



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Voucher Entry for ProCard

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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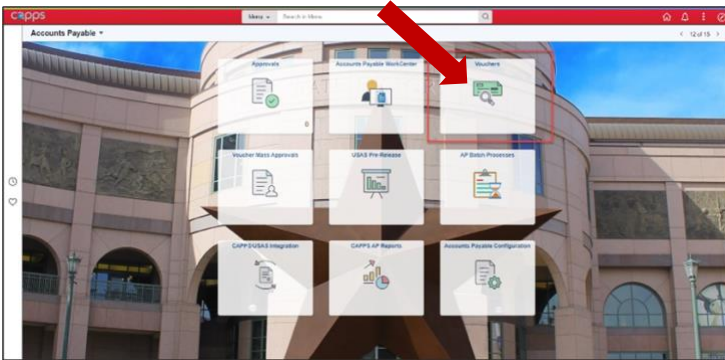
# Voucher Entry for ProCard

## Overview

This Desk Aid provides information regarding each step needed to successfully enter, edit, budget check and submit an approval of a ProCard Voucher.

## Voucher Entry — ProCard Voucher

1. Select the **Accounts Payable** dashboard.
2. Select the **Vouchers** tile.



The screen opens/defaults to the **Regular Entry** section on the **Add a New Value** screen.

3. Select **ProCard Voucher** from Voucher Style drop-down.

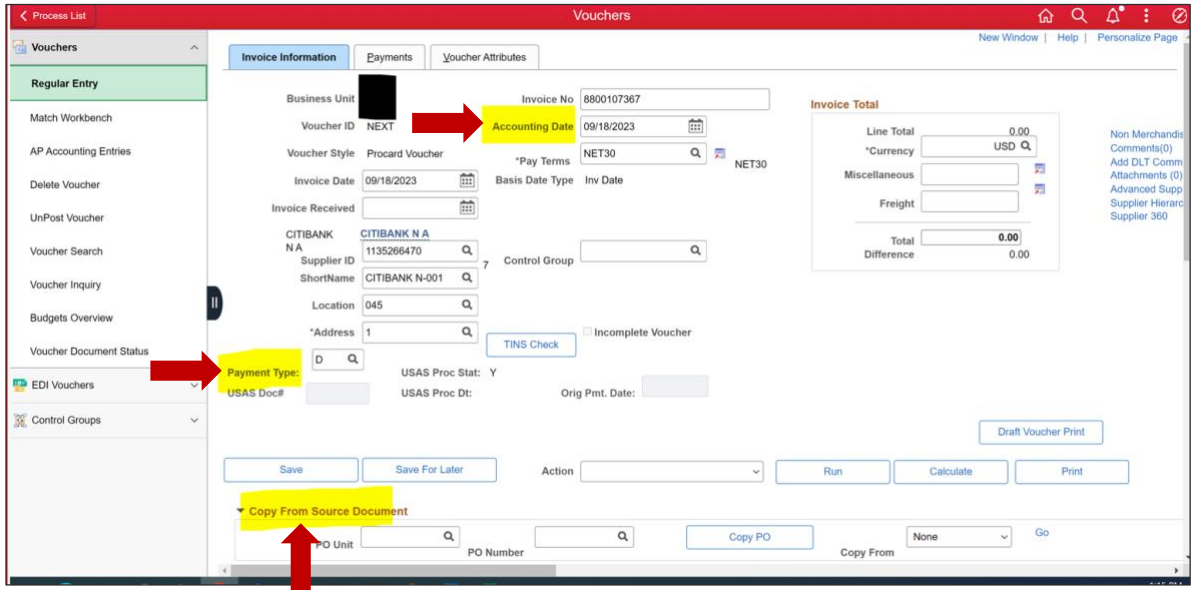
The screenshot shows the 'Vouchers' screen with the 'Add a New Value' section. The 'Voucher Style' dropdown is set to 'Procard Voucher'. The 'Gross Invoice Amount' field is highlighted with a red box and contains the value '0.00'. Other fields include Business Unit, Voucher ID, Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number, Invoice Number, and Invoice Date (09/18/2023). Freight and Misc Charge amounts are also shown as 0.00.

Many of the fields autopopulate with values from the Statewide Systems Codes table configuration for ProCard (configured at the agency level), such as the:

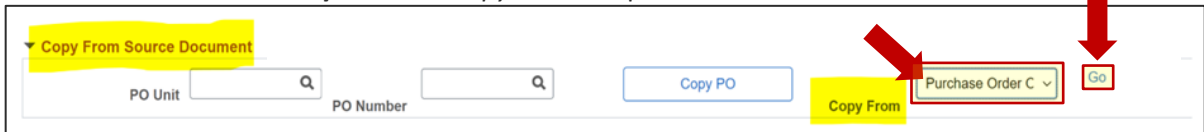
- SUPPLIER NAME field, SHORT SUPPLIER NAME field, and SUPPLIER ID field
- SUPPLIER LOCATION field
- ADDRESS SEQUENCE NUMBER field
- INVOICE NUMBER field
- INVOICE DATE field

4. Enter the GROSS INVOICE AMOUNT field.
5. Select **Add**.

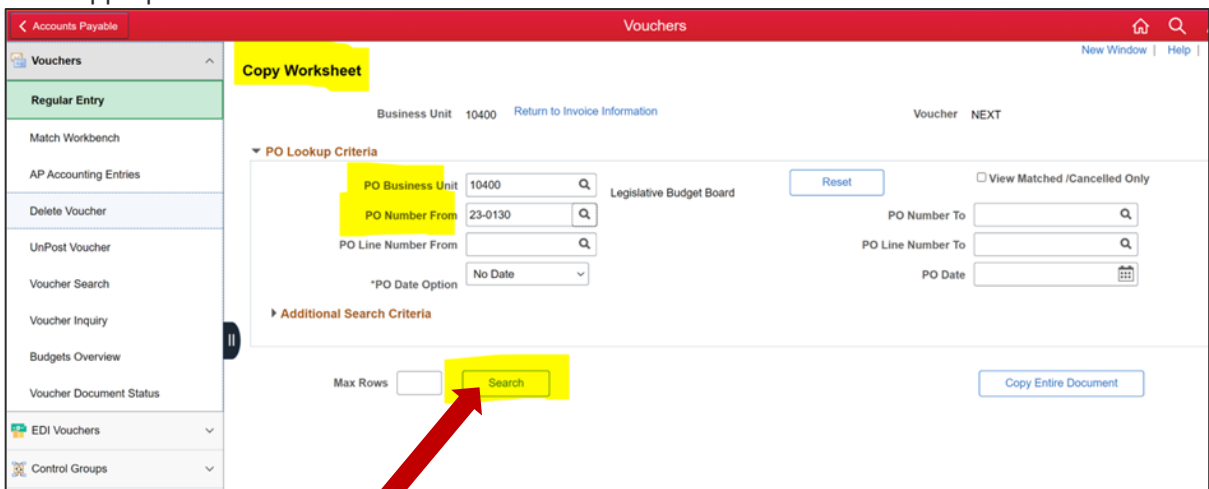
6. Select the **Invoice Information** tab.
7. Verify the values in the **ACCOUNTING DATE** and **PAYMENT TYPE** fields.



8. Select **Copy from Source Document** to expand.
9. Select **Purchase Order Only** from the *Copy From* drop-down menu.

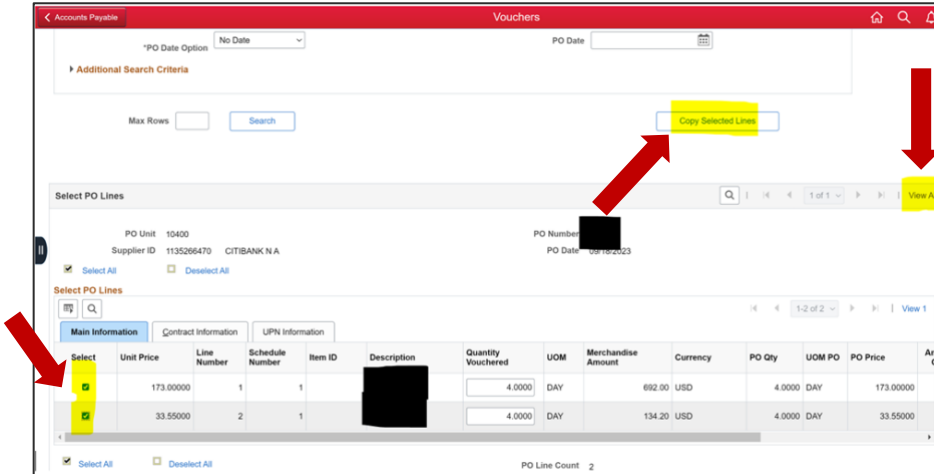


10. Select **GO**. The Copy Worksheet screen displays.
11. Enter appropriate values in the **PO BUSINESS UNIT** and **PO NUMBER FROM** fields.

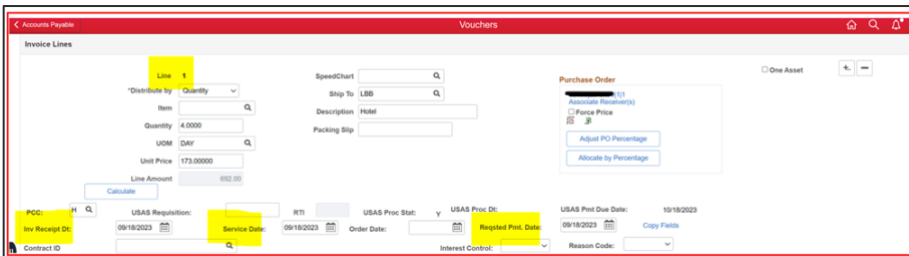


12. Select **Search**. A *Select PO Lines* subsection displays.

13. Scroll to the right to select **View All** lines.
14. Select the checkboxes for the lines you want copied into the voucher.

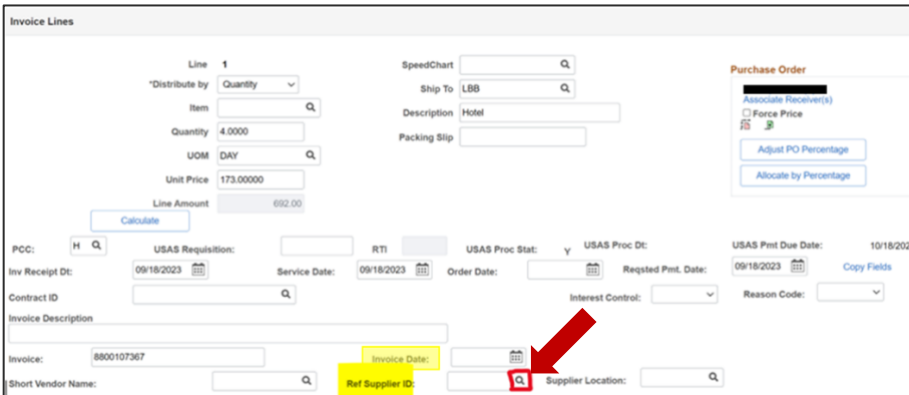


15. Select **Copy Selected Lines**.
16. Navigate to the **Invoice Lines** section.
17. Enter values in the INVOICE RECEIPT DATE, SERVICE DATE AND REQUESTED PAYMENT DATE fields for all Invoice Lines.



**Note:** To view all *Invoice Lines*, move the bottom horizontal scroll bar to the right and select **View All Invoice Lines**. Entry in the REQUESTED PAYMENT DATE field is optional.

18. Enter a value in the INVOICE DATE field.



19. If the REF SUPPLIER ID is blank, use the look up/magnifying glass icon and choose the supplier from the menu choices.

**Note:** Once the REF SUPPLIER ID is populated, the SHORT VENDOR NAME and LOCATION fields auto-populate. The LOCATION field's default value can be changed to the appropriate value if the supplier has multiple locations.

**Note:** If the PO associated with the voucher was sourced from a requisition that had a *Supplier ID* on the requisition line, then the *Ref Supplier ID* from the requisition line is copied into the voucher line. Otherwise, the *Ref Supplier ID* will be blank on the voucher line if the purchase order was not sourced from a requisition that has a Supplier ID populated on the requisition line.

**Look Up Ref Supplier ID**

Supplier SetID: 10400  
 Supplier ID: begins with   
 Short Supplier Name: contains

Search Results

View 100 1-1 of 1

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
1135266470	CITIBANK N-001	CITIBANK N A	(blank)	(blank)	(blank)

20. Navigate to **Voucher Attributes** tab.

Accounts Payable Vouchers

Invoice Information | Payments | **Voucher Attributes**

Business Unit: [Redacted] Invoice No: 8800107367  
 Voucher ID: NEXT Invoice Date: 09/18/2023  
 Voucher Style: Procard Voucher  
 Total: 826.20

Post Voucher  Close Voucher  
 Revalue Voucher  Delete Voucher

Accounting Instructions: Account At: Gross \*Template: PROCARD USAS Transaction Code: 264

Match Action: Match Due Date: \*Status: To Be Matched

Transaction Currency: \*Source: Tables \*Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

**Note:** The Accounting Entry Template has an assigned value of Procard that is equivalent to USAS T-code 264. CAPPS automatically generates a 905 T-code line when the voucher is processed by the CAPPS to USAS Outbound process.

21. **Save** the voucher and make note of the *Voucher ID* that is assigned.

**Optional Steps**

On the Invoice Information tab:

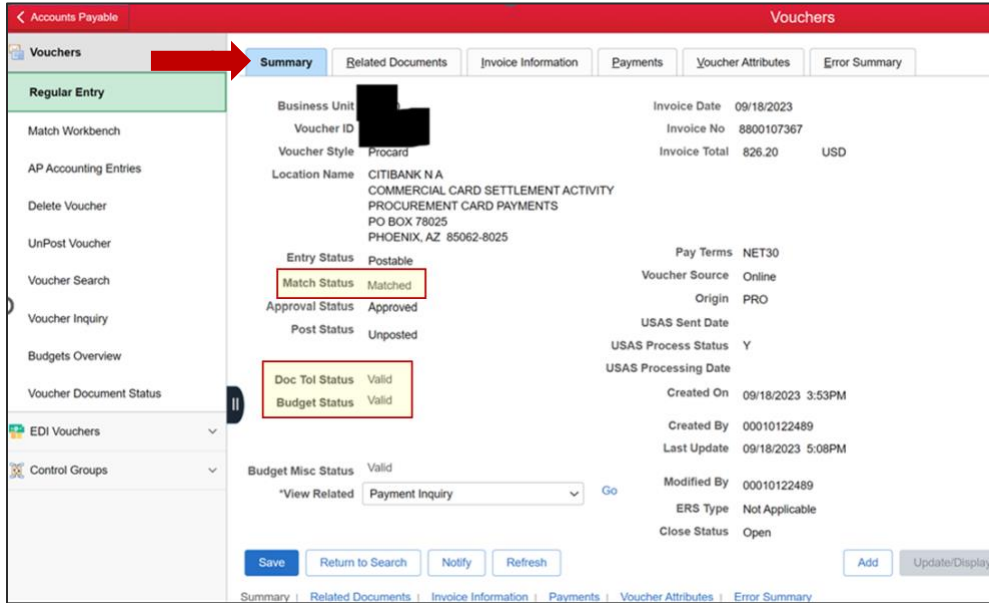
1. Select **Match, Doc Tol, Bdgt** from the drop-down menu for ACTION.

Action

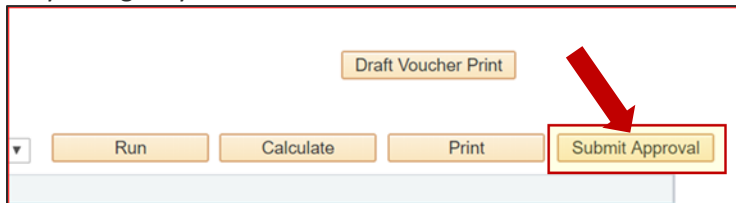
2. Select **Run**.
3. Select the refresh icon to determine when the process has completed.

Action Match, Doc Tol, Bdgt

- Once the processes are completed, select the **Summary** tab and verify the voucher's **BUDGET STATUS**, **MATCHING STATUS**, and **DOC TOL STATUS** values are accurate.

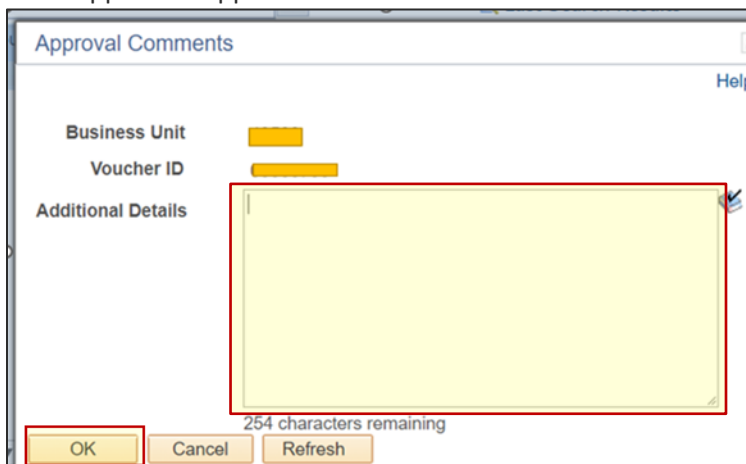


- Select the **Invoice Information** tab and Select **Submit Approval** if voucher approval has been enabled for your agency.



**Note:** Depending on the agency configuration, ProCard Vouchers might be pre-approved, thereby not requiring this step.

- Enter applicable approval comments in **ADDITIONAL DETAILS** field, if necessary.



- Select **OK**.

You have successfully completed the ProCard Voucher Entry!

## Revision History

Date	Description of Change	Changed By
Oct. 31, 2023	Revised and updated to new template.	C. Vyas
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A