North Dakota University System

Accounts Payable
Regular Vouchers

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**REGULAR VOUCHERS OVERVIEW**

Regular vouchers; also known as on-line or direct voucher, are created and paid directly to the vendor; upon completion, they create expenditures. This differs from PO vouchers that are for the payment of purchase orders, generated by the procurement process. Consequently, since direct vouchers do not flow through the procurement process, their uses are limited to areas where departments, as based on campus policy, have authority to pay vendors directly. Currently, this authority is limited to vouchers related to:

- Travel
- Interest Payments

Specific training covered in this manual is as follows:

**Voucher creation**
The entire process of creating a voucher will be covered.

**Template Vouchers**
Allow for the creation of vouchers from saved templates.

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

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

**Closing Vouchers**
This process closes the voucher and restores any remaining expenditure, whenever a voucher is not fully paid.

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**NOTE:** Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the North Dakota University System.
Regular Vouchers Overview

Steps 1 - 6
- Enter Voucher Online
- Budget Check Voucher
- Approve Voucher

Steps 7
- Voucher data ready for Posting and Payment
- Accounts Payable Processes
- Voucher Close
REGULAR VOUCHER CREATION

A voucher consists of a Header, Voucher Lines and Distribution Lines. At a minimum, a voucher must have a completed header, a voucher line, and a distribution line to be valid. In addition, the sum of the distribution lines must balance to the voucher lines, and the voucher lines must balance to the voucher header. As information is added to a voucher, items may have been incorrectly added which prevent the voucher from balancing. If this occurs, the system has been configured to allow the voucher to be saved in a recycled state. This will allow you to save your work; however, no additional processing may be completed with a recycled voucher until the out of balance condition is corrected. Vouchers move through a lifecycle whereby they are first entered, budget checked, paid, and finally posted.

STEP 1 – CREATE VOUCHER

ENTER VOUCHER PAGE

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry

We first utilize the above navigation to add a voucher. The Business Unit field will default from your operator preference. The additional fields, although not required, serve to pre-populate the voucher. A brief description of each of the fields and their use appears below.

The following fields can receive data or Click to take you to the Invoice Information page.

- **Business Unit** – Defaults to specific value for each User.
- **Voucher ID** – Defaults to NEXT. DO NOT CHANGE. The system will auto number each voucher.
- **Voucher Style** – Defaults to specific “Regular Voucher”, use this default for direct vouchers.
- **Control Group ID** – Not being used at this time.
- **Short Vendor Name** – Optional field, not necessary on this page.
- **Vendor ID** – Optional field, not necessary on this page.
- **Vendor Location** – Optional field, not necessary on this page.

AP – Regular Vouchers (Revised August 2004/LR)
Address Sequence Number  Optional field, not necessary on this page.
Invoice Number  –  Optional field, not necessary on this page.
Invoice Date  –  Optional field, not necessary on this page.
Gross Invoice Amount  -  Enter the amount of the invoice.
Total Voucher Lines  –  Optional field, not necessary on this page.

**INVOICE INFORMATION PAGE**

This brings up the Invoice Information page, where most of the work of creating a voucher takes place.
Since this page is somewhat complex, we will break the page into the following sections. Each section will be covered individually throughout this manual.
- Vendor Section
- Invoice Section
- Invoice Lines Section
  - Distribution Lines Subsection
### STEP 2 – ADD INVOICE INFORMATION

**Navigation:** Accounts Payable > Vouchers > Entry > Regular Entry

#### Vendor Section

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td><a href="#">Advanced Vendor Search</a></td>
</tr>
<tr>
<td>Name</td>
<td>DACOTAH-001</td>
</tr>
<tr>
<td>Location</td>
<td>MAIN</td>
</tr>
<tr>
<td>Address</td>
<td>1</td>
</tr>
<tr>
<td>Company</td>
<td>DACOTAH PAPER COMPANY</td>
</tr>
<tr>
<td>City</td>
<td>FARGO</td>
</tr>
<tr>
<td>State</td>
<td>ND</td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
<tr>
<td>Postal</td>
<td>58102</td>
</tr>
</tbody>
</table>

If either the Vendor number or name is known, populate directly into the Vendor section.

**Vendor** – Vendor Number  
**Name** – Name of Vendor  
**Location** – Vendor Location  
**Address** – Vendor Address

If none of the vendor information is known, click on the [Advanced Vendor Search](#) link.

#### Advanced Vendor Search Link

In this example, all that is known about the vendor is that the name begins with H.

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Manage Search Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: H</td>
<td>Back to Header</td>
</tr>
<tr>
<td>City:</td>
<td>Add Vendor</td>
</tr>
<tr>
<td>State:</td>
<td>Max Rows</td>
</tr>
<tr>
<td>Country: USA</td>
<td>Fetch 10</td>
</tr>
<tr>
<td>Postal:</td>
<td>1 to 1 of 1</td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Location</th>
<th>Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000017</td>
<td></td>
<td>1 Helen’s Hardware Store</td>
<td>Detail</td>
</tr>
</tbody>
</table>
First the name is entered. After entering all search criteria, click the **Fetch** button to return a list of vendors. If the vendor does not exist in the database, it may be added if you have authority by clicking on the **Add Vendor** button.

Choose from the returned values by clicking on the **check** icon. In cases where there are multiple returned values with identical names, click on the **Detail** link to see more information about each individual vendor.

**Advanced Vendor Search Link**

<table>
<thead>
<tr>
<th><strong>SetID:</strong></th>
<th>SHARE</th>
<th><strong>Vendor ID:</strong></th>
<th>0000000017</th>
<th><strong>Search</strong></th>
<th><strong>Back to Header</strong></th>
</tr>
</thead>
</table>

### Vendor Detail

- **ShortName:** HELEN'S-001
- **Name 1:** Helen's Hardware Store
- **Name 2:** HR Class:
- **Address:** 001 Work Address
- **Persistence:** Regular
- ** Corp. Vendor:** SHARE 0000000017 Helen's Hardware Store
- **Remit Vendor:** SHARE 0000000017 Helen's Hardware Store
  - Open For Ordering
  - Withholding Applicable
  - VAT Applicable

### Vendor Types

- **Find**
- **View All**
- **First 1 of 1**
- **Last**

From this link more information can be obtained about the vendor, from this page the options are:

- **Check** - select the vendor
- **Select** - View detailed address information.
- **Search** – Return to the search page
- **Back to Header** – Return to Invoice Information page without selecting a vendor.
**Invoice Section**

The fields on this section of the page relate to the vendor invoice that you are vouchering.

**Invoice No** – Required field. The vendor’s invoice number that you are vouchering is entered in this field. The system will give you a warning message if it already exists; this is to prevent it from being entered twice. However, you will be allowed to save duplicate vouchers in recycle status.

**Invoice Dt** – Required field. The date of the vendor’s invoice, this is used to compute days outstanding.

**Pay Terms** – Will default to ‘Now” days. (0 days)

**Misc. Amt** – Amount of any invoiced charge. Not currently used by.

**Frght Amt** – Amount of any invoiced freight charge. Not currently used.

**Total** – Required field. Defaults to zero, and should be populated with an amount equal to the invoice value that you are paying. (Does not default to 0 if enter amount in the add value page.)

**Balance** – Compares the Total (above) to the sum of the voucher lines to alert you of an out of balance situation. As stated above, an out of balance voucher may be saved in a recycled state; however, in order to process further, the voucher must be balanced.

At any time, clicking on the **Refresh** button at the bottom of the page, will rebalance the voucher, and update the Balance field.
STEP 3 – 1099 VOUCHERS, INVOICE AND DISTRIBUTION LINES

This section covers procedures to utilize when a 1099 vendor has been selected, as well as edits to the invoice and distribution lines.

INVOICE INFORMATION PAGE

1099 Vendors are specified during vendor setup / maintenance, according to state and federal rules. Whenever a 1099 vendor is populated into a voucher, the Withholding link activates in the Invoice Information page. If there are to be no changes to the vendor’s 1099 status, for this voucher, simply continue through the remaining procedures, and the vendor’s 1099 rules will be applied. If however, a change to the withholding rules is required for a voucher, then click on the Withholding link.

Withholding Link
On this page, the default 1099 rules for the vendor will be populated into the page. At this point, if you wish to suspend 1099 rules for this voucher, click on the Applicable flag (uncheck) to exempt this voucher from 1099 rules. After you are through with any changes, click on the Back to Invoice link to return to the Invoice Information page.

If the voucher line is withholding applicable and the code/class needs to be changed from the default use the look-up to select the appropriate code/class. Use only these codes:

<table>
<thead>
<tr>
<th>Withholding Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
</tr>
<tr>
<td>02</td>
</tr>
<tr>
<td>03</td>
</tr>
<tr>
<td>04</td>
</tr>
<tr>
<td>05</td>
</tr>
<tr>
<td>06</td>
</tr>
<tr>
<td>07</td>
</tr>
<tr>
<td>08</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>14</td>
</tr>
</tbody>
</table>

**Invoice Lines Section**

One Invoice line will default into the page for each PO or PO Receipt line. As stated above in Step 2, the sum of all invoice lines must equal the total amount in the Invoice Section of the page or the voucher will go into a recycled state. The field values for this section are as follows:

- **Dist By.** – Defaults to value on PO if a receipt was copied into the voucher, distributes voucher by either quantity or amount.
- **SpeedChart** – Are used as a shortcut to complete distribution lines.
- **Item** – Higher Ed is not using this functionality
- **Description** – Description of line item being vouchered.
- **Quantity** – Quantity of line item being vouchered.
- **UOM** – Unit of measure.
- **Unit Price** – Individual price per unit of measure.
Extended Amount – Quantity times unit price.

**Speed Charts**

Speed Charts are a shortcut tool that allows distribution information to be easily populated from stored profiles. As stated above, every invoice line requires a distribution or distributions that will balance with the total of the line. In addition, it is common to have several common sets of distributions that are used repeatedly. Speed Charts enable these common distributions to be stored and later defaulted as needed.

First, **on the SpeedChart checkbox**, then enter the SpeedChart name if known or click on the icon to search.

This will take you to the SpeedChart search box. Click on the **Look Up** button to view a list of search results.

Select the desired SpeedChart.

The values from the SpeedChart default into the Distribution Lines subsection of the page. It is important to remember the following additional information about SpeedCharts:

- SpeedCharts may be built to include multiple lines of distribution information
- SpeedCharts may be limited to an individual Operator (private), or permission lists that encompass several operators (public).
**Distribution Lines Sub Section**

It is important to keep in mind that one voucher line may have one or more distribution lines, this is allowed as long as the quantity and amount being distributed adds up to the quantity or amount for the voucher line. The following field values relate to common values on this sub section of the page:

**Quantity** – The quantity being vouchered to the distribution line.

**GL Unit** – The GL Business Unit, or agency, the accounting entries will update.

**Budget Date** – The date of budget being checked against.

**Account** – The account being charged.

**Fund** – The fund being charged.

**Dept** – The department being charged.

**Program.** – The program being charged.

**Project.** – The project being charged. This link which takes you to this page, enter the project only.

---

**Projects Information**

<table>
<thead>
<tr>
<th>PC Business Unit:</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td></td>
</tr>
<tr>
<td>Activity ID:</td>
<td></td>
</tr>
<tr>
<td>Resource Type:</td>
<td></td>
</tr>
<tr>
<td>Resource Category:</td>
<td></td>
</tr>
<tr>
<td>Resource SubCategory:</td>
<td></td>
</tr>
</tbody>
</table>

[ ] OK  [ ] Cancel  [ ] Refresh
**Assets Tab**

click on assets for entering asset information.

![Invoice Lines](image)

Enter values for the following fields:

- **AM Unit**: Enter your business unit
- **Profile ID**: Select the appropriate Profile ID from the lookup.
- **EmpID**: Enter the Employee ID which corresponds to this Asset.
- **Asset ID**: Enter ID if an existing asset will be enhanced, otherwise leave blank.
- **Sequence Number**: Do not use.
- **Cost Type**: Use only if the distribution is for a federal or state grant, otherwise leave blank.
STEP 4 – EDIT PAYMENT INFORMATION

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry > Payments Tab

In this step, remit vendor, bank and payment scheduling information is recorded.

This page is used for:

- The voucher has multiple payees.
- The voucher requires a partial payment.
- Verify Payee Address (this address is what will be printed on the check or ACH Advice)

PAYMENTS PAGE

The number of payments or payees may be adjusted from this page. The system assumes that only one payment is going to be created. If multiple payees or payments exist for a voucher a new row will have to be added to the page for each payment. In addition, to partial payment also require the addition of a row. This is done by pressing on the icon. Conversely, rows added in error can be removed with the icon.

Payment Information

Messages Link: Use this for information to the Vendor which will be printed on the Check or ACH advice. An example would be the vendor’s customer number the vendor requested you to use.
For simplicity, coverage of the remainder of this page will be broken down into the following sections:

- Payee Section
- Payment Method Section
- Payment Details Section
- Payment Options Section

**Payee Section**

**NOTE:** It is required that the Payee Address be reviewed and verified. The address selected in this section is the address that is printed on the vendor check or ACH advice.

Verify correct remit address by using the vendor Addr: look-up.

If multiple payees are required, update the Remit to vendor for each payment row that was added.

**Payment Method Section**

<table>
<thead>
<tr>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Bank'</td>
</tr>
<tr>
<td>'Account'</td>
</tr>
<tr>
<td>'Method'</td>
</tr>
<tr>
<td>'Pay Group'</td>
</tr>
<tr>
<td>'Handling'</td>
</tr>
<tr>
<td>'Netting'</td>
</tr>
<tr>
<td>Hold Payment</td>
</tr>
<tr>
<td>Hold Reason</td>
</tr>
<tr>
<td>Separate Payment</td>
</tr>
</tbody>
</table>

Generally, this section is not used unless:

- A partial payment for the voucher is being created.
- The voucher requires a different payment method.
- The vendor needs to have a separate payment.

**Account:** – Bank Account.

**Handling:** – Defaults to RE

**Hold Payment:** – This is selected to hold a payment.

**Hold Reason:** – All held payments require a held reason, select either: AMT, (Amount Dispute), CRT (Retention), GDS (Goods Disputed), or WTH (Withholding).
Separate Payment: Check only if a single check to a vendor is needed

Payment Details Section

The Payment Details section needs to reflect properly each Scheduled payment. If the voucher contains multiple payments ensure that the amounts and due dates of all payments are correct.

| Gross Amt: | 0.00 USD |
| Discount:  | 0.00 USD |
| Net Due:   | 06/29/2004 |
| Scheduled Due: | 06/29/2004 |
| Accnt Date: | |

Gross Amt. – The amount of the scheduled payment,
Scheduled Due. – This field is calculated from the payment terms

Payment Options Section

After the check / checks are issued, the reference number, i.e. check number and payment date will be populated.

| Action: Schedule |
| Pay: |
| Reference: |
| L/C ID: |
| Paym Date: |

If the *Action is Record, the Pay: will automatically populate to FULL, and you must add a 6-digit Reference. Generally the reference is a form of the date. Notice that the Payment Method is changed to Manual.
Step 5 – Edit Voucher Attributes

**Navigation:** Accounts Payable > Vouchers > Entry > Regular Entry > Voucher Attributes

Voucher Attributes is mainly for reference and serves as a window into various statuses of the voucher. Very few vouchers will require updates.

### VOUCHER ATTRIBUTES PAGE

<table>
<thead>
<tr>
<th>Invoice Information</th>
<th>Voucher Attributes</th>
<th>Accounting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: 11006</td>
<td>Voucher Attributes</td>
<td>Vendor: Beck's Bowling Center</td>
</tr>
<tr>
<td>Invoice:</td>
<td>Voucher: 0080B08015</td>
<td>ID:</td>
</tr>
<tr>
<td>Voucher:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Status: Open</td>
<td>Close Status: Open</td>
<td>Header Budget Status: Not Charged</td>
</tr>
<tr>
<td>Post Status: Unposted</td>
<td>Match Status: No Match</td>
<td>Non-Prorated Budget Status: Valid</td>
</tr>
<tr>
<td>Approval Status: Approved</td>
<td>ERF Type: Not Applicable</td>
<td>Document Tolerance Status: Not Charged</td>
</tr>
<tr>
<td></td>
<td>Voucher Source: Online</td>
<td></td>
</tr>
</tbody>
</table>

**Entered**
- Entered on: 03/09/2003
- Updated By: Invoices
- Origin: 110

**Transaction Currency**
- Source: Tables
- Currency: USD
- Rate Type: Current
- Exchange Rate: 1.00

**Voucher Approval**
- Approval: Pre-Approved
- Business Process:  
- Approval Rule Set:  

**Self Billing Invoice**
- Still Using Option:  
- Still Number:  

**Voucher Processing**
- Post Voucher  
- Close Voucher  
- Reissue Voucher  
- Delete Voucher

**Prepayment**
- Prepayment Reference:  
- Automatically Apply Prepayment
- Postpone Withholding?

**Letter of Credit**
- Letter of Credit ID:  

**Tax Group**
- Tax Group:  
- Tax Payment Types:  
- Tax Exempt:  
- Taxable:  
- Tax Type:  

[Navigation links]
STEP 6 – ACCOUNTING INFORMATION PAGE

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry>Accounting Information

For most users, edits to the Accounting Information page will not be necessary. The exception to this rule will be for advanced users, who will need to be familiar with the Match Action section of the page. This is covered later in the course.

ACCOUNTING INFORMATION PAGE

At this point, if your voucher is complete, click on the Save icon to save your voucher.
STEP 7 – VOUCHER BUDGET CHECKING

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry>Invoice Information

After the above steps have been completed, and the voucher saved, the final step is to Budget Check the voucher. This step covers both online and batch methods of Budget Checking.

ON - LINE BUDGET CHECKING

INVOICE INFORMATION PAGE

Notice that since the voucher has been saved, that the voucher now has a Voucher ID, and all of the Invoice information has been populated. Next, click on the “Budget Checking” icon to start the budget checking process. After completion, the budget status changes from ‘Not Chk’d’ to ‘Valid’.
To run the process, requires a Run Control, you can either create a new one, or specify an existing, for our example, an existing Run Control was utilized by clicking on the Search button.

From our results, we then select a Run Control ID. For this example the value Budget_Check was selected. Be certain the Business Unit: lists your business unit.
To run your Business Unit, the page should be configured identically as the example above. Press the Run button to go to the Process Scheduler Request.

![Process Scheduler Request](image)

Press the OK button to start the process. After the process begins, you will be returned to the Budget Check page. From there press on the Process Monitor link to check the status of the process.

![Process Monitor](image)

Refresh the page by pressing on the Refresh button, not more than twice per minute. When the process completes, the Run Status should update to success.
BUDGET CHECKING ERRORS

In our previous example, the voucher passed Budget Check successfully the first time through. In the real world, this is not always the case. This chapter has been written to demonstrate the diagnostic process of how to troubleshoot budget check errors, and get back on track.

Navigation: Accounts Payable – Voucher Entry – Invoice Information

INVOICE INFORMATION PAGE

When an error has occurred during budget checking, a Budget Status of “Error” will appear on the Invoice Information Page.

Budget Check Details button opens the Commitment Control page. This page displays the source transaction type and the amount type for the voucher.

COMMITMENT CONTROL PAGE

Commitment Control Details

Source Transaction Type: Voucher
Budget Checking Header Status: Error in Budget Check
Commitment Control Amount Type: Actuals and Recognized
Commitment Control Tran ID: 0000000001
Commitment Control Tran Date: 01/10/2003

Override Transaction

Budget Check Go to Transaction Exceptions Go To Activity Log
OK Cancel Refresh

To view budget checking errors or warning messages for vouchers click on the Go to Transaction Exceptions link (or follow the navigation shown below). The page lists budgets for the transaction lines with exceptions. Users with the appropriate authority can override the budget exceptions on this page.
Navigation to the Voucher Transaction Exceptions page:

**Navigation:** Commitment Control > Review Budget Check Exceptions > Voucher

**COMMITMENT CONTROL VOUCHER EXCEPTIONS**

![Voucher Exceptions Table]

**Voucher Exceptions Tab: Budget Override Tab:**

- **Business Unit** – Displays the voucher business unit.
- **Voucher ID** – Displays the voucher ID.
- **Exception Type** - The budget checking status of the transaction either:
  - Error – Severe violations of budget rules that will not allow a transaction to pass budget check.
  - Warning – Minor errors that do not exceed budget rules, and will pass if checked again.

- **Override Transaction** - Enables the entire transaction to update the control budget, even if error exceptions exist. Only users with the appropriate security access will be able to do this. In addition, not all failures are eligible for override. This option is not available if the transaction passed budget checking with only warning exceptions, as warnings are automatically overridden.

- **Maximum Rows** - The maximum number of rows that may be displayed in the scroll area.

- **More Budgets Exist** - If selected, the transaction has more exceptions than the number entered in the Maximum Rows field.

- **Budget Override Available Info** button to determine why you cannot override a single budget entry.
- Click the **Tran Override Available Info** button to determine why you cannot override the entire transaction. The information displayed is determined on your location.

- **Budget Check** button runs the Budget Processor again if the voucher was changed.
- The **Budget Check Details** button opens the Commitment Control page, where you can see the source transaction type and the amount type for the voucher.

- Click the **Fetch Selection** button on transaction exception pages to refresh the Budgets with Exceptions scroll area. Select on line exception pages to refresh the Transaction Lines with Budget Exceptions scroll area.

- Accesses detail pages, where you can view the reasons for the exceptions.

- The **View Related Links** button will open a page with the following options:

  Please select one of the following links:
  
  Go to Source Entry
  Go to Source Inquiry
  Cancel

  **Go to Source Entry** – This will open the Voucher component so that changes can be made to the voucher.

  **Go to Source Inquiry** - This will open the Voucher Inquiry component to view the voucher.

**Advanced Budget Criteria** - Accesses the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.

![Refine Inquiry Criteria](image)

- Click on "OK" to enable the filter or "Cancel" to disable the changes.
- OK — Cancel
Voucher Exceptions Tab: Budget ChartFields Tab:
The Budget ChartFields displays the ChartField values for the budgets with exceptions.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Override Budget</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASU1</td>
<td>FUND</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Business Unit – Displays the voucher business unit.

Ledger Group – Displays Commitment Control ledger group for the transaction header exception or transaction line exception.
COMMITMENT CONTROL LINE EXCEPTIONS

The Lines Exceptions tab displays details for voucher lines with budget exceptions.

### Line Status
- Displays the budget checking status of the transaction line.

### Line From/Line Thru
- To view a range of lines, enter the voucher line numbers in these fields. The prompt list shows only voucher lines with exceptions.

### More Lines Exist
- If selected, the transaction has more transaction line exceptions than the number entered in the Maximum Rows field.

#### Line Exceptions Tab: Line Values Tab:

- **Line** – Displays the number of merchandise lines.
- **Distribution Line** – Displays the number of distribution lines.
- **Budget Date** – Displays the budget date of the transaction line.
- **GL Business Unit** – Displays the GL Business Unit.
**Line Exceptions Tab: Line ChartFields Tab:**

The Line ChartFields displays the ChartField values for the voucher lines with exceptions.

![Line ChartFields Tab](image)

**Line Exceptions Tab: Line Amount Tab:**

The Line Amount displays the monetary amount for the voucher lines with exceptions.

![Line Amount Tab](image)
**TEMPLATE VOUCHERS**

Template vouchers are a quick way to recreate vouchers that reoccur over time. Examples of these, are items like utility bills, rent payments etc, where most of the information is the same, invoice after invoice. The template defaults enough information to construct the voucher, templates may be used repeatedly and modified, as needed. All that is required is to add the invoice number, date, and change any of the defaulted information to match the invoice. This section of the manual walks through the following steps.

1. **Template Creation.**
2. **Creating Vouchers from Templates.**

**Navigation:** Accounts Payable – Voucher Entry – Invoice Information

**STEP 1 – TEMPLATE CREATION**

Creation of a template starts out identical to that of a Regular voucher; the only difference is that the Voucher Style of “Template Voucher” is selected.
When the Invoice Information page displays, the style will read “Template”. Next, enter the Template ID, and description located at the bottom which is used to populate the template into a vouchers. This Template ID can have a naming convention designated by each user or each campus. Finally, enter all information as if you were completing a Regular Voucher, and press the icon when done. The template should now be complete.

**NOTE:** Templates serve only to create other vouchers, and are not vouchers, i.e. they cannot be Budget Checked or paid.

**STEP 2 – CREATING VOUCHERS FROM TEMPLATES**

Creation of a voucher from a template starts out identically to that of a Regular Voucher.
To create the template two items must be specified

1. The vendor must first be populated with the same Vendor ID that it is in the template you intend to use. Otherwise, you will not get a match.
2. The Worksheet Copy Option of "Template" must be selected.

Enter the template ID if known, otherwise click on the icon to search. The Go To Voucher Header link will take you back to the Invoice Information page.

Press on the button to view the results.
Select the desired template from the results

Next, press the "Copy from template" template button to copy the template into the voucher. All of the template information will default into the voucher and you will be returned to the Invoice Information Page. After this, you may edit the voucher, and save as you would if creating a Regular voucher.
**Voucher Closing**

The voucher closing process is utilized to close a voucher, and reverse any remaining liability. This process is to be used whenever it has been decided that the items or services are complete and no further payments will be necessary. Voucher closing goes beyond voucher deletion and works when all of the following criteria have been met:

- The voucher must be payment posted
- Not be selected for payment – in a paycycle process.
- The voucher may have had warrants issued, against it in the past, but it still is not fully paid.

**Navigation:** Accounts Payable>Vouchers>Maintenance>Voucher Close

The search page will allow you to enter several criteria in order to facilitate locating the voucher for closure. While there are several fields to assist in narrowing your search; Business Unit is the only one that is required. After entering your criteria, pressing on the **Search** button will yield your results.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Short Vendor Name</th>
<th>Vendor ID</th>
<th>Name 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>11000</td>
<td>0000056</td>
<td>test-1</td>
<td>KRK-1099-001</td>
<td>000000004</td>
<td>Kirks Consultant Company</td>
</tr>
<tr>
<td>11000</td>
<td>00000021</td>
<td>AP-340 void-reopen voucher RHEL-001</td>
<td>0000000011</td>
<td>Melani Hoff</td>
<td></td>
</tr>
</tbody>
</table>

From your results, select the voucher you wish to close.
On this page, ✔ Mark the Voucher for Closure checkbox and ✈ Save the voucher. Additional information may be obtained on the Voucher Details page.

After saving with the checkbox checked, the voucher will be marked for closure and will close with the running of the next Voucher Posting process. The monies will only be returned to the budget when the budget checking process has been initiated.