

# State of Oklahoma

## COR216

P-Card Voucher Build 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	10/01/2005	Initial Document
1.1	11/28/2007	Updated
1.2	03/04/2011	Updated for BOA and Asset Interface
2.0	05/01/2014	Upgrade Update
2.1	10/01/2016	Updated BOA Print Screens and Report
2.2	01/26/2021	Logo Updated
3.0	02/06/2025	Upgrade Updated



## Introduction

Authorized state employees can make authorized purchases using the state approved credit card. The credit card is issued by Bank of America and the transaction detail resulting from charges made by employees are sent to the bank from participating merchants. Bank of America furnishes a website that is accessible by authorized employees to review and edit the transactions made by each cardholder. After transactions have been reviewed and edited, they are downloaded on a designated date to the State's mainframe computer and loaded into the State's system Voucher Build staging tables. Each agency is responsible for creating vouchers for its agency from the data in the staging tables using the P-Card Voucher Build Process.

This guide contains instructions for creating the vouchers using the Voucher Build process after they have been loaded into the staging tables. This guide does not contain instructions for reviewing and editing transactions through the Bank of America Works website; nor, does it include instructions for loading the transactions into the Voucher Build Staging Tables.



## Bank of America

Bank of America provides internet-based access to P-Card transaction information via the Bank of America Works website. Many payers responsible for building the P-Card Voucher will not have access to Works, but because the information recorded in Works is used to build the voucher, it is helpful to understand the relationship between Works and PeopleSoft.

## Default Information

The agency P-Card administrator enters default information into the Works page when a charge card is issued to a cardholder. It serves to default the funding and PO information in the Works transaction pages when the card is used to make a charge. The P-Card administrator must update the default information for all cardholders at the beginning of each fiscal year to ensure the charges made after a new fiscal year begins are recorded to the proper funding and will liquidate against the current fiscal year encumbrances.

Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
(5 @ \$1873.72) Dell Latitude 7275, CTO & Dell Latitude 7	541120	1000-19701	8810001-A0201

GL04: CFDA	GL05: Project-Activity-Source-Cat-SubCat	GL06: Operating Unit-Chartfield2	GL07: Sub Account	GL08: Business Unit
		A1830-N/A		45200

GL09: Asset Profile	GL10: PO# Line-PO Sched-PO Distr	Category	Note
HARDWARE01	4529052752-001-001-001	SW1020D—Dell computers, s	

**GL01** – Account Code – assigned in Works based on the MCC codes for each merchant

**GL02** – Fund Type and Class

**GL03** – Department ID and Program Code

**GL04** – CFDA #

**GL05** – Project, Activity, Source Type, Category, Subcategory – Must have implemented Projects

**GL06** – Operating Unit and Chartfield2

**GL07** – Sub Account

**GL08** – Business Unit

**GL09** – Asset Profile – Must have implemented Asset Management

**GL10** – Purchase Order, Line, Schedule, and Distribution Line

Default account codes are assigned in Works based on the MCC codes for each merchant. The Merchant (Category) Code, or MCC code, is a standard code the credit card industry uses to categorize merchants based on the types of goods or services provided by the merchant.



Vendor	Purchase Amount	Sales Tax	Allocation
AIRGAS - CENTRAL	14.12	0.00	532140-1000-19501-1811100-B0000----18-13100--1319076915-001-001-001
Amazon.com ZE6SR9KQ1	525.00	0.00	536190-1000-20000-6161111-B0000-----13100--1319077081-001-001-001
SOK RENEWAL DL SERVICES	26.29	0.00	531250-1000-20500-6060100-B0000---60-13100--1319076264-001-001-001
LOWES #00907	319.96	0.00	541110-1000-19501-7500002-D0102---SOK75103-7215-56-64000--6409000222-002-001-001
WorkQuest-Oklahoma	53.67	0.00	536140-1000-19501-7500002-D0102---SOK75002-7216-41-64000--6409000222-002-001-001
CHOCTAW ELECTRIC COOPERA	24.13	0.00	531370-1300-26500-6800001-B0001---324909-N/A--34500--3459080673-001-001-001

These default codes may not be appropriate in some circumstances and the transactions should be edited to assign the correct account codes.

## Charges Recorded in Works

Charges are recorded to the funding and PO in Works based on the default information. If changes to the default account code, funding and/or encumbrances need to be made, a Works administrator or assignee is able to edit the transaction information.

Below is selected information copied from Works for one transaction. The total charge would have originally been recorded to the default funding and PO information for the cardholder, but since it is split between two chartfield strings and PO encumbrances, the Works administrator edited the transaction. These are the values that will be loaded in the PeopleSoft Voucher, regardless of whether or not the values are valid in PeopleSoft.

Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
Planning - Order #7161997279 for aaa batteries and a 2...	536140	1860-24500	2000004-D0102
Order #7161997279 for pens, white out tape, liquid white...	536140	1860-24500	2000004-D0102

GL04: CFDA	GL05: Project-Activity-Source-Cat-SubCat	GL06: Operating Unit-Chartfield2	GL07: Sub Account	GL08: Business Unit
		PLN20001-N/A		09000
		FAC20012-N/A		09000

GL09: Asset Profile	GL10: PO# Line-PO Sched-PO Distr	Category	Note
	0909014169-011-001-001	SW022---State Use Office sup...	PLN20001
	0909014169-011-001-001	SW022---State Use Office sup...	FAC20012

**NOTE:** Invalid values loaded in PeopleSoft will cause the voucher to be saved in recycle status. The values will either need to be corrected or removed.



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**NOTE:** The PO, line, schedule, and distribution line recorded in Works at the time the transactions are downloaded to PeopleSoft will be the encumbrance linked to the charge when the voucher is built in PeopleSoft, regardless of whether the expenditure distribution in Works agrees to the funding on the PO distribution line. The Bud Ref is not included in Works. It is populated on the voucher based on the PO distribution line linked to the charge in Works.

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## Reviewing Transactions in Works

Online review and editing of account codes, funding, and PO encumbrances should be done in Works at least weekly or possibly daily to efficiently process the voucher for payment. A particular report designed to review the transactions by account code, funding, and PO encumbrances during the billing cycle and at the end of the month before the data is downloaded into PeopleSoft is the Agency Spend Report.

### Exporting the Agency Spend Report

**Reports > Template Library > Select Agency Spend Report > Select Modify/Run**

The following screen displays. Select Program Card (Business Unit), Post Dates, and Sort Columns by GL: PO#-PO Line-PO Sched-PO Distr to generate the report.

Home Expenses Reports Accounting

Reports > Modify/Run

Create Report Report data is current as of October 8, 2016 2:49 PM CDT.

\* Category: Spend

\* Template: shared : Agency Spend Report

Report Options Basic Advanced Reset to defaults Use last run settings

Columns

Available

- Allocation
  - GL: Authorized
  - GL: Complete
  - GL: Valid
  - GL: Account
  - GL: Account Desc
  - GL: Asset Profile
  - GL: Asset Profile Desc
  - GL: Business Unit
  - GL: Business Unit Desc
  - GL: CFDA
  - GL: CFDA Desc
  - GL: Dept ID-Program Code
  - GL: Dept ID-Program Code Desc
  - GL: Fund Type-Class
  - GL: Fund Type-Class Desc
  - GL: Operating Unit-Chartfield2
  - GL: Operating Unit-Chartfield2 Desc

Selected

- Item Description
- GL: Account
- MCC
- Vendor Name
- Vendor City
- Vendor State
- Vendor ZIP
- GL: PO# Line-PO Sched-PO Distr
- GL: Fund Type-Class
- GL: Dept ID-Program Code
- GL: Operating Unit-Chartfield2
- GL: Sub Account
- GL: CFDA
- GL: Project-Activity-Source-Cat-SubCat
- Item Exp Cat Comment - Statewide Contract #
- Exp Cat Name

Column Sort

A→Z GL: PO# Line-PO Sched-PO Distr

Remove Edit Add Constant

Remove Reverse Sort

Filters

Add filter:

Post Date: 11/01/2024 - 11/29/2024

Transaction Type: ☒ Cash advance ☒ Misc Credit ☒ Misc Debit ☒ Purchase ☐ Reimbursement ☐ Payment

Program Card: 1 selected



**Output Format**

Formats: ☒ Excel

Output Files: ☒ Full Details  
☐ Summary Only

☐ PDF  
☐ Delimited Text

Summary Grouping: No Summary Data ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

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**Save Template**

☐ Save Template to Template Library

Template Name: Agency Spend Report

Description: Agency Works spend

Sharing: ☐ Personal ☒ Shared ☐ Both

---

**Scheduling and Expiration**

Job Name: Agency Spend Report

Schedule: ☒ Run Now  
☐ Run Later  
☐ Recurring

Report Expiration after: 7 day(s)

The report can be exported to Excel, and Works gives the option to save a Report Template to your Personal Template Library so filters do not have to be modified or changed often.

Below is a print screen of selected columns from the Agency Spend Report after it was exported to Excel.

Item Total	GL: Account	MCC	Vendor Name	PO# Line-PO Sched-PO Distr	Fund Type-Class	Dept ID-Program Code
\$126.47	531120	9402	USPS	0399000534-001-001-001	1000-20000	0100001-NP000
\$23.65	522113	4784	PIKEPASS	0399000534-001-001-001	1000-20000	0100001-NP000
\$25.00	515990	5999	CULLIGAN	0399000534-001-001-001	1000-20000	0100001-NP000

Transactions can be sorted by the GL: PO# Line-PO Sched-PO Distr column to compare the sum of P-Card expenditures by PO ID, PO Line, PO Schedule, and PO Distribution Line to the remaining encumbrances on the Outstanding Orders report during the billing cycle and before the voucher is built. This will minimize document tolerance exceptions after the voucher is built.

Another report providing transaction data that can also be sorted by PO, PO Line, PO Schedule, and PO Distribution line is the RPT 170 – Transaction Detail Data. It can be used to check for sufficient funding on the lines, and to identify missing or invalid ChartFields.

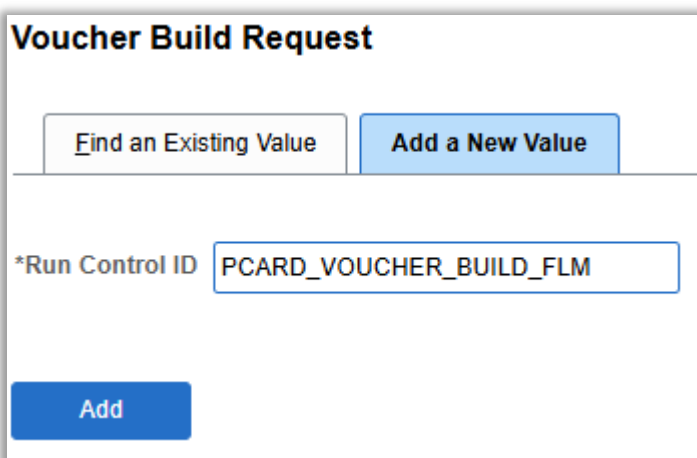
## Voucher Build Process

After the Works transaction information is downloaded to the staging loading tables, the voucher(s) can be built using the Voucher Build Process.

### Step 1 – Voucher Build Request

*Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build*

Select or Add a Run Control ID created specifically to run the PCARD Interface. Make the Run Control ID unique by adding initials, business unit, etc.

The screenshot shows a web form titled "Voucher Build Request". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is a text input field labeled "\*Run Control ID" containing the text "PCARD\_VOUCHER\_BUILD\_FLM". At the bottom left of the form is a blue button labeled "Add".

Voucher Build Request	
<a href="#">Find an Existing Value</a>	<a href="#">Add a New Value</a>
*Run Control ID	<input type="text" value="PCARD_VOUCHER_BUILD_FLM"/>
<a href="#">Add</a>	

Select the **Add** button or enter an existing run control ID and select the **Search** button.



## Voucher Build Page

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

Run Control ID: PCARD\_VOUCHER\_BUILD\_FLM | Report Manager | Process Monitor | **Run**

**Run Control Options**

\*Request ID: 1  
 Description: PCard Voucher Build  
 From Date: [Calendar Icon] ☒ Assign Invoice ID  
 To Date: [Calendar Icon] ☒ Assign Invoice Date  
 \*Process Option: Business Unit  
 \*Voucher Sources: All (Unrestricted) ☐ Autopilot Run Control

**Selection Parameters**

Business Unit  
 26500 [Search Icon] [Add] [Remove]

**Interfaces**

\*Voucher Build Interfaces | Publish Voucher Messages  
 Procurement Card [Search Icon] [Add] [Remove]

**Buttons:** Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

The fields on the Voucher Build page must be populated correctly to build the vouchers.

1. **Request ID and Description:** The request ID value can be “1” to signify the one request being run, or it can be anything meaningful. The description field should also contain a meaningful description.
2. **Dates:** Leave the date fields blank. The Voucher Build process will pick up ALL vouchers in the staging tables since the last time the Voucher Build was run.
3. **Voucher Process Option:** Business Unit. This field is not available to update.
4. **Voucher Sources:** All (Unrestricted). **Change** the value from New Voucher Data to All (Unrestricted).
  - Unbuilt vouchers in the staging tables can be in different stages depending on voucher build results. The All (Unrestricted) Voucher Source allows all vouchers to be built regardless of the stage.

5. **Business Unit:** Enter the five digit business unit number. It will be used to retrieve the data from the voucher build staging tables and create the voucher(s) for the agency. Users with access to more than one business unit can run the voucher build process for multiple business units by clicking the plus icon and entering additional business units.
6. **Voucher Batch Interfaces:** *Procurement Card*. There are a number of choices in this dropdown menu. Ensure “Procurement Card” is chosen.

Select the **Run** button at the top right of the Voucher Build page to access the Process Scheduler Request page after populating the fields.



## Process Scheduler Request

Within the **Process Scheduler Request** page, ensure the Process selected is **Voucher Build**. The Server Name is PSUNX.

**Process Scheduler Request**

User ID: BBENN06 Run Control ID: PCARD\_VOUCHER\_BUILD\_FLM

Server Name:  Run Date: 01/30/2025

Recurrence:  Run Time: 11:17:56AM [Reset to Current Date/Time](#)

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web	TXT	<a href="#">Distribution</a>

[OK](#) [Cancel](#) [Refresh](#)

Select the **OK** button to run the process.

## Process Instance

The Voucher Build page will appear with the Process Instance indicated at the top right of the page. In addition, there is a **Process Monitor** link that can be selected to view the progress on the Process List page.

**Voucher Build** [Process Messages](#) [Build Errors](#)

Run Control ID: PCARD\_VOUCHER\_BUILD\_FLM [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 29723115

**Run Control Options**

\*Request ID: 1

Description: PCard Voucher Build

From Date:  ☒ Assign Invoice ID

To Date:  ☒ Assign Invoice Date

\*Process Option: Business Unit

\*Voucher Sources: All (Unrestricted)

☐ Autopilot Run Control



## Process List

Selecting the **Process Monitor** link from the Voucher Build page opens the Process List. Occasionally, **select** the **Refresh** button at the top of the Process List page. The process will run until the Run Status is **Success** and the Distribution Status is **Posted**.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a section titled 'View Process Request For' with various filters: User ID (BBENN06), Type (dropdown), Last (dropdown), 6 Days (dropdown), Refresh button, Server (dropdown), Name (dropdown), Instance From (dropdown), Instance To (dropdown), Clear button, Run Status (dropdown), Distribution Status (dropdown), Save On Refresh checkbox, Report Manager link, and Reset button. Below this is a section titled 'Process List' with a search icon and a table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. There is one row with Instance 29723115, Process Type Application Engine, Process Name AP\_VCHRBLD, User BBENN06, Run Date/Time 01/30/2025 11:17:56AM CST, Run Status Success, and Distribution Status Posted. Below the table are links for 'Go back to Voucher Build Request', 'Save', and 'Notify'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29723115		Application Engine	AP_VCHRBLD	BBENN06	01/30/2025 11:17:56AM CST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

If User receives a **Success** status, then User is ready to proceed to Step 2, Review the Voucher Build Process messages.

If User receives a **No Success** Run Status message, contact OMES ServiceNow by calling 405-521-2444 or submitting a ServiceNow ticket and providing the User ID and the Process Instance number. Ask for a priority of Same Business Day. **User will not be able to proceed with voucher creation until this issue is resolved.**

Running the process more than once will not build the voucher after a job has run to No Success because the voucher staging tables are no longer populated. The Office of Management & Enterprise Services technical staff will need to reload them.

- **DO NOT DELETE** the process instance since the **Details** link provides messages that the technical staff uses when resolving the case.
- Voucher IDs are assigned even when a job runs to No Success. They are not reassigned when the job is rerun after the staging tables are reloaded, nor are they accessible through the Accounts Payable Voucher Search page. Maintain the missing numbers for the agency's internal records in the event the voucher ID is randomly selected for audit.

Select on the **Go back to Voucher Build Request** link to return to the Voucher Build Request page.

## Step 2 – Reviewing the Voucher Build Process Message

### Process Messages Page

Upon returning to the Voucher Build Request page, select the **Process Messages** tab to determine if and how many vouchers processed successfully or are in recycle status.

The screenshot shows the 'Process Messages' tab selected. At the top, there are tabs for 'Voucher Build', 'Process Messages', and 'Build Errors'. Below the tabs, the following information is displayed:

- User ID: BBENN06
- Request ID: 1
- Run Control ID: PCARD\_VOUCHER\_BUILD\_FLM
- Description: PCard Voucher Build

Below this, the 'Request Status' is shown as 'Successfully Completed'. There are buttons for 'Edit Errors Logged' and 'Refresh Log'. The 'Instance' number is 29723200.

The 'Details' section shows a table of messages. The table has columns for Time, Severity, and Message. The messages are as follows:

Time	Severity	Message
16.43.58	10	Beginning Batch Voucher Build/Pre-Edit
16.44.04	10	New vouchers to be processed = 1
16.44.04	10	Recycled vouchers to be reprocessed = 0
16.44.04	10	Begin load of Recycle Vouchers
16.44.06	10	Beginning Voucher Header Defaults and Editing
16.44.10	10	Invoice Line Default Processing Started.
16.44.13	10	Beginning Voucher Distribution Defaulting.
16.44.15	10	Applying Voucher Payment Defaults.
16.44.16	10	Processing Miscellaneous Voucher Records.
16.44.17	10	DEFAULT processing completed

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

In this example, one voucher processed in Recycle status. To examine any error messages, go to the Build Errors page.

**NOTE:** If the voucher processed with an entry status of Postable, access the voucher directly through the Regular Entry Voucher Search Screen using the **Procurement Card Voucher Source** or the Supplier ID 0000001101.

**NOTE:** Most agencies will have only one P-Card voucher per billing cycle, but if P-Card transactions are charged against multiple PO IDs, PO lines, PO schedules, and/or PO distribution lines that create more than 50 voucher lines per voucher, PeopleSoft will automatically create additional vouchers. The limitation applies to voucher lines only and not voucher distribution lines.





## Build Errors Page

Before the P-Card transactions are loaded into the Voucher Build Staging tables, Central Purchasing runs several edits to minimize the risk of P-Card vouchers building with pre-edit errors (critical errors that prevent the voucher from creating until the errors are corrected). Edits include validation of the Supplier ID and location used on the P-Card authority order and the existences of the PO/Lines/Schedule/Distribution Line numbers, PO Match and Budget Check statuses, account codes, etc. When these errors are identified, the agency is required to correct them before the P-Card transactions are loaded.

Vouchers could possibly build with pre-edit errors. For example, if a PO change order results in an uncorrected PO budget check error status after the staging tables are successfully loaded, the voucher will build in a pre-edit error status when voucher build is executed. Pre-edit error(s) will need to be corrected so voucher build can be re-executed.

More often, the Build Error page identifies the P-Card voucher(s) that built in recycle status. The voucher build edits do not validate ChartField values. This occurs during voucher build.

Select the **Build Errors** tab to identify the P-Card voucher(s) in recycle status and review the errors.



User ID BBENN06      Run Control ID PCARD\_VOUCHER\_BUILD\_FLM  
Request ID 1      Description PCard Voucher Build

**Request Status**

Successfully Completed      Edit Errors Logged      Instance 29723200      [Refresh Log](#)

**Details**

1-1 of 1 | [View All](#)

Error Messages	Review Errors	Business Unit	Voucher	Invoice	Origin	Group
		26500	00359831	265_20240731_001	PCD	

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Refresh](#)   [Add](#)   [Update/Display](#)

Select the Error Message icon to review the Voucher Build Error Detail



**Voucher Build Error Detail**

Business Unit 26500      Voucher ID 00359831      [Correct Errors](#)

**Header Errors**

1-1 of 1 | View All

Field Name	Message

**Invoice Line Errors**

1-1 of 1 | View All

Line	Field Name	Message

**Distribution Line Errors**

1-3 of 11 | View All

Line	Distribution Line	Field Name	Message
8	1	Operating Unit	TSE Prompt table edit; value not found in prompt table.
8	9	Operating Unit	TSE Prompt table edit; value not found in prompt table.
8	10	Operating Unit	TSE Prompt table edit; value not found in prompt table.

[Return to Search](#)   [Notify](#)

Errors are reported at the Header, Invoice Line, and Distribution Line levels. In this example, the Operating Units loaded from Works on the identified voucher distribution lines are not valid values. **Select** the [Correct Errors](#) link to access the Error Summary page on the Voucher, which also lists these error messages.

**Selecting** the Review Errors icon on the previous page also accesses the Error Summary page on the Voucher directly.



## Step 3 – Correcting Built Vouchers in Recycle Status

### Voucher Error Summary Page

When the P-Card voucher builds in Recycle Status, **selecting** the **Correct Errors** link or the Review Errors icon on the Build Errors page on the Voucher Build Request Component accesses the Voucher Error Summary page.

The Voucher Error Summary page lists the voucher build errors and identifies the errors that resulted in a Recycle status. Whenever there are Voucher Line and/or Distribution Line errors, the voucher lines and distribution lines with invalid chartfield values are identified.

Line	Distribution Line	Field Name	Message
8	1	Operating Unit	TSE Prompt table edit; value not found in prompt table.
8	9	Operating Unit	TSE Prompt table edit; value not found in prompt table.
8	10	Operating Unit	TSE Prompt table edit; value not found in prompt table.

Upon identifying the voucher errors, take necessary corrective action. In the example, the voucher has Distribution Line Errors.

- Distribution Line Errors – ChartField values are populated in the voucher directly from Works and are edited in the voucher. Invalid ChartField values are listed on this page by Voucher Line and Voucher Distribution Line. By default, the first three errors display. Activate the View All to view all Distribution Line Errors when there are more than three. The voucher had invalid values populated in the Operating Unit field that needed to be corrected or removed from the Voucher Distribution Lines.

**NOTE:** Even when the voucher builds in a *Postable* Status, P-Card Voucher Lines and Voucher Distribution Lines should be reviewed to ensure the expenditures are recorded to the correct accounts and funding.

**NOTE:** The PCD Origin indicates that the voucher was built with the Procurement Card Voucher Build interface. **DO NOT DELETE vouchers with an origin of PCD. The Voucher Build process includes PeopleSoft code to include the agency program account number with the electronic payment so the bank can apply the payment correctly.** If the voucher did not build as expected, correct the voucher rather than deleting it. Contact the Office of Management & Enterprise Services ServiceNow if assistance is required.

## Go to Review Error Icon

Built vouchers in recycle status display the Go to Review Error icon in the following locations:

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

The screenshot displays the 'Invoice Information' page. At the top, there are tabs: Summary, Related Documents, Invoice Information (selected), Payments, Voucher Attributes, and Error Summary. The main form contains fields for Business Unit (26500), Invoice No (265\_20240731\_001), Voucher ID (00359831), Accounting Date (01/30/2025), Voucher Style (Regular Voucher), Invoice Date (07/31/2024), Basis Date Type, Inv Date, Invoice Received, Supplier ID (000001101), ShortName (ACP-001), Location (0002), and Address (1). An 'Invoice Total' section shows Line Total (54,014.54), Currency (USD), Miscellaneous, Freight, Total (54,014.54), and Difference (0.00). A 'Non Merchandise Summary' link is on the right. Below the form is a 'Save' button and an 'Action' dropdown. A 'Copy From Source Document' link is also present. The 'Invoice Lines' section shows a table with columns: Line, \*Distribute by, Amount, Item, Quantity, UOM, Unit Price, Line Amount, SpeedChart, Ship To, Description, Packing Slip, Purchase Order, One Asset, UPN, and buttons for Adjust PO Percentage and Allocate by Percentage. A 'Distribution Lines' section is expanded, showing a table with columns: Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, \*GL Unit, Account, Oper Unit, Fund Type, Dept, Program, and Class-Fun. A red box highlights a yellow warning icon in the 'Copy Down' column of the first row. At the bottom are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

Each Go to Review Errors icon can be **selected** to display each error, or the Error Summary page can be selected to view all the errors on the Invoice Information page.

The screenshot displays the 'Errors for Distribution Line 1 in Invoice Line 8' page. It has a title bar with the title and a 'Help' link. Below the title bar is a 'Distribution Line Errors' section with a search icon and a '1-1 of 1' dropdown. A table with two columns, 'Field Name' and 'Message', contains one row: 'Operating Unit' with the message 'TSE Prompt table edit; value not found in prompt table.' Below the table is a 'Return' button.



The following information is populated as a result of the Voucher Build process and **should not be changed**.

- **Invoice Number**: Includes the agency number and billing cycle date.
- **Invoice Date**: The date the billing cycle ended.
- **Supplier and Location**: The Supplier ID and location associated with the Remit To Supplier.



## Step 4 – Match, Document Tolerance, and Budget Check On Demand Action

Due to the short timeframe between the date the voucher build is available and the date the voucher must be submitted to the Office of Management & Enterprise Services for payment, a super-user should run the on-demand action of “Match, Doc Tol, Bdgt” after the voucher is reviewed and/or corrected, and the Entry Status of the P-Card voucher is Postable. The voucher must have a Match status of No Match and a Document Tolerance Status of Valid before it will budget check.

The two (2) reasons the Office of Management & Enterprise Services requests that the On-Demand Action be run for P-Card vouchers:

- To research and resolve document tolerance and budget checking errors immediately.
- To ensure proper encumbrances are liquidated.

**NOTE:** Refer to the COR112 Purchase Order Voucher Manual for Document Tolerance and Budget Checking exception and resolution information.



## P-Card Vouchers Built In Postable Status

If the P-Card voucher(s) build(s) in a Postable Status, search by either Supplier ID #0000001101 or Voucher Source **Procurement Cards** on the Voucher Search page to identify and access the voucher(s).


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

### 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 ▼ 0000001101 

Supplier Name begins with ▼

Voucher Style = ▼


Related Voucher begins with ▼

Entry Status = ▼

Voucher Source = ▼ Procurement Cards ▼

Incomplete Voucher = ▼

☐ Case Sensitive

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

[Save Search Criteria](#)

Select the **Search** button to access the Voucher Component.



Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	07/31/2024		
Voucher ID	00199570	Invoice No	090_20240731_001		
Voucher Style	Regular	Invoice Total	[REDACTED] USD		
Supplier Name	AUTHORITY ORDER-PCARD AGENCY PREFERENCE OKLAHOMA CITY, OK 99999				
Entry Status	Postable	Pay Terms	45 Days		
Match Status	No Match	Voucher Source	Procurement Cards		
Approval Status	Pending	Origin	PCD		
Post Status	Unposted	Created On	08/09/2024 10:20AM		
Doc Tol Status	Valid	Created By	[REDACTED]		
Budget Status	Not Chk'd	Last Update	08/09/2024 3:38PM		
Budget Misc Status	Valid	Modified By	[REDACTED]		
		ERS Type	Not Applicable		
		Close Status	Open		
*View Related		Payment Inquiry			
		Go			
Return to Search		Previous in List		Next in List	
Notify		Refresh		Add	
				Update/Display	

The PCD Origin indicates that the voucher was built with the Procurement Card Voucher Build interface.

**DO NOT DELETE vouchers with an origin of PCD. The Voucher Build process includes PeopleSoft code to include the agency's 16 digit corporate account number with the electronic payment so the bank can apply the payment correctly.** If the voucher did not build as expected, correct the voucher rather than deleting it. Contact the Office of Management and Enterprise Services ServiceNow if assistance is required.





## P-Card Voucher Payment Page

The **Remit To Supplier ID**, **Location**, **Account**, and **Pay Group** populate in the P-Card voucher during voucher build and must not be changed.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice No	090_20240731_001		
Voucher ID	00199570	Invoice Date	07/31/2024	Action	<input type="button" value="Run"/>
Voucher Style	Regular Voucher	*Pay Terms	45	45 Days	<input type="button" value="Schedule Payments"/>
Total Amount		Supplier Name	AUTHORITY ORDER-PCARD		
<b>Payment Information</b> <div> <input type="text"/>   <input type="button" value="1 of 1"/>   <input type="button" value="View All"/> </div>					
<div> <div> <b>Payment 1</b> <div> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> <div> <div> *Remit to <input type="text" value="0000078298"/> Location <input type="text" value="0001"/> *Address <input type="text" value="1"/> </div> <div> Gross Amount <input type="text" value=""/> USD           Scheduled Due <input type="text" value="08/09/2024"/> </div> <div> Discount <input type="text" value="0.00"/> USD           Net Due <input type="text" value="07/31/2024"/> </div> <div> Discount Due <input type="text"/> Accounting Date <input type="text"/> </div> </div> <div> BANK OF AMERICA NA  401 N TRYON ST  CHARLOTTE, NC 28202-2196 </div> </div>					
<b>Payment Options</b> <div> <div> *Bank <input type="text" value="OST"/> *Account <input type="text" value="EFT"/> *Method <input type="text" value="CHK"/> </div> <div> Pay Group <input type="text" value="PC"/> *Handling <input type="text" value="Regular"/> Hold Reason <input type="text"/> </div> <div> *Netting <input type="text" value="Not Applicable"/> L/C ID <input type="text"/> </div> </div> <div> Supplier Bank Messages  <input type="checkbox"/> Hold Payment  <input type="checkbox"/> Separate Payment </div> <div> Message <input type="text" value="090_20240731_001"/>  Message will appear on remittance advice. </div>					
<b>Schedule Payment</b> <div> <div> *Action <input type="text" value="Schedule Payment"/> Pay <input type="text"/> </div> <div> Payment Date <input type="text"/> Reference <input type="text"/> </div> </div>					
<input type="button" value="Save"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>					

After completing the voucher, print the voucher, batch slip, and the Billing Statement report from Works and submit the batch to the Office of Management and Enterprise Services by 3:00 p.m. on the scheduled submission deadline.

**NOTE:** An agency with a credit balance for a particular billing cycle should build the voucher but retain the batch until there are sufficient charges to recoup the credit. The batch slip listing the unpaid vouchers from the prior and the current billing cycles should accompany the vouchers with the required Billing Statement documentation.



## Verifying Encumbrance Liquidations

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

After the P-Card voucher is budget checked but before it is paid, review the PO Accounting Entries to ensure the correct encumbrances were entered in Works and liquidated in PeopleSoft.

**PO Accounting Entries**

Business Unit 09000  
 From PO 0909022258  
 PO Status  
 From Fiscal Year  
 Accounting Line View Option Standard

To PO 0909022258  
 To Fiscal Year  
 Ledger Group ALLOT

Accounting Entries

1-3 of 490 View 100

Details ChartFields

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Used	Budget Period	Fiscal Year	Journal ID	Tran ID	Reference Reversal ID
0909022258	D	0000001101	16	REVERSAL	0	13	1	1			2024	2024	0036092056	0036092056	00187350
0909022258	D	0000001101	16	REVERSAL	0	15	1	1			2024	2024	0036092056	0036092056	00187350
0909022258	D	0000001101	16	REVERSAL	0	15	1	1			2024	2024	0036092056	0036092056	00187350

If the voucher liquidated incorrect PO distribution lines based on the data copied from Works, copy the PO Line(s), PO Schedule(s), and PO Distribution Line(s) onto the voucher to make the necessary changes to the correct PO distribution lines, and delete the erroneous Voucher Distribution Lines. Re-budget check the voucher and rerun the PO Accounting Entries. Complete this before the warrant number is recorded on the voucher. **Do not delete the built P-Card voucher.**

---

**NOTE:** Refer to the PO Accounting Entries chapter in the COR112 Purchase Order Voucher Manual for additional information about this Component.

---



## Integrating Assets from P-Card Vouchers

An Asset Profile field (GL09) is available in Works for agencies that have implemented Asset Management. Transactions with Asset Profiles loaded from Works into PeopleSoft trigger the creation of separate voucher lines by transaction date and Asset Profile ID during voucher build, allowing asset quantities and unit costs to be interfaced directly to the Asset Management Pre-AM Interface table.

*Run the Procurement Voucher Build Process using the navigation below and the steps in the Voucher Build Process Chapter, Step 1.*

***Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build***

Whenever asset transactions are loaded into PeopleSoft from Works, the voucher build process omits the quantities in the voucher distribution lines with Asset Profile IDs, causing the voucher to be built in Recycle Status.

Since every voucher with an Asset Profile ID loaded from Works will build with Recycle errors, access the Build Errors page upon returning to the Voucher Build Request Component to obtain the P-Card Voucher ID. See the Build Errors Page in the *Voucher Build Process Chapter, Step 2*.



## Correcting Asset Voucher Distribution Lines

Select the **Correct Errors** link or the Review Errors icon on the Build Errors page on the Voucher Build Component to access the Voucher Error Summary page.

### Voucher Error Summary Page

The Voucher Error Summary Page identifies the Voucher Lines and Voucher Distribution Lines with Asset Profiles and omitted quantities.

The screenshot displays the 'Error Summary' tab of a voucher build component. It includes a header section with voucher details and two error summary tables.

**Header Information:**

Business Unit	32000	Invoice Number	320_20240731_001_TST
Voucher ID	00183975	Invoice Date	07/31/2024
Style	Regular Voucher	Total	257,342.10 USD

**Header Errors:**

Field Name	Message

**Distribution Line Errors:**

Line	Distribution Line	Field Name	Message
4	1	Quantity Vouchered	Quantity must be entered on distribution line when asset information is specified.

Buttons at the bottom: Return to Search, Notify, Refresh, Add, Update/Display.

Select the Invoice Information page to add the quantities and make any additional changes to the asset transactions.

**NOTE: A Voucher Line is automatically built for asset transactions from Works by transaction date and Asset Profile ID.**



## Built Asset Voucher Lines and Distribution Lines

Transactions from Works roll up into Voucher Lines and Distribution Lines based on similar PO ID, PO Line, PO Schedule, PO Distribution Lines, and ChartField distribution. The exception is asset transactions, which build as separate Voucher Lines based on transaction dates and Profile IDs in Works.

In the example on the previous page, one (1) asset Voucher Line was created.

Voucher Line 4, noted in the Voucher Error Summary page, is used to illustrate how asset Voucher Lines build.

The screenshot displays the 'Invoice Lines' window. At the top, 'Line 4' is selected. The 'Distribute by' dropdown is set to 'Amount'. The 'Quantity' is 1.0000, 'UOM' is YR, 'Unit Price' is 657.02000, and 'Line Amount' is 657.02. The 'SpeedChart' and 'Ship To' (32001) are also visible. A 'Purchase Order' section shows details for 32000(3209010069)(111) Associate Receiver(s). Below this, the 'Distribution Lines' section is expanded, showing a table with one distribution line.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
<input type="checkbox"/>	1	100.0000	100.0000	657.02		32000	541230	ADIT300	1000	0500088	D0200	20000

- The Voucher Line populated with no description, a quantity of 1, a UOM of YR, and a unit price that equals the charged amount.
- The number of Voucher Distribution Lines built is based on the funding recorded in Works.
- The Voucher Distribution Line Quantity is omitted.



## Updating Asset Voucher Lines and Distribution Lines

How each asset Voucher Line and Distribution Line is updated depends on how many assets were purchased and how they are funded. The different scenarios illustrated on the following pages use the voucher line on the Voucher Error Summary page on the previous page.



## Single Asset – One Funding

The example below illustrates the fields that must be updated to interface a single asset purchased with the P-Card to Asset Management when it is recorded to one chartfield distribution.

### Voucher Line and Distribution Line after Voucher Build

Invoice Lines

Line 4 ☐ Copy Down

\*Distribute by Amount

Item

Quantity 1.0000

UOM YR

Unit Price 657.02000

Line Amount 657.02

SpeedChart

Ship To 32001

Description

Packing Slip

Purchase Order

32000(3209010069)111  
Associate Receiver(s)

Amount Only

Adjust PO Percentage

Allocate by Percentage

One Asset

UPN

Calculate

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
<input type="checkbox"/>	1	100.0000	100.0000	657.02	1.0000	32000	541230	ADIT300	1000	0500088	D0200	20000

### Voucher Line and Distribution Line after Fields are Updated for Single Asset – One Funding

Invoice Lines

Line 4 ☐ Copy Down

\*Distribute by Amount

Item

Quantity 1.0000

UOM EA

Unit Price 657.02000

Line Amount 657.02

SpeedChart

Ship To 32001

Description ASSET 1

Packing Slip

Purchase Order

32000(3209010069)111  
Associate Receiver(s)

Amount Only

Adjust PO Percentage

Allocate by Percentage

One Asset

UPN

Calculate

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
<input type="checkbox"/>	1	100.0000	100.0000	657.02	1.0000	32000	541230	ADIT300	1000	0500088	D0200	20000

Since one asset was purchased and is recorded to one funding, none of the dollar amounts need to be changed. Update/verify the following fields:

- **Description:** Enter the description of the item purchased.
- **Unit of Measure:** Change from YR to EA.
- **Voucher Distribution Line Quantity:** Enter 1.
- **Profile ID:** Verify to ensure correct Profile ID is populated.



## Single Asset – Split Funding

The example below illustrates the fields that must be updated to interface a split-funded single asset purchased on the P-Card to Asset Management.

### Voucher Line and Distribution Line after Voucher Build

Invoice Lines ①

Line 4 ☐ Copy Down

\*Distribute by Amount

Item

Quantity 1.0000

UOM YR

Unit Price 657.02000

Line Amount 657.02

SpeedChart

Ship To 32001

Description

Packing Slip

Purchase Order

32000(3209010069)111  
Associate Receiver(s)  
Amount Only

☐ One Asset

UPN

Calculate

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class Fur
<input type="checkbox"/>	1	100.0000	100.0000	657.02		32000	541230	ADIT300	1000	0500088	D0200	20000

### Voucher Line and Distribution Line after Fields are Updated for Single Asset – Split Funding

Invoice Lines ①

Line 4 ☐ Copy Down

\*Distribute by Amount

Item

Quantity 1.0000

UOM EA

Unit Price 657.02000

Line Amount 657.02

SpeedChart

Ship To 32001

Description ASSET2

Packing Slip

Purchase Order

32000(3209010069)111  
Associate Receiver(s)  
Amount Only

☒ One Asset

UPN

Calculate

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class Fur
<input checked="" type="checkbox"/>	1	100.0000	50.0000	328.51	0.5000	32000	541230	ADIT300	1000	0500088	D0200	20000
<input type="checkbox"/>	2	100.0000	50.0000	328.51	0.5000	32000	541230	ADIT300	1000	1100088	D0200	20000

In the example, one (1) asset was purchased, but the asset was split 50/50 between two different departments. Since only one asset was purchased, none of the dollar amounts need to be changed in the Voucher Line. The following fields should be updated/verified:

- **Description:** Enter the description of the item purchased.
- **Unit of Measure:** Change from YR to EA.
- **Check the One Asset** box to combine split asset distribution lines into a single asset ID when the voucher is interfaced to Asset Management.
- **Voucher Distribution Line 1 Amount:** Enter the dollar amount attributable to the chartfield distribution on distribution line 1.
- **Voucher Distribution Line 1 Quantity:** Enter the percentage attributable to the chartfield distribution on distribution line 1.





**Copy Down:** Check the Copy Down checkbox on distribution line 1. The following message displays.

This option modifies all Asset IDs for this Voucher line to NEXT1. (7030,468)

Profile ID from first distribution line is applied to all distribution lines for this voucher line.

Press Yes to update.  
Press No to cancel update.

Select the **Yes** button.

Select the **Plus (+)** button to add voucher distribution line 2.

- **Voucher Distribution Line 2 Amount:** Enter the dollar amount and make the necessary changes to the chartfield distribution on distribution line 2.
- **Voucher Distribution Line 2 Quantity:** Enter the percentage attributable to the chartfield distribution on distribution line 2. The sum of the percentages must total 1.

**Assets Tab:** Select the asset tab.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input checked="" type="checkbox"/>	1	100.0000	50.0000	328.51	0.5000	<input checked="" type="checkbox"/>	32000	EQUIP01	NEXT
<input type="checkbox"/>	2	100.0000	50.0000	328.51	0.5000	<input type="checkbox"/>			

**Asset Checkbox:** Check to enter the Business Unit on each copied distribution line.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input checked="" type="checkbox"/>	1	100.0000	50.0000	328.51	0.5000	<input checked="" type="checkbox"/>	32000	EQUIP01	NEXT
<input type="checkbox"/>	2	100.0000	50.0000	328.51	0.5000	<input checked="" type="checkbox"/>	32000	EQUIP01	NEXT

**Profile ID:** Verify to ensure correct Profile ID is populated.

**Sequence Number:** Selecting the **Use One Asset ID** option causes the system to assign a value of 1 to the Sequence Number field found in the Asset tab on the Voucher Distribution Line. The Profile ID must be the same on all the Voucher Distribution Lines.

**NOTE:** The asset transaction may or may not have been edited in Works to record the P-Card purchase to multiple funding. If the transaction was edited, multiple Voucher Distribution Lines will build with blank quantities. If the transaction was not edited to add the additional funding, Voucher Distribution Lines can be added after the voucher is built.



## Multiple Assets – One Funding

The example below illustrates the fields that must be updated to interface multiple assets purchased on a single P-Card transaction to Asset Management when they are recorded to one chartfield distribution.

### Voucher Line and Distribution Line after Voucher Build

Invoice Lines ①

Line 4 ☐ Copy Down

\*Distribute by Amount

Item

Quantity 1.0000

UOM YR

Unit Price 657.0200

Line Amount 657.02

SpeedChart

Ship To 32001

Description

Packing Slip

Purchase Order

32000(3209010069)111  
Associate Receiver(s)

☐ One Asset

UPN

Calculate

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
				1	100.0000	100.0000	657.02		32000	541230	ADIT300	1000	0500088	D0200	20000

### Voucher Line and Distribution Line after updated for Multiple Assets – One Funding

Invoice Lines ①

Line 4 ☐ Copy Down

\*Distribute by Amount

Item

Quantity 2.0000

UOM EA

Unit Price 328.51000

Line Amount 657.02

SpeedChart

Ship To 32001

Description ASSET3

Packing Slip

Purchase Order

32000(3209010069)111  
Associate Receiver(s)

☐ One Asset

UPN

Calculate

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
				1	100.0000	100.0000	657.02	2.0000	32000	541230	ADIT300	1000	0500088	D0200	20000

The Line Amount represents the total dollar amount spent for all the assets purchased and should not be changed. In this example, the items purchased are the same, all have the same unit price, and they are recorded to the same ChartField distribution. The following fields should be updated/verified:

- **Description:** Enter the description of the items purchased.
- **Quantity:** Enter the number of items purchased.
- **Unit of Measure:** Change from YR to EA.
- **Unit Price:** Change the unit price for the item. **Quantity x Unit Price = Line Amount**
- **Voucher Distribution Line Quantity:** Enter the number of items purchased.
- **Profile ID:** Verify to ensure correct Profile ID is populated on the Assets tab.

**NOTE:** The P-Card Authority Order cannot be marked to match by Amount Only in order for Multiple Assets to interface to Asset Management properly.



## Multiple Assets – Multiple Funding

The example below illustrates the fields that must be updated to interface multiple assets purchased on a single P-Card transaction to Asset Management when they are recorded to more than one chartfield distribution.

### Voucher Line and Distribution Line after Voucher Build

The screenshot shows the 'Invoice Lines' window for Line 4. The 'Distribution Lines' section contains one line with the following details:

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
<input type="checkbox"/>	1	100.0000	100.0000	657.02		32000	541230	ADIT300	1000	0500088	D0200	20000

### Voucher Line and Distribution Line after Fields are Updated for Multiple Assets – Multiple Funding

The screenshot shows the 'Invoice Lines' window for Line 4 after updates. The 'Distribution Lines' section contains two lines. The first line is highlighted with a red box, and the second line is also highlighted with a red box.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
<input checked="" type="checkbox"/>	1	100.0000	50.0000	328.50	2.0000	32000	541230	ADIT300	1000	0500088	D0200	20000
<input type="checkbox"/>	2	100.0000	50.0000	328.50	2.0000	32000	541230	ADIT300	1000	1100088	D0200	20000

In the example, four of the same assets were purchased with the same unit price, but two are recorded to one department and two are recorded to another department. The Line Amount represents the total dollar amount spent for all the assets purchased and should not be changed. The following fields should be updated/verified:

- **Description:** Enter the description of the items purchased.
- **Quantity:** Change the number of items purchased.
- **Unit of Measure:** Change from YR to EA.
- **Unit Price:** Change the unit price for the items. **Quantity x Unit Price must equal Line Amount.**



- **Voucher Distribution Line 1 Amount:** Enter the dollar amount attributable to the chartfield distribution on distribution line 1.
- **Voucher Distribution Line 1 Quantity:** Enter the number of items attributable to the chartfield distribution on distribution line 1.
- **Copy Down:** Check the Copy Down checkbox on distribution line 1.

Select the **Plus (+)** button to add voucher distribution line 2.

- **Voucher Distribution Line 2 Amount:** Enter the dollar amount and make the necessary change to the chartfield distribution on distribution line 2.
- **Voucher Distribution Line 2 Quantity:** Enter the number of items attributable to the chartfield distribution on distribution line 2. **The quantities are whole numbers and must equal the Voucher Line Quantity.**
- **Profile ID:** Use the Assets tab to verify to ensure the correct Profile ID is populated.

---

**NOTE:** The asset transaction may or may not have been edited in Works to record the P-Card purchase to multiple funding. If the transaction was edited, multiple Voucher Distribution Lines would build with blank quantities. If the transaction was not edited to add the additional funding, Voucher Distribution Lines can be added after the voucher is built.

---



---

**NOTE:** The P-Card Authority Order cannot be marked to match by Amount Only in order for multiple assets to interface to Asset Management properly.

---



## Multiple Assets – Split Funding

The example below illustrates the fields that must be updated to interface multiple assets purchased on a single P-Card transaction to Asset Management when they are split funded.

### Voucher Line and Distribution Line after Voucher Build

Invoice Lines ①

Line 4 ☐ Copy Down

\*Distribute by: Amount

Item:

Quantity: 1.0000

UOM: YR

Unit Price: 657.00000

Line Amount: 657.00

SpeedChart:

Ship To: 32001

Description:

Packing Slip:

Purchase Order: 32000(3209010069)(11 Associate Receiver(s))

☐ One Asset

UPN:

Calculate

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
				1	100.0000	99.9970	657.00		32000	541230	ADIT300	1000	0500088	D0200	20000

### Voucher Line and Distribution Line after Fields are Updated for Multiple Assets – Split Funding

Invoice Lines ①

Line 4 ☐ Copy Down

\*Distribute by: Amount

Item:

Quantity: 2.0000

UOM: EA

Unit Price: 328.50000

Line Amount: 657.00

SpeedChart:

Ship To: 32001

Description: ASSETS

Packing Slip:

Purchase Order: 32000(3209010069)(11 Associate Receiver(s))

☐ One Asset

UPN:

Calculate

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Fur
				1	100.0000	25.0000	164.25	0.5000	32000	541230	ADIT300	1000	0500088	D0200	20000
				3	100.0000	25.0000	164.25	0.5000	32000	541230	ADIT300	1000	1100088	D0200	20000
				4	100.0000	25.0000	164.25	0.5000	32000	541230	ADIT300	1000	0500088	D0200	20500
				5	100.0000	25.0000	164.25	0.5000	32000	541230	ADIT300	1000	1100088	D0200	20500

In the example, two of the same assets were purchased with the same unit price, but each asset is split 50/50 to different classes and departments. The Line Amount represents the total dollar amount spent for all the assets purchased and should not be changed. The following fields should be updated/verified:

- **Description:** Enter the description of the items purchased.
- **Quantity:** Change the number of items purchased.
- **Unit of Measure:** Change from YR to EA.
- **Unit Price:** Change the unit price for the items. **Quantity x Unit Price must equal Line Amount.**



- **Voucher Distribution Line 1 Amount:** Enter the dollar amount attributable to the chartfield distribution on distribution line 1.
- **Voucher Distribution Line 1 Quantity:** Enter the percentage attributable to the chartfield distribution on distribution line 1.

**Copy Down:** Check the Copy Down checkbox on distribution line 1.

Select the **Plus (+)** button to add the number of voucher distribution lines necessary.

- **Copied Voucher Distribution Line Amounts:** Enter the dollar amounts and make the necessary changes to the chartfield distribution on each copied distribution line.
- **Copied Voucher Distribution Line Quantities:** Enter the percentage quantity attributable to the chartfield distribution on each copied distribution line. **The sum of the percentage quantities must total the Voucher Line Quantity.**

Select the **Assets** tab.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Profile ID	Asset ID	Sequence Number
<input checked="" type="checkbox"/>	1	100.0000	25.0000	164.25	0.5000	EQUIP01	NEXT	1
<input type="checkbox"/>	3	100.0000	25.0000	164.25	0.5000	EQUIP01	NEXT	1
<input type="checkbox"/>	4	100.0000	25.0000	164.25	0.5000	EQUIP01	NEXT	2
<input type="checkbox"/>	5	100.0000	25.0000	164.25	0.5000	EQUIP01	NEXT	2

- **Asset Checkbox:** Check to enter the Business Unit on each copied distribution line.
- **Profile ID:** Verify to ensure correct Profile ID is populated on distribution line 1. Enter the same profile ID in copied distribution lines.
- **Sequence Number:** Enter the same sequence number, beginning with L, to identify split Voucher Distribution Lines that should be combined into a single asset ID when voucher is interfaced to Asset Management. In the example, the first and second Voucher Distribution Lines and the third and fourth Voucher Distribution Lines will combine into two single assets and still maintain the funding used to purchase the assets in Asset Management.
- **Cost Type:** Populate with C to designate a ACFR asset when the assets unit price is equal to or greater than \$25,000.

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**NOTE:** The P-Card Authority Order cannot be marked to match by Amount Only in order for multiple assets to interface to Asset Management properly.

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## Non Asset Transaction Built with Profile ID

A Profile ID can be added to a P-Card purchase in Works that is not an asset. The transaction will build as a separate Voucher Line with a zero quantity. The quantity will need to be added to the Voucher Distribution Line and the Asset Checkbox will need to be deselected. The example below illustrates a P-Card transaction with a Profile ID incorrectly added in Works.

### Distribution Line Asset Tab after Voucher Build

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input type="checkbox"/>	1	100.0000	100.0000	657.02		<input checked="" type="checkbox"/>	32000	EQUIP01	NEXT

### Distribution Line Asset Tab after Asset Box is Deselected

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input type="checkbox"/>	1	100.0000	100.0000	657.02	1.0000	<input type="checkbox"/>			

Since this purchase amount is less than the asset threshold amount, deselect the Asset Checkbox to prevent the charge from interfacing to Asset Management and add the quantity to be able to save the voucher.

**Voucher Distribution Line Quantity: Enter 1.**

**Asset Checkbox: Deselect** to remove AM Business Unit, Profile ID, and Asset ID.

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**NOTE:** Profile ID can be added incorrectly to any P-Card transaction, even for agencies that have not implemented Asset Management.

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## Asset Transaction with No Profile ID Recorded In Works

Transactions recorded with an asset account code but no Profile ID in Works will roll up with other charges into a Voucher Line and Voucher Distribution Line with similar PO ID, PO Line, PO Schedule, PO Distribution Lines, and ChartField values. The Voucher Distribution Line quantity will be populated with a 1 and will not be identified as an asset transaction. Without the Profile ID, the asset will not interface to Asset Management.

If an asset purchase was not designated with a Profile ID in Works but it should be interfaced to Asset Management, copy the PO Line, PO Schedule, and PO Distribution Line onto the voucher to create a separate Voucher Line so that the correct quantity and unit price can be recorded, and the Asset Profile can be added on the Voucher Distribution Line(s). Delete the original Voucher Distribution Line that copied from Works.





## P-Card Voucher Checklist

Number	Task	Initials	Date	Comment
1.01	Create voucher(s) when voucher build is available. Refer to P-Card Scheduled Paycycle calendar maintained by Central Purchasing.			
	a. Accounts Payable> Batch Processes> Vouchers> Voucher Build.			
	b. Enter Run Control ID.			
	c. Run the Procurement Card interface.			
1.02	Return to Voucher Batch Request and check for errors.			
	a. Process Messages page identifies number of vouchers processed with Entry Status of Recycle or Postable.			
	b. Build Errors page lists the voucher ID(s) and invoice number(s) of the vouchers that are in Recycle status.			
	1. Click Examine Error Message link to identify errors at the voucher header, line, and/or distribution line level.			
	2. Click Correct Errors link to access voucher and correct errors for vouchers with Entry Status of Recycle.			
1.03	Search by Supplier ID or Voucher Source on the Voucher search page to identify the voucher(s) created when the vouchers were created in a Postable status.			
	a. Accounts Payable> Voucher> Add/Update> Regular Entry> Find an Existing Value.			
	b. Search by Supplier ID 0000001101 or Procurement Card Voucher Source.			
2.01	Review the voucher.			
	a. Verify the amounts and funding.			
	b. Verify that the accounts are proper as inappropriate account codes assigned based on the MCC codes for each merchant may not have been changed in Works.			
2.02	Run the on-demand action of “Match, Doc Tol, Bdgt” after the voucher is reviewed and/or corrected, and the Entry Status of the P-Card voucher is Postable.			
	a. Correct document tolerance exceptions.			
	1. Run the Vouchers Processed against PO report to research.			
	2. Request CPO increase the encumbrance, or if Works linked the expenditure to the incorrect PO distribution line, copy the PO onto the voucher, make the necessary changes to the correct PO			



Number	Task	Initials	Date	Comment
	distribution line, and delete the erroneous voucher distribution line.			
	b. Correct budget checking errors.			
	1. Link to the Commitment Control Line Exception page to research.			
	2. Correct the voucher /PO and rerun the on-demand budget checking			
2.03	Run PO Accounting Entries to ensure the correct encumbrances are liquidated.			
	a. If the voucher liquidated incorrect PO distribution line(s) based on the data copied from Works, copy the PO into the voucher, make the necessary changes to the correct PO distribution line(s), and delete the erroneous voucher distribution line(s). Re-budget check the voucher and rerun PO Accounting Entries.			
	b. Request the P-Card administrator modify card defaults to ensure future vouchers liquidate encumbrances properly.			
2.04	Do not change the Supplier ID, Remit To Supplier, the invoice number, the invoice date, or the PC pay group.			
3.01	Print the voucher jacket(s) and obtain authorized signatures on the voucher jacket(s).			
3.02	Attach voucher jacket(s) to the Billing Statement.			
3.03	Run a PC Batch Slip and obtain proper signatures.			
3.04	Attach the Batch Slip to the voucher(s).			
4.01	Submit batch to the Office of Management & Enterprise Services by 3:00 p.m. on the scheduled submission deadline.			
	a. Retain the batch if the voucher is for a credit amount.			
	b. Submit the batch slip listing the unpaid vouchers from the prior and current billing cycles when there are sufficient charges to recoup the credit. The Billing Statement should accompany the vouchers from each billing cycle.			
5.01	Ensure the appropriate review and documentation of reportable 1099 transactions for subsequent transmission to the Office of Management & Enterprise Services per the guidelines provided separately to the state agencies.			

