



# **CAPPS Financials**

## **End-User Training (EUT)**

### EUT Course

### Accounts Payable

PeopleSoft Version 9.2  
Version 1 – September 2015

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## Accounts Payable

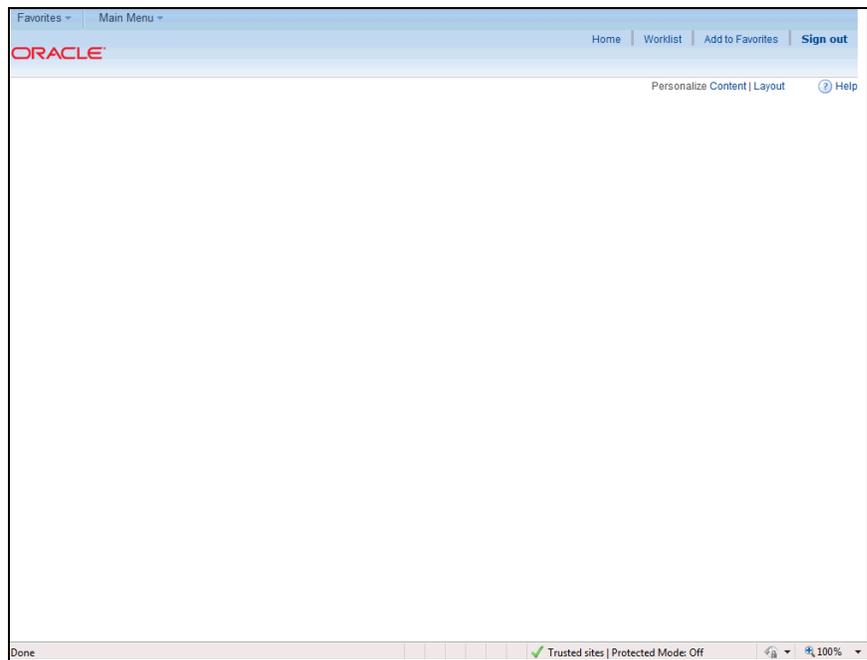
### Section 2 Adding and Maintaining Suppliers

#### Adding a Supplier

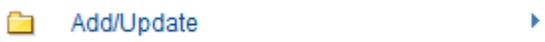
##### Section 2 - Lesson 1, Exercise - Adding a Supplier

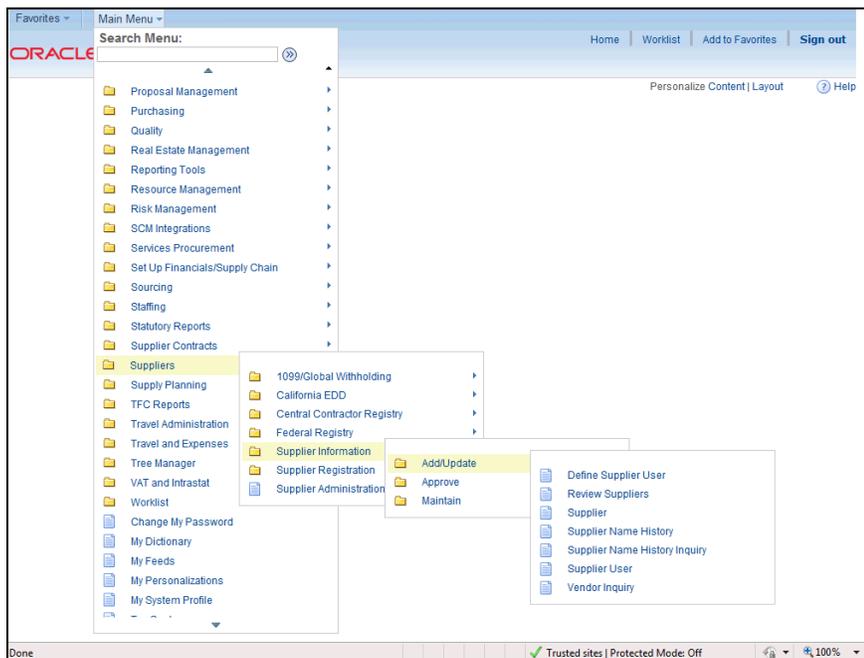
##### Procedure

This lesson walks through adding a supplier to CAPPS.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Supplier</b> page. 
2.	<b>Note:</b> The menu options in the production system may be different than the menu options that are in training. All of the steps needed to enter the transaction will be the same.

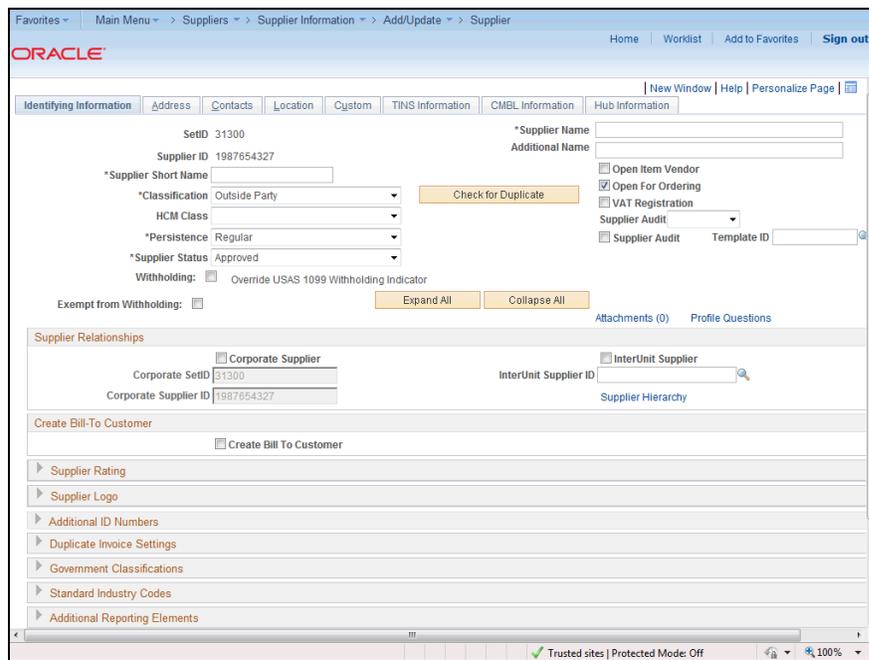
Step	Action
3.	Click the <b>Scroll Down</b> button to navigate to the <b>Suppliers</b> menu. 
4.	Click the <b>Suppliers</b> menu. 
5.	Click the <b>Supplier Information</b> menu. 
6.	Click the <b>Add/Update</b> menu. 



Step	Action
7.	Click the <b>Supplier</b> link. 
8.	On the <b>Supplier Information</b> search page, click the <b>Add a New Value</b> tab.  Notice the <b>SetID</b> defaults based on your User Preferences. 
9.	When the agency is converted to CAPPS the suppliers that the agency has paid for the last three years will be converted from TINS.

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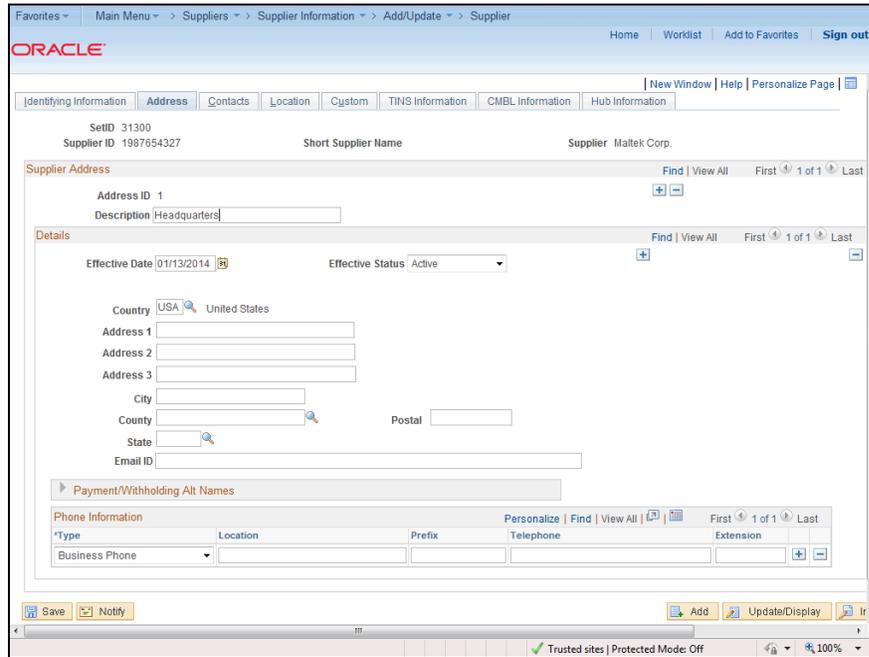
Step	Action
10.	<p>The Supplier's Texas Identification Number (TIN) is used as the <b>Supplier ID</b>.</p> <p>If your Agency enters the Supplier information into CAPPS first, then this number must be entered. This field should never be left blank.</p> <p>In this example this Supplier already exists in TINS.</p> <p>Enter the supplier's TIN "<b>1987654327</b>" into the <b>Supplier ID</b> field.</p>
11.	<p>Click the <b>Add</b> button.</p> 



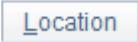
Step	Action
12.	The <b>Supplier</b> page displays.
13.	<p>Enter the supplier's complete name in the <b>Supplier Name</b> field.</p> <p><b>Note:</b> The <b>Supplier Name</b> and <b>Supplier Short Name</b> fields are for CAPPS purpose only. This information is not sent to TINS. The name sent to TINS is captured on the <b>TINS Information</b> tab.</p> <p>Enter "<b>Maltek Corp.</b>" into the <b>Supplier Name</b> field.</p>

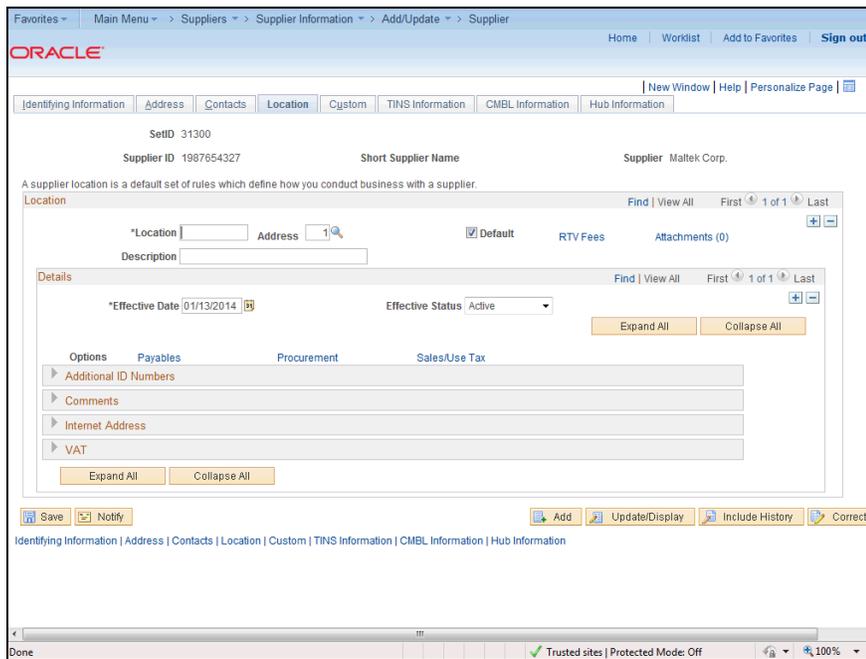
Step	Action
14.	<p>An additional name for the same supplier can be entered in the <b>Additional Name</b> field.</p> <p>The option to enter two names is provided to accommodate subsidiaries and divisions.</p>
15.	<p>Enter a short name for the supplier for easy identification.</p> <p>Enter "<b>Maltek</b>" into the <b>Supplier Short Name</b> field.</p>
16.	<p><b>Classification</b> is a required field. It defaults to <b>Outside Party</b>. Other valid values for CAPPS are <b>Employee</b> and <b>Agency</b>. All other values are not valid in CAPPS.</p> <p>For this example accept the default.</p>
17.	<p>The <b>Persistence</b> field is a required field. It defaults to <b>Regular</b>, accept the default.</p> <p>The other value that can be used is <b>Permanent</b>. Do not use the other values.</p>
18.	<p>The <b>Supplier Status</b> field defaults based on the Agency's setup. This Agency has chosen to approve all ne Supplies. In this example, accept the default.</p>
19.	<p>If your Agency uses USAS for 1099 withholding, then leave the <b>Withholding</b> checkbox clear.</p> <p>If your Agency chooses to use CAPPS for the 1099 withholding then selecting the <b>Withholding</b> checkbox overrides the USAS 1099 Withholding Indicator.</p> <p>In this example we will accept the default and leave the checkbox clear.</p>
20.	<p>The <b>Open For Ordering</b> checkbox must be checked to use the vendor on requisitions or purchase orders.</p>
21.	<p>The <b>Additional ID Numbers</b> section is used to store a cross reference to the SSN and Old Vendor Number.</p>
22.	<p>Click the <b>Address</b> tab to enter the supplier's address information.</p> <div data-bbox="342 1436 480 1478" style="border: 1px solid gray; padding: 2px; display: inline-block;">Address</div>

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Step	Action
23.	Suppliers may have different addresses for different procurement functions. This page allows multiple addresses to be added for a supplier.  <b>Note:</b> there can be only one address for each location so a supplier with multiple addresses will need multiple locations.
24.	Enter a description for this <b>Address ID</b> , for example, Regional Office, or Sales Office.  In this example, enter " <b>Headquarters</b> " into the <b>Description</b> field.
25.	The <b>Effective Date</b> field identifies the date from which the supplier's address is valid. If the supplier's address changes, use the plus sign to add another row and enter the new address with a new <b>Effective Date</b> .  The system defaults to the current date but it can be changed, if needed.  In this example, accept the default.
26.	Enter " <b>227 Elman Ln.</b> " in the <b>Address 1</b> field.
27.	Enter " <b>Austin</b> " in the <b>City</b> field.
28.	Enter " <b>TX</b> " in the <b>State</b> field.
29.	Enter " <b>78751</b> " in the <b>Postal</b> field.
30.	<b>Note:</b> This address information is not validated within CAPPS. However, it will be validated in TINS so it is important that the address be accurate. If not, TINS will generate an error message.

Step	Action
31.	Enter <b>Phone Information</b> for the supplier if available.
32.	The information on the <b>Location</b> and the <b>Address</b> tab work together.  Click the <b>Location</b> tab.  



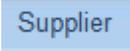
Step	Action
33.	On the <b>Location</b> tab you can record one or more supplier locations for invoicing, remittance and returns.
34.	<b>If the supplier is added to CAPPS from the CMBL, the <b>Location</b> field will display an asterisk followed by two numbers, i.e. *00.</b>  This code can be used on requisitions and purchase orders but are not eligible for vouchering.  A valid TINS Mail Code must be defined for the supplier to receive payment.

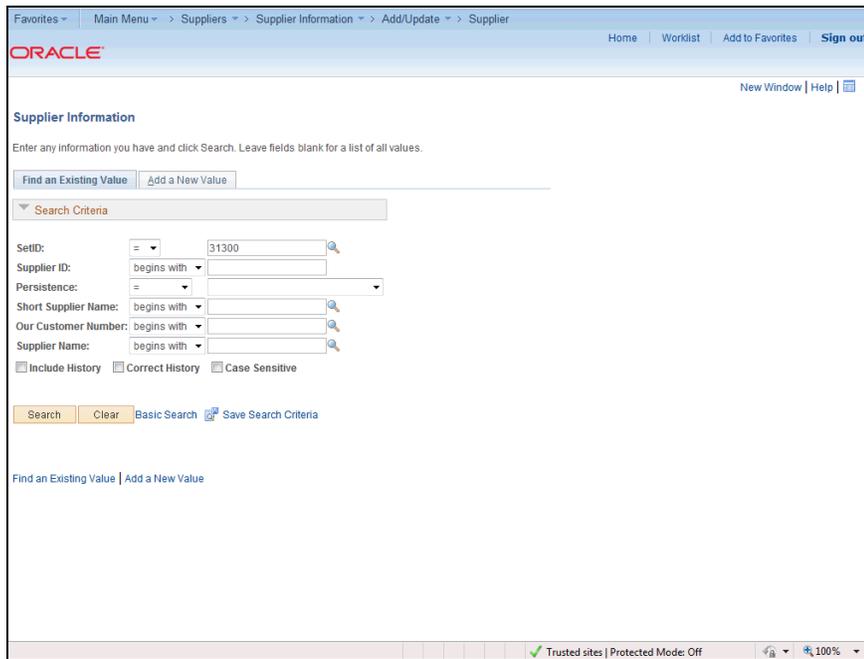
## EUT Course

Step	Action
35.	<p>Enter the TINS location code in the <b>Location</b> field if the Supplier is already in TINS.</p> <p><b>Note:</b> The number entered here is not transferred to TINS. The location number in CAPPS must match the TINS Mail Code in order for the Supplier to be paid.</p> <p>Enter "<b>001</b>" into the <b>Location</b> field.</p>
36.	<p>Enter "<b>Maltek Corp.</b>" into the <b>Description</b> field.</p> <p><b>Note:</b> this description is only used in CAPPS and not set to TINS.</p>
37.	<p>Use the <b>TINS Information</b> tab to enter State of Texas specific information. This information is required for the TINS interface.</p> <p>Click the <b>TINS Information</b> tab.</p> 
38.	<p>The <b>TINS Information</b> page contains some specific field information that is specific to TINS.</p> <p>If the supplier already exists in TINS then this page can be used to update or maintain TINS.</p> <p>The <b>Send to TINS</b> checkbox is required for the information to update TINS.</p>
39.	<p>The <b>Business Description</b>, <b>TX Charter #</b>, and <b>Emp Date</b> fields are used in conjunction with the <b>Vendor Ownership Information</b>.</p> <p>The <b>Tins Hold Indicator</b> is populated from TINS when suppliers are placed on hold.</p>
40.	<p><b>Ownership Type</b> is required for each supplier. It identifies the legal business status (e.g. Texas Corporation, Partnership, etc.).</p> <p>Click the <b>Look up Ownership Type (Alt+5)</b> button to display the valid values.</p> 
41.	<p>For this example, select the <b>Out of State Corporation</b> option.</p> <p><b>Note:</b> The supplier should provide you with the Ownership Type information. If it was not provided, you will need to contact the supplier.</p> <p>Click the <b>Out of State Corporation</b> link.</p> 
42.	<p>The <b>Owner Name</b> field is only used for individuals and partnerships.</p>

Step	Action
43.	<p>Enter the Supplier's name in the <b>Location Name</b> field.</p> <p><b>Note:</b> This name will appear on the payment issued by TINS.</p> <p>Enter the desired information into the <b>Location Name</b> field. Enter "<b>Maltek Corp.</b>".</p>
44.	<p>The <b>Send to TINS</b> checkbox is used to update TINS with the new information.</p> <p>Click the <b>Send to TINS</b> option.</p> <p><input type="checkbox"/></p>
45.	<p>When the <b>Send to TINS</b> checkbox is marked, a new <b>TINS T-Code</b> hyperlink is displayed.</p> <p>Use this link to supply information that TINS will use in updating the supplier record.</p> <p>Click the <b>TINS T-Code</b> link.</p> <p><a href="#">TINS T-Code</a></p>
46.	<p>TINS T-Codes are used to tell TINS what type of transaction is being sent by CAPPS.</p> <p>In this example, select the <b>Master Level Setup</b> checkbox to add a new vendor.</p> <p>Click the <b>Master Level Setup -- 600</b> option.</p> <p><input type="checkbox"/> <b>Master Level Setup -- 600</b></p>
47.	<p><b>Note:</b> These T-Codes are for TINS purposes only. This information is not used for processing within CAPPS.</p> <p>Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>
48.	<p>The <b>Security Type</b> field is used to identify information that can be seen and updated in TINS. This does not affect CAPPS, only TINS. There are three TINS security types:</p> <ul style="list-style-type: none"> <li>0 - No security (any agency can see or modify information in TINS)</li> <li>1 - Low security (any agency can see the information in TINS, but only the securing agency -- the agency that set the indicator -- can make TINS changes)</li> <li>2 - Maximum security (only the securing agency can see or modify the information in TINS)</li> </ul> <p>Click the <b>Look up Security Type (Alt+5)</b> button to view the valid values.</p> <p></p>

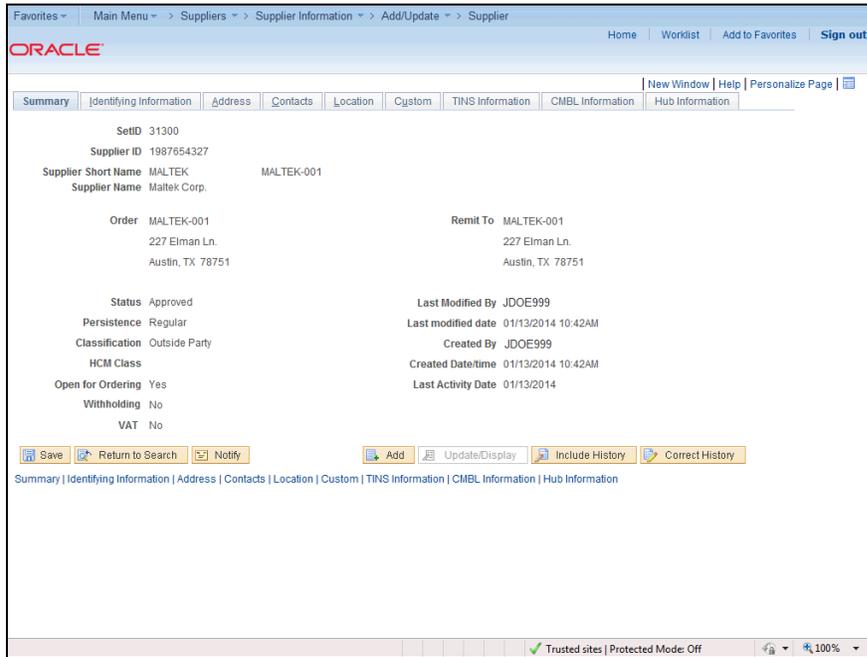
Step	Action
49.	<p>An options popup window displays.</p> <p>Click the <b>No Security</b> link.</p> 
50.	<p>The <b>Payment Type</b> is used to specify how the vendor is paid.</p> <p>Click the <b>Look up Payment Type (Alt+5)</b> button.</p> 
51.	<p>The <b>Look Up Payment Type</b> pop-up window displays.</p> <p>Click the down arrow on the vertical scrollbar to display more payment types.</p>
52.	<p>In this example, the supplier will be set to receive payments via state warrant. A warrant is a check issued by the State that is guaranteed by the State Treasury.</p> <p>Click the <b>WARRANT</b> link.</p> 
53.	<p>Use the <b>PDT</b> look up button to select a Payment Distribution Type.</p> <p>Click the <b>Look up PDT (Alt+5)</b> button.</p> 
54.	<p>Click the <b>Warrant</b> link.</p> 
55.	<p>If a supplier chooses to be paid by direct deposit, then the agency must maintain the banking information.</p> <p>This information must be maintained in TINS. If the agency chooses, the information can also be maintained in CAPPS.</p> <p>In the event that direct deposit is selected, and the agency chooses to maintain direct deposit information only in TINS, then 999999999 is put into the <b>DD Bank #</b> and <b>DD Routing #</b>.</p>
56.	<p>The <b>CMBL Information</b> and <b>Hub Information</b> tabs are not used when entering a new vendor.</p>
57.	<p>To move down the page, click the scrollbar.</p>
58.	<p>Click the <b>Save</b> button.</p> 

Step	Action
59.	<p>To validate the supplier has been added, search for the supplier on the <b>Supplier Information</b> search page.</p> <p>Click the <b>Supplier</b> link.</p> 



Step	Action
60.	<p>The <b>Supplier Information</b> search page displays.</p> <p>Enter "<b>1987654327</b>" in the <b>Supplier ID</b> field.</p>
61.	<p>Click the <b>Search</b> button.</p> 

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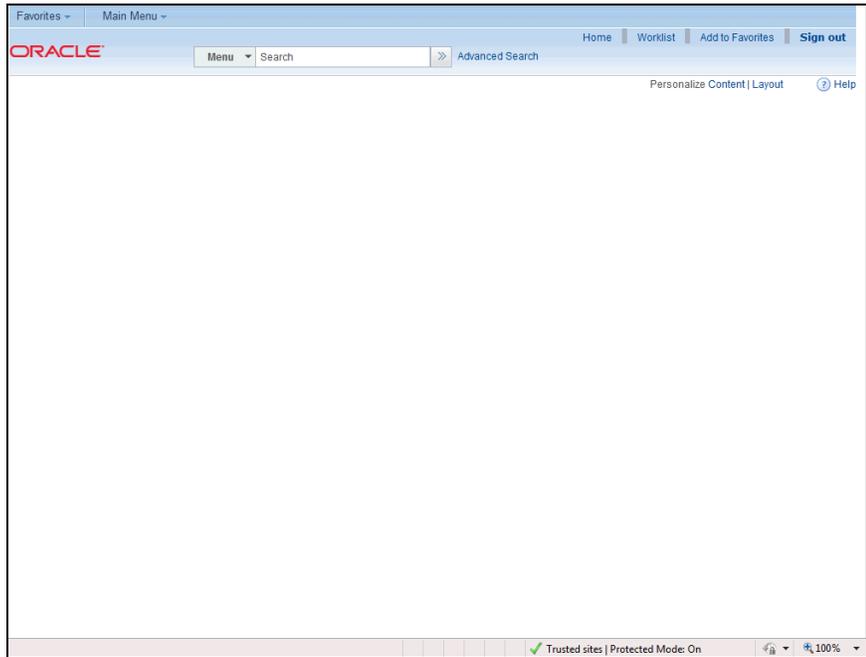
Step	Action
62.	The <b>Supplier</b> page displays.  On the <b>Summary</b> tab, notice that the supplier is now listed.
63.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Viewing and Updating Suppliers

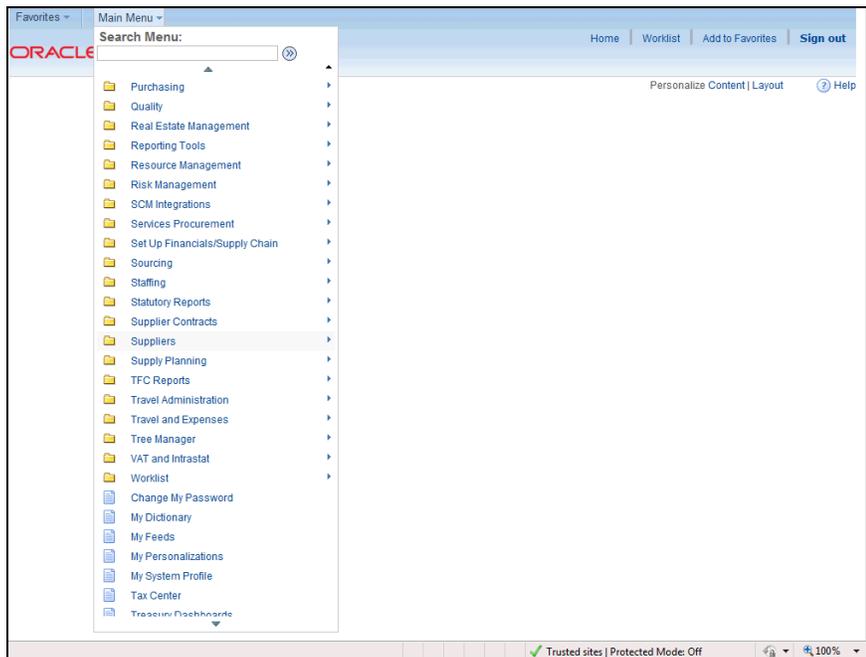
### Section 2 - Lesson 2 Exercise - Scenario 1: Viewing an Updating Suppliers

#### Procedure

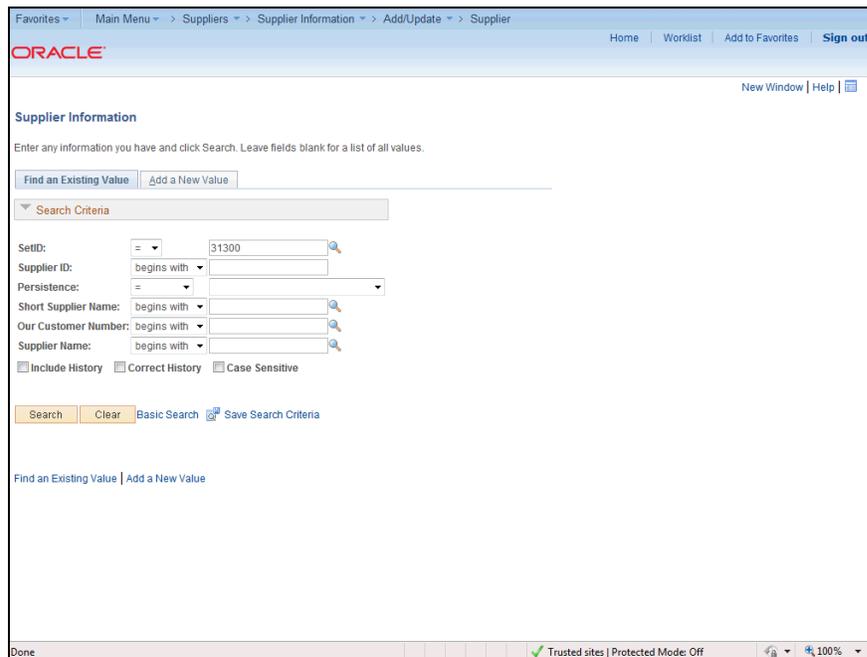
In this lesson, you will update an existing supplier that was created from the CMBL.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Supplier</b> page. 

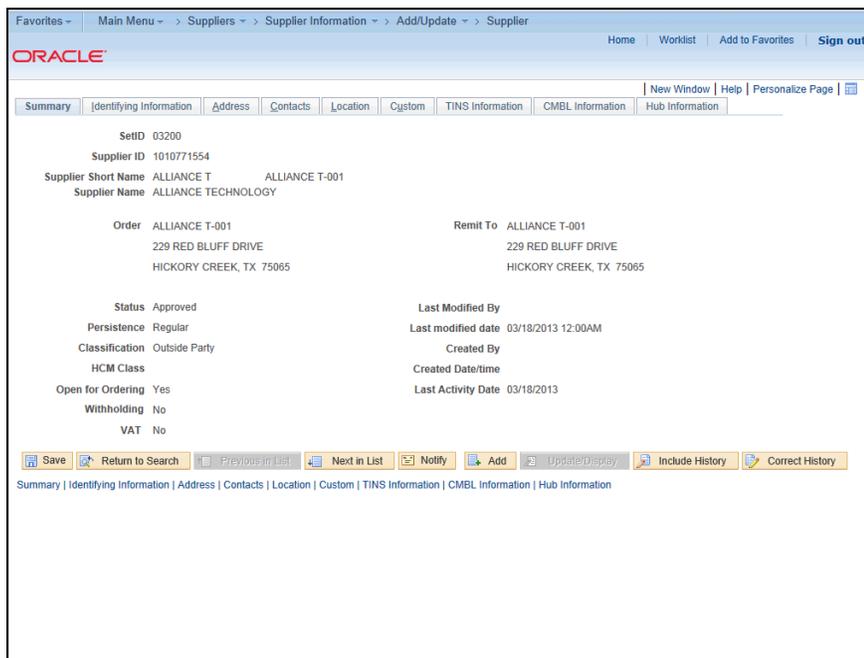


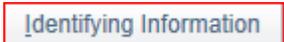
Step	Action
2.	Click the <b>Suppliers</b> menu.  <b>Suppliers</b>
3.	Click the <b>Supplier Information</b> menu.  <b>Supplier Information</b>
4.	Click the <b>Add/Update</b> menu.  <b>Add/Update</b>
5.	Click the <b>Supplier</b> link.  <b>Supplier</b>
6.	The <b>Supplier Information</b> search displays.  This page allows you to search <b>Supplier ID</b> , <b>Supplier Name</b> , or <b>Short Supplier Name</b> .



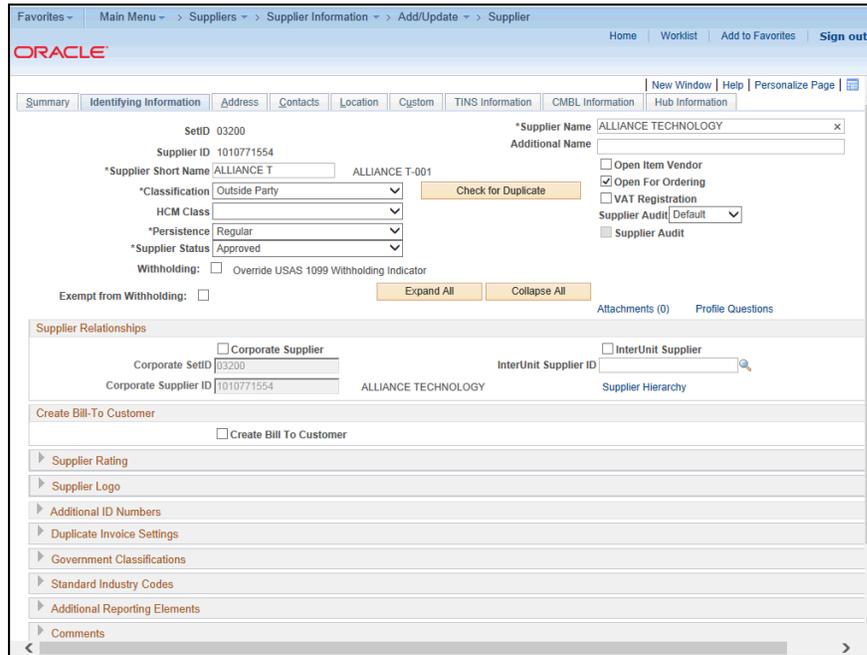
Step	Action
7.	For this example, the <b>Supplier ID</b> number is used to search for the supplier information.  Enter the desired information into the <b>Supplier ID</b> field. Enter " <b>1010771554</b> ".

Step	Action
8.	Click the <b>Search</b> button. 
9.	Use the <b>Summary</b> tab to view summary information about a supplier, including the <b>Remit To</b> address, <b>Status</b> of the vendor, when the record was last modified and who modified it.

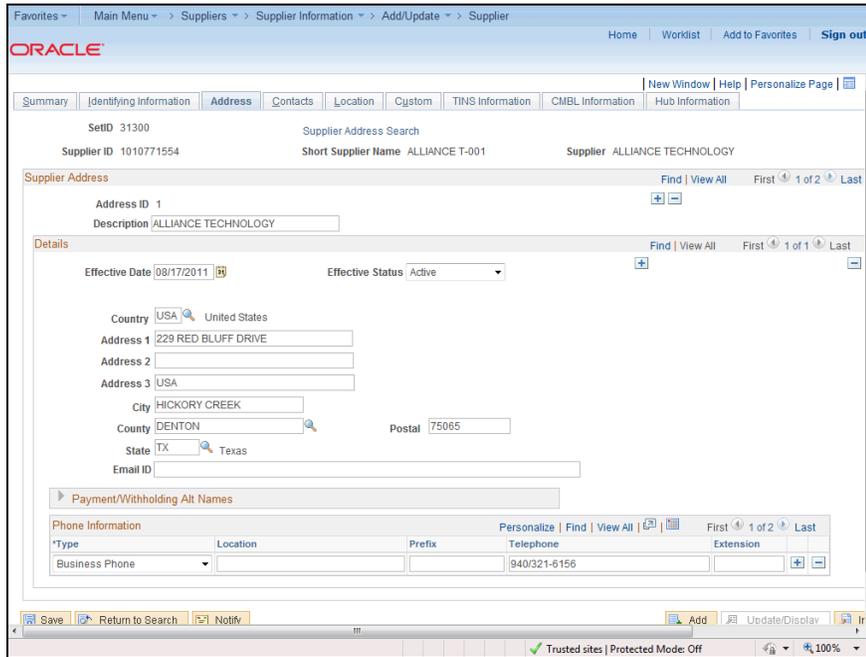


Step	Action
10.	Click the <b>Identifying Information</b> tab. 
11.	The <b>Identifying Information</b> tab provides the <b>Supplier Status</b> and <b>Withholding</b> information.

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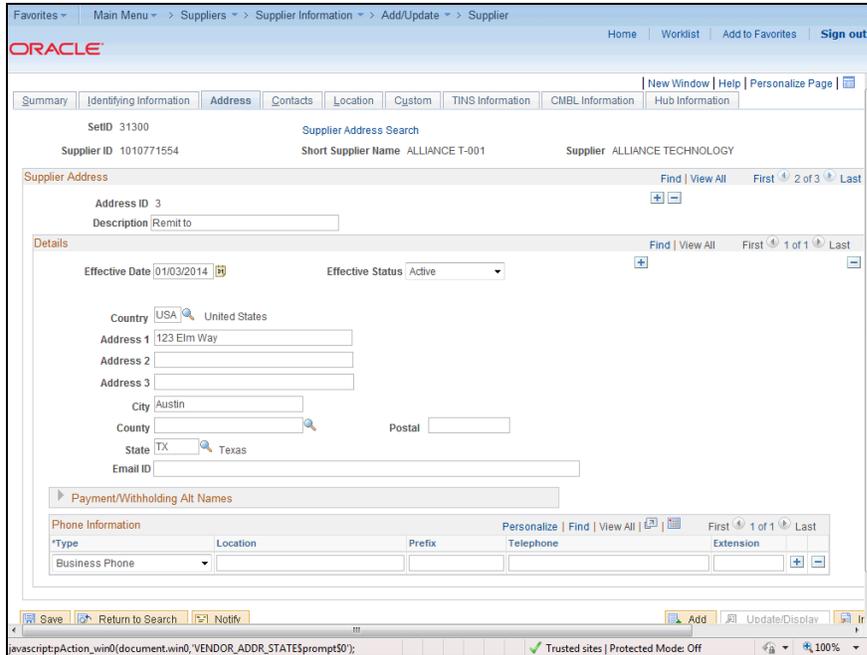
Step	Action
12.	Click the <b>Expand section</b> button. 
13.	The <b>Additional ID Numbers</b> section is used to store a cross reference to the SSN and Old Vendor Number.
14.	Click the <b>Address</b> tab. 



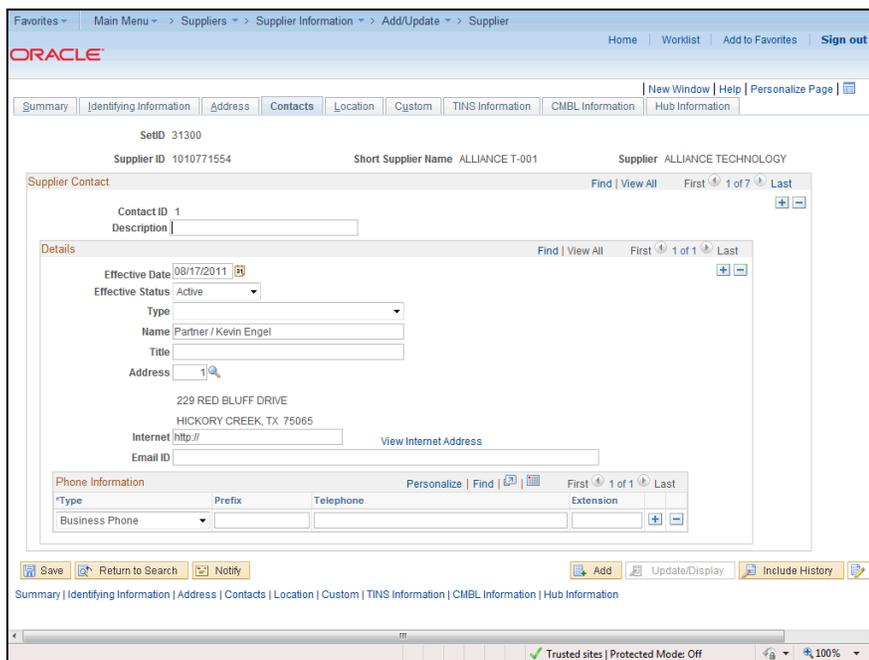
Step	Action
15.	To update address information for the supplier, click the add button (+) to add a new row.  Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
16.	The <b>Description</b> field is used to describe the address.  Enter <b>Remit to</b> in the <b>Description</b> field.
17.	Enter <b>123 Elm Way</b> in the <b>Address 1</b> field.  Notice the <b>Effective Date</b> defaults to the current date but it can be changed, if needed.
18.	In the <b>City</b> field, enter <b>Austin</b> .
19.	Click the <b>Look up State (Alt+5)</b> button to view the valid values. 
20.	The <b>Look Up State</b> popup window displays.  You can search with a partial value. Ensure the search value is "begins with", then enter <b>t</b> in the search box.
21.	Click the <b>Look Up</b> button. 

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Step	Action
22.	The <b>Search Results</b> lists all state names beginning with the letter "t". Click the <b>Texas</b> link. 
23.	In the <b>Postal</b> field, enter <b>78710</b> .



Step	Action
24.	Click the <b>Contacts</b> tab. 
25.	Notice the row indicator shows you are viewing the first of 7 rows of contact information for this supplier.
26.	In the <b>Details</b> section, notice the row indicator of '1 of 1'.  A new effective dated row is created each time the detail of a contact is modified. Since there is only one, you are viewing the original contact information and no changes have been made.



Step	Action
27.	<p>Because the contact information is effective-dated, you can insert new rows to reflect changes to the address or phone number before the change goes into effect.</p> <p>Click the <b>Add a new row at row 1 (Alt+7)</b> button.</p> 
28.	<p>Add a description of the supplier into the <b>Description</b> field.</p> <p>Enter <b>Contact for invoices &lt; \$1000</b>.</p>
29.	<p>In the <b>Details</b> section, the <b>Effective Date</b> indicates when the contact became active for the customer.</p> <p>This field enables you to keep a history of changes to the contact and to enter changes that will go into effect on a future date.</p> <p>Click the <b>Choose a date (Alt+5)</b> button to select an <b>Effective Date</b>.</p> 
30.	<p>Select January 3 as the <b>Effective Date</b> by clicking the <b>3</b> link in the calendar.</p> 
31.	<p>Select a <b>Type</b> to define the contact's role.</p> <p>Click the <b>Type</b> list to view the valid values.</p> 

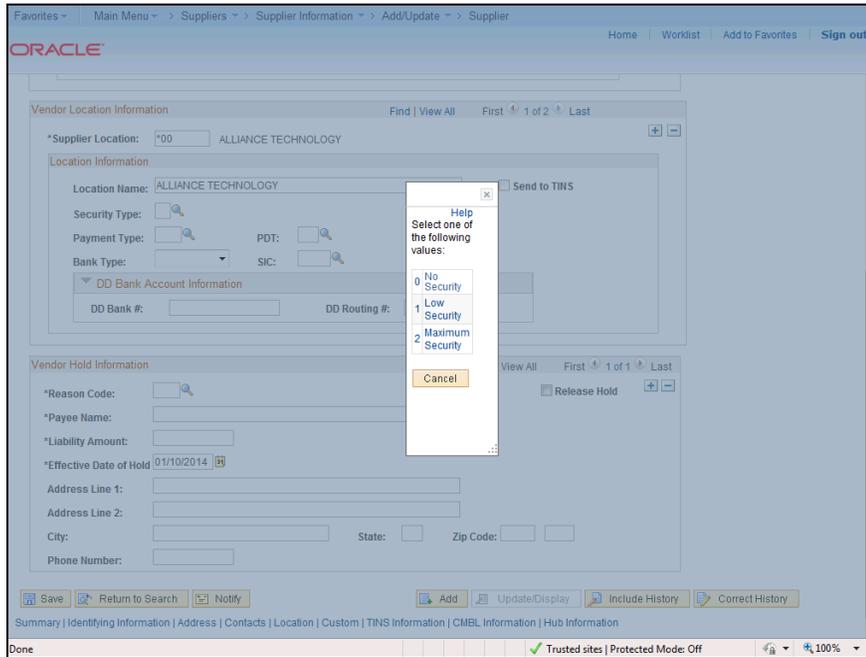
## EUT Course

Step	Action
32.	Click the <b>Accounts Payable</b> list item. <i>Accounts Payable</i>
33.	Enter the name of the new contact person into the <b>Name</b> field. For this example, enter <b>Tom Green</b> in the <b>Name</b> field.
34.	Enter the new contact person's title into the <b>Title</b> field. Enter <b>Account Specialist</b> .
35.	The <b>Address</b> field allows you to associate the contact with an address on the <b>Address</b> tab. Click the <b>Look up Address (Alt+5)</b> button next to the <b>Address</b> field. 
36.	The <b>Look Up Address</b> popup window displays. Click the <b>1010771554</b> Remit To address link. <i>1010771554 2</i> <i>Remit to</i>
37.	Notice the address information is auto-populated. If any phone numbers were associated with the address, those numbers would display in the <b>Phone Information</b> section.
38.	Enter <b>tom.green@alliance.com</b> into the <b>Email ID</b> field.
39.	To add a new phone number, click the <b>Add a new row at row 1 (Alt+7)</b> button. 
40.	Click the <b>Type</b> dropdown list in the to select the type of phone number you are adding. 
41.	Click the <b>Cellular Phone</b> list item. <i>Cellular Phone</i>
42.	In the <b>Telephone</b> field, enter <b>512-999-9999</b> .
43.	To review the supplier's location details, click the <b>Location</b> tab. <i>Location</i>
44.	The <b>Location</b> section relates to the supplier's mail code information in TINS. The <b>Location</b> field matches the TINS Mail Code.

Step	Action
45.	<p>The * indicates that the supplier was created in CAPPS through an interface with the Centralized Master Bidders List (CMBL). In order to pay the supplier, the location must be associated to an address and setup as a TINS mail code.</p> <p>A row needs to be added, with a 001 <b>Location</b>, in order for the Supplier to be paid, and to save the original *00 row of data.</p> <p>TINS also needs to be updated with the new location information.</p>
46.	<p>To link the new address to a location, click the <b>Add a new row at row 1 (Alt+7)</b> button.</p> <p></p>
47.	<p>The <b>Location</b> field is the TINS three digit Mail Code.</p> <p>Enter <b>000</b> into the <b>Location</b> field.</p>
48.	<p>The address and location information is a 1 to 1 relationship -- there can only be one address per location and one location per address.</p> <p>To view all addresses, click the <b>Look up Address (Alt+5)</b> button.</p> <p></p>
49.	<p>The <b>Look Up Address</b> popup window displays with all of the addresses that have been created on the <b>Address</b> tab. Link the address you created to the new location.</p> <p>Click the <b>Remit to</b> link.</p> <p></p>
50.	<p>The <b>Description</b> field can be used to establish different supplier locations, such as Invoice From, Remit To, and/or Return To locations (and others, as needed).</p> <p>In the <b>Description</b> field, enter <b>Alliance Tech</b>.</p>
51.	<p>There are three locations for this supplier. To view all of the locations, click the <b>View All</b> link.</p> <p><a href="#">View All</a></p>
52.	<p>Click the down arrow on the vertical scrollbar to display more options.</p>
53.	<p>Use the <b>Default</b> checkbox to set the default address for the supplier.</p> <p>Click the <b>Default</b> option.</p> <p><input type="checkbox"/></p>
54.	<p>Click the up arrow on the vertical scrollbar to scroll up to the top of the page.</p>

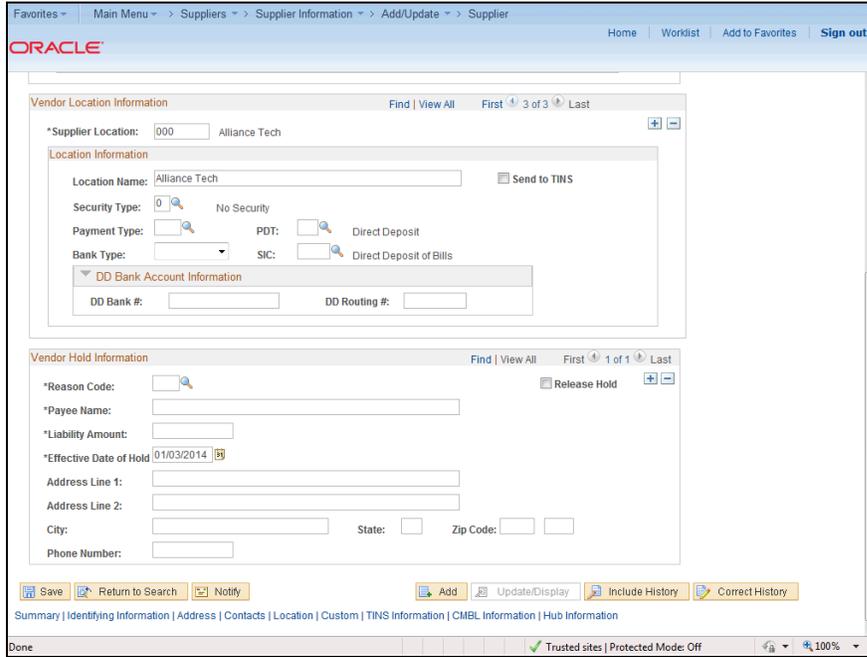
## EUT Course

Step	Action
55.	To review the TINS information, click the <b>TINS Information</b> tab. 
56.	The <b>TINS Information</b> tab contains a mixture of TINS Master and Mail Code level information.  Notice that some of the information is tied to the vendor directly via the <b>Vendor Ownership Information</b> section and some is tied to the specific location via the <b>Vendor Location Information</b> tab.
57.	The <b>Business Description</b> , <b>TX Charter #</b> , and <b>Emp Date</b> fields are used in conjunction with the <b>Vendor Ownership Information</b> .
58.	The <b>Texas Charter #</b> , <b>Emp Date</b> and <b>Ownership Information</b> (owner name, etc.) are required based on the <b>Ownership Type</b> .  Texas Companies require as a charter number.  Enter <b>67364583737</b> in the <b>TX Charter #</b> field.
59.	The payee ownership type is required on all payees that are set up in TINS.  Click the <b>Look up Ownership Type (Alt+5)</b> button to view all ownership types. 
60.	All of the valid values display. Click the <b>Texas Corporation</b> link. 
61.	The <b>Owner Name</b> field is only used for individuals and partnerships.
62.	Click the down arrow on the vertical scrollbar to scroll down the page.
63.	The <b>Vendor Location Information</b> section is used to update/display information that is specific to a TINS mail code. If the TINS interface is used, these fields will be sent to TINS on the mail code setup.  <b>Note:</b> The <b>Location Name</b> field in CAPPS is the TINS Mail Code name.  Enter <b>Alliance Tech</b> in the <b>Location Name</b> field.
64.	The <b>Security Type</b> field identifies the security needed if the name and address are sensitive or classified and need to be protected from unauthorized changes or inquiries in TINS.  Click the <b>Look up Security Type (Alt+5)</b> button to display all the valid security type values. 



Step	Action
65.	<p>All of the valid values display.</p> <p>0 - No security (any agency can see or modify information in TINS)                      1 - Low security (any agency can see the information in TINS, but only the securing agency -- the agency that set the indicator -- can make TINS changes)                      2 - Maximum security (only the securing agency can see or modify the information in TINS)</p> <p>In the example, no security is needed. Click the <b>No Security</b> link.</p> <p></p>

## EUT Course

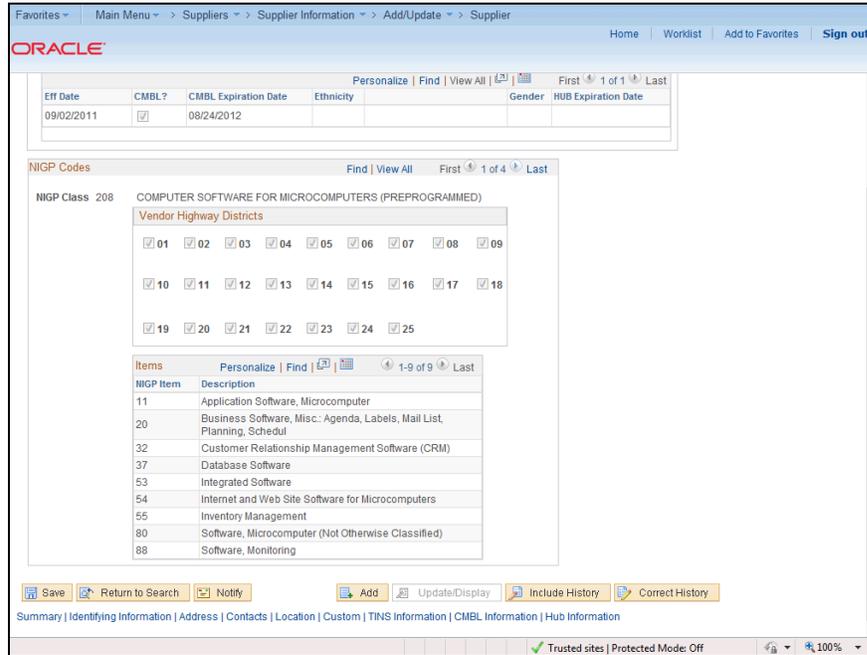


Step	Action
66.	Click the <b>Look up Payment Type (Alt+5)</b> button. 
67.	The <b>Look Up Payment Type</b> popup window displays. Click the <b>Direct DEP</b> link. 
68.	To view all the PDT (Payment Distribution Types), click the <b>Look up PDT (Alt+5)</b> button. 
69.	All of the valid values display. Click the <b>Direct Deposit</b> link. 
70.	Click the <b>Bank Type</b> list to view more options. 
71.	Click the <b>Checking</b> item. 
72.	To view all SIC codes, click the <b>Look up SIC (Alt+5)</b> button. 

Step	Action
73.	<p>All of the valid values display.</p> <p><b>Important</b> - If this vendor is being paid via Direct Deposit you must select the 9903 value. Otherwise, TINS will flag this vendor as confidential.</p> <p>Click the <b>9903 - Direct Deposit of Bills</b> link.</p> 
74.	<p>This information must be maintained in TINS. If the agency chooses, the information can also be maintained in CAPPS.</p> <p>In the event that direct deposit is selected, and the agency chooses to maintain direct deposit information only in TINS, then 999999999 is put into the <b>DD Bank #</b> and <b>DD Routing #</b>.</p> <p>In the <b>DD Bank Account Information</b> section, enter <b>999999999</b> in the <b>DD Bank #</b> field.</p>
75.	<p><b>Note:</b> The <b>DD Routing #</b> is verified against routing numbers issued by the American Bankers Association (ABA) once this information is sent to TINS.</p> <p>In the <b>DD Routing #</b> field, enter <b>55555555</b>.</p>
76.	<p>The <b>Vendor Hold Information</b> section displays information regarding vendor hold status.</p> <p>An agency can place a vendor on hold when they have an outstanding state debt to a State Agency. A hold record will exist for each valid legal liability they have with the state (e.g. back taxes, child support, student loans, etc.)</p> <p>The hold information is entered in CAPPS and interfaced to TINS.</p>
77.	<p>Click the up arrow on the vertical scrollbar to scroll to the top of the page.</p>
78.	<p>Click the <b>CMBL Information</b> tab.</p> 
79.	<p>The <b>CMBL Information</b> tab displays specific information about a supplier from the Centralized Master Bidders List.</p> <p>The CMBL is a master database used by State of Texas purchasing entities to develop a mailing list for suppliers to receive bids based on the products or services they can provide to the State of Texas.</p> <p>CMBL information will be downloaded into the CAPPS supplier table on a weekly basis.</p>
80.	<p>The <b>Hub Information</b> tab is used only by Hub Agencies.</p>

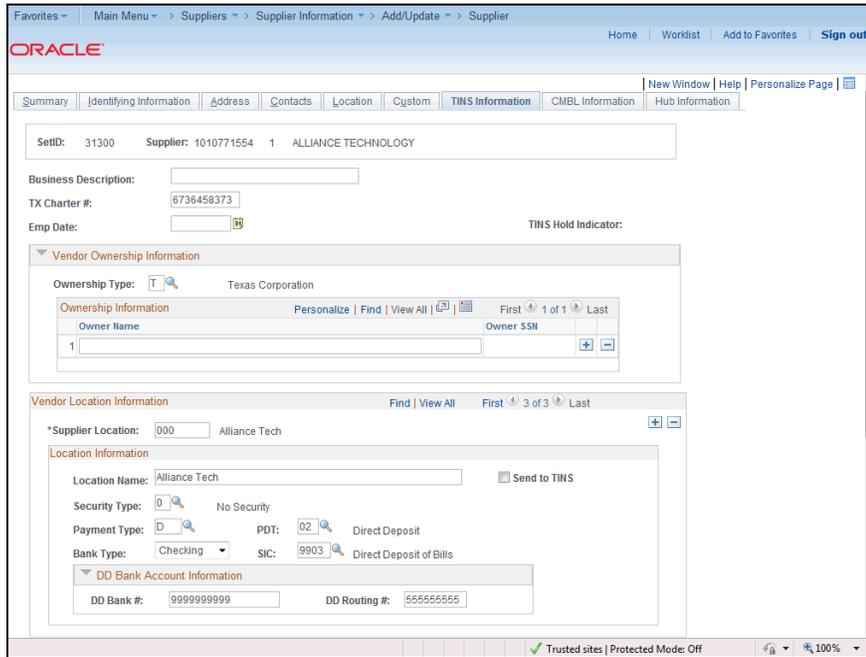
## EUT Course

Step	Action
81.	Click the down arrow on the vertical scrollbar to scroll down the page.



Step	Action
82.	After reviewing all the fields on this page, click the <b>Save</b> button.





Oracle CAPPS Financials - Supplier Information - Add/Update - Supplier

Summary | Identifying Information | Address | Contacts | Location | Custom | **TINS Information** | CMBL Information | Hub Information

SetID: 31300 Supplier: 1010771554 1 ALLIANCE TECHNOLOGY

Business Description: [ ]

TX Charter #: 6736458373

Emp Date: [ ] TINS Hold Indicator: [ ]

Vendor Ownership Information

Ownership Type: Texas Corporation

Ownership Information

Owner Name	Owner SSN
1	

Vendor Location Information

\*Supplier Location: 000 Alliance Tech

Location Information

Location Name: Alliance Tech

Security Type: No Security

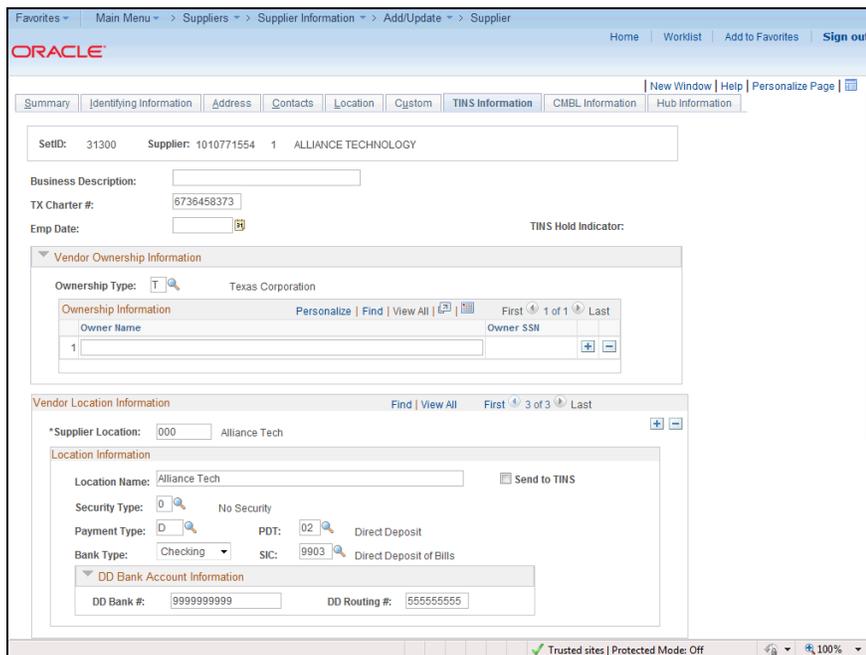
Payment Type: D PDT: 02 Direct Deposit

Bank Type: Checking SIC: 9903 Direct Deposit of Bills

DD Bank Account Information

DD Bank #: 9999999999 DD Routing #: 555555555

Step	Action
83.	To review the summary information, click the <b>Summary</b> tab.



Oracle CAPPS Financials - Supplier Information - Add/Update - Supplier

Summary | Identifying Information | Address | Contacts | Location | Custom | **TINS Information** | CMBL Information | Hub Information

SetID: 31300 Supplier: 1010771554 1 ALLIANCE TECHNOLOGY

Business Description: [ ]

TX Charter #: 6736458373

Emp Date: [ ] TINS Hold Indicator: [ ]

Vendor Ownership Information

Ownership Type: Texas Corporation

Ownership Information

Owner Name	Owner SSN
1	

Vendor Location Information

\*Supplier Location: 000 Alliance Tech

Location Information

Location Name: Alliance Tech

Security Type: No Security

Payment Type: D PDT: 02 Direct Deposit

Bank Type: Checking SIC: 9903 Direct Deposit of Bills

DD Bank Account Information

DD Bank #: 9999999999 DD Routing #: 555555555

## EUT Course

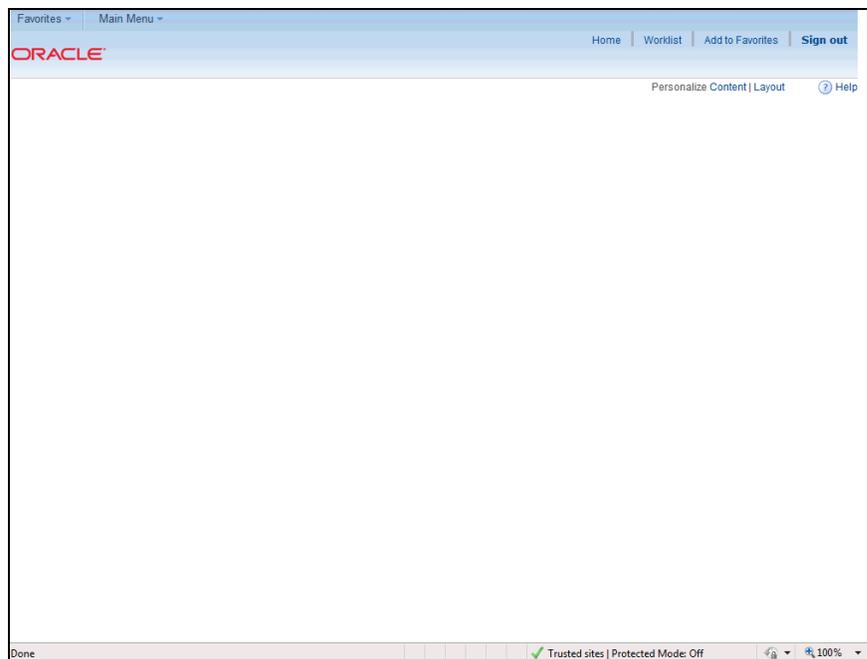
Step	Action
84.	Congratulations! You viewed and updated a supplier. <b>End of Procedure.</b>

## Adding Conversation Notes to a Supplier

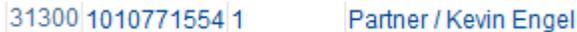
### Section 2 - Lesson 2 Exercise - Scenario 2: Adding Conversation Notes to a Supplier

#### Procedure

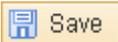
In this topic, you will learn how to enter a conversation with a supplier's contact person.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Conversations</b> page. 
2.	Click the <b>Scroll Down</b> button to navigate to the <b>Suppliers</b> menu. 
3.	Click the <b>Suppliers</b> menu. 
4.	Click the <b>Supplier Information</b> menu. 

Step	Action
5.	Click the <b>Maintain</b> menu.  <b>Maintain</b>
6.	Click the <b>Conversations</b> link.  <b>Conversations</b>
7.	On the <b>Conversations</b> page, enter " <b>31300</b> " in the <b>SetID</b> field.  In Production, this value should default based on your User ID and security.
8.	Enter " <b>1010771554</b> " in the <b>Supplier ID</b> field.
9.	Click the <b>Search</b> button. 
10.	The <b>Conversations, Supplier Conversation</b> page displays.  The <b>Date</b> field defaults to the current date. Enter the date that the conversation took place. In this example accept the default.
11.	Click the <b>Look up Contact (Alt+5)</b> button. 
12.	The <b>Look Up Contact</b> popup window displays.  The list of valid contacts is generated from the contacts entered for the supplier on the <b>Supplier Information - Contacts</b> page.  Click the <b>Kevin Engel</b> link. 
13.	The <b>Topic</b> field is used to identify the subject of the conversation.  Enter " <b>Invoice Discrepancy</b> " in the <b>Topic</b> field.
14.	The <b>Descr</b> (Description) field is used to enter comments about a discussion. These comments might include issues raised and any resolutions or planned courses of action.  Enter " <b>Over billed on invoice. Kevin will research and call me back by Friday.</b> " in the <b>Descr</b> field.
15.	The <b>Keywords</b> sub-section is used to record key words from a conversation that clearly identifies the relevant topics to search for or report on categories of conversations.  The <b>Keywords</b> are configured per agency.

## EUT Course

Step	Action
16.	<p>The <b>Review</b> section is used to enter the review date and the number of review days until the next review is scheduled.</p> <p>These fields are for information only. A report or inquiry page may be created to assist in identifying reviews scheduled for a particular day or week.</p>
17.	<p>To add more conversations, click <b>Add a new row at row 1 (Alt+7)</b> button.</p> <p>In this example, no more conversations are added.</p>
18.	<p>Click the <b>Save</b> button.</p> 
19.	<p>Congratulations! In this topic, you added conversation notes with a supplier. <b>End of Procedure.</b></p>

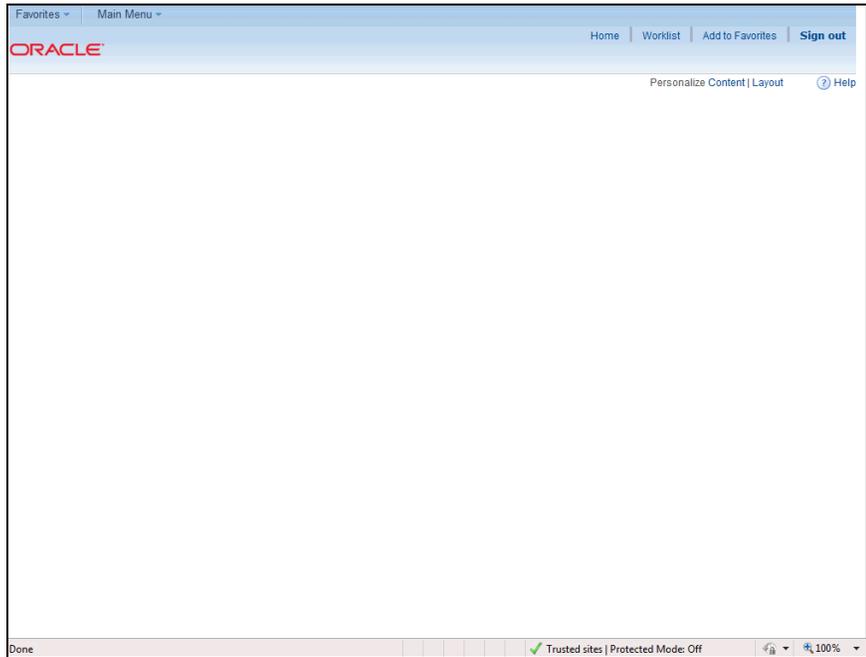
## Inactivating Suppliers

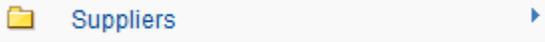
### Section 2 - Lesson 2 Exercise - Scenario 3: Inactivating a Supplier

#### Procedure

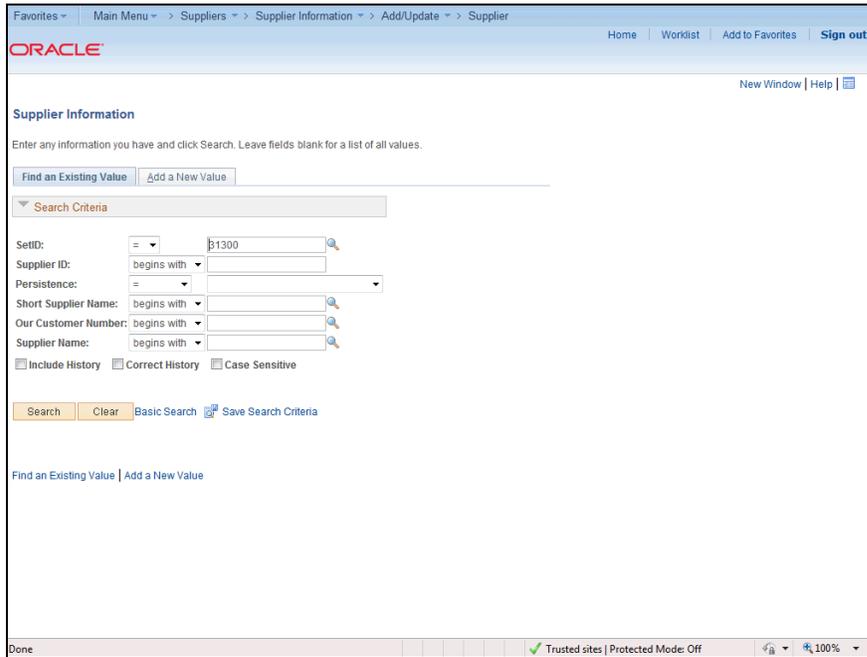
Consider this scenario: Management at your agency has decided to change one of its suppliers. You have been asked to deactivate the supplier to ensure that no new vouchers are entered for the supplier.

Step	Action
1.	<p>To inactivate a supplier account set the supplier status to Inactive on the Supplier Information page.</p> <p>If a supplier is inactive, CAPPS still posts any existing vouchers for the supplier.</p>



Step	Action
2.	Click the <b>Main Menu</b> button to navigate to the <b>Supplier</b> page. 
3.	Click the <b>Scroll Down</b> button. 
4.	Click the <b>Suppliers</b> menu. 
5.	Click the <b>Supplier Information</b> menu. 
6.	Click the <b>Add/Update</b> menu. 
7.	Click the <b>Supplier</b> link. 

## EUT Course



Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = 31300

Supplier ID: begins with

Persistence: =

Short Supplier Name: begins with

Our Customer Number: begins with

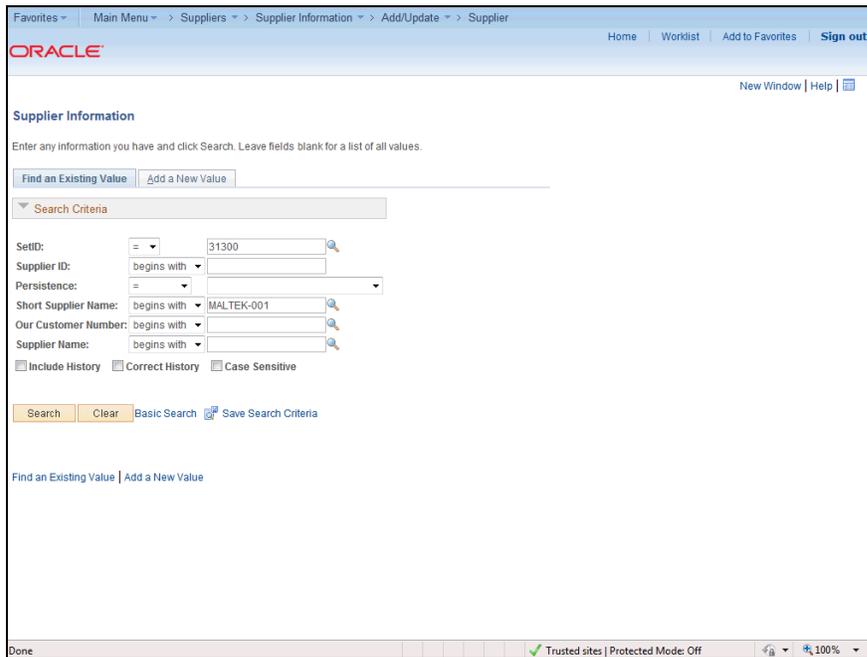
Supplier Name: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
8.	<p>Notice the <b>SetID</b> field defaults based on your User Preferences.</p> <p>Enter <b>Maltek-001</b> into the <b>Short Supplier Name</b> field.</p>



Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = 31300

Supplier ID: begins with

Persistence: =

Short Supplier Name: begins with MALTEK-001

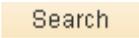
Our Customer Number: begins with

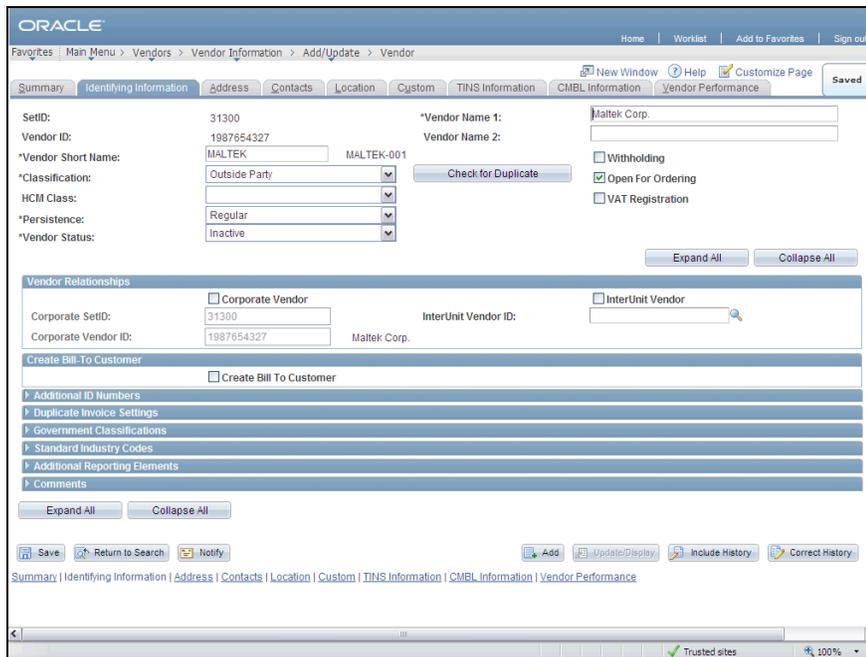
Supplier Name: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
9.	Click the <b>Search</b> button. 
10.	The <b>Summary</b> tab displays a summary of the supplier's information.
11.	Click the <b>Identifying Information</b> tab. 
12.	The <b>Identifying Information</b> tab includes basic business information about the supplier such as <b>Supplier Status, Class</b> , etc.
13.	Click the <b>Supplier Status</b> list to change the status of the supplier. 
14.	Click the <b>Inactive</b> list item. 
15.	Click the down arrow on the vertical scrollbar to display the <b>Save</b> button.
16.	Click the <b>Save</b> button. 
17.	Notice the <b>Supplier Status</b> is now Inactive.  <b>Note:</b> Once a supplier has been inactivated, it cannot be entered or selected when creating a payment voucher.



Step	Action
18.	Congratulations! In this topic, you learned how to inactivate a supplier. <b>End of Procedure.</b>

## Section 3 Entering Vouchers

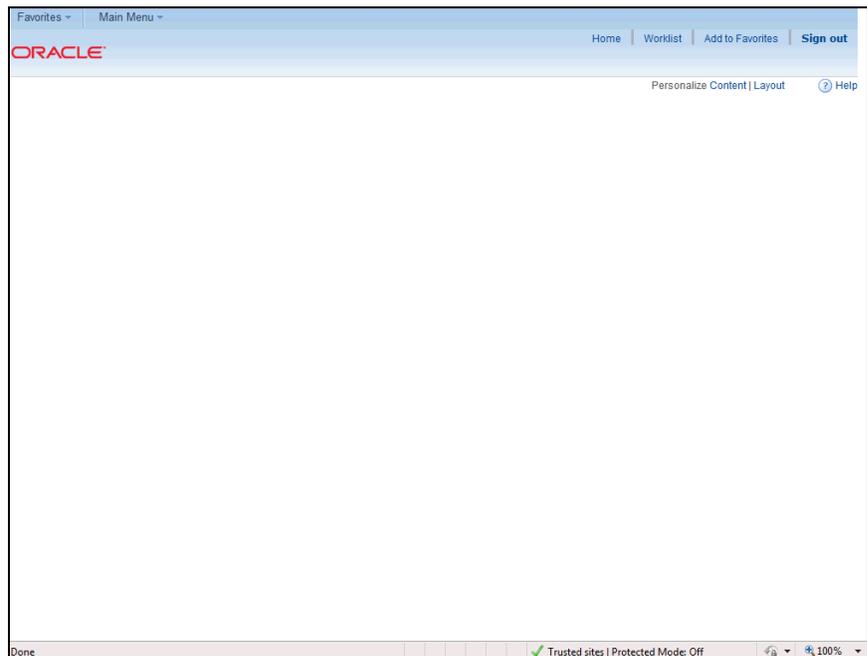
### Entering a PO Voucher

#### Section 3, Lesson 1, Exercise - Scenario 1 Entering PO Vouchers

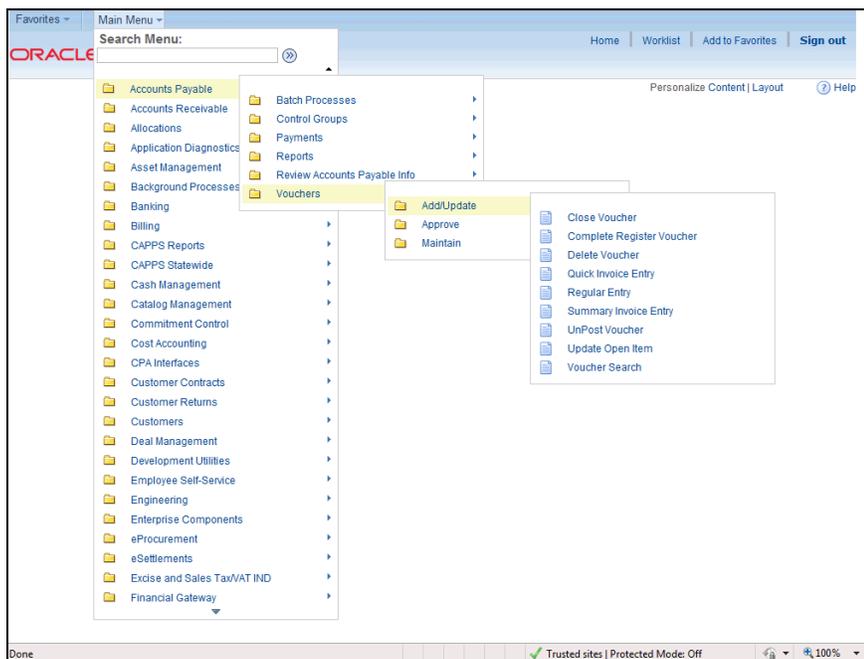
#### Procedure

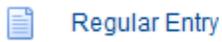
In this topic, you will add a voucher by copying details from a related purchase order.

Step	Action
1.	CAPPS enables you to copy source documents into a voucher to expedite voucher creation and increase accuracy.

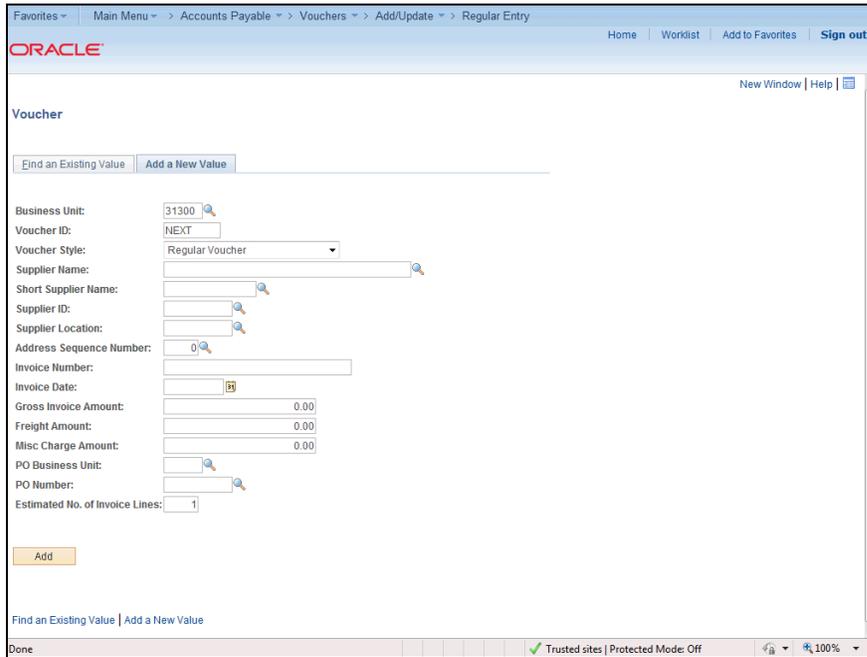


Step	Action
2.	Click the <b>Main Menu</b> button to navigate to the <b>Voucher Regular Entry</b> page. 
3.	Click the <b>Accounts Payable</b> menu. 
4.	Click the <b>Vouchers</b> menu. 
5.	Click the <b>Add/Update</b> menu. 

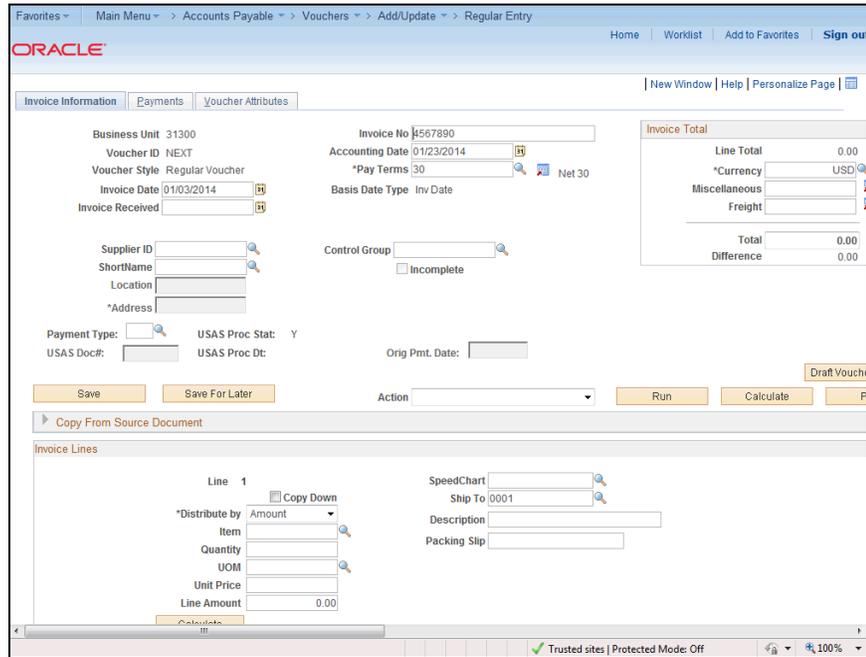


Step	Action
6.	Click the <b>Regular Entry</b> link. 

## EUT Course



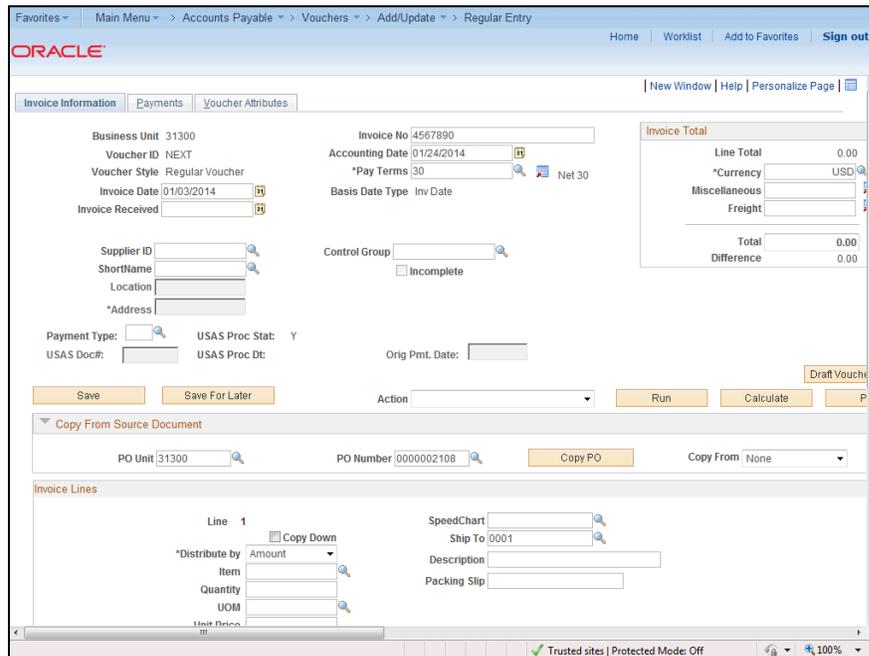
Step	Action
7.	<p>Notice the <b>Voucher ID</b> defaults to NEXT. When you save the voucher, the system will assign the next available voucher ID.</p> <p>Enter <b>4567890</b> into the <b>Invoice Number</b> field.</p>
8.	<p>When entering a date, enter t for today's date, enter the date in the format mmddyy (no slashes) or use the calendar button to select a date.</p> <p>Click the <b>Choose a date Calendar (Alt+5)</b> button next to the <b>Invoice Date</b> field.</p> 
9.	<p>Click the <b>January 3</b> link.</p> <p><b>3</b></p>
10.	<p>Click the <b>Add</b> button.</p> 



Step	Action
11.	Use the <b>Invoice Information</b> page to enter invoice information, including invoice header information, non-merchandise charges and voucher line and distribution information.
12.	In this exercise, copy the information from a purchase order as the source document.  Click the <b>Copy From Source document</b> button. 
13.	<b>Entering PO Vouchers</b> The PO Worksheet allows you to select the PO lines to copy to your voucher. For vouchers created from a Purchase Order (PO), the voucher Service Date is derived from the PO Receipt Date (for POs that have been received), and the voucher Order Date is derived from the PO Date.
14.	<b>PO Vouchers without a Receipt</b> For PO vouchers without a receipt, the voucher Service Date must be manually entered. If a Consumable account is used, the voucher AY may then be inferred. A warning message will be issued upon saving the record if the voucher AY is changed to a year other than the original PO AY to notify user of the difference. Inferring will take place any time the user changes the voucher Service Date or Account code
15.	To find the Purchase Order's Business Unit, click the <b>Look up PO Unit (Alt+5)</b> button. 

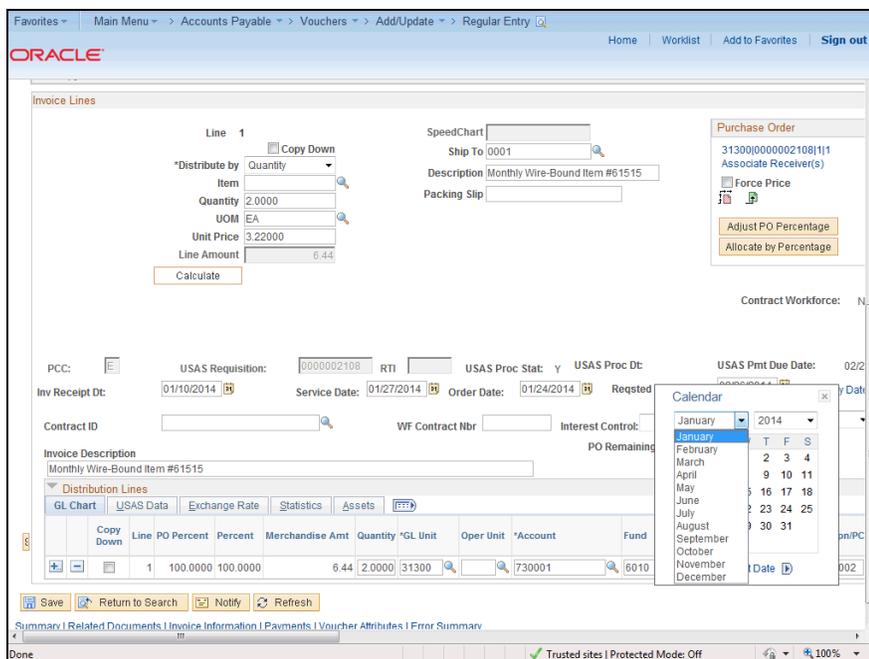
## EUT Course

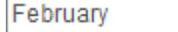
Step	Action
16.	Click the <b>Dept of Information Resources</b> link. 
17.	To find the Purchase Order to be copied, click the <b>Look up PO Number (Alt+5)</b> button. 
18.	A search using a partial PO number can be done by changing the criteria to <b>contains</b> .  Click the <b>PO Number begins with</b> dropdown list. 
19.	Click the <b>contains</b> list item. 
20.	Enter a partial PO number.  Enter <b>2108</b> into the <b>PO Number</b> field.
21.	Click the <b>Look Up</b> button. 
22.	Click the <b>000002108</b> link.

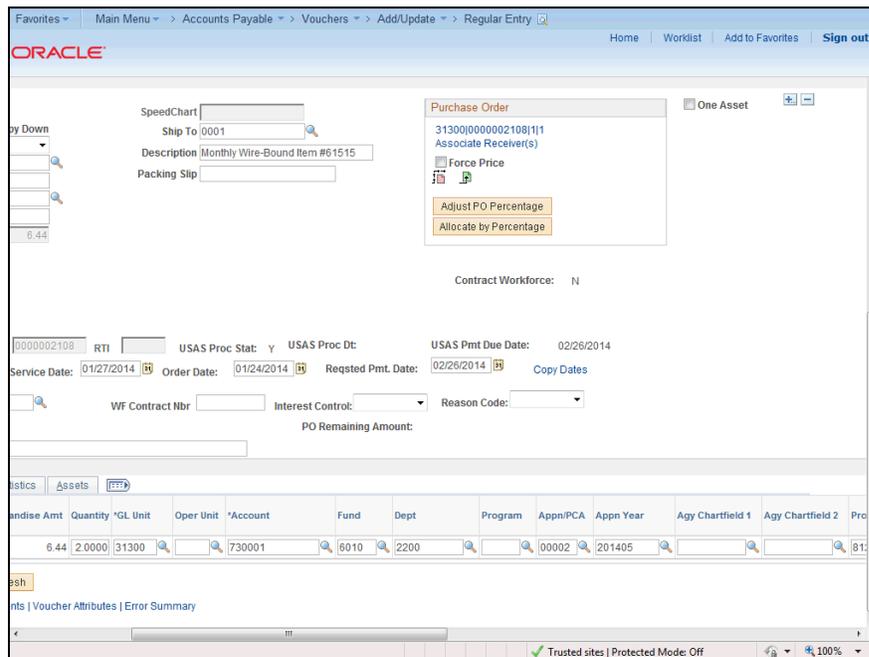


The screenshot shows the Oracle Financials interface for creating an invoice. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is ORACLE. The interface includes tabs for Invoice Information, Payments, and Voucher Attributes. The Invoice Information section contains fields for Business Unit (31300), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (01/03/2014), Invoice Received, Supplier ID, ShortName, Location, \*Address, Payment Type, USAS Proc Stat (Y), USAS Doc#, USAS Proc Dt, Invoice No (4567890), Accounting Date (01/24/2014), \*Pay Terms (30), Basis Date Type (Inv Date), Control Group, and Orig Pmt. Date. An Invoice Total summary shows Line Total (0.00), \*Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). Below the invoice information is a 'Copy From Source Document' section with PO Unit (31300), PO Number (000002108), a 'Copy PO' button, and a 'Copy From' dropdown (None). The 'Invoice Lines' section shows Line 1 with fields for \*Distribute by (Amount), Item, Quantity, UOM, SpeedChart, Ship To (0001), Description, and Packing Slip. The bottom status bar indicates 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

Step	Action
23.	The <b>Copy PO</b> option copies all of the PO lines but does not copy receipt information.  Click the <b>Copy PO</b> button. 
24.	Notice the <b>Supplier ID</b> and <b>Short Name</b> were copied from the PO.
25.	Click the down arrow on the vertical scrollbar.
26.	Click the <b>Choose a date Calendar (Alt+5)</b> button next to the <b>Inv Receipt Date</b> field. 
27.	Click the <b>January 10</b> link. <b>10</b>
28.	Click the <b>Choose a date Calendar (Alt+5)</b> button next to the <b>Service Date</b> field. 
29.	Click the <b>January 27</b> link. <b>27</b>
30.	Click the <b>Choose a date Calendar (Alt+5)</b> button next to the <b>Requested Pmt. Dt.</b> field. 

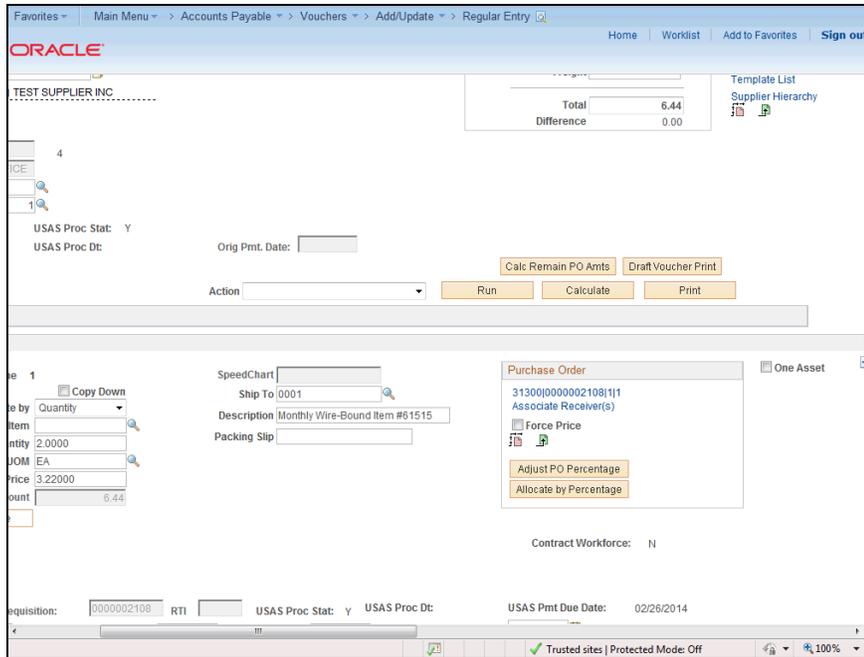


Step	Action
31.	Click the <b>February</b> link in the dropdown list. 
32.	Click the <b>February 26</b> link. 
33.	Click the right arrow on the horizontal scrollbar.
34.	A time saving feature is available for copying dates associated with each invoice/voucher line.  The <b>Copy Dates</b> hyperlink may be used to copy the Inv <b>Receipt Dt</b> , <b>Service Date</b> and <b>Reqsted Pmt. Dt.</b> across one or multiple invoice/voucher lines.
35.	The <b>USAS Payment Due Date</b> field will be 30 calendar days after the later of either the <b>Inv Receipt Dt</b> or the <b>Service Date</b> . This does not change even if the <b>Reqsted Pmt. Dt.</b> field is populated.



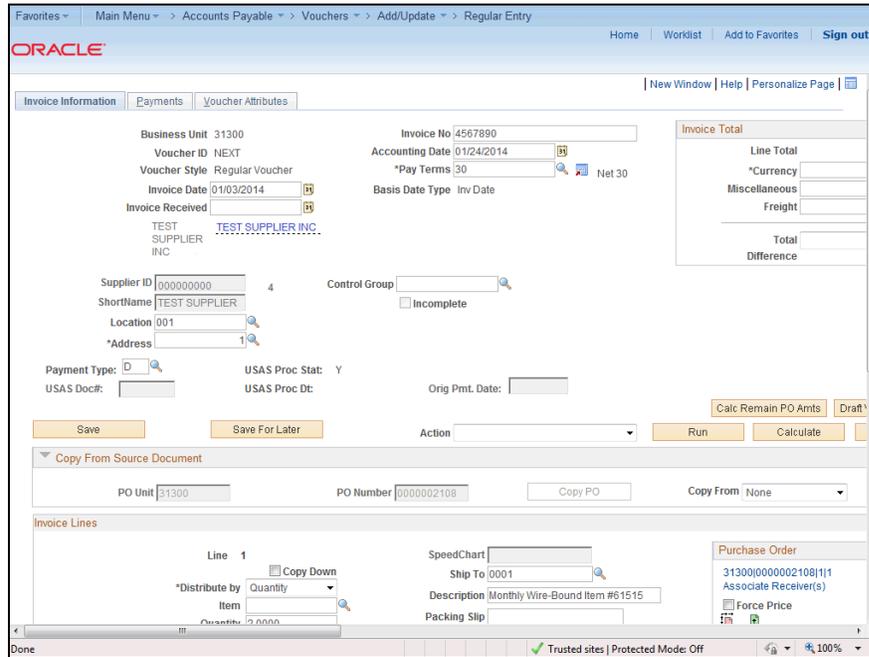
Step	Action
36.	Click the left arrow on the horizontal scrollbar.
37.	The <b>Invoice Description</b> field information writes to the USAS description field.  Enter <b>ink cartridges</b> into the <b>Invoice Description</b> field.

Step	Action
38.	Click the up arrow on the vertical scrollbar.
39.	Click the right arrow on the horizontal scrollbar.
40.	The <b>Draft Voucher Print</b> is used to print the draft voucher. A new window will open allowing you to view and/or print in a PDF file format.



Step	Action
41.	Click the left arrow on the horizontal scrollbar.

## EUT Course



Step	Action
42.	Click the <b>Voucher Attributes</b> tab to view the accounting entry template assigned to this voucher. 
43.	Verify that the defaulted <b>Template</b> entry is correct.  The <b>Template</b> field is used to determine what tcode will be sent to the Uniform Statewide Accounting System (USAS).  If the correct template is not listed, click the <b>Look up Template (Alt+5)</b> button and select the appropriate template.
44.	After verifying the template, click the <b>Invoice Information</b> tab to save the voucher. 
45.	Click the down arrow on the vertical scrollbar to display the <b>Save</b> button.
46.	Click the <b>Save</b> button. 
47.	Click the up arrow on the vertical scrollbar to go back to the top of the page.
48.	When you saved the voucher, the <b>Voucher ID</b> field changed from NEXT to the next available number, in this case 0007784.
49.	The voucher is now ready for a budget check, document tolerance check, and a matching check.

Step	Action
50.	Congratulations! You successfully entered a PO voucher. <b>End of Procedure.</b>

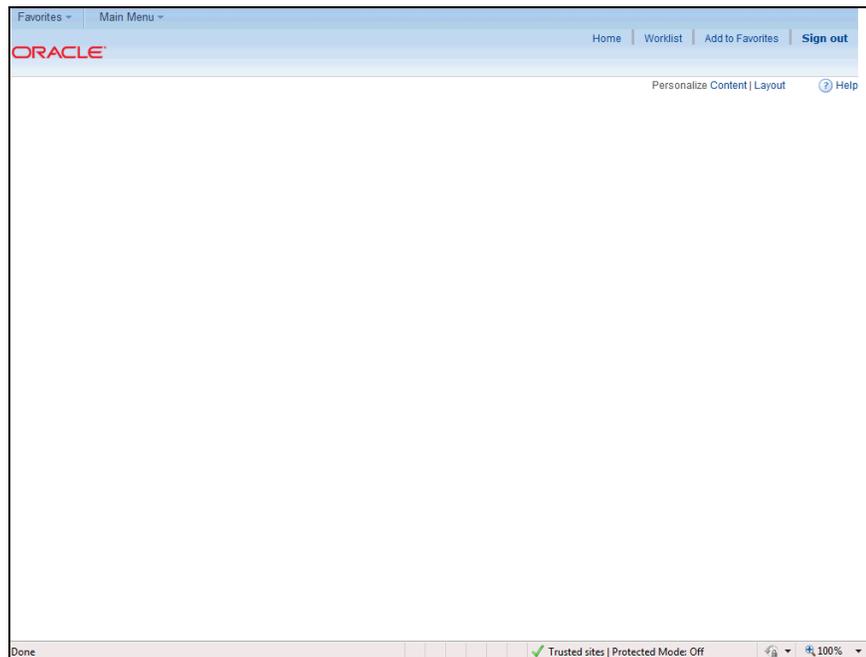
## Entering a Non-PO Voucher

### Section 3, Lesson 2, Exercise - Scenario 1 Entering a Non-PO Voucher

#### Procedure

In this topic, a regular Non-PO voucher is entered.

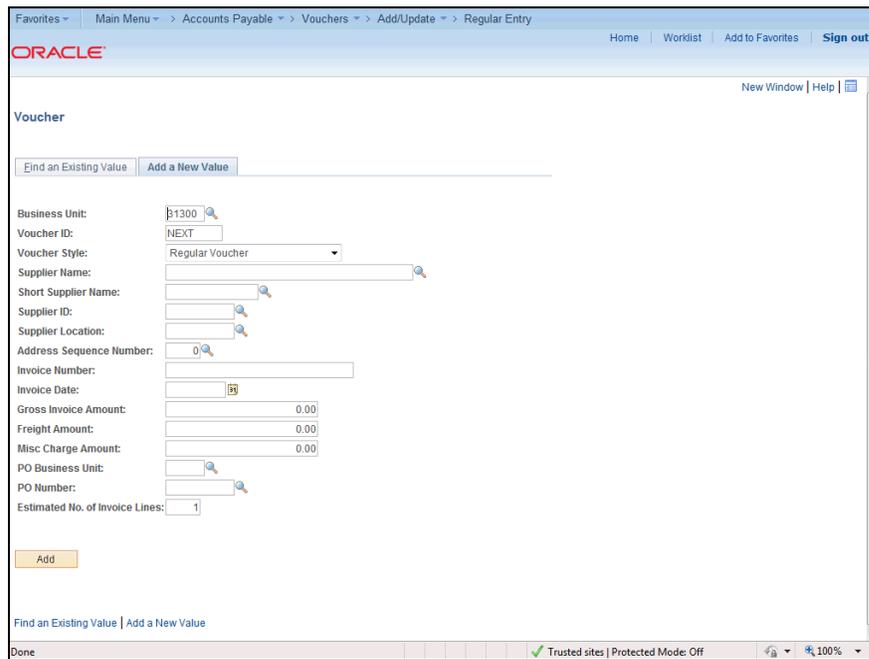
Step	Action
1.	CAPPS enables you to create vouchers for online for quick invoices or payments not associated to a Purchase Order.



Step	Action
2.	Click the <b>Main Menu</b> link. <b>Main Menu</b> ▾

## EUT Course

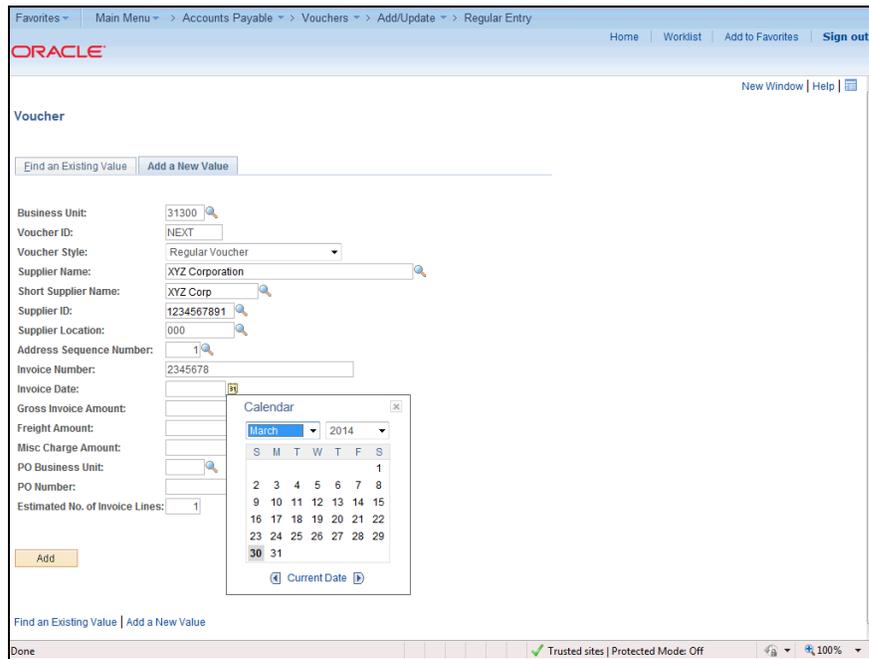
Step	Action
3.	Click the <b>Accounts Payable</b> menu.  Accounts Payable ▶
4.	Click the <b>Vouchers</b> menu.  Vouchers ▶
5.	Click the <b>Add/Update</b> menu.  Add/Update ▶
6.	Click the <b>Regular Entry</b> link.  Regular Entry



Step	Action
7.	The <b>Add a New Value</b> tab displays.  The <b>Business Unit</b> field defaults based on your User Preferences. For this exercise, accept the default.
8.	Each voucher is assigned a unique number for identification purposes.  Notice NEXT defaults into the <b>Voucher ID</b> field. When you save the voucher, the system will assign the next available voucher ID.

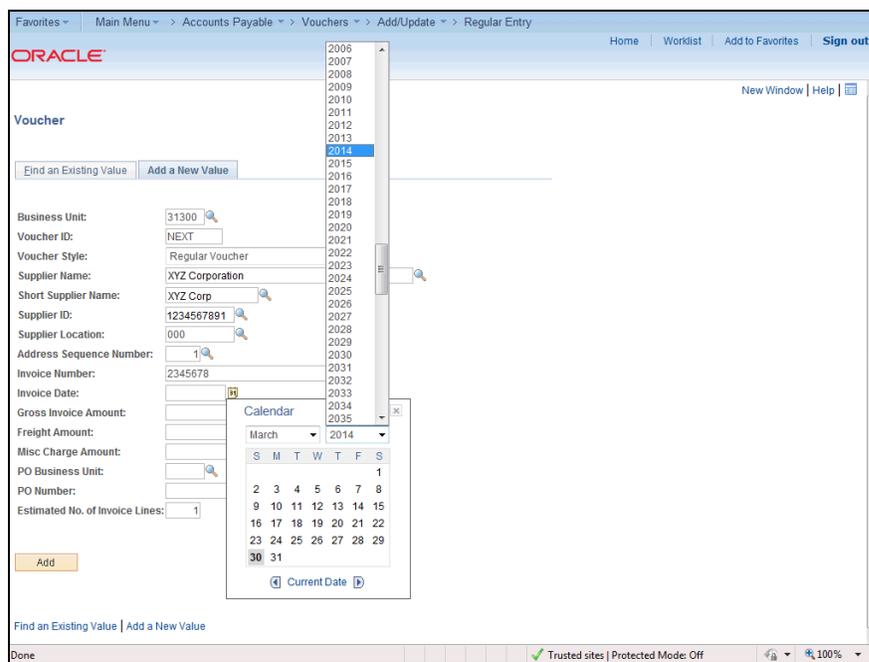
Step	Action
9.	The <b>Voucher Style</b> list defaults to <b>Regular Voucher</b> . It can be changed to select a different voucher style.  For this exercise, accept the default.
10.	Click the <b>Look up Short Supplier Name (Alt+5)</b> button to view the valid values. 
11.	The <b>Look Up Short Supplier Name</b> popup window allows you to search for a supplier.  Enter <b>XYZ</b> into the <b>Supplier Name</b> field.
12.	Click the <b>Look Up</b> button. 
13.	Click the <b>XYZ CORP</b> link. 
14.	Notice that the <b>Short Supplier Name, Supplier ID, Supplier Location</b> and <b>Address Sequence Number</b> fields are auto-populated based on the supplier's setup.
15.	Enter <b>2345678</b> into the <b>Invoice Number</b> field.
16.	For the <b>Invoice Date</b> field, enter t for today's date, enter the date in the format mmddyy (no punctuation), or click on the <b>Choose a Date (Alt+5)</b> button to select a date.  In this case, click the <b>Choose a date Calendar (Alt+5)</b> button. 
17.	Click the dropdown list for the month. 
18.	Click the <b>March</b> list item. 

## EUT Course



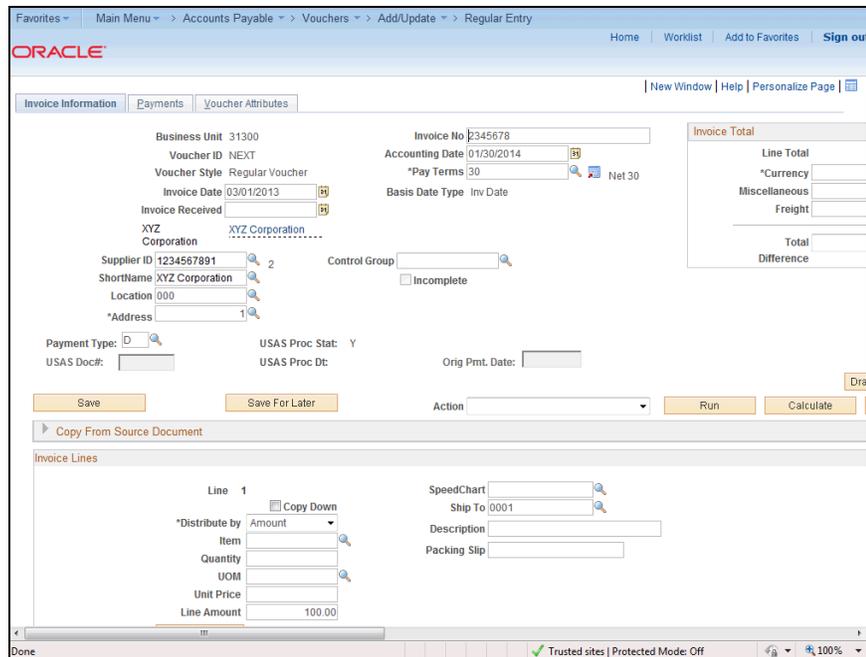
Oracle CAPPS Financials Voucher form. The 'Invoice Date' field is selected, and a calendar pop-up is displayed for March 2014. The calendar shows days from 1 to 31, with the 30th and 31st highlighted.

Step	Action
19.	Click the dropdown list for the year.



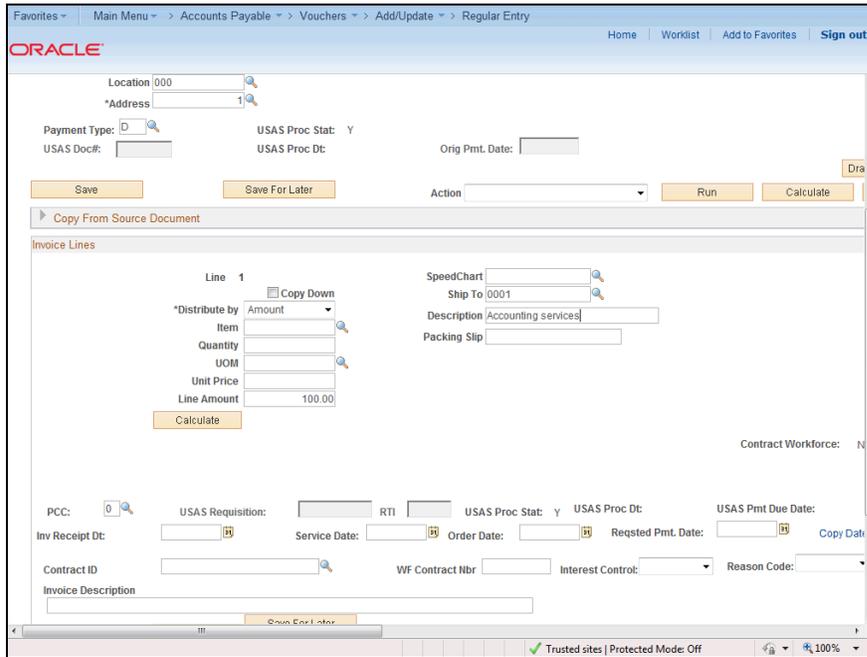
Oracle CAPPS Financials Voucher form. The 'Invoice Date' field is selected, and a calendar pop-up is displayed for March 2014. A dropdown list for the year is open, showing years from 2006 to 2035, with 2014 selected.

Step	Action
20.	Click the <b>2013</b> list item. <b>2013</b>
21.	Click the <b>1</b> date in the calendar to select the 1st day of the month. <b>1</b>
22.	Enter <b>100.00</b> into the <b>Gross Invoice Amount</b> field.
23.	Click the <b>Add</b> button. 

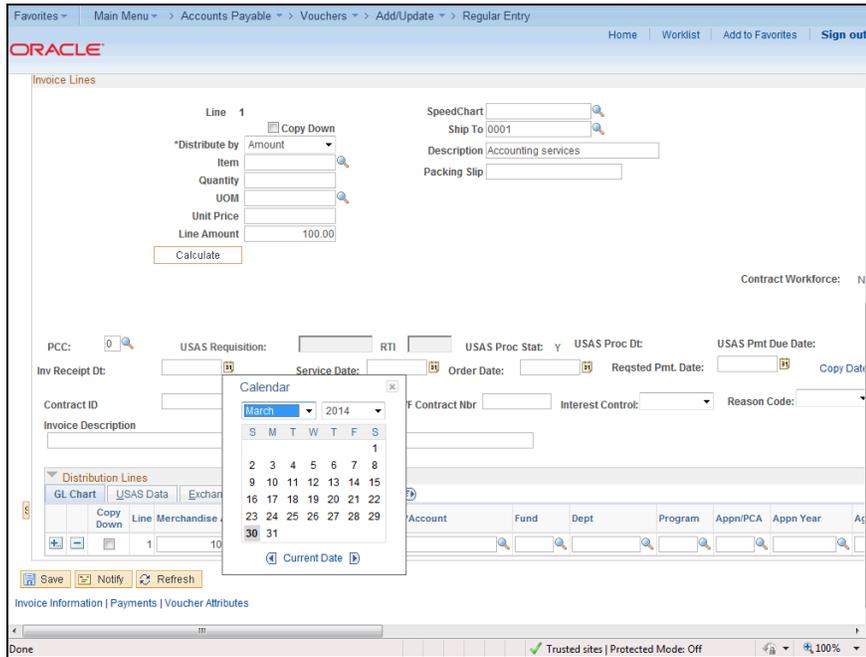


Step	Action
24.	Use the <b>Invoice Information</b> tab to enter invoice information, including invoice header information, non-merchandise charges and voucher line and distribution information.
25.	Click the down arrow on the vertical scrollbar to access the <b>Description</b> field.
26.	Enter <b>Accounting services</b> into the <b>Description</b> field.

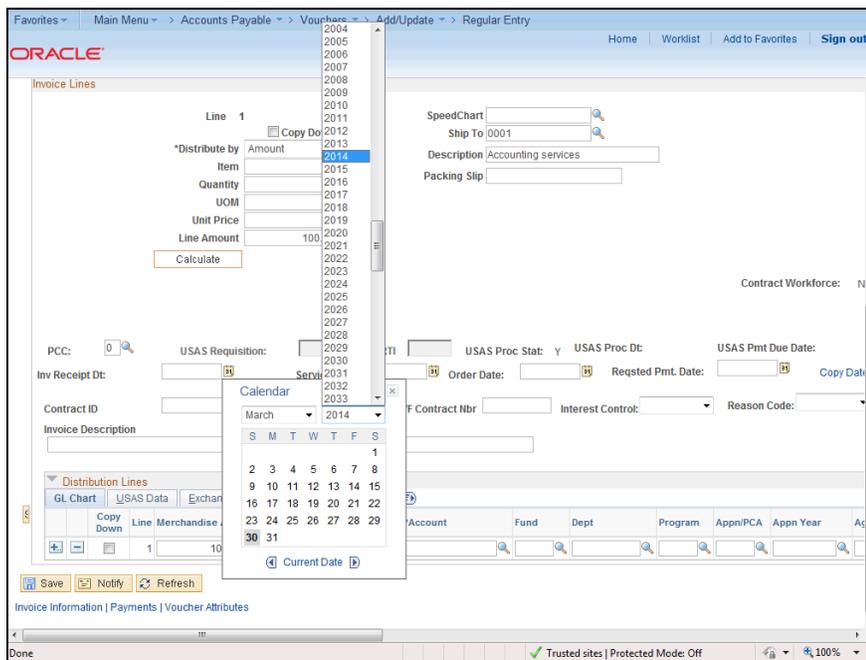
## EUT Course



Step	Action
27.	<p>The <b>USAS Payment Due Date</b> field is the date that USAS will pay the voucher. It is calculated to 30 calendar days after the later of the <b>Inv Receipt Dt</b> or the <b>Service Date</b>.</p> <p>The <b>Requested Pmt Dt</b> is used when the voucher needs to be paid on a date other than the <b>USAS Payment Due Date</b>. If the <b>Requested Pmt Dt</b> is entered, the <b>USAS Payment Due Date</b> will not be changed.</p>
28.	<p>Click the <b>Inv Receipt Dt: Calendar (Alt+5)</b> button.</p> 
29.	<p>Click the dropdown list for the month.</p> 
30.	<p>Click the <b>March</b> list item.</p> 

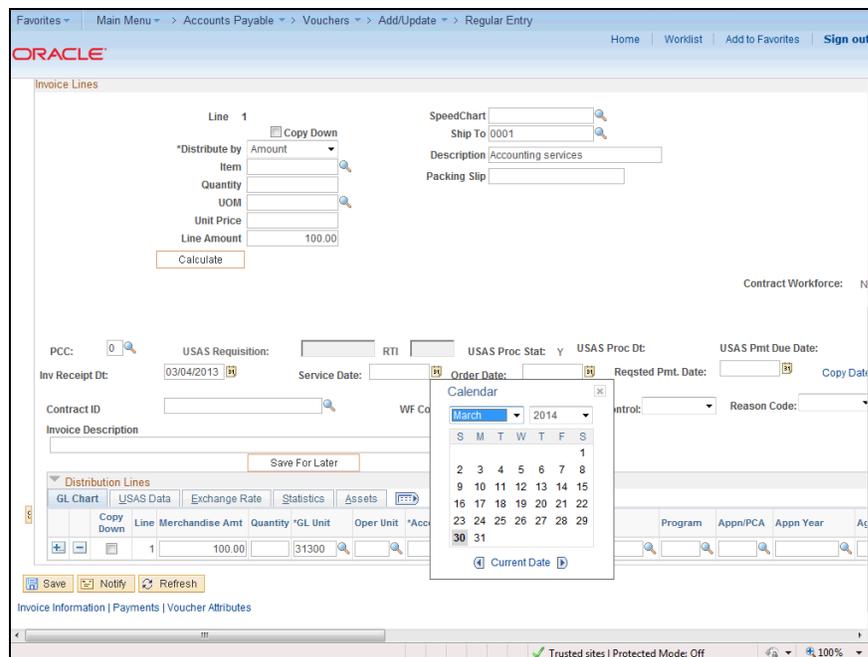


Step	Action
31.	Click the dropdown list for the year.

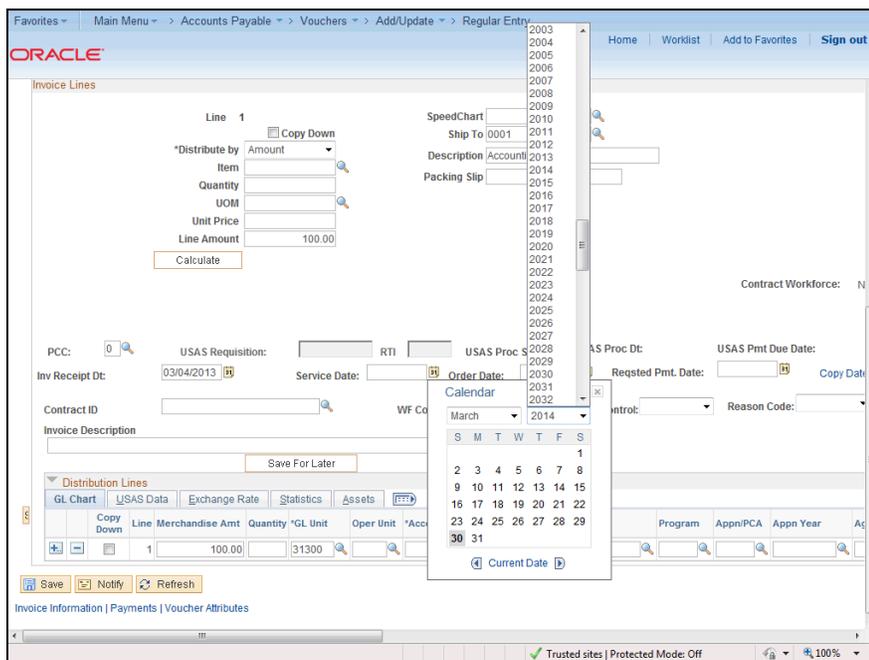


## EUT Course

Step	Action
32.	Click the <b>2013</b> list item. 2013
33.	Select the 4th day of the month. 4
34.	Click the <b>Service Date: Calendar (Alt+5)</b> button. 
35.	Click the dropdown list for the month. January
36.	Click the <b>March</b> list item. March

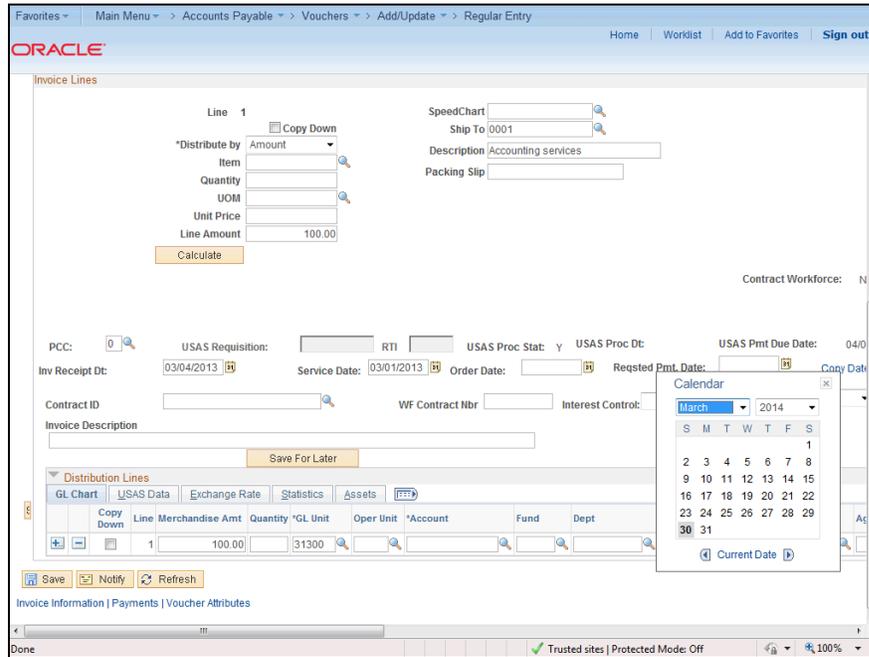


Step	Action
37.	Click the dropdown list for the year.



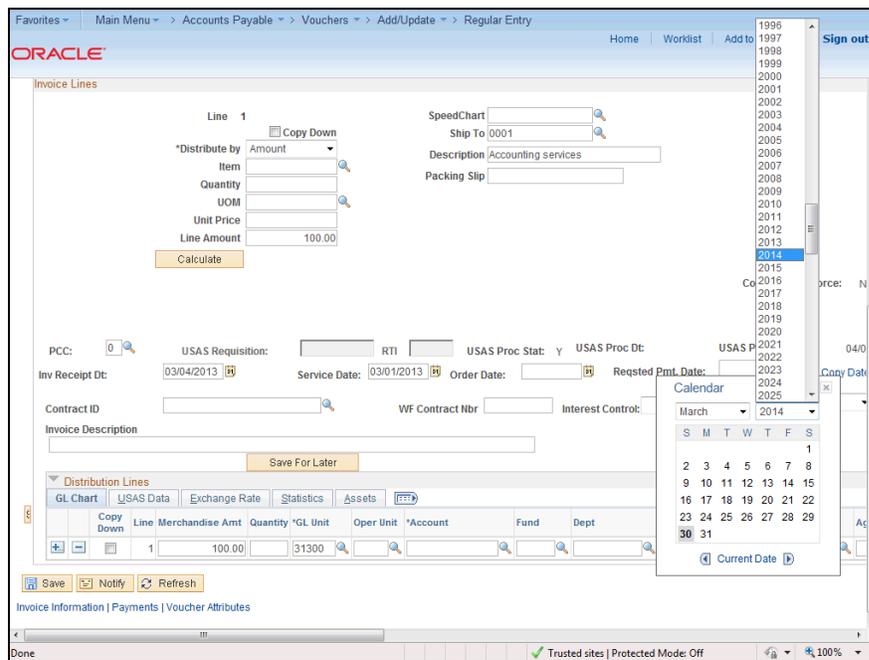
Step	Action
38.	Click the <b>2013</b> list item. <b>2013</b>
39.	Select the 1st day of the month. <b>1</b>
40.	Click the <b>Reqsted Pmt Dt Calendar (Alt+5)</b> button. 
41.	Click the dropdown list for the month. <b>January</b> ▼
42.	Click the <b>March</b> list item. <b>March</b>

## EUT Course



The screenshot shows the Oracle CAPPS Financials interface. The main window displays 'Invoice Lines' for Line 1 with a line amount of 100.00. A calendar pop-up is visible, showing the month of March 2014. The interface includes various input fields for dates, amounts, and descriptions, as well as buttons for 'Calculate', 'Save For Later', 'Save', 'Notify', and 'Refresh'.

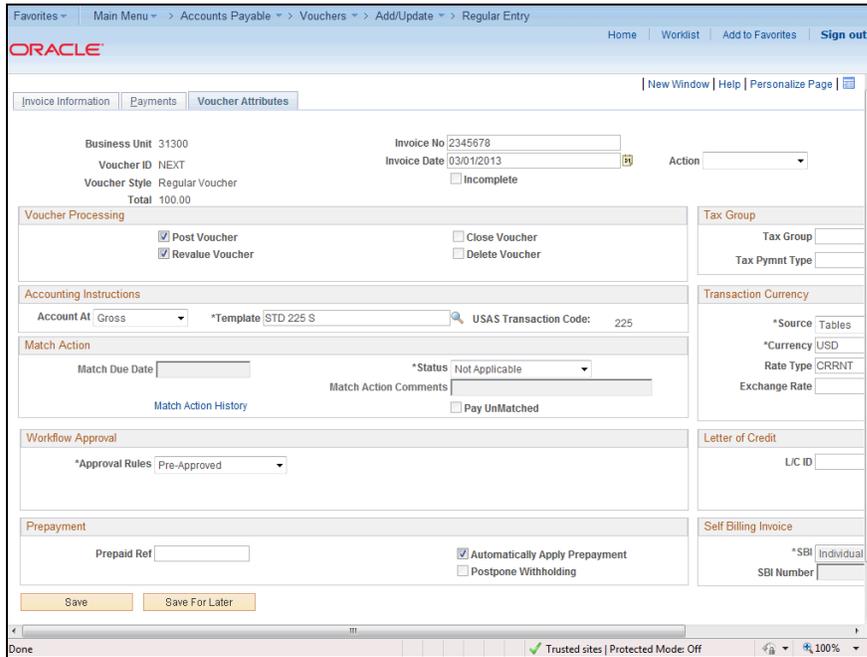
Step	Action
43.	Click the dropdown list for the year.



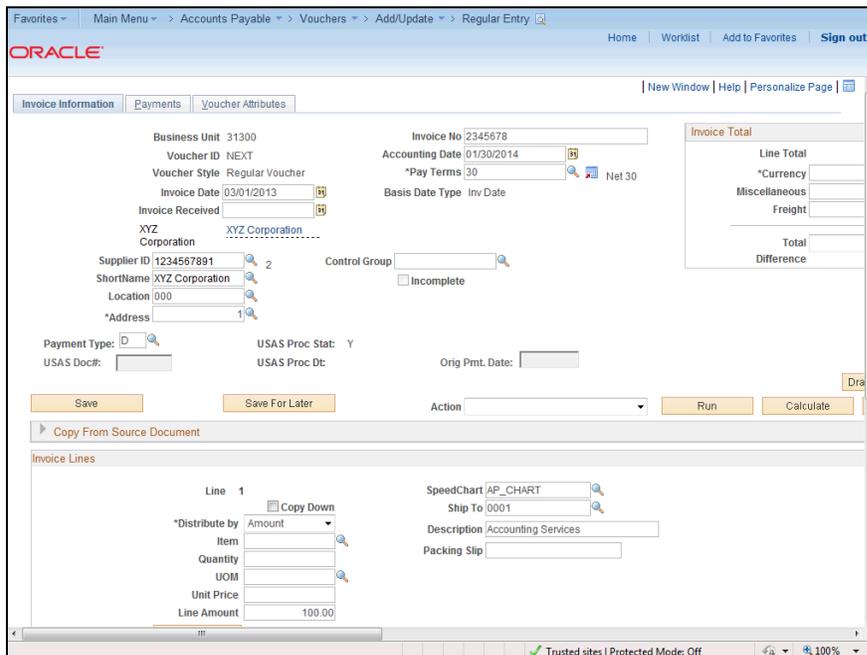
This screenshot is similar to the previous one, but the calendar pop-up is replaced by a vertical dropdown menu for the year. The year 2014 is highlighted in blue, indicating it is the selected year. The rest of the interface, including the 'Invoice Lines' section and various input fields, remains the same.

Step	Action
44.	Click the <b>2013</b> list item. <b>2013</b>
45.	Select the 4th day of the month. <b>4</b>
46.	The <b>Invoice Description</b> field is used to enter the USAS description. The information will be sent to USAS through the USAS Outbound interface.  Enter <b>Accounting services</b> into the <b>Invoice Description</b> field.
47.	A <b>SpeedChart</b> enables you to group together and name an unlimited number of frequently used ChartField combinations to increase data entry efficiency by reducing the number of keystrokes.  <b>SpeedChart</b> codes can be defined with one or multiple accounting distributions.  Enter <b>AP_CHART</b> into the <b>SpeedChart</b> field.
48.	Notice that the accounting distribution is now populated.
49.	Click the up arrow on the vertical scrollbar to return to the top of the page.
50.	Click the <b>Voucher Attributes</b> tab to view the defaulted accounting entry.  
51.	Review the <b>Template</b> field to verify that the defaulted accounting entry is correct.  The <b>Template</b> field is used to determine what T-code will be sent to USAS.

## EUT Course



Step	Action
52.	Click the <b>Invoice Information</b> tab to save your entries. 



Step	Action
53.	Click the down arrow on the vertical scrollbar to view the <b>Save</b> button.
54.	Click the <b>Save</b> button to save the voucher.  Save
55.	Notice that the <b>Voucher ID</b> was assigned and the following three new tabs display after the voucher was saved: <b>Summary</b> , <b>Related Documents</b> and <b>Error Summary</b> .  Those tabs provide additional information related to the voucher:  - <b>Summary</b> : summarizes information from the other voucher pages such as voucher header information, statuses and payment terms.  - <b>Related Documents</b> : displays related document information including payment details, purchase order information, receiver information and voucher adjustment details.  - <b>Error Summary</b> : provides Voucher Build processing errors, matching errors, duplicate invoices and out-of-balance and combination edit errors on the voucher.
56.	Congratulations! In this topic, you successfully entered a regular (non-PO) voucher. <b>End of Procedure.</b>

## Entering a Multi-Vendor Voucher

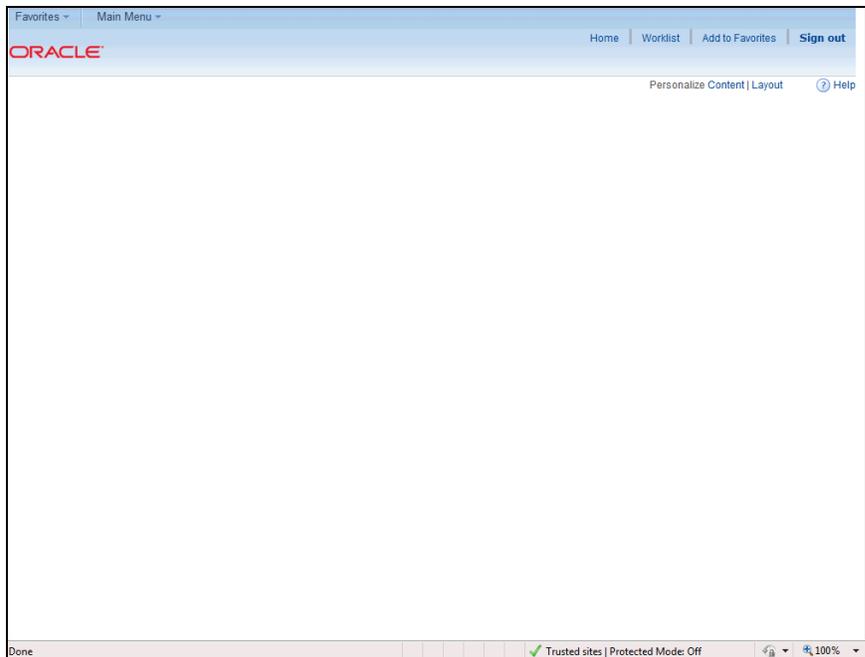
### Section 3, Lesson 2, Exercise - Scenario 2 Entering Multi-Vendor Vouchers

#### Procedure

In this topic, you will enter a multi-vendor voucher.

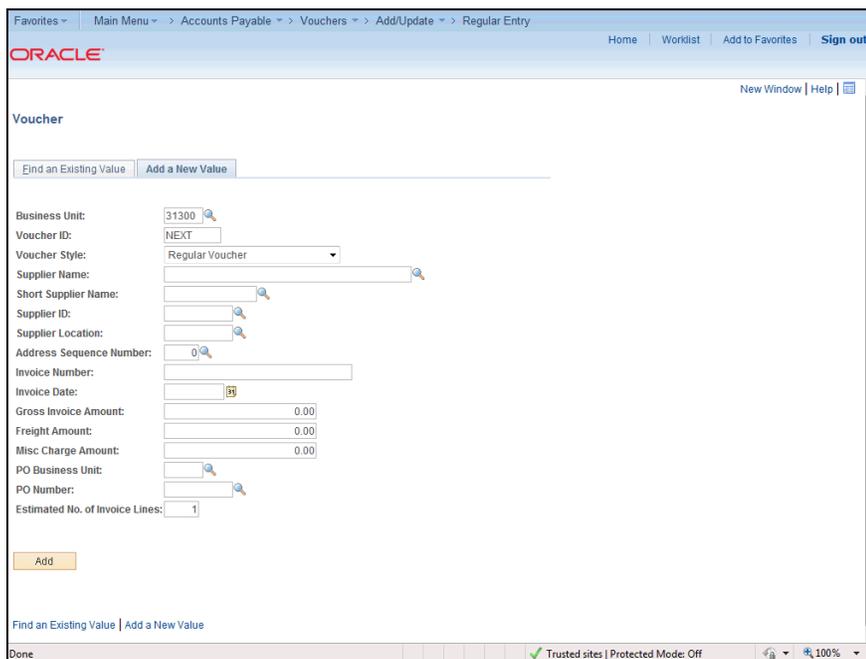
## EUT Course

Step	Action
1.	<p>The multi-vendor voucher style is a voucher style used to pay multiple suppliers on a PO or Non-PO voucher.</p> <p>For PO Vouchers, the multi-vendor voucher style can be used to copy PO information into a voucher. PO multi-vendor vouchers can pay at the header level including a travel reimbursement payment using tcode 264 (Doc Type 1) or to pay suppliers at the invoice line level using tcode 225.</p> <p>For Non-PO Vouchers, the multi-vendor voucher style can be used to pay suppliers without encumbering funds; e.g. no PO. Either the line supplier or header supplier can be paid depending on the tcode inferred by the accounting entry template.</p> <p>The total dollar amount of the lines must always equal the total dollar amount of the voucher header.</p>



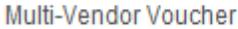
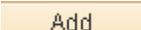
Step	Action
2.	<p>When entering a multi-vendor voucher, the supplier is assigned to each voucher line instead of the voucher header.</p> <p>Click the <b>Main Menu</b> button.</p> <p><b>Main Menu</b> ▾</p>

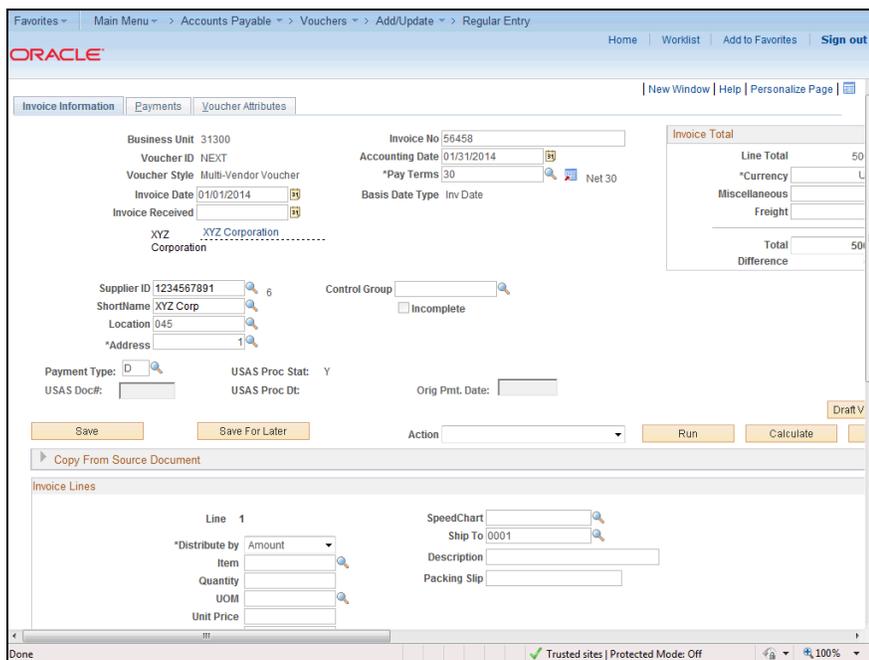
Step	Action
3.	Click the <b>Accounts Payable</b> menu.  Accounts Payable ▶
4.	Click the <b>Vouchers</b> menu.  Vouchers ▶
5.	Click the <b>Add/Update</b> menu.  Add/Update ▶
6.	Click the <b>Regular Entry</b> link.  Regular Entry



Step	Action
7.	The <b>Business Unit</b> defaults based on your User Preferences.  The <b>Voucher ID</b> defaults with NEXT; the system will assign the next available voucher ID when the voucher is saved.  The <b>Voucher Style</b> defaults with Regular Voucher; this can be changed.
8.	Click the <b>Voucher Style</b> list to identify the type of voucher you are entering. 

## EUT Course

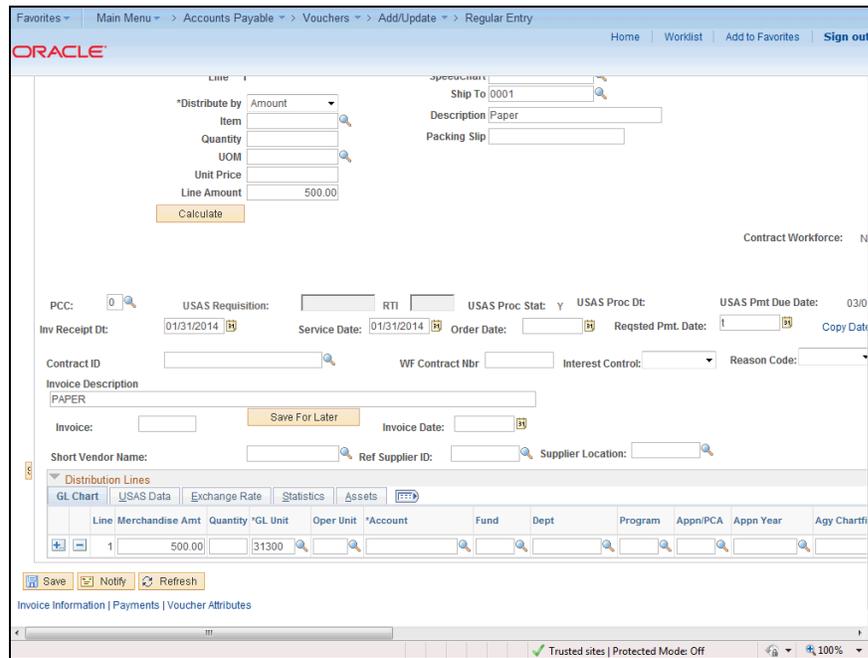
Step	Action
9.	Click the <b>Multi-Vendor Voucher</b> list item. 
10.	Click the <b>Look up Short Supplier Name (Alt+5)</b> button. 
11.	Enter <b>XYZ</b> into the <b>Short Supplier Name</b> field.
12.	Click the <b>Look Up</b> button. 
13.	Click the <b>XYZ Corporation</b> link.
14.	Enter <b>56458</b> into the <b>Invoice Number</b> field.
15.	In the <b>Invoice Date</b> field, enter t for today's date, enter the date in the format mmddyy (no slashes), or click on the <b>Choose a date Calendar (Alt+5)</b> button to select a date.  In this example, click the <b>Choose a date Calendar (Alt+5)</b> button. 
16.	Notice the month defaulted to January and the year defaulted to 2014 but both can be changed, if needed. For this example, accept the default month and year.  Click the <b>1</b> link to select the first day of the month. 
17.	In the <b>Gross Invoice Amount</b> field, enter <b>500.00</b> .  <b>Note:</b> This is the total amount that will be paid to the supplier listed in the voucher header.
18.	Click the <b>Add</b> button. 



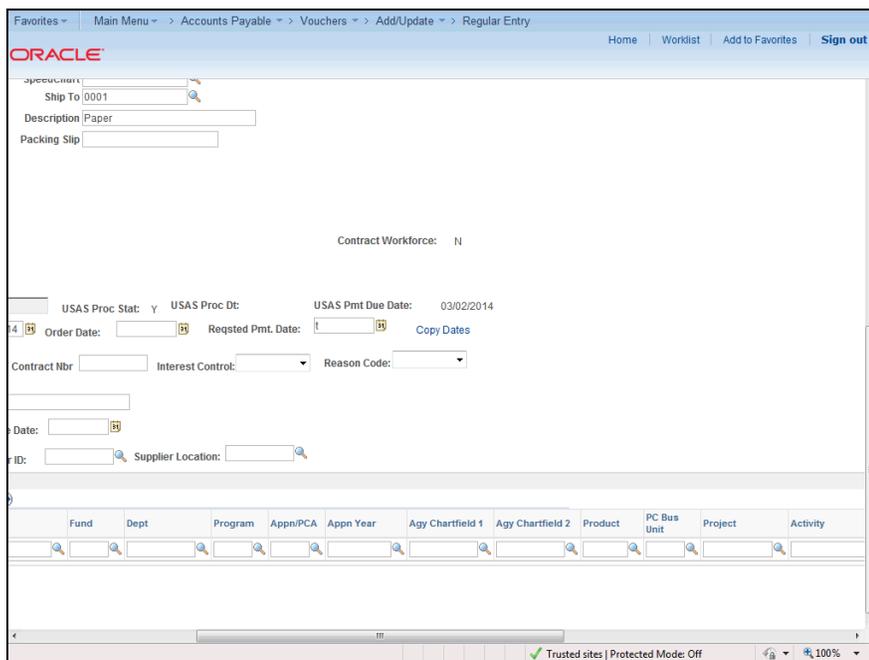
Step	Action
19.	Use the <b>Invoice Information</b> tab to enter or view invoice information, including invoice header information, non-merchandise charges and voucher line and distribution information.
20.	The <b>Copy From Source Document</b> section allows you to copy existing information (purchase order, receiver, or another voucher) into the voucher.
21.	Note that the information you entered on the <b>Add a New Value</b> tab appears in the header section and can be updated.
22.	Click the down arrow on the vertical scrollbar to view the <b>Invoice Line</b> section.
23.	Enter <b>Paper</b> into the <b>Description</b> field.
24.	In the <b>Invoice Description</b> field, enter <b>Paper</b> .  <b>Note:</b> The system will send the information in the <b>Invoice Description</b> field to USAS and store it as the USAS description field.
25.	In the <b>Inv Receipt Dt</b> field, enter t for today's date, enter the date in the format mmddy (no punctuation), or click on the <b>Choose a date (Alt+5)</b> button to select a date.  In this example, enter <b>t</b> into the <b>Inv Receipt Dt</b> field.
26.	In the <b>Service Date</b> field, enter t for today's date, enter the date in the format mmddy (no punctuation), or click on the <b>Choose a date (Alt+5)</b> button to select a date.  In this example, enter <b>t</b> into the <b>Service Date</b> field.

## EUT Course

Step	Action
27.	Enter <b>t</b> into the <b>Requested Pmt Date</b> field.

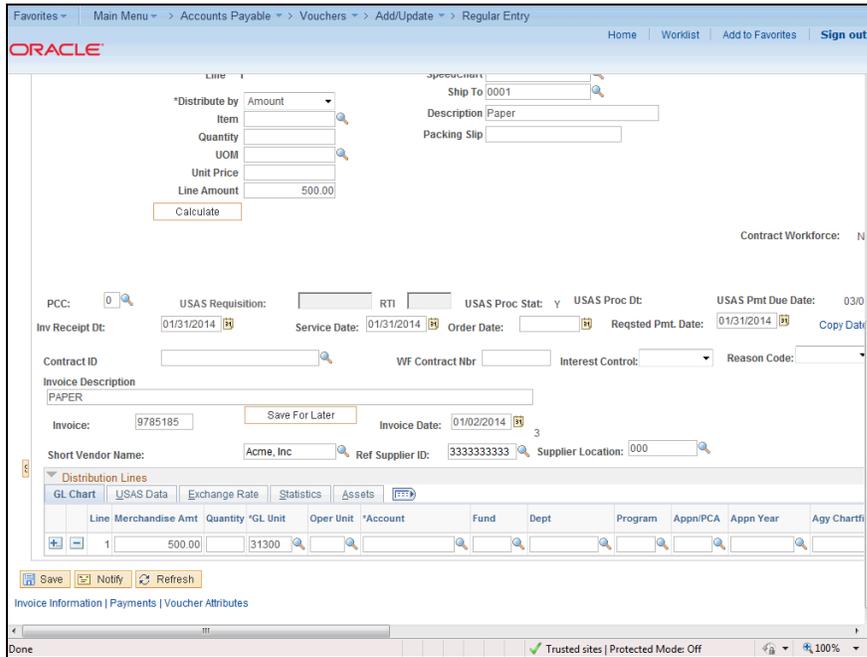


Step	Action
28.	Click the right arrow on the horizontal scrollbar to view the <b>USAS Pmt Due Date</b> field.
29.	<p>The date in the <b>USAS Pmt Due Date</b> field is the date that USAS will pay a voucher. It is calculated as 30 calendar days after the later of the <b>Inv Receipt Dt</b> or the <b>Service Date</b>.</p> <p>The <b>Requested Pmt Dt</b> is used to override the <b>USAS Pmt Due Date</b>.</p>

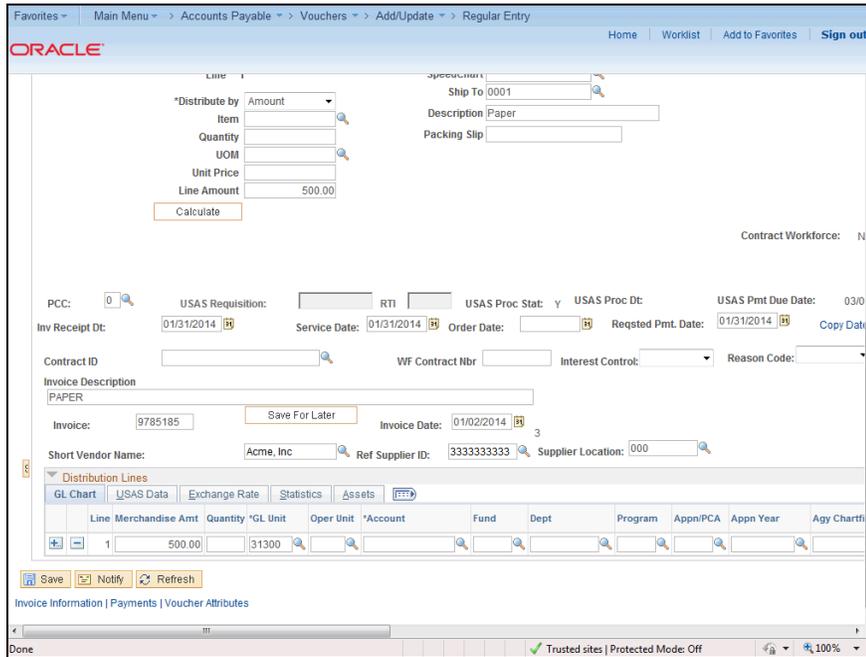


Step	Action
30.	Click the left arrow on the horizontal scrollbar to continue.
31.	Click the <b>Look up Short Vendor Name (Alt+5)</b> button to search for a vendor name. 
32.	Click the <b>Acme, Inc</b> link.
33.	In the <b>Invoice</b> field, enter <b>9785185</b> .
34.	In the <b>Invoice Date</b> field, click the <b>Choose a date Calendar (Alt+5)</b> button. 
35.	Click the <b>2</b> link to select the second day of the month. <b>2</b>

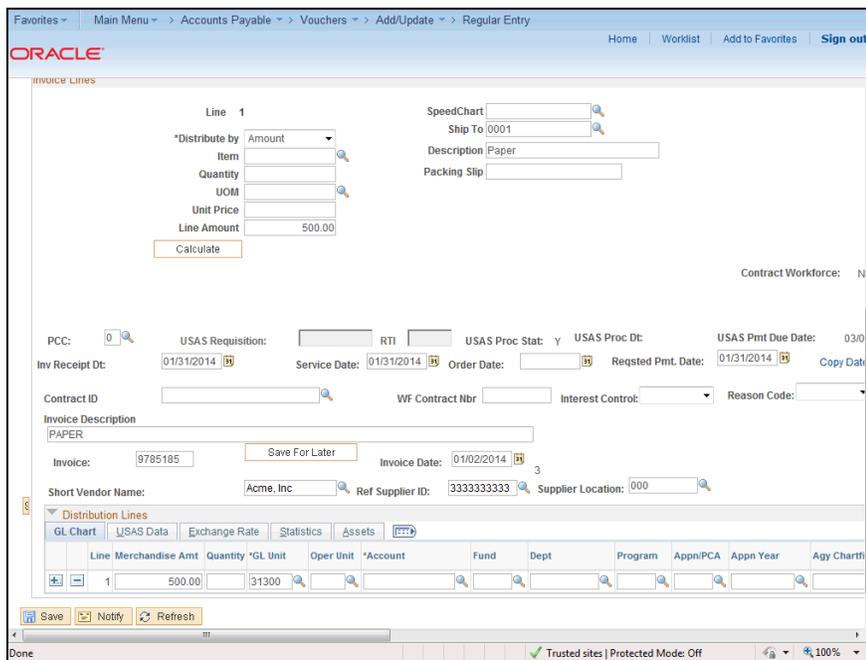
## EUT Course



Step	Action
36.	<p>For each Voucher Line that you enter, you must also enter the distribution information in the <b>Distribution Lines</b> section. Each Voucher Line must have one or more Distribution Lines.</p> <p>Enter the accounting distribution details by populating each chartfield (e.g. account, fund, PCA, etc.) individually, or you can use a Speedchart to populate the fields with a preset combination of chartfield values.</p>
37.	Note that the GL Chartfields are blank to begin with.

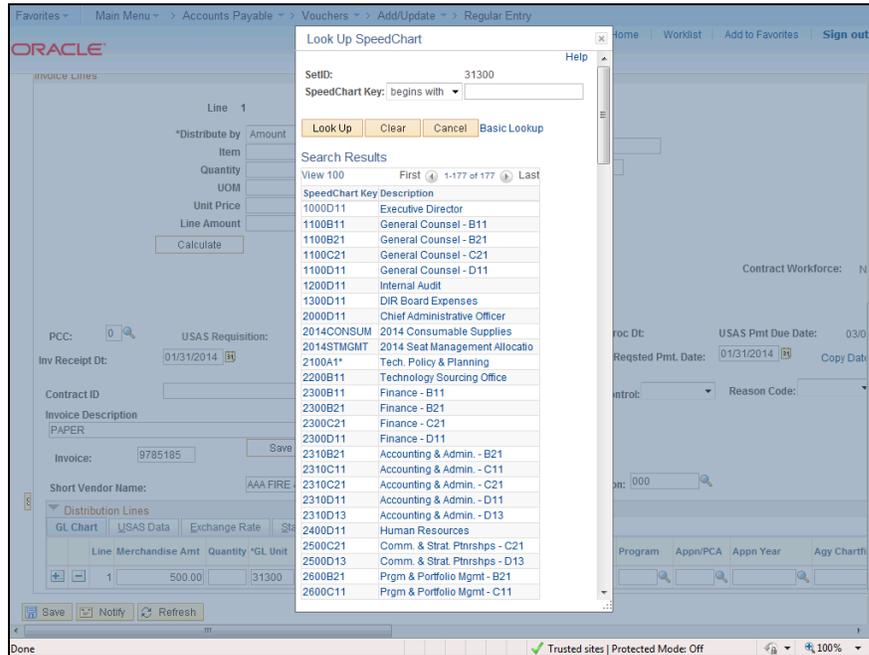


Step	Action
38.	Click the up arrow on the vertical scrollbar to view the <b>SpeedChart</b> button.

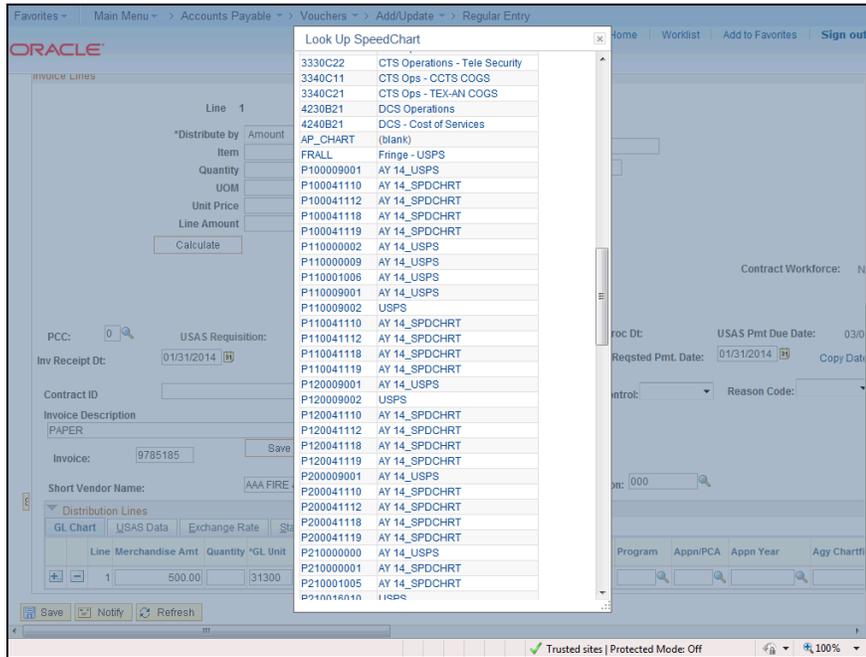


## EUT Course

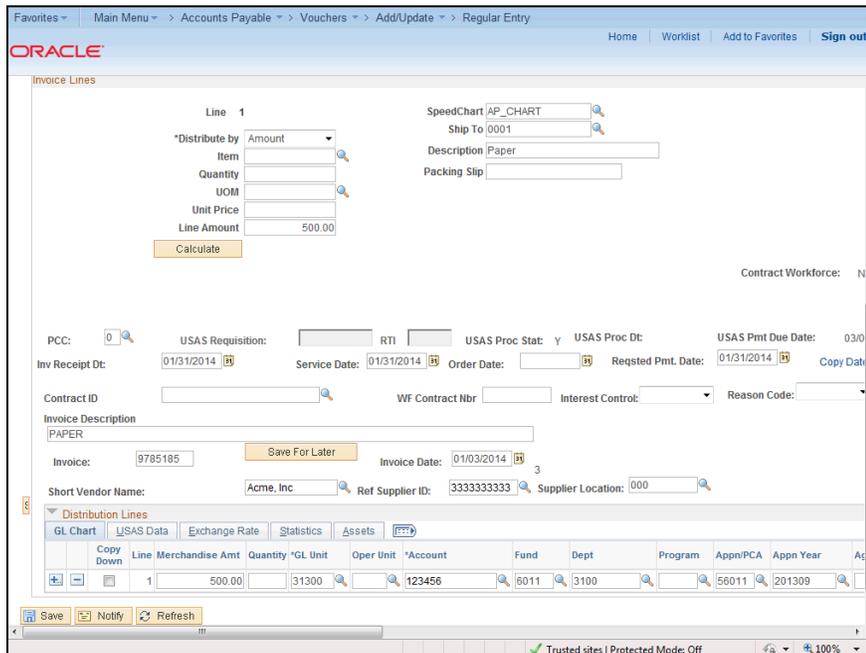
Step	Action
39.	Click the <b>Look up SpeedChart (Alt+5)</b> button. 



Step	Action
40.	Click the down arrow on the vertical scrollbar to view the <b>AP_Chart</b> link.

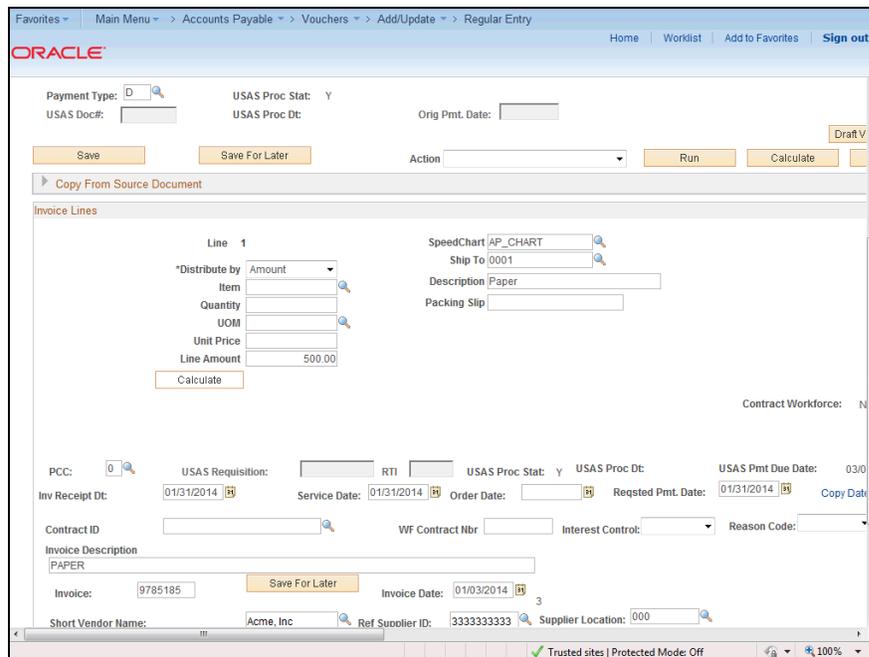


Step	Action
41.	Click the <b>AP_CHART</b> link. <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> <b>AP_CHART</b> (blank)         </div>

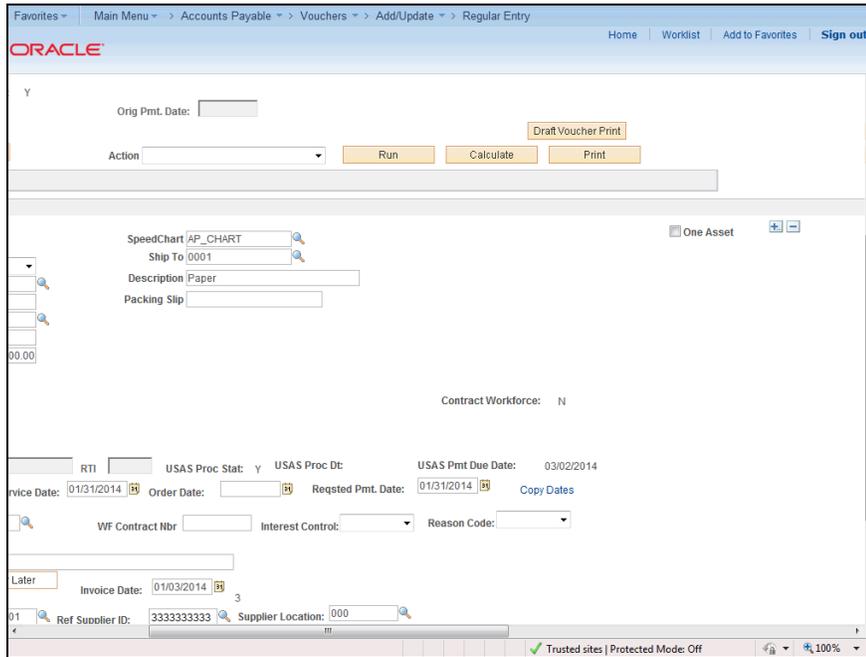


## EUT Course

Step	Action
42.	<p>Notice the GL ChartFields are now populated. Even if a SpeedChart does not represent the exact combination of ChartFields needed, you can still save time by choosing one that is close.</p> <p>The system will populate the fields and then you only need to change the fields that are not correct.</p>
43.	<p>In this case, change the amount.</p> <p>In the <b>Distribution Lines</b> section, enter <b>400.00</b> into the <b>Merchandise Amt</b> field.</p>
44.	<p>Click the right arrow on the horizontal scrollbar to view more fields.</p>

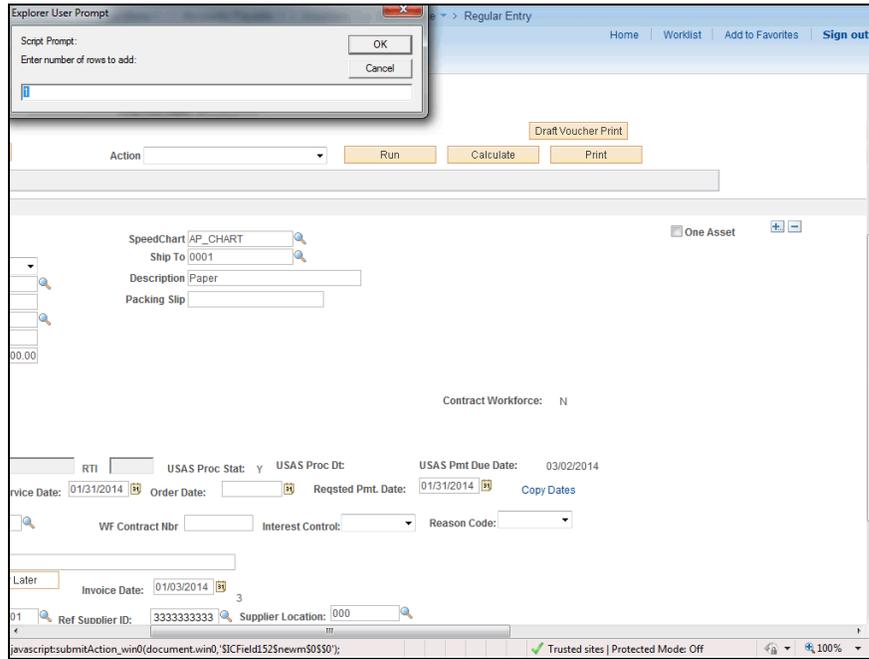


Step	Action
45.	<p>Click the up arrow on the vertical scrollbar to return to the top of the page.</p>

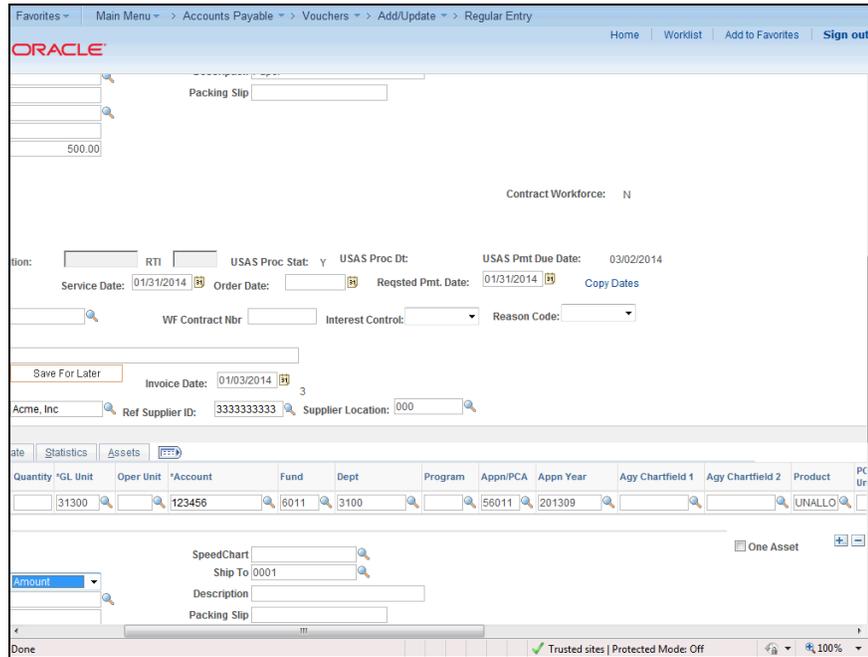


Step	Action
46.	<p>Next you need to enter another Invoice Line.</p> <p>In the <b>Invoice Lines</b> section, click the <b>Add multiple new rows at row 1 (Alt+7)</b> button to begin entering a second invoice line.</p> 

## EUT Course

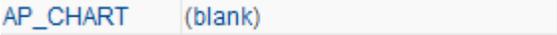


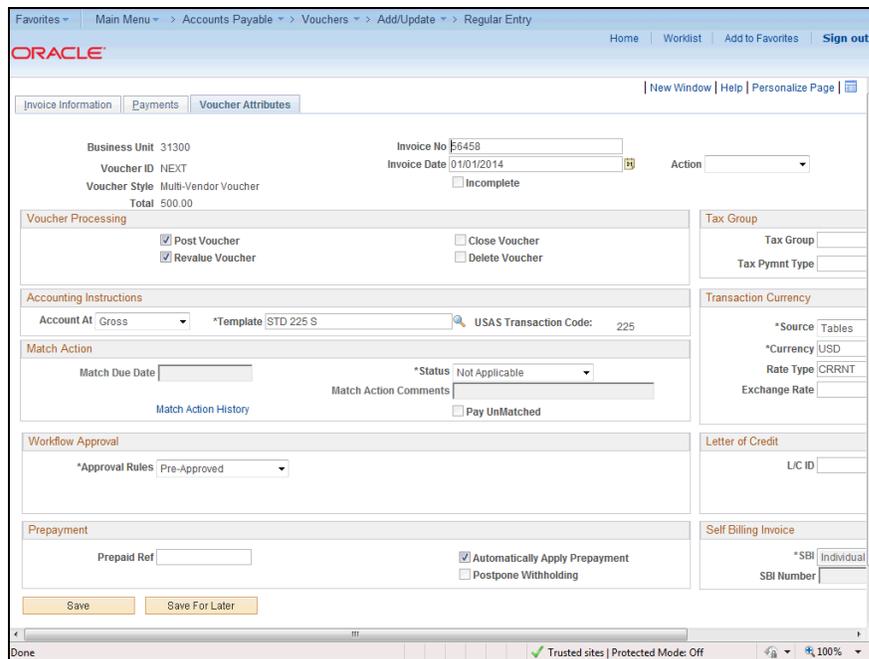
Step	Action
47.	<p>A prompt popup window displays to identify how many new rows you want to add.</p> <p>The <b>Enter number of rows to add</b> field defaults to 1 but can be changed, if needed. In this example, accept the default.</p> <p>Click the <b>OK</b> button.</p> <div data-bbox="440 1209 589 1257" style="border: 1px solid gray; padding: 2px; display: inline-block; margin-left: 20px;">OK</div>



Step	Action
48.	Click the down arrow on the vertical scrollbar to begin entering the next voucher line's details.
49.	In the <b>Invoice Lines</b> section of the new row, enter <b>Pencils</b> into the <b>Description</b> field.
50.	In the <b>Invoice Description</b> field, enter <b>Pencils</b> .
51.	Enter <b>t</b> into the <b>Inv Receipt Dt</b> field to populate today's date.
52.	Enter <b>t</b> into the <b>Service Date</b> field.
53.	Enter <b>t</b> into the <b>Reqsted Pmt. Date</b> field.
54.	Enter <b>125684</b> into <b>Invoice</b> field.
55.	Click the <b>Choose a date Calendar (Alt+5)</b> button. 
56.	Click the <b>3</b> link to select the third day of the month. <b>3</b>
57.	Click the <b>Look up Short Vendor Name (Alt+5)</b> button. 
58.	Click the <b>ABC Company</b> link.
59.	Click the <b>Look up SpeedChart (Alt+5)</b> button to select the appropriate GL ChartField. 

## EUT Course

Step	Action
60.	Click the down arrow on the vertical scrollbar to locate the <b>AP_Chart</b> link.
61.	Click the <b>AP_CHART</b> link. 
62.	Click the down arrow on the vertical scrollbar to view the <b>Distribution Lines</b> section.
63.	In the <b>Distribution Lines</b> section, enter the amount due to the second vendor.  Enter <b>100.00</b> into the <b>Merchandise Amt</b> field.
64.	Click the up arrow on the vertical scrollbar to return to the top of the page.
65.	Click the <b>Voucher Attributes</b> tab to view the accounting instructions. 



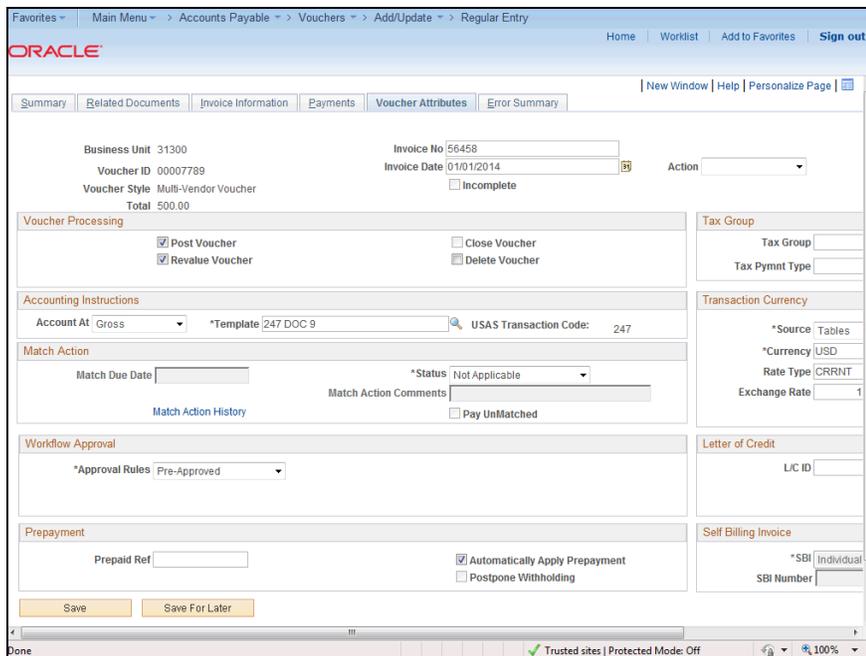
The screenshot shows the Oracle CAPPS Financials interface for the 'Voucher Attributes' section. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'ORACLE'. The breadcrumb trail is: Home | Worklist | Add to Favorites | Sign out. The page contains several tabs: Invoice Information, Payments, and Voucher Attributes. The 'Voucher Attributes' tab is active. The page displays various fields and sections:

- Business Unit:** 31300
- Invoice No:** 6458
- Voucher ID:** NEXT
- Invoice Date:** 01/01/2014
- Voucher Style:** Multi-Vendor Voucher
- Total:** 500.00
- Voucher Processing:**
  - Post Voucher
  - Revalue Voucher
  - Close Voucher
  - Delete Voucher
- Accounting Instructions:**
  - Account At:** Gross
  - \*Template:** STD 225 S
  - USAS Transaction Code:** 225
- Match Action:**
  - Match Due Date:** [Field]
  - \*Status:** Not Applicable
  - Match Action Comments:** [Field]
  - Pay UnMatched
- Workflow Approval:**
  - \*Approval Rules:** Pre-Approved
- Prepayment:**
  - Prepaid Ref:** [Field]
  - Automatically Apply Prepayment
  - Postpone Withholding
- Tax Group:**
  - Tax Group:** [Field]
  - Tax Pymnt Type:** [Field]
- Transaction Currency:**
  - \*Source:** Tables
  - \*Currency:** USD
  - Rate Type:** CRRNT
  - Exchange Rate:** [Field]
- Letter of Credit:**
  - L/C ID:** [Field]
- Self Billing Invoice:**
  - \*SBI:** Individual
  - SBI Number:** [Field]

Buttons: Save, Save For Later. Status bar: Done, Trusted sites | Protected Mode: Off, 100%.

Step	Action
66.	Click the <b>Look up Template (Alt+5)</b> button next to the <b>Template</b> field to select a different Template. 

Step	Action
67.	Use the 247/904 T-code combination to pay the vendor at the header while maintaining a reference to the vendors at the line level.  Click the <b>SUM REIM DOC TYPE 9 TC 247/904</b> link. 
68.	A warning <b>Message</b> popup window displays advising the Confidentiality Indicators will be changed based on the new Template selection.  Click the <b>OK</b> button to accept the changes to the Template and the Confidentiality Indicators. 
69.	Notice the <b>Voucher ID</b> is still shown as NEXT.  Click the down arrow on the vertical scrollbar to view the <b>Save</b> button.
70.	Click the <b>Save</b> button. 
71.	Click the up arrow on the vertical scrollbar to return to the top of the page.



Step	Action
72.	Notice that the <b>Voucher ID</b> was assigned and the following three new tabs display after the voucher was saved: <b>Summary</b> , <b>Related Documents</b> and <b>Error Summary</b> .

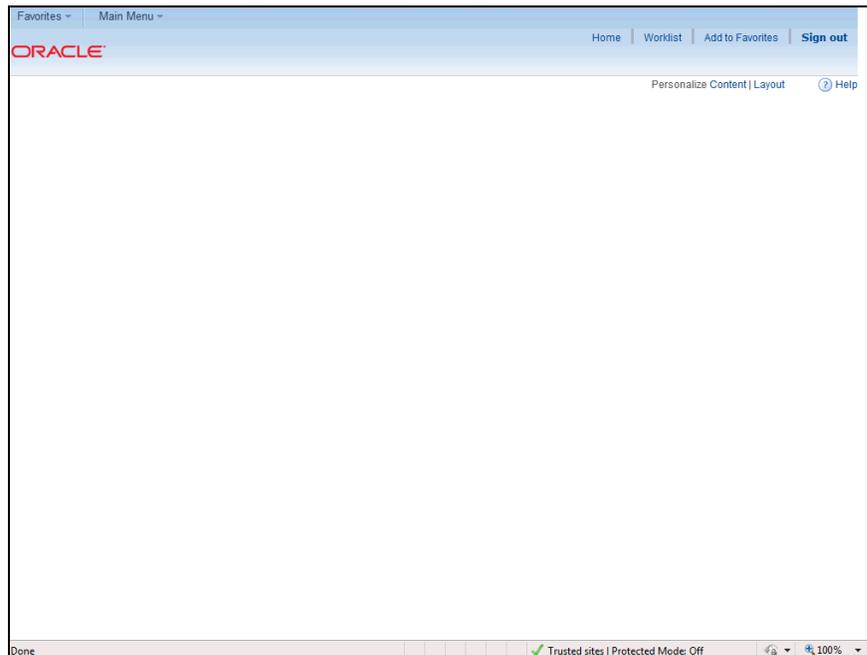
Step	Action
73.	<p>The following information related to the voucher is available on the new tabs:</p> <ul style="list-style-type: none"> <li>- <b>Summary</b>: summarizes information from the other voucher pages such as voucher header information, statuses and payment terms.</li> <li>- <b>Related Documents</b>: displays related document information including payment details, purchase order information, receiver information and voucher adjustment details.</li> <li>- <b>Error Summary</b>: provides Voucher Build processing errors, matching errors, duplicate invoices, and out-of-balance and combination edit errors on the voucher.</li> </ul>
74.	<p>Congratulations! In this topic, you successfully entered a multi-supplier voucher. <b>End of Procedure.</b></p>

## Entering Procard Vouchers

### Section 3, Lesson 2, Exercise - Scenario 3 Entering Procard Vouchers

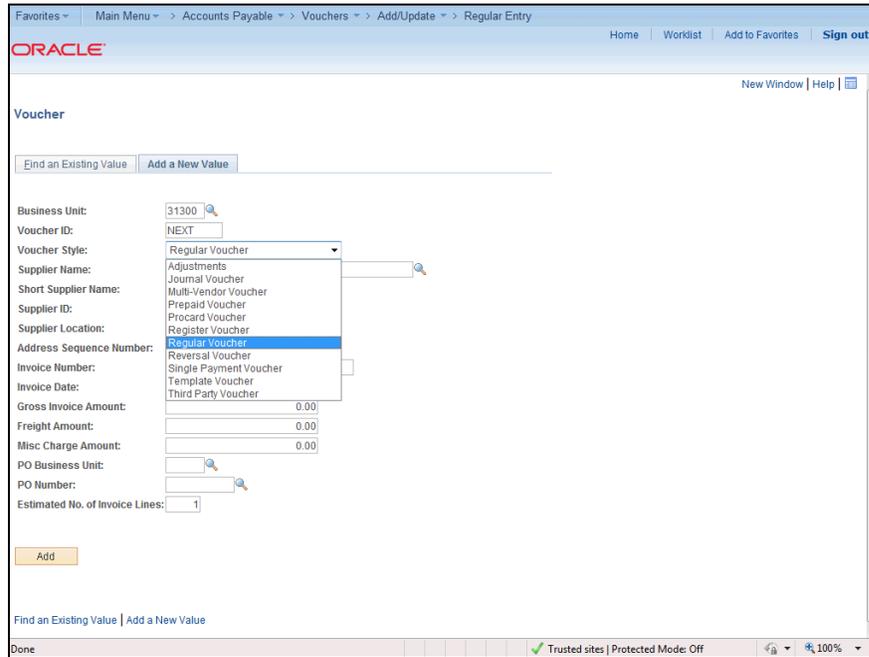
#### Procedure

In this topic, you will enter a Procard voucher. A Procard voucher is entered when a purchase is made on an agency credit card.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Regular Entry</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  <b>Accounts Payable</b> ▶
3.	Click the <b>Vouchers</b> menu.  <b>Vouchers</b> ▶
4.	Click the <b>Add/Update</b> menu.  <b>Add/Update</b> ▶
5.	Click the <b>Regular Entry</b> link.  <b>Regular Entry</b>
6.	On the <b>Add a New Value</b> tab, notice the following defaults:  <b>Business Unit</b> defaults based on your User Preferences; this can be changed if you have the appropriate security.  <b>Voucher ID</b> defaults with NEXT; the system will assign the next available voucher ID when the voucher is saved.  <b>Voucher Style</b> defaults with Regular Voucher; this can be changed.
7.	Click the <b>Voucher Style</b> list to identify the type of voucher you are entering. 

## EUT Course



Step	Action
8.	Click the <b>Procard Voucher</b> list item. <b>Procard Voucher</b>
9.	Notice that all the supplier and invoice information is auto-populated. CAPPS is configured to populate that information when the Procard Voucher style is chosen from the list. It is sometimes possible to have more than one Procard vendor. In that case the vendor information will need to be entered manually.
10.	Click the <b>Add</b> button. <b>Add</b>
11.	Use the <b>Invoice Information</b> tab to enter or view invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information.
12.	Click the <b>Expand Section</b> button. 
13.	The <b>Copy From Source Document</b> section allows you to copy existing information (entire source documents or portions) into the voucher that you are creating. When creating a regular voucher, you can copy the following:  <ul style="list-style-type: none"> <li>- Non PO Receipt</li> <li>- PO Receipt</li> <li>- Purchase Order</li> <li>- Template</li> </ul>

Step	Action
14.	In the <b>PO Unit</b> field, enter <b>31300</b> .
15.	Click the <b>Look up PO Number (Alt+5)</b> button. 
16.	The <b>Look Up PO Number</b> popup window displays.  Click the down arrow on the vertical scrollbar.
17.	Click the purchase order <b>000002117</b> link. 
18.	Click the <b>Copy PO</b> button. 
19.	Click the down arrow on the vertical scrollbar.
20.	Click the right arrow on the horizontal scrollbar and scroll all the way to the right.
21.	Click the up arrow on the vertical scrollbar.
22.	<b>1 of 2</b> indicates there are two invoice lines.  Click the <b>View All</b> link. 
23.	Click the left arrow on the horizontal scrollbar.
24.	Notice the <b>Short Vendor Name</b> , <b>Ref Supplier ID</b> , and <b>Supplier Location</b> fields.  These fields indicate where the goods were purchased using the procurement card.
25.	The <b>USAS Pmt Due Date</b> field will be calculated as 30 calendar days after the later of the <b>Inv Receipt Dt</b> or the <b>Service Date</b> .
26.	In the <b>Invoice Lines</b> section, enter <b>Books - Technical, Computer</b> into the <b>Invoice Description</b> field.
27.	Click the right arrow on the horizontal scrollbar.
28.	The <b>Copy Dates</b> link can be used to copy the <b>Invoice Date</b> , <b>Service Date</b> and <b>Reqsted Pmt Dt</b> fields to additional invoice lines.  Click the <b>Copy Dates</b> link. 
29.	The <b>Default Voucher Dates</b> popup window displays.  You may enter <b>t</b> for today's date, enter the date in the format <b>mmddyy</b> (no punctuation) or click on the <b>Choose a Date (Alt+5)</b> button to select a date.  In this case, enter <b>t</b> in the <b>Invoice Receipt Date</b> field.

## EUT Course

Step	Action
30.	Enter <b>t</b> in the <b>Service Date</b> field.
31.	Enter <b>t</b> into the <b>Requested Pmt Date</b> field.
32.	Click the <b>OK</b> button. 
33.	Notice that the <b>Inv Receipt Dt</b> , <b>Service Date</b> and <b>Reqsted Pmt Date</b> fields are populated.
34.	Enter <b>t</b> in the <b>Invoice Dt</b> field.
35.	Click the down arrow on the vertical scrollbar to display the next invoice line.
36.	Notice the <b>Short Vendor Name</b> , <b>Ref Supplier ID</b> and <b>Supplier Location</b> fields were copied in from the purchase order via the <b>Copy Down</b> button functionality.
37.	Enter <b>Felt Tip Markers</b> into the <b>Invoice Description</b> field.
38.	Enter <b>t</b> into the <b>Invoice Date</b> field.
39.	Click the up arrow on the vertical scrollbar to return to the top of the page.
40.	Click the <b>Voucher Attributes</b> tab. 
41.	The <b>Voucher Attributes</b> tab is used to select the accounting template.
42.	The <b>Template</b> field identifies the accounting entry template associated with this voucher.  The accounting entry template controls the offset accounts such as sales tax, freight and discount accounts. It also determines the USAS T-code, DocType and USAS generated T-code.  Notice that the template is set to PROCARD for a procurement card payment.
43.	Click the <b>Invoice Information</b> tab. 
44.	In the header information, notice the <b>Voucher ID</b> is still NEXT.  Click the down arrow on the vertical scrollbar to save the voucher.
45.	Click the <b>Save</b> button. 
46.	Notice that the <b>Voucher ID</b> was assigned and the following three new tabs display after the voucher was saved: <b>Summary</b> , <b>Related Documents</b> and <b>Error Summary</b> .  Those tabs provide additional information related to the voucher.
47.	Congratulations! In this topic, you successfully entered a Procard voucher. <b>End of Procedure.</b>

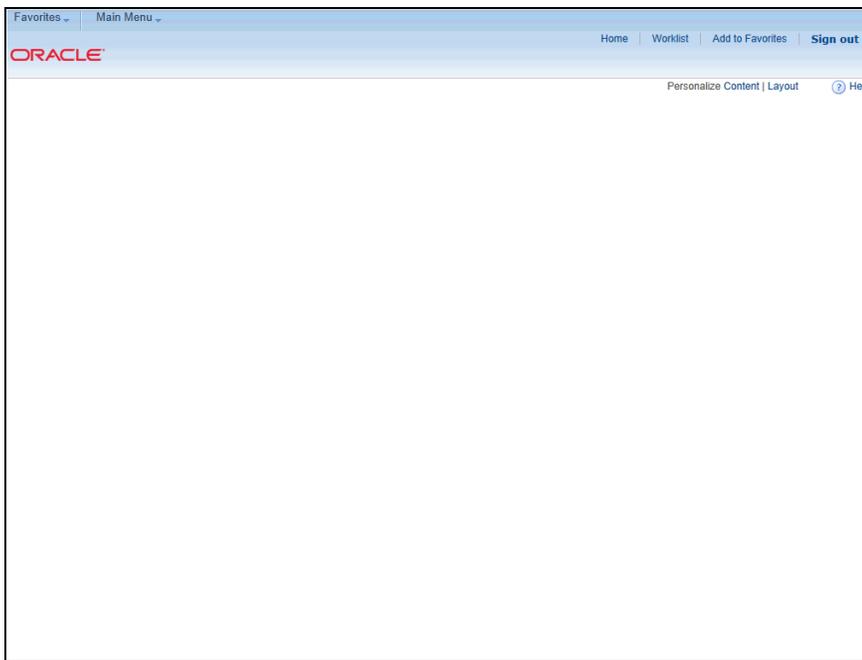
## Entering a Single Payment Voucher

### Section 3, Lesson 2, Exercise - Scenario 4 Entering Single Payment Vouchers

#### Procedure

In this topic, you will enter a single payment voucher. The Single Payment Voucher is used to create summary payments in USAS.

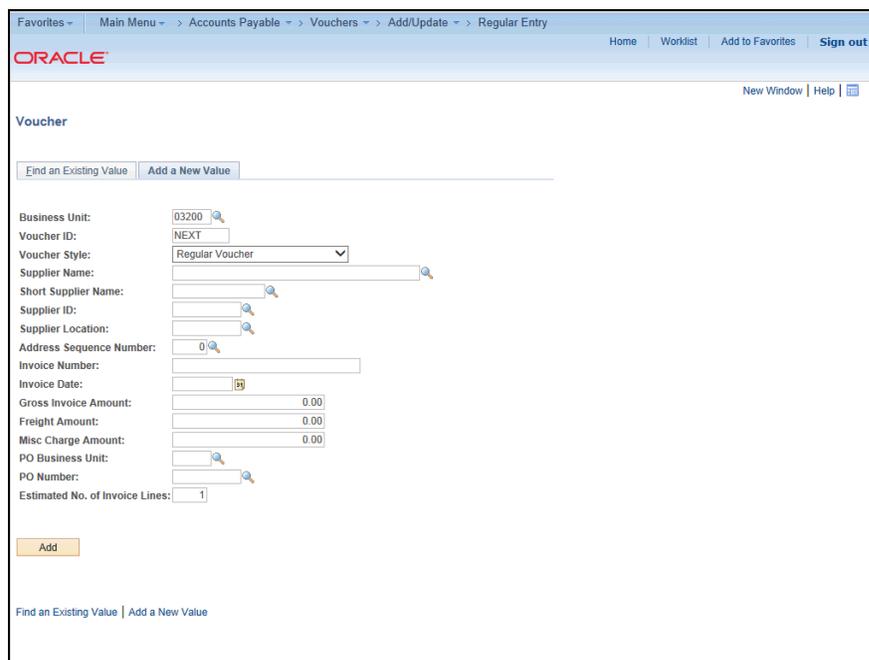
Step	Action
1.	<p>Single Payment Vouchers are created for one time suppliers or one time refunds.</p> <p>A Single Payment Supplier is used for the header of the voucher and the payment is made based on the line information that is entered.</p>



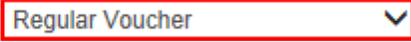
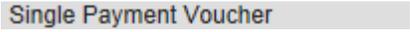
Step	Action
2.	<p>Click the <b>Main Menu</b> button.</p> 
3.	<p>Click the <b>Accounts Payable</b> menu.</p> 

## EUT Course

Step	Action
4.	Click the <b>Vouchers</b> menu. 
5.	Click the <b>Add/Update</b> menu. 
6.	Click the <b>Regular Entry</b> menu. 

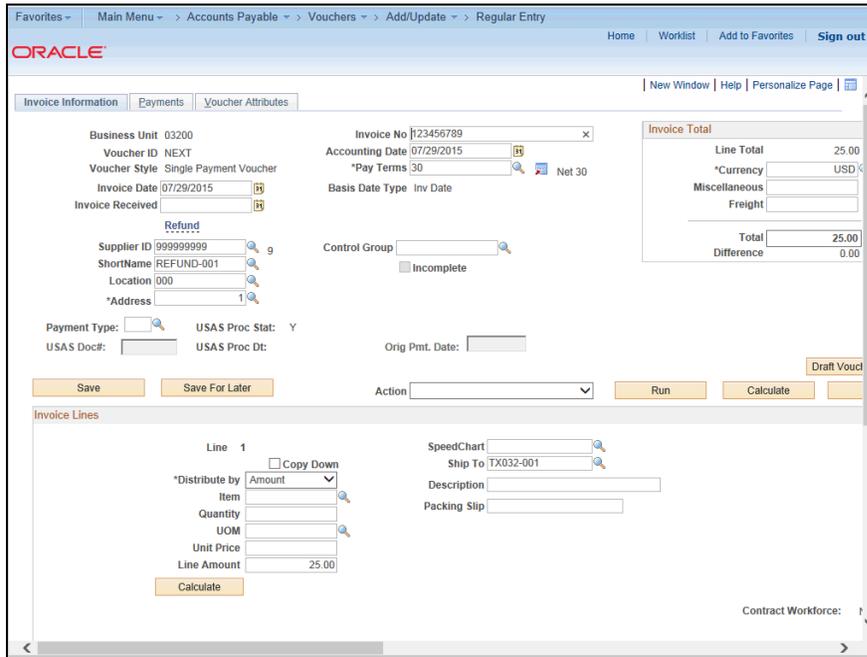


The screenshot shows the Oracle Voucher form. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The form includes fields for Business Unit (03200), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number (0), Invoice Number, Invoice Date, Gross Invoice Amount (0.00), Freight Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (1). There is an 'Add' button at the bottom left.

Step	Action
7.	The <b>Voucher Style</b> needs to change from a <b>Regular Voucher</b> style to <b>Single Payment Voucher</b> style.  Click the <b>Voucher Style</b> list. <b>Voucher Style:</b> 
8.	Click the <b>Single Payment Voucher</b> list item. 

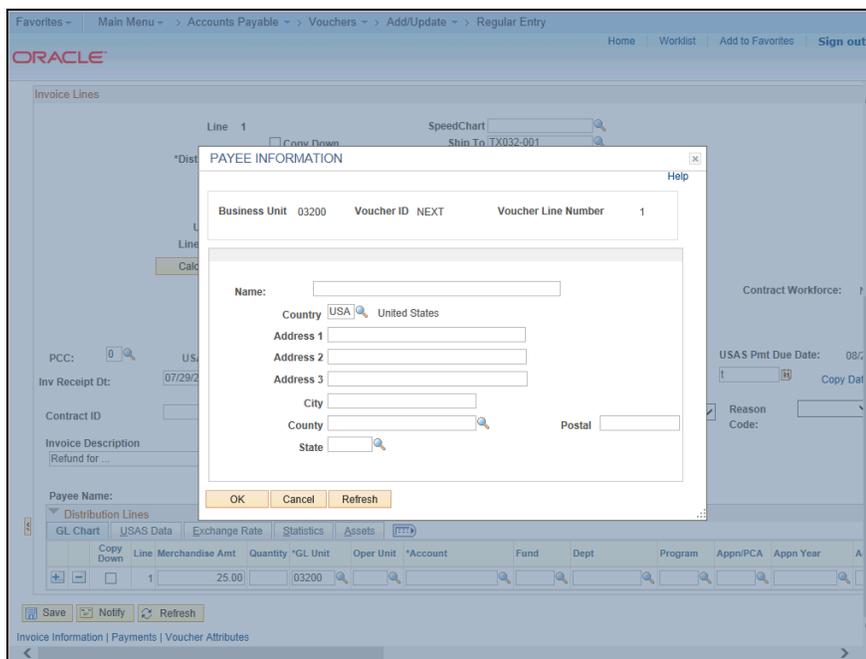
Step	Action
9.	<p>Enter the name of the agency's single payment supplier. The supplier will be a summary payment number.</p> <p>In this example, the supplier is set up as Refund.</p> <p>Enter the desired information into the <b>Supplier Name</b> field. Enter "<b>Refund</b>".</p> <p><b>Supplier Name:</b> <input data-bbox="699 520 1279 558" type="text"/></p>
10.	<p>Click the <b>REFUND-001</b> object.</p> <p><input data-bbox="342 625 586 659" type="text"/></p>
11.	<p>The <b>Supplier ID</b> and <b>Supplier Location</b> populate from the <b>Supplier Name</b>.</p>
12.	<p>Enter the Invoice Number from the payment paperwork.</p> <p>For this example, enter "<b>123456789</b>".</p> <p><b>Invoice Number:</b> <input data-bbox="699 835 1141 873" type="text"/></p>
13.	<p>Enter the date of the invoice or use calendar button to look up the date.</p> <p>Click the <b>Choose a date (Alt+5)</b> button.</p> <p><input data-bbox="342 1003 378 1037" type="button" value="31"/></p>
14.	<p>Click the <b>29</b> link.</p> <p><input data-bbox="342 1098 391 1136" type="button" value="29"/></p>
15.	<p>Enter the invoice amount. In this example, enter "<b>25.00</b>".</p> <p><b>Gross Invoice Amount:</b> <input data-bbox="699 1205 1057 1243" type="text" value="0.00"/></p>
16.	<p>Click the <b>Add</b> button.</p> <p><input data-bbox="342 1304 483 1341" type="button" value="Add"/></p>
17.	<p>The information that was entered on the <b>Search</b> page transfers to the <b>Invoice Information</b> page.</p>
18.	<p>Direct Deposit can not be used for Single Payment vouchers.</p>

## EUT Course



Step	Action
19.	<p>Use the <b>Description</b> field in the <b>Invoice Lines</b> section to enter a description of the voucher. This is field is 19 characters long.</p> <p>Enter the desired information into the <b>Description</b> field. Enter "<b>Refund for...</b>".</p> <p><b>Description</b> <input style="border: 1px solid red;" type="text"/></p>
20.	<p>To move down the page, Click the scrollbar.</p>
21.	<p>Enter the date that the invoice is received.</p> <p>Enter t for today's date, enter the date in the format mmddyy (no slashes) or click on the <b>Choose a date (Alt+5)</b> button to select a date.</p> <p>in this example enter "<b>t</b>".</p> <p><b>Inv Receipt Dt:</b> <input style="border: 1px solid red;" type="text"/></p>
22.	<p>Enter the <b>Service Date</b>.</p> <p>Enter the desired information into the <b>Service Date</b> field. Enter "<b>t</b>".</p> <p><b>Service Date:</b> <input style="border: 1px solid red;" type="text"/></p>

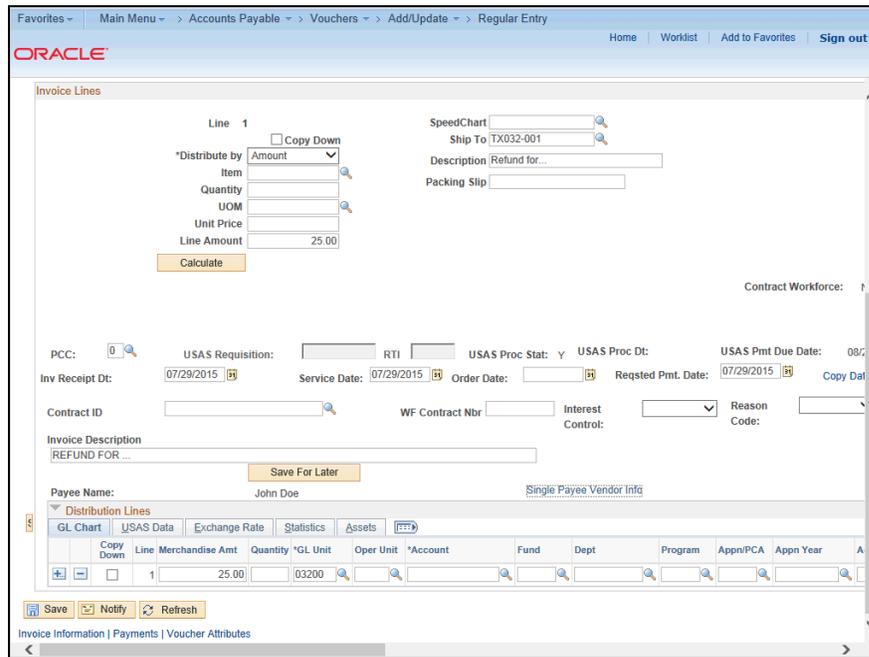
Step	Action
23.	<p>Enter the Requested Payment Date.</p> <p>Enter the desired information into the <b>Reqsted Pmt. Date</b> field. Enter "<b>t</b>".</p> <p><b>Reqsted Pmt. Date:</b> <input type="text"/></p>
24.	<p>This description field is 50 characters long</p> <p>Enter the desired information into the <b>Invoice Description</b> field. Enter "<b>Refund for ...</b>".</p> <p><b>Invoice Description</b></p> <input type="text"/>
25.	<p>The <b>Single Payee Vendor</b> is where the name and address for the warrent is entered.</p> <p>Click the <b>Single Payee Vendor Info</b> link.</p> <p><a href="#">Single Payee Vendor Info</a></p>



Step	Action
26.	<p>Enter the desired information into the <b>Name</b> field. Enter "<b>John Doe</b>".</p> <p><b>Name:</b> <input type="text"/></p>
27.	<p>Enter the desired information into the <b>Address 1</b> field. Enter "<b>123 Any St.</b>".</p> <p><b>Address 1</b> <input type="text"/></p>

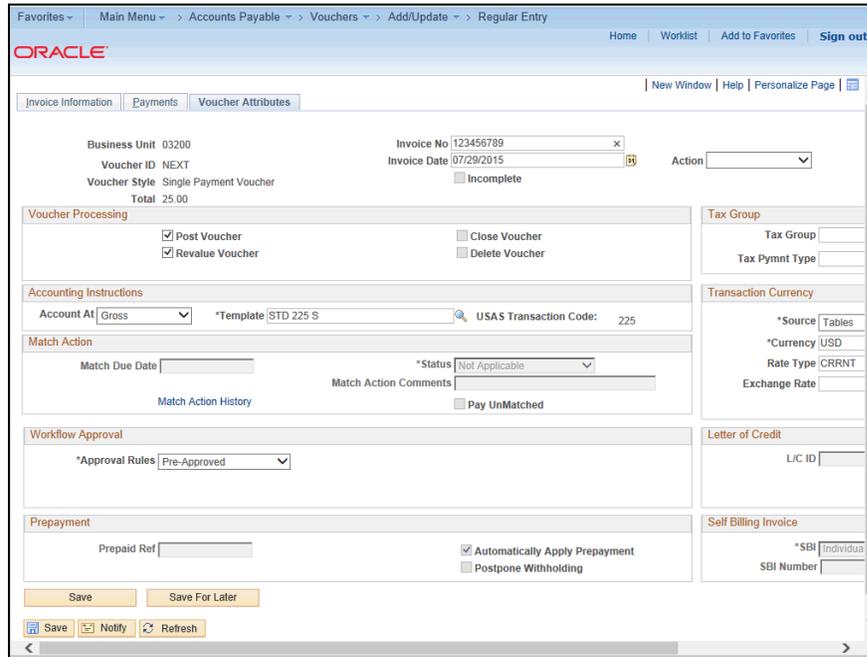
## EUT Course

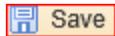
Step	Action
28.	Enter the desired information into the <b>City</b> field. Enter " <b>Austin</b> ". City <input type="text"/>
29.	Enter the desired information into the <b>Postal</b> field. Enter " <b>78728</b> ". Postal <input type="text"/>
30.	Enter the desired information into the <b>State</b> field. Enter " <b>TX</b> ". State <input type="text"/>
31.	Click the <b>OK</b> button. <input type="button" value="OK"/>
32.	The <b>Distribution Lines</b> section is used to enter the account code information so the system can process and post the voucher.
33.	The <b>Merchandise Amt.</b> populates with the invoice amount that was entered on the Add a New Voucher page.  The <b>GL Unit</b> is populated with the agency's business unit number.



Step	Action
34.	Enter the GL account code or use the look up feature to search for the correct code. Click the <b>Look up Account (Alt+5)</b> button. 
35.	This example enters a partial code. Enter the desired information into the <b>Account</b> field. Enter " <b>733</b> ". Account:   begins with ▾ <input type="text" value="733"/>
36.	Click the <b>Look Up</b> button. 
37.	Select the correct code from the list. Click the <b>7330</b> link. 
38.	Enter the Fund associate with the account code. Enter the desired information into the <b>Fund</b> field. Enter " <b>0010</b> ". <input type="text" value="Fund"/>
39.	Enter the desired information into the <b>Dept</b> field. Enter " <b>3000</b> ". <input type="text" value="Dept"/>
40.	Enter the desired information into the <b>Program</b> field. Enter " <b>20</b> ". <input type="text" value="Program"/>
41.	Enter the desired information into the <b>Appn Year</b> field. Enter " <b>201301</b> ". <input type="text" value="Appn Year"/>
42.	To move across the page, click the scrollbar.
43.	Enter the agency's chartfield numbers. In this example enter " <b>B1</b> " into the <b>Agy Chartfield 1</b> field.
44.	To move back across the page, click the scrollbar. 
45.	To move up to the top of the page, click the scrollbar.
46.	Click the <b>Voucher Attributes</b> tab. 

## EUT Course



Step	Action
47.	<p>The <b>Template</b> field is used to determine what tcode will be sent to the Uniform Statewide Accounting System (USAS).</p> <p>Click the <b>Look up Template (Alt+5)</b> button.</p> 
48.	<p>A list of possible templates displays. Select the appropriate template for the situation. In this example, click the <b>245 SUM</b> link.</p> 
49.	<p>A warning <b>Message</b> displays advising the Confidentiality Indicators will be changed based on the new Template selection.</p> <p>Click the <b>OK</b> button to accept the changes to the Template and the Confidentiality Indicators.</p> 
50.	<p>Click the <b>Save</b> button.</p> 
51.	<p>The Voucher will not be sent to USAS until Budget Check and Journal Generate have completed.</p>
52.	<p>Congratulations! In this topic, you successfully entered a single payment voucher.</p> <p><b>End of Procedure.</b></p>

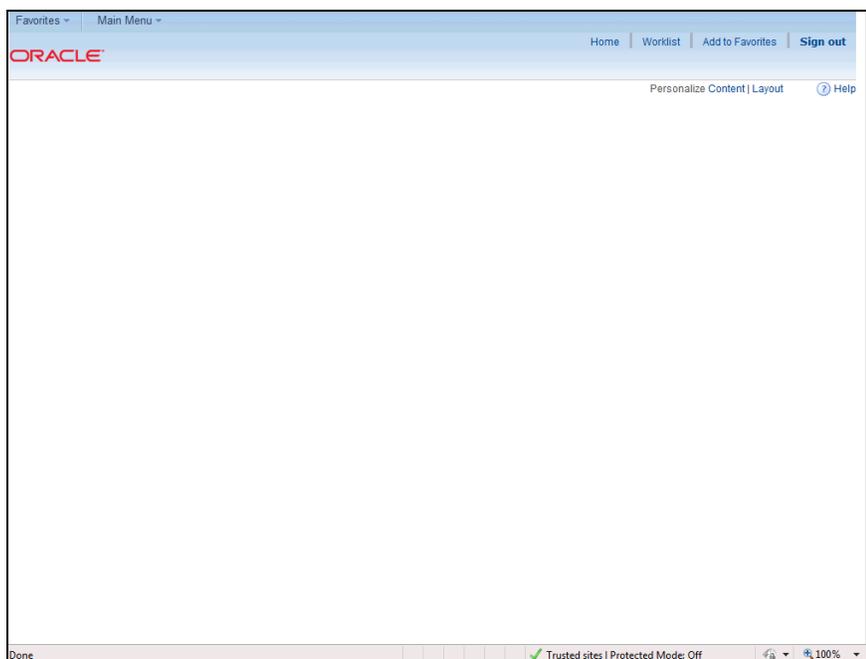
## Entering Template Vouchers

### Section 3, Lesson 2, Exercise - Scenario 4 Entering Template Vouchers

#### Procedure

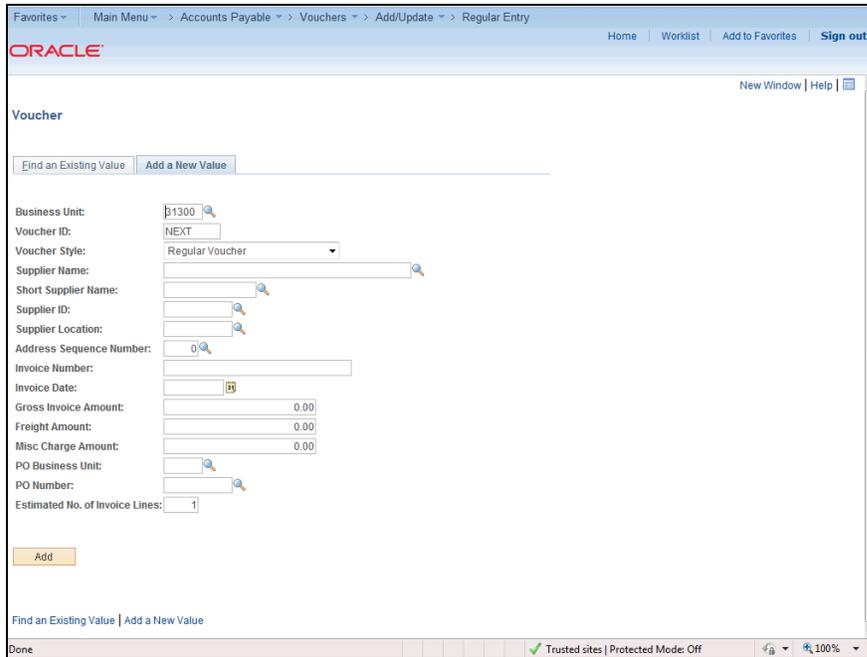
In this topic, you will create a voucher template. This template can be used as a model in the future to expedite the voucher entry process.

Step	Action
1.	<p>CAPPS lets you automate the creation of recurring vouchers. Items such as rent, utilities, lease payments and regular shipments are often made to the same suppliers for consistent amounts. As with all invoices, these regular invoices require vouchers for payment.</p> <p>A template voucher allows you to use an existing voucher as a model for other vouchers that will be created in the future. Creating a template voucher reduces keystrokes and increases data entry efficiency. A template voucher is never paid or posted and is only available for use for the same supplier.</p>



## EUT Course

Step	Action
2.	Click the <b>Main Menu</b> button. 
3.	Click the <b>Accounts Payable</b> menu.  Accounts Payable ▶
4.	Click the <b>Vouchers</b> menu.  Vouchers ▶
5.	Click the <b>Add/Update</b> menu.  Add/Update ▶
6.	Click the <b>Regular Entry</b> link.  Regular Entry



Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ORACLE Home | Worklist | Add to Favorites | Sign out

Voucher New Window | Help

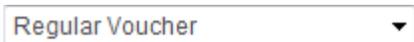
Find an Existing Value | Add a New Value

Business Unit: 31300  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Supplier Name:   
 Short Supplier Name:   
 Supplier ID:   
 Supplier Location:   
 Address Sequence Number: 0  
 Invoice Number:   
 Invoice Date:   
 Gross Invoice Amount: 0.00  
 Freight Amount: 0.00  
 Misc Charge Amount: 0.00  
 PO Business Unit:   
 PO Number:   
 Estimated No. of Invoice Lines: 1

Add

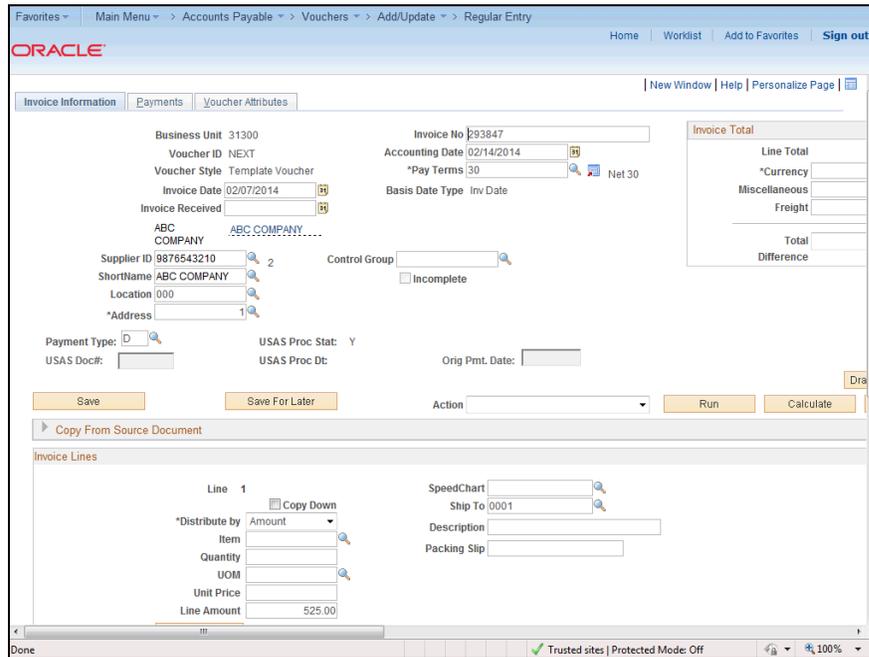
Find an Existing Value | Add a New Value

Done Trusted sites | Protected Mode: Off 100%

Step	Action
7.	<p>The <b>Regular Entry, Voucher</b> search page displays.</p> <p>On the <b>Add a New Value</b> tab, notice the following defaults:</p> <p><b>Business Unit</b> defaults based on your User Preferences; this can be changed if you have the appropriate security.</p> <p><b>Voucher ID</b> defaults with NEXT; the system will assign the next available voucher ID when the voucher is saved.</p> <p><b>Voucher Style</b> defaults with Regular Voucher; this can be changed.</p>
8.	<p>Click the <b>Voucher Style</b> list to display the valid values.</p> 
9.	<p>A <b>Template Voucher</b> is used for generating regular vouchers that share voucher information.</p> <p>Click the <b>Template Voucher</b> list item.</p> 
10.	<p>Click the <b>Look up Supplier ID (Alt+5)</b> button next to the Supplier ID field.</p> 
11.	<p>Enter <b>ABC Company</b> into the <b>Short Supplier Name</b> field.</p>
12.	<p>Click the <b>Look Up</b> button.</p> 
13.	<p>Click the <b>ABC Company</b> link.</p> 
14.	<p>Enter <b>293847</b> into the <b>Invoice Number</b> field.</p>
15.	<p>In the <b>Invoice Date</b> field, enter t for today's date, enter the date in the format mmddyy (no punctuation), or click the <b>Choose a Date (Alt+5)</b> button to select a date.</p> <p>In this example, click the <b>Choose a date (Alt+5)</b> button.</p> 
16.	<p>Notice the month defaulted to February and the year defaulted to 2014 but both can be changed, if needed. For this example, accept the default month and year.</p> <p>Click the <b>7</b> link to select the seventh day of the month.</p> 
17.	<p>Enter <b>525.00</b> into the <b>Gross Invoice Amount</b> field.</p>

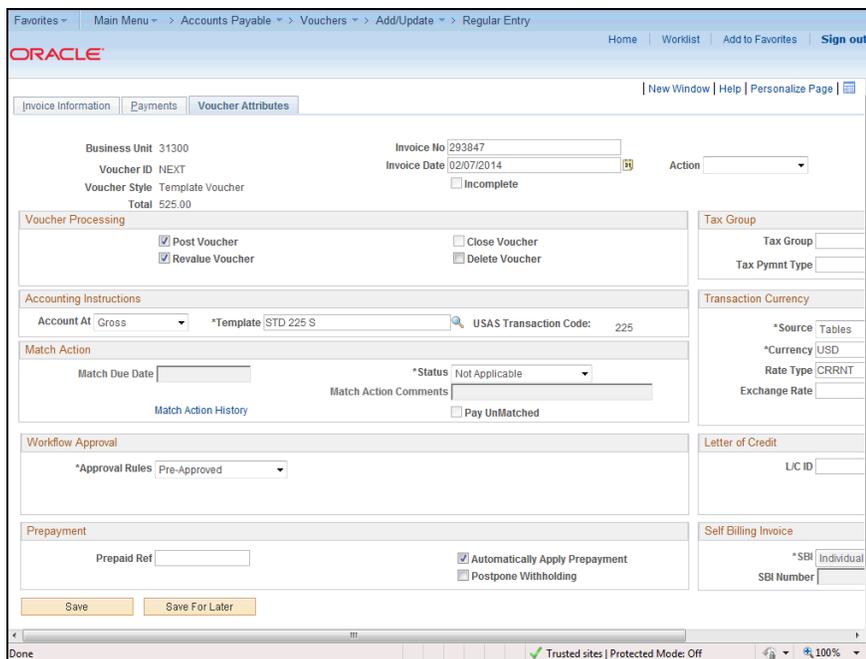
## EUT Course

Step	Action
18.	Click the <b>Add</b> button. 



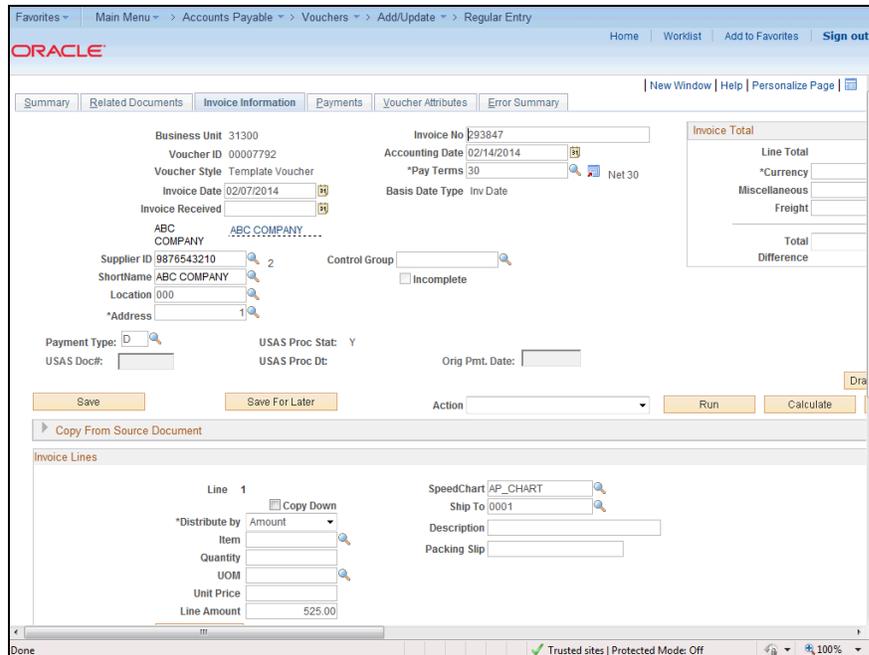
Step	Action
19.	Use the <b>Invoice Information</b> tab to enter or view invoice information, including invoice header information, non-merchandise charges and voucher line and distribution information.
20.	Click the right arrow on the horizontal scrollbar.
21.	In the header information section, click the <b>Template</b> link. 
22.	Enter <b>Server</b> into the <b>Template ID</b> field.
23.	Enter <b>Monthly Server Lease Payment</b> into the <b>Description</b> field.
24.	Click the <b>OK</b> button. 
25.	Click the left arrow on the horizontal scrollbar.
26.	Click the down arrow on the vertical scrollbar to view the <b>Invoice Lines</b> section.

Step	Action
27.	In the <b>Invoice Line</b> section, enter <b>Monthly Server Payment</b> into the <b>Invoice Description</b> field.  <b>Note:</b> The system will send the information in the <b>Invoice Description</b> field to USAS and store it as the USAS description field.
28.	For each Invoice Line that you enter into the voucher, you must also enter the distribution information in the <b>Distribution Lines</b> section.  The fields in this section can be entered manually or populated by using a <b>SpeedChart</b> .  <b>SpeedCharts</b> enable an unlimited number of ChartField combinations to increase data entry efficiency.
29.	Enter <b>AP_CHART</b> into the <b>SpeedChart</b> field.
30.	Click the up arrow on the vertical scrollbar to return to the top of the page.
31.	Click the <b>Voucher Attributes</b> tab.  



## EUT Course

Step	Action
32.	<p>The <b>Template</b> field is used to identify the accounting entry template associated with the voucher.</p> <p>The accounting entry template controls the offset accounts such as sales tax, freight and discount accounts. It also determines the USAS T-code, DocType and USAS generated T-code.</p> <p>To change the Template, you would click the <b>Look up Template (Alt+5)</b> button and select the appropriate template.</p> <p>In this example, accept the defaulted Template.</p>
33.	<p>Click the <b>Invoice Information</b> tab.</p> 
34.	<p>Notice the <b>Voucher ID</b> in the header information section is still NEXT.</p> <p>Click the down arrow on the vertical scrollbar to save the voucher.</p>
35.	<p>Click the <b>Save</b> button.</p> 



Oracle CAPPS Financials - Add/Update - Regular Entry

Business Unit: 31300 | Invoice No: 293847

Voucher ID: 0007792 | Accounting Date: 02/14/2014

Voucher Style: Template Voucher | \*Pay Terms: 30 Net 30

Invoice Date: 02/07/2014 | Basis Date Type: Inv Date

Supplier: ABC COMPANY | Supplier ID: 9878543210 | Control Group: [ ]

ShortName: ABC COMPANY | Location: 000 | \*Address: [ ]

Payment Type: [ ] | USAS Proc. Stat: Y | USAS Doc#: [ ] | USAS Proc. Dt: [ ] | Orig Pmt. Date: [ ]

Buttons: Save, Save For Later, Action, Run, Calculate

Invoice Lines:

Line	SpeedChart	Ship To	Description	Packing Slip	Line Amount
1	AP_CHART	0001			525.00

Step	Action
36.	<p>Notice that the <b>Voucher ID</b> was assigned and the following three new tabs display after the voucher was saved: <b>Summary</b>, <b>Related Documents</b> and <b>Error Summary</b>.</p> <p>Those tabs provide additional information related to the voucher:</p> <ul style="list-style-type: none"> <li>- <b>Summary</b>: summarizes information from the other voucher pages such as voucher header information, statuses and payment terms.</li> <li>- <b>Related Documents</b>: displays related document information including payment details, purchase order information, receiver information and voucher adjustment details.</li> <li>- <b>Error Summary</b>: provides Voucher Build processing errors, matching errors, duplicate invoices and out-of-balance and combination edit errors on the voucher.</li> </ul>
37.	<p>Congratulations! You successfully created a voucher template. This template can be used as a model in the future to expedite the voucher entry process.</p> <p><b>End of Procedure.</b></p>

## Entering Adjustment Vouchers

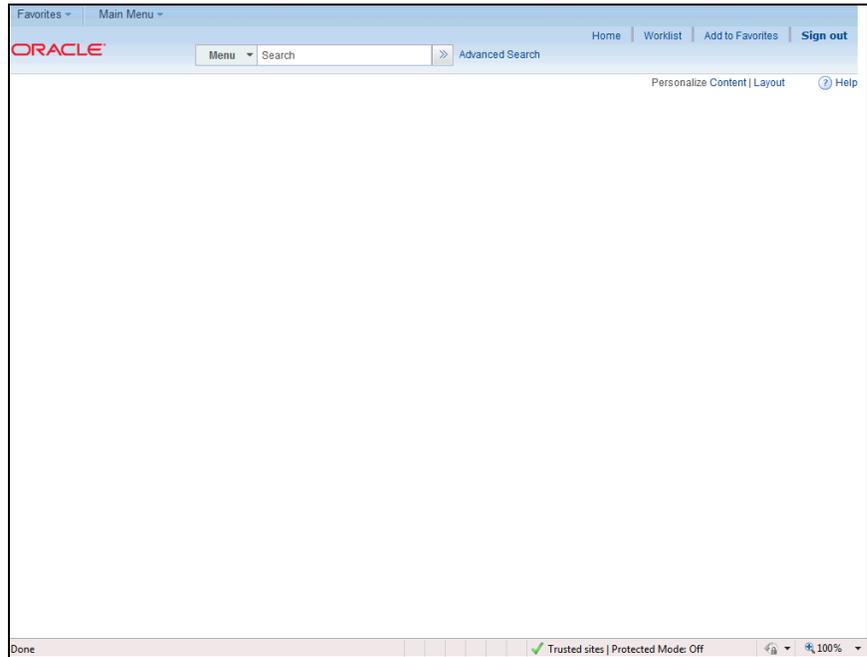
### Section 3, Lesson 3, Exercise - Scenario 1 Entering Adjustment Vouchers

#### Procedure

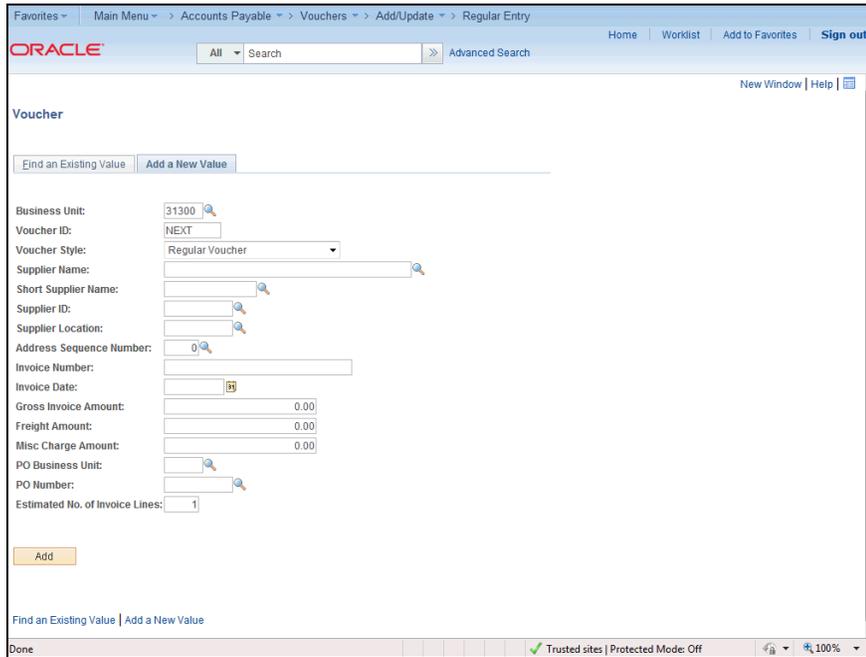
In this topic, you will enter an adjustment voucher.

Step	Action
1.	<p>An adjustment voucher is used to make corrections to an existing voucher. The adjustment can be entered manually, or the original voucher information can be copied into the adjustment voucher using a copy worksheet.</p> <p>Voucher adjustments are vouchers that are created with positive or negative amounts representing the adjustment, then "linked" to the voucher that required the adjustment. The result is updated accounting entries when the adjustment voucher is posted. So that the net effect is a \$0.00 voucher.</p> <p>In this exercise, an adjustment voucher will be created to fix the accounting distribution for a previously posted voucher.</p>

## EUT Course

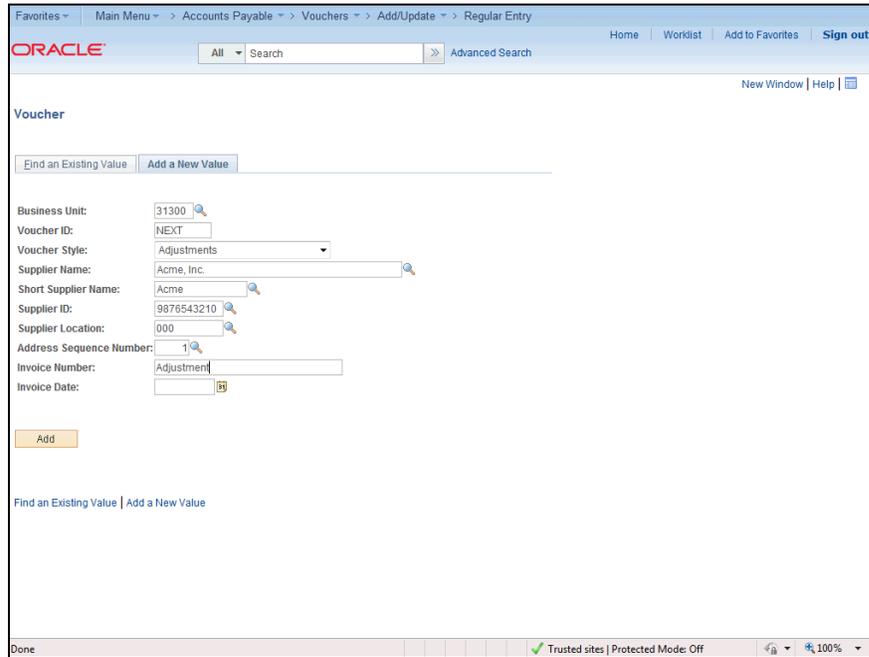


Step	Action
2.	Adjustment vouchers are used to record corrections to previously posted vouchers. Click the <b>Main Menu</b> button. 
3.	Click the <b>Accounts Payable</b> menu.  <a href="#">Accounts Payable</a> ▶
4.	Click the <b>Vouchers</b> menu.  <a href="#">Vouchers</a> ▶
5.	Click the <b>Add/Update</b> menu.  <a href="#">Add/Update</a> ▶
6.	Click the <b>Regular Entry</b> link.  <a href="#">Regular Entry</a>

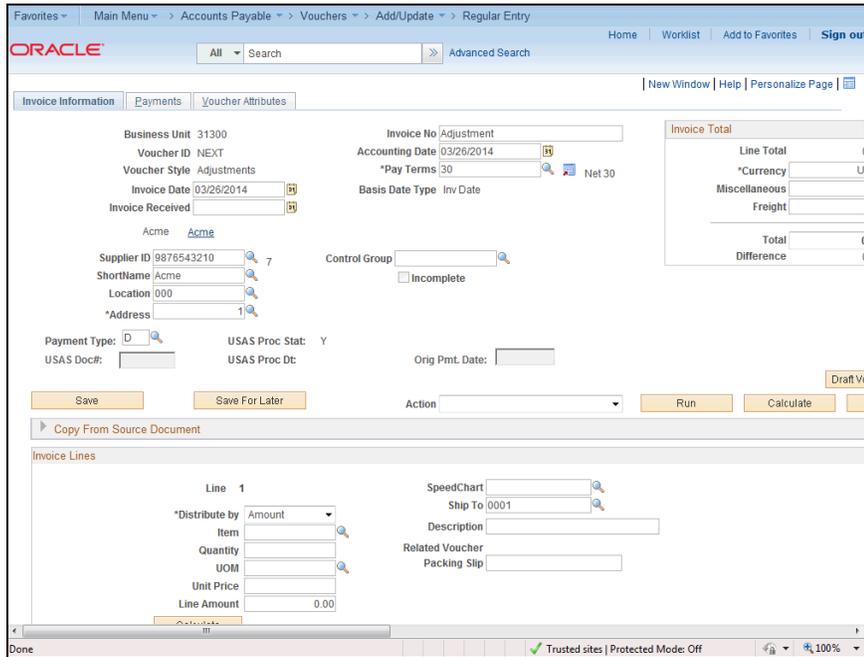


Step	Action
7.	<p>Notice that <b>Business Unit</b> defaults based on your User Preferences.</p> <p>Also, notice NEXT defaults into the <b>Voucher ID</b> field. When you save the Voucher, the system will assign the next available Voucher ID.</p>
8.	<p>Click the <b>Voucher Style</b> list to display the valid values.</p> <p><input type="text" value="Regular Voucher"/></p>
9.	<p>In this example, enter an adjustment to a voucher.</p> <p>Click the <b>Adjustments</b> list item.</p> <p><a href="#">Adjustments</a></p>
10.	<p>Enter <b>ACME</b> into the <b>Short Supplier Name</b> field.</p>
11.	<p>Enter <b>Adjustment</b> into the <b>Invoice Number</b> field.</p>

## EUT Course

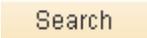


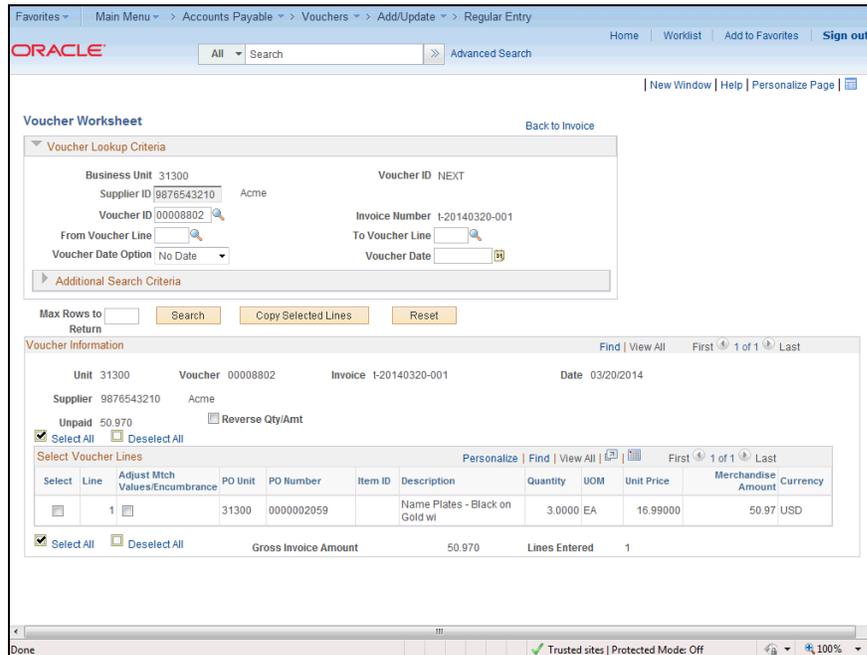
Step	Action
12.	Notice the <b>Supplier Name</b> , <b>Supplier ID</b> and <b>Supplier Location</b> were auto-populated after you entered the <b>Short Supplier Name</b> .
13.	Enter the invoice date into the <b>Invoice Date</b> field.  For this exercise, enter <b>t</b> into the <b>Invoice Date</b> field.
14.	Click the <b>Add</b> button.  



Step	Action
15.	This <b>Invoice Information</b> tab enables you to enter or view invoice information, including invoice header information, non-merchandise charges and voucher line and distribution information.
16.	Click the <b>Copy From Source Document</b> expansion section option to view more fields. 
17.	The <b>Copy From Source Document</b> section used to copy source documents to save data entry time.  Click the <b>Copy From Worksheet</b> link. <a href="#">Copy From Worksheet</a>
18.	This section will display only the types of source documents you are allowed to copy for that voucher style. For adjustments, only vouchers can be copied.  The <b>Voucher Worksheet</b> provides various search capabilities:  - Search by <b>Supplier ID</b> - Search by <b>Voucher ID</b> - Search for lines within a voucher - Search for vouchers within a date range  Enter <b>00008802</b> into the <b>Voucher ID</b> field.

## EUT Course

Step	Action
19.	Click the <b>Search</b> button. 

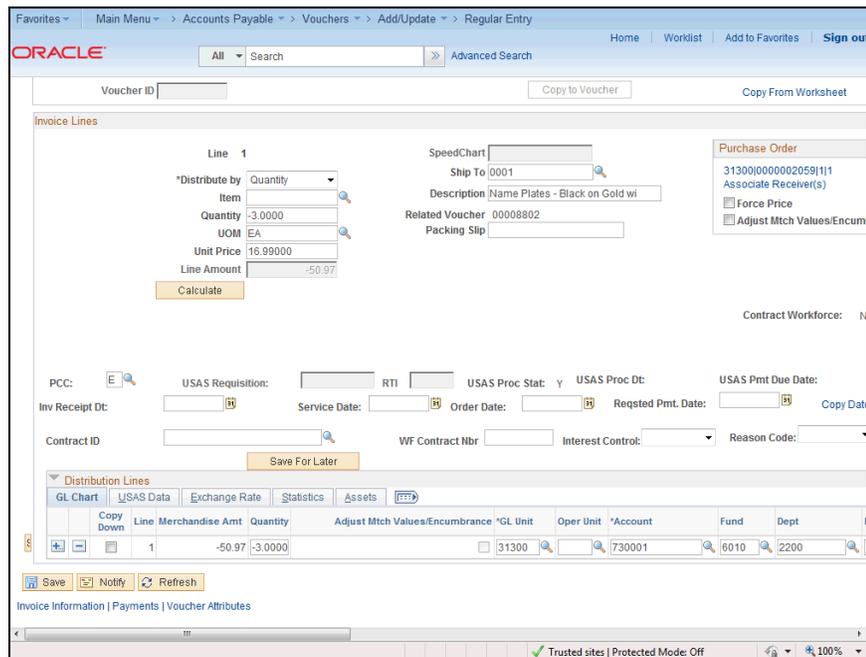


The screenshot shows the Oracle Voucher Worksheet interface. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is "Voucher Worksheet" with a "Back to Invoice" link. The "Voucher Lookup Criteria" section includes: Business Unit 31300, Supplier ID 9876543210 (Acme), Voucher ID NEXT, Invoice Number I-20140320-001, From Voucher Line, To Voucher Line, and Voucher Date Option No Date. Below this are buttons for "Search", "Copy Selected Lines", and "Reset". The "Voucher Information" section shows: Unit 31300, Voucher 00008802, Invoice I-20140320-001, Date 03/20/2014, Supplier 9876543210 (Acme), Unpaid 50.970, and Reverse Qty/Amt. A table titled "Select Voucher Lines" is displayed with the following data:

Select	Line	Adjust Mch Values/Encumbrance	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input type="checkbox"/>	1		31300	0000002059		Name Plates - Black on Gold w/	3.0000	EA	16.99000	50.97	USD
Gross Invoice Amount							50.970	Lines Entered		1	

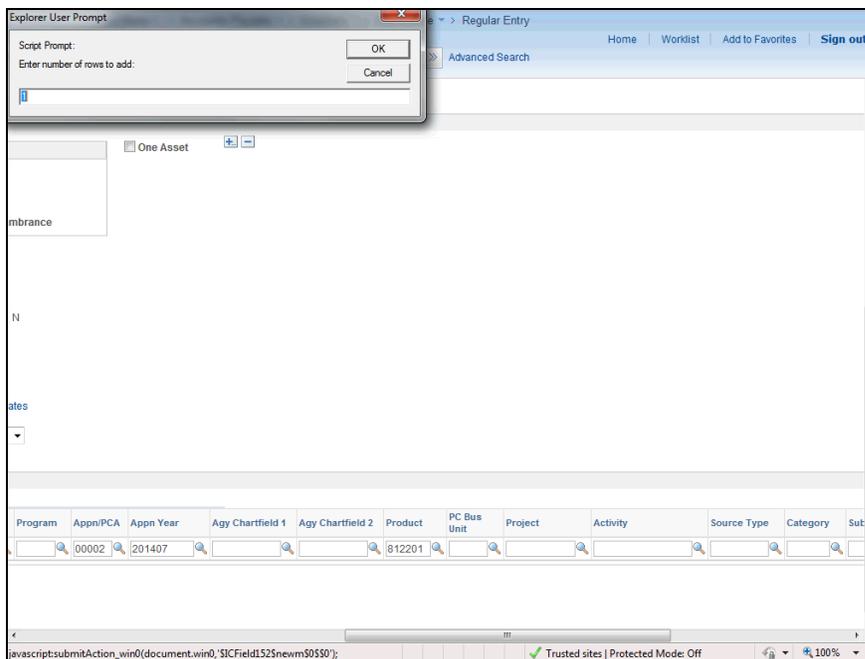
Step	Action
20.	The vouchers and/or voucher lines that meet the search criteria are listed.
21.	Select the lines to be copied. If the search had resulted in multiple lines, select only the ones to be copied.  In this example, the search resulted in only one line.  Click the <b>Select</b> . 

Step	Action
22.	<p>You can update the prior quantity and amount matched against the purchase order by selecting the <b>Reverse Qty/Amt</b> field.</p> <p><b>Note:</b> If you needed the Budget Processor to restore or liquidate the encumbrance budget, select the <b>Adjust Matched Values</b> option.</p> <p>In this example, reverse the original voucher line because it was posted to the wrong Chartfield. You do not need to change the encumbrance budget.</p> <p>Click the <b>Reverse Qty/Amt</b>.</p> <p><input type="checkbox"/> <b>Reverse Qty/Amt</b></p>
23.	<p>Click the <b>Copy Selected Lines</b> button to copy the selected lines to the voucher.</p> <p><b>Copy Selected Lines</b></p>
24.	<p>Click the down arrow on the vertical scrollbar to view the voucher information that was copied.</p>

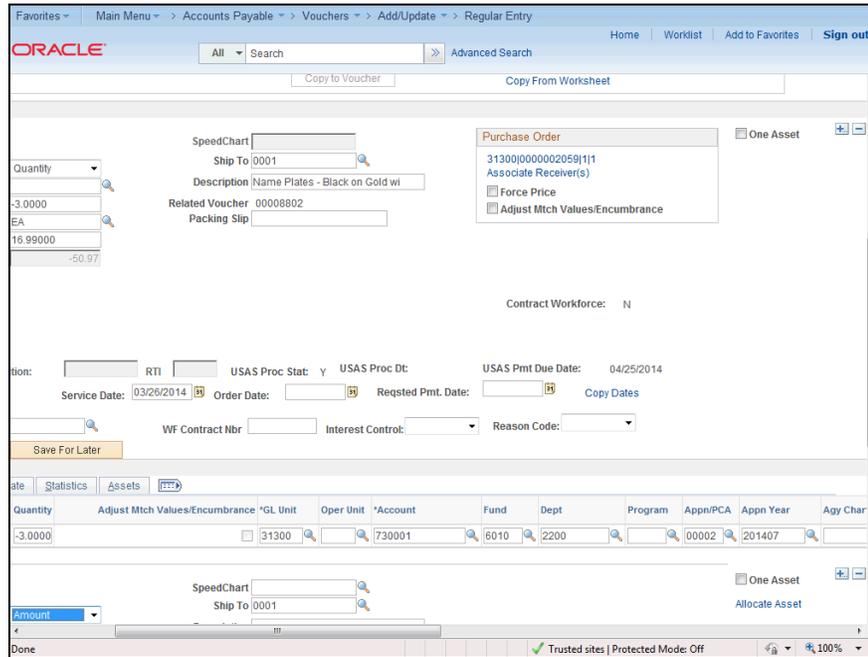


Step	Action
25.	<p>Notice that the <b>Invoice Lines</b> and <b>Distribution Lines</b> from the original voucher have been copied.</p>
26.	<p>The <b>Related Voucher</b> field displays the original Voucher ID.</p>
27.	<p>In the <b>Invoice Lines</b> section, enter <b>t</b> into the <b>Inv Receipt Dt</b> field.</p>

Step	Action
28.	Enter <b>t</b> into the <b>Service Date</b> field.
29.	You need to add another line. Click the right arrow on the horizontal scrollbar to add another invoice line.
30.	To correct the <b>Distribution Lines</b> , you must add another <b>Invoice Line</b> with the correct entry.  Click the <b>Add multiple new rows at row 1 (Alt+7)</b> button. 

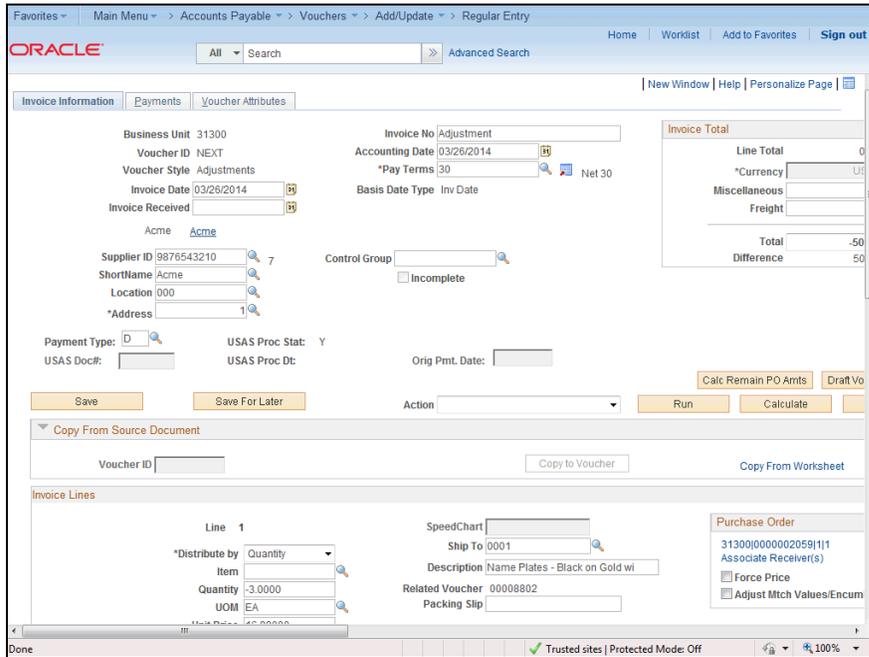


Step	Action
31.	A Prompt popup window appears to specify how many rows you want to add. The default is 1 but can be changed, if needed.  In this example, you only need to add 1 row so you will accept the default.  Click the <b>OK</b> button. 



Step	Action
32.	Click the left arrow on the horizontal scrollbar.
33.	Click the down arrow on the vertical scrollbar to display all of the newly inserted <b>Invoice Line</b> .
34.	In the <b>Invoice Lines</b> section under <b>Line 2</b> , enter <b>50.97</b> into the <b>Line Amount</b> field.
35.	In the <b>Description</b> field, enter <b>Adjustment to voucher</b> .
36.	Enter <b>t</b> into the <b>Inv Receipt Dt</b> field to auto-populate the current date.
37.	Enter <b>t</b> into the <b>Service Date</b> field to auto-populate the current date.
38.	Notice 50.97 defaulted into the <b>Merchandise Amt</b> for Line 2.
39.	Enter <b>721001</b> into the <b>Account</b> field.
40.	Enter <b>6011</b> (the correct fund number) into the <b>Fund</b> field.
41.	Enter <b>00009</b> (the correct PCA) into the <b>Appn/PCA</b> field.
42.	Enter <b>201301</b> into the <b>Appn Year</b> field.
43.	Enter <b>3320</b> into the <b>Dept</b> field.
44.	Click the right arrow on the horizontal scrollbar to display more fields.
45.	Enter <b>unallo</b> into the <b>Product</b> field.
46.	Click the left arrow on the horizontal scrollbar. to return to the beginning of the <b>Distribution Line</b> .
47.	Click the up arrow on the vertical scrollbar.

## EUT Course



Oracle Financials - Add/Update - Regular Entry

Business Unit: 31300 | Invoice No: Adjustment | Accounting Date: 03/26/2014 | \*Pay Terms: 30 Net 30

Supplier ID: 9876543210 | Short Name: Acme | Location: 000 | \*Address: 1

Invoice Date: 03/26/2014 | Invoice Received: [ ]

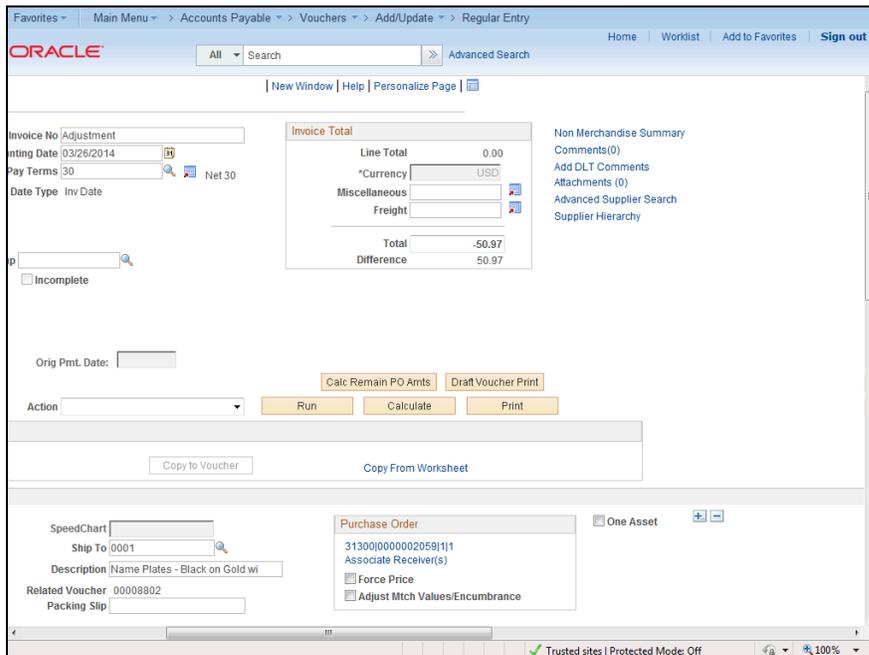
Supplier: Acme | Control Group: [ ]

Payment Type: D | USAS Proc Stat: Y | USAS Doc#: [ ] | USAS Proc Dt: [ ] | Orig Pmt. Date: [ ]

Invoice Total (partially visible):

Line Total	0
*Currency	USD
Miscellaneous	
Freight	
Total	-50
Difference	50

Step	Action
48.	Click the right arrow on the horizontal scrollbar to display the <b>Invoice Total</b> section on the <b>Invoice Information</b> tab.



Oracle Financials - Add/Update - Regular Entry

Invoice No: Adjustment | Accounting Date: 03/26/2014 | \*Pay Terms: 30 Net 30

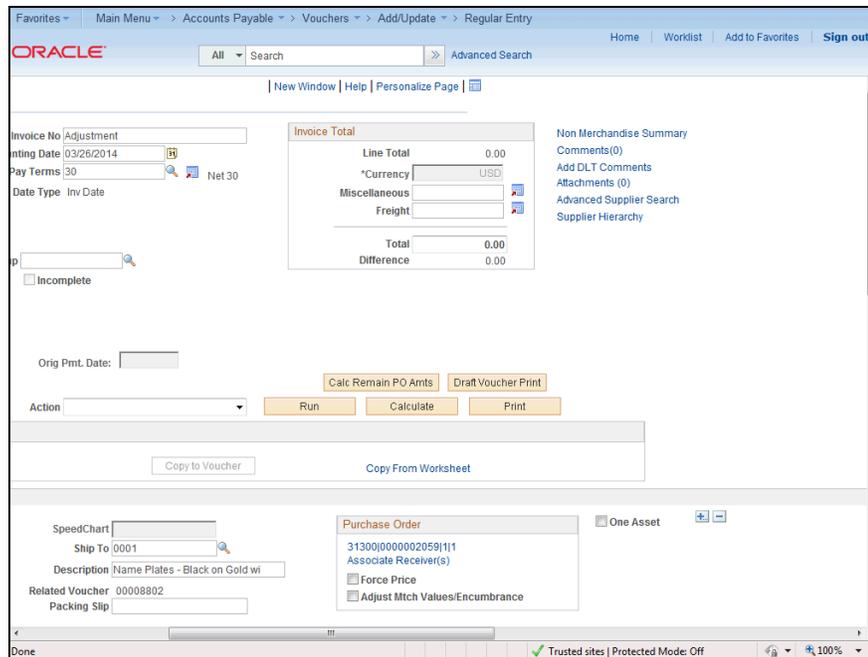
Supplier: Acme | Control Group: [ ]

Invoice Total (fully visible):

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Total	-50.97
Difference	50.97

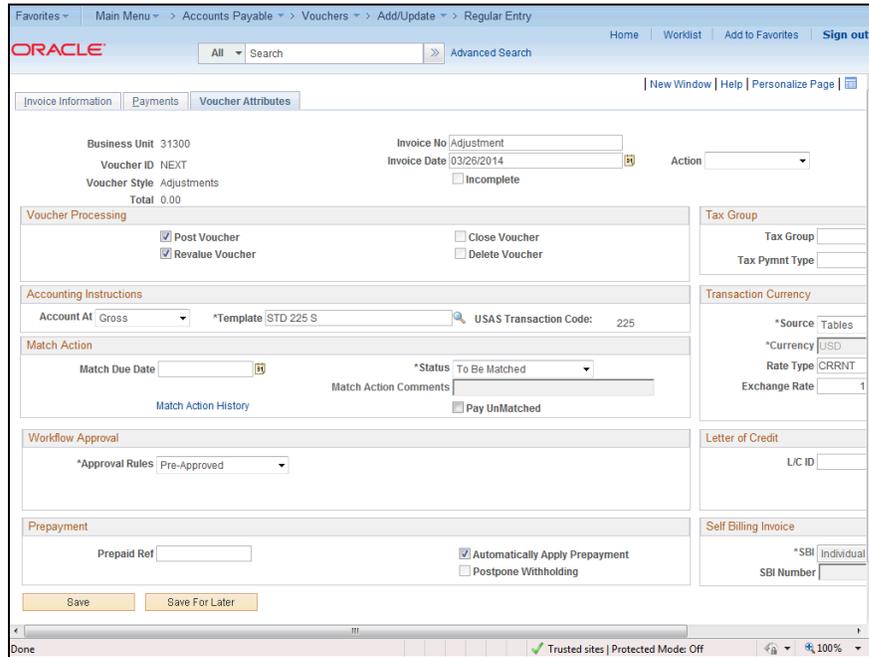
Purchase Order: 31300|000002059|111 Associate Receiver(s)

Step	Action
49.	In the <b>Invoice Total</b> section, notice that the <b>Line Total</b> is equal to 0.00, the <b>Total</b> is -50.97 and the <b>Difference</b> is 50.97. The amounts must balance in order to process the adjustment.  Enter <b>0</b> into the <b>Total</b> field.
50.	The <b>Total</b> field represents the total for <b>Invoice Line 1</b> .  Click the <b>Calculate</b> button to refresh the totals and confirm the voucher balances.  <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #f4a460;">Calculate</div>



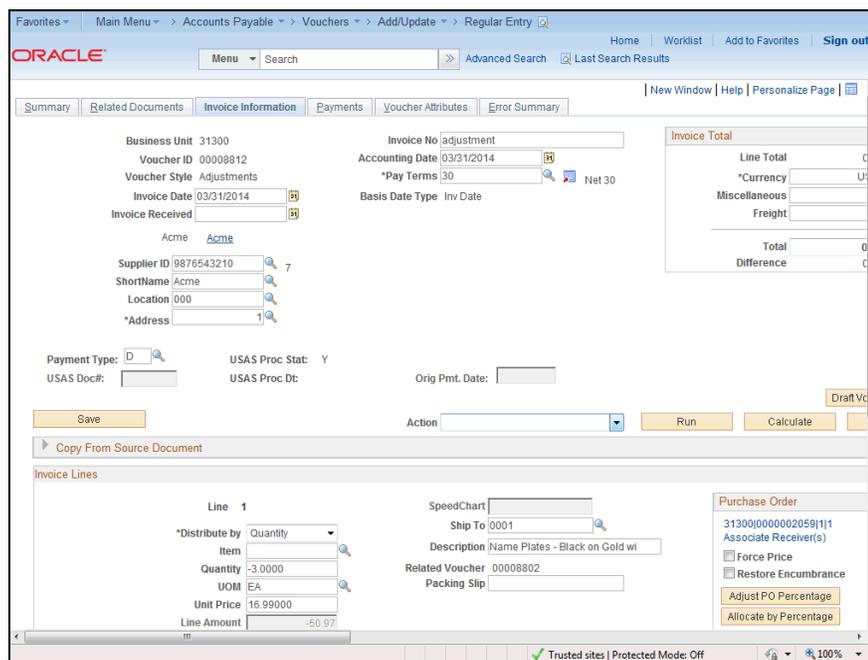
Step	Action
51.	If the voucher is out of balance, a message would appear and you would need to review the <b>Invoice Line</b> details to locate and correct the discrepancy.  Notice that the <b>Difference</b> amount reflects 0.00 and no message appeared. This voucher is balanced.
52.	Click the left arrow on the horizontal scrollbar.
53.	Click the <b>Voucher Attributes</b> tab.  <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #d9e1f2;">Voucher Attributes</div>

## EUT Course



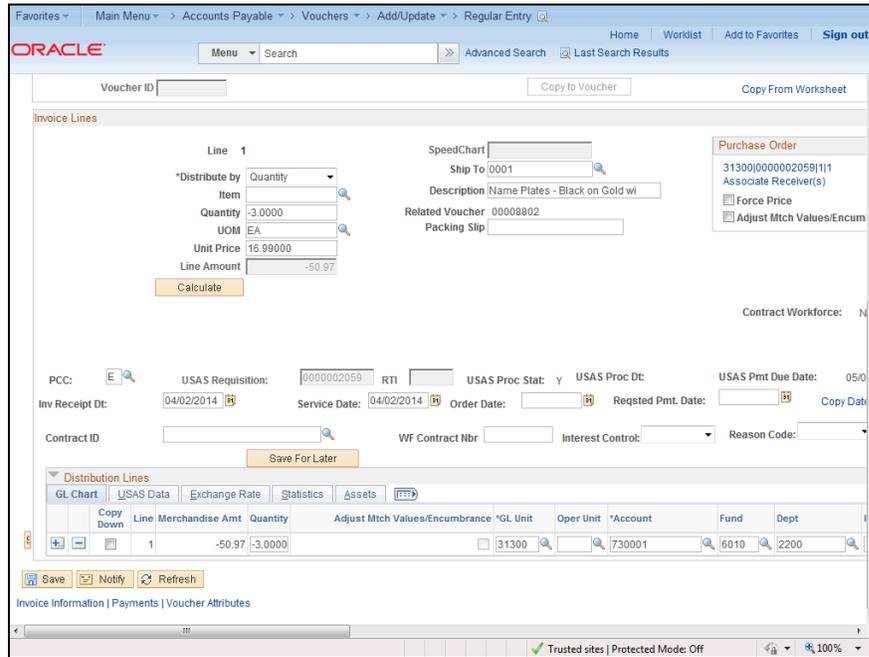
Step	Action
54.	Use the <b>Voucher Attributes</b> page to view the processing options, the <b>Accounting Instructions</b> , the match status in the <b>Match Action</b> section, and the voucher approval setting in the <b>Workflow Approval</b> section.
55.	Confirm the <b>Post Voucher</b> checkbox is selected.
56.	<p>The <b>Template</b> field identifies the accounting entry template that is associated with this voucher.</p> <p>The accounting entry template controls the offset accounts such as sales tax, freight and discount accounts. It also determines the USAS T-code.</p> <p>In this example, the correction does not need to be sent to USAS so, change the <b>Template</b>.</p> <p>Click the <b>Look up Template (Alt+5)</b> button.</p> 
57.	<p>The <b>AP_ACT_ADJ</b> template creates an internal correction to CAPPS. When this template is used, the correction will not be sent to USAS through the interface.</p> <p>In the <b>Accounting Template</b> column, click the <b>AP_ACT_ADJ</b> link.</p> <p><a href="#">AP_ACT_ADJ</a>      <a href="#">AP Liability Acct. Adjust-NOE</a></p>
58.	<p>The <b>Voucher Attributes</b> tab displays with the new <b>Template</b>.</p> <p>Click the down arrow on the vertical scrollbar to display the <b>Save</b> button.</p>

Step	Action
59.	Click the <b>Save</b> button. 
60.	A warning <b>Message</b> popup window displays.  For certain Purchasing Category Codes, a USAS Requisition Number is required. The Requisition number is part of the line that is copied from the purchase order, but is not displayed until the Save button is used.  For this example, the Requisition number was included on Invoice Line 1 but it will need to be added later in the process for Invoice Line 2.  Click the <b>OK</b> button. 
61.	Click the <b>Invoice Information</b> tab to display <b>Invoice Line 1</b> and <b>Invoice Line 2</b> . 



Step	Action
62.	Click the down arrow on the vertical scrollbar to display more fields for <b>Line 1</b> .

## EUT Course



Oracle Financials - Add/Update Voucher Entry

**Invoice Lines**

Line 1

\*Distribute by: Quantity

Item: [ ]

Quantity: -3.0000

UOM: EA

Unit Price: 16.99000

Line Amount: -50.97

Calculate

SpeedChart: [ ]

Ship To: 0001

Description: Name Plates - Black on Gold wi

Related Voucher: 00008802

Packing Slip: [ ]

Purchase Order: 31300000002059111 Associate Receiver(s)

Force Price

Adjust Mch Values/Encum

Contract Workforce: N

PCC: [ ]

USAS Requisition: 000002059 RTI [ ]

USAS Proc Stat: Y

USAS Proc Dt: [ ]

USAS Pmt Due Date: 05/0

Inv Receipt Dt: 04/02/2014

Service Date: 04/02/2014

Order Date: [ ]

Requested Pmt. Date: [ ]

Copy Data

Contract ID: [ ]

WF Contract Nbr: [ ]

Interest Control: [ ]

Reason Code: [ ]

Save For Later

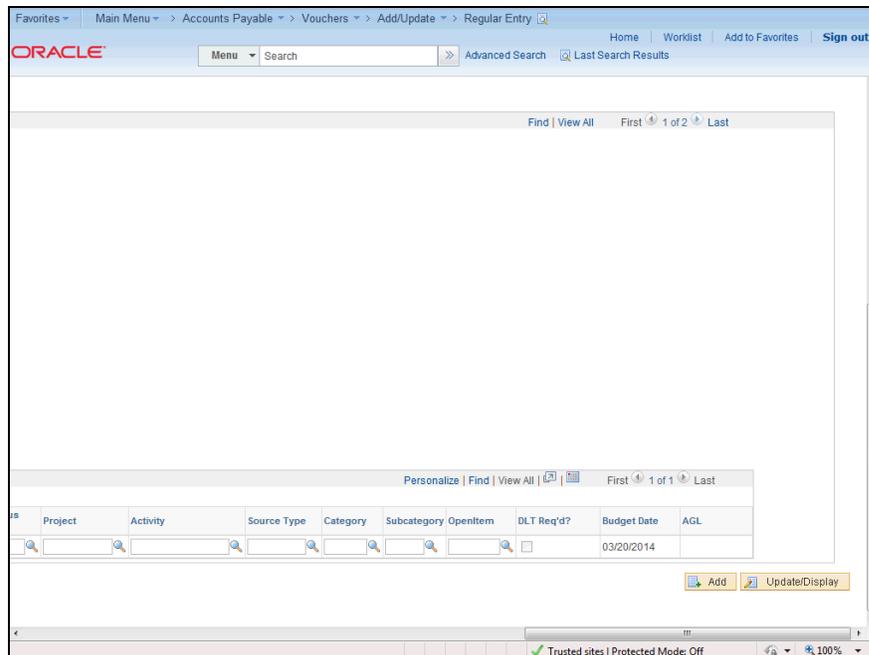
**Distribution Lines**

GL Chart	USAS Data	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	Adjust Mch Values/Encumbrance	GL Unit	Oper Unit	Account	Fund	Dept
						1	-50.97	-3.0000		31300		730001	6010	2200

Save | Notify | Refresh

Invoice Information | Payments | Voucher Attributes

Step	Action
63.	Notice the <b>USAS Requisition</b> number is displayed and protected for <b>Line 1</b> .  The <b>USAS Requisition</b> number for <b>Line 2</b> needs to be added.
64.	Click the right arrow on the horizontal scrollbar to view <b>Line 2</b> .



Oracle Financials - Add/Update Voucher Entry

Find | View All | First | 1 of 2 | Last

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

Project	Activity	Source Type	Category	Subcategory	OpenItem	DLT Req'd?	Budget Date	AGL
							03/20/2014	

Add | Update/Display

Step	Action
65.	<p>Notice you are currently viewing the first of two Invoice Lines.</p> <p>Click the <b>Show next row (Alt+.)</b> button.</p> 
66.	<p>Notice you are now viewing the second of two Invoice Lines.</p> <p>Click the left arrow on the horizontal scrollbar.</p>
67.	<p>In the <b>Invoice Lines</b> section for <b>Line 2</b>, enter <b>0000001865</b> into the <b>USAS Requisition</b> field.</p>
68.	<p>Click the <b>Save</b> button.</p> 
69.	<p>Notice the <b>Voucher ID</b> number has been assigned.</p>
70.	<p>Congratulations! You successfully entered a voucher adjustment.</p> <p><b>End of Procedure.</b></p>

## Entering Reversal Vouchers

### Section 3, Lesson 3, Exercise - Scenario 2 Entering Reversal Vouchers

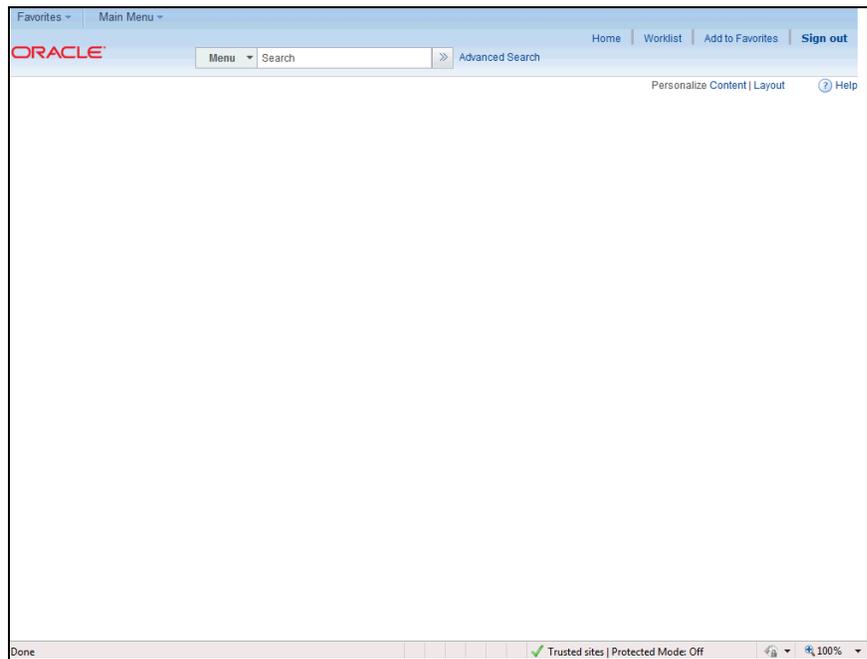
#### Procedure

In this topic, you will record a reversal voucher.

Step	Action
1.	<p>Reversal vouchers enable you to:</p> <ul style="list-style-type: none"> <li>• back out incorrect vouchers and start over</li> <li>• restore the encumbrance for actuals and budgets</li> <li>• reduce the purchase order's matched quantity or amount to re-open the purchase order</li> </ul> <p>CAPPS uses Commitment Control, so a reversal voucher must be used to re-instate encumbrances. Closing a voucher does not re-instate the encumbrance, but using a reversal voucher does.</p> <p>During the matching process, if you restore the encumbrance and reduce the purchase order's matched quantity or amount, the purchase order and receiver status will be partial.</p>

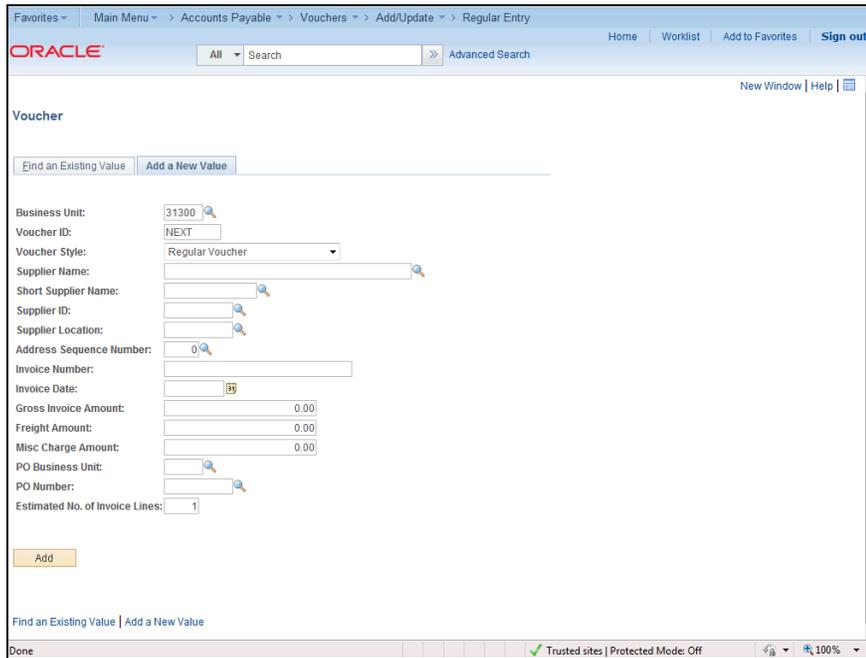
## EUT Course

Step	Action
2.	<p>Consider this situation: a voucher has been paid in USAS but the supplier was incorrect. A cancellation voucher has been created in USAS. To reverse the payment in CAPPS, you need to create a reversal voucher.</p> <p>A reversal voucher can be entered for the unpaid portion of a partially paid voucher. However, the system issues a warning message if you attempt to reverse more than the unpaid balance.</p>



Step	Action
3.	<p>Click the <b>Main Menu</b> button.</p> <p>Main Menu ▾</p>
4.	<p>Click the <b>Accounts Payable</b> menu.</p> <p>Accounts Payable ▶</p>
5.	<p>Click the <b>Vouchers</b> menu.</p> <p>Vouchers ▶</p>
6.	<p>Click the <b>Add/Update</b> menu.</p> <p>Add/Update ▶</p>

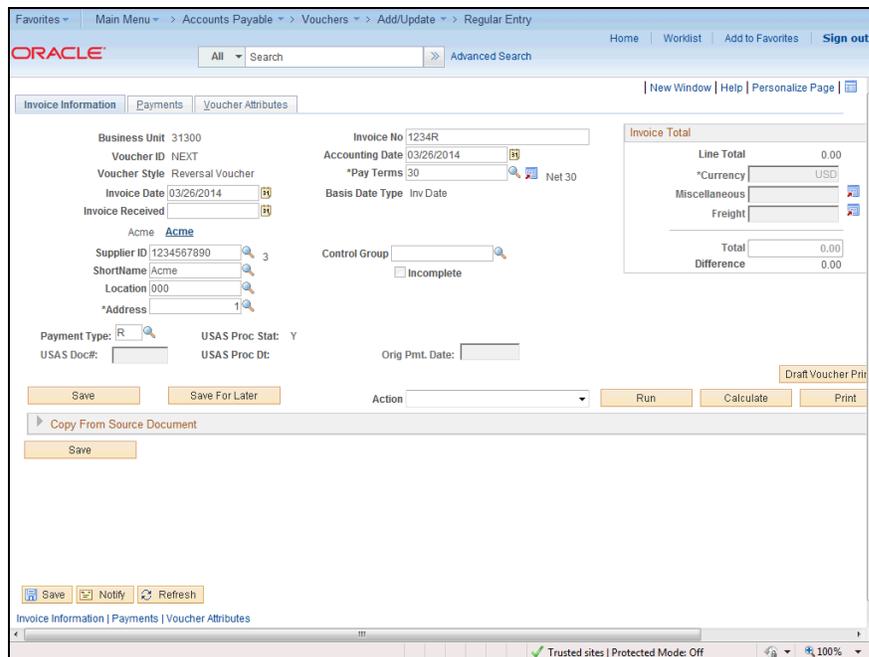
Step	Action
7.	Click the <b>Regular Entry</b> link.  <b>Regular Entry</b>



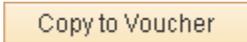
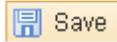
Step	Action
8.	The <b>Add a New Value</b> tab is displayed .  To search for an existing value, click the <b>Find an Existing Value</b> tab.  In this example, the <b>Add a New Value</b> tab is used to add a new Reversal Voucher.
9.	Notice that the <b>Business Unit</b> defaults based on your User Preferences.  Also, NEXT defaults into the <b>Voucher ID</b> field. When you save the Voucher, the system will auto-assign the next available Voucher ID.  Click the <b>Voucher Style</b> list to display the valid values. 
10.	Click the <b>Reversal Voucher</b> list item to create a reversal voucher. <b>Reversal Voucher</b>
11.	Enter the <b>Supplier ID</b> used on the voucher you are reversing.  For this example, enter <b>1234567890</b>

## EUT Course

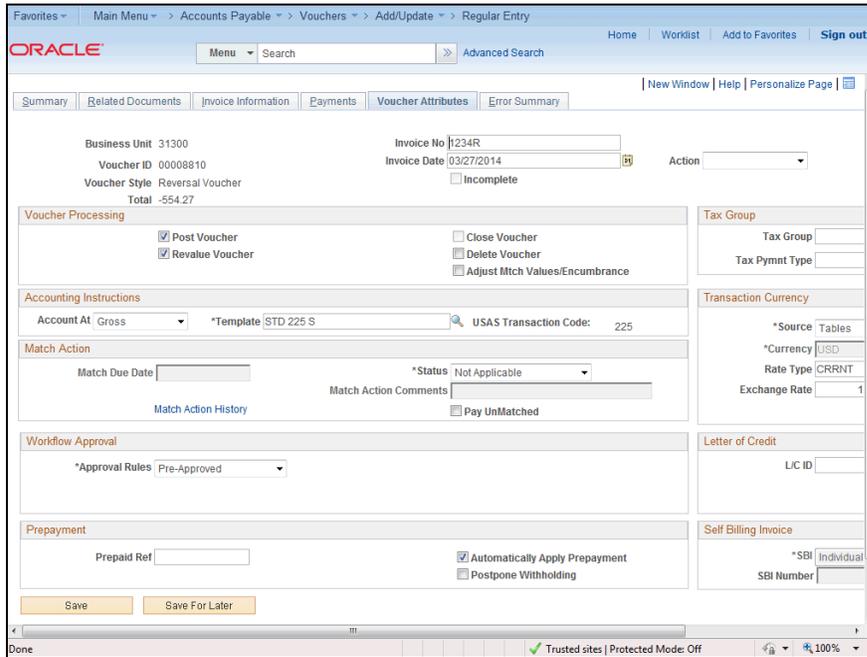
Step	Action
12.	<p>In the <b>Invoice Number</b> field, enter the invoice number of the voucher you are reversing.</p> <p><b>Note:</b> As an option, you can distinguish this reversal voucher from the original voucher by adding an "R" at the end of the Invoice number.</p> <p>For this example, enter <b>1234R</b></p>
13.	<p>When entering a date, enter t for today's date, enter the date in the format mmddyy (no slashes), or click on the <b>Choose a date (Alt+5)</b> button to select a date.</p> <p>For this example, enter <b>t</b> into the <b>Invoice Date</b> field.</p>
14.	<p>Click the <b>Add</b> button.</p> 

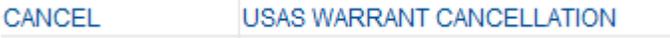
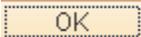


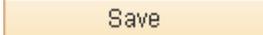
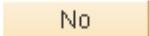
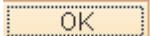
Step	Action
15.	<p>The <b>Invoice Information</b> tab on the <b>Regular Entry</b> page enables you to enter or view invoice information, including invoice header information, non-merchandise charges, voucher line and distribution line information.</p>
16.	<p>Click the <b>Copy From Source Document Expand Section</b> button to view additional voucher information.</p> 

Step	Action
17.	<p>The <b>Copy From a Source Document</b> section allows you to copy an entire voucher, a document (such as a purchase order), or parts of each into the reversal voucher.</p> <p><b>Note:</b> The available information changes depending on the voucher style you selected. Only the types of source documents that you are allowed to copy for that voucher style will be displayed.</p> <p>Click the <b>Look up Voucher ID (Alt+5)</b> button to locate the voucher you want to reverse.</p> 
18.	<p>In this example, reverse voucher 00008646.</p> <p>Click the <b>00008646</b> link.</p>
19.	<p>Select the <b>Reverse Voucher</b> checkbox.</p> <p><input type="checkbox"/> <b>Reverse Voucher</b></p>
20.	<p>Click the <b>Copy to Voucher</b> button to copy the details of voucher ID 00008646.</p> 
21.	<p>The <b>Invoice Lines</b> section for voucher 00008646 is displayed. Click the down arrow on the vertical scrollbar to view more information.</p>
22.	<p>The <b>Adjust Mtch Values/Encumbrance</b> checkbox restores the encumbrance and will adjust the purchase order matched quantity or amount.</p> <p>The option is available only if you are creating a reversal voucher, and if the related purchase order has not been reconciled.</p>
23.	<p>Use the <b>Inv Receipt Dt</b> field to indicate when you received the invoice from the vendor.</p> <p>Enter <b>t</b> into the <b>Inv Receipt Dt</b> field.</p>
24.	<p>Enter <b>t</b> into the <b>Service Date</b> field.</p>
25.	<p>Click the down arrow on the vertical scrollbar.</p>
26.	<p>Click the <b>Save</b> button to save.</p> <p><b>Note:</b> This just saves the voucher; it does not affect the budget or encumbrances and does not reverse the budget.</p> 
27.	<p>Click the up arrow on the vertical scrollbar to return to the top of the page.</p>
28.	<p>Click the <b>Voucher Attributes</b> tab to continue.</p> 

## EUT Course



Step	Action
29.	Use the <b>Voucher Attributes</b> page to view and, if applicable, update the match status, the voucher approval setting, voucher processing options and accounting instructions.
30.	The <b>Template</b> field identifies the Accounting Entry Template that is associated with the voucher. The Accounting Entry Template controls the offset accounts as well as the <b>USAS Transaction Code</b> .  Notice the <b>Template</b> STD 225 S auto-assigns the <b>USAS Transaction Code</b> of 225.
31.	Click the <b>Look up Template (Alt+5)</b> button to view the valid options. 
32.	The <b>CANCEL</b> template is the Accounting Entry Template used in CAPPS when a voucher was canceled in USAS (USAS doc type "c").  Click the <b>CANCEL</b> link. 
33.	A <b>Message</b> popup window displays advising the Confidentiality Indicators will change.  For this example, change the Confidentiality Indicators.  Click the <b>OK</b> button. 

Step	Action
34.	Notice the <b>Template</b> CANCEL auto-assigns the <b>USAS Transaction Code</b> of MAN.
35.	Click the <b>Save</b> button. 
36.	<b>Note:</b> The T-code "MAN" is used to tell CAPPS not to send the transactions associated with the voucher to USAS.  Click the <b>OK</b> button. 
37.	Click the <b>Invoice Information</b> tab to continue. 
38.	The <b>Action</b> list allows you to process the voucher on demand.  Click the <b>Action</b> list to display the valid values. 
39.	The <b>Match, Doc Tol, Bdgt</b> option performs matching, document tolerance and budget-checking on the voucher. Once the process completes, the voucher will be available for posting.  Click the <b>Match, Doc Tol, Bdgt</b> list item. <b>Match, Doc Tol, Bdgt</b>
40.	Click the <b>Run</b> button to initiate the process. 
41.	Click the <b>No</b> button. 
42.	Click the <b>OK</b> button. 
43.	Congratulations! You successfully recorded a reversal voucher. <b>End of Procedure.</b>

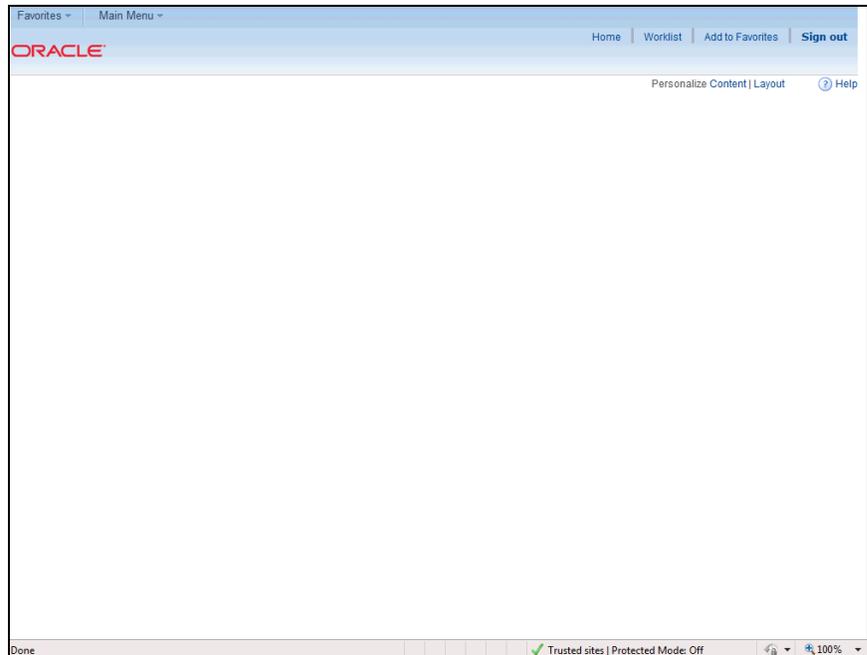
## Entering PO Vouchers with Assets

### Section 3, Lesson 1, Exercise - Scenario 2 Entering PO Vouchers with Assets

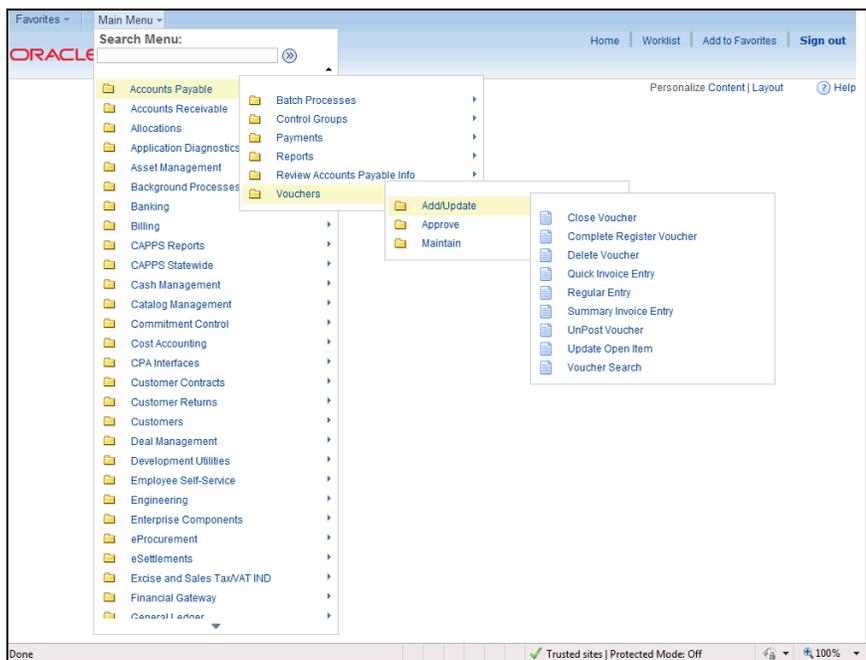
#### Procedure

In this topic, a voucher with a receiver worksheet and asset information is entered into CAPPS.

Step	Action
1.	CAPPS enables you to copy source documents (including PO information with assets) into a voucher to expedite voucher creation and increase accuracy. The PO worksheet allows you to select the PO lines to copy to your voucher.

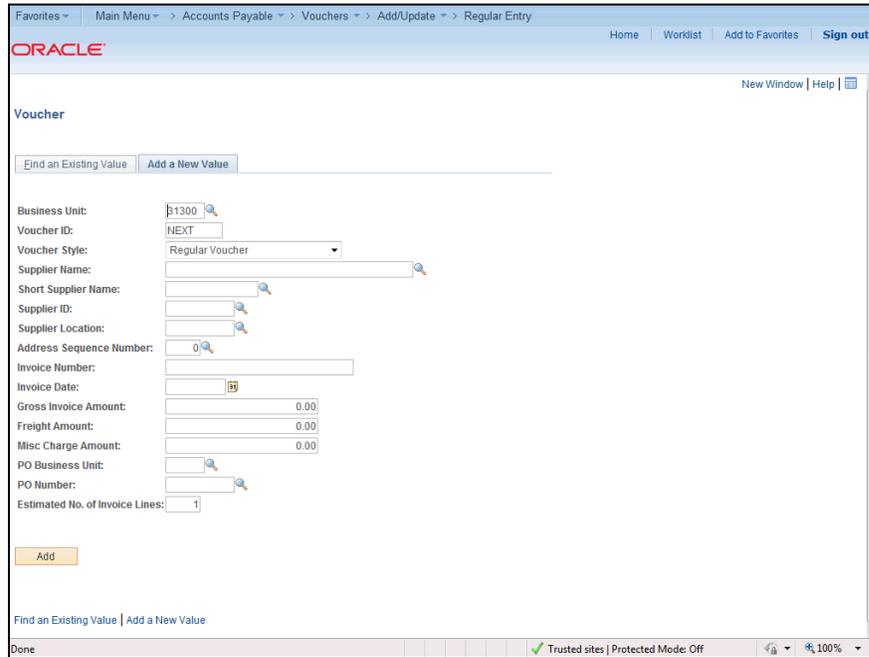


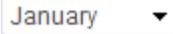
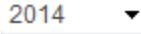
Step	Action
2.	Click the <b>Main Menu</b> button to navigate to the <b>Invoice Information</b> page. 
3.	Click the <b>Accounts Payable</b> menu. 
4.	Click the <b>Vouchers</b> menu. 
5.	Click the <b>Add/Update</b> menu. 

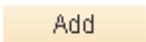


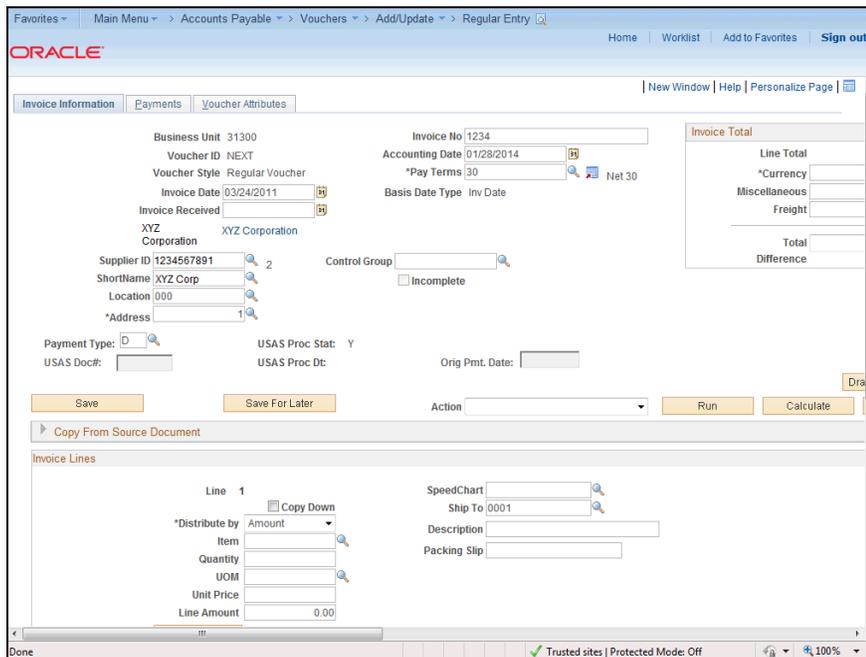
Step	Action
6.	Click the <b>Regular Entry</b> link.  <b>Regular Entry</b>
7.	When looking for an existing voucher, click the <b>Find an Existing Value</b> tab.  In this example, a new PO with assets is being added, so the <b>Add a New Value</b> tab is used.  Notice that in this example, the new voucher will be created in Business Unit 31300.  NEXT defaults into the Voucher ID field. When the Voucher is saved, the system will assign the next available Voucher ID.

## EUT Course



Step	Action
8.	Enter <b>1234567891</b> into the <b>Supplier ID</b> field.  Note: If the <b>Supplier ID</b> field is left blank, the supplier ID will default from the PO.
9.	Enter <b>1234</b> into the <b>Invoice Number</b> field.
10.	You may accept the default current date, enter t for today's date, enter the date in the format mmddyy (no slashes) or click on the <b>Choose a date (Alt+5)</b> button to select a date.  In this case, click the <b>Choose a date (Alt+5)</b> button. 
11.	Click the dropdown list to select a month. 
12.	Click the <b>March</b> list item. 
13.	Click the dropdown list to select the year. 
14.	Click the <b>2014</b> list item. 
15.	Click the <b>24</b> date. 

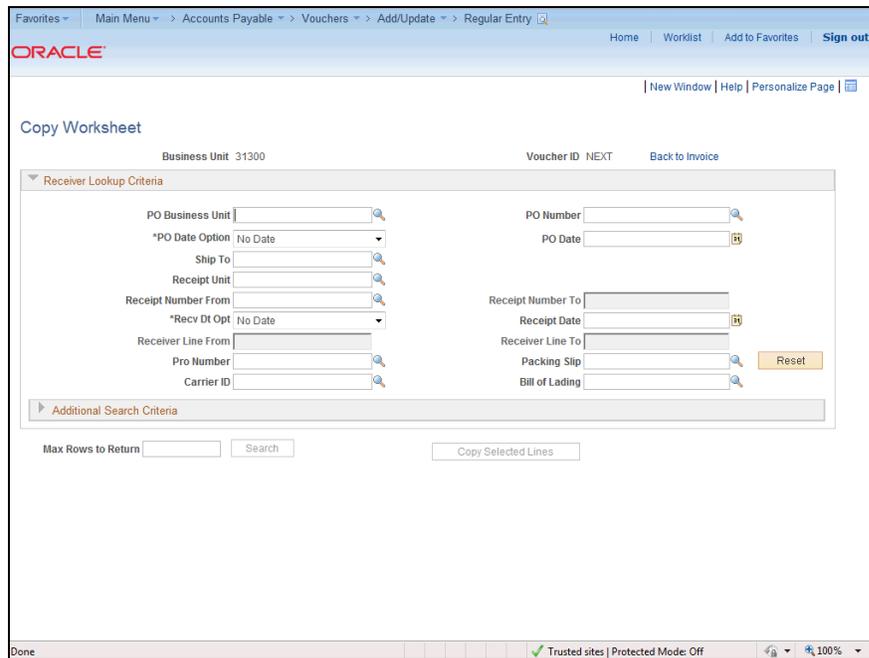
Step	Action
16.	Click the <b>Add</b> button to continue to the <b>Invoice Information</b> tab. 



Step	Action
17.	Use the <b>Invoice Information</b> tab to enter invoice information including invoice header, non-merchandise charges and voucher line and distribution information.
18.	Note that the <b>Voucher ID</b> is still NEXT as the new voucher has not yet been saved.
19.	<p>The <b>Copy from Source Document</b> section is used to copy existing information into the voucher from the following source documents:</p> <ul style="list-style-type: none"> <li>- Non PO Receipt (non purchase order receipt)</li> <li>- PO Receipt (purchase order receipt)</li> <li>- Purchase Order Only</li> <li>- Template</li> </ul> <p>It will allow you to copy the entire source document or portions of it.</p> <p>If you are creating an adjustment voucher, you can also copy the original voucher.</p> <p>Click on the <b>Copy from Source Document</b> link.</p> 

## EUT Course

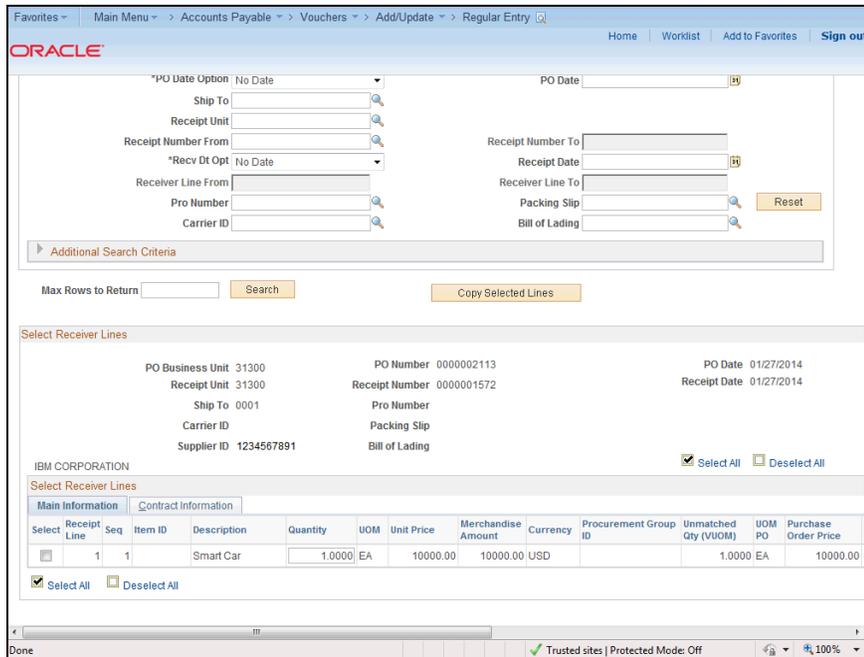
Step	Action
20.	To copy a receipt from a purchase order, click the <b>Copy From</b> dropdown list. 
21.	The <b>PO Receipt</b> option copies the PO's receipt details. Use this option when a receipt is required. Click the <b>PO Receipt</b> list item. 
22.	Click the right arrow on the horizontal scrollbar to view the <b>Go</b> link.
23.	Click the <b>Go</b> link. 



The screenshot shows the Oracle 'Copy Worksheet' interface. At the top, there's a breadcrumb trail: 'Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The page title is 'Copy Worksheet'. Below the title, there are fields for 'Business Unit 31300', 'Voucher ID NEXT', and 'Back to Invoice'. The main section is 'Receiver Lookup Criteria', which contains several search fields: PO Business Unit, \*PO Date Option (set to 'No Date'), Ship To, Receipt Unit, Receipt Number From, \*Recv Dt Opt (set to 'No Date'), Receiver Line From, Pro Number, and Carrier ID. On the right side, there are fields for PO Number, PO Date, Receipt Number To, Receipt Date, Receiver Line To, Packing Slip, and Bill of Lading. A 'Reset' button is located next to the Packing Slip field. Below the search criteria, there are 'Max Rows to Return', 'Search', and 'Copy Selected Lines' buttons. The Oracle logo is visible in the top left corner.

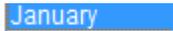
Step	Action
24.	The <b>Copy Worksheet</b> page is used to enter criteria needed to locate the receipt transaction. Once the receipt is located, you can select and copy individual lines to the voucher.
25.	For this exercise, you will search using the <b>PO Business Unit</b> field and <b>PO number</b> field. Enter <b>31300</b> into the <b>PO Business Unit</b> field.

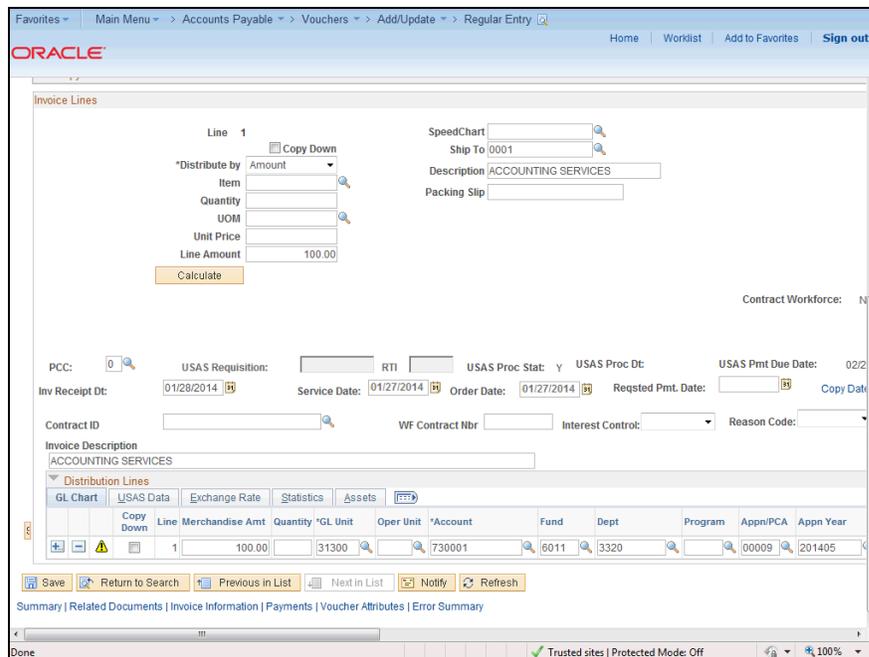
Step	Action
26.	Enter <b>000002113</b> into the <b>PO Number</b> field.
27.	Click the <b>Search</b> button to search for receipts recorded for the PO specified. 
28.	Click the down arrow on the vertical scrollbar to review the receiver details.



Step	Action
29.	In the <b>Select Receiver Lines</b> section, view general information about the purchase such as the supplier, PO number, PO date and receipt date.
30.	Use the <b>Select Receiver Lines</b> section to review the line(s) and verify they are the ones related to the voucher being entered.
31.	Click the <b>Select</b> option on the line to be copied into the new PO voucher. 
32.	Click the <b>Copy Selected Lines</b> button to copy the selected line to the new PO voucher. 
33.	After copying the receiver's details, review the voucher lines and update data such as the <b>Invoice Receipt Date</b> field.  Click the down arrow on the vertical scrollbar to view the voucher line details.

## EUT Course

Step	Action
34.	Use the <b>Inv Receipt Dt</b> field to indicate when the invoice was received from the supplier.  Click the <b>Choose a date (Alt+5)</b> button next to the <b>Inv Receipt Dt</b> field. 
35.	Click the dropdown list to select the month. 
36.	Click the <b>January</b> list item. 
37.	Click the dropdown list to select the year. 
38.	Click the <b>2014</b> list item. 
39.	Click the <b>28</b> date. 
40.	Notice that the <b>Service Date</b> is populated with the receipt date when a receipt is copied.
41.	Notice that the <b>Order Date</b> is populated with the purchase order date when a receipt is copied.



The screenshot displays the Oracle Financials interface for adding or updating a voucher. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is "ORACLE" and the user is signed out.

**Invoice Lines**

Line 1 details:

- SpeedChart: [ ]
- Ship To: 0001
- Description: ACCOUNTING SERVICES
- Packing Slip: [ ]
- \*Distribute by: Amount
- Item: [ ]
- Quantity: [ ]
- UOM: [ ]
- Unit Price: [ ]
- Line Amount: 100.00
- Calculate button

Contract Workforce: N

Metadata:

- PCC: [ ]
- USAS Requisition: [ ] RTI [ ]
- USAS Proc Stat: Y
- USAS Proc Dt: [ ]
- USAS Pmt Due Date: 02/2/2014
- Inv Receipt Dt: 01/28/2014
- Service Date: 01/27/2014
- Order Date: 01/27/2014
- Requested Pmt. Date: [ ]
- Copy Date: [ ]
- Contract ID: [ ]
- WF Contract Nbr: [ ]
- Interest Control: [ ]
- Reason Code: [ ]

**Invoice Description**

ACCOUNTING SERVICES

**Distribution Lines**

Buttons: GL Chart, USAS Data, Exchange Rate, Statistics, Assets, [ ]

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Oper Unit	*Account	Fund	Dept	Program	Appn/PCA	Appn Year
[ ]	1	100.00	[ ]	31300	[ ]	730001	6011	3320	[ ]	00009	201405

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh

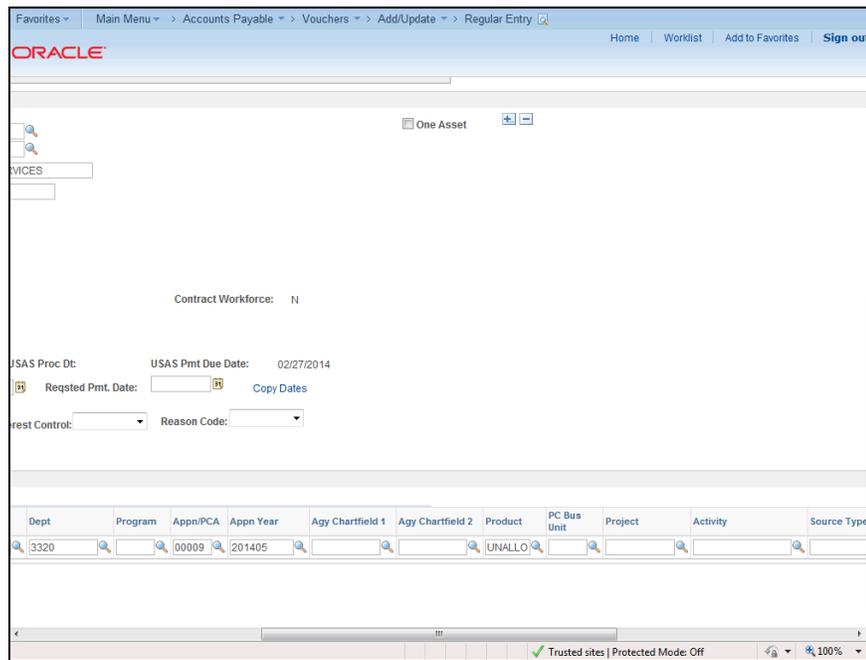
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Done

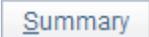
Trusted sites | Protected Mode: Off

100%

Step	Action
42.	Click the right arrow on the horizontal scrollbar to view the <b>USAS Pmt Due Date</b> .
43.	The <b>USAS Pmt Due Date</b> will be 30 calendar days after the later of either the invoice receipt date or the service date.  Note: This does not change even if the <b>Reqsted Pmt. Date</b> field is populated.



Step	Action
44.	Click the left arrow on the horizontal scrollbar to view the <b>Invoice Description</b> .
45.	The <b>Invoice Description</b> is used as the USAS description field.  Enter <b>Smart Car</b> into the <b>Invoice Description</b> field.
46.	Note that the details from the receiver have been copied into the Distribution Line.
47.	When creating a PO voucher to purchase an asset, the asset information must be verified.  Click the <b>Assets</b> tab in the Distribution Lines section.  

Step	Action
48.	The <b>Asset</b> checkbox must be marked to identify the item purchased as an asset.  The <b>Asset Business Unit</b> , <b>Profile ID</b> and <b>Asset ID</b> will also ensure that the <b>Asset</b> checkbox is checked identifying the item purchased as an asset.
49.	Click the up arrow on the vertical scrollbar to return to the top of the page.
50.	Click the <b>Voucher Attributes</b> tab.  
51.	In the <b>Template</b> field, verify that the defaulted accounting entry is correct. The accounting template provides the tcode that is used when creating a payment in the USAS.  To change the template, click the <b>Look up Template (Alt+5)</b> button and select the appropriate template.
52.	Click the <b>Save</b> button.  
53.	Notice that a <b>Voucher ID</b> number was assigned after saving the new PO voucher.
54.	Note that there are three new tabs: the <b>Summary</b> tab, the <b>Related Documents</b> tab, and the <b>Error Summary</b> tab. These tabs display additional information related to the PO voucher.
55.	Click the <b>Summary</b> tab.  
56.	The <b>Summary</b> tab provides general information about the voucher, such as the posting status, the budget checking status, payment status, invoice amount, voucher source, etc.
57.	Congratulations! You successfully entered a PO voucher to purchase an asset. <b>End of Procedure.</b>

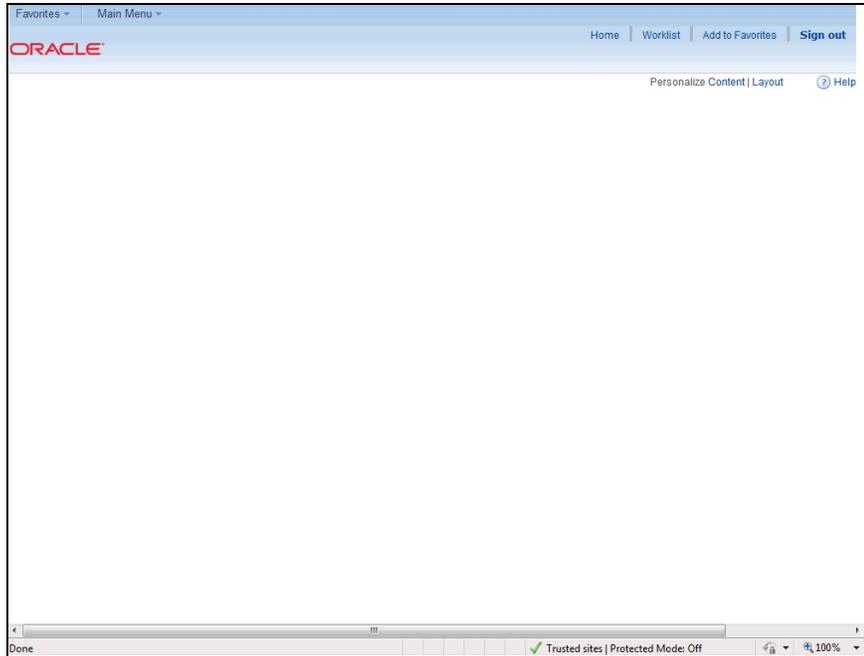
## Section 4 Processing Vouchers

### Processing a Single Voucher

#### Section 4, Lesson 1, Exercise - Scenario 1 Processing a Single Voucher

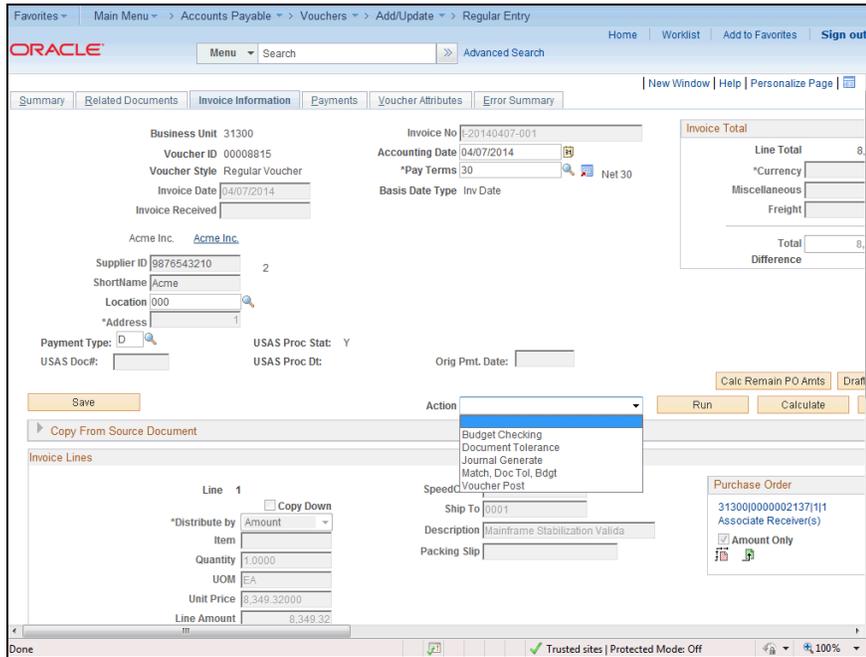
#### Procedure

In this topic, you will run the Budget Check, Matching, Document Tolerance and Post processes on a single voucher.

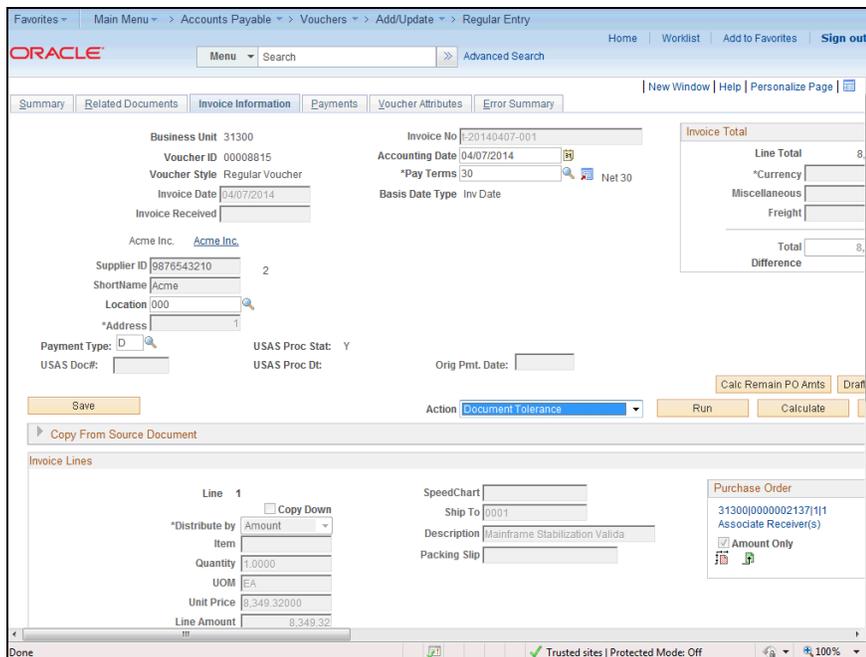


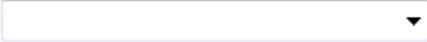
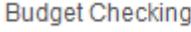
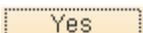
Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Regular Entry</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  Accounts Payable ▶
3.	Click the <b>Vouchers</b> menu.  Vouchers ▶
4.	Click the <b>Add/Update</b> menu.  Add/Update ▶
5.	Click the <b>Regular Entry</b> link.  Regular Entry
6.	The <b>Voucher</b> search page displays.  In this exercise, you will work with an existing Voucher ID.  Click the <b>Find an Existing Value</b> tab. 

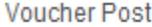
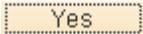
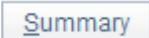
Step	Action
7.	<p>The <b>Business Unit</b> defaults based on your User Preferences.</p> <p>Enter <b>00008815</b> into the <b>Voucher ID</b> field.</p>
8.	<p>Click the <b>Search</b> button.</p> 
9.	<p>The <b>Regular Entry</b> page displays.</p> <p>Click the <b>Invoice Information</b> tab to view more information about the voucher.</p> 
10.	<p>In the header information section, click the <b>Action</b> list to view the valid values.</p> 
11.	<p>The <b>Action</b> list displays all of the voucher processes that you are authorized to run.</p> <p>The <b>Matching</b> process is used to compare vouchers with purchase orders and receiving documents to ensure that you are paying for goods and services that were ordered and received.</p> <p>Click the <b>Matching</b> list item.</p> 
12.	<p>Click the <b>Run</b> button to run the matching process.</p> 
13.	<p>You can wait while a process runs or have it run in the background.</p> <p>In this case, click the <b>Yes</b> button to wait for the process to finish.</p> 
14.	<p>The <b>Refresh</b> icon in the header information section is used to refresh the page in order to determine if the process has finished.</p> <p>Click the <b>Refresh</b> button.</p> 
15.	<p>The process has completed when the <b>Action</b> field is displayed again in the header information section.</p> <p>Click the <b>Action</b> list.</p> 



Step	Action
16.	<p>Notice that <b>Matching</b> is no longer an available process option.</p> <p>Click the <b>Document Tolerance</b> list item.</p> <p><b>Document Tolerance</b></p>



Step	Action
17.	<p>Click the <b>Run</b> button to run the Document Tolerance process.</p> 
18.	<p>The Document Tolerance process is only used on procurement vouchers. Document tolerances are allowable percentages or amounts by which related procurement documents can differ.</p> <p>You can set dollar tolerances between pre-encumbrances and encumbrances or between encumbrances and expenses.</p> <p>If the allowable percentage or amount is exceeded, the system creates a document tolerance exception.</p> <p>You cannot post a voucher if its document tolerance status is not valid.</p> <p>Click the <b>Yes</b> button to wait for the process to finish.</p> 
19.	<p>Click the <b>Refresh</b> icon in the header information section to determine if the process has finished.</p> 
20.	<p>The process has completed when the <b>Action</b> field is displayed again in the header information section.</p> <p>Click the <b>Action</b> list.</p> 
21.	<p>Notice that <b>Matching</b> and <b>Document Tolerance</b> are no longer available process options.</p> <p>Click the <b>Budget Checking</b> list item.</p> 
22.	<p>Click the <b>Run</b> button to run the Budget Checking process.</p> 
23.	<p>The Budget Checking process checks to see if the voucher to be posted is over budget.</p> <p>When processing vouchers in CAPPS Accounts Payables, budget checking occurs at voucher creation, deletion, closing and posting.</p> <p>Click the <b>Yes</b> button to wait for the process to finish.</p> 

Step	Action
24.	Click the <b>Refresh</b> icon in the header information section to determine if the process has finished. 
25.	The process has completed when the <b>Action</b> field is displayed again in the header information section.  Click the <b>Action</b> list. 
26.	Notice that <b>Matching</b> , <b>Document Tolerance</b> and <b>Budget Checking</b> are no longer available process options.  Click the <b>Voucher Post</b> list item. 
27.	Click the <b>Run</b> button to run the Voucher Post process. 
28.	The Voucher Post process creates balanced accounting entries and posts them to the Accounts Payable subledger. Once the vouchers are posted, the information is available for distribution to the General Ledger.  Click the <b>Yes</b> button to wait for the process to finish. 
29.	Click the <b>Summary</b> tab. 
30.	Notice the <b>Entry Status</b> , <b>Match Status</b> , <b>Post Status</b> , <b>Doc Tol Status</b> , and <b>Budget Status</b> .  The voucher is completed and ready to be posted to the General Ledger. The voucher will also be picked up by the USAS interface after it has been journal generated to GL.
31.	Congratulations! You successfully ran the Budget Check, Matching, Document Tolerance and Post processes on a voucher. <b>End of Procedure.</b>

## Running the Matching Process

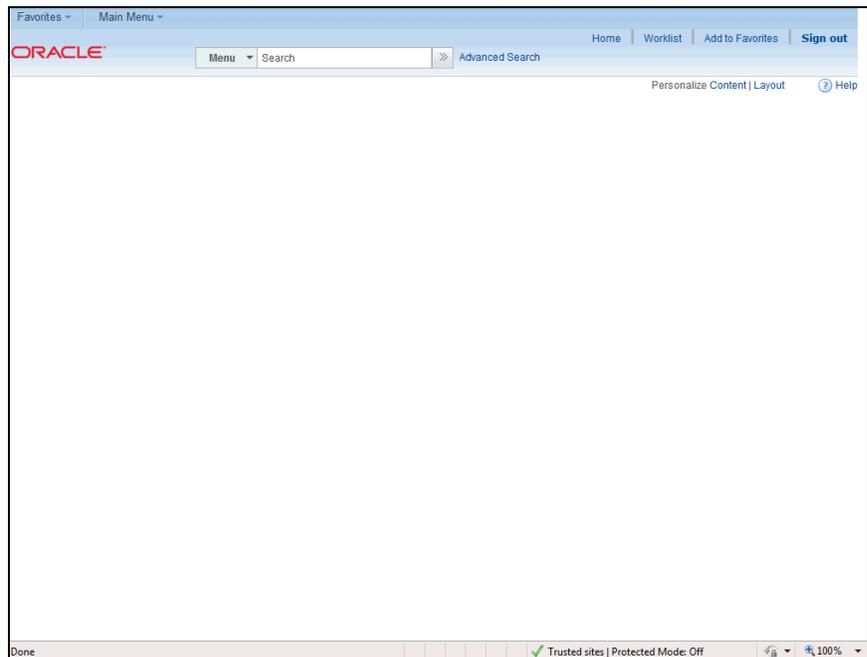
### Section 4, Lesson 1, Exercise - Scenario 2 Running the Matching Process

#### Procedure

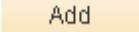
## EUT Course

This topic reviews the steps for running the Matching Process. This process runs all vouchers that need to be matched at one time.

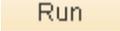
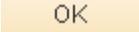
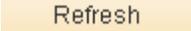
Your agency may choose to run these processes automatically at predetermined times. Or the agency may choose to run this process manually. This topic contains the steps to run the process manually.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Match Request</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  Accounts Payable ▶
3.	Click the <b>Batch Processes</b> menu.  Batch Processes ▶
4.	Click the <b>Vouchers</b> menu.  Vouchers ▶
5.	Click the <b>Matching</b> link.  Matching

Step	Action
6.	<p>A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running.</p> <p>The <b>Run Control ID</b> defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p>
7.	<p>Creating a <b>Run Control ID</b> name that is relevant to the process may help you remember it for future use.</p> <p>Click the <b>Add a New Value</b> tab.</p> 
8.	<p>In this example a number was used for an ID.</p> <p>Enter <b>01</b> into the <b>Run Control ID</b> field.</p>
9.	<p>Click the <b>Add</b> button.</p> 
10.	<p>Use the <b>Match Request</b> page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.</p>
11.	<p>Enter <b>Matching</b> into the <b>Description</b> field.</p>
12.	<p>Click the <b>Process Frequency</b> list to specify how often the system processes a request.</p> 
13.	<p>Use the <b>Process Frequency</b> field to specify the frequency of job execution.</p> <ul style="list-style-type: none"> <li>• <b>Always Process</b> – Executes the request every time that the process runs.</li> <li>• <b>Don't Run</b> – Ignores the request when the process runs. To run the process, you would change the option to <b>Process Once</b> or <b>Always Process</b>.</li> <li>• <b>Process Once</b> – Executes the request the next time the process runs.</li> </ul> <p>Click the <b>Always Process</b> list item.</p> 
14.	<p>Click the <b>Look up Business Unit (Alt+5)</b> button to find the business unit whose vouchers will be matched.</p> 
15.	<p>Click the <b>Dept of Information Resources</b> link.</p> 

## EUT Course

Step	Action
16.	Click the <b>Run</b> button to schedule the matching process. 
17.	In CAPPS, you do not need to enter a Server Name. It will be assigned according to the process you are running.
18.	Click the <b>OK</b> button to initiate processing immediately. 
19.	Jot down the <b>Process Instance</b> number, in this case 16966. This number helps you identify the process to check the status.
20.	Click the <b>Process Monitor</b> link to monitor the status of the process. <a href="#">Process Monitor</a>
21.	Use the <b>Process List</b> page to view the status of submitted process requests. Instance 16966 appears on the first line of the <b>Process List</b> section.
22.	Click the <b>Refresh</b> button until the status is Success and Posted. 
23.	The matching process completed successfully.
24.	Congratulations! You successfully ran the matching process. <b>End of Procedure.</b>

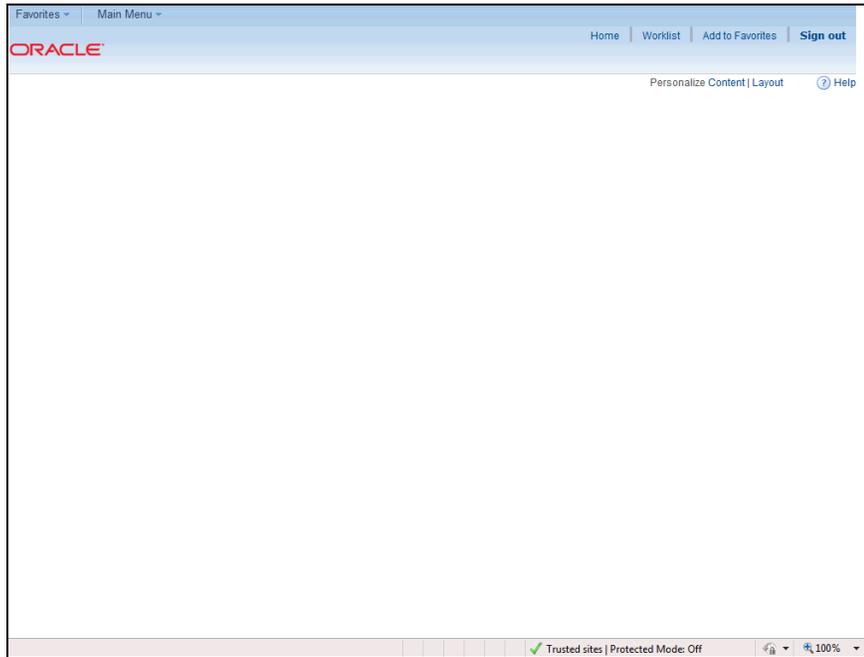
## Running the Document Tolerance Process

### Section 4, Lesson 1, Exercise - Scenario 3 Running the Document Tolerance Process

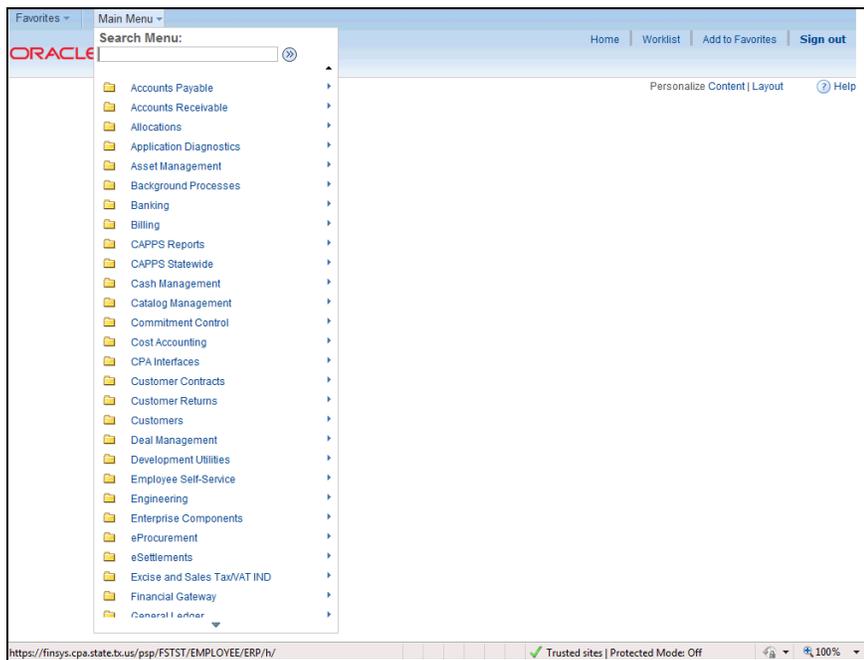
#### Procedure

In this topic, you will run the Document Tolerance process. The process runs all vouchers that need to be run through the Document Tolerance process at one time.

Your agency may choose to run these processes automatically at predetermined times. Or the agency may choose to run this process manually. This topic contains the steps to run the process manually.

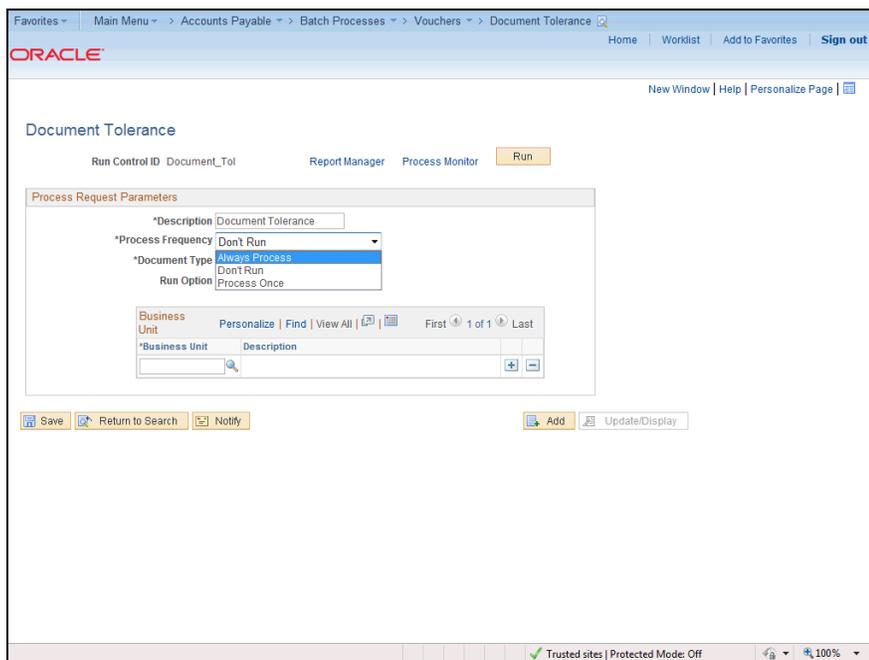


Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Document Tolerance</b> page. 



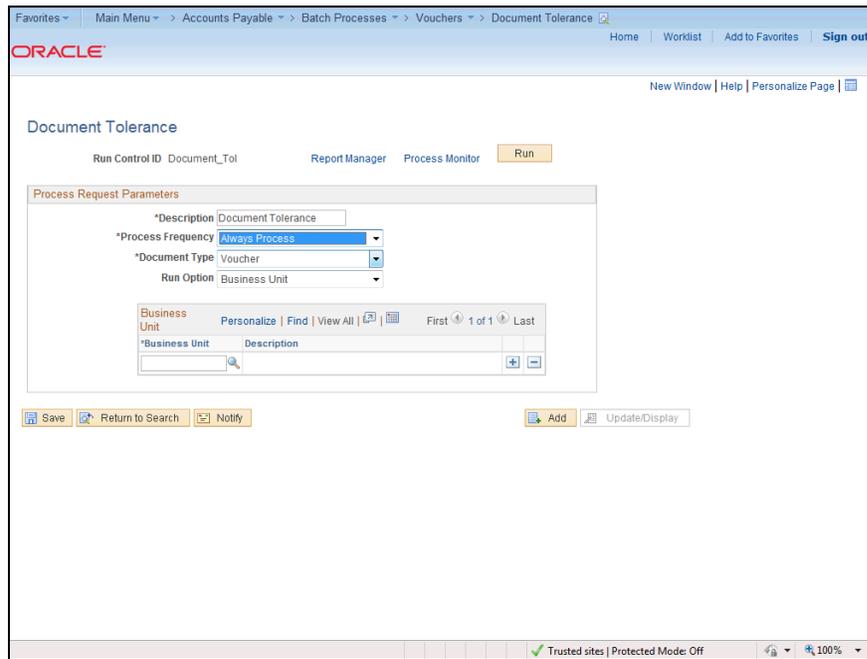
## EUT Course

Step	Action
2.	Click the <b>Accounts Payable</b> menu.  <b>Accounts Payable</b> ▶
3.	Click the <b>Batch Processes</b> menu.  <b>Batch Processes</b> ▶
4.	Click the <b>Vouchers</b> menu.  <b>Vouchers</b> ▶
5.	Click the <b>Document Tolerance</b> link.  <b>Document Tolerance</b>
6.	A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running.  The <b>Run Control ID</b> defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.
7.	You may run the <b>Document Tolerance Requests</b> process by searching for an existing Run Control ID on the <b>Find an Existing Value</b> tab.  In this case, you need to create a new Run Control ID.  Click the <b>Add a New Value</b> tab. 
8.	The <b>Run Control ID</b> should be a meaningful name to help you remember it for future use.  Enter <b>Document_Tol</b> into the <b>Run Control ID</b> field.
9.	Click the <b>Add</b> button. 
10.	Enter <b>Document Tolerance</b> into the <b>Description</b> field.
11.	Click the <b>Process Frequency</b> list to specify the number of times the process will run. 



Step	Action
12.	<p>Use the <b>Process Frequency</b> field to specify the frequency of job execution.</p> <ul style="list-style-type: none"> <li>• <b>Always Process</b>– Executes the request every time the process runs.</li> <li>• <b>Don't Run</b> – Ignores the request when the process runs. To run the process, you would change the option to Process Once or Always Process.</li> <li>• <b>Process Once</b> – Executes the request the next time the process runs.</li> </ul> <p>Click the <b>Always Process</b> list item.</p> <p><b>Always Process</b></p>

## EUT Course



Step	Action
13.	Click the <b>Look up Business Unit (Alt+5)</b> button. 
14.	Click the <b>31300</b> link.  Dept of Information Resources
15.	Click the <b>Save</b> button. 
16.	Click the <b>Run</b> button to schedule the <b>Document Tolerance</b> process. 
17.	Click the <b>OK</b> button to initiate processing. 
18.	Notice the <b>Process Instance</b> number appears, in this case 16853. This number helps you identify the process to check its status.
19.	Click the <b>Process Monitor</b> link to check the status. 

Step	Action
20.	<p>Instance 16853 appears on the first line.</p> <p>The current <b>Run Status</b> is Processing.</p> <p>Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.</p> 
21.	The <b>Document Tolerance</b> process completed successfully.
22.	<p>Congratulations! You successfully ran the Document Tolerance process.</p> <p><b>End of Procedure.</b></p>

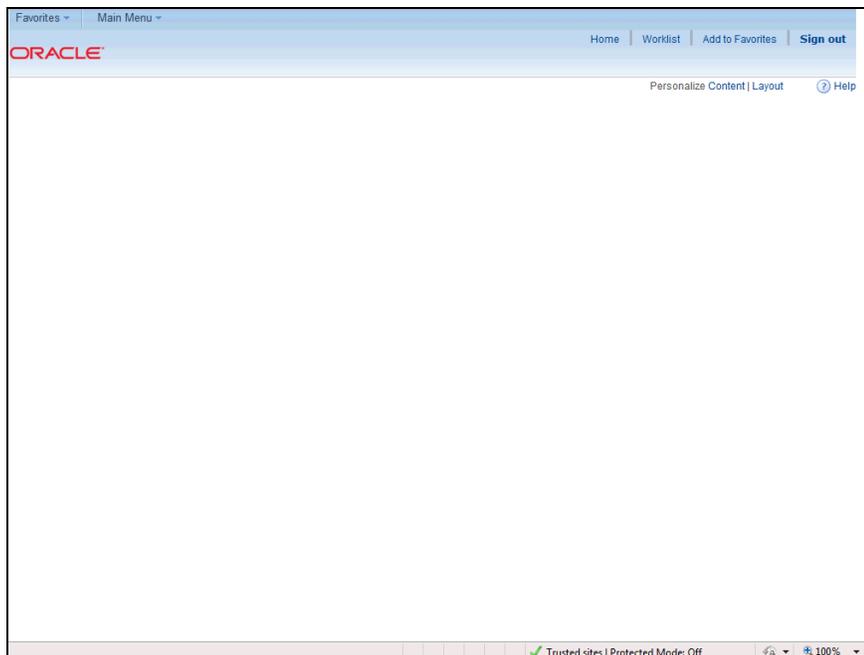
## Running the Budget Check Request Process

### Section 4, Lesson 1, Exercise - Scenario 4 Running the Budget Checking Request Process

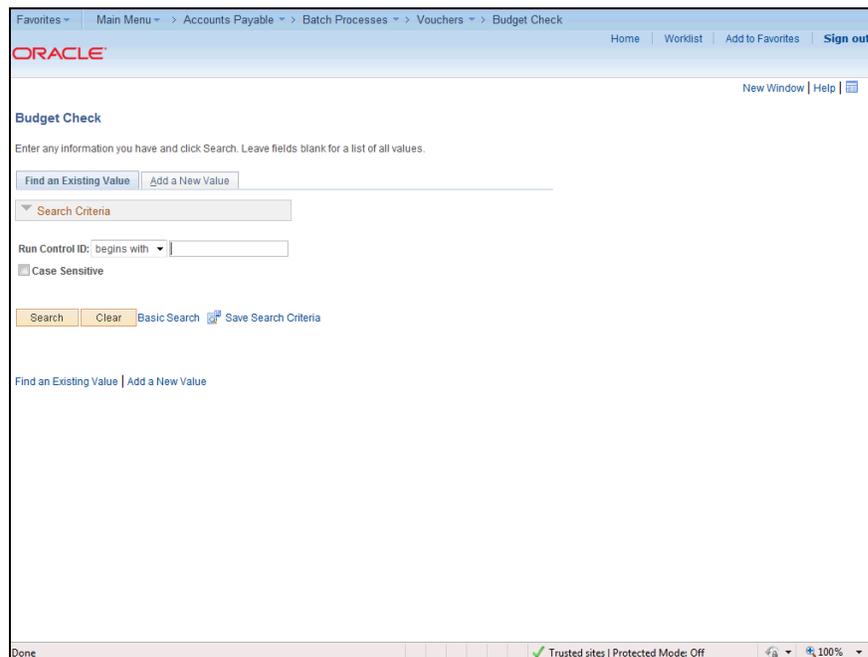
#### Procedure

In this topic, you will run the Budget Check process. The process runs all vouchers that need to be run through the Budget Check process at one time.

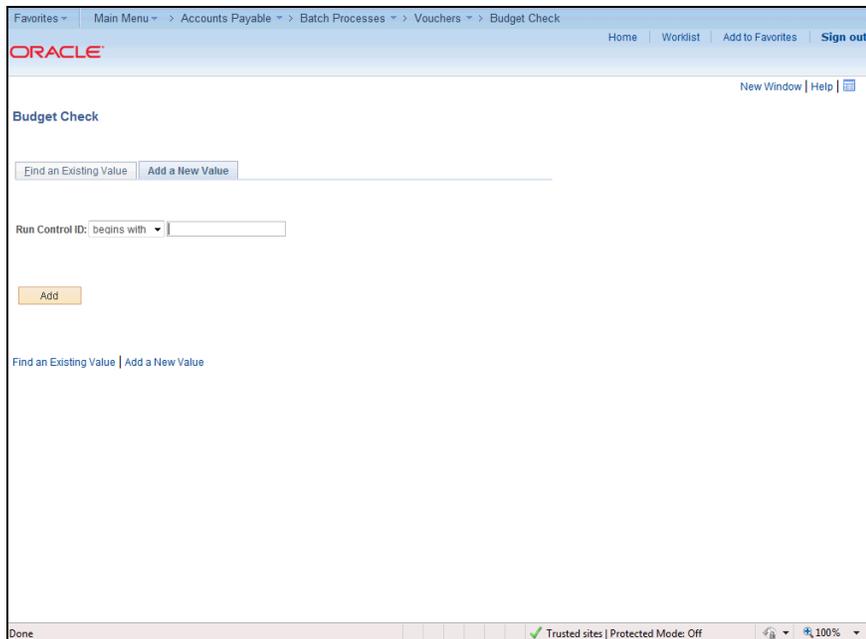
Your agency may choose to run these processes automatically at predetermined times. Or the agency may choose to run this process manually. This topic contains the steps to run the process manually.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Budget Check</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  Accounts Payable ▶
3.	Click the <b>Batch Processes</b> menu.  Batch Processes ▶
4.	Click the <b>Vouchers</b> menu.  Vouchers ▶
5.	Click the <b>Budget Check</b> link.  Budget Check
6.	<p>A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running.</p> <p>The <b>Run Control ID</b> defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p>

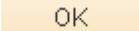


Step	Action
7.	<p>In this example, you need to create a new <b>Run Control ID</b>.</p> <p>Click the <b>Add a New Value</b> tab.</p> 



Step	Action
8.	Enter <b>03</b> into the <b>Run Control ID</b> field.
9.	Click the <b>Add</b> button.
10.	Use the <b>Budget Check</b> page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.
11.	Click the <b>Process Frequency</b> list.

Step	Action
12.	<p>Use the <b>Process Frequency</b> field to specify the frequency of job execution.</p> <ul style="list-style-type: none"> <li>• <b>Always Process</b> – Executes the request every time the process runs.</li> <li>• <b>Don't Run</b> – Ignores the request when the process runs. To run the process, you would change this option to Process Once or Always Process.</li> <li>• <b>Process Once</b> – Executes the request only the next time the process runs.</li> </ul> <p>In this example, you want to execute the request every time the process runs.</p> <p>Click the <b>Always Process</b> list item.</p> <p><i>Always Process</i></p>
13.	<p>Enter a description for the process in the <b>Description</b> field.</p> <p>Enter <b>Budget Check</b> into the <b>Description</b> field.</p>
14.	<p>Use the <b>Transaction Type</b> field to select the type of source transaction on which you want to run the Budget Check process.</p> <p>Click the <b>Look up Transaction Type (Alt+5)</b> button to view the valid values.</p> <p></p>
15.	<p>In the <b>Search Results</b> grid, click the <b>AP_VOUCHER</b> link.</p> <p><i>AP_VOUCHER</i>      <i>Voucher</i></p>
16.	<p>Use the <b>Field Name</b> list to specify the criteria for selecting vouchers on which to run the Budget Check process.</p> <p>The list of available fields depends on the transaction type selected and whether you process all Business Units.</p> <p>Click the <b>Field Name</b> list.</p> <p></p>
17.	<p>Click the <b>Business Unit</b> list item.</p> <p><i>Business Unit</i></p>
18.	<p>Use the <b>Value Type</b> list to specify whether the Budget Check process reviews a range of values or a single value.</p> <p>If you choose <b>Value</b>, then you can enter a single value.</p> <p>If you choose <b>Range</b>, then two fields will appear to the right of the <b>Value Type</b> field where you can enter a beginning and ending value range.</p>

Step	Action
19.	Depending on your selection in the <b>Value Type</b> list, use the <b>From/To</b> field to either specify the first value of a range or a single value.  Click the <b>Look up From/To (Alt+5)</b> button. 
20.	Click the <b>Dept of Information Resources</b> link. 
21.	Click the <b>Run</b> button to navigate to the <b>Process Scheduler Request</b> page. 
22.	Click the <b>OK</b> button to initiate processing immediately. 
23.	Jot down the <b>Process Instance</b> number. This number helps you identify the process to check its status.
24.	To verify the process has been initiated and to check its status, click the <b>Process Monitor</b> link. 
25.	Use the <b>Process List</b> section to view the status of submitted process requests. Notice the Instance number for the process you submitted is in the <b>Instance</b> column.
26.	Notice the <b>Run Status</b> is <b>Processing</b> and the <b>Distribution Status</b> is <b>N/A</b> .
27.	Click the <b>Refresh</b> button until the <b>Run Status</b> is <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> . 
28.	Notice the <b>Run Status</b> is now <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .
29.	Congratulations! In this topic, you successfully ran the Budget Check process. <b>End of Procedure.</b>

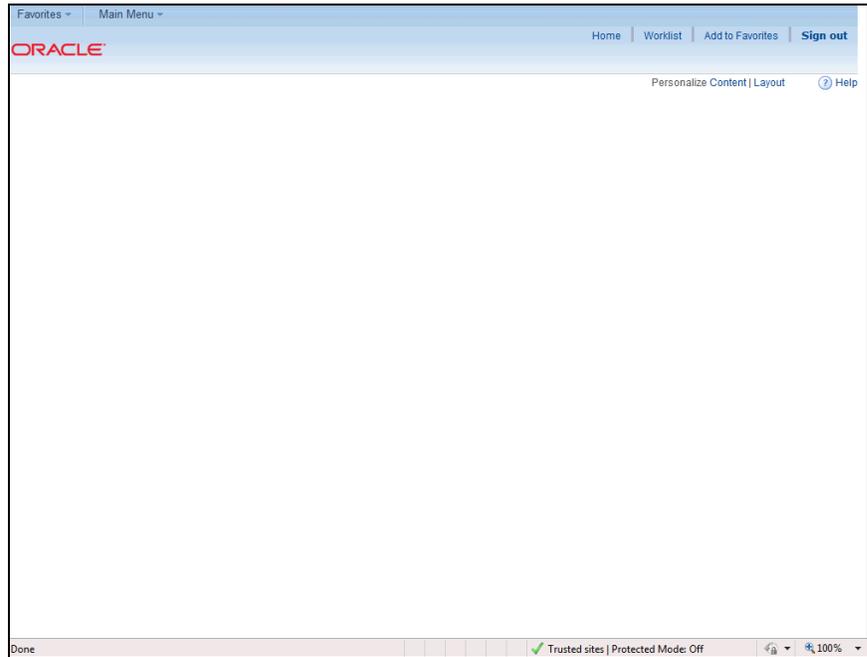
## Posting Vouchers

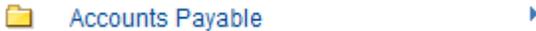
### Section 4, Lesson 1, Exercise - Scenario 5 Posting Vouchers

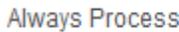
#### Procedure

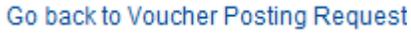
In this topic, you will run the voucher posting process.

## EUT Course



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Voucher Posting Request</b> page. 
2.	Click the <b>Accounts Payable</b> menu. 
3.	Click the <b>Batch Processes</b> menu. 
4.	Click the <b>Vouchers</b> menu. 
5.	Click the <b>Voucher Posting</b> link. 
6.	In this example, you need to create a new <b>Run Control ID</b> .  Click the <b>Add a New Value</b> tab. 

Step	Action
7.	<p>A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running.</p> <p>The <b>Run Control ID</b> defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p> <p>Enter <b>Post</b> into the <b>Run Control ID</b> field.</p>
8.	<p>Click the <b>Add</b> button.</p> 
9.	<p>Use the <b>Voucher Posting Request</b> page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.</p>
10.	<p>In the <b>Process Request Parameters</b> section, enter <b>Post</b> into the <b>Request ID</b> field.</p>
11.	<p>Enter <b>Voucher Posting</b> into the <b>Description</b> field.</p>
12.	<p>Click the <b>Process Frequency</b> list.</p> 
13.	<p>Use the <b>Process Frequency</b> field to specify the frequency of job execution.</p> <ul style="list-style-type: none"> <li>• <b>Always Process</b> – Executes the request every time the process runs.</li> <li>• <b>Don't Run</b> – Ignores the request when the process runs. To run the process, you would change this option to Process Once or Always Process.</li> <li>• <b>Process Once</b> – Executes the request only the next time the process runs.</li> </ul> <p>In this example, you want to execute the request every time the process runs.</p> <p>Click the <b>Always Process</b> list item.</p> 
14.	<p>When posting, you can use the <b>Post Voucher Option</b> list to choose to post vouchers based on a variety of ranges.</p> <p>For example, some of your options include posting based on Business Unit or origin, or you can select a specific voucher to post.</p>
15.	<p>For this exercise, you are posting based on Business Unit.</p> <p>Click the <b>Look up Business Unit (Alt+5)</b> button to select a business unit.</p> 

Step	Action
16.	Click the <b>Dept of Information Resources</b> link. 
17.	Click the <b>Save</b> button. 
18.	Click the <b>Run</b> button to navigate to the <b>Process Schedule Request</b> page. 
19.	Click the <b>OK</b> button to run the process immediately. 
20.	Jot down the <b>Process Instance</b> number appears. This number helps you identify the process to check its status.
21.	Click the <b>Process Monitor</b> link to verify the process has been initiated and to view the status of the process. 
22.	Use the <b>Process List</b> tab to view the status of submitted process requests.  Notice the Instance number for the process you submitted is in the <b>Instance</b> column of the <b>Process List</b> section.
23.	The instance number of your process is displayed on the first line.  The <b>Run Status</b> is <b>Processing</b> and the <b>Distribution Status</b> is <b>N/A</b> .
24.	Click the <b>Refresh</b> button until the <b>Run Status</b> is <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> . 
25.	Click the <b>Go back to Voucher Posting Request</b> link to return to the previous page. 
26.	Congratulations! In this topic, you successfully ran the voucher posting process. <b>End of Procedure.</b>

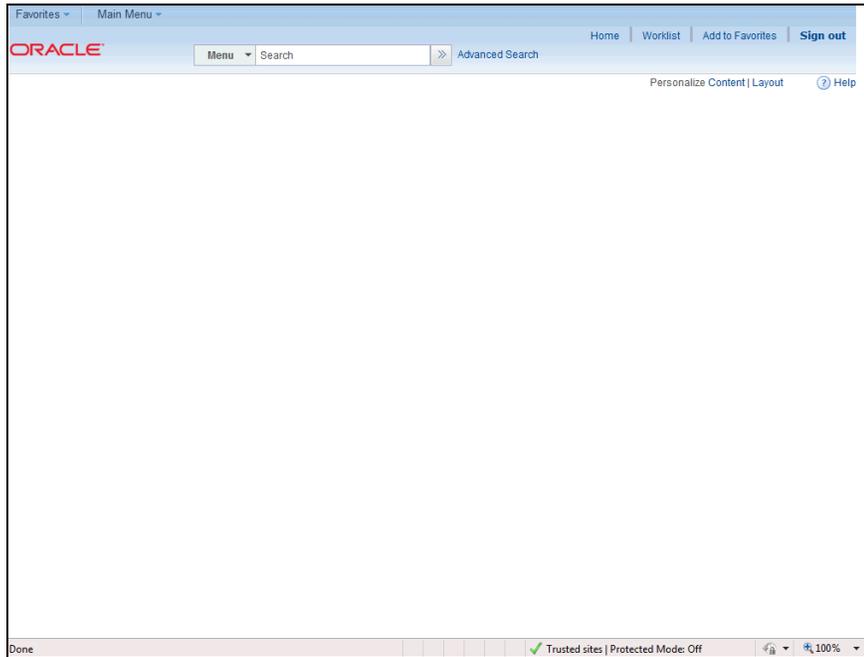
## Section 5 Managing and Maintaining Vouchers

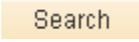
### Unposting Vouchers

#### Section 5 Lesson 1, Exercise - Scenario 1 Unposting Vouchers

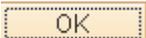
#### Procedure

In this topic, you will unpost a voucher.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>UnPost Voucher</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  <b>Accounts Payable</b> ▶
3.	Click the <b>Vouchers</b> menu.  <b>Vouchers</b> ▶
4.	Click the <b>Add/Update</b> menu.  <b>Add/Update</b> ▶
5.	Click the <b>UnPost Voucher</b> link.  <b>UnPost Voucher</b>
6.	Notice the <b>Business Unit</b> defaults based on your User Preferences. Enter <b>00004747</b> into the <b>Voucher ID</b> field.
7.	Click the <b>Search</b> button to display the selected voucher. 
8.	The <b>UnPost Voucher</b> tab allows you to specify the <b>Accounting Date</b> and <b>Reversal Accounting Date</b> information for a voucher.

## EUT Course

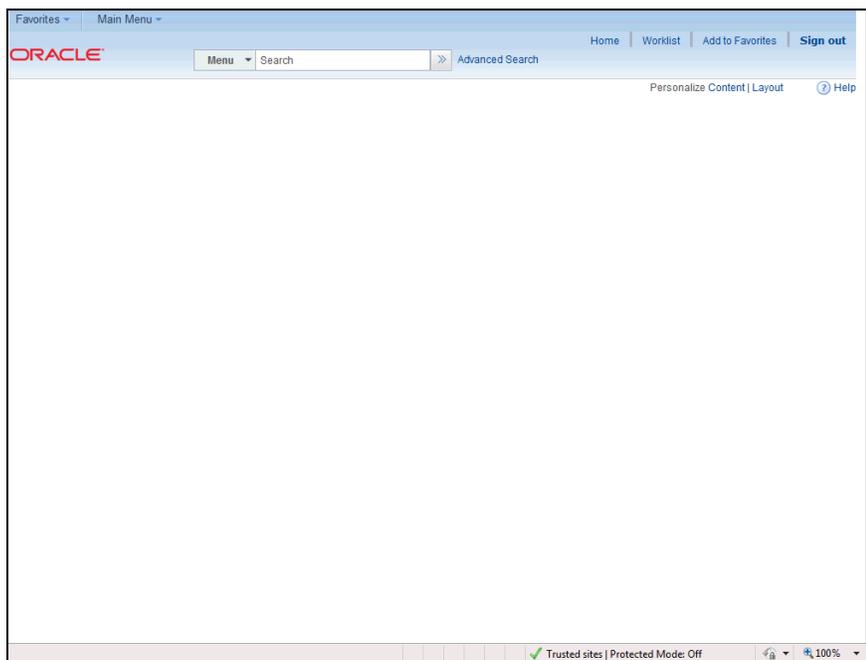
Step	Action
9.	If needed, review additional details on the voucher by selecting the <b>Voucher Details</b> tab.
10.	<p>On the <b>UnPost Voucher</b> page, the <b>Reversal Accounting Date</b> group box is used to indicate which accounting date should be assigned to the reversal accounting entries that will be created during the unpost process.</p> <p>You can choose from the following options:</p> <ul style="list-style-type: none"> <li>- <b>Business Unit Default</b>: defaults to the date specified at the Business Unit level.</li> <li>- <b>Use Current Date</b>: will use the current system date.</li> <li>- <b>Use Specific Date</b>: will activate the <b>Accounting Date</b> field where a specific date can be entered.</li> </ul>
11.	<p>The unpost process creates reversing entries that reverses out the original posting of the voucher.</p> <p>Unposting happens immediately when you click the <b>Unpost</b> button.</p> <p>Click the <b>Unpost</b> button.</p> 
12.	<p>A warning message popup window displays, prompting you to confirm or cancel the unpost. In this example, click OK to to upost or reverse the voucher.</p> <p>Click the <b>OK</b> button.</p> 
13.	<p>A message popup window appears notifying you that the voucher has been unposted.</p> <p>Click the <b>OK</b> button.</p> 
14.	<p>Congratulations! You have successfully unposted a voucher.</p> <p><b>End of Procedure.</b></p>

## Deleting a Voucher

### Section 5 Lesson 1, Exercise - Scenario 2 Deleting a Voucher

#### Procedure

In this topic, you will delete a voucher.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Delete Voucher</b> page. 
2.	Click the <b>Accounts Payable</b> menu. 
3.	Click the <b>Vouchers</b> menu. 
4.	Click the <b>Add/Update</b> menu. 
5.	Click the <b>Delete Voucher</b> link. 
6.	The <b>Voucher Delete Search</b> page allows you to enter or search for the voucher to be deleted.  Notice the <b>Business Unit</b> defaults based on your User Preferences.  Vouchers that are eligible for deletion cannot have been posted or selected for payment, or have had any portion of the voucher paid. Only eligible vouchers can be selected.  Enter <b>00008809</b> into the <b>Voucher ID</b> field.

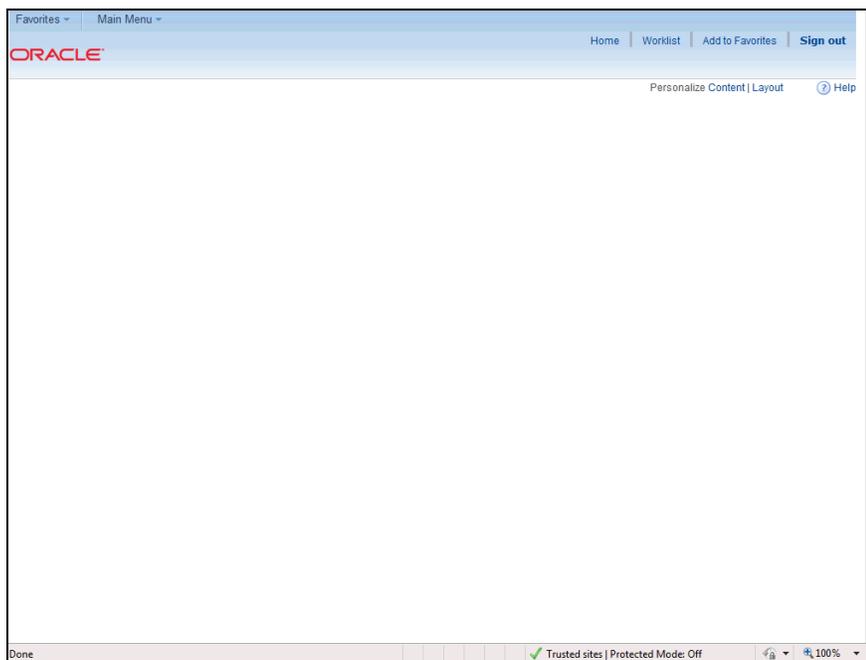
Step	Action
7.	Click the <b>Search</b> button to locate the voucher to be deleted. 
8.	Use the <b>Delete Voucher</b> tab to delete the selected voucher.
9.	Notice the <b>Entry Status</b> of the voucher is Postable. This will change when the voucher is deleted.
10.	Verify the information is for the voucher that you want to delete.  Click the <b>Delete</b> button. 
11.	A warning Message popup window is displayed to confirm that you want to delete the voucher.  Caution! When you click the <b>OK</b> button, the voucher is deleted immediately. You will not be able to retrieve the voucher or undo the deletion. You will also not be able to reuse the voucher number.  Click the <b>OK</b> button to confirm the voucher deletion. 
12.	The <b>Delete Voucher</b> page is re-displayed. Notice the <b>Entry Status</b> for the voucher is now deleted.
13.	Congratulations! In this topic, you deleted a voucher.  Remember, a voucher can only be deleted if it is unposted and unpaid. <b>End of Procedure.</b>

## Reviewing Voucher Information

### Section 5 Lesson 1, Exercise - Scenario 3 Reviewing Payment Information

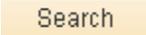
#### Procedure

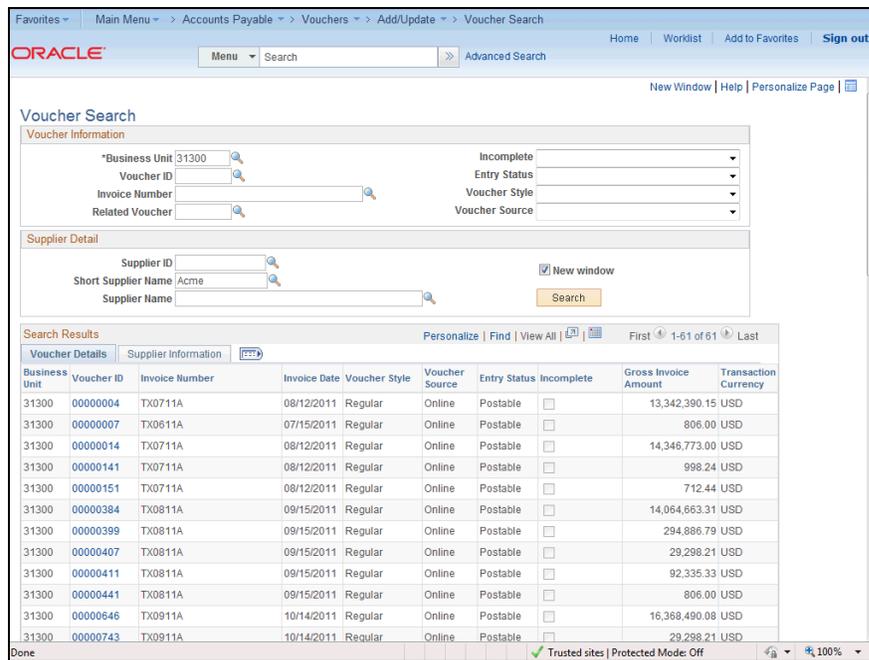
In this topic, you will review a voucher.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Regular Entry</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  <b>Accounts Payable</b> ▶
3.	Click the <b>Vouchers</b> menu.  <b>Vouchers</b> ▶
4.	Click the <b>Add/Update</b> menu.  <b>Add/Update</b> ▶
5.	Click the <b>Voucher Search</b> link.  <b>Voucher Search</b>
6.	The <b>Voucher Search</b> page displays and is used to perform a quick search for a voucher when little data is known.  This search is useful when you want to search and update vouchers using limited criteria.
7.	Notice the <b>Business Unit</b> defaults based on your User Preferences.
8.	In the <b>Supplier Detail</b> section, enter <b>Acme</b> into the <b>Short Supplier Name</b> field.

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Step	Action
9.	<p>The <b>New Window</b> checkbox lets you choose where you want to see the voucher.</p> <p>If it is checked, the voucher details will open in a new window. If it is not checked, the voucher details will display in the current window.</p> <p>In this example, you will view the voucher details in a new window.</p>
10.	<p>Click the <b>Search</b> button.</p> 



**Voucher Search**

**Voucher Information**

\*Business Unit 31300 Incomplete  
 Voucher ID Invoice Number Voucher Style  
 Related Voucher Voucher Source

**Supplier Detail**

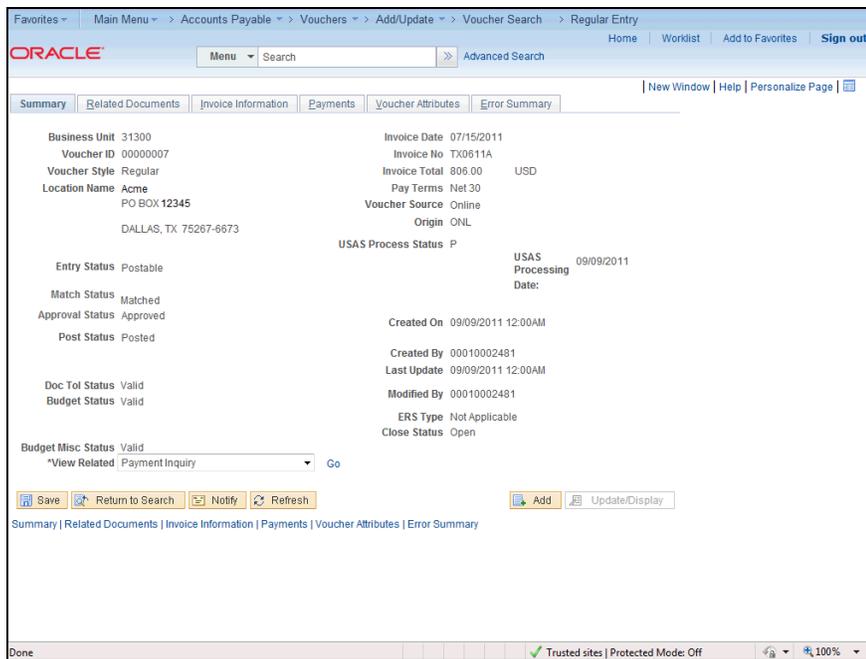
Supplier ID Short Supplier Name Acme Supplier Name  New window **Search**

**Search Results**

Business Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete	Gross Invoice Amount	Transaction Currency
31300	00000004	TX0711A	08/12/2011	Regular	Online	Postable	<input type="checkbox"/>	13,342,390.15	USD
31300	00000007	TX0611A	07/15/2011	Regular	Online	Postable	<input type="checkbox"/>	806.00	USD
31300	00000014	TX0711A	08/12/2011	Regular	Online	Postable	<input type="checkbox"/>	14,346,773.00	USD
31300	00000141	TX0711A	08/12/2011	Regular	Online	Postable	<input type="checkbox"/>	998.24	USD
31300	00000151	TX0711A	08/12/2011	Regular	Online	Postable	<input type="checkbox"/>	712.44	USD
31300	00000384	TX0811A	09/15/2011	Regular	Online	Postable	<input type="checkbox"/>	14,064,663.31	USD
31300	00000399	TX0811A	09/15/2011	Regular	Online	Postable	<input type="checkbox"/>	294,886.79	USD
31300	00000407	TX0811A	09/15/2011	Regular	Online	Postable	<input type="checkbox"/>	29,298.21	USD
31300	00000411	TX0811A	09/15/2011	Regular	Online	Postable	<input type="checkbox"/>	92,335.33	USD
31300	00000441	TX0811A	09/15/2011	Regular	Online	Postable	<input type="checkbox"/>	806.00	USD
31300	00000646	TX0911A	10/14/2011	Regular	Online	Postable	<input type="checkbox"/>	16,368,490.08	USD
31300	00000743	TX0911A	10/14/2011	Regular	Online	Postable	<input type="checkbox"/>	29,298.21	USD

Step	Action
11.	<p>The <b>Search Results</b> grid displays all the vouchers created for the supplier selected. You can drill down to the voucher detail by clicking on a <b>Voucher ID</b>.</p> <p>Click the link for Voucher ID <b>00000007</b>.</p>
12.	<p>The <b>Regular Entry</b> page displays.</p> <p>The <b>Summary</b> tab displays voucher information summarized from the three primary voucher pages. It provides the voucher header information and various statuses including the USAS status.</p>

Step	Action
13.	<p>On the <b>Summary</b> tab, the <b>USAS Process Status</b> shows where the voucher is in the USAS process. There are three possible statuses:</p> <ol style="list-style-type: none"> <li>1) <b>Y</b> - the voucher has been created but not yet sent to USAS. This is the status of the voucher when it is initially created.</li> <li>2) <b>U</b> - the voucher has been sent to USAS but not yet processed. When the USAS interface picks up a voucher, it will update the process to this status.</li> <li>3) <b>P</b> - the voucher was processed in USAS. The USAS interface updates the voucher with this status when USAS has processed it.</li> </ol>
14.	<p>The <b>USAS Processing Date</b> field shows when the voucher has been updated by the USAS interface.</p> <p>The data is updated when the voucher is sent to USAS. It changes when the voucher is processed and sent back to CAPPS.</p>



Step	Action
15.	<p>Click the <b>Related Documents</b> tab.</p> <p><a href="#">Related Documents</a></p>
16.	<p>The <b>Related Documents</b> tab displays related document information including payment details, purchase order information, receiver information and voucher adjustment details.</p>

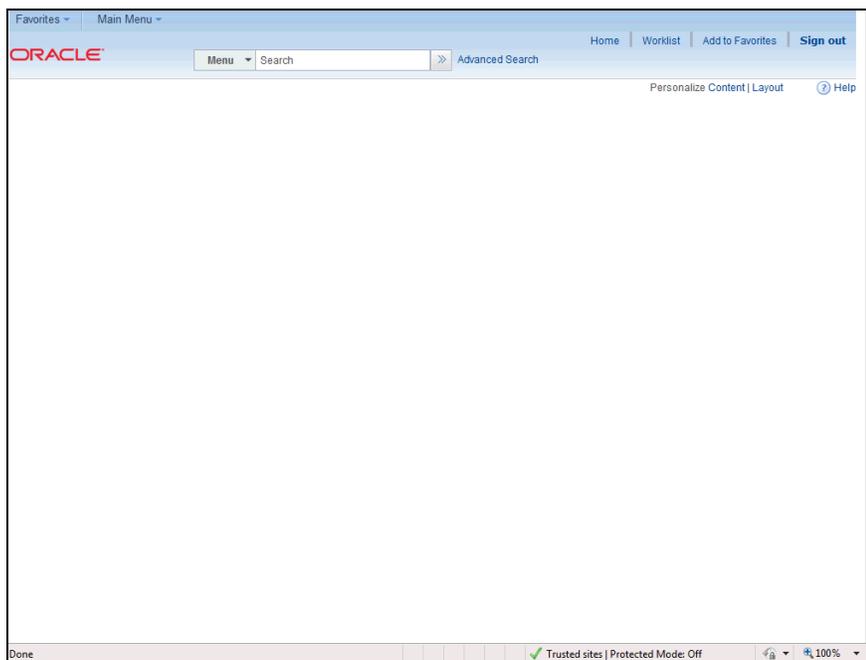
Step	Action
17.	In the <b>Payment Details</b> section, you can access detailed information by clicking the <b>Actions</b> dropdown or <b>Details</b> icon to the right of the <b>Actions</b> dropdown.
18.	Click the <b>Invoice Information</b> tab. 
19.	The <b>Invoice Information</b> tab displays all the header, line, and distribution information for the voucher. It also displays the USAS process information.
20.	The <b>USAS Doc#</b> field is automatically assigned when the voucher interfaces to USAS. The first digit indicates the USAS document type and the last seven digits are the Voucher ID number.  The document type is determined by a combination of the T-code and purchase category code used on the voucher.
21.	Click the <b>Voucher Attributes</b> tab. 
22.	The <b>Voucher Attributes</b> tab provides the accounting instructions.  The Accounting Instructions identify the accounting entry Template associated with the voucher.
23.	Click the <b>Error Summary</b> tab. 
24.	The <b>Error Summary</b> tab displays any voucher-build processing errors, matching errors, duplicate invoices, out-of-balance and combination edit errors on the budget.  If the voucher has errors, the errors will be grouped into different scroll areas such as header errors, invoice line errors and distribution errors. Only scroll areas that contain errors will display.
25.	Congratulations! In this lesson, you successfully reviewed a payment. <b>End of Procedure.</b>

## Using the Match Workbench

### Section 5 Lesson 2, Exercise - Scenario 1 Using the Match Workbench

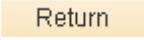
#### Procedure

In this topic, you will use the Match Workbench to review a voucher's matching status.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Match Workbench</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  <b>Accounts Payable</b> ▶
3.	Click the <b>Review Accounts Payable Info</b> menu.  <b>Review Accounts Payable Info</b> ▶
4.	Click the <b>Vouchers</b> menu.  <b>Vouchers</b> ▶
5.	Click the <b>Match Workbench</b> link.  <b>Match Workbench</b>
6.	Use the <b>Match Workbench</b> page to search and view a list of vouchers and match information.
7.	In this exercise, search for vouchers assigned to a specific Business Unit that have match exceptions.  Enter <b>31300</b> in the <b>Business Unit</b> field.

Step	Action
8.	<p>The <b>Match Status</b> can be selected to search only for vouchers with that status in the search results.</p> <p>Match statuses include:</p> <ul style="list-style-type: none"> <li>- <b>Matched:</b> The voucher is successfully matched.</li> <li>- <b>To Be Matched:</b> Vouchers have not gone through the matching process or vouchers have been unmatched.</li> <li>- <b>Match Exceptions Exist:</b> Exceptions occurred when applying the match rules to the voucher.</li> <li>- <b>Manually Overridden:</b> Match exception has been overridden.</li> <li>- <b>Match Dispute:</b> Item is in dispute and no further match processing is done on these vouchers until you change the match status.</li> <li>- <b>Overridden - Credit Note:</b> Voucher has been matched with a credit memo adjustment voucher.</li> </ul>
9.	<p>Click the <b>Match Status</b> dropdown list.</p> 
10.	<p>Click the <b>Match Exceptions Exist</b> list item.</p> <p><b>Match Exceptions Exist</b></p>
11.	<p>The <b>Supplier SetID</b> defaulted to match the Business Unit.</p>
12.	<p>Click the <b>Personalize Search</b> link to access additional search fields that you can select to display on the <b>Match Workbench</b> page.</p> <p><b>Personalize S</b></p>
13.	<p>The <b>Personalize Search Settings</b> window displays all the available fields that can be displayed on the Match Workbench.</p> <p>If you select fields that have dependencies on other fields not selected, you will receive a warning message.</p> <p>Click the <b>Close</b> button.</p> 
14.	<p>Click the <b>Search</b> button.</p> 
15.	<p>The <b>Search Results</b> grid displays vouchers that have gone through the matching process and have exceptions.</p> <p>The results grid displays information about the vouchers, links to view additional information and a way to perform actions.</p>

Step	Action
16.	<p>The <b>Match Exceptions Exist</b> link under the <b>Match</b> column is used to view additional details regarding a voucher's exceptions.</p> <p>When you click this link, the <b>Match Exception Workbench Details</b> page opens in a new window.</p>
17.	<p>The <b>Match Exception Workbench Details</b> page is used to view match information for associated vouchers, purchase orders and receipts. It can be used to override exceptions, correct errors, create debit memos, put vouchers on a match hold and initiate the matching process.</p> <p>Only authorized users can override an exception.</p>
18.	<p>The header shows summary information about the voucher such as the <b>Matched Date</b> (the matching process date) and the <b>Match Status</b>.</p>
19.	<p>Click the <b>Match Exception Summary</b> link to view the <b>Match Exception Workbench Summary</b> page.</p> <p><a href="#">Match Exception Summary</a></p>
20.	<p>The <b>Match Exception Workbench Summary</b> page displays all invoice line errors.</p> <p>Click the <b>Return</b> button to return to the <b>Match Exception Workbench Details</b> page.</p> <p></p>
21.	<p>Click the <b>Document Details</b> link to view additional document details.</p> <p><a href="#">Document Details</a></p>
22.	<p>The <b>Associated Document Information</b> page displays voucher, purchase order and receiver attributes for all lines. This link accesses the first line of the voucher. All lines are available for viewing by using the <b>Line Document Details</b> link.</p>
23.	<p>Click the <b>Return</b> button to return to the <b>Match Exception Workbench Details</b> page.</p> <p></p>

Step	Action
24.	<p>The <b>Voucher Match Action</b> field is used to apply a change to the voucher such as override the match exception. Comments about the action can be entered in the <b>Match Action Comments</b> field below it.</p> <p>The <b>Voucher Match Action</b> options are:</p> <ul style="list-style-type: none"> <li>- <b>Credit Note</b>: Changes the match status on the voucher to <b>Overridden - Credit Note</b>. Once the matching process runs, the match status will change to <b>Matched</b> and the match type to <b>Matched with Credit Note</b>.</li> <li>- <b>Match Dispute</b>: Places the entire voucher on hold. No further matching will be applied to the voucher until the match status has been changed to <b>Override</b> or <b>To Be Matched</b>.</li> <li>- <b>Override</b>: Changes the match status to <b>Manually Overridden</b>. Once the matching process runs, the match status will be changed to <b>Matched</b> and the match type changed to <b>Matched with Override</b>.</li> </ul> <p>You must have override authority to enter the <b>Voucher Match Action</b> and <b>Match Action Comments</b>.</p>
25.	The <b>Line Details</b> group box is used to view or perform actions to the voucher lines.
26.	The <b>Voucher Line Match Action</b> field is used to apply an override at the line level.
27.	<p>The <b>Match Rules</b> group box displays the match rules that were applied to the voucher line in the order that they were applied.</p> <p>An exclamation mark is displayed next to the match rules in error and indicates the voucher line has a match exception.</p>
28.	<p>Click the <b>Drill Down</b> button for the row containing an exclamation mark to view an explanation of the Match Rule for the exception on that line.</p> 
29.	The <b>Match Rule Details</b> page provides a detailed description of the match rule.
30.	<p>Click the <b>Return</b> button.</p> 
31.	Notice that the <b>Voucher</b> , <b>Purchase Order</b> and <b>Receiver</b> information used in the comparison is displayed next to the <b>Match Rule</b> column.
32.	<p>Click the <b>Override Options</b> tab.</p> 
33.	Match exceptions can also be overridden at the <b>Match Rule</b> level. This is also controlled by security.
34.	When you finish reviewing the match exceptions, you would close the <b>Match Exception Workbench Details</b> page using the red <b>Close</b> button ("X") in the upper right corner of the page. This will return you to the <b>Match Workbench</b> page.

Step	Action
35.	<p>The <b>Match Workbench</b> page is displayed.</p> <p>For each exception, determine how to resolve it and make adjustments accordingly.</p> <p>For example: if a vendor was billed for more than the purchase order, then the voucher might need to be adjusted.</p> <p>The <b>Match Workbench</b> page provides a <b>Vouchers</b> link on the <b>Details</b> tab to access the voucher component. This link will allow you to view or change the voucher. If the amount billed is less than the purchase order, you might need to override the exception and process the bill.</p>
36.	<p>Use the <b>Match Exceptions Exist</b> link to view the <b>Match Exceptions</b> page where you can override the exception at the header, line or <b>Match Rule</b> level.</p>
37.	<p>If a voucher needs to be changed, selecting the <b>Vouchers</b> link would open the voucher where it can be viewed or modified.</p>
38.	<p>Congratulations! In this topic, you used the <b>Match Workbench</b> to review a voucher's matching status.</p> <p>You also located vouchers that have match exceptions and viewed the related details.</p> <p><b>End of Procedure.</b></p>

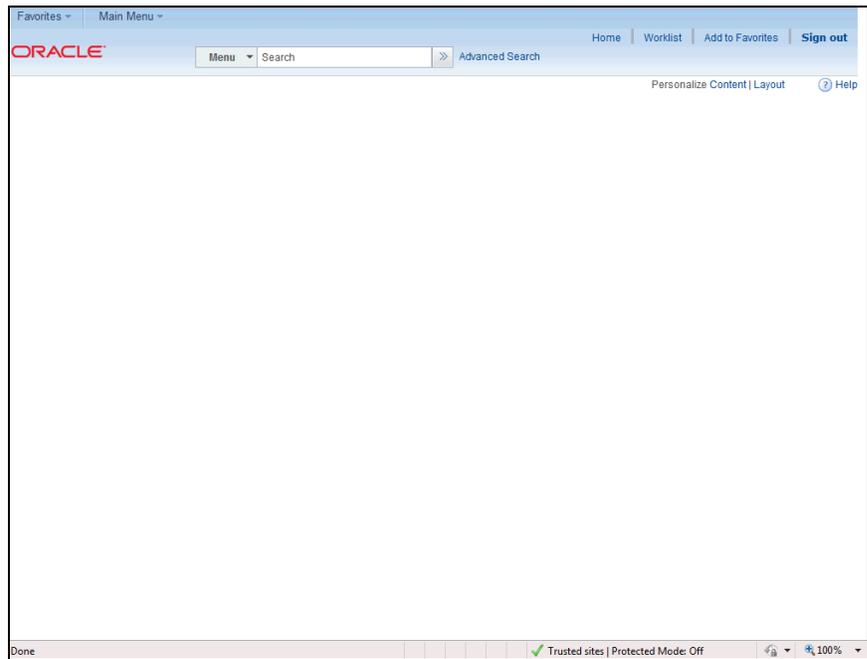
## Reviewing Voucher Accounting Entries

### Section 5 Lesson 2, Exercise - Scenario 2 Reviewing Voucher and Accounting Entries

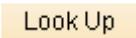
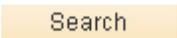
#### Procedure

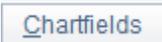
In this lesson, you will learn about the various inquiries available with CAPPS. These inquiries provide valuable information in the managing of your suppliers, vouchers and payments.

## EUT Course



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Voucher Accounting Entries</b> page. 
2.	Click the <b>Accounts Payable</b> menu.  <b>Accounts Payable</b>
3.	Click the <b>Review Accounts Payable Info</b> menu.  <b>Review Accounts Payable Info</b>
4.	Click the <b>Vouchers</b> menu.  <b>Vouchers</b>
5.	Click the <b>Accounting Entries</b> link.  <b>Accounting Entries</b>
6.	Use the <b>Voucher Accounting Entries</b> page to search for voucher information based on <b>Business Unit</b> and <b>Voucher ID</b> or <b>Invoice Number</b> .  Results will display for vouchers run through the <b>Voucher Posting Application Engine</b> process.

Step	Action
7.	<p>Use the <b>Business Unit</b> field to enter or select the <b>Business Unit</b> for the voucher whose accounting entries you want to review.</p> <p><b>Note:</b> The <b>Business Unit</b> defaults based on your user preference setup.</p> <p>For this exercise, accept the default.</p>
8.	<p>Click the <b>Look up Voucher ID (Alt+5)</b> button to select the voucher to be reviewed.</p> 
9.	<p>You are not sure of the exact <b>Voucher ID</b> but know it contains 115.</p> <p>Click the <b>Voucher ID begins with</b> list.</p> 
10.	<p>Click the <b>contains</b> list item.</p> 
11.	<p>Enter <b>115</b> into the <b>Voucher ID</b> field.</p>
12.	<p>Click the <b>Look Up</b> button.</p> 
13.	<p>A list of Voucher IDs containing 115 is displayed.</p> <p>Click the second <b>ABC Corp</b> link.</p>
14.	<p>If preferred, you may also search based on the supplier's invoice number.</p>
15.	<p>In this case, click the <b>Search</b> button to retrieve information on Voucher ID 00000115 in Business Unit 31300.</p> 
16.	<p>The <b>Voucher ID, Invoice Number, Invoice Date, Supplier ID</b> and <b>Supplier Name</b> are displayed at the top of the page.</p> <p>Each posting process appears in its own view in the <b>Accounting Information</b> section.</p>
17.	<p>The <b>Posting Process</b> field displays the posting process for the specific entry.</p> <p>In this example, AP Accrual indicates the information displayed is related to the posting of the original voucher's accounting entry.</p> <p>Depending on the voucher, you may also see entries related to voucher payments, voucher cancellation and voucher closure.</p>

Step	Action
18.	<p>The <b>GL Dist Status</b> field indicates whether the information has been loaded into GL via the Journal Generation process.</p> <p>If the information has been loaded into GL, then the status will be Distributed. If it hasn't, then the status will be Not Distributed.</p>
19.	<p>If multiple processes have been run for this voucher, then you will use the scroll feature associated with the Accounting Information section to view the entries.</p> <p><b>Note:</b> In this exercise, only one process has been run (1 of 1).</p>
20.	<p>On the <b>Main Information</b> tab, debit and credit amounts are displayed (credits are reflected as a negative amount).</p>
21.	<p>The <b>Ledger</b> column displays the ledger book used when posting the journal entry to GL.</p>
22.	<p>Click the <b>Chartfields</b> tab to view details such as the account, fund code and department.</p> <p></p>
23.	<p>The <b>Chartfields</b> tab displays the individual chartfield values used when recording the entry.</p>
24.	<p>If the entry has been loaded (i.e. distributed) to the General Ledger, then you can use the <b>Journal</b> tab to view journal entry details, such as the journal entry number.</p> <p>Click the <b>Journal</b> tab.</p> <p></p>
25.	<p>The <b>Journal ID</b> column displays the general ledger journal ID assigned by the Journal Generator process for this accounting entry.</p> <p>If these fields are blank, then this accounting entry has not been journal-generated (i.e. loaded into the GL) yet.</p>
26.	<p>The <b>Budget Status</b> column displays the budget status for this accounting entry.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> <li>• <b>Not Chk'd</b> -- Not budget checked.</li> <li>• <b>V -- Valid</b> i.e. passed budget checking.</li> <li>• <b>Error</b> -- The budget check process has detected errors. When Error appears, the Budget Check Exception link also appears. Use the link to access the exception pages and review the error.</li> </ul>
27.	<p>Congratulations! You successfully reviewed voucher and posted accounting entries.</p> <p><b>End of Procedure.</b></p>

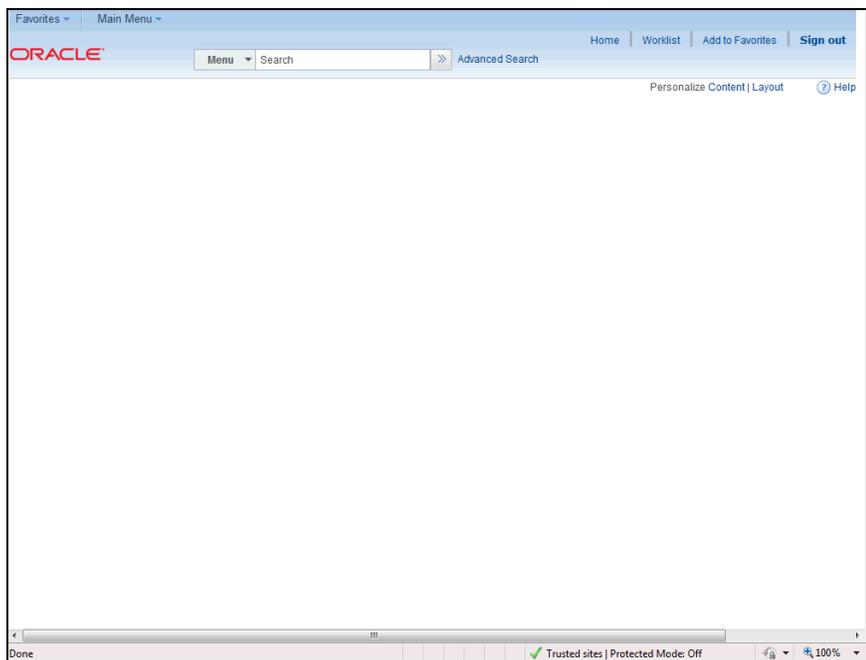
## Section 6 Running Financials and SCM Reports

## Running AP Reports

### Section 6, Lesson 1, Exercise - Running Payable Reports

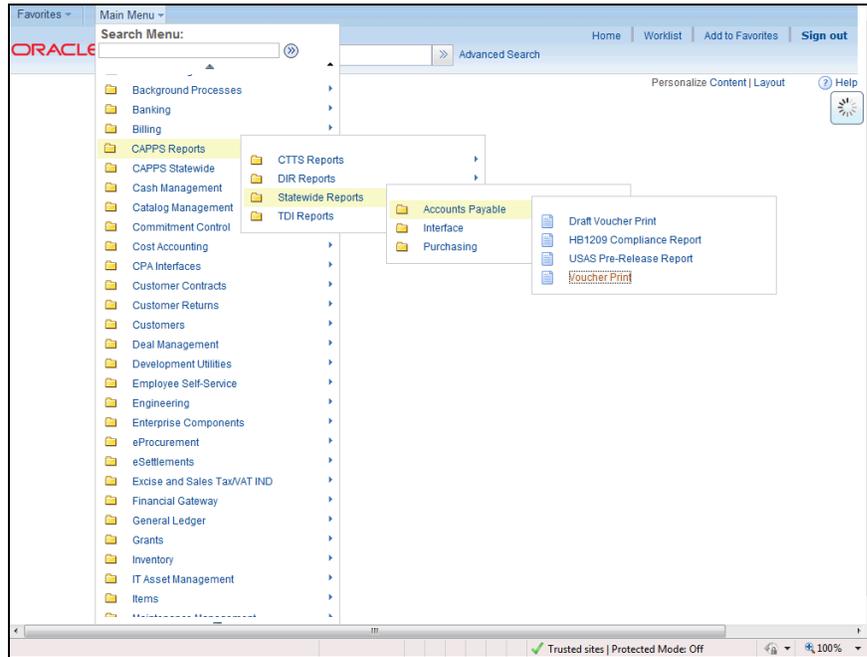
#### Procedure

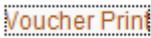
In this topic, you will learn the basics of report processing and viewing.

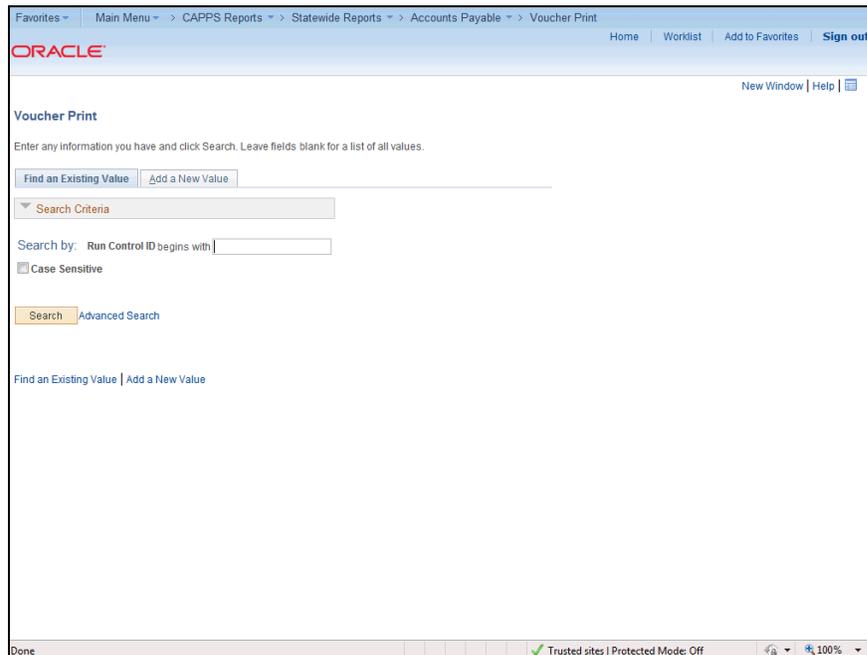


Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Voucher Print</b> report page. 
2.	Click the <b>CAPPS Reports</b> menu. 
3.	Click the <b>Statewide Reports</b> menu. 
4.	Click the <b>Accounts Payable</b> menu. 

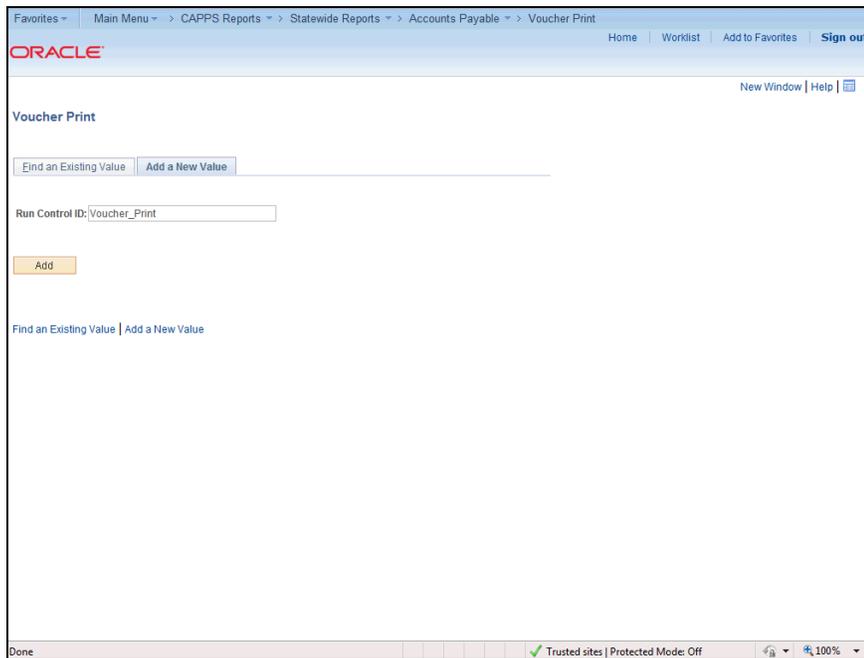
## EUT Course



Step	Action
5.	Click the <b>Voucher Print</b> link.  

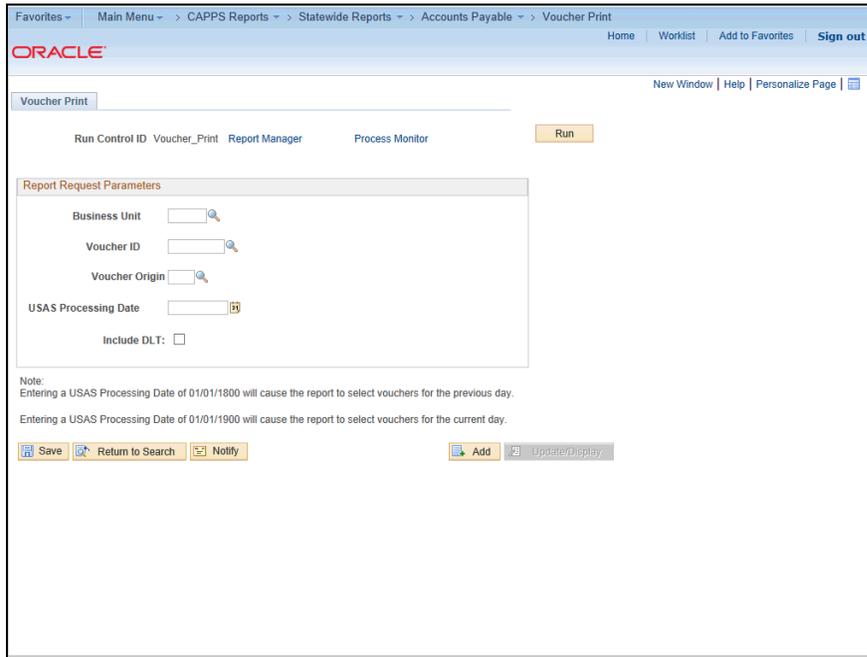


Step	Action
6.	<p>A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.</p> <p>The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p>
7.	<p>If you had run the Voucher Print report before, you would search for the Run Control ID on the <b>Find an Existing Value</b> tab.</p> <p>To create a new Run Control ID, click the <b>Add a New Value</b> tab.</p> <p></p>
8.	<p>A <b>Run Control ID</b> cannot contain spaces. Use letters or numbers up to 30 characters long. Special characters are not allowed with the exception of the underscore.</p>
9.	<p>In this example, use Voucher_Print as the ID.</p> <p>Enter <b>Voucher_Print</b> in the <b>Run Control ID</b> field.</p>



Step	Action
10.	<p>Click the <b>Add</b> button.</p> <p></p>

## EUT Course

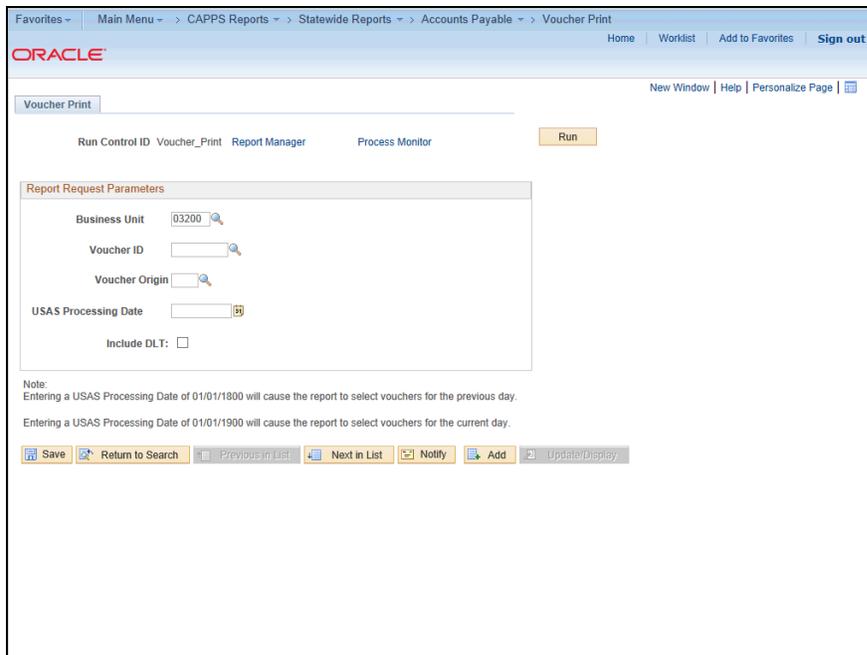


Oracle Voucher Print configuration page. The 'Report Request Parameters' section contains the following fields:

- Business Unit:
- Voucher ID:
- Voucher Origin:
- USAS Processing Date:
- Include DLT:

Buttons at the bottom: Save, Return to Search, Notify, Add, Update/Display.

Step	Action
11.	Running this report requires some data entries so that the correct items print.
12.	Enter the Agency's Business Unit. Enter the desired information into the <b>Business Unit</b> field. Enter " <b>03200</b> ".

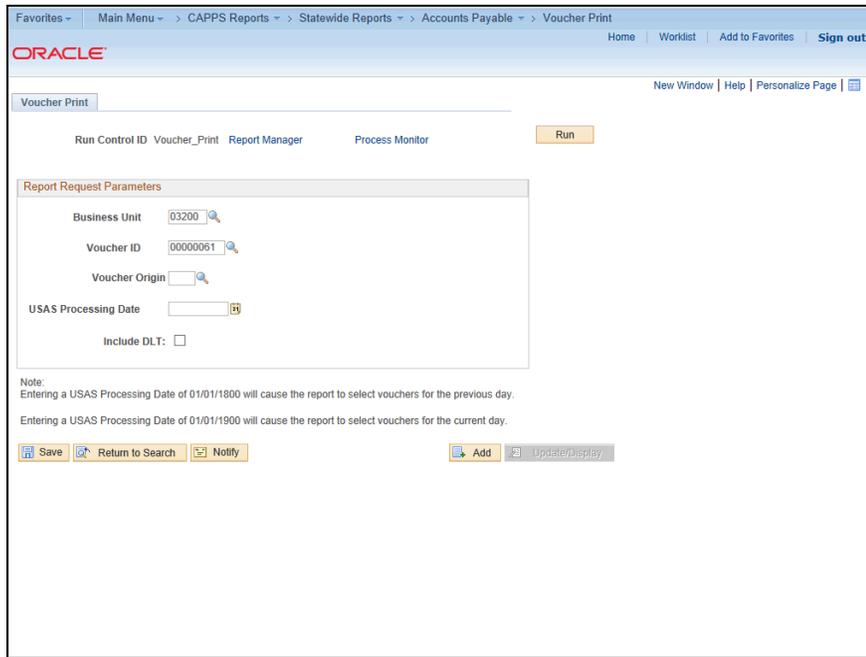


Oracle Voucher Print configuration page. The 'Report Request Parameters' section now has the following values:

- Business Unit: 03200
- Voucher ID:
- Voucher Origin:
- USAS Processing Date:
- Include DLT:

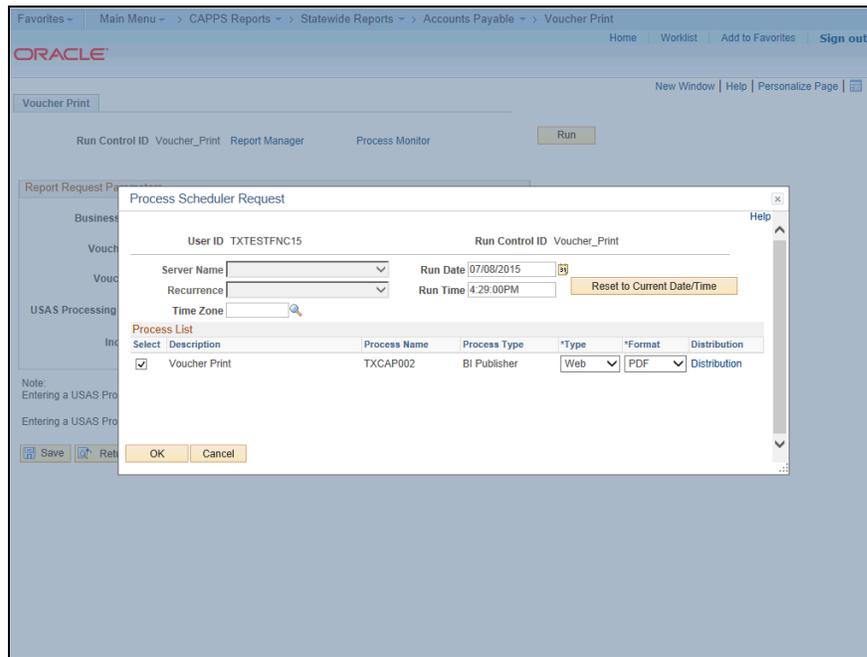
Buttons at the bottom: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display.

Step	Action
13.	<p>Enter the Voucher number.</p> <p>Enter the desired information into the <b>Voucher ID</b> field. Enter "<b>0000061</b>".</p> <p><b>Voucher ID</b> <input type="text"/></p>

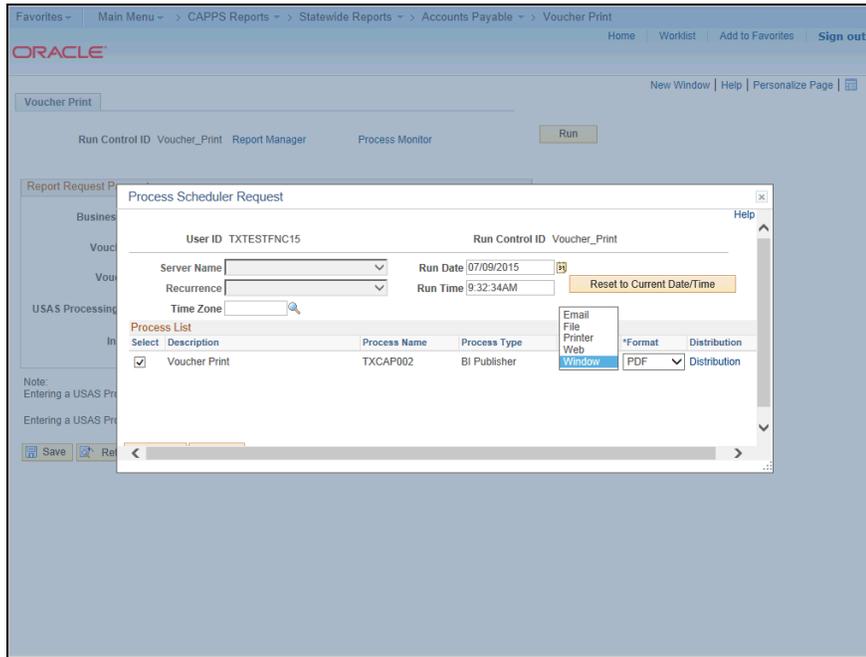


Step	Action
14.	<p>Click the <b>Run</b> button to initiate the <b>Voucher Print</b> process.</p> <p><b>Run</b></p>

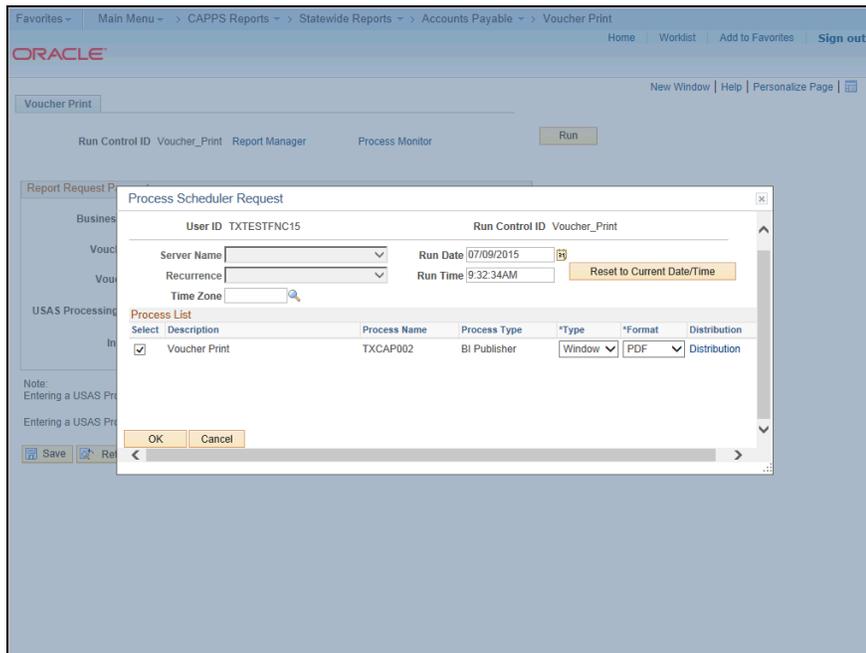
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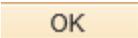
Step	Action
15.	Use the <b>Process Scheduler Request</b> page to enter or update parameters, such as report output type and format.  For this report, no information needs to be updated.
16.	The <b>Description</b> field helps to uniquely identify a process.
17.	The <b>Process Name</b> field displays the name of the process as it appears in the technical definition.
18.	Click the <b>Type</b> list item to view the options. 



Step	Action
19.	Click the <b>Window</b> list item.



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Step	Action
20.	To accept the parameters and submit the report request, click the <b>OK</b> button. 
21.	The <b>Queued</b> page shows the report request is queued up for processing. The window will update automatically as the status changes.
22.	The <b>Processing</b> page shows the report request is being processed. The window will update automatically as the status changes.
23.	The <b>Success</b> page shows the report request was completed and the report is being produced. The window will update automatically as the status changes.
24.	The report is automatically displayed and may be printed using the print option in your Web browser.
25.	Congratulations! You successfully ran and viewed an Accounts Payable report - Voucher Print. <b>End of Procedure.</b>

## Knowledge Check

### Processing Vouchers

 Question
Vouchers must be processed in the following order:
 Response
<ul style="list-style-type: none"> <li>A. Matching, Posting, Budget Check, Document Tolerance</li> <li>B. Budget Check Matching, Posting, Document Tolerance</li> <li>C. Any order as long as Posting is first.</li> <li>D. Any order as long as Posting is last.</li> </ul>

### Reversal Vouchers

 **Question**

Reversal Vouchers are only used to re-instate encumbrances.

 **Response**

- A. True
- B. False

## Match Workbench

 **Question**

The Match Workbench feature in CAPPS is only used to view vouchers that have a matching dispute.

 **Response**

- A. True
- B. False

## Voucher Styles

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 <b>Question</b>	
Match the Voucher Type with the scenario.	
 <b>Response</b>	
<input type="checkbox"/> Template Vouchers <input type="checkbox"/> Single Payment Vouchers <input type="checkbox"/> Procard Vouchers <input type="checkbox"/> Multi-Vendor Vouchers <input type="checkbox"/> PO Vouchers with Assets	<ol style="list-style-type: none"><li>1. Used to pay vendor for any spot purchases made by agency staff.</li><li>2. Used as a model for creating future vouchers.</li><li>3. Used to copy information into a voucher to expedite voucher creation.</li><li>4. Used to pay a vendor at the header level while referencing different vendors at the voucher line level.</li><li>5. Used for one time payments.</li></ol>

## USAS Payment Date

 <b>Question</b>
The USAS Payment Date is the same as the Requested Payment Date in CAPPS.
 <b>Response</b>
<p>A. True B. False</p>

## Deleting a Voucher

 <b>Question</b>
Vouchers can be deleted at anytime.
 <b>Response</b>
<p>A. True</p> <p>B. False</p>

## Agency Number

 <b>Question</b>
The Agency number and the Business Unit in CAPPS are the same.
 <b>Response</b>
<p>A. True</p> <p>B. False</p>

## Inactivating a Supplier

 <b>Question</b>
Once a Supplier has been inactivated in CAPPS, Only invoices attached to current POs will be paid.
 <b>Response</b>
<p>A. True</p> <p>B. False</p>

## Supplier Conversion

## *EUT Course*

 <b>Question</b>
The Agency's Suppliers will be converted when the Agency goes live on CAPPS. How many years of information will be converted?
 <b>Response</b>
<ul style="list-style-type: none"><li>A. 1 Year</li><li>B. 2 Years</li><li>C. 3 Years</li><li>D. 4 Years</li></ul>

## Run Control IDs

 <b>Question</b>
Run Control IDs are used for running processes and reports. What is the maximum number of characters that can be used in a Run Control ID?
 <b>Response</b>
<ul style="list-style-type: none"><li>A. 15</li><li>B. 20</li><li>C. 25</li><li>D. 30</li></ul>