New Voucher Budget Checking/Approving Functionality

Effective August 24, 2012

Process
The new voucher budget checking/approving process steps are basically the same as they currently exist. The new process is outlined in the AP Please Pay Voucher Approval training manual located on-line at: http://www.ouhsc.edu/financialservices/documents/Training/AP_Approval.pdf.

What’s New?
1. No more pop up boxes asking if you want to wait for the process to complete before continuing. There will no longer be a process running “behind the scenes” at the time the voucher is budget checked. The new budget checking process just approves the voucher for payment. It doesn't decrement or reduce the budget immediately.

2. After the voucher is budget checked, “BUDGET CHECKING:APPROVED” will be reflected on the “Invoice Information” tab indicating it is in queue to be picked up in the next regularly scheduled budget checking batch process.

3. The batch budget checking process will run approximately every 4 hours during the business day picking up all vouchers that are marked APPROVED.
a. Voucher shows “Not Chk’d” on ‘Summary’ tab until batch process runs.

b. After Batch process runs, voucher will show Valid or Exceptions.

4. Voucher approvers will not get immediate Budget Status results on an approved voucher. However, there are two options available in order to see the budget checking results.

a. The best way to see the results is to go to the voucher update/display page where you can search for vouchers that have been approved for payment. Change the Budget Checking Header Status to “Error in Budget Check” or “Not Budget Checked”. By doing this, you will receive a list of vouchers that failed the batch budget checking process. This is the same process a voucher approver follows today if the approver opts not to wait on the budget checking results.

b. Another option is to search by running the following query: ZZ_AP_BY_LAST_MODIFIED_NOT_BCM

- The query will prompt you for Dept ID (this is your ORG), and the last updated date.
- The query results will show all vouchers without a Valid budget checking status.