

State of Oklahoma

COR218

Load Voucher from Remote (747)
Manual

Office of Management & Enterprise Services



OKLAHOMA

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Document History

Document Revision	Date	Description
1.0	04/26/2017	Initial Document
2.1	07/06/2017	Updated
2.2	07/03/2019	Updated SFTP Option
2.3	01/26/2021	Updated Logo
3.0	02/18/2025	Upgrade Update



General Introduction

OCP747 Voucher Upload will provide a means for the agencies to load a properly formatted CSV file which contains the source information to create Voucher in PeopleSoft Accounts Payable staging tables.

OCP747 Voucher Upload is designed to replace the current “Voucher from Remote” (OCP_012_AP). This will provide many of the same features/functions as the current “Voucher from Remote.” There are other AP Invoice Load processes which are also incorporated within this OCP747 Voucher Upload. To support this new load process, the Voucher Build has been modified for use with the “Customer Interface” options, so that each agency will have its own set of AP Origins; although all agencies will have a set of values in common as the baseline load. The AP Origin that will be used for OCP747_R11_LAYOUT1 is “GPS.” The AP Origin that will be used for OCP747_R11_LAYOUT2 is “VFR”; some additional values maybe be authorized on a case-by-case basis requiring business needs validated to support request. For our purpose, AP Origins is a way to group and process invoices that are in the AP staging tables (Loaded by OCP747_R11_LAYOUT1 & 2).

This manual will focus on the use of OCP747_R11_LAYOUT2, although the functional use is the same for both.



Voucher Load from Remote (747)

OCP747_R11_LAYOUT1 & 2 is a means to remotely load (interface) invoices (claims) from agency payments systems by way of a CSV file which is loaded and processed by the agencies' PeopleSoft Authorized Accounts Payable User.

NOTE: Because there are many scenarios for which payments can be loaded through this interface, each scenario (agency system(s) to interface PeopleSoft through this process) must go through testing prior to “going to production.”

OCP747_R11_LAYOUT1 & 2 will accept a properly formatted CSV file generated by third-party systems and through an online file load process that will place validated rows into Account Payable staging tables. The CSV file is not to be created or edited manually; this is because the formatting and content is highly complex.

NOTE: The user should never manually open or in any way manipulate the content of the file.

The CSV file will be processed by the “Voucher from Remote (747)” processor. This processor has two run options:

- 1) Edit Process and
- 2) Edit/Load Process.

The Edit Process is the same for both options. The Edit Process will perform many validation checks. The exceptions resulting of the Edit Process is found in an excel file named “Load Exception Report.” This Edit Process will not load the file and is to be used as a check to identify exceptions (errors). When exceptions are identified, the user will need to return to the origination system to make corrections, recreate the file and resubmit. It is possible that it may take a number of iterations to ensure an exception-free file. This is one reason testing is so important.

The Edit/Load Process performs the same validation checks because it uses the same Edit Processor. For the rows that pass validation checks, these invoices (claims) are loaded into the Voucher staging tables. At this point the invoices (claims) are considered “Staged.” Do not attempt to reload these “Staged” invoices (claims) as duplication exceptions will occur. The results of the Edit/Load Process can also be found in the excel file named “Load Exception Report” and “Loaded to Staging Report.” The “Load Exception Report” shows invoices (claims) which were not loaded and their exceptions. The “Loaded to Staging Report” shows the invoices (claims) that were loaded.

For invoices (claims) that are listed on the “Load Exception Report,” corrections will need to be made. Resubmit the invoices (claims) in a new file.

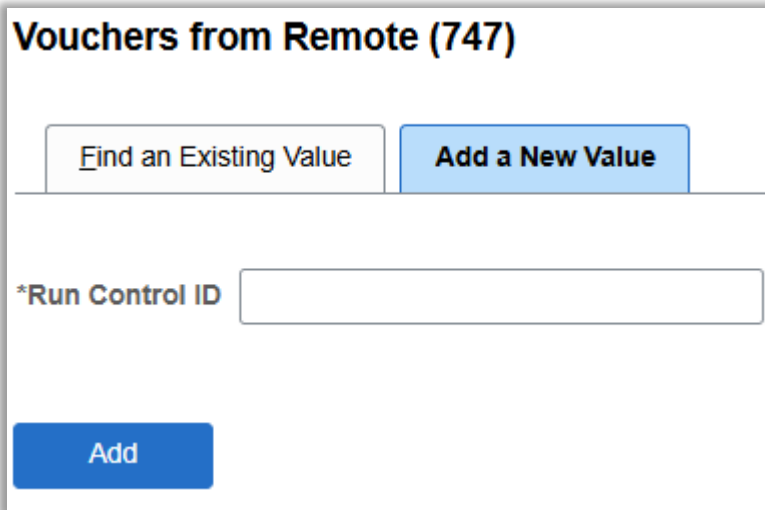
For the invoices (claims) that were loaded, continue onto the Voucher Build Process defined later in this manual.

OCP747_R11_LAYOUT2

Prior to opening the Run Control Page, ensure the location of the invoice (claims) CSV file.

Navigation: CORE Interfaces > Inbound > Load Voucher from Remote (747)

Select or Add a Run Control ID created specifically to run the 747 Upload. Make the Run Control ID unique to the job by adding initials, business unit, etc.



Vouchers from Remote (747)

Find an Existing Value Add a New Value

*Run Control ID

Add

Select the **Add** button to create a new Run Control ID or enter an existing Run Control ID on the Find an Existing Value tab and select the **Search** button.



Voucher Upload Page

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 selecting the plus icon and entering additional business units.

File Layout Used:

- *OCP747_R11_LAYOUT1.*
- *OCP747_R11_LAYOUT2* - Will accept the properly formatted CSV file through an online file load process.

File Transfer Method: The file transfer method will depend on the File Layout used.

- *Attach:* Used with OCP747_R11_LAYOUT2. A CSV file can be attached and uploaded through Layout2.

Process Attachment File

ATTACHMENT FILE:

In the **Process Attachment File, Attachment File** section:

- If this is the first time for this Run Control ID, process by selecting the **Add** button. Select the **Delete** button to delete the existing file prior to proceeding, if it exists.
- Select the **Add** button to add the CSV file to PeopleSoft.
- When this button is selected, it opens a “File Attachment” box. Within this box, select the **Choose File** button and find the location of the CSV file you wish to load, select it and select the **Open** button on the bottom left. This will place the file location in the “File Attachment” message box.
- Select the **Upload** button; this loads the file into PeopleSoft so that the “VOUCHER UPLOAD FILE” Process knows where it is.
- The File Name to load should contain alphanumeric and underscore only. No spaces or special characters.

File Attachment ×

No file chosen



SFTP:

Voucher Upload

VOUCHER FILE UPLOAD

Run Control ID VOUCHER_LOAD_747
Report Manager Process Monitor
Run

*Business Unit

File Layout Used

File Transfer Method

Electronic Data Transfer ID

Process Attachment File

ATTACHMENT FILE:

ADD
DELETE

Save
Return to Search
Previous in List
Next in List
Notify

Select the **Run** button.

Process Scheduler Request

[Help](#)

User ID BBENN06
Run Control ID VOUCHER_LOAD_747

Server Name

Recurrence

Time Zone

Run Date

Run Time

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Edit Voucher load file	OCP747EJ	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	Load Invoice from iTravel OK	OCP747IT	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	Edit/Load Vouchers	OCP747LJ	PSJob	(None) ▼	(None) ▼	Distribution

OK
Cancel

This is a two-stage process that consists of an Edit Process and an Edit/Load Process.

NOTE: Only select OCP747EJ or OCP747LJ; not both.

Edit Voucher Load File: This process will perform validation of Field Values and some limited Invoice Level validations. The results of the Edit Process are found in an excel file named “Load Exception Report.”

Edit/Load Vouchers: This process performs the validation and if it passes validations then loads the PeopleSoft staging tables; at this point the vouchers are considered “Staged.” The results of the Edit/Load can also be found in the excel file named “Load Exception Report” and “Loaded to Staging Report.”

NOTE: Further along in this manual, the *OCF0747EJ* is accomplishing the same edits that the Voucher Build Pre-Edit sub-process completes. Because of this user should rarely, if ever, see a Voucher Build Pre-Edit error. NOT all errors on a line may be shown within one “Edit Job.” Corrections will need to be made and resubmitted, and it is possible that another error may be identified.

NOTE: The Edit/Load Process *OCF0747LJ* will identify records in error. Records in error will not be loaded, but records passing edits will be loaded. The records that failed will have to be fixed and submitted in a separate file.



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 (with a search icon), Type (dropdown), Last (dropdown), 10 Days (dropdown), Refresh (button), Server (dropdown), Name (with a search icon), 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 table of process instances. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. There are three rows of data, all with 'Success' Run Status and 'Posted' Distribution Status. The 'Details' column contains links to 'Details' and 'Actions' for each row.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	30654215		Application Engine	AP_VCHRBLD		02/12/2025 10:39:43AM CST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	30654107		PSJob	OCP747LJ		02/12/2025 10:28:39AM CST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	30654086		PSJob	OCP747EJ		02/12/2025 10:21:59AM CST	Success	Posted	Details	▼ Actions

Once the “Success” and “Posted” are achieved, select the “OCP747LJ/OCP747EJ” jobs hyperlink to open the next page.

If User receives a **No Success Run Status** message, contact OMES ServiceNow by calling 405-521-2444 or by submitting a SNOW ticket and provide 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 and 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.

Once the job has run to **Success** and **Posted**, select the “**Process Name.**”



Process Detail

Process Detail
×

[Help](#)

Process Name OCP747LJ

Refresh

Main Job Instance 30654107

Left

Right

30654107 - OCP747LJ Success

30654108 - OCP0747APFTP Success

30654109 - MDCFTP Success

30654110 - MDC_FTP_DEL Success

30654111 - OCP0747APL1 Success

30654112 - OCP0747APL2 Success

Return

OCP04747APL1: Edit/Load Exception Report

OCP04747APL2: Load to Staging Report

Within this page, the processes are presented within the job. In this job (**OCP747LJ**) there are two jobs, “**OCP0747APL1**” and “**OCP04747PL2**.” These are also hyperlinks which can be selected to get to the “Load Exception Report.” The “Load Exception Report” provides exceptions (errors) found. The “Load to Staging Report” provides the claims loaded to the staging tables.

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View Log/Trace

Process Detail

Process

Instance

30654112

Type

Application Engine

Name

OCP0747APL2

Description

Load Interfaced Vouchers

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

USDA_CNP

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

02/12/2025 10:28:47AM CST

Run Anytime After

02/12/2025 10:28:39AM CST

Began Process At

02/12/2025 10:30:43AM CST

Ended Process At

02/12/2025 10:30:58AM CST

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

AP VCHRRD

PSARAVIA

02/05/2025 8:29:21AM CST

Success

Posted

Details

Actions

View Log/Trace: Hyperlink that lists the excel file for the Loaded to Staging report, Edit and Load.



View Log/Trace
×

[Help](#)

Report

Report ID	27291476	Process Instance	30654112
Name	OCP0747APL2	Process Type	Application Engine
Run Status	Success		

[Message Log](#)

Load Interfaced Vouchers

Distribution Details

Distribution Node	OOD_REPTST	Expiration Date	02/26/2025
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File List

Name	File Size (bytes)	Datetime Created
AE_OCP0747APL2_30654112.stdout	293	02/12/2025 10:30:58.392886AM CST
OCP0747APLD.LOG	181	02/12/2025 10:30:58.392886AM CST
OCP_0747_LOADED_TO_STAGING_RPT-30654112.xlsx	23,173	02/12/2025 10:30:58.392886AM CST

Distribute To

Distribution ID Type	Distribution ID
User	

[Return](#)

OCP_0747_LOAD_EXCEPTION_RPT - Report produced after the PSJob *OCP747EJ*. This spreadsheet lists the errors found during the edit.

OCP_0747_LOADED_TO_STAGING_RPT- Report produced after the PSJob *OCP747LJ* as seen above. Lists the Claims/Vouchers loaded to the staging tables to be built in the Voucher Build Process.

OCP_0747_Loaded_To_Staging_Rpt

	A	B	C	D	E	F	G	H	I	J
1	Claims load	384								
2	Instance =	30654112								
3	User =									
4	Instance	Unit	More Info	Invoice	Date	Supplier	Location	Origin	Gross Amt	User
5	30654112	26500	Claim # 021466		1433	2/10/2025	0000529563	0002	VFR	1582.190
6	30654112	26500	Claim # 021467		1434	2/10/2025	0000529563	0002	VFR	73.800
7	30654112	26500	Claim # 021468		1435	2/10/2025	0000072852	0002	VFR	9484.630
8	30654112	26500	Claim # 021469		1436	2/10/2025	0000072852	0002	VFR	642.300
9	30654112	26500	Claim # 021470		1437	2/10/2025	0000077068	0003	VFR	6822.200
10	30654112	26500	Claim # 021471		1438	2/10/2025	0000077068	0003	VFR	462.000
11	30654112	26500	Claim # 021472		1439	2/10/2025	0000530976	0002	VFR	4287.670
12	30654112	26500	Claim # 021473		1440	2/10/2025	0000530976	0002	VFR	249.000

Instance Number - Process Instance number of the PSJob.

User - Username of the person that ran the job.

Unit - Business Unit applicable to the unit whose vouchers were uploaded.

More Info - Claim number unique to the voucher to be created.

Invoice Number - Invoice Number populated in the Invoice field unique to the voucher to be created.

Date - Invoice Date.

Supplier - Supplier ID of the Supplier to be paid.

Location - Supplier location to which the payment is to be recorded.

Origin - A way to organize the claims.

Gross Amount - Total amount for which the claim/voucher will pay.



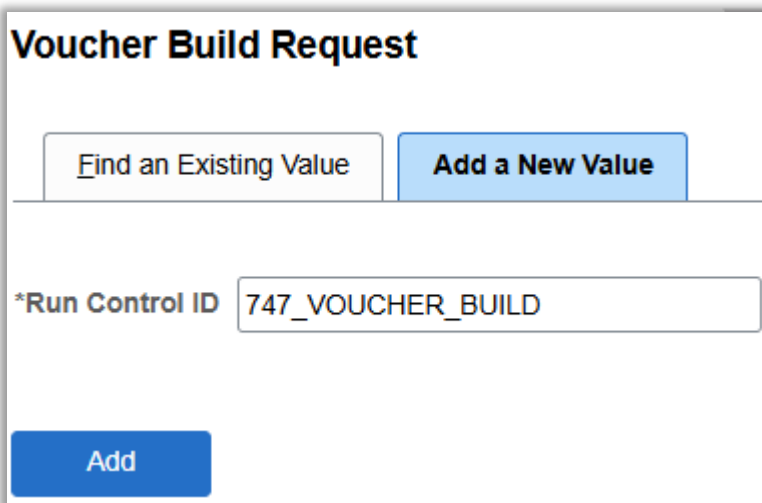
Voucher Build Process

After the 747 Claim Upload information is downloaded to the staging loading tables, the voucher(s) can be built using the Voucher Build Process.

Voucher Build Request

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

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



Voucher Build Request

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

*Run Control ID 747_VOUCHER_BUILD

Add

Select the **Add** button to create a new Run Control ID or enter an existing Run Control ID on the Find an Existing Value tab and **select** the **Search** button.



The screenshot displays the 'Voucher Build' interface with three tabs: 'Voucher Build' (selected), 'Process Messages', and 'Build Errors'. Below the tabs, the 'Run Control ID' is '747_VOUCHER_BUILD'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button.

Run Control Options

*Request ID: 1
 Description: 747 Voucher Build
 From Date: [Calendar Icon] ☒ Assign Invoice ID
 To Date: [Calendar Icon] ☒ Assign Invoice Date
 *Process Option: Process Origin (dropdown)
 *Voucher Sources: All (Unrestricted) (dropdown) ☐ Autopilot Run Control

Selection Parameters

1-1 of 1

SetID	Origin		
09000	DIR	+	-

Interfaces

1-1 of 1

*Voucher Build Interfaces	Publish Voucher Messages		
Custom Interfaces	<input type="checkbox"/>	+	-

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.

Request ID & 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.

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.

Process Option - Process Origin, this option is only available to use with the Custom Interface.

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.

Set ID - 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 selecting the plus icon and entering additional business units.

Origin - A way to group and process a number of claims together.

Voucher Build Interfaces - *Custom Interfaces*. There are a number of choices in this dropdown menu. Ensure *Custom Interfaces* 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, the Server Name is **PSUNX** and the process selected is **Voucher Build**. If no Server name is selected the system will select one.

User ID

BBENN06

Run Control ID

747_VOUCHER_BUILD

Server Name

Run Date

02/12/2025

Recurrence

Run Time

11:12:35AM

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	Distribution

OK

Cancel

Refresh

Select the **OK** button at the bottom of the page 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 progress on the Process List page.

Voucher Build

Process Messages

Build Errors

Run Control ID 747_VOUCHER_BUILD

Report Manager

Process Monitor

Run

Process Instance:29727327

Run Control Options

*Request ID1

Description747 Voucher Build

From Date

Assign Invoice ID

To Date

Assign Invoice Date

*Process OptionProcess Origin

*Voucher SourcesAll (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), 1 Days, Server (dropdown), Name (AP_VCHRBLD), Instance From (dropdown), Instance To (dropdown), Run Status (dropdown), and Distribution Status (dropdown). There are buttons for 'Refresh', 'Clear', and 'Reset'. A checkbox 'Save On Refresh' is also present. Below the filters is a table titled 'Process List' with 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 Instance 29727327, Process Type Application Engine, Process Name AP_VCHRBLD, User BBENN06, Run Date/Time 02/12/2025 11:12:35AM CST, Run Status Success, and Distribution Status Posted. At the bottom, there is a link 'Go back to Voucher Build Request' and buttons for 'Save' and 'Notify'.

If User receives a “Success” message, then it is ready to proceed to the next step: Review the Voucher Build Process messages.

If User receives a **No Success Run Status** message, contact the OMES Service Now desk by calling 405-521-2444 or by submitting a SNOW ticket and provide 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.

- **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.



Reviewing the Voucher Build Process Message

Process Message 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.

Voucher Build

Process Messages

Build Errors

User ID [REDACTED]

Run Control ID 747_VCHR_BLD_MV

Request ID 1

Description 747 Voucher Build

Request Status

Successfully Completed

Edit Errors Logged

Instance 30320607

Refresh Log

Details

1-10 of 21

View All

Time	Severity	Message
14.29.09	10	Beginning Batch Voucher Build/Pre-Edit
14.29.15	10	New vouchers to be processed = 1
14.29.20	10	Recycled vouchers to be reprocessed = 2
14.29.20	10	Begin load of Recycle Vouchers
14.29.24	10	Beginning Voucher Header Defaults and Editing
14.29.28	10	Invoice Line Default Processing Started.
14.29.33	10	Beginning Voucher Distribution Defaulting.
14.29.35	10	Applying Voucher Payment Defaults.
14.29.38	10	Processing Miscellaneous Voucher Records.
14.29.39	10	DEFAULT processing completed

Save

Return to Search

Notify

Refresh

Add

Update/Display

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

To examine any error messages, go to the Build Errors page.



Build Errors Page

Before the uploaded transactions are loaded into the Voucher Build staging tables, the Voucher Upload runs several edits to minimize the risk of voucher 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 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 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.

Select the **Build Errors** page to identify the voucher(s) in recycle status and review the errors, if any.

Voucher Build	Process Messages	Build Errors
User ID CVALKERD1		Run Control ID 747_VCHR_BLD_CW
Request ID 1		Description 747 Voucher Build
Request Status		
Successfully Completed	All Edits Passed	Instance 15824596
Save	Return to Search	Notify
Refresh		
Voucher Build Process Messages Build Errors		



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

User ID [REDACTED] Run Control ID 747_VCHR_BLD_MV
Request ID 1 Description 747 Voucher Build

Request Status Successfully Completed Edit Errors Logged Instance 30320600 [Refresh Log](#)

Details

Build Errors | Additional Details

Error Messages	Review Errors	Business Unit	Voucher	Invoice	Origin	Group
		26500	00384958	999002	FED	
		26500	00384959	999001	FED	

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

Voucher Build | Process Messages | Build Errors

Select the **Error Messages** icon to review the Voucher Build Error Detail

Voucher Build Error Detail

Business Unit 26500 Voucher ID 00106202 [Correct Errors](#)

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

Field Name	Message
Supplier ID	TSE Prompt table edit; value not found in prompt table.

Invoice Line Errors Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message

Errors are reported at the Header, Invoice Line, and Distribution Line levels. 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 also accesses the Error Summary page on the Voucher directly. Ideally the OCP747EJ should pick up all errors that can occur before the Budget Checking processes are run.

NOTE: Information about the voucher errors can be found in the COR112 manual.