Table of Contents

Table of Contents 1
Voucher Approval Function 2 - 5
Worklist Search and Approval History 6
Budget Check Exceptions 7 - 9
Regular Entry 10
Incomplete and Denied Vouchers 11
Delete Vouchers 12-14
Approval - Accounts Payable Vouchers

Step 1: Menu Navigation

- Accounts Payable
  - Vouchers
  - Approve
  - Approval Framework-Vouchers

Step 2: Find Voucher in Worklist

Business Unit = OUHSC

Search Options Include:

- Voucher ID Number
- Invoice Number
- Supplier ID Number
- Supplier Name
- Approval Status

NOTE: The following information should be reviewed

- Supplier information
- Invoice date
- Invoice amount
- GL account accurately reflect the item(s) purchased
- Invoice has appropriate approval signatures
- Goods/services are an official state expense
Step 3: Approval Page

The voucher will open on the Approval page. You can spot check the invoice number, date, amount and vendor on this page. You must click on the “remitting address” link to verify the address. This is where the check will be mailed.

Click to view the supplier from the Invoice Information page of the voucher

Voucher attachments can be viewed, but not added or removed.

IMPORTANT: Must click on the remitting address link to see address the payment will be sent to.

Scroll to see Supplier payable name.
Approval - Accounts Payable Vouchers

Step 4: Line Information Page
This is the line description on the voucher.

Step 5: Charge Information Page

In order to see the entire chartfield, scroll to the right.

NOTE: Budget date MUST BE REVIEWED ON THE PRINTED (OR SCANNED) VOUCHER REGISTER. It is not on the approval page.
**Approval - Accounts Payable Vouchers**

**Step 6: Approve the voucher**

Go back to the “Approval” tab

- Comments are whether you Approve or Deny. These comments cannot be edited or deleted once submitted. If denying, please type comment before clicking the deny button.
- Approve sends the voucher to AP workflow.
- Deny sends the voucher back to the enterer for changes.
- Add comments simply adds comments and does not approve or deny.
  - This feature could be used for adding comments after approving or denying, if comments weren’t made.
- Hold keeps the voucher from being worked by any other approver with access to your orgs (not recommended).

**Step 7: Return to Search**

*Return to Search* - Takes you back to the Approval Framework-Vouchers search page

*Notify* - can be used to email directly from PeopleSoft. AP will use this feature for Travel approvals and other miscellaneous approval requests.
Approval - Accounts Payable Vouchers

FEATURE: Next in list
If you use the Approval Workflow-Vouchers Search criteria to return multiple values, like the example below (Voucher ID between)

You can click “Next in List” to go to your next voucher in workflow without retuning to the search page.

View Approval History
Go back to the “Approval” tab
Looking for Budget Exceptions after Budget Checking Process

✓ Batch process runs approximately every 1 hour during the business day
✓ After the batch process runs, Budget Check Status will be one of the following:
  ▪ Valid (this is okay to send to AP for payment)
  ▪ Exceptions (no workflow until “Valid”. this must be resolved prior to AP submission)

NOTE: IF THERE IS A BUDGET ERROR A NOTIFICATION EMAIL WILL BE SENT TO THE ENTERER AFTER THE BUDGET CHECKING PROCESS IS RUN. THIS NOTIFICATION IS SENT ONCE A DAY ONLY, SO IF MULTIPLE VOUCHERS, THE NEXT DAY NOTIFICATION WILL CONTAIN ALL THE VOUCHER NUMBERS OF THOSE STILL UNRESOLVED. THE VOUCHER WILL NOT GO TO THE WORKLIST OF THE APPROVER UNTIL IT IS IN VALID STATUS.

SEARCHING FOR STATUS FROM VOUCHER SCREEN

✓ Search for vouchers with budget check errors from the voucher search page.
✓ From ‘Find an Existing Value’ page, in the Budget Checking Header Status field choose Error in Budget Check.

USING QUERIES TO FIND BUDGET EXCEPTIONS

Go to Main Menu/ Reporting Tools/ Query/ Query Viewer
  • ZZ_AP_BY_LAST_MODIFIED_NOT_BCM (single org)
  • ZZ_AP_BY_LAST_MODIFIED_NOT_BC (by entry user)

ONLY A VOUCHER ENTERER CAN MAKE CHANGES TO THE VOUCHER
Research Budget Check Exceptions

Reasons for Budget Check Errors

Vouchers may fail budget check for several reasons. The error(s) will indicate what changes need to be made to the voucher and/or to the budget.

- **No budget exists** - Budget has not been established or wrong budget date entered.
- **Date out of bounds** - Budget date on voucher is outside the effective budget period.
- **Exceeds Budget Tolerance** - Voucher amount exceeds the remaining available budget.

In cases where the voucher fails budget check, errors must be researched and corrected before the voucher can successfully pass budget check and be paid through Accounts Payable.

Research through the Voucher

- Accounts Payable
  - Vouchers
  - Entry
  - Regular Entry
  - Go to Summary page

Warning message will appear to notify that errors exist.
Research Budget Check Exceptions

- Click
- Click
- Click
- Click

- This Commitment Control Budget Details gives the amounts available in budget. If you need to adjust your budget please contact the following:
  - SPNSR funds, Grants & Contracts Accounting - ext. 12177
  - All other funds, Budget Office - ext. 12404

**NOTE:** If changes are made to a budget the voucher will not pick up those changes unless the voucher enterer updates the Accounting date to the current date. After the budget changes are confirmed, change the accounting date and the voucher will pick up in the next budget checking cycle.
Approval - Accounts Payable Vouchers

Regular Entry

Regular Entry is “view only” for department approvers. If changes need to be made, they can only be made by voucher enterers.

Payment Status for Vouchers

The OU Voucher Info tab contains:

1. Claim Number, = assigned at time of payment
2. Payment type = populated when the payment is processed through the state indicating how the payment was submitted to the vendor
3. Warrant Number = payment identifier populated when the payment is processed through the state
4. Warrant Date = date the payment processed through the state, but is not submitted to the vendor until the following business day
5. Redeemed Date, and Cancelled Date = loaded into our system about twice a week, indicating when the payment was redeemed by the vendor or cancelled by the state. NOTE: interagency and EFT payments may not load redemption dates because redemption is automatic at time of payment.
Find Incomplete Vouchers

Business Unit = OUHSC

Search Options Include:
✓ Incomplete Voucher

Incomplete vouchers are created by clicking “Save for later” upon entry

Incomplete vouchers do not get budget checked or go into Approval Workflow.

Find Denied Vouchers - Query

✓ Go to Main Menu/ Reporting Tools/ Query/ Query Viewer
✓ Search for OU_AP_DENIED_VCHR
✓ Click Run to HTML

✓ Enter your ORG/DEPT and FUND Range
✓ Click “View Results”
Delete - Accounts Payable Vouchers

**Step 1: Menu Choices**

✓ Accounts Payable
  ✓ Vouchers
  ✓ Add/Update
  ✓ Delete Voucher

**Step 2: Find an Existing Value**

✓ Business Unit = OUHSC
✓ Voucher ID = Voucher Number that you want to DELETE.
✓ Click Search

**Step 3: Delete Voucher**

✓ Click delete
Delete - Accounts Payable Vouchers

**Step 4: Delete Confirmation**

- Click OK to delete
- Click Cancel if you do not want to delete

**PLEASE NOTE:**
- If the voucher had not been budget checked prior to deleting; the screen will appear as below and have a Header Budget Status of Not Checked.

![Delete Voucher Screen](image)
Deleting Voucher (cont.) - Budget Checked

- If the voucher had been budget checked prior to deleting; the screen will appear as below and have a Header Budget Status of Valid.

![Image of voucher screen with header budget status]

- After the delete process completes, the system will return back to this screen with a pop-up message that the related voucher has been deleted, please review budget account balance and activity. The funds will automatically be put back into the department budget.

- Click OK to finish.

![Image of delete voucher screen with message]

- After the delete process completes, the system will return back to this screen and the delete button will be grayed out.