

# State of Oklahoma

## COR113

### Accounts Payable Regular Voucher Manual

Office of Management & Enterprise Services



**OKLAHOMA**

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## Document History

<b>Document Revision</b>	<b>Date</b>	<b>Description</b>
1.0	11/01/2003	Initial Document
1.1	11/01/2007	Updated 9.0
1.2	04/18/2011	ADA Compliance and Update
2.0	11/01/2014	Upgrade Update
2.1	01/26/2021	Logo Update
3.0	10/17/2024	Upgrade Update



## Regular Voucher Overview

Regular vouchers are created and paid directly to the supplier; upon completion, they create expenditures against budgets and accounts payable accounting entries. Direct vouchers do not flow through the procurement process: their uses are limited to areas where the state has specific statutory authority to pay suppliers directly. Currently, this authority is limited to vouchers related to:

- Travel (521XXX accounts)
- Interest Payments
- Workers' compensation
- Settlement agreements
- Jury and witness fees
- Flexible benefit reimbursement
- Bond related expenditures (548XXX accounts)
- Scholarship, tuition, incentive payments (552XXX accounts)
- Refunds, indemnities, restitutions (553XXX accounts)
- Program reimbursement (554XXX accounts)
- Transfers (562XXX accounts)
- Payroll withholding payments (633XXX accounts)

This manual is divided among the following main areas:

**Voucher Creation:** The process of creating a voucher is illustrated.

**Speed Charts:** Creation and use of the Speed Chart tool allows distribution information to be copied into a voucher.

**Finding an Existing Value:** Search options to find an existing voucher for review or update is explained.

**Journal Vouchers:** Accounting entry corrections for paid and posted vouchers are covered.

**Adjustment Voucher:** Debit or credit adjustments used to adjust existing posted vouchers are illustrated.

**Budget Checking Errors:** The process of what to do when a voucher fails budget checking is explained.

**Deleting Vouchers:** The process of removing erroneous vouchers from the system is covered.

**Closing Vouchers:** Closing a voucher and restoring any unpaid amount to the budgets whenever a voucher is not fully paid is explained.

**Unpost Vouchers:** Unposting a voucher to update the distribution lines after a voucher has posted is demonstrated.

**Voucher Reports:** The Voucher Jacket form OMES 15A is covered, as well as instructions on how to run and print it. The chapter also introduces the Batch Slip and two other daily voucher reports.



## Regular Voucher Creation

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

### Step 1 – Create Online Voucher

The Add/Search page will default to the **Add a New Value** tab.

**Voucher**

Find an Existing Value
Keyword Search
Add a New Value

\*Business Unit09000

\*Voucher IDNEXT

\*Voucher StyleRegular Voucher

Supplier NameDELL MARKETING LP

Short Supplier NameDELL MARKE-001

Supplier ID0000064870

Supplier Location0001

Address Sequence Number1

Invoice NumberINV\_113\_001

Invoice Date10/09/2024

Gross Invoice Amount100.00

Freight Amount0.00

Misc Charge Amount0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines1

Add

**NOTE:** This is referred to as the Add and Search 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 a supplier.

**Supplier ID:** **Enter** supplier ID or short name to select the supplier. The supplier name, location, and address sequence will default in from the supplier file.

**Invoice Number:**

- **Enter** identifiable invoice number from invoice.
- **Enter** invoice number per agency's style guide when no identifiable invoice number is on the invoice.

**Invoice Date:** **Enter** the date or use the calendar icon to select the date.

**Gross Invoice Amount:** **Enter** the total amount of the invoice.

**Estimated No. of Invoice Lines:** This should correspond to the number of invoice lines billed on the invoice.

Click the **Add** button to access the Voucher Component.



## Step 2 - Review Invoice Information

The Invoice Information page of the Voucher displays when the **Add** button is clicked on the Add and Search page.

**Invoice Information** | Payments | Voucher Attributes

Business Unit: 09000 | Invoice No: INV\_113\_001 | Invoice Total: Line Total 100.00, \*Currency USD, Miscellaneous, Freight, Total 100.00, Difference 0.00

Voucher ID: NEXT | Accounting Date: 10/09/2024 | \*Pay Terms: 45 | Basis Date Type: Inv Date | Invoice Date: 10/09/2024

Invoice Received: | Supplier ID: DELL MARKETING L.P. 0000004870 | ShortName: DELL MARKE-001 | Location: 0001 | \*Address: 1

Control Group: | Incomplete Voucher: ☐ | View Related Document

Save | Save For Later | Action: | Run | Calculate | Print

Copy From Source Document

**Invoice Lines**

Line 1 | \*Distribute by: Amount | Item: | Quantity: | UOM: | Unit Price: | Line Amount: 100.00

SpeedChart: | Ship To: 09000 | Description: | Packing Slip: | One Asset: ☐ | Calculate

**Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref
<input type="checkbox"/>	1	100.00		09000							

Save | Save For Later | Notify | Refresh | Add | Update/Display

This page will be divided into sections and covered individually in this chapter.

**Invoice Information:** Step 2 requires review of the supplier and invoice information. This information can be populated directly on this page or invoice information entered on the Add and Search page can be revised here.

**Invoice Lines:** Step 3 covers the values that should be entered on the invoice line.

**Distribution Lines:** Step 3 also covers how the expenditure for the invoice line is recorded.



## Supplier Section

**DELL MARKETING LP**

Supplier ID: 0000064870

Control Group:

ShortName: DELL MARKE-001

Location: 0001

\*Address: 1

☐ Incomplete Voucher

[View Related Document](#)

**Supplier ID:** Verify for accuracy.

**ShortName:** Populates with the *ShortName* from the Supplier file when the Supplier ID is populated. This is the recommended field to search for a supplier when the *Supplier ID* is unknown.

**Click** the lookup icon on the right side of the field, **select** an option from the search criteria drop down box and **enter** up to the first fourteen characters of the Supplier's Name. **Click** the Supplier from the Search Results to populate the Supplier information on the voucher.

**Look Up ShortName**

SetID: 00000

Short Supplier Name: begins with  DELL MARK

Name 1:

Supplier ID:

Default Location:

[Basic Lookup](#)

Search Results

View 100

1-1 of 1

Short Supplier Name	Name 1	Supplier ID	Default Location
<a href="#">DELL MARKE-001</a>	<a href="#">DELL MARKETING LP</a>	<a href="#">0000064870</a>	<a href="#">0001</a>

**NOTE:** If the Supplier ID cannot be determined by searching the Short Supplier Name, the [Advanced Supplier Search](#) link at the far right of the Invoice Information page allows a more robust search. See the Advance Supplier Search following the Supplier Section.

**Location:** Populates the default Location from the Supplier file. Since the address does not display on the Invoice Information page, **click** the lookup icon next to the Location field to view the Location description field in the Supplier file.

×
Help

SetID

00000

Supplier ID

0000064870

Supplier Location

begins with ▼

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

⏪ ⏴

1-19 of 19 ▼

⏵ ⏩

Supplier Location	Description
0001	RVO-EFT Bank Acct ***4611
0003	PO BOX 120001 DEPT 0786
0004	PO BOX 149254
0006	9505 ARBORETUM BLVD

---

**NOTE:** A Location is a default set of rules which define how you conduct business with a supplier.

---



**Address:** Populates the Address sequence number linked to the Location in the Supplier file. If the Location Search Results do not provide adequate address information, **click** the lookup icon next to the Address field to view the Address description field in the Supplier file.

x

Help

SetID 00000  
Supplier ID 0000064870  
Address Sequence Number =   
Address Type =

Search Results

View 100
1-21 of 21

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	EFT 1 DELL WAY	1 DELL WAY	ROUND ROCK	(blank)	TX	USA
2	Business	1 DELL WAY	1 DELL WAY	ROUND ROCK	(blank)	TX	USA
3	Business	PO BOX 120001 DEPT 0786	DEPT 0786	DALLAS	(blank)	TX	USA
4	Business	PO BOX 149254	PO BOX 149254	AUSTIN	(blank)	TX	USA

---

**NOTE:** If an Address sequence linked to the Location in the supplier file is overridden on the voucher, the Location will not change and rules associated with the Location, including bank account information, will still apply to the voucher. However, the overridden Address sequence number will populate on the Invoice Information and the Payments pages.

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**NOTE:** Changing a Location and/or Address sequence number on the Invoice Information page will update the Payments page with the same Location and Address sequence number.

---



## Advanced Supplier Search

The *Advanced Supplier Search* offers a more robust way to search for a Supplier ID and may be particularly useful when searching for a supplier with a common name or a supplier with several addresses. The Search Results includes the Address sequence number details.

Click the [Advanced Supplier Search](#) link at the far right of the Invoice Information page.

The screenshot shows the 'Invoice Information' tab selected. The form contains various fields for invoice details. On the right side, a vertical menu lists several options: 'Non Merchandise Summary', 'Session Defaults', 'Comments(0)', 'Attachments (0)', 'Withholding', 'Template List', 'Advanced Supplier Search' (highlighted with a red box), 'Supplier Hierarchy', and 'Supplier 360'. At the bottom of the form, there are buttons for 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print'.

The Supplier Lookup page displays.

The screenshot displays the 'Supplier Lookup' page. It is divided into two main sections: 'Search Criteria' and 'Manage Search Results'. The 'Search Criteria' section contains several input fields: 'Name' (with 'DELL MARK%' entered), 'Short Name', 'Alternate Sup', 'City', 'State', 'Country' (with 'USA' entered), 'Postal', 'Type', and 'Class'. Each field has a search icon (magnifying glass) to its right. The 'Manage Search Results' section includes a 'Back to Invoice' button, an 'Add Supplier' button, a 'Max Rows' dropdown set to '10', a 'Search' button, and a status indicator '1 to 10 of 21'.

**NOTE:** The Search Criteria entered in the boxes without the lookup icon must be entered exactly as populated in the Supplier file to return Search Results, unless the PeopleSoft wildcard symbol of % is used in the Search Criteria. It is best to narrow the search using known fields.





**Name:** Search for the supplier name using a partial name with the wildcard symbol(s) of % or enter the supplier name exactly as it is in the supplier file.

**Max Rows:** Increase the Max Row from 10 up to 99999 if anticipating search results of more than ten suppliers. A search result is listed for each supplier address.

**Manage Search Results:** Identifies the number of returned values.

Click the **Search** button to return a list of suppliers. If the supplier does not exist in the supplier file, submit the OMES Vendor Payee Form available from the OMES website.

Search Results				
				
		1-10 of 10		<a href="#">View All</a>
	Supplier	Address	Supplier	Detail
<input checked="" type="checkbox"/>	0000064870		1 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		2 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		3 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		4 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		6 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		7 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		8 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		9 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		10 DELL MARKETING LP	<a href="#">Detail</a>
<input checked="" type="checkbox"/>	0000064870		11 DELL MARKETING LP	<a href="#">Detail</a>


Choose supplier from the returned values and **click** the green check mark, on the left of the line, to update the Supplier information on the Invoice Information page.

**Detail:** Link displays a Supplier Lookup Details panel where more information can be obtained about the supplier when there are multiple returned values with identical names.

Click the **Detail** link to view the Supplier Lookup Details page.




### Supplier Lookup Details

SetID 00000      Supplier ID 0000064870            [Return Supplier Search](#)      [Back to Header](#)

**Supplier Detail**

Short Name	DELL MARKE-001	Status	Approved
Supplier Name	DELL MARKETING LP	Class	Supplier
Additional Name		HR Class	
Alternate Supp Name		Persistence	Regular
Address	00001 EFT 1 DELL WAY		
Dflt Loc	0001	RVO-EFT Bank Acct ***4611	
Corporate Supplier	00000	0000064870	DELL MARKETING LP
Remit Supp	00000	0000064870	DELL MARKETING LP
<input checked="" type="checkbox"/> Open For Ordering <input checked="" type="checkbox"/> Withholding Applicable <input type="checkbox"/> VAT Applicable			



**Supplier Types**

|
1-2 of 13
▼
▶
▶▶
|
[View All](#)

Non Registered Vendor
Non Registered Vendor

The “Go To Address” icon, outlined above, displays detailed address information.

**Click** the Green Check Mark at the top of the page to update the Supplier information on the Invoice Information page or **click** the [Return Supplier Search](#) to return to search results.

## Invoice Section

**Invoice Number and Date:** Verify for Accuracy.

- The system checks 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.
- The invoice number and invoice date print on the electronic remittance advice, the warrant stub and the Miscellaneous Inter/Intra Agency report and should match the supplier's invoice or conform to the agency's internal policy for entering invoice numbers and dates when they are not specified on the supplier's invoice.
- The date of the supplier's invoice is used to compute days outstanding.

**Total:** Verify the total invoice amount. The total must agree to the sum of the Voucher Invoice Lines.

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



## Withholding Link

**Withholding**: Link activates on the Invoice Information page if the voucher is associated with a supplier setup for 1099 withholding in the supplier file.

**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 INV\_113\_001 VAT Entity  
Voucher ID NEXT Supplier 0000064870 DELL MARKETING LP Invoice Date 10/09/2024

**Withholding Option**

☐ Postpone Withholding  
☐ Apply Withhold at Voucher Post

**Invoice Line Withhold Information**

Line 1 Description  
Withholding Code [Search] ☒ Withholding Applicable

**Withholding Details**

Line	*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 1 is marked Withholding Applicable, but is missing applicable Withholding Details. (7044,166).”**

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.

**NOTE:** The Class on the Voucher Withholding page must match the Class in the Supplier file in order for the pay cycle to select the voucher for payment.



## Step 3 – Invoice and Distribution Lines

### Invoice Lines

A voucher must have at least one invoice line but may have additional voucher invoice lines to correspond to the number of lines billed on the invoice.

**Copy Down:** Select the checkbox to clone values from source line to newly inserted line(s).

**Plus / Minus buttons (+/-):** Voucher lines can be added or deleted by clicking the buttons.

**Ship To:** The field populates based on Ship To locations set up for the BU and is a required field. The purpose for the field is tax related and does not apply to the State.

**Description:** Enter to describe the voucher line item. The field is optional for direct vouchers.

**Line Amount:** Enter the amount of the invoice line. The sum of all invoice lines must equal the Total in the Invoice Section of the page or the voucher will be saved in a recycled state.

Click the **Calculate** button to perform the balancing calculation.

**SpeedCharts:** A shortcut tool, which allows the expenditure distribution information to be more easily populated. SpeedCharts are beneficial when a common set of distributions are used repeatedly for direct vouchers.

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**NOTE:** SpeedCharts are used to create direct vouchers and not PO vouchers.

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## Creating SpeedCharts

SpeedCharts can be set up by users with Super User security access.

**Navigation:** *Set Up Financial/Supply Chain > Product Related > Procurement Options > Management > SpeedChart*

### SpeedChart

\*SetID

\*SpeedChart Key

User ID

Primary Permission List

\*Effective Date

**SetID:** Use agency as SetID. If the SetID 00000 default is used, the SpeedChart will be shared by all agencies.

**SpeedChart Key:** Name assigned to SpeedChart and should be indicative of the expenditure distribution information.

Click the **Add** button.



**SpeedChart**

SetID: 09000      SpeedChart: TST\_CHART      Eff Date: 10/10/2024      \*Status: Active

Description: Training SpeedChart      Total Percent: 100.00

**Security Option**

☒ Universal (All Users)  
☐ One User  
☐ One Permission

**Definition**

☒ Enter Percentages  
☐ Enter Weights

UOM: [Search]

Description: Training SpeedChart

**Speed Charts**

Chartfields [Add]

	Percent	Weight	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit
1	100.00	0.00000	09000	536130		1000	20000	2000000	24		NP000	09000
2	0.00	0.00000	09000	536130		1000	20000	2000000	24		NP000	09000
3	0.00	0.00000	09000	536130		1000	20000	2000000	24		NP000	09000

Save    Notify    Add    Update/Display    Include History    Correct History

**Description:** Enter description in the Description fields. The Description field under the SpeedChart name displays in the voucher when searching for a SpeedChart. The Description field in the middle of the page provides for additional information relevant to the SpeedChart.

**Status:** Active or Inactive. Active SpeedCharts display in the SpeedChart look up on the voucher.

**Security Option:** Three options are available to allow users access to the SpeedChart.

- Universal – All users with agency access.
- One User – Allows the selection of the User ID.
- One Permission – Allows the selection of a permission level that allows agency access to the SpeedChart. This is generally not used since PeopleSoft security assigns permission.

**Enter Percentages:** Selected by default and allows cost distribution as a percentage of the total amount as designated in the Percent field for each SpeedChart distribution line. If percentage is not applicable, change the Percent to 0.00 on each distribution line.

**Chartfields:** Enter the expenditure distribution line(s). One distribution line displays during initial set up but additional lines can be added using the **plus** (+) button located at the end of the Chartfields.

Click the **Save** button to create the SpeedChart.

**Correct History button:** Used for existing SpeedCharts to activate, inactivate, update, add, and/or delete distribution lines, i.e. update Bud Ref field at the beginning of a fiscal year. Return to SpeedChart using **Set Up Financial/Supply Chain > Product Related > Procurement Options > Management > SpeedChart > Find an Existing Value**. Click the **Correct History** button and make the appropriate changes.

## Copying SpeedCharts

SpeedCharts are available to copy expenditure distribution lines into direct vouchers.

The screenshot shows the 'Invoice Lines' form. On the left, under 'Line 1', there is a 'Copy Down' checkbox, a '\*Distribute by' dropdown set to 'Amount', and input fields for 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (displaying 100.00). On the right, there is a 'SpeedChart' field with a red box around it and a search icon, a 'Ship To' field with the value '09000' and a search icon, and 'Description' and 'Packing Slip' fields.

After entering the voucher information on the voucher, **enter** the SpeedChart name or select the lookup icon on the right side of the field to look up SpeedCharts.

The screenshot shows the 'Look Up SpeedChart' dialog box. It has a 'SetID' field with the value '09000' and a 'SpeedChart Key' field with a dropdown set to 'begins with' and the value 'TST\_CHART'. There are 'Search', 'Clear', and 'Cancel' buttons, and a 'Basic Lookup' link. Below, the 'Search Results' section shows a table with one result: 'TST\_CHART' with the description 'Training SpeedChart'.

SpeedChart Key	Description
TST_CHART	Training SpeedChart

Select the desired SpeedChart by clicking the name. The values from the SpeedChart copy into the distribution lines, and the expense is allocated to each funding based upon the percentage setup in the SpeedChart.



**Invoice Lines** ?

Line 1 ☐ Copy Down

\*Distribute by: Amount

Item

Quantity

UOM

Unit Price

Line Amount 100.00

SpeedChart TST\_CHART

Ship To 09000

Description

Packing Slip

☐ One Asset

**▼ Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref
<input type="checkbox"/>	1	100.00		09000 <input type="text"/>	536130 <input type="text"/>	<input type="text"/>	1000 <input type="text"/>	2000000 <input type="text"/>	NF000 <input type="text"/>	20000 <input type="text"/>	24 <input type="text"/>

SpeedCharts may be built to include multiple lines of distribution information.

SpeedCharts may be limited to an individual operator or a permission list that encompasses several operators.

SpeedChart values populating into the voucher distribution lines can be changed on the voucher.



## Distribution Line

A voucher invoice line must have at least one distribution line but may have additional distribution lines if the expenditure is to be recorded to several accounts or chartfield distributions.

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref
<input type="radio"/>	1	100.00		09000	536130	ADM100	1000	2000000	NP000	20000	24

**Plus / Minus Button (+/—):** Voucher distribution lines can be added or deleted.

**Copy Down:** Select the radio box in the Copy Down column to clone values from source distribution line to newly inserted distribution line(s).

**Merchandise Amt:** Enter the amount that will be distributed to a particular account and chartfield. The sum of the distribution lines must add to the amount of the voucher line or the voucher will be saved in a recycled state.

### Chartfield Values:

- **Account Number** – Expenditure accounts begin with 5 and miscellaneous payroll withholding claims are recorded to 633 accounts
- **Sub Account** – An agency defined field. 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.
- **Program Code** - High level performance objective aligned with the budgets.
- **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.**

---

**NOTE:** Clicking the lookup icon next to any chartfield while it is blank or partially populated will provide a list of valid values.

---



## 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 two areas of the voucher:

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

The screenshot shows the 'Invoice Lines' window. At the top, there are fields for 'Line' (1), 'Copy Down', 'SpeedChart' (TST\_CHART), 'Ship To' (09000), and a 'Calculate' button. Below these are fields for 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (100.01). A red box highlights the 'Difference' section, which shows 'Line Amount' (100.01), 'Distributed' (100.00), and 'Difference' (0.01) in red. Below this is the 'Distribution Lines' section, which includes a table with columns: Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Oper Unit, Fund Type, Dept, Program, Class-Funding, and Bud Ref. The table shows one distribution line with a Merchandise Amt of 100.00 and a GL Unit of 09000.

2. Invoice Total Box – Displays the sum of the invoice lines and the header total.

The screenshot shows the 'Invoice Total' window. It displays the 'Line Total' (100.01) and '\*Currency' (USD). Below these are fields for 'Miscellaneous' and 'Freight'. The 'Total' is shown as 100.00, and the 'Difference' is shown as 0.01 in red. A red box highlights the 'Total' and 'Difference' fields.

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 Invoice Total box.

## 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 line 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, outlined below, displays to indicate it is in recycle status.

The screenshot shows the 'Invoice Information' tab of a voucher entry form. A yellow warning icon is visible next to the Business Unit field. The form contains the following fields and values:

- Business Unit: 09000
- Voucher ID: 00199612
- Voucher Style: Regular Voucher
- Invoice Date: 10/09/2024
- Supplier ID: 0000064870
- ShortName: DELL MARKE-001
- Location: 0001
- \*Address: 1
- Invoice No: INV\_113\_001
- Accounting Date: 10/10/2024
- \*Pay Terms: 45
- Basis Date Type: Inv Date
- Control Group:

The 'Invoice Total' section shows:

- Line Total: 100.01
- \*Currency: USD
- Miscellaneous:
- Freight:
- Total: 100.00
- Difference: 0.01

On the right, a 'Non Merchandise Summary' link is available. At the bottom, there is a 'Save' button, an 'Action' dropdown, and 'Run', 'Calculate', and 'Print' buttons.

Click the **Go to Review Errors** icon, to view the description of the voucher error.

The screenshot shows the 'Header Errors for Business Unit 09000, Voucher 00199612' dialog box. 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 are 'OK', 'Cancel', and 'Refresh' buttons.

**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.





## Incomplete Voucher

An Incomplete Voucher can be used to create a voucher but hold it from matching and/or budget checking until a later date. Incomplete vouchers require all of the same items currently required to create a Voucher ID, including Supplier, Invoice ID, Invoice Date, and expenditure distribution information.

Click the **Save for Later** button to save the voucher.

If the voucher passes validation, a voucher number is assigned in numeric sequence and the **Incomplete Voucher** checkbox indicator displays. The voucher is saved in recycle status. This eliminates the need to make any manual changes to any of the fields to hold it from processing.

The screenshot shows a software interface for creating an 'Incomplete Voucher'. The form is divided into several sections: 'Business Unit' (09000), 'Invoice No' (INV\_113\_002), 'Voucher ID' (00199613), 'Accounting Date' (10/10/2024), 'Voucher Style' (Regular Voucher), '\*Pay Terms' (45), 'Invoice Date' (10/10/2024), 'Basis Date Type' (Inv Date), 'Invoice Received' (10/10/2024), 'Supplier ID' (0000064870), 'Control Group' (empty), 'ShortName' (DELL MARKE-001), 'Location' (0001), and '\*Address' (1). The 'Invoice Total' section displays 'Line Total' (100.00), '\*Currency' (USD), 'Miscellaneous' (empty), 'Freight' (empty), 'Total' (100.00), and 'Difference' (0.00). The 'Incomplete Voucher' checkbox is checked. The form includes buttons for 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print'. A 'View Related Document' link is also present.

When the voucher is ready to process, Click the **Save** button to save the voucher in a Postable status. The **Save for Later** button and the **Incomplete Voucher** indicator are removed from the voucher.

---

**NOTE:** Once an Incomplete Voucher is saved, the voucher cannot be resaved as an Incomplete Voucher again.

---



---

**NOTE:** Incomplete Vouchers are held from further processing until the voucher is saved. To find Incomplete Vouchers, **enter** Incomplete Voucher in the Incomplete Voucher field on the Add and Search page.

---



## Step 6 – Edit Payment Information

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

### Payment Information

Review the Payment Information.

**Remit to:** The supplier ID entered on the Invoice Information page defaults into the Payments page. The Remit to can be overridden when a payment is assigned. Assigned payments should have supporting documentation accompanying the voucher.

**Location:** The Location entered on the Invoice Information page defaults into the Payments page.

**Address:** The Address sequence number entered on the Invoice Information page defaults into the Payments page. Ensure the remit address on the voucher matches the remit address on the invoice.

**Click** the lookup icon next to the Address field to select the correct address or submit an OMES Vendor Payee Form to have an address added.

**Alternate Supplier:** If the Remit To address sequence number 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.

---

**NOTE:** The alternate name will not be the Remit To supplier on the voucher but will be the payee on the warrant.

---

**Information Icon (i):** Appears when the Remit to supplier is on payment hold in the Supplier profile.

---

**NOTE:** Action to research the payment hold can and should occur before the voucher is sent to OMES for payment.

---



**Gross Amount:** The invoice total populates the 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.

**Plus / Minus buttons (+/-):** Multiple payees can be added or deleted by clicking these buttons. A new row is required for each payee or for each payment if partial payments are made. The sum of the Gross Amounts for each payee must agree to the Invoice Total.

**Scheduled Due:** Calculates from the Pay Terms and determines when to pay the scheduled payment. If partial payments are made, ensure the Scheduled Due dates are correct.

---

**NOTE:** The Pay Cycle selects vouchers with a Scheduled 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 the voucher to OMES for 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:** Enter notes up to 254 characters that are meaningful for internal use. The field grays out after the warrant is created.

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

Business Unit 09000  
Voucher ID 00199612  
Payment Count 1

Help

Payment Note:

254 characters remaining

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

OK Cancel

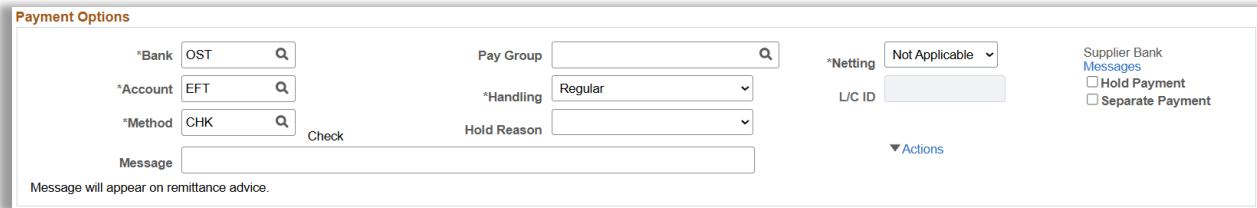
---

**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.

---

# Payment Options

Review the Payment Options fields.



**Bank:** Office State Treasurer (OST) for all payments except Express Checks (EXPS).

**Account:** A bank account within the Bank. Values default from Payable Options or Supplier Location.

- EFT when banking information is in the Supplier Location profile. If the class funding on the voucher is 7XXX **exclusively**, populate EFT Account with 7EFT.
- “AGY0,” consisting of the first three digits of the agency number followed by a zero, for interagency payments when the WIR method is in the Supplier Location profile.
- OST for all other payments. If the class funding on the voucher is 7XXX **exclusively**, populate OST Account with 7REG.

**Method:** Values default from bank account set up or Supplier Location.

- CHK – Warrant and EFT payments are sent to OST.
- MAN – Agency writes 7XX fund check and interfaces record to OMES.
- WIR – Interagency payment. A [Layout](#) link displays on the far right of the screen when the method of WIR defaults from the supplier file for the location selected. The [Layout](#) field value also defaults from the Supplier Location.

**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, 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.

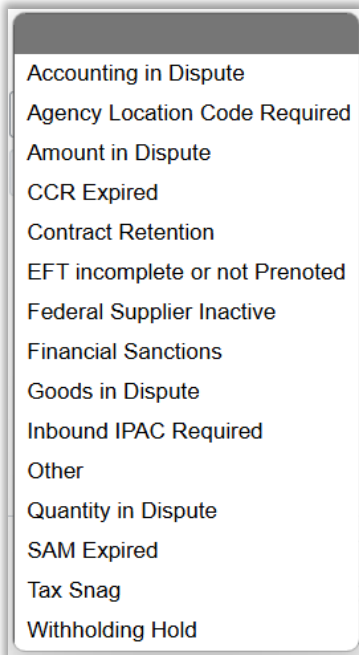
**Handling:** TV (Travel) and RE (Regular). Populating this field with TV will sort travel reimbursement warrants so that they print first. RE sorts the warrants by payee name.



**Messages:** Enter a payment message up to 70 characters to print on the electronic remittance advice, warrant stub, or Miscellaneous Inter/Intra Agency report. This field grays out after the warrant is created.

**Hold Payment and Hold Reason:** Select Hold Payment to place a payment on hold. All held payments require a hold reason. Click the Hold Reason drop down 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. An Incomplete Voucher should be used for this purpose.

---

**Separate Payment:** Select the check box if the voucher must pay separately. 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.



## Schedule Payment

Schedule Payment			
*Action	Schedule Payment	Payment Date	
Pay		Reference	

**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.



## Step 7 – 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	10/09/2024		
Voucher ID	00199612	Invoice No	INV_113_001		
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	45 Days		
Match Status	No Match	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Unposted	Created On	10/10/2024 9:36AM		
Doc Tol Status	Valid	Created By	BBENN06		
Budget Status	Valid	Last Update	10/10/2024 10:54AM		
Budget Misc Status	Valid	Modified By	BBENN06		
		ERS Type	Not Applicable		
		Close Status	Open		
*View Related	Payment Inquiry <a href="#">Go</a>				
Return to Search		Notify	Refresh	Add	Update/Display

**NOTE:** At the bottom right on every page of the voucher components is an (ADD BUTTON) button. **Click** it to return to the Add and Search page to enter the next voucher.

View important voucher information, such as invoice 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. Additional information about statuses, origin, and the Inquiry pages accessible from the Voucher Summary follows.



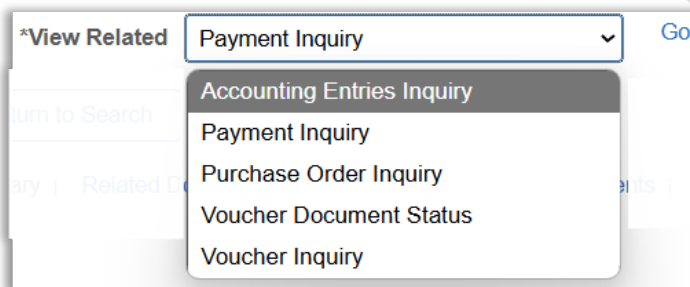
**Statuses:**

- **Entry Status:** Displays the phase of the voucher's processing. Values include Recycle, Approved, Open, and Postable.
- **Match Status:** Not applicable for direct vouchers. Discussed in the COR112 PO Vouchers manual.
- **Post Status:** The posting process creates accounting entries from vouchers. Values include Posted and Unposted.
- **Approval Status:** Used for workflow. Defaults to Pending for workflow. After the Voucher has been approved by all workflow levels, status will change to Approved.
- **Document Tolerance:** Not applicable for direct vouchers. Discussed in the COR112 PO Vouchers manual.
- **Budget Status:** Vouchers budget check against cash and allotment budgets. Values include Not Chk'd, Valid, Exceptions. Refer to the Budget Checking chapter for information about handling exceptions.

**Voucher Source:** Indicates the Source used to create the voucher. Values include Online and the voucher build interfaces, including Billing Vouchers, Customer Interfaces, Procurement Card, and Payroll Interface.

**Origin:** Identifies a specific entry point for online or batch entry. Values include ONL, BIU, GPS, PCD, and PYR.

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



- **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 a chapter on this page.
- **Voucher Document Status:** This page allows you to locate related documents starting from a voucher number.
- **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 8 – 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 distribution line error. The Voucher Total and Distribution Line total are different.

The screenshot displays the 'Error Summary' page for Business Unit 09000 and Voucher 00199612. The 'Invoice Information' tab is active, showing details like Invoice No. INV\_113\_001, Accounting Date 10/10/2024, and Voucher Style Regular Voucher. A yellow warning icon is present next to the Voucher ID field. The 'Invoice Total' section on the right shows a Line Total of 100.01 and a Total Difference of 100.00. A 'Go to Review Errors' icon is visible next to the Voucher ID field.

**Go to Review Errors:** 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 a dialog box titled 'Header Errors for Business Unit 09000, Voucher 00199612'. It contains a table with one error entry:

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

At the bottom of the dialog are buttons for 'OK', 'Cancel', and 'Refresh'.



## Step 9 – On-Demand Budget Checking

**Navigation:** *Accounts Payable > Vouchers > Add/Update > Regular Entry > Invoice Information Tab (Action dropdown)*

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

<b>Entry Status</b>	Postable
<b>Match Status</b>	No Match
<b>Approval Status</b>	Approved
<b>Post Status</b>	Unposted
<b>Doc Tot Status</b>	Valid
<b>Budget Status</b>	Not Chk'd
<b>Budget Misc Status</b>	Valid

OMES runs batch processes nightly to budget check and post vouchers; however, there are occasions to budget check a particular voucher in real time, i.e., rush payment, P-Card voucher(s). If it is **necessary** to budget check a voucher the same day the voucher is created, take the following steps:

- Use the Voucher Summary page first to ensure the voucher has been saved and edited with the approval status Approved and entry status Postable.
- Budget check the voucher on-demand, directly from the Invoice Information page, using the Action field. Select **Budget Checking** and click the **Run** button to initiate the process.

---

**NOTE:** In certain cases, the Voucher will need to go through Approval Workflow for the Approval Status to change from Pending to Approved. The Voucher must be in an Approved status to run the Budget Checking process.

---



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**NOTE:** Voucher that does not go through the Approval Workflow, currently defaults to Approved, but unmatching a voucher changes the status to Pending and required rematching to reset the status to Approved.

---



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 processes budget checking and returns to the Invoice Information screen when the process is completed. View the updated budget status on the Voucher Summary page.

**No** – The system returns to the Invoice Information screen to allow navigation within the voucher component; however, while budget checking 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 Warning. When the budget check 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 budget check process is complete, a message displays noting the voucher is in a payables batch.

Viewing the updated budget status may require exiting the voucher and searching on the voucher ID to view the Voucher Summary page after the budget check process is complete. See the Find an Existing Value chapter.



**Queued****Process Name:** FS\_STREAMLN On-Demand Process**Process Instance:** 29689409 **Process Type:** Application Engine

---

**NOTE:** On demand budget checking can also be performed on the Payments and Voucher Attributes pages.

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**NOTE:** A Budget Status of Valid reduces the cash and allotment budgets. A Budget Status of [Exception](#) must be resolved. Refer to the Budget Checking Errors chapter.

---



## Find an Existing Value

The Add and Search page allows existing vouchers to be viewed and/or updated, depending on user security.

**Navigation:** *Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value*

## Search Fields and Options

The Find an Existing value page allows for the entry of several criteria in locating a voucher. While there are several fields to assist in narrowing the search, Business Unit is the only one that is required. Search fields include those listed on the Voucher Search page.

**Voucher**

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

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

**Search Criteria**

Business Unit = 09000

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name not =

Supplier ID <=

Supplier Name >=

Voucher Style between

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Each field search can be narrowed using the options in the drop down box.

An example of using several criteria to narrow a search to locate an existing voucher is illustrated.

**Voucher**

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

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

**Search Criteria**

Business Unit = 09000

Voucher ID begins with

Invoice Number begins with INV

Invoice Date > 09/01/2024

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style = Regular Voucher

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

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

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
09000	00199599	INV00001	117	117	09/10/2024	STAPLES IN-001	0000067919	STAPLES INC	Regular	(blank)	Postable	Online	Complete
09000	00199598	INV00001	78	78	09/04/2024	STAPLES IN-001	0000067919	STAPLES INC	Regular	(blank)	Postable	Online	Complete
09000	00199597	INV00001	78	78	09/05/2024	STAPLES IN-001	0000067919	STAPLES INC	Regular	(blank)	Postable	Online	Complete
09000	00199602	INVOICE001	600	600	09/13/2024	DELL MARKE-001	0000064870	DELL MARKETING LP	Regular	(blank)	Postable	Online	Complete

Illustrated are voucher searches against the last four search fields on the Voucher Add and Search page.

**Voucher Style:** The state uses adjustment, journal, regular, reversal, and template vouchers.

Voucher Style = Regular Voucher

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

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

- Adjustments
- Amortization Voucher
- Claim Voucher
- Journal Voucher
- Prepaid Voucher
- Register Voucher
- Regular Voucher**
- Reversal Voucher
- Single Payment Voucher
- Template Voucher
- Third Party Voucher



**Related Voucher:** Enter an existing Voucher ID in the Related Field to display the related voucher(s). Adjustment, Reversal, and Journal vouchers include a Related Voucher field and must be populated for the Search to identify the Related Voucher ID. The Search Results include Voucher Style and Related Vouchers columns.

**Voucher**

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

Find an Existing Value   Keyword Search   Add a New Value

▼ Search Criteria

Business Unit = 09000

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with 00199603

Entry Status =

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
09000	00199606	TST_INV_112_ADJ	-10	-10	09/19/2024	DELL MARKE-001	0000064870	DELL MARKETING LP	Adjustment	00199603	Postable	Online	Complete
09000	00199605	TST_INV_112_4	100	100	09/19/2024	DELL MARKE-001	0000064870	DELL MARKETING LP	Adjustment	00199603	Postable	Online	Complete

**Entry Status:** This search is used primarily to search for vouchers in Recycle Status.

Entry Status =

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Postable

**Recycle**

Template Voucher



**Voucher Source:** Voucher Sources listed are the available voucher build interfaces. The state currently uses Billing Vouchers, Custom Interfaces, Procurement Cards, and Payroll/Student Administration.

The screenshot shows the PeopleSoft Employee Self Service interface. The top navigation bar includes a home icon, a refresh button, and the URL <https://soklfpub-tst.opc.c>. Below the navigation bar, a greeting reads "Greetings! PeopleSoft version 9.2.48". The main section is titled "Employee Self Service" and contains several search filters: Invoice Number (begins with), Invoice Date (=), Short Supplier Name (begins with), Supplier ID (begins with), Supplier Name (begins with), Voucher Style (=), Related Voucher (begins with), Entry Status (=), Voucher Source (=), and Incomplete Voucher (=). A "Case Sensitive" checkbox is also present. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Voucher Source" dropdown menu is open, displaying a list of available interfaces: Asset Lease Payments, Billing Vouchers, Claim Voucher, Consigned Inventory, Contracts, Custom Interfaces, Debit Memo from Matching, Document Management Interface, EDI, Excel Upload (Payables), Excel Upload (eSettlements), G-Invoicing, Non PO Evaluated Receipt, Online, PO Evaluated Receipts, Pay/Bill Management, Payment Request, Payroll/Student Administration, and Prepayment.

**Incomplete Voucher:** New in 9.2 is a search for vouchers Saved for Later.

The screenshot shows a close-up of the "Incomplete Voucher" dropdown menu. The menu is open, displaying two options: "Complete Voucher" and "Incomplete Voucher". The "Case Sensitive" checkbox is visible to the left of the dropdown.



## 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 Purchase Order encumbrances. The COR112 PO Vouchers Manual Journal Voucher chapter discusses when a journal voucher is appropriate for a PO voucher.

### Step 1 – Create Voucher

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

**Click Add a New Value Tab**

**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 to 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.



## Invoice Information Tab

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

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

**Related Voucher:** Enter the voucher ID with incorrect accounting entries to associate it to the journal voucher. The field is optional, but it should be populated to maintain an audit trail and to be able to search for it using the Related Voucher field on the Add and Search page.

The screenshot displays the 'Invoice Information' tab of a software interface. The form is organized into several sections. On the left, there are input fields for 'Business Unit' (09000), 'Invoice No' (INV\_113\_001\_JV), 'Voucher ID' (NEXT), 'Voucher Style' (Journal Voucher), 'Invoice Date' (10/10/2024), 'Invoice Received', 'Supplier ID' (0000064870), 'ShortName' (DELL MARKE-001), 'Location' (0001), and 'Address' (1). In the center, there are fields for 'Accounting Date' (10/10/2024), 'Pay Terms' (45), 'Basis Date Type' (Inv Date), 'Control Group', and 'Related Voucher' (00199612). On the right, the 'Invoice Total' section shows 'Line Total' (0.00), '\*Currency' (USD), 'Total' (0.00), and 'Difference' (0.00). At the bottom, there are buttons for 'Save', 'Save For Later', 'Action', 'Run', 'Calculate', and 'Print'. A sidebar on the far right lists session defaults: 'Comments(0)', 'Attachments(0)', 'Template List', 'Advanced Supplier Search', 'Supplier Hierarchy', and 'Supplier 360'.

**NOTE:** Important characteristics of journal vouchers:

- No voucher or distribution lines will default into the voucher.
- All distribution lines of the voucher with incorrect accounting entries 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 Line Amount:** Enter if applicable. The total of journal lines must net to zero.

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

The screenshot shows the 'Invoice Lines' window with the 'Distribution Lines' section expanded. The 'Copy Down' checkbox is checked for Line 1. The 'Merchandise Amt' is -100.00. The 'GL Unit' is 09000, 'Account' is 536130, 'Oper Unit' is ADM100, 'Fund Type' is 1000, 'Dept' is 2000000, 'Program' is NP000, 'Class-Funding' is 20000, and 'Bud Ref' is 25.

Select the check box in the Copy Down column to clone values in the distribution line to newly inserted distribution line(s). Click the **plus (+)** button to add additional distribution lines. Enter the number of rows to add.

The dialog box is titled 'soklfpub-tst.opc.oracleoutsourcing.com says' and asks 'Enter number of rows to add:'. The input field contains '1'. There are 'OK' and 'Cancel' buttons.

**Amount and ChartField Values:** Correct value(s) cloned from the distribution line with the Copy Down feature, or enter the values in the distribution line(s).

The screenshot shows the 'Distribution Lines' window with two lines. Line 1 has a Merchandise Amt of -100.00 and Line 2 has a Merchandise Amt of 100.00. Both lines have the same GL Unit, Account, Oper Unit, Fund Type, Dept, Program, Class-Funding, and Bud Ref values.

Click the **Save** button.

## Journal Voucher Summary Page

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	10/10/2024		
Voucher ID	00199615	Invoice No	INV_113_001_JV		
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	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	10/10/2024 1:21PM		
Doc Tol Status	Valid	Created By	BBENN06		
Budget Status	Not Chk'd	Last Update	10/10/2024 1:38PM		
Budget Misc Status	Valid	Modified By	BBENN06		
		ERS Type	Not Applicable		
		Close Status	Open		
*View Related	Payment Inquiry	Go			
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\_GL0065\_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 vouchers in recycle or budget check error status. Since journal vouchers do not pay, many times the errors go undetected. Run the Budget Checking Errors and the Vouchers in Recycle Status reports to monitor and correct journal vouchers timely.

**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.



## 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*

**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 NumberINV\_113\_001\_ADJ

Invoice Date10/09/2024

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.



## Invoice Information Tab

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

The Supplier ID must be populated before the source voucher is copied. The system will perform a validation check to ensure the adjustment voucher has the same Supplier ID as the source voucher.

The screenshot shows the 'Invoice Information' tab in a software application. The form is divided into several sections:

- Invoice Information:** Business Unit (09000), Voucher ID (NEXT), Voucher Style (Adjustments), Invoice Date (10/09/2024), Invoice Received (DELL MARKETING LP), Supplier ID (0000064870), ShortName (DELL MARKE-001), Location (0001), \*Address (1).
- Accounting Date:** 10/10/2024
- Pay Terms:** 45 Days
- Basis Date Type:** Inv Date
- Invoice Total:** Line Total (0.00), \*Currency (USD), Miscellaneous (0.00), Freight (0.00), Total Difference (0.00).
- Copy From Source Document:** Voucher ID ( ), Copy to Voucher, Copy From Worksheet.

The 'Supplier ID' field and the 'Copy From Source Document' section are highlighted with red boxes.

There are two options available to copy from 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 populates the Invoice Information page with the original values from the source voucher as follows:

**Total**: The original voucher amount.

**Invoice Lines Information**: The voucher line information and Line Amount 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.

**Merchandise Amt and ChartField Values**: The voucher distribution line amounts and accounting distributions copy from the source voucher.

Invoice Lines

Line 1

\*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 100.00

SpeedChart:

Ship To: 09000

Description:

Related Voucher: .00199612

Packing Slip:

One Asset: ☐

Calculate

Distribution Lines

Line	PO Percent	Percent	Merchandise Amt	Quantity	Restore Encumbrance	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program
1	100.0000		100.00			09000	536130	ADM100	1000	2000000	NP000

Save Save For Later

Notify Refresh Add Update/Display

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 00199612    
 From Voucher Line   Invoice Number INV\_113\_001  
 To Voucher Line    
 Voucher Date Option No Date  Voucher Date

► **Additional Search Criteria**

Max Rows to Return

**Voucher Information**  | < > 1 of 1 | View All

Unit 09000 Voucher 00199612 Invoice INV\_113\_001 Date 10/09/2024  
 Supplier 0000064870 DELL MARKETING LP  
 Unpaid 100.000 ☐ Reverse Qty/Amt  
☒ Select All ☐ Deselect All

**Select Voucher Lines**  | < > 1-1 of 1 | View All

☒ Select All ☐ Deselect All

Select	Line	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input type="checkbox"/>	1								100.00	USD

Gross Invoice Amount 100.000 Lines Entered 1

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

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

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

**Reverse Qty/Amt**: Select checkbox to copy the voucher as a negative voucher when creating a credit voucher.

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

## Step 3 – Create Distribution Information

### Invoice Information Tab

The Invoice Information Tab fields populate with the information from the source voucher for the voucher lines selected.

**Invoice Information** | Payments | Voucher Attributes

Business Unit: 09000 | Invoice No: INV\_113\_001\_ADJ | Invoice Total: Line Total -10.00, \*Currency USD, Miscellaneous, Freight, Total -10.00, Difference 0.00

Voucher ID: NEXT | Accounting Date: 10/10/2024 | Voucher Style: Adjustments | \*Pay Terms: 45 | Invoice Date: 10/09/2024 | Basis Date Type: Inv Date | Invoice Received: DELL MARKETING LP

Supplier ID: 0000064870 | Control Group: | ShortName: DELL MARKE-001 | Location: 0001 | \*Address: 1

Buttons: Save, Save For Later, Action, Run, Calculate, Print

**Invoice Lines**

Line 1: \*Distribute by: Amount, Item, Quantity, UOM, Unit Price, Line Amount: -10.00

**Distribution Lines**

Line	PO Percent	Percent	Merchandise Amt	Quantity	Restore Encumbrance	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program
1	10.0000		-10.00			09000	536130	ADM100	1000	2000000	NP000

Buttons: Save, Save For Later, Notify, Refresh, Add, Update/Display

The data should be edited to reflect the actual amounts and other values of the debit or credit memo. In the example, the expenditure is reduced by \$10.00.

**NOTE:** 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.

**NOTE:** When multiple distribution lines copy from the source voucher into an adjustment voucher, distribution lines that will not be adjusted can be deleted.

**Total:** Changed from (100.00) to (-10.00).

**Line Amount:** Changed from (100.00) to (-10.00).

**Distribution Line:** Changed from (100.00) to (-10.00).

Click the **Save** button.



## 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.

The screenshot displays the 'Payments' page for editing payment information. The interface includes tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Payments' tab is active, showing details for 'Payment 1'. Key fields include 'Remit to' (0000064870), 'Location' (0001), and 'Address' (1). Financial details such as 'Gross Amount' (-10.00 USD) and 'Discount' (0.00 USD) are visible. The 'Payment Options' section allows selection of bank (OST), account (EFT), and method (CHK). There are also fields for 'Pay Group', 'Handling' (Regular), 'Netting' (Not Applicable), and 'L/C ID'. Checkboxes for 'Hold Payment' and 'Separate Payment' are present, along with a 'Message' field at the bottom.

**Total:** If the Total amount on the adjustment voucher is a credit, the source or offsetting voucher(s) amount will be reduced by the amount of the credit adjustment voucher.

**NOTE:** If a credit adjustment voucher is selected in the pay cycle but the credit amount exceeds the debit voucher(s), the credit and debit voucher(s) will create a zero warrant. Payment 1 on the credit adjustment voucher will change to the credit amount that zeroed the debit voucher(s) and Payment 2 will be added for the remaining credit amount. Since zero warrants are not generated and remitted to the vendor, pay groups should not be added to credit adjustment vouchers and the source or offsetting vouchers until the expenditures exceed the credit.

**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.



## Summary Tab

The adjustment voucher will be selected for budget checking and posting. The adjustment voucher will be included in the Pay Cycle provided it and the related voucher are submitted on the same batch slip. 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
<b>Business Unit</b> 09000		<b>Invoice Date</b> 10/09/2024			
<b>Voucher ID</b> 00199616		<b>Invoice No</b> INV_113_001_ADJ			
<b>Voucher Style</b> Adjustment		<b>Invoice Total</b> -10.00 USD			
<b>Supplier Name</b> DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000					
<b>Entry Status</b> Postable		<b>Pay Terms</b> 45 Days			
<b>Match Status</b> No Match <a href="#">Preview Approval</a>		<b>Voucher Source</b> Online			
<b>Approval Status</b> Pending		<b>Origin</b> ONL			
<b>Post Status</b> Unposted		<b>Created On</b> 10/10/2024 1:46PM			
		<b>Created By</b> BBENN06			
<b>Doc Tol Status</b> Valid		<b>Last Update</b> 10/10/2024 2:06PM			
<b>Budget Status</b> Not Chk'd		<b>Modified By</b> BBENN06			
		<b>ERS Type</b> Not Applicable			
<b>Budget Misc Status</b> Valid		<b>Close Status</b> Open			
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <a href="#">Go</a>					
<a href="#">Notify</a>	<a href="#">Refresh</a>			<a href="#">Add</a>	<a href="#">Update/Display</a>



## Budget Checking Errors

Vouchers budget check against the allotment and cash budgets. When a voucher budget checks against a voucher with incomplete chartfields or a budget that is inadequate, lapsed, or does not exist, an error occurs during budget checking. Errors must be researched and corrected before the voucher can successfully budget check.

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

## Summary Tab

Errors can be researched directly from the voucher.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 09000	<b>Invoice Date</b> 10/10/2024				
<b>Voucher ID</b> 00199617	<b>Invoice No</b> INV_113_003				
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 10,000.00 USD				
<b>Supplier Name</b> DELL MARKETING LP 1 DELL WAY ROUND ROCK, TX 78682-7000					
<b>Entry Status</b> Postable	<b>Pay Terms</b> 45 Days				
<b>Match Status</b> No Match <a href="#">Approval History</a>	<b>Voucher Source</b> Online				
<b>Approval Status</b> Approved	<b>Origin</b> ONL				
<b>Post Status</b> Unposted	<b>Created On</b> 10/10/2024 2:12PM				
	<b>Created By</b> BBENN06				
<b>Doc Tol Status</b> Valid	<b>Last Update</b> 10/10/2024 2:23PM				
<b>Budget Status</b> <a href="#">Exceptions</a>	<b>Modified By</b> BBENN06				
	<b>ERS Type</b> Not Applicable				
<b>Budget Misc Status</b> Valid	<b>Close Status</b> Open				
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <a href="#">Go</a>					
<a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Refresh</a>			<a href="#">Add</a> <a href="#">Update/Display</a>		

**Exceptions:** Displays on the Summary page. **Click** the link to open a separate window in Commitment Control to view the budget checking exception(s).



## Commitment Control Voucher Exceptions

The Voucher Exceptions page is accessed by **clicking** the [Exceptions](#) link on the Voucher Summary page, or a Voucher Budget Check Error search can be executed directly from the menu navigation.

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

**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 =

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

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

**Business Unit: Search** on BU only to view all vouchers with budget check error and warning statuses.

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

**Process Status: Select** Errors Exist to display a voucher(s) with budget check exceptions.

**Click the Search** button to display a specific voucher, or 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 vouchers with budget check exceptions and the reason for the budget error by transaction line. This report is included in the Daily Voucher Reports chapter.

---



## Voucher Exceptions Page

Clicking the [Exceptions](#) link or using the menu navigation displays the Voucher Exception page. It provides an [Actions](#) link next to the Voucher ID, and 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 00199617 [Actions](#)

\*Exception Type: Error  ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows: 100 [Advanced Budget Criteria](#)

**Budgets with Exceptions**

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

Review the [Actions](#) link:

**Actions**

- Review Source Entry
- Review Source Inquiry
- Review Source Adjustment

- **Review Source Entry** – Opens the Voucher component so that changes can be made to the voucher.
- **Review Source Inquiry** – Opens the Voucher Inquiry component to view the voucher.
- **Review Source Adjustment** – Not currently used at the State.


**Budget Override Tab:** The Voucher Exception page defaults to the Budget Override tab.

**Details Icon:** Displays the Payables Voucher Line Drill Down page, which contains the Transaction Line Details icon and the Review Related Link icon to drill down to the same Source Entry and Source Inquiry provided in the [Actions](#) link.

**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 is lapsed and the funds are no longer available.
- **Required Chartfield is Blank** – Required chartfield is missing on the voucher. Required Allot Ledger Group chartfields: *Class Funding (5 digits), Department (first two digits), and Bud Ref.* Required Cash Ledger Group chartfields: *Fund Type and Class Funding (first three digits).*

Budgets with Exceptions							
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 ... 	

**View Other Links icon:** Click the icon, shown above, to open a page with the following options:

Please select one of the following links:

[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#)

**Go to Budget Exceptions** – Opens the Budget Exceptions page.

**Go to Budget Inquiry**– Opens the Budget Inquiry page.

**Budget Chartfields Tab:** Click the Budget Chartfields tab to view the required chartfields that are or are not entered on the voucher for the ledger group failing budget check. The budget period which the voucher is budget checking against is also included.

Budgets with Exceptions								
Budget Override		Budget Chartfields						
Details	Business Unit	Ledger Group	Account	Class-Funding	Dept	Bud Ref	Budget Period	
1	09000	ALLOT		20000	10	24	2025	

In this example, there is insufficient budget in the ALLOT Ledger Group.

# Commitment Control Line Exceptions

## Line Exceptions Page

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

Voucher Exceptions | **Line Exceptions**

Business Unit 09000 Voucher ID 00199617 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

Details	Line	Distribution Line	Budget Date	GL Business Unit
	1	1	10/10/2024	09000

Save Return to Search Notify

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

**View Exceptions Details Icon:** Displays the Exceptions Detail page, which contains the Budget Check Details and Budget Items on the Voucher Exception page.

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

**Line Chartfields Tab:** Click to view the Chartfield values associated with the voucher distribution line with budget check exceptions.

**Line Amount Tab:** Click to view the monetary amount associated with the voucher distribution line with budget check exceptions.



## Deleting Vouchers

### Deleting Eligible Vouchers

Only vouchers that have **never** been posted and/or selected for payment are eligible for deletion. **Posted vouchers that are unposted cannot be deleted because the voucher is associated with accounting entries.**

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

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

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

**Voucher ID:** Enter a voucher ID or a range of voucher IDs to select eligible vouchers for deletion.

**Entry Status:** Narrow search using a specific entry status from the options in the dropdown box.

**Invoice Number:** Narrow search using invoice number.

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

Click the **Search** button: Vouchers eligible for deletion will be listed.

---

**NOTE:** If the Delete Voucher navigation is selected while the voucher is displayed on the Voucher Component and the voucher is eligible for deletion, it will bypass the Voucher Delete page and display on the Delete Voucher Page.

---

## Delete Voucher Page

The Voucher Delete search displays the Delete Voucher page only for vouchers eligible for deletion. Deleting a voucher removes its access from the Voucher Component and it restores the budget(s) used on the voucher if it successfully budget checked, provided the voucher's accounting date is in an open Accounts Payable period (the current and prior two months) at the time of deletion.

The Header budget status before a voucher is deleted is as follows:

- **Valid**: The voucher was successfully budget checked. The allotment and cash budgets were reduced.
- **Error**: The voucher failed budget checking. The allotment and cash budgets were not reduced.
- **Not Chk'd**: The voucher was not budget checked.

## Deleting a Voucher with Valid Header Budget Status

Delete Voucher

Voucher Details

Business Unit 09000      Voucher 00199618

**Supplier**

Supplier 0000064870    DELL MARKETING LP  
Short Name    DELL MARKE-001

**Voucher Information**

Invoice	INV_113_004	Origin	ONL	Header Budget Status	Valid
Date	10/10/2024	Group		Non-Prorated Budget Status	Valid
Gross Amount	10.00 USD			Entry Status	Postable
Related Voucher					

Delete

Return to Search

Notify

Click the **Delete** button on the Delete Voucher page to delete the voucher and restore the allotment and cash budgets used on the voucher.

**Warning Message**: The following warning message displays to confirm that the voucher should be deleted. Click the **OK** button.

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

OK

Cancel



After confirming deletion, the system deletes the voucher and automatically runs the budget processor. Note the Budget Status and the Entry Status changed from Valid to Not Chk'd and Postable to Deleted.

Delete Voucher

Voucher Details

Business Unit

09000

Voucher

00199618

Supplier

Supplier

0000064870

DELL MARKETING LP

Short Name

DELL MARKE-001

Voucher Information

Invoice	INV_113_004	Origin	ONL	Header Budget Status	Not Chk'd
Date	10/10/2024	Group		Non-Prorated Budget Status	Not Chk'd
Gross Amount	10.00	USD		Entry Status	Deleted
Related Voucher				Close Status	Open

Delete

Return to Search

Notify

**Message:** Upon deletion, a message displays to advise that the budgets should be reviewed to ensure the monies have been restored.

Budget transactions related to this voucher have been deleted. (7030,473)  
 Please review your budget account balance and activity.

OK

Cancel

The Delete button changes from white to gray after the budget processor runs.

---

**NOTE:** The Voucher Details Tab displays additional supplier/voucher details about the voucher.

---

## Deleting a Voucher with a Header Budget Status other than Valid

Deleting a voucher with a Header Budget Status of *Error* or *Not Chk'd* before deletion is similar to deleting a successfully budget checked voucher, except that the message to review the budget account balance and activity does not display.

**Delete Voucher** | Voucher Details

Business Unit 09000      Voucher 00199621

**Supplier**

Supplier 0000064870    DELL MARKETING LP  
Short Name    DELL MARKE-001

**Voucher Information**

Invoice	INV_113_03	Origin	ONL	Header Budget Status	Not Chk'd
Date	10/10/2024	Group		Non-Prorated Budget Status	Valid
Gross Amount	100.00 USD			Entry Status	Postable
Related Voucher					

[Delete](#)

[Return to Search](#)    [Notify](#)

Click the **Delete** button on the Delete Voucher page to delete the voucher.

**Warning Message:** The following warning message displays to confirm that the voucher should be deleted. Click the **OK** button.

### Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

[OK](#)

[Cancel](#)



After confirming deletion, the system deletes the voucher. Note that the Header Budget Status did not change. The Entry Status changed from Postable to Deleted.

Delete Voucher

Voucher Details

Business Unit 09000      Voucher 00199621

**Supplier**

Supplier 0000064870    DELL MARKETING LP  
Short Name    DELL MARKE-001

**Voucher Information**

Invoice	INV_113_03	Origin	ONL	Header Budget Status	Not Chk'd
Date	10/10/2024	Group		Non-Prorated Budget Status	Not Chk'd
Gross Amount	100.00    USD			Entry Status	Deleted
Related Voucher				Close Status	Open

Delete

Return to Search

Notify

The Delete button changes from white to gray.





## Deleting a Voucher with an Accounting Date in a Closed Period

Accounts Payable periods are open to process transactions for vouchers with an accounting date in the current and prior two months. Deleting a voucher with an accounting date that is not within an open period range halts the budget processor, regardless of the Header Budget Status before deletion.

In the example, deletion of a voucher with a Not Chk'd Header Budget Status and an accounting date in a closed period is attempted.

**Delete Voucher** | Voucher Details

Business Unit 09000      Voucher 00196774

**Supplier**

Supplier 0000061412 SEQUOYAH COMMUNICATIONS INC  
Short Name SEQUOYAH C-002

**Voucher Information**

Invoice	13798	Origin	ONL	Header Budget Status	Not Chk'd
Date	05/29/2024	Group		Non-Prorated Budget Status	Valid
Gross Amount	1,045.00 USD			Entry Status	Postable
Related Voucher					

[Delete](#)

[Return to Search](#)   [Notify](#)

After **clicking** the **Delete** button on the Delete Voucher page and **clicking** the **OK** button to confirm that the voucher should be deleted, the following message displays:

**Budget transactions related to this voucher could not be deleted. (7030,907)**

**Budget transactions related to this voucher could not be deleted because the Accounting Date is not withing the open period range specified for this Business Unit. Please, review Accounting Period information and delete the voucher again.**

If the **OK** button is selected, the Header Budget Status is changed to In Process. The **Delete** button does not change.

Not only will the budget processor not run, the voucher will still be available to search in the Voucher Component. Note that the voucher Budget Status is *In Process* on the Voucher Summary page. The accounting date must be changed to a date in the open period range, preferably the current date, so that the voucher can successfully be deleted.

---

**NOTE:** Once a voucher is deleted, it cannot be retrieved. The data associated with the voucher remains in the tables so the voucher number **and the invoice ID for the vendor** cannot be reused. If a voucher needs to be deleted but the invoice still needs to be paid, append the invoice ID on the voucher with an X or some deletion designator before deleting the voucher.

---

---

**NOTE:** Details for deleted vouchers print on the Voucher Register report. See the COR118 Voucher Inquiry and Reporting manual for additional information about this report.

---



## Voucher Closing

A voucher can be closed if it has posted but it has been decided that it will not be paid or no further payments will be necessary. Voucher closing reverses the accounting entries and returns the funds to the budget. Closing a 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.
- The voucher has been paid against a Purchase Order. See the COR112 PO Vouchers Manual for additional information for closing a Purchase Order voucher.

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

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 a voucher ID 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: Only vouchers eligible for closure will display.

---

**NOTE:** If the Close Voucher navigation is selected while the voucher is displayed on the Voucher Component and the voucher is eligible to be closed, it will bypass the Voucher Close search page and display on the Close Voucher page.

---



## Close Voucher Tab

The Voucher Close search displays the Close Voucher page only for vouchers eligible for closure.

**Close Voucher** | Voucher Details

Business Unit 09000    Voucher 00199619    Action:

**Supplier**

Supplier 0000064870    DELL MARKETING LP  
Short Name DELL MARKE-001

**Voucher Information**

Invoice	INV_113_006	Origin	ONL	Header Budget Status	Valid
Date	10/10/2024	Group		Non-Prorated Budget Status	Valid
Gross Amount	10.00 USD			Entry Status	Postable
Related Voucher				Close Status	Open

**Process Manual Close**

Manual Close Date 10/10/2024    ☒ Mark Voucher for Closure

Comments

254 characters remaining

Check the Mark Voucher for Closure checkbox and **click the Save** button.

This process cannot be undone once the **Save** button is clicked.

- The voucher will be closed with the running of the Voucher Posting process in the evening batch process.
- The accounting entries are reversed.
- The budget check process is initiated and the budget is restored.

---

**NOTE:** The Voucher Details page displays additional supplier/voucher details about the voucher.

---

## UnPost Voucher

After a voucher is posted, the distribution line fields on the voucher cannot be changed. If the expenditure distribution must be updated after the voucher is posted, it must first be unposted. Any unpaid voucher can be unposted. Fully or partially paid vouchers cannot be unposted.

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

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

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

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

**Invoice Number:** Narrow search using an invoice number.

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

**Voucher Style:** Narrow search using a specific voucher style from the options in the dropdown box.

Click the **Search** button: Only vouchers eligible for closure will be listed.

---

**NOTE:** If the UnPost Voucher navigation is selected while the voucher is displayed on the Voucher Component and the voucher is eligible to be unposted, it will bypass the Voucher UnPost search page and display on the UnPost Voucher page.

---



## Unpost Voucher Page

The Voucher UnPost search displays the UnPost Voucher page only for vouchers eligible for unposting.

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

- Business Unit:** 09000
- Voucher:** 00199619
- Supplier:**
  - Supplier ID: 0000064870
  - DELL MARKETING LP
  - Short Name: DELL MARKE-001
- Voucher Information:**

Invoice	INV_113_006	Origin	ONL
Date	10/10/2024	Group	
Gross Amount	10.00	USD	
- Update Voucher:**
  - \*Accounting Date: 10/10/2024
- Reversal Accounting Date:**
  - ☒ Business Unit Default
  - ☐ Use Current Date
  - ☐ Use Specific Date
  - Accounting Date: [Empty Field]
- Buttons:** Return to Search, Notify, Unpost

**Accounting Date:** If the voucher has an accounting date that is not within an open period range (the current and prior two months), the voucher accounting date on the UnPost Voucher page will need to be changed to the current date. The unposted accounting entry is recorded on the date the voucher is unposted, even if the voucher can be unposted without changing the Accounting Date on this page.

Click the **Unpost** button to start the unposting process

**Warning Message:** The following message displays to confirm that the voucher should be unposted. Click the **OK** button to proceed.

Warning -- Proceed with Process? (7030,13)

Press OK to continue with the process. Press Cancel if you do not wish to proceed.

OK

Cancel



---

**NOTE:** The Voucher Details Page displays additional supplier/voucher details about the voucher.

---

**Message:** Upon unposting, a message displays to advise that the voucher has been unposted.

Click the **OK** button to proceed.

Voucher 00199619 for business unit 09000 has been unposted. (7030,89)

This Voucher has been unposted.

OK

The Unpost button changes from white to gray when the voucher is successfully unposted.

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

- Business Unit:** 09000
- Voucher:** 00199619
- Supplier:**
  - Supplier ID: 0000064870
  - DELL MARKETING LP
  - Short Name: DELL MARKE-001
- Voucher Information:**
  - Invoice: INV\_113\_006
  - Date: 10/10/2024
  - Gross Amount: 10.00 USD
  - Origin: ONL
  - Group:
- Update Voucher:**
  - \*Accounting Date: 10/10/2024
- Reversal Accounting Date:**
  - ☒ Business Unit Default
  - ☐ Use Current Date
  - ☐ Use Specific Date
  - Accounting Date: 10/10/2024
- Unpost Button:** A gray button labeled 'Unpost' is located at the bottom right.

After unposting the voucher, access the Invoice Information page in the Voucher Component. All voucher fields are available for updating if the voucher is a direct voucher.

---

**NOTE:** Unposting a voucher instructs the system to reverse the accrual accounting entry. Unposting happens in real time once the Unpost Voucher page is saved.

---



## Daily Voucher Reports

There are many voucher reports available (listed in the COR118 AP Inquiry and Reporting manual) but in this chapter, the reports used to submit the invoices for payment and to monitor vouchers exceptions daily will be introduced. Additionally, the steps necessary to run a report will be illustrated in the first introduced report, the OMES Form 15A Voucher Jacket.

**Navigation:** *Accounts Payable > Reports > Vouchers > Print Vouchers (Revised)*

When a report is selected from the menu, a search dialog box appears asking for a run control ID.

**Find an Existing Value:** If a run control has been established, **enter** an existing run control ID or click the **Search** button and select from a list of available run control IDs.

**Add a New Value:** If a run control has not been established for a particular menu item, **click** **Add a New Value** and enter a new ID for the run control. Spaces are not permitted in a run control ID, but underscores can be used in lieu of spaces.

---

**NOTE:** Make the run control unique, i.e., append with your initials, agency number, etc.

---



---

**NOTE:** An “all purpose” run control ID can be established, and/or specific run control IDs can be set up for each or select reports.

---





## Print Vouchers (Revised)

The Print Vouchers menu item prints the OMES Form 15A voucher jacket to attach to the supplier's invoice.

## Report Parameters

Upon entering a new Run Control ID to access the Print Vouchers (Revised) page, the Report Parameters default in the page as illustrated. The voucher jackets can be printed by voucher date, for a range of vouchers, or by warrant date.

**Print Vouchers(Revised)**

Run Control ID: FORM\_15A\_FML      Report Manager      Process Monitor      Run

**Report Parameters**

You must select a business unit; all other fields are optional.  
Enter values in the fields you want to search on and leave the default values in the other fields.

\*Business Unit: 09000 🔍

User ID: N/A

Voucher Date: 12/31/1952 📅

\*From Voucher: N/A

\*To Voucher: N/A

Warrant Date: 12/31/1952 📅

Enter approving officer's name and title, and approval date:  
The name, title and date will not be used in the search.

\*Approving Officer's Name: John Doe

\*Approving Officer's Title: Chief Finance Officer

Date Approved: 10/10/2024 📅

Save      Notify      Add      Update/Display

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

**User ID:** Defaults to N/A when the run control is first created, but can be overridden with a user ID.

- Must be populated with N/A to print vouchers created by other users or through the Voucher Build process.
- If user ID is used, only the vouchers created by the user will print.

**Voucher Date:** Defaults to 12/31/1952.

- **Enter** a date to print all vouchers created on a particular date.
- If printing vouchers on the same day they are created, highlight the Voucher Date field and enter a 'T' to populate the current date in the field.
- If the date is other than the current date, blank the field and click the calendar icon to quickly select a date, or key in the date.
- Leave all other parameters as shown and enter the Approving Information.



**From Voucher and To Voucher:** Both fields default to N/A.

- **Enter** voucher IDs to print a specified range of voucher numbers.
- The Voucher Date may be populated with the date the vouchers were created or it can be populated with the default 12/31/52 date to print vouchers that span dates.

**Warrant Date:** Defaults to 12/31/1952.

- Vouchers can be reprinted after warrants are issued to maintain a record of vouchers and their corresponding warrants.
- **Enter** a warrant date to print all vouchers paid on a particular date.
- If printing vouchers on the same day they are paid, highlight the Voucher Date field and enter a 'T' to populate the current date in the field
- If the payment date is other than the current date, blank the field and click the calendar icon to quickly select a date, or key in the date.
- Leave all other parameters as shown and enter the Approving Information

**Approving Officer's Name and Title, and Date Approved:** **Enter** to print on the voucher. The Approving Officers must be on file with OMES (OMES Form 13).

Click the **Run** button to access the Process Scheduler Request.



## Process Scheduler Request

The Process Scheduler Request page displays:

**Process Scheduler Request**

User ID BBENN06 Run Control ID FORM\_15A\_FML

Server Name  Run Date 10/10/2024

Recurrence  Run Time 4:21:33PM

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Revised Print Vouchers Job	OCP229AT	PSJob	(None)	(None)	Distribution

**Server Name**: Leave blank. The system will select the correct server when running the report. The Server Name may populate with the defaulted Server after initially running the report.

**Run Date and Run Time**: Populates with the current date and time. Change to a future date and/or time to schedule the report to run at a specific time.

**Process List**: Values default. **Do not change**.

Click the **OK** button to begin running the report.



## Process Instance

Upon clicking **OK** from the Process Scheduler, the system returns to the Print Vouchers (Revised) page and displays the process instance (PI) number of the job.

Run Control ID	FORM_15A_FML	Report Manager	Process Monitor	Run
Process Instance:29689509				

**Process Monitor**: Select link to review the status of the running process.



# Process Monitor

The Process Monitor allows viewing of the status of scheduled or running processes.

The screenshot shows the 'Process Monitor' interface. At the top, there are two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a section titled 'View Process Request For' containing various filters: 'User ID' (BBENN06), 'Type' (dropdown), 'Last' (dropdown), '1' (input), 'Days' (dropdown), 'Refresh' button, 'Server' (dropdown), 'Name' (input), 'Instance From' (input), 'Instance To' (input), 'Clear' button, 'Run Status' (dropdown), 'Distribution Status' (dropdown), 'Save On Refresh' checkbox, 'Report Manager' link, and 'Reset' button. Below the filters is a section titled 'Process List' containing a table with 11 columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains one row with the following data: Select (checkbox), Instance (29689509), Seq. (empty), Process Type (PSJob), Process Name (OCP229AT), User (BBENN06), Run Date/Time (10/10/2024 4:21:33PM CDT), Run Status (Success), Distribution Status (Posted), Details (Details link), and Actions (Actions dropdown). The table also has a '1-14 of 14' pagination control and a 'View All' link.

**Process Name:** Identifies the Process Name.

- Accounts Payable reports contain the number associated with the report in the name.
- If the Process Name is a link, access the report through the link.
- If the Process Name is not a link, access the report through the [Details](#) link.

**Run Status:** Advances from Queued, to Initiated, to Processing, and finally to Success.

- If the Run Status displays a value of Error or No Success, or the Distribution Status is Not Posted, the report has not completed.
- Do not delete the process instance if a report (or job) does not complete. Contact the ServiceNow for assistance.

**Distribution Status:** Advances from N/A, to Posting, to Posted.

Click the **Refresh** button to update the current Run Status and Distribution Status to Success and Posted. When the Run Status is Success and the Distribution Status is Posted, the job is complete.

Click the [OCAP0229](#) link to access the Process Details page.



## Process Details Page

Clicking the [OCAP0229](#) link opens the Process Detail page. There are two process instances associated with the Main Job. The first is associated with the retrieval of the data and the second with the generation of the PDF. This is typical when accessing reports through the Process Name.

The screenshot shows a 'Process Detail' window with the following information:

- Process Name:** OCP229AT
- Main Job Instance:** 29689509
- Buttons:** Help, Refresh
- Navigation:** Left | Right
- Instances List:**
  - 29689509 - OCP229AT Success
  - 29689510 - OCPAP229 Success
  - 29689511 - OCP0229AP Success (highlighted with a red box)

Click the bottom process instance number, outlined above, to access the Process Detail page associated with the report.

The screenshot shows the 'Process Detail' window for instance 29689511. The window is divided into several sections:

- Process:**
  - Instance:** 29689511
  - Name:** OCP0229AP
  - Run Status:** Success
  - Type:** BI Publisher
  - Description:** Print Vouchers Revised XML
  - Distribution Status:** Posted
- Run:**
  - Run Control ID:** FORM\_15A\_FML
  - Location:** Server
  - Server:** PSUNX
  - Recurrence:**
- Update Process:**
  - ☐ Hold Request
  - ☐ Queue Request
  - ☐ Cancel Request
  - ☐ Delete Request
  - ☐ Re-send Content
  - ☐ Restart Request
- Date/Time:**
  - Request Created On:** 10/10/2024 4:23:39PM CDT
  - Run Anytime After:** 10/10/2024 4:21:33PM CDT
  - Began Process At:** 10/10/2024 4:24:19PM CDT
  - Ended Process At:** 10/10/2024 4:24:34PM CDT
- Actions:**
  - [Parameters](#)
  - [Message Log](#)
  - [Batch Timings](#)
  - [View Log/Trace](#)
  - [Transfer](#)
  - [View Locks](#)

Click [View/Log Trace](#) link to access the View Log/Trace page.

## View Log/Trace

The link opens the View/Log Trace page. Click the [PDF](#) link to display the report.

View Log/Trace

Report

Report ID 26385025

Process Instance 29689511

[Message Log](#)

Name OCP0229AP

Process Type XML Publisher

Run Status Success

Print Vouchers Revised XML

Distribution Details

Distribution Node OOD\_REPNODE

Expiration Date 10/24/2024

File List

Name	File Size (bytes)	Datetime Created
<a href="#">29689511_OCP0229AP.pdf</a>	27,436	10/10/2024 4:24:34.259696PM CDT
<a href="#">AE_OCP0229AP_29689511.stdout</a>	619	10/10/2024 4:24:34.259696PM CDT
<a href="#">AE_OCP0229AP_29689511.trc</a>	11,103	10/10/2024 4:24:34.259696PM CDT
<a href="#">OCP0229AP.pdf</a>	27,436	10/10/2024 4:24:34.259696PM CDT

Distribute To




Distribution ID Type	Distribution ID
User	BBENN06

Return



## Print Vouchers – OMES Form 15A

Print the OMES Form 15A. Attach the invoice and supporting documents and scan (if approved by OMES to participate in the Voucher Imaging Program) or tri-fold the voucher and supporting documents horizontally with the agency number and voucher number showing on top. The vouchers within each batch should be in sequential, ascending, voucher number order.

OMES FORM 15 A (REVISED 2/14)		CLAIM OF: DELL MARKETING LP Address: 1 DELL WAY; ROUND ROCK, TX, 78682-7000 Alt Name: Vend ID: 0000064870 LOC: 0001		100.00	09000	00199612	Not Paid																																																				
STATE OF OKLAHOMA		ASSIGNMENT SECTION		TOTAL CLAIM AMOUNT	AGENCY BUSINESS UNIT	CLAIM VOUCHER NO.	WARRANT NO.																																																				
Claim Jacket Voucher Form		ASSIGNEE:		VCR DT: October 10, 2024 Warr Dt:																																																							
Page 1 of 1 OMES AUDITED BY:		Address:		Agency Board, Comm., Dept:																																																							
INVOICE NO		Alt Name:		Mgmt and Enterprise Services																																																							
INV_113_001		Vend ID: 0000064870 LOC: 0001																																																									
INV DATE		I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee		Claimant Date																																																							
10/09/2024																																																											
Description:				Related Vcr No.																																																							
<table border="1"> <thead> <tr> <th>ORDER NO.</th> <th>AMOUNT</th> <th>ACCOUNT</th> <th>SUB ACCT</th> <th>FUNDING CLASS</th> <th>DEPT</th> <th>BUD REF YR</th> <th>CFDA</th> <th>PROJECT</th> <th>ACTIVITY</th> <th>OPER UNIT</th> <th>Program Code</th> <th>Chart Field 2</th> </tr> </thead> <tbody> <tr> <td></td> <td>100.00</td> <td>536130</td> <td>01</td> <td>20000</td> <td>2000000</td> <td>24</td> <td></td> <td>0900000000</td> <td>000</td> <td>ADM10001</td> <td>NP000</td> <td></td> </tr> <tr> <td></td> <td>0.00</td> <td>536130</td> <td>01</td> <td>20000</td> <td>2000000</td> <td>24</td> <td></td> <td>0900000000</td> <td>000</td> <td>ADM10001</td> <td>NP000</td> <td></td> </tr> <tr> <td></td> <td>0.00</td> <td>536130</td> <td>01</td> <td>20000</td> <td>2000000</td> <td>24</td> <td></td> <td>0900000000</td> <td>000</td> <td>ADM10001</td> <td>NP000</td> <td></td> </tr> </tbody> </table>								ORDER NO.	AMOUNT	ACCOUNT	SUB ACCT	FUNDING CLASS	DEPT	BUD REF YR	CFDA	PROJECT	ACTIVITY	OPER UNIT	Program Code	Chart Field 2		100.00	536130	01	20000	2000000	24		0900000000	000	ADM10001	NP000			0.00	536130	01	20000	2000000	24		0900000000	000	ADM10001	NP000			0.00	536130	01	20000	2000000	24		0900000000	000	ADM10001	NP000	
ORDER NO.	AMOUNT	ACCOUNT	SUB ACCT	FUNDING CLASS	DEPT	BUD REF YR	CFDA	PROJECT	ACTIVITY	OPER UNIT	Program Code	Chart Field 2																																															
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	0.00	536130	01	20000	2000000	24		0900000000	000	ADM10001	NP000																																																
TOTAL		100.00																																																									
				I hereby approve this claim for payment and certify it complies with the purchasing laws of this State				Agency Approving Officer's signature Approving Officer's Name: John Doe Title: Chief Finance Officer Date: 10/10/2024																																																			
  																																																											
VCHR				09000				00199612																																																			

**Supplier Name and Address:** Supplier on the Invoice Information page of the Voucher Component.

**Assignee:** Payee on the Payments page if other than the supplier on the Invoice Information page.

**Total Amount/Agency Number/ Voucher Number:** Prints on the warrant stub.

**Warrant Number:** Reprint voucher after it is paid to capture the warrant numbers on the voucher.

**Invoice No and Inv Date:** Prints on the warrant stub.

**Description:** Prints from the Comments field on the Invoice Information page.

**Related Voucher No:** Populated when there is a related voucher ID.

**ChartField Values:** The expenditure distribution information.

**Alternate Payee:** Payee if location used on voucher specifies an alternate payee name or location.

**Signature Line:** To be signed by approving officer on file with OMES (OMES Form 13).

**Bar Code:** Used for scanning purposes.

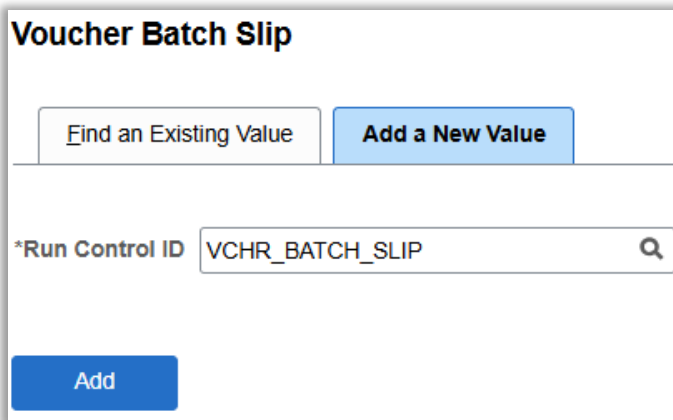




## Voucher Batch Slip

Vouchers eligible for payment within a pay group print on the Voucher Batch Slip report. It provides information for the vouchers, including the voucher numbers, agency claim numbers (if provided), and voucher amounts. Vouchers must have a valid budget check status to print on the batch slip. Vouchers do not have to be posted to print on the batch slip.

**Navigation:** *Accounts Payable > Reports > Vouchers > Voucher Batch Slip*



**Add** a new Run Control ID if necessary, or find an existing Run Control on the **Find an Existing Value** tab.

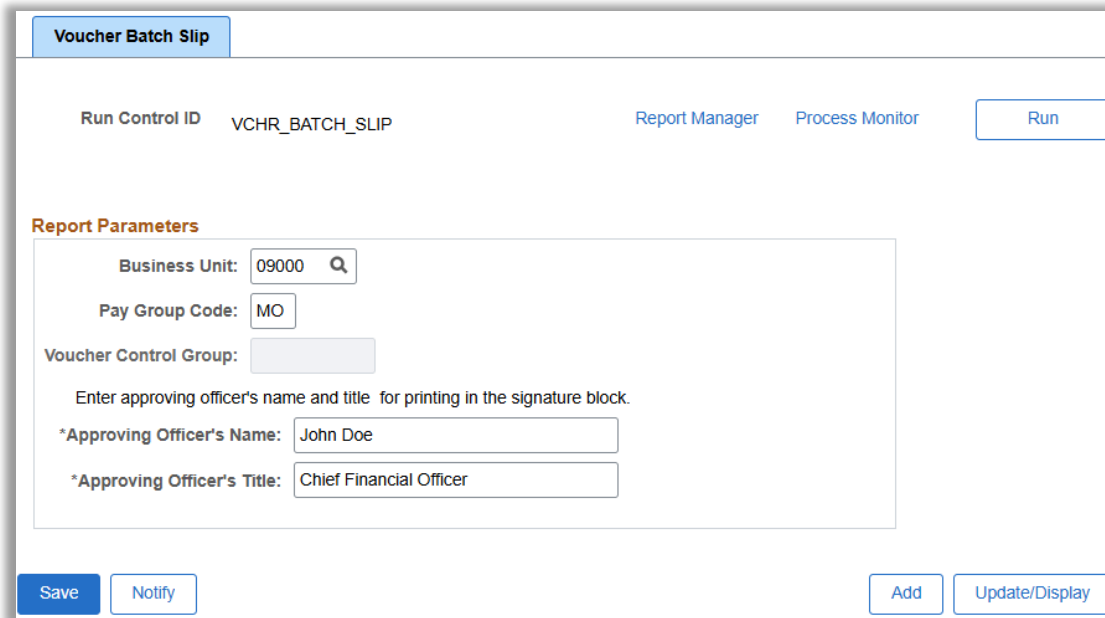
---

**NOTE:** The report parameters for each report vary but most reports are run as illustrated in the Print Vouchers screen. Only the report parameters and report will be illustrated in the following reports covered in this manual.

---



The Report Parameters requires a specified **Pay Group Code** by Business Unit.



The screenshot shows a web-based form titled "Voucher Batch Slip". At the top, it displays "Run Control ID" as "VCHR\_BATCH\_SLIP" and includes links for "Report Manager" and "Process Monitor", along with a "Run" button. The "Report Parameters" section contains several input fields: "Business Unit" with the value "09000" and a search icon; "Pay Group Code" with the value "MO"; and "Voucher Control Group" which is empty. Below these is a text instruction: "Enter approving officer's name and title for printing in the signature block." This is followed by two fields: "\*Approving Officer's Name:" with the value "John Doe" and "\*Approving Officer's Title:" with the value "Chief Financial Officer". At the bottom of the form, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

**Approving Officer's Name and Title, and Date Approved:** Enter to print on the batch slip. The Approving Officers must be on file with OMES (OMES Form 13).

Click the **Run** button to access the Process Scheduler Request.

## Voucher Batch Slip – OMES Form 25B

The voucher batch slip, OMES Form 25B, is submitted to OMES for voucher payments.

- **The batch slip should include only the vouchers that are being submitted for payment.** Vouchers that are eligible to pay but are withheld from the batch should either have the Pay Group removed or be placed on hold so as not to print on a batch slip until they are ready to be submitted to OMES.
- Agencies approved to participate in the Voucher Imaging Program must write SCAN at the top of the batch slip to help the OMES auditors identify the approved agencies.
- Agencies not scanning must include the tri-folded Form 15A voucher jackets, invoices, and any other documentation supporting the claim with the batch slip. Each separate batch of vouchers should be rubber banded (or paper clipped) together with the batch slip on top in a manner not to be separated during the submission to OMES.
- If a voucher is not on the batch slip, it will not be selected for payment until what prevented it from printing on the batch slip is corrected.
- Vouchers with exceptions that did not print on the batch slip should be corrected and submitted with a subsequent batch slip.

OMES FORM 25B (Revised 5/15)		<b>VOUCHER REGISTER BATCH SLIP NOTICE</b>		Page 1 of 1	
		For Voucher No. 00199612 To Voucher_No. 00199612			
Bank Acct Group:	All Others	PAYGROUP	MO		
Agency/ Business Unit:	09000	<b>RESERVED - OMES</b>  Date: _____ Auditor: _____			
Batch No.:					
Claim Count:	1				
Batch Total:	\$ 100.00				
Note:					
Claim Numbers/Amount Assigned to Batch:					
<u>Voucher No</u>	<u>Claim No</u>	<u>Amount</u>	<u>Voucher No</u>	<u>Claim No</u>	<u>Amount</u>
00199612		100.00			

**NOTE:** Voucher numbers beginning with a T on the batch slip indicate that the voucher is a travel reimbursement voucher.



## Budget Checking Errors Report

The Voucher Budget Checking Error report is a report that lists vouchers that failed to budget check.

**Navigation:** *Accounts Payable > Reports > Vouchers > Budget Checking Error*

### Budget Checking Error

\*Run Control ID

**Add** a new Run Control ID if necessary, or find an existing Run Control on the **Find an Existing Value** tab.

The Report Parameters requires only the Business Unit to run the report.

Run Ocpap0224

Run Control ID

BUDGET\_CHECK\_REPORT

Report Manager

Process Monitor


#### Report Parameters

\*From Business Unit:

\*To Business Unit:



The report includes the voucher number, the voucher distribution line number with the error, the Leger Group failing budget check, and the budget check error message.



State of Oklahoma

Budget Checking Error Report

From Business Unit: 09000 To Business Unit: 09000

Page 2 of 3

10/11/24

9:56:42 AM

BUSINESS UNIT 09000

Budget Status E

VCHR ID	VCHR DATE	INVOICE	GROSS AMT	VENDOR ID	VENDOR NAME	AGENCY CLAIM NO																												
00191347	2024-06-20	090_20231031_001J V3	0.00	0000001101	AUTHORITY ORDER-PCARD	JV TO CHANGE FUNDING																												
<div> <div>Voucher Line</div> <div>Distrib Line</div> <div>Budget Ref</div> <div>Class</div> <div>Department</div> <div>PO No</div> <div>Monetary Amount</div> </div> <div> <div>1</div> <div>6</div> <div>24</div> <div>27100</div> <div>2000010</div> <div></div> <div>10,583.58</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>No Budget Exists</div> <div></div> </div> <div> <div>1</div> <div>8</div> <div>24</div> <div>27100</div> <div>2000010</div> <div></div> <div>8,739.62</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>No Budget Exists</div> <div></div> </div>																																		
00192498	2024-06-20	23231653JV	0.00	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	FY23 OCSW GALA HALL OF FAME INVITES AND ENVELOPES JOB P2302071 JV TO CHANGE FUNDING NO ENCUMBRANCE REQUIRED																												
<div> <div>Voucher Line</div> <div>Distrib Line</div> <div>Budget Ref</div> <div>Class</div> <div>Department</div> <div>PO No</div> <div>Monetary Amount</div> </div> <div> <div>1</div> <div>1</div> <div>23</div> <div>19301</div> <div>3000000</div> <div></div> <div>-230.75</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>Budget Date out of Bounds</div> <div></div> </div> <tr> <td>00197418</td> <td>2024-06-13</td> <td>OT00005902</td> <td>452,000.00</td> <td>0000000090</td> <td>OFFICE OF MANAGEMENT &amp; ENTERPRISE SVCS</td> <td>Claim # 9000317 FY24 WEBSITE MODERNIZATION MAY NO ENCUMBRANCE REQUIRED</td> </tr> <tr> <td colspan="7"> <div> <div>Voucher Line</div> <div>Distrib Line</div> <div>Budget Ref</div> <div>Class</div> <div>Department</div> <div>PO No</div> <div>Monetary Amount</div> </div> <div> <div>1</div> <div>1</div> <div>24</div> <div>20000</div> <div>1000026</div> <div></div> <div>9,040.00</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>Exceeds Budget Tolerance</div> <div></div> </div> <div> <div>1</div> <div>12</div> <div>24</div> <div>27100</div> <div>5000001</div> <div></div> <div>113,000.00</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>Exceeds Budget Tolerance</div> <div></div> </div> </td> </tr> <tr> <td>00199604</td> <td>2024-09-18</td> <td>TST_INV 112 3</td> <td>1,000.00</td> <td>0000064870</td> <td>DELL MARKETING LP</td> <td></td> </tr> <tr> <td colspan="7"> <div> <div>Voucher Line</div> <div>Distrib Line</div> <div>Budget Ref</div> <div>Class</div> <div>Department</div> <div>PO No</div> <div>Monetary Amount</div> </div> <div> <div>1</div> <div>1</div> <div>24</div> <div>20000</div> <div>1000001</div> <div></div> <div>1,000.00</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>Exceeds Budget Tolerance</div> <div></div> </div> </td> </tr>							00197418	2024-06-13	OT00005902	452,000.00	0000000090	OFFICE OF MANAGEMENT & ENTERPRISE SVCS	Claim # 9000317 FY24 WEBSITE MODERNIZATION MAY NO ENCUMBRANCE REQUIRED	<div> <div>Voucher Line</div> <div>Distrib Line</div> <div>Budget Ref</div> <div>Class</div> <div>Department</div> <div>PO No</div> <div>Monetary Amount</div> </div> <div> <div>1</div> <div>1</div> <div>24</div> <div>20000</div> <div>1000026</div> <div></div> <div>9,040.00</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>Exceeds Budget Tolerance</div> <div></div> </div> <div> <div>1</div> <div>12</div> <div>24</div> <div>27100</div> <div>5000001</div> <div></div> <div>113,000.00</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>Exceeds Budget Tolerance</div> <div></div> </div>							00199604	2024-09-18	TST_INV 112 3	1,000.00	0000064870	DELL MARKETING LP		<div> <div>Voucher Line</div> <div>Distrib Line</div> <div>Budget Ref</div> <div>Class</div> <div>Department</div> <div>PO No</div> <div>Monetary Amount</div> </div> <div> <div>1</div> <div>1</div> <div>24</div> <div>20000</div> <div>1000001</div> <div></div> <div>1,000.00</div> </div> <div> <div>Error Message:</div> <div>Ledger:</div> <div>ALLOT</div> <div>Message:</div> <div>Exceeds Budget Tolerance</div> <div></div> </div>						
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## Vouchers in Recycle Status

The Vouchers in Recycle Status report is a report that lists vouchers that are held from further processing until the reason for the status has been corrected.

**Navigation:** *Accounts Payable > Reports > Vouchers > Vouchers in Recycle Status*

### Run Ocpap0220

\*Run Control ID

**Add** a new Run Control ID if necessary, or find an existing Run Control on the **Find an Existing Value** tab.

The Report Parameters requires only the Business Unit to run the report.

### Run Ocpap0220

Run Control ID

[Report Manager](#)
[Process Monitor](#)

**Report Parameters**

\*From Business Unit:

\*To Business Unit:



The report includes the voucher number, the invoice date, the invoice number, and the amount.

OKLAHOMA		State of Oklahoma Vouchers with Recycle Status From Business Unit: 09000 To: 09000 10/11/2024				10/11/2024 10:01 AM Page 2		
Accounting Dt	Business Unit	Voucher ID	Name 1	Vendor ID	Invoice DT	Invoice ID	Gross Amt	Entry Status
4/4/2024	09000	00193869	ALLEGIS GROUP HOLDINGS INC	0000527569	4/2/2024	INV0000092	4,911.21	R
4/4/2024	09000	00193872	THE REMY CORPORATION	0000545859	4/2/2024	INV0000095	3,216.01	R
4/4/2024	09000	00193873	THE REMY CORPORATION	0000545859	4/2/2024	INV0000076	16,188.01	R
4/4/2024	09000	00193876	APFS STAFFING INC	0000561739	4/2/2024	INV0000099	4,280.01	R
5/12/2024	09000	00195808	NTT DATA AMERICAS INC	0000501794	4/16/2024	9002680556	169.36	R
5/1/2024	09000	00194928	VITECH GLOBAL INVESTMENT HOLDING LP	0000525659	4/30/2024	0028122	189,500.01	R
7/6/2024	09000	00198524	STANDLEY SYSTEMS LLC	0000072751	6/30/2024	INV1670772	316.89	R
7/15/2024	09000	00198750	STANDLEY SYSTEMS LLC	0000072751	6/30/2024	INV1671602	68.09	R
7/15/2024	09000	00198751	STANDLEY SYSTEMS LLC	0000072751	6/30/2024	INV1671668	0.00	R

