process is completed. View the updated statuses on the Voucher Summary page.
- No – The system returns to the Invoice Information screen to allow navigation within the voucher component; however, while the process is running, the fields on the voucher will be grayed out and unavailable for entry.

A separate window opens displaying the process name and instance. The status will advance from Queued, to Processing, to Success, or Success with Warnings. When the process is complete, click the Refresh icon to view the updated budget status on the Voucher Summary page.

If the refresh icon is clicked before the on-demand process is complete, a message displays noting the voucher is in a payables batch. Viewing the updated statuses will require exiting the voucher and searching on the voucher ID to view the Voucher Summary page after the on-demand process is complete.

Queued

Process Name: FS_STREAMLN On-Demand Process

Process Instance: 29687937 **Process Type:** Application Engine



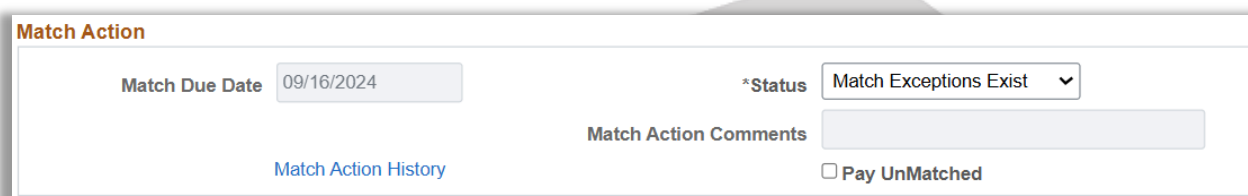
Matching

Matching compares vouchers with POs and receipts to ensure the correct supplier is paid and that the payments do not exceed the quantities and amounts on the PO lines and schedules. Matching should be enabled on all POs with the exception of Authority Orders. Matching compares the following and asks the questions:

- 2-way matching – The invoice is compared to the PO. Was the product ordered?
- 3-way matching – The invoice is compared to the PO and the receiver. Was the product ordered and received?
- 4-way matching – The invoice is compared to the PO, the receiver, and inspections. Was the product ordered, received, and inspected?

Voucher Match Status

Whether a voucher will or will not be subject to matching is dependent on the match options selected when a PO is created. Refer to the PO Inquiry section for the match options available at the PO header level and PO line and schedule level. This information is transferred to the voucher and may be viewed on the Voucher Attributes page of the voucher component.



The screenshot shows a 'Match Action' form with the following elements:

- Match Due Date:** A text field containing '09/16/2024'.
- *Status:** A dropdown menu currently showing 'Match Exceptions Exist'.
- Match Action Comments:** A large text area for entering comments.
- Match Action History:** A blue hyperlink located below the comments field.
- Pay UnMatched:** A checkbox located at the bottom right of the form.

If voucher lines exist that have been flagged as full match on the PO, the system set the match action to Ready automatically when it copies voucher information from a PO or receipt. The Match Action Status values are:

- Ready/To be Matched: Marks the voucher as ready for matching after copying the PO or receipt onto the voucher.
- No Match/Not Applicable: Indicates that the PO copied onto the voucher has a No Match Status. The action should be No Match only if it was copied from an AO PO.
- Exceptions: The voucher failed the matching process.
- Matched: Indicates that the voucher has successfully passed the matching process.



Matching Quantities and Amounts

Voucher Line

The screenshot shows the 'Invoice Lines' window. At the top, 'Line 1' is selected. The 'Distribute by' dropdown is set to 'Amount'. The 'Item' is '1000010148', 'Quantity' is '1.0000', 'UOM' is 'EA', 'Unit Price' is '110.00000', and 'Line Amount' is '110.00'. The 'SpeedChart' is empty, 'Ship To' is '09007', 'Description' is 'COMPUTER PC Standard- Laptops', and 'Packing Slip' is empty. A 'Purchase Order' box shows '090000909023446(1) Associate Receiver(s)' and 'Amount Only' is selected. A 'Calculate' button is visible. Below, the 'Distribution Lines' table shows one line with 'Merchandise Amt' of 110.00, 'Quantity' of 1.0000, 'GL Unit' of 09000, 'Account' of 541120, 'OpenItem' of ADM100, 'Oper Unit' of 1000, 'Fund Type' of 2000000, 'Dept' of NP000, and 'Class-Funding' of 20000.

Invoice Line: When the invoice is matched to the PO, matching compares the Invoice Line to the PO/Receiver line item for quantity and merchandise amount.

Quantity on the Invoice Line (unless the PO line is marked as an amount only): Matched to the quantity on the PO/Receiver line. If the quantity on the voucher or combination of vouchers exceeds the PO/Receiver, then a match exception will be received.

Merchandise Amount on the Invoice Line: Matched to the merchandise amount on the PO line. If the merchandise amount on the voucher or combination of vouchers exceeds the PO merchandise amount, then an exception will be received.

PO Line and Schedule

The screenshot shows the 'Lines' window. The 'Line 1' is selected. The 'Item' is '1000010148', 'COMPUTER PC Standard- Laptops', 'PO Qty' is '1.0000 EA', 'Merchandise Amt' is '100.00 USD'. Below, the 'Schedules' table shows one schedule with 'Sched' 1, 'Schedule Details' icon, '*Due Date' 09/12/2024, '*Ship To' 09007, '*Ship To Address' icon, '*PO Qty' 1.0000, 'Price' 100.00000, 'Merchandise Amount' 100.00, 'Status' Active, 'Price Adjustment' icon, 'Miscellaneous Charges' icon, 'Sched Sales/Use Tax' icon, and 'Distributions/ChartFields' icon.

Go to Review Errors Icon: If the icon displays in the Invoice Line scroll area, most likely it is a matching exception. **Click** the Go to Review Errors icon to view a description of a voucher error.

NOTE: Matching is at the invoice line level. Invoice distribution lines do not match to the PO. They are used to check document tolerance and budget check. See the Document Tolerance and Budget Checking Chapters for additional information.

Match Exceptions

When the voucher has match exception(s), the match rule exception(s) with description(s) is identified on the Error Summary tab for each voucher line that did not pass matching. See page 72 for a table that lists and defines match rule exceptions.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 09000		Invoice Number TST_INV_112_2			
Voucher ID 00199603		Invoice Date 09/13/2024			
Style Regular Voucher		Total 110.00 USD			
Invoice Line Errors					
<div> <div> <div></div> <div></div> </div> <div>1-1 of 1</div> <div>View All</div> </div>					
Line	Field Name	Message			
1	RULE_V300	Life to Date Voucher Amount > PO Amount (No Price Tolerance Specified)			
Return to Search		Previous in List	Next in List	Notify	Refresh
				Add	Update/Display

Match exception(s) can also be researched directly from the voucher. Select the **Exceptions** link from the Summary page of the voucher component to access the Match Workbench.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 09000		Invoice Date 09/13/2024			
Voucher ID 00199603		Invoice No TST_INV_112_2			
Voucher Style Regular		Invoice Total 110.00 USD			
Supplier Name DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000					
Entry Status Postable		Pay Terms 0 Days			
Match Status Exceptions		Voucher Source Online			



Match Workbench

Navigation: *Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench*

The Match Workbench is comprised of various pages that enable review of match information according to specified search criteria.

Match Workbench

Search

Use Saved Search: [Dropdown] [Process Monitor](#)

Business Unit: [equal to] [Search Box] [Personalize Search](#)

Match Status: [equal to] [Dropdown]

Voucher ID: [All Values]

Supplier SetID: [equal to] [Search Box]

Supplier ID: [All Values]

Max Rows to Retrieve: [300]

[Search] [Clear] [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Business Unit: **Enter** the BU.

Match Status: **Select** a Match Status from the drop down to narrow the search.

- **Match Exceptions Exist:** Include in the search only vouchers that have matching exceptions. This or the Match Exceptions report (APY1090) can be used to review match exceptions with voucher, PO, and receiver information, and match error information.
- **Matched:** Include in the search only vouchers that are matched. It can be used to search for matched vouchers that need to be unmatched but the search should be further limited since it includes matched vouchers that are paid.
- **To Be Matched:** Include in the search only vouchers that have not been matched.

Voucher ID: Search for a particular voucher ID, a range of vouchers, or use another option in the drop down box.

Supplier SetID and Supplier ID: **Search** for a particular supplier, a range of suppliers, or use another option in the Supplier Drop down box. The SETID is 00000.

Max Rows to Retrieve: Increase the max rows from 300 up to 99999 if anticipating search results of more than 300 vouchers.

Advanced Search, Personalize Search, and Save Search: **Click** to access and select search fields to display on the Match Workbench page. Save the search criteria and use it again by selecting from the save search list. Saved searches can be deleted.



Click the **Search** button to access a list of vouchers that meet the search criteria. Below is an example of a Match Exception Exist search results. The **Match Exceptions Exist** link accesses the Match Exceptions Workbench Details page and the voucher ID accesses the voucher in a separate window.

Search Results for Match Inquiry Type: Match Exceptions Exist

☒ Select All ☐ Deselect All

1-1 of 1 View All

Details More Details ||>

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	09000	00199603	0000064870	Valid	TST_INV_112_2	110.00	USD

☒ Select All ☐ Deselect All

Voucher Match Action

Action

Action: Allows on-demand processes to be run for the selected vouchers.



Match Exception Workbench Details

The Match Exception Workbench Details page is accessed directly when the Exceptions link from the Summary page of the voucher component is selected. It also is displayed when searching from the Match Workbench.

Match Exception Workbench Details					
Business Unit	09000 OMES	Voucher	00199603	Invoice	TST_INV_112_2
Supplier	0000064870	Supplier SetID	00000	Supplier Location	0001
Supplier Name	DELL MARKETING LP	Match Due Date	09/16/2024	Invoice Date	09/13/2024
Updated By	BBENN06	Due Date	09/13/2024	Matched Date	09/17/2024
Terms	00 0 Days	Origin	ONL	Match Status	Match Exceptions Exist
Gross Amt	110.00 USD	Control Group		Match Type	
Match Exception Summary		Voucher Match Action	<input type="button" value="Apply"/>	Match Action History	
Document Details		Match Action Comments			

Voucher Information: The voucher information populates based on the voucher selected from the search criteria or the Summary page Exceptions link.

Match Exception Summary: Click the link to access the Match Exception Workbench Summary page to view all *header level exceptions* associated with this voucher. Shown below.

Match Exception Workbench Summary					
Business Unit	09000 OMES	Voucher	00199603	Invoice	TST_INV_112_2
Supplier	0000064870	Supplier SetID	00000	Supplier Location	0001
Supplier Name	DELL MARKETING LP	Match Due Date	09/16/2024	Invoice Date	09/13/2024
Updated By	BBENN06	Due Date	09/13/2024	Matched Date	09/17/2024
Terms	00 0 Days	Origin	ONL	Match Status	Match Exceptions Exist
Gross Amt	110.00 USD	Control Group		Match Type	
Invoice Line Errors					
<div> <input type="button" value="List"/> <input type="button" value="Search"/> <div>1-1 of 1</div> <input type="button" value="View All"/> </div>					
Voucher Line	Match Rule ID	Description			
1	RULE_V300	Life to date voucher amount is greater than PO amt			

Document Details: Click the link to access the Associated Document Information page to view voucher, PO, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.



Line Details

Voucher Line Number 1 Voucher Line Match Action

PO Business Unit 09000 PO Number 0909023446

Line Number 1 Schedule Number 1

View Document

Document Id 09000 0909023446

[Line Document Details](#)

Match Rules

1-11 of 11

	Details	Match Rule	Voucher	Purchase Order	Receiver
		Extended price tolerance	110.00	100.00	
		Extended price % tolerance	110.00	100.00	
		Unit price does not equal PO unit price + % tol	110.00000	100.00000	
		Unit price does not equal PO unit price + unit tol	110.00000	100.00000	
		Voucher line amt > Sum of received amount	110.00		100.00
		Voucher quantity is greater than accepted qty	1.0000	1.0000	1.0000
		Voucher quantity does not equal sum of receipt qty	1.0000	1.0000	1.0000
		Life to date voucher qty is greater than PO qty	1.0000	1.0000	
		Life to date voucher amount is greater than PO amt	110	100	
		Life to Date > Sched Amt + % ext tol	110.00	100.00	
		Life to Date > Sched Amt + ext amt tol	110.00	100.00	

Action:

Voucher Line Number: Identifies the voucher line that corresponds with the Match Rules. All lines are available for viewing.

Line Number and Schedule Number: Identifies the PO line number and schedule number associated with the invoice line.

Line Document Details: **Click** the link to access the Associated Document Information page to view voucher, PO, and receiver attributes. This link accesses the specific voucher line.

View Document and Document ID: **Select** the type of document, the document ID, and click Go to access detailed information for the associated document. Option appears if document exists and include:

- **Purchase Order**: **Select** to access the Purchase Order Inquiry page.
- **Receiver**: **Select** to access the Receipts page. (Not currently enabled.)
- **Voucher**: **Select** to access the Voucher component.

The “Red Error” Icon indicates the voucher line has a match exception.

Click the match detail button in the Details column to access the Match Rules Detail page to view a detailed description of the match rule.

Match Rules Detail Page

The Match Rules Detail Page is displayed after clicking the match details button.

Life to Date Quantity

Match Rule Details

Life to date voucher qty is greater than PO qty

Match Control	STANDARD	Match Rule Type	MERCH - QTY	Match Exception Cause Type
Match Rule	RULE_V200	Description	Life to Date Voucher Qty > PO Qty	
<p>The total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity.</p>				

Life to Date Amount

Match Rule Details

Life to date voucher amount is greater than PO amt

Match Control	STANDARD	Match Rule Type	MERCH-AMT	Match Exception Cause Type
Match Rule	RULE_V300	Description	Life to Date Voucher Amount > PO Amount	
<p>The total amount vouchered (including previously matched vouchers) exceeds the amount of the purchase order, and the extended price tolerance and extended price percentage tolerance on the purchase order are both 0.</p>				

The match rules indicate that the quantity and amount entered on invoice line has exceeded the quantity and amount on the PO line Schedule. Since these matching exceptions are the result of a combination of vouchers, use the Activity Summary page to view the activity that has occurred against a PO. See the Activity Summary chapter.



Undo Matching

After running the matching process, super users can undo matching for unpaid vouchers using the Match Workbench. If the voucher has posted, it must be unposted first. Undo matching resets the match status of selected purchase order(s)/receipts tied to a voucher. Undo matching is usually done if a voucher line needs to be corrected on a voucher.

Access the Match Workbench using the navigation on page 65.

The screenshot shows the Match Workbench interface. At the top, there's a 'Search' section with a 'Use Saved Search' dropdown and a 'Process Monitor' link. Below this are search criteria for Business Unit, Match Status, Voucher ID, Supplier SetID, and Supplier ID, each with a dropdown menu and a search button. There are also buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', and 'Delete Saved Search'. Below the search section, there's a 'Search Results for Match Inquiry Type: Matched' section. It includes a table with columns: Actions, Undo Match, Match, Match Type, Business Unit, Vouchers, Supplier ID, Financial Sanctions Status, Invoice Number, Gross Amt, and Currency. The table contains one row of data. Below the table, there's a 'Run' button and a 'Undo Matching' dropdown menu.

Match Workbench

Search

Use Saved Search [dropdown] Process Monitor

Business Unit equal to 09000

Match Status equal to Matched

Voucher ID equal to 00199603

Supplier SetID equal to 00000

Supplier ID All Values

Max Rows to Retrieve 300

Search Clear Advanced Search Save Search Criteria Delete Saved Search

Search Results for Match Inquiry Type: Matched

Select All Deselect All

Details More Details

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	<input checked="" type="checkbox"/>	Matched	Auto - Matched	09000	00199603	0000064870	Valid	TST_INV_112_2	100.00	USD

Select All Deselect All

Action Undo Matching Run

Select the voucher to Undo Match, choose the Action of Undo Matching, **Click** the **Run** button. A message will display with the process instance number.

Select the [Process Monitor](#) link to view the status of the job. Return to the voucher to make the necessary changes.

NOTE: Matching is at the line level so undo matching will open the line fields.

Invoice Line before Undo Matching

Invoice Lines ?	
Line 1	<input type="checkbox"/> Copy Down
*Distribute by	Amount
Item	1000010148
Quantity	1.0000
UOM	EA
Unit Price	100.00000
Line Amount	100.00
SpeedChart	<input type="text"/>
Ship To	09007
Description	COMPUTER:PC Standard- Laptops
Packing Slip	<input type="text"/>

Invoice Line after Undo Matching

Invoice Lines ?	
Line 1	<input type="checkbox"/> Copy Down
*Distribute by	Amount
Item	1000010148
Quantity	1.0000
UOM	EA
Unit Price	100.00000
Line Amount	100.00
SpeedChart	<input type="text"/>
Ship To	09007
Description	COMPUTER:PC Standard- Laptops
Packing Slip	<input type="text"/>



Match Exception Rule ID and Definitions

Rules beginning with S are system errors and must be fixed for a voucher to match.

Rule ID	Description	Clarification and Resolution
RULE_S100	Invalid Match Control ID.	The voucher requires matching but the PO is not set up to Match, or vice-versa. All POs other than AOs should be set up to Match.
RULE_S110	Credit Adjustment Quantity > PO Matched Quantity.	
RULE_S111	Credit Adjustment Amount > PO Matched Amount.	
RULE_S120	Credit Adjustment Quantity > Receiver Match Qty.	This matching exception in the past is resolved by removing the receiving required option if the goods or services are not received.
RULE_S121	Credit Adjustment Amount > Receiver Match Amount.	
RULE_S122	Credit Adjustment Quantity > Receiver Match Qty.	
RULE_S123	Credit Adjustment Amount > Receiver Match Amount.	
RULE_S200	Invalid PO ID exists not set for match.	The PO is usually in a locked status. Contact the help desk to have it unlocked.
RULE_S201	Invalid Receiver exists but not set for matching.	
RULE_S210	Invalid PO Status.	PO was not in dispatched when matching was run.
RULE_S300	Invalid UOM conversion for PO.	Change the UOM to match the PO.
RULE_S400	Invalid currency exchange rate for PO.	



RULE_S500	Invalid UOM conversion for Receipt.	Change the UOM to match the receipt.
Rule ID	Description	Clarification and Resolution
RULE_S600	Invalid currency exchange rate for Receipt.	
RULE_S700	Invalid Global exchange rate conversion error.	

The following are Match Rules. This table lists, defines, and explains the Matching Rules delivered with the system:

Rule ID	Description	Clarification and Resolution
RULE_E100	Extended Price Tolerance.	The voucher extended price exceeds the PO extended price plus or minus (+/-) the extended price tolerance, and the tolerance is not equal to (\neq) 0.
RULE_E200	Extended Price % Tolerance.	The voucher extended price exceeds the PO extended price plus or minus the extended price percentage tolerance, and the tolerance does not equal 0.
RULE_H200	Voucher Supplier/Loc \neq PO Supplier/Loc.	The supplier on the PO does not equal the supplier on the voucher. Check the location and address on the Supplier Details link on the PO Inquiry page and change the location and address on the Invoice Information page of the voucher.
RULE_H400	Voucher Supplier/Loc \neq Receiver Supplier/Loc.	The supplier on the voucher does not equal the supplier on the receipt. Check the location and address on the Supplier Details link on the PO Inquiry page and change the location and address on the Invoice Information page of the voucher.
RULE_I100	Inspection Required but not Complete.	The item ordered requires inspection but inspection has not been completed.
RULE_P400	Voucher Unit Price \neq PO Unit Price + % Unit Tol.	The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the PO price range (calculated using price percentage tolerance). The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt.



RULE_P500	Voucher Unit Price \diamond PO Unit Price + Unit Price Tolerance.	The unit price tolerance does not equal 0, and the voucher price does not fall within the PO price range (calculated using unit price tolerance).
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Rule ID	Description	Clarification and Resolution
RULE_R500	No receipts found.	The Matching process could not find any receipts for the PO specified on the voucher line that were available for matching. If receiving is required, create the receipt. If receiving is not required, request the receiving required be removed.
RULE_R600	No receipt found, but unmatched ones exist.	The Matching process found receipts for this PO that were available for matching but could not make an association to the voucher line using any of the document association criteria. Check the receipt on the voucher to ensure the correct one is associated to the receipt.
RULE_R650	Voucher line amt > Sum of received amount. (Receiving is required.)	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching). Check the receipt tab on Activity Summary to review the amount of the receipt.
RULE_R651	Voucher line amt > Sum of received amount.	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching).
RULE_R900	Total voucher received quantity > Accepted Qty	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. Use Activity Summary to review quantities received, invoiced, and matched.
RULE_R901	Total voucher received quantity > Accepted Qty. Amount-only is N.	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. Use Activity Summary to review quantities received, invoiced, and matched
RULE_R950	Voucher Quantity greater than Assoc. Receipt Qty.	The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s).
RULE_R951	Voucher Quantity greater than Assoc. Receipt Qty. (Non-PO receipt).	The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s) (non-PO Receipt).
RULE_V200	Life to Date Voucher Qty > PO Qty.	The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the PO plus the allowed over-receiving quantity. Use Activity Summary to review quantities invoiced and matched.



RULE_V300	Life to Date Voucher Amount > PO Amount.	The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the PO. An exception is not generated for an amount-only purchase order or non-PO receipt. Use Activity Summary to review amounts invoiced and matched.
Rule ID	Description	Clarification and Resolution
RULE_V400	Life to Date > Sched Amt + % ext tol.	The extended price percentage tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the PO amount (calculated using extended price percentage tolerance).
RULE_V500	Life to Date > Sched Amt + ext amt tol.	The extended price tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the PO amount (calculated using extended price tolerance).



Document Tolerance

Voucher document tolerances are allowable percentages or amounts by which the voucher distribution line can exceed the PO distribution line. The state uses a zero document tolerance. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. When document tolerance is enabled, the voucher must have a valid document tolerance status before the voucher will be allowed to budget check.

Voucher Document Tolerance Status

If document tolerance checking is enabled, the document tolerance status displays on the Summary page of the Voucher component.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 09000	Invoice Date 09/13/2024				
Voucher ID 00199603	Invoice No TST_INV_112_2				
Voucher Style Regular	Invoice Total 100.00 USD				
Supplier Name DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000					
Entry Status Postable	Pay Terms 0 Days				
Match Status Ready	Voucher Source Online				
Approval Status Pending	Origin ONL				
Post Status Unposted	Created On 09/16/2024 3:17PM				
	Created By BBENN06				
Doc Tol Status Exceptions	Last Update 09/17/2024 2:28PM				
Budget Status Not Chk'd	Modified By BBENN06				
	ERS Type Not Applicable				
Budget Misc Status Valid	Close Status Open				
*View Related <input type="text" value="Payment Inquiry"/> Go					
Return to Search Notify Refresh			Add Update/Display		

The Document Tolerance Status values are:

- **Not Checked:** The voucher requires document tolerance checking. If any amounts, quantities, or Chartfields are modified after the document tolerance is checked, the system resets the document tolerance status to Not Checked.
- **Valid:** The voucher passed document tolerance checking.
- **Exceptions:** Errors were generated for the voucher during document tolerance checking.



NOTE: If the Document Tolerance status is not Valid, the voucher is not allowed to budget check.

Document Tolerance Exceptions

Errors can be researched directly from the voucher.

[Exceptions](#): **Click** to access the Document Tolerance Exceptions.

A separate window opens and directly accesses the Document Tolerance Exceptions page. This page can also be accessed directly from the menu navigation.

Navigation: Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions

When the voucher has document tolerance exception(s), the document tolerance exception(s) with description(s) is identified for each voucher distribution line that did not pass document tolerance.



Document Tolerance Exceptions

Business Unit 09000 Document Type: Voucher ID 00199603

Source line 1 of 1 View All

Line	Sched	Distrib
1		1

Exceptions 1 of 1 View All

Rule ID	Description
E100	Document exceeds predecessor by more than allowable tolerance.

☐ Override

Details

Predecessor Business Unit	09000	Defined Tolerance Amount	
Pred Doc ID	0909023446	Defined Tolerance Percentage	
Pred Line Nbr	1	Calculated Doc Tol Amt Amount	90.00
Pred Sched Nbr	1	Calculated Doc Tol Percent Amt	90.00
Pred Distln Num	2	Source Doc Monetary Amt	110.00
Pred Doc Amt	90.00	Source Doc Converted Amt	110.00
Life-to-Date Liquidated Amt	110.00	Predecessor GL Base Currency	USD
		Transaction Currency	USD

Save Return to Search Notify

Line and Distrib: Identifies source (voucher) line and distribution line with document tolerance errors.

Predecessor BU, Pred Doc ID, Pred Line Nbr, Pred Sched Nbr, and Pred Distln Num: Identifies the information for the predecessor document (purchase order).

Pred Doc Amt, Calculated Doc Tol Amt Amount and Calculated Doc Tol Percent Amt: Displays the amount of the predecessor document. The calculated document tolerance amounts and percents are the same amounts since the state uses zero tolerance.

Life-to-Date Liquidated Amt and Source Doc Monetary Amt: Displays the sum total of all source documents linked to the predecessor document. If multiple vouchers are tied to the same PO, the Document Tolerance Checking process calculates the tolerance against the sum total of all vouchers tied to this PO rather than the amounts of the individual vouchers. An individual voucher may be within tolerance, but if the sum of the linked vouchers exceeds the tolerance, the voucher does not pass document tolerance checking.

Reviewing Document Tolerance Exceptions

Use the following navigation to access the Document Tolerance Exception search page and obtain a list of vouchers with document tolerance exceptions.

Navigation: *Accounts Payable > Vouchers > Maintain > Document Tolerance Exceptions*

Document Tolerance Exceptions

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

Find an Existing Value

Search Criteria

*Business Unit = 09000

Document Type = Voucher

ID begins with

Search **Clear** **Basic Search** **Save Search Criteria**

BU: Search on the BU only to view all vouchers with document tolerance exceptions.

Document Type: Search on the Document Type. Values include *Voucher* and *PO*, but document tolerance is not currently enabled for *POs*.

ID: **Enter** a voucher ID to narrow the search to a specific voucher.

Click the **Search** button to view results.

Document Tolerance Exceptions

- **E100: Document exceeds predecessor by more than allowable tolerance**
- **E400: Prior document distribution line has been finalized**

A voucher may pass matching but fail document tolerance. The sum total of the invoice line amounts may be less than the PO line amount, but the sum total of a voucher distribution line may exceed the PO distribution line amount. The system is designed to protect from overspending the PO through matching and document tolerance. Authority Orders do not match so document tolerance will keep the line from being overspent.

If document tolerance exceptions are the result of a combination of vouchers, use the Activity Summary and PO Accounting Entries to view the activity that has occurred against a PO. The PO distribution line may need to be increased or this or a prior voucher may have been vouchered against the incorrect PO distribution line.

When the document tolerance exception has been resolved, the voucher will go through the budget checking process.

Budget Checking

PO vouchers budget check against the PO encumbrances and cash budgets. When a voucher budget checks against an encumbrance or cash budget that is inadequate, has lapsed, or does not exist, an exception occurs during budget checking. Exceptions must be researched and corrected before the voucher can successfully budget check.

Voucher Budget Checking Status

Errors can be researched directly from the voucher.

[Exceptions](#): Click the link to view the budget checking exceptions.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/18/2024		
Voucher ID	00199604	Invoice No	TST_INV_112_3		
Voucher Style	Regular	Invoice Total	1,000.00	USD	
Supplier Name	DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000				
Entry Status	Postable	Pay Terms	45 Days		
Match Status	No Match	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Unposted	Created On	09/18/2024 9:13AM		
Doc Tol Status	Valid	Created By	BBENN06		
Budget Status	Exceptions	Last Update	09/18/2024 12:03PM		
		Modified By	BBENN06		
		ERS Type	Not Applicable		
Budget Misc Status	Valid	Close Status	Open		
*View Related	Payment Inquiry	Go			
Return to Search	Notify	Refresh	Add	Update/Display	

The Budget Status values are:

- Not Chk'd: The voucher requires budget checking. If any amounts, quantities, or Chartfields are modified after budget checking is run, the system resets the budget status to Not Checked
- Valid: The voucher passed budget checking.
- Exceptions: Errors were generated for the voucher during budget checking.



Budget Checking Exceptions

Click the [Exceptions](#) link to open a separate window to Commitment Control to view the Voucher Exceptions page. This page can also be accessed directly from the menu navigation.

Navigation: *Commitment Control > Review Budget Check Exceptions > Accounts Payable > Review KK Voucher*

Voucher Budget Check Error Search

The voucher budget checking errors search page allows for the entry of several criteria in locating a voucher(s) with budget check exceptions.

Voucher

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

Find an Existing Value

Search Criteria

Commitment Control Tran ID begins with

Commitment Control Tran Date =

*Business Unit =

Voucher ID begins with

Process Instance =

Process Status =

[Basic Search](#)

The criteria most often used are:

1. Business Unit: **Search** on BU only to view all vouchers with budget check error and warning statuses.
2. Voucher ID: **Enter** the voucher ID to narrow search to a specific voucher.

Click the **Search** button to display a list of exceptions if the search was not limited to a specific voucher and there are multiple vouchers with exceptions.

NOTE: The Budget Checking Error report can also be run daily to identify all vouchers with budget check exceptions and the reason for the budget error for the transaction lines with exceptions. See the COR113 Regular Vouchers Manual for an illustration of the report.



Commitment Control Voucher Exceptions

Voucher Exceptions

Clicking the [Exceptions](#) link or using the menu navigation displays the Voucher Exception page. It lists the budget(s) and the reason(s) for the budget error for the transaction lines with exceptions.

Voucher Exceptions | Line Exceptions

Business Unit 09000 Voucher ID 00199604 Actions

*Exception Type **Error** ☐ Override Transaction

Maximum Rows 100 ☐ More Budgets Exist

[Search](#) [Advanced Budget Criteria](#)

Budgets with Exceptions

☐ ☐ 1-1 of 1 View All

Budget Override Budget Chartfields ||>

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		09000	ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

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

Ledger Group: The budget failing budget check.

Exception: The budget checking error.

- Exceeds Budget Tolerance – Voucher amount exceeds the remaining available budget.
- No Budget Exists – Budget has not been established or the incorrect budget was entered.
- Budget Date Out of Bounds – Budget on the voucher has lapsed and the funds are no longer available.
- Referenced Document is Zero – The voucher associated PO distribution line has a zero balance.

Click the Show All Columns arrow to the right of the Budget Chartfields tab to view the fund type and class entered on the voucher.

View Other Links icon: Click the **Go To...** button in the Transfer column to open a page with the following options:

Please select one of the following links:

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

[Cancel](#)

[Go to Budget Exceptions](#) – Opens the Voucher component so that changes can be made to the voucher.

[Go to Budget Inquiry](#) – Opens the Voucher Inquiry to view the voucher.

Commitment Control Line Exceptions

Line Exceptions

The Line Exceptions page displays details for voucher lines with budget exceptions.

Voucher Exceptions | **Line Exceptions**

Business Unit 09000 Voucher ID 00199604 Actions

*Line Status Error ☐ Override Transaction

Maximum Rows 100 ☐ More Lines Exist

Line From Line Thru

Search

Transaction Lines with Budget Exceptions

1-1 of 1 View All

Line Values | Line Chartfields | Line Amount

Details	Line	Distribution Line	Budget Date	GL Business Unit
<input type="text"/>	1	1	09/18/2024	09000

Save Return to Search Notify

Line and Distribution Line: Displays the voucher line number(s) and distribution line(s) number(s) that contain(s) errors.

Line From and Line Thru: **Enter** the voucher lines numbers in these fields to view a range of lines. The prompt list shows only voucher lines with exceptions.

Line Chartfields and Line Amount: **Click** to view the Chartfield values or the monetary amount associated with the voucher distribution line with budget exceptions.

Actions: **Click** to open a page with the following options:

Review Source Entry

Review Source Inquiry

Review Source Adjustment

[Go to Source Entry](#) – Link opens the Voucher component so that changes can be made to the voucher.

[Go to Source Inquiry](#) – Link opens the Voucher Inquiry component to view the voucher.

PO Activity Summary Page

The PO Activity Summary pages are used to view the receiving, invoicing, matching, and returning activities that were performed on the selected POs to date. This inquiry is especially helpful when researching activity that has taken place after a PO has been dispatched. It is also useful when resolving quantity and dollar amount matching exceptions.

Navigation: *Purchasing > Purchase Orders > Review PO Information > Activity Summary*

Find an Existing Value

PO Activity Summary

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

Find an Existing Value

Search Criteria

*Business Unit = 09000

PO Number begins with

Purchase Order Date =

Purchase Order Reference begins with

Supplier ID begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Business Unit: (BU) defaults to specific value for each user. It is the only required field. The additional fields serve to narrow the search.

PO Number: **Search** on a partial or complete PO number. PO numbers are ten digits and begin with AGY9 where AGY is the agency number.

PO Date: **Search** on a specified date or date range.



Supplier Information: **Search** on supplier ID to select a supplier. The lookup icon allows for supplier search.

Click the **Search** button.

NOTE: Each field search can be narrowed using the options in the drop down box to the left of the field.



Activity Summary Details Page

The PO Activity Summary pages provide receiving, invoicing, matching, and returning information for each PO line. The Activity Summary Details pages for the POs used in the PO Voucher Creation chapter are illustrated below.

Activity Summary

Business Unit 09000

Purchase Order 0909023446

Merchandise Amount 100.00 USD

Merchandise Receipt 100.00 USD

Merchandise Returned 0.00 USD

Merchandise Invoice 90.00 USD

Merchandise Matched 100.00 USD

PO Status Dispatched

Supplier DELL MARKETING LP

Supplier Location 0001

Lines

Q

1-1 of 1

View All


Details

Receipt

Invoice

Matched

RIV

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN Typ
1		1000010148	COMPUTER:PC Standard- Laptops	EA			

Return to Search


Previous in List

Next in List

Notify

Details Page: Displays the PO line information, including the Amount Only designation. Move the scroll bar to view fields.

Included on this (and all pages) is the Line Details icon. **Click** the icon to view the dollar amounts associated with the different activities. If there is more than one PO line, **select** the icon to the right of the line number to view the line details pertaining to it.



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Activity Summary – Details for PO Lines

PO Activity Summary Details

PO Number

0909023446

PO Status

Dispatched

Line Number

1

Supplier

DELL MARKETING LP

Item ID

1000010148

COMPUTER:PC Standard- Laptops

Line Details

Qty Ordered

1.0000

UOM

EA

Amount Ordered

100.000

USD

Expand All

Collapse All

Receipt

Open Quantity

0.0000

Open Amount

0.000

USD

Invoice

Un-invoiced Amount

10.000

USD

Amt Invoiced

90.000

USD

☐ Amount Only

Matched

Qty Matched

0.0000

Amt Matched

100.000

USD

RTV

Qty Returned

0.0000

Amount Returned

0.000

Return

Expand All: The page initially appears as collapsed. Expand All to view the dollar amounts associated with each activity.

Receipt Open Quantity and Open Amount: Represents Order Qty and Amount Ordered less sum of received quantities and dollars. In the example, the Open Quantity is zero since the line is designated as Amount Only. The Open Amount is \$0.00 because receipts total \$100.

Invoice Amt Invoiced: Represents the sum of all vouchers and updates real time. In the example, not all receipts have been invoiced.

Amount Only: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.

Matched Qty Matched and Amt Matched: Represents the sum of the voucher quantities and amounts that matched successfully. The fields update after the matching process is run.


Activity Summary – Receipts Tab

Receipt Page: The Receipt page provides information on items that have been received.

PO Activity Summary

Lines

Details Receipt Invoice Matched RIV III

Line	Line Details	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1		1000010148	COMPUTER PC Standard- Laptops	EA	100.000	0.0000	0.000	USD

Return



Lines Details: Click the icon to access the Details page.

Open Quantity and Open Amount: Represents Order Qty and Amount Ordered less sum of received quantities and dollars.

Receipt Icon: Provides a list of receipts and allows drilling into the purchasing system to obtain more information regarding receiving documents. See the COR110, Purchase Order Administration Manual.

Unit 09000 PO ID 0909023446 Line 1 Item ID 1000010148

Receipt

Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rcpt Qty	Supp Reject Qty	Merchandise Amt	Currency
1	09000	0000002296	1	Received	1	1.0000	0.0000	100.000	USD

NOTE: Use the Receipt page to research **R600, R650, R900, and R950** matching exceptions.



Activity Summary – Invoice Tab

Invoice Page: The Invoice page provides information on vouchers created against the PO.

Line	Line Details	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-Invoiced Amount	Currency	Invoice
1		1000010148	COMPUTER PC Standard- Laptops	EA	<input checked="" type="checkbox"/>	90,000	USD	10,000	USD	

Lines Details Icon: Accesses the Details page.

Amount Only: Designates the line as amount-only if the box is checked. The purchase order quantity value on the line is 1 and the matching rules apply only to the dollar amount on the line.

Invoice Icon: Provides a list of all vouchers against the PO line regardless of the voucher statuses. The page updates when a voucher is saved. The voucher links allow drilling into the Voucher Inquiry screen to obtain more information regarding the voucher.



Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	Status
1	09000	00199603	1	1.0000	90,000	Open

NOTE: A comparison of the Receipts and Invoice details reveals which receipt has not been invoiced.

NOTE: Use the Invoice page to determine the quantities and amounts invoiced when researching V200 and V300 matching exceptions. Since there is not an Open Quantity and Open Amount on the Invoice page, the details can be downloaded into Excel to compute these values.

Activity Summary – Invoice and RTV Pages

Matched Page: The Matched page provides information of vouchers that have been matched according to the matching rules in effect.


PO Activity Summary								
<div> <div>Lines</div> <div> <div> <div></div> <div></div> </div> <div> <div>1-1 of 1</div> <div>View All</div> </div> </div> <div> <div>Details</div> <div>Receipt</div> <div>Invoice</div> <div>Matched</div> <div>RTV</div> <div></div> </div> </div>								
Line	Line Details	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency	
1		1000010148	COMPUTER:PC Standard- Laptops	EA	0.0000	100.000	USD	
<div>Return</div>								

Lines Details Icon: Accesses the Details page.

Matching Icon: Provides a list of matched vouchers for the PO line. The page updates after the matching process runs. The voucher links allow drilling into the Voucher Inquiry screen to obtain more information regarding the voucher

Matched						
Unit	09000	PO No.	0909023446	Line	1	Item ID
						1000010148
<div> <div>Matched</div> <div> <div> <div></div> <div></div> </div> <div> <div>1-1 of 1</div> <div>View All</div> </div> </div> </div>						
Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched	
1	09000	00199603	1	0.0000	100.000	

RTV Page: The RTV page provides information of returned receipts.

Lines							
<div> <div> <div></div> <div></div> </div> <div> <div>1-1 of 1</div> <div>View All</div> </div> </div> <div> <div>Details</div> <div>Receipt</div> <div>Invoice</div> <div>Matched</div> <div>RTV</div> <div></div> </div>							
Line	Line Details	Item	Item Description	UOM	Qty Returned	Amount Returned	Currency
1		1000010148	COMPUTER:PC Standard- Laptops	EA	0.0000		

Show all Columns icon: Click the arrow to the right of the RTV tab to view the receiving, invoicing, matching, and returning information for all PO lines.

PO Accounting Entries Screen

The PO Accounting Entries page allows the user to review the encumbrances and the reversals and liquidations against the encumbrances. It can also be used to determine the following:

- What is the remaining encumbrance on a PO distribution line?
- Has a PO distribution line been closed at the PO level?
- What is the last voucher or voucher line that is listed as liquidating against an encumbrance?

Navigation: *Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries*

Selection Criteria

Selection Criteria

*Business Unit: 09000

From PO ID:

From Fiscal Year:

PO Status:

*Accounting Line View Option: Standard

To PO ID:

To Fiscal Year:

Max Rows: 300

*Ledger Group: ALLOT

ChartFields

	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit	Project
1	09000										

OK Cancel Refresh

Business Unit: (BU) defaults to a specific value for each user.

Filter criteria by:

- From PO ID to PO ID
- Fiscal Year From/To
- PO Status
- ChartField combinations

Max Rows: Increase up to 99999 if more than 300 search results.

Ledger Group: **Enter** ALLOT since POs budget check against the allotment budget.

Click the **OK** button.

PO Acctg LN Lookup

The encumbrance entries related to the allotment budget display. PO encumbrances are listed first followed by the voucher reversals.

PO Accounting Entries

Business Unit 09000
 From PO 0909023446
 PO Status
 From Fiscal Year
 Accounting Line View Option Standard

To PO 0909023446
 To Fiscal Year
 Ledger Group ALLOT

Accounting Entries

1-3 of 3 | View All

Details ChartFields

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023446	D	0000064870		PO_POENC	0	1	1	1				20		20000
0909023446	D	0000064870		PO_POENC	0	1	1	2				20		20000
0909023446	D	0000064870		REVERSAL	0	1	1	2				20		20000

Total Encumbrance Balance 10.00 USD

Accounting Lines Search

Notify Refresh

Scroll to the right of the Accounting Entries detail section to view more information.

Trans Type: Values include PO_POENC (PO encumbrances) and REVERSAL (liquidations).

Line, Schedule, and Dist: The PO line, schedule, and distribution associated with the encumbrance or reversal.

Class Funding, Dept, and Bud Ref: Chartfield combination of encumbrances and reversals. If the funding copied from a PO is overwritten on a voucher, the reversal will reverse the encumbrance funding and restore it to the budget. The expenditure will be recorded to the funding on the voucher.

Monetary Amount: Amount encumbered or reversed.

Reference Reversal ID: Voucher IDs associated with the encumbrance reversal.

Journal ID: Each line is assigned a separate transaction line within Commitment Control and is in sequence by transaction line.

Close Value: Values are Y (Yes) or N (No). The value Y indicates the distribution line is closed through the PO. If a distribution line is finalized through a voucher, the closed value will continue to show as N, but the encumbrance will be fully liquidated. See the Finalize Function chapter.

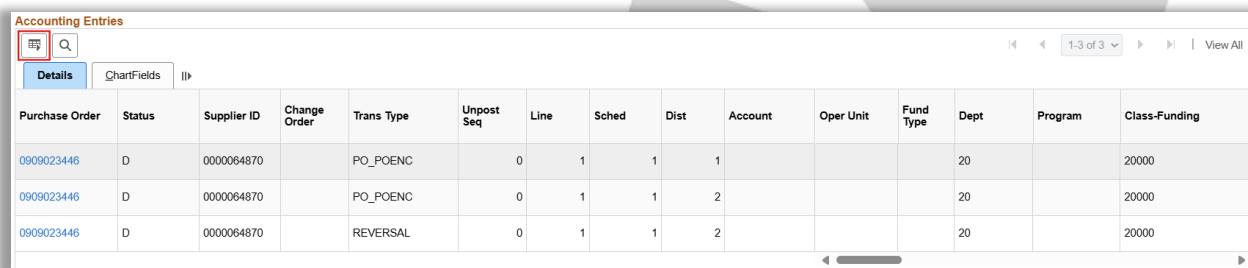
NOTE: PO distribution lines with TBD accounts do not display on PO Accounting Entries because TBD accounts do not encumber in the allotment budget.

NOTE: The reversals on the PO Accounting Entry screen reflect amounts liquidating against the encumbrance and may exceed the amount paid on the voucher if a voucher is finalized.

NOTE: If a voucher fails budget checking with the error message, *Reference Doc Balance is Zero*, it may be because multiple voucher distribution lines are linked back to the same PO distribution line. Since each line is assigned a separate transaction line within Commitment Control, the last voucher distribution line within Commitment Control is the only one that needs to be finalized on the voucher. The voucher distribution line that should be finalized is the last line listed for the last voucher listed, as recorded on the PO Accounting Entries page.

Accounting Entries - Reordering Columns

The PO Acctg Ln Lookup has several columns, which are not currently used. Additionally, there may be several line transactions. The following options help to simplify the use of the page.



Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023446	D	0000064870		PO_POENC	0	1	1	1				20		20000
0909023446	D	0000064870		PO_POENC	0	1	1	2				20		20000
0909023446	D	0000064870		REVERSAL	0	1	1	2				20		20000

The **Looking Glass** icon allows a search string to be entered to search for a particular line or value. This is useful when there are several line transactions. A voucher ID or amount can be used to find or access a particular transaction directly

Click the personalize button, shown above, then the hyperlink.

Personalize: Rather than scrolling from left to right to view the entries, the columns can be reordered. The link accesses the personalization page for that grid, which enables columns to be sorted, reordered, hidden, or frozen.

Grid Customization

Accounting Entries

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order	Sort Order
<input type="checkbox"/> Tab Details (frozen) <input type="checkbox"/> Purchase Order (frozen) <input type="checkbox"/> Status (frozen) <input type="checkbox"/> Supplier ID (frozen) <input type="checkbox"/> Change Order (frozen) <input type="checkbox"/> Trans Type (frozen) <input type="checkbox"/> Unpost Seq (frozen) <input type="checkbox"/> Line (frozen) <input type="checkbox"/> Sched (frozen) <input type="checkbox"/> Dist (frozen) <input type="checkbox"/> Account (frozen) <input type="checkbox"/> Oper Unit <input type="checkbox"/> Fund Type <input type="checkbox"/> Dept <input type="checkbox"/> Program <input type="checkbox"/> Class-Funding <input type="checkbox"/> Bud Ref <input type="checkbox"/> Sub-Account <input type="checkbox"/> PC Bus Unit <input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Source Type <input type="checkbox"/> Category <input type="checkbox"/> Subcategory <input type="checkbox"/> CFDA# <input type="checkbox"/> ChartField 2 <input type="checkbox"/> Affiliate <input type="checkbox"/> Fund Affil <input type="checkbox"/> Class Affil <input type="checkbox"/> Analysis Type <input type="checkbox"/> Entry Event <input type="checkbox"/> GL Unit <input type="checkbox"/> Monetary Amount <input type="checkbox"/> Base Currency <input type="checkbox"/> Closed Value <input type="checkbox"/> Budget Period <input type="checkbox"/> Fiscal Year <input type="checkbox"/> Journal ID	<input type="checkbox"/> Hidden <input type="checkbox"/> Frozen <input type="checkbox"/> Descending

Accounting Entries Navigating within Page

First Previous
Next Last
View All

View All: By default, the first ten line transactions displays. When there are more than ten lines, the [View All](#) link activates in the header bar. Clicking the [View All](#) link will expand the available line transactions up to 100 transactions per page. Use the navigation buttons to access the prior and next pages. Clicking First and Last accesses the first and last transaction.



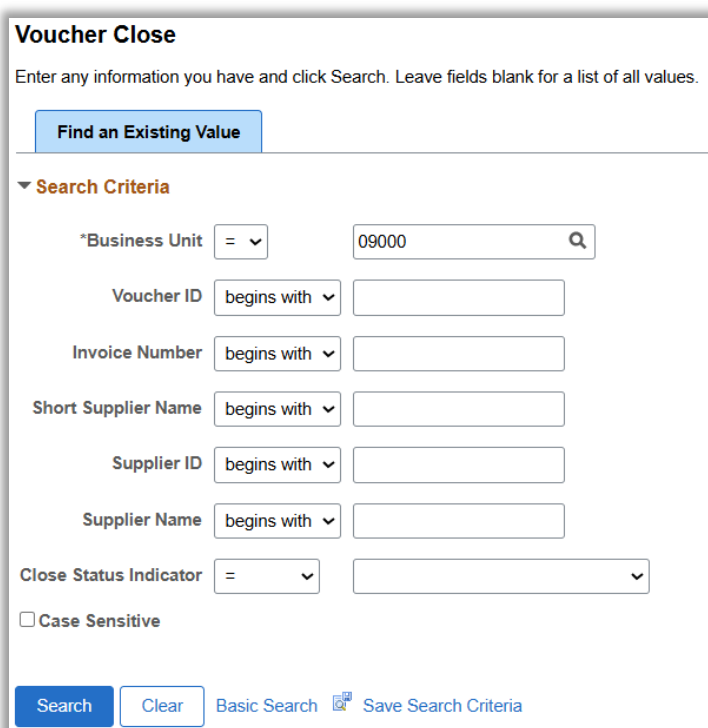
PO Voucher Closing

A PO voucher can be closed if it has posted but it has been decided that it will not be paid or further payments will not be necessary. Voucher closing reverses the accounting entries and returns the funds to budget. Closing a PO voucher is allowed when all of the following criteria have been met:

- The voucher has posted.
- The voucher must not be selected for payment.
- The voucher may have had warrants issued against it, but it has not fully paid.

Navigation: *Accounts Payable > Vouchers > Add/Update > Close Voucher*

Voucher Close Search



Voucher Close

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

[Find an Existing Value](#)

▼ Search Criteria

*Business Unit =

Voucher ID begins with

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Close Status Indicator =

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

The Voucher Close search page allows for the entry of several criteria in selecting a voucher for closure.

Business Unit: Search on BU only for a list of eligible vouchers for closure.

Voucher ID: **Enter** to select an eligible voucher for closure.

Invoice Number: Narrow search using an invoice number.

Supplier Information: **Search** on supplier using the short name, supplier ID, and/or supplier name.



Click the **Search** button to list vouchers eligible for closure.

PO Before Voucher Closing

BU 09000, voucher #00199603, passed matching, document tolerance, and budget checking, and posted to record an expenditure and accrual for \$90.00. Subsequently, it was determined the voucher should be closed since it would not be paid.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/13/2024		
Voucher ID	00199603	Invoice No	TST_INV_112_2		
Voucher Style	Regular	Invoice Total	90.00	USD	
Supplier Name	DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000				
Entry Status	Postable	Pay Terms	0 Days		
Match Status	Matched	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Posted	Created On	09/16/2024 3:17PM		
Doc Tol Status	Valid	Created By	BBENN06		
Budget Status	Valid	Last Update	09/18/2024 3:05PM		
Budget Misc Status	Valid	Modified By	BBENN06		
		ERS Type	Not Applicable		
		Close Status	Open		
*View Related	Payment Inquiry		Go		
Return to Search		Notify	Refresh	Add	Update/Display

The voucher reversed (liquidated) the encumbrance for the associated PO distribution line, as recorded in the PO Accounting Entry inquiry page.



Close Voucher Tab

The Close Voucher Tab is displayed when selecting a voucher for closure.

Close Voucher | Voucher Details

Business Unit 09000 Voucher 00199603 Action:

Supplier

Supplier 0000064870 DELL MARKETING LP
Short Name DELL MARKE-001

Voucher Information

Invoice	TST_INV_112_2	Origin	ONL	Header Budget Status	Valid
Date	09/13/2024	Group		Non-Prorated Budget Status	Valid
Gross Amount	90.00 USD			Entry Status	Postable
Related Voucher				Close Status	Open

Process Manual Close

Manual Close Date ☐ Mark Voucher for Closure

Comments

254 characters remaining

Mark Voucher for Closure: Select to begin the closing process. The following message will display:

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

Note: This process cannot be Undone.

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

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

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

No reverses the accounting entries only. **Yes** reverses the accounting entries, adjusts the quantities and amounts matched on the voucher, and opens the PO Associated with the Voucher page.

PO Associated with the Voucher

[Help](#)

Business Unit 09000 Voucher 00199603

☒ Select All ☐ Deselect All

Purchase Order and Voucher Details

1-1 of 1

View All

	Restore Encumbrance	PO Unit	PO No.	Status	Search
1	<input checked="" type="checkbox"/>	09000	0909023446	D	

☒ Select All ☐ Deselect All

Restore Encumbrance: **Click** the checkbox to reinstate the encumbrance. If the checkbox is not selected, the encumbrance will not be able to be restored later. As noted in the message, **this process cannot be undone.**

Click the **OK** button.

Click the **Save** button to save changes.

NOTE: The Search icon displays general information related to the PO schedule and PO distribution lines.



Voucher Statuses After Closing

The voucher will be closed and the accounting entries reversed with the running of the Voucher Posting process in the evening batch process. The matched status and values are adjusted on the PO in the example because the **Yes** button was selected on page 97.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/13/2024		
Voucher ID	00199603	Invoice No	TST_INV_112_2		
Voucher Style	Regular	Invoice Total	90.00	USD	
Supplier Name	DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000				
Entry Status	Postable	Pay Terms	0 Days		
Match Status	Ready	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Posted	Created On	09/16/2024 3:17PM		
		Created By	BBENN06		
		Last Update	09/18/2024 3:34PM		
		Modified By	BBENN06		
		ERS Type	Not Applicable		
		Close Status	Closed		
Doc Tol Status	Valid				
Budget Status	Valid				
Budget Misc Status	Valid				
*View Related	Payment Inquiry	Go			
Return to Search	Notify	Refresh	Add	Update/Display	

The encumbrances are reversed because **Yes** was selected on page 97 and the **Resore Encumbrances** box was checked on page 98.

Accounting Entries																
Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	GL Unit	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Jour
0909023446	D	0000064870		PO_POENC	0	1	1	1		09000	10.00	USD	N	2025	2025	0037
0909023446	D	0000064870		PO_POENC	0	1	1	2		09000	90.00	USD	N	2025	2025	0037
0909023446	D	0000064870		REVERSAL	0	1	1	2		09000	-90.00	USD	N	2025	2025	0037
0909023446	D	0000064870		REVERSAL	0	1	1	2		09000	90.00	USD	N	2025	2025	0037
Total Encumbrance Balance												100.00 USD				



Adjustment Vouchers

Adjustment vouchers are used to adjust an existing posted voucher, either as a correction to the payment or as a debit or credit memo. The voucher that is being adjusted can either be a direct expenditure or PO voucher. Adjustment vouchers reference the adjustment voucher to the original voucher for an audit trail. Typically, an adjustment voucher reflects one of the following scenarios:

- A supplier does not provide a good or service on the original invoice and voucher.
- A supplier provides a subsequent adjusting invoice that is tied to the original voucher.

Step 1 – Create Voucher

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

Voucher

Find an Existing Value
Keyword Search
Add a New Value

*Business Unit09000

*Voucher IDNEXT

*Voucher StyleAdjustments

Supplier NameDELL MARKETING LP

Short Supplier NameDELL MARKE-001

Supplier ID0000064870

Supplier Location0001

Address Sequence Number1

Invoice NumberTST_INV_112_ADJ

Invoice Date

Add



Business Unit: Defaults to specific value for each user.

Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. DO NOT CHANGE.

Voucher Style: **Select** Adjustments.

Supplier ID: **Enter** the supplier ID that is identical to the original voucher that will be adjusted.

Invoice Number: **Enter** the invoice number as entered on the original voucher and add the suffix of ADJ or **enter** a credit or debit memo number.

Invoice Date: **Enter** same invoice date as entered on the original voucher.

Click the **Add** button.

NOTE: The example adjustment voucher adjusts the voucher by reducing the expenditure by \$10.00.

Invoice Information Tab

The Invoice Information header populates with the values entered on the Add page, including the Adjustment voucher style. An adjustment voucher is copied from a source voucher (the voucher being adjusted):

The screenshot displays the 'Invoice Information' tab of a software interface. It features a form with various input fields and buttons. The 'Invoice Information' section includes fields for Business Unit (09000), Invoice No (TST_INV_112_ADJ), Voucher ID (NEXT), Accounting Date (09/19/2024), Voucher Style (Adjustments), *Pay Terms (45), Invoice Date, Basis Date Type (Inv Date), Invoice Received, Supplier ID (0000064870), Control Group, ShortName (DELL MARKE-001), Location (0001), and *Address (1). The 'Invoice Total' section shows Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). There are buttons for Save, Save For Later, Run, Calculate, and Print. A section titled 'Copy From Source Document' includes a Voucher ID field and a 'Copy to Voucher' button. A 'Copy From Worksheet' link is also present.

Supplier: The adjustment voucher must have the same supplier ID as the source voucher.

Copy to Voucher button: Option 1 allows the entire source voucher to be copied by entering the Voucher ID and copying it to the voucher.

Copy From Worksheet: Option 2 allows the individual voucher lines from the source voucher to be selected for copying by accessing the Voucher Worksheet through this link.

Step 2 – Copy Voucher Information

Option 1 – Copy Using Voucher ID

The **Copy to Voucher** button option populates the Invoice Information page with the original values from the source as follows:

The screenshot shows the 'Invoice Information' tab in a software application. The fields are populated as follows:

- Business Unit: 09000
- Invoice No: TST_INV_112_ADJ
- Voucher ID: NEXT
- Accounting Date: 09/19/2024
- Voucher Style: Adjustments
- *Pay Terms: 00
- 0 Days
- Invoice Date: [Calendar icon]
- Basis Date Type: Inv Date
- Invoice Received: [Calendar icon]
- Supplier ID: 0000064870
- Control Group: [Search icon]
- ShortName: DELL MARKE-001
- Location: 0001
- *Address: 21
- Incomplete Voucher: ☐

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Total	90.00
Difference	0.00

Non Merchandise Summary
Comments(0)
Attachments (0)
Withholding
Supplier Hierarchy
Supplier 360

Buttons: Save, Save For Later, Action (dropdown), Run, Calculate, Print

Copy From Source Document

Voucher ID: [Search icon] Copy to Voucher Copy From Worksheet

Total: The original voucher amount.

The screenshot shows the 'Invoice Lines' page. Line 1 is selected.

Line 1 Information:

- *Distribute by: Amount
- Item: 1000010148
- Quantity: 1.0000
- UOM: EA
- Unit Price: 90.00000
- Line Amount: 90.00
- SpeedChart: [Search icon]
- Ship To: 09007
- Description: COMPUTER-PC Standard- Laptops
- Related Voucher: 00199603
- Packing Slip: [Search icon]

Purchase Order

09000|090023448|11
Associate Receiver(s)
☐ Amount Only
☒ Adjust Mch Values/Encumbrance

Distribution Lines

Line	Merchandise Amt	Quantity	Adjust Mch Values/Encumbrance	*GL Unit	Account	OpenItem	Oper Unit	Fund Type	Dept	Program
1	90.00	1.0000	<input type="checkbox"/>	09000	541120		ADM100	1000	2000000	NP000

Distribute by and Line Information: The Distribute by and voucher line information copy from the source voucher.

Related Voucher: The system populates the field on the invoice line(s) with the adjusted voucher's voucher ID to link the adjustment voucher lines to the source voucher.

Adjust Mch Values/Encumbrance: The checkbox is selected to restore or liquidate the encumbrance and adjust the matched quantity and amount on the PO line. The checkbox cannot be cleared if the Copy to Voucher option is selected.

Associate Receiver(s): **Select** to modify the quantity (distribute by quantity) or amount (distribute by amount) if the source voucher is associated with a receipt. See page 109.

Amount and Chartfield Values: The voucher distribution line amount and accounting distribution copy from the source voucher.

Edit the data to reflect the actual amounts and other values of the debit or credit memo. **Click the Save button.**

Option 2 – Copy Using Copy from Worksheet Link

The [Copy From Worksheet](#) option displays the Voucher Worksheet.

Voucher Worksheet [Back to Invoice](#)

Voucher Lookup Criteria

Business Unit: 09000 Voucher ID: NEXT
 Supplier ID: 0000064870 DELL MARKETING LP
 Voucher ID: 00199603
 Invoice Number: TST_INV_112_2
 From Voucher Line: [Search]
 To Voucher Line: [Search]
 Voucher Date Option: No Date
 Voucher Date: [Calendar]

Additional Search Criteria

Max Rows to Return: [Input] [Search](#) [Copy Entire Document](#) [Reset](#)

Voucher ID: **Enter** the source voucher ID. The adjustment voucher must have the same supplier ID as the source voucher to obtain a match.

Voucher Information [Search](#) | 1 of 1 | [View All](#)

Unit: 09000 Voucher: 00199603 Invoice: TST_INV_112_2 Date: 09/13/2024
 Supplier: 0000064870 DELL MARKETING LP
 Unpaid: 0.000 ☐ Reverse Qty/Amt
☒ Select All ☐ Deselect All

Select Voucher Lines

[Main Information](#) [UPN Information](#)

Select	Line	Adjust Mch Values/Encumbrance	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	<input type="checkbox"/>	09000	0909023446	1000010148	COMPUTER PC Standard- Laptops	1.0000	EA	90.00000	90.00	USD

☒ Select All ☐ Deselect All Gross Invoice Amount: 90.000 Lines Entered: 1

Click the **Search** button to display voucher lines.

Unpaid: Credit adjustment vouchers should **not** be created against a voucher that has been fully paid unless it can be offset against another voucher with the same remit supplier ID. See page 110 – 111 for additional details.

Reverse Qty/Amt: **Select** checkbox to copy the voucher as a negative voucher when creating a credit voucher. Note the merchandise amount became a negative amount but the quantity is positive. This is because the voucher is distributed by amount and the PO line is designated as amount only.

Line: **Select** the individual voucher lines to be copied to the voucher. The Select All and Clear All check boxes are also available to manage selection.

Adjust Mtch Values/Encumbrance: The PO copied to the voucher requires matching. Select to restore or liquidate the encumbrance and to adjust the matched values on the PO. If the PO does not require matching, the column will be titled Restore Encumbrance.

Click the **Copy Selected Lines** to copy the information to the adjustment voucher.

Step 3 – Create Distribution Information

Invoice Information Tab

The Invoice Information page fields populate with the information from the source voucher for the voucher lines selected. The amounts on adjustment vouchers created from the **Copy From Worksheet** option with the Reverse Qty/Amt checkbox selected copy to the voucher as credits.

The data should be edited to reflect the actual amounts and other values of the debit or credit memo. In the example, the source voucher is decreased by 10.00.



Invoice Information

Business Unit: 09000 Invoice No: TST_INV_112_ADJ
 Voucher ID: NEXT Accounting Date: 09/19/2024
 Voucher Style: Adjustments *Pay Terms: 00 0 Days
 Invoice Date: Basis Date Type: Inv Date
 Invoice Received: DELL MARKETING LP
 Supplier ID: 0000064870 Control Group:
 ShortName: DELL MARKE-001
 Location: 0001
 *Address: 21

Invoice Total

Line Total: -10.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: -10.00
 Total Difference: 0.00

Non Merchandise Summary
 Comments(0)
 Attachments(0)
 Withholding
 Supplier Hierarchy
 Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document
 Voucher ID: Copy to Voucher Copy From Worksheet

Invoice Lines

Line 1
 *Distribute by: Amount
 Item: 1000010148
 Quantity: 1.0000
 UOM: EA
 Unit Price: -10.00000
 Line Amount: -10.00

SpeedChart:
 Ship To: 09007
 Description: COMPUTER PC Standard- Laptops
 Related Voucher: 00199603
 Packing Slip:

Purchase Order
 09000/0909023446(1)1
 Associate Receiver(s)
 Amount Only
 Adjust Mtch Values/Encumbrance

☐ One Asset
☐ Allocate Asset
 UPN
 Calculate

Distribution Lines

Line	Merchandise Amt	Quantity	Adjust Mtch Values/Encumbrance	GL Unit	Account	OpenItem	Oper Unit	Fund Type	Dept	Program
1	-10.00	1.0000		09000	541120		ADM100	1000	2000000	NP000

Save Save For Later Notify Refresh Add Update/Display

Total: Changed from (\$90.00) to (-10.00).

Line Amount: Changed from (\$90.00) to (-10.00).

Adjust Mtch Values/Encumbrance: **Select** to restore or liquidate the encumbrance and to adjust the matched values on the PO if the option was not selected on the Voucher Worksheet. The checkbox can also be cleared if it was selected on the Voucher Worksheet.

Associate Receiver(s): **Select** to modify the quantity (distribute by quantity) or amount (distribute by amount) if the source voucher is associated with a receipt. See page 109.

Distribution Line 1 – Merchandise Amt: Changed from (\$90.00) to (-10.00).

Click the **Save** button.

Associate Receiver(s) Link

Click the Associate Receivers link to modify the quantity (voucher is distributed by quantity) or amount (voucher is distribute by amount) if the copied source voucher is associated with a receipt.

In this example, the merchandise amount was changed from (\$90.00) to (-10.00).



Associate Receiver

Unit 09000

Voucher NEXT

Invoice TST_INV_112_ADJ

Invoice Line

1 of 1

Line 1 Item 1000010148
 Quantity 1.0000 UOM EA Unit Price -10.00000 USD

PO Number

Unit 09000

PO No. 0909023446

PO Line 1

Sched Num 1

☒ Amt Only**Associated Receiver(s)**

1-1 of 1 View All

Recv BU	Receipt No	Line	Seq	Voucher UOM	Unit Price	Merch Amt	Currency	Merchandise Amount Received
09000	0000002296	1	1	EA	100.00000	-10.00	USD	100.00

If the Associate Receiver page is not modified, a warning message displays when the voucher is saved.

Sum of associated receiver line amounts not equal to amount on voucher line 1 (7030,648)

OK



Step 4 – Edit Payment Information

Payments Page

Editing the Payments page is very important for a credit adjustment voucher. Information on this page must match information on the source or offsetting voucher or the system will not select the credit adjustment voucher to reduce the payment.

Total Amount: If the Total amount on the adjustment voucher is a credit, the source or offsetting voucher amount must equal or exceed the credit adjustment voucher.

Remit Supplier ID, Location, and Address: **Must** be the same on the adjustment voucher and the source or offsetting voucher.

Bank, Account, Method, and Pay Group: **Must** be the same on the adjustment voucher and the source or offsetting voucher.

Separate Payment: The source or offsetting voucher and the adjustment voucher **cannot** use the Separate Payment feature.

Click the **Save** button.

NOTE: If an agency desires to use credit adjustment vouchers, please contact the OMES Statewide Accounts Payable Manager so the agency and OMES can coordinate processes to ensure the pay cycle does not omit the credit adjustment vouchers.



Step 5 - Summary Tab

The adjustment voucher will be selected for matching, budget checking, and posting. The Activity Summary and PO Accounting Entries inquiry pages update for the voucher lines selected to restore or liquidate the encumbrance and to adjust the matched values with the Adjust Mtch Values/Encumbrance checkbox.

The adjustment voucher will be included in the Pay Cycle provided the paperwork for it and the related voucher are submitted to OMES together. The remit supplier and location, bank, and pay group must match on both vouchers. The Separate Payment checkbox cannot be selected on either voucher.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/19/2024		
Voucher ID	00199606	Invoice No	TST_INV_112_ADJ		
Voucher Style	Adjustment	Invoice Total	-10.00	USD	
Supplier Name	DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000				
Entry Status	Postable	Pay Terms	0 Days		
Match Status	Matched	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Unposted	Created On	09/19/2024 3:48PM		
		Created By	BBENN06		
		Last Update	09/19/2024 4:00PM		
Doc Tol Status	Valid	Modified By	BBENN06		
Budget Status	Valid	ERS Type	Not Applicable		
Budget Misc Status	Valid	Close Status	Open		
*View Related	Payment Inquiry	Go			
Return to Search	Notify	Refresh	Add	Update/Display	



Journal Vouchers

Journal vouchers are used to correct accounting entries for vouchers that have posted and paid. A journal voucher does not affect the status of the original voucher or payment and it will not adjust PO encumbrances.

- If a posted and paid voucher was processed with an incorrect PO, PO line, and/or PO distribution line, and the incorrectly liquidated encumbrance is needed for future payments, submit an OMES Form 77, Voucher Encumbrance Adjustment Request, to OMES to request an expenditure correction.
- If a posted and paid voucher was processed with the correct encumbrance or the incorrectly liquidated encumbrance is not needed for future payments and the accounting entries are incorrect, create a journal voucher to make the expenditure correction.

Example

The PO Accounting Entries Inquiry page for PO #0909023450 displays the budget check results from the PO and the voucher, #00199607, paid against PO line 1, distribution line 1.

The voucher was recorded to account 541120 but should have been recorded to account 545220.

The voucher was recorded to department 2000000 but should have been recorded to department 2000002. The PO does not include an encumbrance for this department but the correct PO was copied onto the voucher. A journal voucher can be created by the agency to make the expenditure correction.

PO Accounting Entries

Business Unit 09000
From PO 0909023450
PO Status
From Fiscal Year
Accounting Line View Option Standard

To PO 0909023450
To Fiscal Year
Ledger Group ACCT

Accounting Entries

1 2 1-2 of 2 View All

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched %	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023450	D	0000064870		PO_POENC	0	1	1	1	541120	ADM10001	1000	2000000	NP000	20000
0909023450	D	0000064870		REVERSAL	0	1	1	1	541120	ADM10001	1000	2000000	NP000	20000

Total Encumbrance Balance 0.00 USD

[Accounting Lines Search](#)

Notify Refresh

NOTE: If the liquidated encumbrance is needed for future payments, submit an OMES Form 77 to OMES to request an expenditure correction.

Step 1 – Create Voucher

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

Add a New Value

Voucher

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

*Business Unit: 09000

*Voucher ID: NEXT

*Voucher Style: Journal Voucher

Supplier Name: DELL MARKETING LP

Short Supplier Name: DELL MARKE-001

Supplier ID: 0000064870

Supplier Location: 0001

Address Sequence Number: 1

Invoice Number: TST_INV_112_JRNL

Invoice Date: 09/20/2024

Add

Business Unit: BU defaults to specific value for each user.

Voucher ID: Defaults to NEXT. The system sequentially numbers the voucher. **DO NOT CHANGE.**

Voucher Style: **Select** Journal Voucher.

Supplier ID: **Enter** the supplier ID that is identical to the original voucher that will be corrected.

Invoice Number: **Enter** the invoice number as entered on the original voucher and add the suffix of JV.

Invoice Date: **Enter** the same invoice date as entered on the original voucher.

Click the **Add** button.



NOTE: The example journal voucher reclassifies the account and department recorded on voucher #00199607 as described on page 110.

Invoice Information Tab

The Invoice Information header populates with the values entered on the Add page including the Journal voucher style. There are two fields that differ from a regular voucher style.

The screenshot shows the 'Invoice Information' tab of a software interface. It includes the following fields and values:

- Business Unit:** 09000
- Invoice No:** TST_INV_112_JRNL
- Voucher ID:** NEXT
- Voucher Style:** Journal Voucher (highlighted with a red box)
- Accounting Date:** 09/20/2024
- Pay Terms:** 45
- Invoice Date:** 09/20/2024
- Basis Date Type:** Inv Date
- Invoice Received:** DELL MARKETING LP
- Supplier ID:** 0000064870
- Control Group:** (empty)
- ShortName:** DELL MARKE-001
- Location:** 0001
- *Address:** 1
- Related Voucher:** 00199607 (highlighted with a red box)
- Invoice Total:**
 - Line Total: 0.00
 - *Currency: USD
 - Total: 0.00 (highlighted with a red box)
 - Difference: 0.00 (highlighted with a red box)

At the bottom, there are buttons for 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print'. A link 'View Related Document' is also present.

Total: Journal Vouchers are zero amount vouchers. Source documents cannot be copied.

Related Voucher: **Enter** the voucher whose accounting entries were entered incorrectly to associate it to the journal voucher. The field is optional, but it should be populated to maintain an audit trail.

Important characteristics of journal vouchers include:

- No voucher or distribution lines will default into the voucher.
- All distribution lines of the voucher whose accounting entries were entered incorrectly may be adjusted.
- Negative values will reduce expenditures.
- Positive values will increase expenditures.
- The total of journal lines must net to zero.



Step 2 – Create Distribution Information

Invoice Lines and Distribution Lines

Description and Merchandise Amount: **Enter** if applicable. The total of journal lines must net to zero.

Voucher Distribution Line 1: **Populate** the first distribution line with the chartfield values for the voucher that was recorded incorrectly to reverse the accounting entry on the associated voucher.

Click the **Plus** button highlighted above to add additional distribution lines.

Enter number of rows to add.

Click the **OK** button.



Invoice Lines ⑦

Line 1 ☐ Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 0.00

SpeedChart:

Ship To: 09000

Description: CORRECT ACCOUNT/DEPT

Packing Slip:

☐ One Asset [Calculate](#)

▼ Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets | [1-2 of 2](#) | [View All](#)

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref
+	<input type="checkbox"/>	1	-300.00		09000	541120	ADM100	1000	2000000	NP000	20000	25
+	<input type="checkbox"/>	2	300.00		09000	545220	ADM100	1000	2000002	NP000	20000	25

Amount and ChartField Values: Values populated in the first distribution line will populate in the additional lines. Make the correction(s).

Click the **Save** button.

Journal Voucher Summary Tab

The journal voucher will be selected for budget checking and posting; however, no payments will be created since the voucher has a zero balance. When the accounting entry crosses classes, OMES creates the offsetting cash entries (JVCASH entry at the beginning of each month for the prior month).

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

Business Unit 09000 Invoice Date 09/20/2024

Voucher ID 00199608 Invoice No TST_INV_112_JRNL

Voucher Style Journal Invoice Total 0.00 USD

Supplier Name DELL MARKETING LP
1 DELL WAY
ROUND ROCK, TX 78682-7000

Entry Status Postable Pay Terms 45 Days

Match Status No Match [Approval History](#) Voucher Source Online

Approval Status Approved Origin ONL

Post Status Posted Created On 09/20/2024 10:36AM

Doc Tol Status Valid Created By BBENN06

Budget Status Valid Last Update 09/20/2024 11:04AM

Budget Misc Status Valid Modified By BBENN06

*View Related Payment Inquiry [Go](#) ERS Type Not Applicable

Close Status Open

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)



NOTE: For users responsible for reconciling, run the OCP_CH_IN_AP_JV query to track journal vouchers and the accounts and classes they affect for a specified date range. Run the OCP_GL_0065_JE_By_Agency Fund query to view the JVCash entries within a specified journal date range.

NOTE: Many journal vouchers are created with invalid accounting distributions or with lapsed budgets, resulting in recycle and budget check error vouchers. Since journal vouchers do not pay, many times the errors go undetected. Review the Budget Checking Error and the Vouchers in Recycle Status reports to monitor and correct journal vouchers timely. See COR113 Regular Vouchers Manual.

NOTE: The journal vouchers and supporting documents do not need to be submitted to OMES. Agencies are required to retain the vouchers for a period of seven (7) years.

Finalize Function

The finalize function on the Invoice Information page of the voucher component allows liquidation of encumbrances on the sourced PO. The relieved encumbrances are restored to the available budget. The final action can also be reversed to restore the encumbrance to the PO if the PO is not closed and the budget has adequate available budget and has not lapsed.

CRITICAL NOTE: The timing of when a voucher is finalized or unfinalized is important. Only vouchers with an accounting date in an open accounts payable period will budget check. Accounts payable periods are open in the current month and one month prior, except for July when only the month of July is open. This affects the finalize function on the voucher because finalizing or undoing the finalize resets the voucher budget checking flag to Not Chkd. The budget checking process will select vouchers only if the accounting date of the voucher is in an open accounts payable period.



Restoring Encumbrances through the Voucher

When a voucher is created and it is determined that it is the last payment against the encumbrance(s), the finalize function can be used to relieve the remaining encumbrance by entire document, line item, or distribution line. The finalize function on the voucher can also be used after the voucher has matched, budget checked, posted, and been paid, provided the accounting date is in an open accounts payable period.

Finalizing an Entire Document

Click the Finalize Document icon shown above to final all the PO lines and distribution lines sourced to the voucher. PO lines and/or PO distribution lines not on the voucher are not finalized.

Click the Undo Finalize icon, shown below to undo the finalization of all the PO lines and distribution lines sourced to the voucher.



Finalizing a Line Item

Click the Finalize Line icon (1) to final all the distribution lines on the voucher line sourced to the PO. PO distribution lines not on the voucher are not finalized.

Click the Undo Finalize Line icon (2) to undo the finalization of all the PO distribution lines associated with the line item.

The screenshot displays the 'Invoice Lines' window. At the top, 'Line 1' is selected with a 'Copy Down' checkbox. The 'Distribute by' dropdown is set to 'Quantity'. The 'Item' is '1000010148', 'Quantity' is '3.0000', 'UOM' is 'EA', 'Unit Price' is '100.00000', and 'Line Amount' is '300.00'. The 'SpeedChart' is '09007', 'Ship To' is 'COMPUTER/PC Standard-Laptops', and 'Packing Slip' is empty. The 'Purchase Order' section shows '09000|0909023450|111' and 'Associate Receiver(s)'. A 'Force Price' section has a red box with '1' and '2' inside. A 'One Asset' checkbox is checked, and a 'UPN' button is visible. Below the main form is a 'Distribution Lines' table with columns: Copy Down, Line, Merchandise Amt, Quantity, Category, CFDA#, ChartField 2, Affiliate, Fund Affl, Class Funding Affiliate, Budget Date, Finalize, and PO Finalized. The table contains one row for Line 1 with a 'Finalize' checkbox (1) and 'PO Finalized' as 'N'.

Finalizing a Distribution Line Item

Click the Finalize box on the distribution line to finalize individual distribution lines sourced to the PO to be selected without finalizing other voucher distribution line. Clearing the checkbox will undo the finalization.

The PO Finalized column displays a Y if the PO distribution line sourced from the PO is finalized on this or another voucher.

The Minus icon is grayed. Distribution voucher lines and the associated voucher line cannot be deleted before the voucher is posted unless the checkboxes are cleared.

NOTE: Vouchers that have never posted cannot be deleted if the Finalize checkbox is selected. Clear the checkbox if the voucher needs to be deleted.

NOTE: When the finalization process is saved, the encumbrances reverse, restoring the respective budgets. This is shown in the PO Accounting Entries page.



Helpful Hints

PO's not Available for Vouchering

- PO not in a dispatch status
- PO has been closed or canceled
- PO is fully matched
 - Must have an available quantity balance
 - Must have available merchandise dollar amount balance

Voucher Available for Payment

- Vouchers must be budget checked
- Vouchers must have a document tolerance of valid
- Vouchers must have a match status of matched or no match
- Voucher must have a pay group
- Supplier cannot be on hold
- Supplier must be in an approved status
- Supplier location and address must be active
- Voucher must be sent to OMES (see OMES procedures for exceptions)
- Schedule payment date is current and terms are "0 days"

Vouchers will not Budget Check

- Vouchers are in a recycle status
- PO is no longer in a valid budget checking status
- Document tolerance is not valid

Reasons for Recycle Status

- Voucher does not add
- Department field only contains the first 2 digits (must have all 7)
- Duplicate invoice number
- Invalid chartfield combination. (Fund vs Class)

Reasons Why a Voucher Did Not Post

- Voucher is locked in a batch process. Call OSF to unlock the voucher.
- Voucher not budget checked / or budget checking error

- Voucher not matched / or match has an exception
- Document tolerance not checked / has an error

