

CAPPS Accounts Payable

Accounts Payable

CAPPS Financials End-User Training (EUT)

Accounts Payable

Course Number 200

Course Name: Accounts Payable (AP)

Recommended Users: Employees who enter supplier invoices

Welcome

Hello,

Welcome back to the CAPPS Financials training.

Before taking this course you should have already completed the CAPPS Financials Fundamentals course.

Duration

This course will take approximately four hours. You can complete it all today or by sections. It's really up to you. You can take the training how it best fits in your schedule.

Preparation

It is recommended that you avoid distractions during training. You should close all other applications including your email while taking the course and silence your cell phone.

Navigation

Be sure you use the **Next** and **Prev** navigation buttons only when directed to view information in this course.

Course Outline

This course is organized into seven sections. Learn how to use CAPPS Accounts Payable functionality in each of the following sections:

CAPPS Accounts Payable

- **Section 1** - Accounts Payable Overview
- **Section 2** - Adding and Maintaining Suppliers
- **Section 3** - Entering Vouchers
- **Section 4** - Running Batch Processes
- **Section 5** - Managing and Maintaining Vouchers
- **Section 6** - Running Reports
- **Section 7** - Conclusion

Course Objectives

After completing this course you will be able to:

- Add and update suppliers
- Enter and reverse vouchers
- Run batch processes
- UnPost and delete vouchers
- Review accounting entries for vouchers
- Run reports

Section 1 - Accounts Payable Overview

Objectives

After completing this course you will be able to:

- Understand the CAPPS Accounts Payable Module and its different functions
- Understand the Accounts Payable Integration Points with other modules

Outline

Lesson 1 - CAPPS Accounts Payable Module Definition and Functions

Lesson 2 - Accounts Payable Integration Points

CAPPS Accounts Payable

Lesson 1 Outline

Lesson 1 - CAPPS Accounts Payable Module Definition and Functions

- Learn the key functions performed by the Accounts Payable module
- Learn the CAPPS Chart of Accounts

AP Key Functions

CAPPS Accounts Payable Module - Key Functions

The CAPPS Accounts Payable module provides the integration and flexibility that is needed to enhance the accounts payable process. CAPPS Accounts Payable is used to:

- Provide an automated integration with Purchasing, Receivables and Assets.
- Record and pay vendor invoices using different voucher styles.
- Post, un-post, correct, and delete vouchers.
- Run batch processes to compare vouchers with purchase orders and receiving documents, including exception handling.
- Analyze accounts payable information using online inquiries and by generating reports.

The Accounts Payable (AP) module is used to record and pay supplier invoices. The AP module is used to conduct the following activities:

- Maintaining Suppliers
- Entering Vouchers
- Running Batch Processes / Exception Errors
- Managing and Maintaining Vouchers
- Running Inquiries
- Running Accounts Payable Reports

Chart of Accounts

CAPPS Chart of Accounts (Chartfields)

- 1) Review the following information pertaining to Chart of Accounts. Then see if you can match the account name with its purpose.

ChartFields

The backbone of the PeopleSoft Financial System is the Chart of Accounts. These are fields and values that provide a common language for classifying an organization's

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business transactions. ChartFields are also referred to as Chart of Accounts, ChartField String or Coding Block.

ChartFields in CAPPS

ChartFields are used throughout CAPPS. Purchasing, Accounts Payable, Commitment Accounting (Budget), and General Ledger all require ChartFields. For this reason, it is important that you understand what each field is used for and how the various fields are combined into a ChartField string.

There are four required ChartFields in CAPPS and a few optional fields that are defined by the agency. The CAPPS required fields are: Account, Fund, Appn/PCA, and Budget Ref (AY).

Account

The Account ChartField is the segment of the chart of Accounts that captures the nature of financial transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting.

In CAPPS FIN, account is defined with a length of six characters. Agencies are required to use the first four characters for Comptroller Object (COBJ) or GL Account as in USAS. Agencies commonly use the last two characters to record transactions at a greater level of detail.

Appropriation (Appn)/PCA (Class Field)

The Appn/PCA ChartField is the segment of the Chart of Accounts that is required by USAS for any financial transactions. Appn is used only for Commitment Control budget entries. Since the Appn cannot be input on financial transactions directly, it must be looked up or translated from the PCA.

Appropriation Year (Budget Reference)

The Appropriate Year ChartField is the segment of the Chart of Accounts that are required by USAS. This value is entered in the Budget Reference field in CAPPS FIN.

In CAPPS FIN, Budget Reference is defined with a length of 10 characters. Most agencies use the first four characters to record the AY. Agencies can use the following two characters to reflect the month (e.g., 01=September). However, using 6-characters introduces a greater level of complexity.

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Agency Options

Optional ChartFields Available to Agencies

Chartfield: Department

Field Length: 10

Description: The Department ChartField is used to identify the departmental structure for organizational and/or budgeting purposes.

Chartfield: Program Code

Field Length: 5

Description: Available for agency use.

Chartfield: Product

Field Length: 6

Description: Available for agency use.

Chartfield: Project

Field Length: 15

Description: Used by Project Costing (PC), Customer, Contracts, and Grants module when PC is implemented. Note: This field may be used as an optional tracking field when PC is not implemented. For example, this field may be used to track costs associated with Grants when the full functionality of the Grants Module is not needed.

Understanding the Chartfield String

Now that you understand ChartFields, take a moment to view how they are displayed in CAPPS. Below are the details for a Financial Transaction Entry and a Budget Journal Entry:

- Financial Transaction Entry
 - This is an example of a Financial transaction entry using Agency Fund (5041) and PCA (90841).

Unit	Ledger	SpeedType	Account	Oper Unit	Fund	Dept	Program	Appn/PCA	Appn Year
00000	ACTUALS		105000		5041	11420		90841	2015

- Budget Journal Entry

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- This is an example of a Budget entry using Agency Fund (5041A) and Appropriation (13024).

Ledger	SpeedType	Account	Fund	Appn/PCA	Appn Year
APPROP_BUD		700000	5041A	13024	2015

Step 2 – Select the appropriate Chartfield name options to match the definition.

Chartfields - 1-Account, 2-Fund, 3-Appn/PCA, 4-Budget Reference

Answer Options:

A - Required by USAS

B - Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures.

C - Appropriation Year

D - The source of money related to a transaction.

Answers:

C. Appropriation Year = 3-Appn/PCA

A. Required by USAS = 1-Account

D. The source of money related to a transaction = 4-Budget Reference

B. Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures
= 2-Fund

Here is a summary of the some of the key components of the CAPPS Chart of Accounts:

- Appropriation/PCA codes are required by USAS
- Account captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures.
- Budget Reference identifies the Appropriation Year
- Fund identifies the source of money related to a transaction.

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Lesson 2 - Outline

Accounts Payable Integration Points

- Learn how AP integrates with other modules
- Learn how AP integrates with the Procure-to-Pay process
- Learn how AP integrates with other state systems

Module Integration

CAPPS is an integrated system. Meaning information in CAPPS is shared or communicated across modules at an Agency. CAPPS core modules are Accounts Payable, Asset Management, Commitment Control, General Ledger, and Purchasing.

Introduction

There are four modules, or areas of system functionality, in the CAPPS Financial Suite.

The four modules are:

- Accounts Payable
- Asset Management
- General Ledger
- Purchasing

To learn how the four modules work together, view the integration section.

To learn more about a specific module, view the individual section.

INTEGRATION

Integration Flowchart

Understanding how CAPPS Core Financial Modules Integrate

- When a Requisition is created it can reference a Contract, be copied to an RFQ or sourced to a Purchase Order (PO).
- The Purchase Order is created and dispatched to the Supplier previously known as a Vendor.
- Once the goods are received, the Receipt is entered.
- Receipts are then matched to supporting documentation and available to

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Accounts Payable.

- Asset Receipts can also be tagged for tracking in Asset Management.
- Once goods are received and matched to the Purchase Order an Accounts Payable voucher is created.
- An Accounts Payable journal is then sent to General Ledger (GL) to record the expenditure.

Now that you understand how the modules are integrated, let's take a moment to review when and how the budget is impacted using Commitment Control.

When a requisition is created the funds are pre-encumbered (Commitment Control/Budget), and the funds available in the budget are reduced. After a requisition has been sourced to a purchase order the pre-encumbered funds are then encumbered. When an accounts payable voucher is created the budget is updated to reflect the expenditure.

ACCOUNTS PAYABLE (AP)

This AP module is used to record vendor invoices and track vendor payments for example:

AP Voucher: Once goods are received (or services rendered) and matched to the PO, an AP voucher is created and the budget is updated to reflect the expenditure. In addition, CAPPS allows for the convenient copying of data from the PO to the voucher. An AP journal is sent to the General Ledger (GL) modules to record the financial impact (expenditure) in GL. Vouchers are then interfaced to USAS.

ASSET MANAGEMENT (AM)

The AM module is used to track assets throughout their lifecycle; from acquisition to retirement. In addition, AM is used to calculate the asset's depreciation which can be posted to the General Ledger.

For asset purchases, the physical asset data from the Purchasing module is shared with

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the Asset Management (AM) module along with the financial asset data from the Accounts Payable module. An AM journal can be sent to GL to record the financial impact (balance sheet update) in GL.

GENERAL LEDGER (GL)

The GL module manages the financial accounting information within CAPPS. This includes journal entries that are loaded in from other CAPPS modules, as well as entries manually entered or uploaded directly into GL.

Commitment Control (KK) is used to check revenue and expenditure entries against predefined budgets. If entries exceed the defined budgets plus any established tolerances, a warning or error message will appear depending on the system's configuration.

PURCHASING (PO) & e-Procurement (ePRO)

The PO and ePro modules are used to initiate and create purchase requests and purchase orders. Once the goods are received, a receipt is generated. For example:

Requisition: A requisition is the initial document created to fulfill the need for a good or service. A requisition can be directly sourced to a purchase order (PO) or it may be copied to a request for quote solicitation (RFQ) allowing for the manual setup of a procurement contract that can be used to track spending in accordance with legal requirements. In addition, procurement spending is monitored and/or controlled by budgets that have been setup in the Commitment Control (KK) module. Once a requisition has been created/approved, funds are pre-encumbered and the funds available in the budget are reduced.

Purchase Order: After a requisition has been sourced to a PO, the pre-encumbered funds are then encumbered and the budget is updated to reflect the encumbrance.

Receipt: A receipt records the receipt of goods or services and is used in the matching

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process to support the paying of invoices. Assets can be tagged at receipts.

AP Integration

CAPPS AP Core Module Integration

Purchasing/eProcurement

Vouchers can be built from various sources in Purchasing, including purchase orders and receiver lines. Vouchers can be matched with purchase orders, receivers, and inspection status to improve control and accuracy.

General Ledger

Accounts Payables sends accounting entries to General Ledger through the Journal Generator Application Engine process. Accounts Payable also interfaces with General Ledger for budget checking and commitment control.

Asset Management

Accounts Payable is a key collection point for asset information that flows into Asset Management. The flow of asset information from vouchers works hand-in-hand with the flow of information from receiving documents that are recorded in Purchasing.

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Procure-to-Pay Process

Understanding the Procure-to-Pay Process

Discover the AP role in the Procure-to-Pay Process

Pre-encumbrance. Encumbrance. Expenditure. What does it all mean?

Pre-encumbrances, encumbrances, and expenditures are all a part of the budget checking process. This process ensures funds are available at the time a request is made.

First, I will explain how the budget is impacted by the budget checking process. Then, there will be a brief presentation to learn how the Procure-to-Pay process works.

Here is a simple Budget Status that will be used to explain how pre-encumbrances, encumbrances, and expenditures affect the budget.

Budget Status example:

- The Beginning Balance on the budget is \$10,000.00.
- The pre-encumbrance amount is zero.
- The Encumbrance amount is zero.
- The Expenditure amount is zero.
- The Remaining Spending Authority is \$10,000.00.

Scenario One:

Nancy created a requisition to order \$100 of office supplies.

This is how the transaction affected her budget.

Nancy started with \$10,000 in her budget.

She pre-encumbered \$100 for office supplies.

Her total Remaining Spending Authority is \$9,900.

Scenario Two:

Nancy would like to know what happens to the requisition next.

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Nancy's requisition will need to be sourced to a Purchase Order and budget checked.

Budget Checking a Purchase Order releases the pre-encumbrance and encumbers the funds of \$100.

The total available funds in the Budget remain the same, \$9,900.00

Scenario Three:

Nancy received her supplies. Her supplier (vendor) has submitted their invoice to Accounts Payable.

Accounts Payable creates and budget checks a voucher. This releases the encumbrance and creates the expenditure of \$100.

The total available funds in the Budget remain the same, \$9,900.00.

Scenario Four:

Now that you understand the Budget Checking process, take a few minutes to review how the Procure-to-Pay process works.

Financials Procure-to-Pay Process

Learning Objectives

After completing this brief demonstration you will be able to:

- 1) Understand the complete Procure-to-Pay Process within CAPPS
- 2) Identify where and how the Budget is impacted throughout the Procure-to-Pay Process.
- 3) Recognize the various Procure-to-Pay Roles and Responsibilities.

The Procure to Pay Process Timeline

- 1) Requisition - You create a Requisition to request a purchase of an item(s).
- 2) Purchase Order (PO) – Information is copied from the Requisition to the PO. There is no need for re-entry.
- 3) Receiving – The item is received from the supplier (vendor) or returned. The

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transaction is captured in CAPPS.

- 4) Accounts Payable (AP) – When an Invoice is received from a supplier a Payment Voucher is created.
- 5) USAS – Provides payment to the supplier (vendor).

Review the different types of CAPPS functionality relating to Purchasing.

Requisitions

- Requisitions can be created from eProcurement.
 - A requisition line can reference an existing contract.
 - Requisitions require approval based on an agency's management structure.
 - Pre-encumber (place on hold) funds from the Budget.
 - May be created by anyone with the Requestor Role
- Purchase Orders

Purchase Orders

- Information from a Requisition can be copied into a PO. No dual entry needed.
- Can be created without a Requisition (Direct PO) or from a contract
- Removes requisition pre-encumbrance and encumbers the funds from the Budget.
- Purchase Orders may require approval from a Manager.
- Purchase Orders may be created by anyone with the Buyer Role.

Receiving

- A record of items being received or still outstanding is captured in CAPPS.
- A record of items that were rejected upon delivery is captured.
- Suppliers forward invoices to Accounts Payable.
- May be received or returned by anyone with the Receiver role.

Accounts Payable

- In Accounts Payable a payment voucher is created.
- The payment voucher may require approval from a manager.

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- Releases the PO encumbrance and creates an Expenditure entry in Budget.
- Automatically creates the General Ledger (GL) Journal entry.
- Automatically creates an Item in Asset Management.

USAS

- Creates the Payment for Supplier (Vendor)

Learn your role in CAPPS by reviewing the task that you perform today. The tasks and their roles are following:

- Task – Purchase Items or Services
 - Role – You are a Requestor. Requestors create a requisition to purchase items/goods. Recommended training class(es) are: 999 Financials Fundamentals and 305 Requisitioning and Receiving.
- Task – Manage Purchase Orders (PO)
 - Role – You are a Buyer. Buyers create, budget check, and dispatch Purchase Orders. Recommended training class(es) are: 999 Financials Fundamentals, 305 Requisitioning & Receiving, 306 Purchase Order Processing.
- Task – Approve Requisitions or POs
 - Role – You are an Approver. Approvers can approve Requisitions and/or Purchase orders. Recommended training class(es) are: 999 Financial Fundamentals and 310 Requisitioning Approval.

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- Task – Receive Items or Goods
 - Role – You are a Receiver. Receivers enter a receipt of items and services delivered to the Agency. Recommended training classes) are: 999 Financials Fundamentals and 305 Requisitioning & Receiving.
- Task – Process Supplier Invoices
 - Role – You are an Accounts Payable Clerk. AP clerks process invoices and create Payment Vouchers. Recommended training class(es) are: 999 Financial Fundamentals and 200 Accounts Payable.

State Systems Integration

CAPPS Accounts Payable interfaces

USAS (Uniform Statewide Accounting System) – The CAAPS to USAS interface sends accounts payable vouchers to USAS for processing.

TINS (Texas Identification Number System) – CAPPS maintain a TINS interface that is used to set up new suppliers and also to conduct supplier maintenance. Agencies are not required to use the TINS interface but rather, can do dual entry in TINS and CAPPS.

TPASS (Texas Procurement and Support Services) - Runs weekly and updates the supplier tables with CMBL information as well as HUB data.

Section 2 - Suppliers

Section 2 - Add & Maintaining Suppliers

Objectives

After completing this section you will be able to:

- Add a supplier
- View and update suppliers
- Add a supplier note
- Inactivate a supplier

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Outline

Lesson 1 - Adding a Supplier

Lesson 2 - Updating Supplier Information

Adding a Supplier

Lesson 1 - Outline

Adding a Supplier

- Key terms using when working with suppliers
- Add a new supplier for goods or services into the CAPPS system

Key Terms

Key Terms and Definitions

Suppliers

The person or entity from which a purchase was made or a service was rendered.

Location Codes

Supplier location codes are the same as TINS mail codes and are used to identify the supplier's mailing address.

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TINS Interface

CAPPS maintains a TINS interface that is used to set up new suppliers and also to conduct supplier maintenance.

Supplier Access CAPPS

How will my suppliers get into CAPPS?

The supplier tables are initially loaded with vendors that the agency has paid in USAS for the previous three years. CMBL vendors are also part of the agency's initial load.

Add New Supplier

Do I enter new supplier in CAPPS and TINS?

Agencies have the option of utilizing the CAPPS to TINS interface to set up a new supplier or the agency can do dual entry and add the new supplier to TINS and CAPPS, respectively.

TINS Mail Codes

Where are my TINS Mail Codes?

Supplier location codes are the same as TINS mail codes and are used to identify the supplier's mailing address.

Lesson 1 - Exercise

Adding a Supplier

Scenario 1: Adding a Supplier

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

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Lesson 2 - Updating Supplier Info

Outline

Updating Supplier Information

- View and update supplier information
- Add conversation notes to a supplier
- Inactivate a supplier

Lesson 2 - Exercise 1

Working with Suppliers

Maintaining Suppliers

Supplier information can be updated through CAPPS Suppliers.

The following updates can be made on a supplier:

- Adding Addresses and location codes
- Updating default location codes
- Adding contact information

Exercise 1

Working with Suppliers

Scenario 1: Viewing and Updating Suppliers

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Lesson 2 - Exercise 2

Working with Suppliers

Adding Conversation Notes

CAPPS provides the ability to track ongoing discussions with supplier contacts. It is a

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convenient place to keep track information and conversations with the supplier.

Exercise 2

Working with Suppliers

Scenario 2: Adding Conversation Notes with a Supplier

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Lesson 2 - Exercise 3

Working with Suppliers

Inactivating a Supplier

Users have the capability of inactivating a supplier. Inactivating the supplier ensures that users do not enter new vouchers for the supplier.

Exercise 3

Working with Suppliers

Scenario 3: Inactivating a Supplier

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Section 3 - Entering Vouchers

Objectives

After completing this section you will be able to:

- Enter a Regular Voucher using a Purchase Order
- Enter a Regular Voucher using a Purchase Order for an Asset
- Enter a Regular Voucher without a Purchase Order
- Enter Vouchers using other Voucher Styles
- Enter Adjusting and Reversing Vouchers

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Outline

Lesson 1 - CAPPS AP Voucher Overview

Lesson 2 - Entering a Regular Voucher

Lesson 3 - Entering other Voucher Styles

Lesson 4 - Entering Adjusting and Reversing Vouchers

Lesson 1 – CAPPS AP Voucher Overview

CAPPS AP Voucher Overview

- CAPPS Accounts Payable Voucher Definition
- Understand the Voucher Lifecycle
- Learn the various Voucher Styles

Voucher Definitions

CAPPS Accounts Payable Voucher Definitions

- Vouchers are records that are created for the processing of supplier invoices, employee expenses or adjustments. Vouchers tie together the supplier, invoice date, invoice amount, line items, distribution (accounting) information and any purchase orders or receivers for individual supplier invoices.
- Vouchers can be created online by entering invoice information manually. In addition, existing information can be copied (from a purchase order, receiver, or another voucher) into a voucher. CAPPS Accounts Payables enables the user to copy entire source documents, or portions of them, saving data entry time and reducing potential input errors.

Voucher Life Cycle

Understand the Voucher lifecycle

Vouchers go through several stages from initial entry to posting and payment.

- Enter / Update Vouchers
A voucher is entered in CAPPS and a voucher number is assigned

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- **Check Document Tolerance**
Check to ensure that the voucher line amount does not exceed the purchase order line amount.
- **Match Vouchers**
Compares the voucher line to the purchase order or receipt.
- **Budget Check Vouchers**
Makes sure that there is a budget.
- **Post Vouchers**
Create accounting entries.
- **Generate Journals**
AP Journals are created and sent to the General Ledger.
- **Unpost Vouchers**
Vouchers can be deleted, unposted and closed
- **Vouchers to USAS**
Vouchers are sent to USAS

Voucher Styles

Learn the various Vouchers Styles

CAPPS provides various voucher styles, each of which addresses a particular objective:

- Regular Voucher
Use to create a vendor payment either with or without a purchase order/receipt.
- Multi-Vendor Voucher
Use to pay a vendor at the header level while referencing different vendors at the voucher line level e.g. Employee reimbursement.
- ProCard Voucher
Use to pay a vendor at the header level. The vendors at the voucher line level will be populated from a requisition.
- Single Payment Voucher
Use to issue a one-time payment to a supplier.

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- Template Voucher

Allows the user to create a voucher that can be used as a model for future vouchers.

- Adjustment Voucher

Use to make corrections to an existing voucher.

- Reversal Voucher

Use to reverse a voucher that has been posted in CAPPS or paid in USAS.

Lesson 2 – Entering Regular Vouchers

Entering a Regular Voucher

- Key terms used when working with vouchers
- Enter a Voucher from a Purchase Order
- Enter a Voucher from a Purchase Order with Assets
- Entering Non-PO Vouchers

Key Terms

Voucher Key Terms and Definitions

Regular Voucher

Used to create a vendor payment either with or without a purchase order/receipt

PO Voucher

A regular voucher that uses PO information to expedite voucher creation.

Non-PO Voucher

A regular voucher that is not associated with a purchase order.

Speedcharts

Short-cut keys for completing the required account coding on a transaction.

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Regular Vouchers

Entering Regular Vouchers

PO Voucher

Regular vouchers are used to create PO vouchers when a purchase order has been created for an expenditure. A regular voucher is used to copy PO information into a voucher to expedite voucher creation. The PO Worksheet allows the user to select the PO lines to copy to the voucher and increase accuracy.

The regular voucher style is used to copy purchase order information, receipt information and Asset information.

Non-PO Voucher

A regular voucher can also be used to create a voucher that is not associated with a purchase order. The voucher is created by directly entering the invoice information such as invoice header information, non-merchandise charges and voucher line and distribution information.

Speedcharts are commonly used on non-PO vouchers. Speedcharts are agency-defined ChartField combinations and are used to auto-populate the voucher distribution lines. The use of speedcharts reduces the number of keystrokes required to enter frequently used ChartField combinations.

Lesson 2 - Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Entering Regular Vouchers

Scenario 1: Entering a PO Voucher

Scenario 2: Entering a PO Voucher with Assets

Scenario 3: Entering a Non-PO Voucher

[View exercise scenario \(opens a new web browser\).](#)

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After completing the exercises, close the browser tab and return to the course.

Lesson 3 - Outline

Entering other Voucher Styles

- Entering a Multi-Vendor Voucher
- Entering ProCard Vouchers
- Entering a Single Payment Voucher
- Entering a Template Voucher

Key Terms

Other Voucher Terms and Definitions

Multi-Vendor

Used to pay a vendor at the header level while referencing different vendors at the voucher line level e.g. Employee reimbursement.

ProCard Voucher

Use to pay a vendor at the header level. The vendors at the voucher line level will be populated from a requisition.

Procurement Cards

Issued to agencies in order to make selected spot purchases instead of using the traditional requisition or purchase order method. Although purchases are made at various sites, only one supplier is authorized to be paid.

Summary Vendor ID

Used on the voucher header and the payment is issued to the suppliers listed on the line level.

Entering Vouchers

Entering Vouchers

Now that you are familiar with the different voucher styles, in this lesson you will learn how to enter four vouchers:

1. Multi-Vendor Voucher
2. ProCard Voucher
3. Single Payment Voucher

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4. Template Voucher

Entering a Multi-Vendor Voucher

The Multi-Vendor Voucher is used to pay a vendor at the header level while referencing different vendors at the voucher line level e.g. Employee reimbursement. It can also be used to pay multiple vendors on one voucher. The accounting entry template that is selected will determine if the vendor is paid at the header level or the line level.

PO Multi-Vendor Voucher

PO information can be copied into the multi-vendor voucher by using the PO Copy Worksheet.

Non-PO Multi-Vendor Voucher

The multi-vendor voucher can also be used to pay vendors without encumbering funds; i.e. no PO.

Entering a ProCard Voucher

ProCard Voucher

Procurement cards are issued to agencies in order to make selected spot purchases instead of using the traditional requisition or purchase order method. Although purchases are made at various sites, only one supplier is authorized to be paid.

The ProCard Voucher style is used to pay the ProCard supplier at the header level while referencing the suppliers where the goods were purchased at the line level.

The purchase order information is copied into a voucher using the PO worksheet while the suppliers are populated from the requisition.

Entering a Single Payment Voucher

Single Payment Vouchers are used to issue a one-time payment to a supplier. The supplier is not set up in CAPPS but rather, the supplier information is entered on the voucher line. A Summary Vendor ID is used on the voucher header and the payment is issued to the suppliers listed on the line level.

Entering a Template Voucher

Template vouchers are vouchers that are created for a specific supplier and are used as a model for creating future vouchers. Using a template voucher reduces the number of keystrokes and increases data entry efficiency. Template vouchers are never paid or posted and are only available for use for the same supplier.

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Entering Vouchers

Entering Vouchers

Before you get started, take a few minutes to review some important information on each of the four voucher styles from the previous page.

Multi-Vendor Voucher

- Used to pay a vendor at the header level while referencing different vendors at the voucher line level.
- Used to pay multiple vendors on one voucher

ProCard Voucher

- Used to pay the ProCard supplier at the header level while referencing the suppliers where the goods were purchased at the line level.
- PO information is copied into a voucher using the PO worksheet while the suppliers are populated from the requisition.

Single Payment Voucher

- Used to issue a one-time payment to a supplier (Summary payment in USAS)
- The Summary Vendor ID (One time vendor) is used on the voucher header
- Payments are made to the name and address entered on the voucher line.

Template Vouchers

- Created for a specific supplier and used as a model for future vouchers for that supplier
- Can never be posted

Lesson 3 - Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Entering Vouchers

Scenario 1: Entering Multi-Vendor Vouchers

Scenario 2: Entering ProCard Vouchers

Scenario 3: Entering a Single Payment Voucher

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Scenario 4: Entering Template Vouchers

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercises, close the browser tab and return to the course.

Lesson 4 - Outline

Entering Adjusting and Reversing Vouchers

- Entering Adjustment Vouchers
- Entering Reversal Vouchers

Lesson 4 - Exercise 1

Entering Adjustment Vouchers

Adjustment Vouchers are created to make adjustments or corrections to accounting transactions. The adjustment voucher can be used to make internal adjustments or adjustments in USAS.

Adjustment vouchers can be created by entering the data manually or they can also be created by using the copy functionality in CAPPS. The Voucher Worksheet page can be used to copy the entire voucher or individual vouchers lines into the voucher.

Exercise 1

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Correcting a Voucher

Scenario 1: Entering Adjustment Vouchers

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

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Exercise 2

Entering Reversal Vouchers

Reversal Vouchers are used to back out or reverse existing vouchers. It can be used to reverse a voucher that has been paid in USAS or a voucher that has been posted in CAPPS.

The original voucher information is copied into the reversal voucher with negative amounts by using the copy worksheet. Reversal vouchers also enable a user to restore the encumbrance for actuals and budgets and reduce the purchase order's matched quantity or amount.

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Correcting a Voucher

Scenario 1: Entering Reversal Vouchers

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Section 4 - Processing Vouchers

Objectives

After completing this section you will be able to:

- Run the Budget Check Request Process
- Run the Document Tolerance Process
- Run the Matching Process
- Post Vouchers

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Lesson 1 - Outline

Processing Voucher

- Learn key terms when processing vouchers
- Understand Voucher Processing Flow
- Run the Matching Process
- Run the Document Tolerance Process
- Run the Budget Check Request Process
- Post Vouchers
- Run Journal Generation

Lesson 1 - Key Terms

Voucher Processing Key Terms and Definitions

Accounting Entry Template

Used to generate the accounting entries that offset the individual expense line items entered on the voucher.

Document Tolerance

Tolerances amounts/percentages between predecessor documents and successor documents.

Matching

Match rule controls are a set of rules that the system applies against vouchers, purchase orders, and receivers.

Budget Checking

Voucher amounts are compared against all control budgets to ensure that funds are

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available for the expenditure.

Voucher Post

Creates balanced accounting entries that can be transferred to a General Ledger system.

Journal Generation

Processes data in the accounting entry table to create journals in General Ledger.

USAS Interface

Sends accounts payable vouchers to USAS for processing.

Lesson 1 - Voucher Processing

Voucher Processing

Vouchers are created and saved in CAPPS but they must go through several processes in order for them to be sent to USAS for payment. CAPPS allows you to run voucher processes via a batch process for multiple vouchers or directly from the voucher page for each voucher.

The following processes can be run on a voucher:

- Document Tolerance
- Matching
- Budget Checking
- Voucher Posting
- Journal Generation

Running Document Tolerance

Document tolerances are allowable percentages or amounts that the purchase order and voucher can differ. Agencies typically have a zero amount or percentage tolerance between the voucher and the purchase order. The voucher will fail document tolerance if the voucher line amount is more than the PO line. A voucher cannot be posted if the document tolerance status is not valid.

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Running the Matching Process

The Matching process is run to compare vouchers with purchase orders and receiving documents. This ensures that you pay for only the goods and services that you order and receive.

Once the matching process is run and the voucher successfully matched, the voucher match status is Matched.

Running the Budget Check Request Process

In CAPPS, budget checking occurs at voucher creation, deletion and posting. During budget checking, voucher amounts are compared against all control budgets to ensure that funds are available for the expenditure. If the budget checking is successful, the budget-checking status of the transaction is updated to 'Valid'.

Vouchers that are associated with a purchase order also go through budget checking and the Commitment Control feature relieves the encumbrance and creates an expenditure.

Posting Vouchers

After the Matching, Document Tolerance, and Budget Check processes have successfully run, the Posting Voucher process is run. The Posting Voucher process creates balanced accounting entries that can be transferred to a General Ledger system.

Accounting Entry Template

The voucher posting process creates accounting entries from vouchers by using the accounting entry template. The Accounting Entry Template identifies the offset accounts needed to create the accounting entries.

The accounting entry template also determines the T-Code that will be sent to USAS for the transaction. The accounting entry template can be used to force a document type on a voucher, i.e. Doc type 1 for travel vouchers.

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Running Journal Generation

The Journal Generator processes data in the accounting entry table to create journals in General Ledger. The journals are posted against the Actuals Ledger in the General Ledger module.

Vouchers must be journal generated to the general ledger module in order to be picked up by the CAPPS to USAS interface.

Lesson 1 - Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Voucher Processing

Scenario 1: Running Voucher Processes from the Voucher Page

Scenario 2: Running the Matching Process

Scenario 3: Running the Document Tolerance Process

Scenario 4: Running the Budget Check Request Process

Scenario 5: Posting Vouchers

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercises, close the browser tab and return to the course.

Section 5 - Managing & Maintaining Vouchers

Section 5 - Objectives

After completing this section you will be able to:

- Unpost a Voucher
- Delete a Voucher
- Review Payment Information
- Use Match Workbench
- View Accounting Entries

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Outline

Section 5 - Outline

Lesson 1 - Modifying Vouchers

Lesson 2 - Reviewing Voucher Information

Lesson 1 - Outline

Modifying Vouchers

- Unpost a voucher
- Delete a voucher

Lesson 1 - Exercise 1

Modifying Vouchers Exercises

The unposting process is used to reverse the accounting entries for vouchers that have been posted. Once a voucher has been unposted, the voucher can be changed.

CAPPS does not remove the original accounting entries; it creates reversing entries, which creates an audit trail in the general ledger.

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Modify Vouchers

Scenario 1: Unpost Vouchers

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Lesson 1 - Exercise 2

Deleting a Voucher

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Voucher delete allows the user to delete a voucher that has not been posted. Vouchers that are deleted are no longer available for viewing, processing or use by any users on the system. However, the record of the voucher still exists as an audit trail.

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Modify Vouchers

Scenario 1: Deleting a Voucher

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Lesson 2 - Outline

Reviewing Voucher Information

- Reviewing Voucher Information
- Using Match Workbench
- Reviewing Voucher Accounting Entries

Lesson 2 - Exercise 1

Reviewing Voucher Information

CAPPS delivers many inquiry pages and reports to view vouchers. The inquiry pages provide extensive search capability to access voucher information along with the ability to drill-down to more detailed information such as voucher payment detail, supplier information and detail lines.

Exercise 1

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Reviewing Vouchers

Scenario 1: Reviewing Voucher Information

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

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Lesson 2 - Exercise 2

Reviewing Voucher Information

Match Workbench

The Match Workbench is used to view match exceptions, unmatch a voucher or to override a match exception. Access to this page is controlled by the user's security set up.

Exercise 2

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Reviewing Voucher Information

Scenario 1: Using Match Workbench

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Lesson 2 - Exercise 3

Reviewing Voucher Accounting Entries

The Voucher Posting process creates accounting entries from vouchers. These pages allow the user to view the accounting entries and chartfield accounts that were charged for the voucher.

The journal generation process uses the data in the accounting entry table to create journals in General Ledger. The table is also populated with the journal ID after the voucher is successfully journal generated.

Exercise 3

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Voucher Accounting Entries

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Scenario 1: Review Voucher Accounting Entries

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Section 6 - Reports

Running Reports

Section 6 - Objectives

After completing this section you will be able to:

- Run Accounts Payable (AP) Reports

Lesson 1 - Exercise

Lesson 1 Running Reports Exercise

Running Reports

Accounts Payable Reports

CAPPS Accounts Payable reports are run using a Process Scheduler. The Process Scheduler enables a user to run reports one at a time, per the user's request. Alternately, recurring reports can be scheduled to run at specified times, such as every Friday at 6:00 p.m.

Parameters are used to determine the type of data that is returned on the report, i.e. date range or supplier ID. The Process Scheduler retrieves the data for the report in the background, enabling a user to continue working.

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Running Reports

Scenario 1: Running AP Reports

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[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Section 7 - Conclusion

Summary

Congratulations, you have completed this course. You learned the following regarding CAPPS Accounts Payable:

- How to add and update suppliers
- How to enter and reverse vouchers
- How to run batch processes
- How to unpost and delete a voucher
- How to review accounting entries of vouchers
- How to run reports

You are now ready to move on to your next course, see you there!

Congratulations

I hope you enjoyed your training! This course is almost complete.

It's now time to review what you've learned in this course.

Knowledge Check

Next you will be presented with a series of questions covering important things to remember from this Commitment Control course.

[Knowledge Check](#)

To begin select the Knowledge Check link. After completing the knowledge check, close the browser tab and return to the course.

This completes the course. See you next time!