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<table>
<thead>
<tr>
<th>Combinations</th>
<th>Sales Tax/Use Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Tax</td>
<td></td>
</tr>
</tbody>
</table>

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Accounts Payable—Voucher Entry

This class covers the basic features and functions of the PeopleSoft Financial System (PSFS) Accounts Payable module for voucher entry. It describes the four basic voucher entry documents, Standard, Express, Adjustment and Journal Vouchers. In addition to voucher entry, the training includes templates, discounts, sales/use tax functionality, payment tracking, Audit and Amount Hold and other features. (Note: Purchase Order related transactions are discussed in Accounts Payable 2 class.)

Objectives

Upon completion of the course, the trainee will get a basic understanding of the PeopleSoft Accounts Payable Module and all its functionalities.

New Features

- Document Attachment Feature
- Inquiry Panels
  - LACOE Voucher Approval Status
  - Audit Hold Ranges
  - Global Vendor Overrides
  - Contract ID
  - Voucher Register Inquiry

Where to go for Help

- For HELP Desk assistance, call (562) 922-6646; For PSFS Accounts Payable inquiries, a group e-mail has been set-up to assist users at SFSGL&APGROUP@lacoe.edu.

- LACOE staff has the ability to “shadow” users. This feature allows LACOE staff to see what the user is doing and the ability to assist with transaction support.

PeopleSoft Hotkeys and Shortcuts

- F4 – Used when in a field that has a list of selectable values. For example, Units of Measure and Category codes.
- F7 – Used to add additional lines.
- F8 – Used to delete lines.
- % – The percent sign acts as a wildcard. It can be used when searching a field for a specific value. For example, if a user is searching for a vendor with the word “DEPOT” in the name, by typing in “%DEPOT”, PSFS will show all vendors with the letters “DEPOT” in the name.
- Favorites – Used to store navigation to frequently used panels.
- Recent – Users can access up to ten vouchers that were most recently created/updated.
PeopleSoft Bulletin Board

The PeopleSoft Bulletin Board is located to the right of the log in panel. LACOE will post important updates and information on this board.
Typical School District Procurement Process

Start

Requester creates a requisition.

Requisition is approved by Site Administrator(s).

Are additional levels of approval required?

No

Requisition may be pre-encumbered.

Requisition reaches Purchasing for processing (*)

Purchase Order is issued and sent to vendor.

Purchase Order is encumbered.

Pre-Encumbrance may be liquidated.

School Board approves or rejects Purchase Order.

Requester/Buyer may request Change Order.

Goods are received and/or services are provided.

Is a receiving document required?

No

Requester/Warehouse acknowledges receipt & sends to Accounts Payable (AP).

Yes

Accounts Payable creates vendor payment.

End

AP receives itemized invoice from vendor.

*Actions to include: Selection of vendors, determining items to be purchased or services to be provided, consolidation of orders, obtaining quotes, and determining binding & advertising requirements
Key Terms

Adjustment Voucher—A voucher used to apply an adjustment (or credit) to an existing voucher or to relate one voucher to another.

Budget Check Override—Selective suspension of the Budget Control Module (BCM). With this feature, a user can override the controlled budget for a transaction that failed budget checking due to insufficient funds; or override the tolerance limits for a transaction rejected due to exceeded tolerance limits. When a user selects the Override button, the system flags the transaction to allow the BCM to process successfully regardless of available funding. A user can cancel the override any time before BCM is run by clicking the Cancel Override button.

Budget Control Module—Referred to as BCM and also called Budget Checking; allows users to ensure that their commitments and expenditures do not exceed total budgets; revenues match estimates, and appropriations. BCM enforces budgetary control on financial transactions by verifying that:

- the account requires budgetary control,
- the transaction date falls within a valid fiscal period,
- the transaction type is valid,
- the transaction account is not listed as a budgetary account only,
- there is an existing budget,
- the transaction ChartFields translate to the budget ChartFields as specified on the Budget Checking Definition panel, and
- the total committed and/or expended amount of each transaction does not exceed the budgeted amount.

Business Unit—An organization that keeps its own books (in this case, a district).

ChartField—A discrete element of an institution's accounting code block; the keys by which financial data are recorded in PSFS General Ledger. Individual field that identifies the type of information users represent within their own chart of accounts.

Close Voucher—Enable users to relieve any outstanding liability on a voucher without paying it to the vendor. The posting process will create the accounting entries to close the voucher, and the reversals will go back against the original expenditure account. The voucher must be in a Posted Status (see Status Summary, Voucher Entry panels) for a user to be able to select this option and reverse any outstanding liability which has already posted.

Control Table—Control Tables are static tables designed to be the business rules or information that is shared by the business units in creating the transactions.

Delete Voucher—Enables users to delete a voucher from the payables system. For control purposes users can only do this when the voucher is in an Unposted Status (see Status Summary, Voucher Entry panels) and no portion of the voucher has ever been paid. A deleted voucher will have a status of “Unposted” and can only be viewed through the voucher inquiry panel (as opposed to voucher update/display).
Discount—A predefined percentage or flat amount applied to a billing charge.

Distribution Line—Field where user specifies which account string to charge for the expenditure.

Express Voucher—A voucher where the Header Information and Line Information and Charges Panels are combined as one panel. This is recommended when a voucher is associated with one voucher line and one distribution line.

Gross Amount—The total amount of an invoice, including merchandise amount, freight amount, and sales tax.

Invoice—The printed document containing bill information for a particular customer. Each Invoice corresponds in the system to a unique Invoice ID.

Journal Voucher—Used in Accounts payable to correct accounting entries on posted and paid vouchers.

Matching—The process of applying system match control rules against voucher, purchase order, and receiver documents, ensuring that an invoice being entered reflects the amounts ordered and received before it is approved for payment.

Merchandise Amount—The monetary amount of goods and services on a voucher; it does not include taxes or freight.

Pay Cycle—A set of rules that defines to PSFS Payables the criteria by which it should select scheduled payments for payment creation.

Payment—A transfer of monetary value from a bank account to a vendor.

Payment Cancellation—Either Stop Payment or a Cancel Payment.

Stop Payments apply to warrants that have already been sent out and for which a user asks the bank to stop payment. Users will have to receive confirmation from the bank through SFS before user selects to either close the voucher or reissue the warrant.

Cancel (Void) Payments apply to payments wherein the warrant is still in the control of the user and has not been sent out to the vendor. The warrant may have the wrong information and user does not want to send it to the vendor. For these payments, the user selects “Cancel Payment” and selects either closing the voucher or reissuing the payment. (In this case, the logical choice would be to close the voucher. Selecting reissuing the warrant will print the exact same warrant information which the user deemed as incorrect).

Posting—The process by which accounting entries are created or updated based on user transaction input.

Voucher—Voucher is a document that shows goods purchased and services rendered, authorizes payment and shows the accounts where the transactions are recorded.
PO Voucher—A voucher that references a Purchase Order created from PSFS Purchasing and copies the purchase order lines into the voucher lines.

Standard Voucher—A voucher which has separate panels for Invoice Header Information and Line Information and Charges. For vouchers with more than one voucher line or more than one voucher distribution line. Voucher has a breakdown by item and may be charged to multiple account strings.

Template Voucher—For use as a model for other vouchers that will be entered within the same fiscal year.

Transaction Table—Transaction tables store information relative to a “Business Unit,” or District. Transactions include the daily accounting information that is stored when operational processing begins.

Unit of Measure (UOM)—A type of unit used for quantifying in PSFS systems. Depending on the application, units of measure might describe dimensions, weights and volumes. Examples include: Box, Each, etc.

Use Tax—The Use Tax is imposed on the storage, use or consumption in this state of tangible personal property purchased from an out-of-state retailer. The Use Tax is based on the sales price (Merchandise Cost) of the item purchased and is the same as the sales tax rate.

Vendor—The party who is being paid.

Voucher Line—A line item from the invoice. An itemized invoice will show a line for each merchandise/service that was delivered/rendered. In PSFS, this will be referred to as the voucher line. Note that a voucher line can have several distribution lines.

Withholding—The code which translates to the type of service the vendor is providing (e.g., rents, royalties) and used for 1099 reporting.

NOTE:

For training purposes you will be able to use several processing screens which may not be available to you at your district. The type of processing screens available to you at your district is determined by the security that is authorized by your district.
Understanding Vouchers

Voucher Description

A **voucher** is a request for payment. It is identified with a unique Voucher ID, which consists of a maximum of eight (8) alphanumeric characters. The Voucher ID can be user assigned or system assigned.

A voucher is comprised of three components:

1. **Voucher Header**
   - Vendor Name
   - Vendor Address
   - Invoice Date
   - Gross Amount
   - Sales Tax
   - Freight
   - Terms of Payment

2. **Voucher Lines**
   - Amount by Item
   - Description
   - Quantity
   - Unit Price

3. **Voucher Distribution Lines**
   - Account Strings
   - Amount

**Payables support several types of vouchers including:**

- Standard Vouchers
- Express Vouchers
- PO Vouchers
- Adjustment Vouchers
- Journal Vouchers

Regardless of the various types of vouchers, the structure is essentially the same.
The Voucher Entry Panel Group is comprised of the following panels:

- Invoice Header Information
- Line Information and Charges
- Schedule Payment
- Record Payment
- Approvals and Matching
- Accounting Information
- Template Information
- Status Summary
- Comments
- Voucher Summary

Although there are many panels in Voucher Entry, a typical entry will only use two or three panels within the group. The rest are informational such as to view status of a voucher, Sales and Use tax, payment schedule, warrant number, voucher comments, payment message, and all other available information that will be discussed in this manual.

Voucher entry is self-balancing. Transactions create balanced debit and credit accounting entries.
Voucher Life Cycle

Vouchers go through several stages from initial entry to payment and posting to the General Ledger. PSFS tracks these stages through a variety of processes and statuses. When a voucher is entered into the Accounts Payable Module of PSFS, the following cycle occurs:

- The entry status on the Status Summary panel is **Open**.
- When the voucher is saved for the first time, the system validates the user data input with information defaulted from the control hierarchy to ensure correct entries.
- If the voucher passes all validations, it goes into a **Postable** state and is available for **Budget Checking**.
- If the voucher is a PSFS Purchase Order Voucher (PO Voucher) that requires **Matching** (Voucher matching to Purchase Order Information), the voucher goes through the match process before budget checking.
- The matching status (Approvals and Matching panel) of the voucher will be **To Be Matched** until LACOE runs the match process. The match process runs twice, at noon and included in the night batch processes.
- If matching is successful, the voucher matching status changes to **Matched** and the voucher is flagged for budget checking, posting and payment.
- If the match is not successful, the voucher matching status will change to **Match Exceptions Exist**. Users need to correct the matching exceptions and go through the match process again until a successful match is achieved. Then the voucher will move on to the next process in the cycle, which is budget checking (also called BCM).
- If the voucher does not pass BCM, the budget check status will be “Error.” The user will need to correct any budget errors by going into the Budget Control Exceptions. This panel will provide information about the kind of error that was encountered and if it can be overridden.
- Once the voucher successfully passes budget checking, it will have a BCM status of **Valid** (Accounting Information panel).
- The voucher will then be available for **district approval** (District Approval panel).
- After approval, the voucher is ready for the payment process (called paycycle).
- There is a mid-day paycycle process that will only select vouchers for Audit or Amount Hold. This mid-day process will not select vouchers for payment.
**Paycycle** is a nightly process that does the following:

- Selects vouchers to be suspended because of Audit or Amount Hold.
- Creates the warrants for the vouchers that are not suspended for audit or amount hold. Warrants are printed with the next business day as the issue date.

After paycycle, the payment posting process creates self-balancing accounting entries (i.e., debit to accounts payable, credit to cash) which are recorded in the general ledger and reflected on the financial reports.

**Process Workflow Charts**

Following are several Process Workflow Charts prepared to help users gain a better understanding of the business practice and work processes. These include the following:

- Accounts Payable Process Workflow – Provides high level processing of vouchers from data entry to payment
- School Financial Services (SFS) Commercial Claims Pre-Audit Process Workflow – Provides information on vouchers selected for pre-audit
- Procurement Feeder Modules To General Ledger Flowchart – Provides a high level look at requisition to warrant process (i.e., req to check)
Accounts Payable Process Flowchart

START

District Enters Voucher Online or Interface File

Is Matching Required

Yes

District approves Voucher?

Yes

PAYCYCLE Process Select voucher for payment or Audit hold

Is Voucher Auditable

No

LACOE Pre-Audit Commercial Claims review for Audit or Amount hold

No

LACOE Closes Voucher

Yes

LACOE prints Warrant And Warrant Register

PAYCYCLE: Amount Hold/Warrant Print (Once) – Nightly Batch

Voucher Post: Dr - Expenditure Cr - AP accrual

Payment Post: Dr - AP accrual Cr - Cash

END

LACOE Batch Processes
Match Process (Twice) – 12 noon, Nightly Batch
Budget Checking Process (Once) – Nightly Batch
PayCycle: Audit Hold (twice) – 12:30 noon, Nightly Batch
PayCycle: Amount Hold/Warrant Print (Once) – Nightly Batch
(Budget Checking is also a user pushbutton in addition to a nightly batch process)
SFS/Commercial Claims Pre-Audit Process Workflow

Start

Is the object used subject to audit held by SFS?

Yes

District sends documentation (i.e., contracts, purchase orders, invoices)

No

Is the payee a global vendor?

Yes

SFS Pre-Audit SFS Commercial Claims Section reviews documentation as to legality

No

Did SFS approve voucher?

Yes

Is non-approval due to insufficient documents and needs more info?

No

Is non-approval due to non-compliance with statutory requirements or lapsed time. SFS notifies district of non-approval.

PAYCYCLE PROCESS
Selects vouchers with Scheduled Due Date through today Paycycle Audit held Runs twice (12:30 noon and nightly) Paycycle Amount Hold/Warrant Print Runs once nightly Batch processes at LACOE Monday-Friday except holidays

VOUCHER POST
Dr - Expenditure Cr - AP Accrual 9519

PRINT B-WARRANT (and Warrant Register) Payment is generated and issued the next working day

PAYMENT POST
Dr - AP Accrual 9519 Cr - Cash 9110

End
Procurement Feeder Modules to General Ledger Flowchart

**General Ledger Entries**

- Requisition creates Pre-Encumbrance
  - Dr 4310
  - Cr 9721
- Purchase Order Liquidates Pre-encumbrance
  - Dr 9721
  - Cr 4310
- Voucher Liquidates Encumbrance
  - Dr 9720
  - Cr 4310
- Payment Liquidates AP Accrual and credits cash
  - Dr 9510
  - Cr 9110

**Object Codes Definition**

- 4310 – Materials and Supplies (Example)
- 9721 – Reserve for Pre-Encumbrance
- 9720 – Reserve for Encumbrance
- 9510 – AP Accrual
- 9110 – Cash in County Treasury
Standard Vouchers

Standard vouchers are entered into the system using the Voucher Panel Group. Within this panel group, the Invoice Header Information Panel maintains information that is common to the entire voucher. This panel enables the user to identify the vendor as well as invoice-specific information, such as:

- Vendor
- Payment terms
- Invoice number
- Invoice date
- Gross amount
- Sales/use tax or freight

Scenario 1: Standard Voucher with One Voucher Line

The example below is an invoice from a vendor for one item, the Education Supply Store. The invoice information consists of the following:

1. Chemistry Sets $4,000.00 (merchandise amount)
   Sales Tax 370.00 (sales tax 9.25%)
   Freight 150.00
   Total $4,520.00 (Gross Amount)

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Voucher ➔ Invoice Header Information ➔ Add

Enter the Voucher ID, or NEXT and click OK. The Voucher ID is an 8-character alphanumeric field. The user has the option to enter a specific or user assigned Voucher ID. By leaving it at NEXT, the user allows the system to assign a numeric Voucher ID.

(NOTE: Assigning your own Voucher ID has the advantage of using the Voucher ID as a criteria or a search field. For example, if you use the initials of your name AB, and inquire on a voucher, you can just enter AB on the search field and it will display all vouchers beginning with AB as opposed to a numeric search.)
Invoice Header Information Panel

The Invoice Header Information panel maintains information that is common to the entire voucher. It identifies the vendor as well as invoice-specific information like invoice number, invoice date, gross amount, and payment terms.

On the Invoice Header Information panel, complete the following fields in the sequence listed:

- Payment Terms (Default is 00 or Due Immediately)
- Invoice Date
- Invoice Number
- Gross Amount
- Sales Tax Amount and Sales Tax Code (if applicable)
- Freight (if applicable)
- Use Tax (if applicable, in lieu of Sales Tax)
In the above example, Sales Tax and Freight are applied. Select a **Sales Tax Code** (LA) when an amount is entered in the Sales Tax field. The equation below shows how the Gross Amount, Sales Tax, Freight and Merchandise Amount are all linked together:

\[
\text{Gross Amount} = \text{Merchandise Amount (MA)} + \text{Sales Tax} + \text{Freight}
\]

**Merchandise Amount**

This example illustrates how the equation is applied.

\[
\text{Gross Amount} = \text{Merchandise Amount (MA)} + \text{Sales Tax} + \text{Freight} \\
$4,520.00 = \text{MA} + \text{Sales Tax} + \text{Freight} \\
\text{MA} = $4,520.00 - $370.00 - $150.00 = $4,000.00
\]

**NOTE:** It is not necessary to separate the Merchandise Amount from the Gross Amount; the system calculates it based on the gross amount entered in the Invoice Header Information panel or the equation above.

Once the sales tax amount is entered in the sales tax field and the freight is entered in the freight field, PSFS will automatically allocate sales tax and freight to the merchandise amount itemized on the voucher lines. **It is the user’s responsibility to exempt any voucher lines where sales tax and freight are not applicable.**
Line Information and Charges Panel

On the Voucher Line Information and Charges panel users enter information about each line on the invoice:

- Merchandise amount, unit price, quantity, and description.
- Users may insert as many voucher lines as needed. The system calculates default amounts for each voucher line so the total voucher line amounts are in balance with the gross amount. As voucher lines are inserted, the default amounts will need to be changed to the line amount on the invoice.
- The panel has a counter that keeps track of the difference between the total voucher line amounts and the gross amount. When done entering the voucher lines, check the balance to make sure it nets to zero.

Clicking on the Sales Tax Detail will show the applicable sales tax to the voucher line.

PSFS calculates the sales tax of $\textbf{370.00}$ on a merchandise amount of $4,000.00$
Scenario 2: Standard Voucher with Multiple Voucher Lines

The standard voucher panel is the recommended use for invoices with multiple lines.

The example below is an invoice for $5,678.25 printer supplies and services from Kraft Education Supplies. The invoice from the vendor is itemized as follows:

1. Printer Paper $1,200.00
2. Printer Ink Black 2,300.00 ($4,900.00 total of merchandise only)
3. Printer Ink Red 1,400.00
4. Printer Service 175.00
Sales Tax 453.25 ($4,900*9.25% = $453.25)
Freight Charge 150.00
Total $5,678.25

NOTE: Create four Voucher Lines for the four items listed on the invoice. Each Voucher Line will have one Distribution Line or one account string.
Line Information and Charges Panel

Voucher Line 1 is for Printer Paper as entered in the Description field. Note the position of the outer scroll bar is at the top.

Insert another Voucher Line (click on outer scroll bar, click F7 key or click on the Insert Row icon) to enter the next item on the invoice. Clicking on the inner scroll bar will insert a row to the Distribution Line.

Voucher Line 2 for Printer Ink Black. There is only one Distribution Line for this item.
This is Voucher Line 3.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1575.00</td>
<td></td>
<td>PRINTER INK RED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is Voucher Line 4.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>175.00</td>
<td></td>
<td>PRINTER SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note that Printer Service in Voucher Line 4 is normally exempt from sales tax and freight. But since sales tax and freight are automatically prorated to all lines, Line 4 must be flagged as exempt.
To exempt Printer Service, go back to the **Invoice Header Information** panel and click on the **Sales Tax Detail and Freight Detail** (the icon is the magnifying glass next to the Sales Tax field and Freight field).

The sales tax is prorated to all the Voucher Lines including Line 4 for Printer Service.

Change the sales tax to **Exempt** by clicking on the drop down arrow and select **Exempt**. Then click on the **Home** icon to go back to the **Invoice Header Information** panel.
From the **Invoice Header Information**, click on the **Freight Detail** icon. The same logic is applied to Freight. Freight expense will be prorated to all the voucher lines.

Uncheck **Freight Applicable** for Printer Service to **Exempt**. This will exempt the Printer Service from freight. Save the voucher.
<table>
<thead>
<tr>
<th>Line</th>
<th>Amount</th>
<th>Description</th>
<th>Freight Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,200.00</td>
<td>Printer Paper</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2,300.00</td>
<td>PRINTER INK BLACK</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1,400.00</td>
<td>PRINTER INK RED</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>175.00</td>
<td>PRINTER SERVICE</td>
<td></td>
</tr>
</tbody>
</table>

Freight: 150.00  Prorate Freight to Lines
Schedule Payment Panel

The Schedule Payment panel stores a variety of information. The following information is found on this panel:

1. Net Due Date
2. Discount Due Date and Discount Amount
3. Scheduled Due Date
4. Payment Method (Check or ACH)
5. Payee Remit Address

1. Net Due Date

The Net Due Date calculates payment due date based on a combination of Invoice Date and Payment Terms. If payment terms are due immediately (code 00), the Net Due Date will be the same as the Invoice Date. If payment terms are net 30 days (code n30), the Net Due Date is the 30th day after the Invoice Date.

In the example, the Invoice Date is 07/01/20XX and the Payment Terms are 00, the resulting Net Due Date will be 07/01/20XX.
2. Discount and Discount Due Date

See Handling Manual Discounts on page 93.

3. Scheduled Due Date

The Scheduled Due Date is important. It conveys the **first possible date** the voucher will be processed by Paycycle. The Paycycle process determines whether the voucher will generate a warrant or be routed for Audit or Amount Hold.

The Scheduled Due Date is **NOT** the day the district schedules the warrant to be at the district.

The example on the previous page illustrates that the Paycycle will process the voucher on 07/01/20XX based on the payment terms, 00 or Due Immediately. If the voucher is not suspended for audit or amount hold, **Paycycle will create a warrant with an issue date of 07/02/20XX (or next business day).** Districts will also receive the warrant the next business day, 07/02/20XX.

When payment terms are due immediately, the scheduled due date defaults to current or today’s date and the voucher will process overnight.

![Invoice and Payment Details](image)

**Note:** During the Paycycle process, not all vouchers are paid. Some vouchers (when the criteria is met) are suspended for audit or amount hold. (See SFS Commercial Claims Audit Process.)
4. Payment Method

Payment method can be check or ACH. The payment method defaults from the Vendor Setup. If the default is payment by warrant, it can be changed to ACH as long as the vendor is set up for that method. (See Record Payment panel.)

5. Payee Remit Address and Alternate Name

The Payee Remit Address is the address printed on the warrant. It defaults from the Vendor Setup. If the vendor has more than one address (corporate and remit), the remit address information will be displayed in this panel. This address may be different from the address displayed on the Invoice Header Information panel (corporate address).

If the vendor has several remit addresses, one remit address is the default from the Vendor Setup. But it can be changed at voucher entry. Use the drop down on the ADDR field to select another remit address.

If the vendor has only one address for both corporate and remit, the address displayed on the Invoice Header Information panel and Schedule Payment panel will be the same.

If the vendor has Alternate Name setup, the alternate name will appear on the warrant. When the VNDR ALT NAME button is active, it indicates that the vendor has an alternate name. Click on this button and the alternate name is displayed.

Other Functions in the Schedule Payment Panel

Other features include the following:

- Print a Comment on the Remittance Advice
- Request separate warrants for multiple vouchers to the same vendor
Print a Comment on the Remittance Advice
Click on the More icon to print a comment on the remittance advice.

The More icon opens a panel to enter a **30 character** payment message (e.g., Purchase Order No., Order o., and Requisition No.). This message will print on the Warrant Remittance Advice.

Specify Separate Warrants for Vouchers paid to a Vendor

The Schedule Payment panel has a Separate checkbox. The default is unchecked, meaning that several vouchers created for the same vendor and processed in the same Paycycle batch or same night will all be combined and print on one warrant. If the Separate box is checked, each voucher will have a separate warrant.
Record Payment Panel

The **Record Payment** panel provides payment information, specifically the Payee Information, Payment Method, Warrant Number or ACH Advice Number, Issue Date and Gross Amount.

In the example, note the following information is immediately available if there is an inquiry from a vendor:

- **Payment Method:** Check
- **Reference (Warrant#):** 12345678
- **Issue Date:** 07/02/20XX
- **Gross Amount:** 5,678.25
- **Vendor Name:** THE EDUCATION SUPPLIES STORE
- **Vendor ID:** 0000015118
Approvals and Matching Panel

District Approval Process

The **Payment Approval Status** panel shows approval status. At voucher entry, the status will be **Pending**. Once budget check is valid, the status will change to **Open-Pending District Approval** as shown in this example:

![Payment Approval Status Panel](image)

Vouchers with Open Pending District Approval are ready for review and approval by the district approver or district payable supervisor. These vouchers are displayed on the district’s **Voucher District Approval Panel**.

This is the district’s approval panel. Voucher #00000375 displayed in this panel is ready for district action.

![Voucher District Approval Panel](image)
The district approver will review and take action on the vouchers. District action is reflected on the **Payment Approval Status** panel.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold</td>
<td>The voucher has just been entered. It is waiting for approval from the district approver. The voucher status is <strong>Open-Pending District Approval</strong>.</td>
</tr>
<tr>
<td>Approved</td>
<td>District approver approves the voucher for payment. Voucher status is <strong>Approved at the District Level</strong>.</td>
</tr>
<tr>
<td>Denied</td>
<td>District approver denies the voucher for payment. Voucher status is <strong>Rejected at the District Level</strong>. District deletes the voucher.</td>
</tr>
</tbody>
</table>

Districts should delete **Denied** vouchers immediately. Leaving the voucher on **Denied** status creates the following situations:

1. The budget appropriated to the denied voucher is not returned back to the budget to be used for other expenditures.

2. The denied voucher continues to be displayed in the daily Suspense Register Report with a status of “DD” (Denied at the District Level) and may create unnecessary data or confusion.

**Paycycle Process**

After the voucher has been approved by the district approver, the voucher is ready for Paycycle process. This process will do the following:

- Select vouchers to be suspended for **Audit Hold**. Audit Hold is based on the type of expenditure or the Object code used in the account string.

- Select vouchers to be suspended for **Amount Hold**. Amount Hold is based on the voucher’s gross amount exceeding a pre-defined **Threshold Amount**.

**Note:** **Threshold Amount** is defined as a dollar threshold that varies among districts. When the gross amount of a voucher or several vouchers to the same vendor and processed together on the same nightly batch exceed the threshold amount, those vouchers will be suspended for Amount Hold.

The majority of vouchers are not suspended for Audit or Amount Hold. These vouchers will generate warrants with the next business day as the **Issue Date**.

**Paycycle Process Schedule**

The Paycycle process runs once daily at LACOE, Monday to Friday, except LACOE and bank holidays.
SFS Commercial Claims Pre-Audit and Approval Process

Not all vouchers approved at the district level will automatically print a warrant. The Paycycle Process incorporates an audit or amount hold criteria, also called Pre-Audit. When this criteria is met, the vouchers will be suspended for payment until they are reviewed and approved by SFS/Commercial Claims Section. Each district is assigned a Commercial Claims representative to review suspended vouchers and to communicate to the district the documentation required in order to approve suspended vouchers.

Audit Hold

Vouchers are selected for Audit Hold due to the type of expenditure reflected in the Object Chartfield. Some examples of these types of expenditures are the following:

<table>
<thead>
<tr>
<th>• Leases and Rentals</th>
<th>• Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Consultants</td>
<td>• Legal Expenditures</td>
</tr>
<tr>
<td>• Accrued Expenditures</td>
<td></td>
</tr>
</tbody>
</table>

When a voucher uses a combination of audit and non-audit account strings in the distribution lines, the voucher will go on Audit Hold. For example: A voucher that pays for both materials and supplies using a non-audit Object such as object 4300, combined with another account string for Accrued Expenditures such as audit object 9520, will cause the voucher to be suspended for Audit Hold.

Amount Hold

Vouchers that pass the Audit Hold criteria are reviewed again for Amount Hold. Amount Hold is based on the voucher’s gross amount exceeding a pre-defined Threshold Amount, a dollar threshold set for districts.

When the gross amount of a voucher or several vouchers to the same vendor (processed together on the same nightly batch) exceed the threshold amount, those vouchers will be suspended for Amount Hold. For example: a single voucher that exceeds the threshold amount will go into Amount Hold. Or a combined total of several vouchers for the same vendor processed on the same batch that exceeds the threshold amount will cause all of the vouchers to go into Amount Hold, even if the individual voucher amounts are less than the threshold amount.

Exemptions From Audit and Amount Hold

These are the criteria for exemptions from Audit and Amount Hold. As an example, vouchers that qualify for exemptions are fringe benefit payments where penalties are incurred for delays.

1. The vendor is classified as a Global vendor in the Vendor Maintenance panel
2. The account strings used in all voucher lines follows the Fund/Object combination required for exemption.
Global Vendor - Fund/Object Combination Table

A **Global** vendor is a vendor for utilities and employee fringe benefits, withholding or payroll liabilities, and associated student trust funds.

A voucher changed to a Global vendor does **not** automatically exempt the voucher from Audit and Amount Hold. The voucher must include a Global vendor as well as the Fund and Object combination defined in this table:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund Type</th>
<th>Object Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefits</td>
<td>All</td>
<td>3400-3499</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3700-3790</td>
</tr>
<tr>
<td>Fringe Benefits liability accounts</td>
<td>All</td>
<td>(9525-9589)</td>
</tr>
<tr>
<td>Utilities</td>
<td>All</td>
<td>5500-5539</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5550-5539</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5900-5999</td>
</tr>
<tr>
<td>Employee Benefits (Self Insurance Funds)</td>
<td>67</td>
<td>5800-5899</td>
</tr>
<tr>
<td>Associated Student Trust Fund</td>
<td>71</td>
<td>5800-5899</td>
</tr>
<tr>
<td>Withholding/Payroll Liabilities</td>
<td>76</td>
<td>9511-9518</td>
</tr>
</tbody>
</table>

**Example of Exemption**

A utility vendor such as Southern California Edison is classified as a Global vendor. A voucher is made to pay for electricity and uses a Fund and Object combination 01.0/5520 which is defined in the Fund/Object Combination Table. The voucher will not be suspended because (1) it is a Global vendor and (2) the Fund and Object combination used is defined.

**Example of Non Exemption**

The same vendor Southern California Edison, classified as a Global vendor is used on a voucher to pay for construction activity at the district. The voucher account string is coded to a Fund and Object combination 01.0/6150. This voucher will not be exempt in spite of the Global vendor status because it does not use the Fund and Object combination. The voucher will be audited because Object 6150 (construction related) is subject to audit.

**Audit Hold Daytime Schedule**

The Audit Hold component of the nightly Paycycle process is also scheduled to run at noon. Vouchers subject to Audit Hold entered and approved at the district in the morning can be routed to Commercial Claims section in the afternoon. Once approved from Audit Hold, the voucher will generate a warrant from the night’s Paycycle ready for the district the following day. This is an opportunity for the district to pay a vendor the following business day even if the voucher will be suspended for Audit Hold.
Review of the Approvals and Matching Panel

Audit Hold  A voucher is suspended for Audit due to the type of expenditure (e.g., construction, lease) as defined by the Object in the account string. The voucher will have a status of **AUD** in the Suspense Register Report.

Amount Hold  A voucher is suspended due to the amount of expenditure paid to a single vendor which exceeds the district’s pre-defined threshold. The voucher will have a status of **AMT** in the Suspense Register Report.

Global Vendor  A vendor for withholding and payroll taxes, employee fringe benefits, voluntary deductions, etc. Vouchers made out to a **Global Vendor** will be exempt from Audit and Amount Hold as long as the Fund and Object combination is included in the table on page 35.

Suspense Register and Voucher Status

The Suspense Register is a daily report that shows vouchers that have not printed a warrant. Credit vouchers are included in this report.

The primary use of the report is to list vouchers on Audit and Amount Hold. For districts, it is a listing of vouchers that require documentation or other action. There are other reasons why vouchers do not generate warrants. Listed are the Suspense Register Report voucher status acronyms and their corresponding payment approval status (Voucher Approvals and Matching panel).

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD:</td>
<td>Approved at District Level. The payment approval status is Approved. The voucher has not been processed by Paycycle. The voucher may have a future scheduled due date or voucher may have a credit.</td>
</tr>
<tr>
<td>DD:</td>
<td>Denied at District Level. The payment approval status is Rejected at District Level. The district must delete the voucher so the money taken at budget checking can be returned. Also, deleting the voucher will remove the voucher from the Suspense Register.</td>
</tr>
<tr>
<td>PD:</td>
<td>Pending District Level approval. The payment approval status is Open-Pending District Approval.</td>
</tr>
<tr>
<td>OH:</td>
<td>Payment Manually Placed on Hold. The <strong>Hold</strong> box on the Voucher’s Schedule Payment panel has been checked (intentional or in error). The voucher will not generate a warrant.</td>
</tr>
<tr>
<td>AMT:</td>
<td>The voucher is on Amount Hold. The payment approval status is Approved. The <strong>Hold</strong> check box in the Schedule Payment panel is checked and grayed out.</td>
</tr>
<tr>
<td>AUD:</td>
<td>The voucher is on Audit Hold. The payment approval status is Pending.</td>
</tr>
<tr>
<td>DEN:</td>
<td>Denied by SFS. The payment approval status is Denied. The voucher will be deleted or closed by the Commercial Claims Section.</td>
</tr>
<tr>
<td>APRV:</td>
<td>Approved by SFS. A warrant will be issued. The payment approval status Approved.</td>
</tr>
</tbody>
</table>
PS: The system has detected an error and advises the user to call the Help Desk for advice on how to resolve the error.

**Viewing Payment Approval Status Online**

Here are some examples on viewing the voucher status in the voucher’s Approval and Matching panel.

**Example 1**: Voucher is on Audit Hold (AUD) on the Suspense register. Payment approval status is **Pending**.

![Example 1 Image]

**Example 2**: Voucher is on Amount Hold (AMT). The payment approval status is **Approved**.

![Example 2 Image]
Note that the **Hold** box in the **Schedule Payment** panel is automatically checked and grayed out.
Current LACOE Bulletins related to Audit and Amount Hold

Visit the LACOE website (LACOE.edu/Bulletins) to secure a copy of the bulletins and related attachments. Subscriptions to SFS Bulletins are also available by providing your e-mail address and choosing Business Services.

**Bulletin 4524** – dated February 2017 provides a listing of the required documents to be sent to Commercial Claims Unit for vouchers that are held for pre-audit.


**Bulletin 4174** - dated August 2015 lists changes to the object code ranges that are auditable. Districts are advised to review these changes.
Accounting Information Panel

Budget Checking Process

Budget checking is a required process. It is either real time (initiated by the user) or batched. Budget checking does the following:

- Validates the account string exists in the General Ledger (Budget Ledger).
- Checks the voucher amount against the budget. If the budget is sufficient, budget checking status changes from “Not Checked” to “Valid.”
- Appropriates a portion of the budget to cover the amount requested on the voucher. The budget ledger is decremented or incremented each time a voucher has a valid budget check.

Budget checking can be initiated by clicking on the Budget Checking icon. If there are multiple account strings and one account string does not pass the BCM, then the voucher does not pass BCM.

This message is displayed when a voucher passes budget checking. Click Yes.

The budget checking status changes from Not Chk’d to Valid.
When budget check is valid, the account strings on the voucher lines are grayed and can no longer be changed.

At voucher entry, the **Voucher ID** defaults to Next. When the voucher is saved, it will be assigned the next sequential number. As mentioned previously, the user can/may use their own naming convention.

**Accounting Date**

The **Accounting Date** defaults to the current date and affects both Accounting Period and Budget Period.

This date determines the accounting period the voucher expenditure will post. Accounting Period refers to the months in the fiscal year in which transactions are recorded in the General Ledger. Accounting Period 1 refers to July 1 – 31, July being the first month of the fiscal year. Accounting Period 2 refers to August 1 – 31, August being the second month of the fiscal year. So on and so forth. An accounting period closes approximately on the 15th or middle of the following month. Every year LACOE will publish a bulletin with the closing date for each month. If the accounting date falls after the published date, the expenditure will post in the next open accounting period.

The Accounting Date should not be changed at voucher entry. The only time it should be changed is during year end close or in the month of July. The Accounting Date is backdated to June in order to post expenditure to the year being closed or the year the expenditure occurs.

The Accounting Date also defaults the Budget Period in the account strings. For example, if the Accounting Date is 07/15/2017, the Budget Period will automatically be populated with 17-18. Changing the Budget Period will prevent the voucher from saving and will display an error message.
Template Information Panel

The **Template Information** panel allows users to assign a Template ID and Description to a voucher so the voucher’s information can be referenced in succeeding vouchers. Voucher templates are only good for the current fiscal year. At the end of the fiscal year, templates must be deleted from the system and new templates must be set up for the new fiscal year.

**Template Voucher**

Users can use a voucher for a particular vendor as a template by saving the voucher as a Template Voucher. When future invoices are received from that vendor for similar expenditures, the voucher template can be copied instead of keying in the voucher information.

To create and use Template Vouchers, follow these steps:

1. Create a voucher and save it as a template.
   - Enter a voucher using the **Standard Voucher** or **Express Voucher** panel group.
   - On the **Template Information** panel, save the voucher as a template and provide an ID and description for the new template.
   - SAVE

2. Enter subsequent vouchers (for the same vendor) using the newly created template.
   - Begin adding a Standard or Express Voucher. After entering the Short Name or Vendor ID on the **Voucher Header Information** panel, select the Copy feature from the **Template Information** panel.
   - Select the Template ID.
   - PSFS will complete the voucher lines and payment schedule for the new voucher. On the **Invoice Header Information** panel, users will enter the Invoice Date and Invoice Number.
   - Changes can be made to the new voucher as needed (e.g., gross amount). 
Create a Template Voucher

XYZ Company
Inv. Dr. 07/01/20xx
Inv. # 682091
Amt. $1,000
New Hire Orientation

Copy into Vouchers

XYZ Company
Inv. Dr. 08/01/20xx
Inv. # 721579
Amt. $800
New Hire Orientation

XYZ Company
Inv. Dr. 09/01/20xx
Inv. # 754682
Amt. $1,200
New Hire Orientation

Scenario

XYZ Company (e.g., Library Reproduction Service) sends their invoice monthly. The invoice is always charged to the same account string. Create the voucher and save it as a template. The next time we receive an invoice from the vendor and create a voucher, we can pull up the template and information is copied onto the new voucher.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Voucher ➔ Invoice Header Information ➔ Add

Assign a unique Voucher ID or select NEXT and click OK.
Complete the **Invoice Header Information**.

Go to the **Line Information Charges** panel and complete the accounting information.
Go to the **Template Information** panel and save as a **Template Voucher**. Provide a template ID and description.

![Image of Template Information panel with 'SAVE' highlighted]

SAVE. Process the voucher for payment. The next time an invoice from the same vendor is received, enter the vendor name or ID and Go to the **Template Information** panel and click on **Copy from a Template Voucher**.

![Image of Template Information panel with 'Copy from a Template Voucher' highlighted]
Select the Template ID from the drop down.

Template ID is selected. Go back to the **Invoice Header Information** panel.

The Gross amount and accounting strings are copied from template voucher to new voucher.

Complete the rest of the header information and save the voucher. Change the gross amount as needed. Validate the account strings and the amounts totals to the gross amount. The system calculates the distribution based on the template and not on the current gross amount.

**Delete Voucher Templates**

Templates become obsolete when the fiscal year changes because the Budget Period field of the account string does not automatically change to the new budget period. New templates must be created.

**Navigation**

- Go ➔ Administer Procurement ➔ Enter Voucher Information
- Process ➔ Delete Voucher Templates – (Click Search)

The active templates will be displayed by Budget Period.
1. Click **OK**. All active templates with a Budget Period XX-XX are displayed with the following information:

- Template ID
- Template Description
- Vendor Name
- Vendor ID
- Voucher ID
- Accounting Date
2. Select templates to delete by checking the **Delete** box or click on **Check All** button to check all the templates. Use **Uncheck All** button to uncheck all selections.

![Image of Delete Voucher Templates page with delete checkboxes and buttons](image)

3. Upon **SAVE**, the selected templates will be deleted. When a new voucher is created using a voucher template, deleted templates will no longer appear in the drop down selection box.

![Image of Delete Voucher Templates page with delete checkboxes and buttons](image)
Delete Voucher Templates – Inquiry

There is an inquiry panel for deleted vouchers.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ Delete Voucher Templates ➔ (Click Search)

1. Select the **Budget Period** and click **OK**. Deleted templates will be displayed with the following information:
   - Template ID and Template Description
   - Vendor Name and Vendor ID
   - Voucher ID
   - Accounting Date
   - Operator ID

2. The inquiry panel will include the operator ID of staff deleting the templates.
Status Summary Panel

This panel provides information on the various statuses, dates and operator IDs of district users associated with the creation, approval and processing of voucher(s).

Entry Status

This panel shows the status of the voucher in relation to system validations. The three possible comments that can appear on the Entry Status are:

- Postable – The voucher is saved and available for posting to accounting tables.
- Open – The voucher is in the process of being entered and has not been saved.
- Recycle – The voucher’s information is duplicated in another voucher. It can be saved but not budget checked, paid or posted to accounting tables.

Recycle Status

Duplicate information on the following fields will cause a voucher to go into Recycle status. When the system finds the same information on any two vouchers, regardless of status of the other voucher (e.g., paid, deleted, closed), both vouchers will have a status of Recycle.

- Business Unit
- Vendor ID
- Invoice Date
- Invoice ID
- Gross Amount
Post Status

Post Status indicates that accounting entries have posted. The two statuses are:

- **Unposted** – The voucher is saved. Accounting entries have **NOT** posted. User can **delete** the voucher if warrant is not needed.

- **Posted** – Accounting entries have posted (to view these entries, refer to Voucher Posting). User can **close** the voucher.

**NOTE:** Refer to Voucher Delete and Voucher Close for procedures.

Voucher Posting

Voucher accounting entries are posted first in the Accounts Payable transaction tables and subsequently to the General Ledger and Reports.

A voucher is eligible for posting when it meets the following criteria:

- Budget Checking Status is **Valid**
- The voucher’s **Accounting Date** has been met.
- The Payment Approval Status is **Approved**

Is the voucher posted?

A status of “**Posted**” in the Status Summary Panel indicates that a voucher’s accounting entries posted to the Accounts Payable transaction tables and posted to the General Ledger.
Vouchers in Audit and Amount Hold

- The majority of vouchers suspended in **Audit (AUD)** hold are **Unposted**. (Vouchers that are **Posted** occur if the Scheduled Due Date is in the future.) While waiting for the Scheduled Due Date to be met and processed by Paycycle, the voucher is posted to recognize the liability during the waiting time. When it is finally processed by Paycycle and routed to Audit Hold, the voucher has a posted status.

- Unposted vouchers in Audit Hold are posted when approved by SFS Commercial Claims for payment.

- Vouchers that are suspended in **Amount (AMT)** hold are posted.

**Budget Checking**

Indicates the status of the budget checking process:

- **Valid** – Voucher passed budget checking
- **Error** – Voucher did not pass budget checking and user must correct this error before the voucher can continue to process.
- **Not Chk’d** – Voucher has not been budget checked. If the user attempts to initiate the budget checking process and the status does not change, the voucher Entry Status is in Recycle. (See earlier discussion on Recycle status.)

**NOTE:** Refer to **Budget Checking Process** and **Budget Control Exceptions** for additional information.

**Entered by**

This is the Operator ID of the user who entered the voucher.

- **User’s Operator ID** if voucher was created online.
- **Interface** if voucher was uploaded. This applies to Interface districts.

**Origin**

This is the method by which the voucher was entered into PSFS.

- **ONL** for vouchers created online.
- **EDI** for vouchers uploaded as an Interface File. This applies to Interface districts.

**Entered on**

The date the voucher was first entered and saved into PSFS.
**Last updated**

The date the voucher information was last changed or updated by a district user. This is the date the voucher was approved by the District Approver.

**Updated by**

This is the **Operator ID** of the user who last created a change or an update. This is usually the Operator ID of District Approver as the last person to update voucher information.
Comments Panel

The Comments panel can be used to enter information relevant to the voucher’s processing. For example, a voucher’s amount was short of the vendor’s invoice due to some missing items not received in the shipment. The user can create a short explanation in this section for future reference.

Comments entered in this panel are **for internal use only**. They are not printed on any document or report.

For a payment message the user wants to print for a vendor to see, use the **More** feature on the **Schedule Payments** panel.
Voucher Summary Panel

This panel was created to assist users in obtaining information on the District Approval Status and LACOE Approval Status for a particular voucher. Prior to this enhancement, users were required to navigate to different panels.

The Voucher Summary Tab has four sections:

1. General Information
2. Approval Status
3. Voucher Status and Purchase Order
4. Payment Detail Information
General Information Section

The General Information Section shows information of the voucher’s business unit, voucher number, invoice number, invoice date, vendor name, and vendor ID.

<table>
<thead>
<tr>
<th>Unit: 12345</th>
<th>Invoice: 123456RS</th>
<th>Vendor: OFFICE DEPOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher: 00000360</td>
<td>Date: 08/23/20XX</td>
<td>ID: 0000000262</td>
</tr>
</tbody>
</table>

Approval Status Section

The Approval Status Section consists of District Approval and LACOE Approval.

District Approval has four fields:

1. Voucher Status – refers to the current status of the voucher from the district’s side.
2. Entered by – refers to the PSFS assigned Operator ID of the person who created the voucher.
3. Approved By – refers to the District designated approver’s user ID.
4. Last Updated – date when the last change was made.

LACOE Approval

2. Last Updated – date when voucher was approved, denied, or released back to district by Commercial Claims Unit.
3. Approved By – refers to the PSFS assigned Operator ID of the Commercial Claims approver.

<table>
<thead>
<tr>
<th>District Approval</th>
<th>LACOE Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Status: Approved</td>
<td>Commercial Claim Status: Non-auditable</td>
</tr>
<tr>
<td>Entered By: TEACH01</td>
<td>Last Updated:</td>
</tr>
<tr>
<td>Approved By: TEACH01</td>
<td>Approved By:</td>
</tr>
<tr>
<td>Last Updated: 08/24/20XX</td>
<td>2</td>
</tr>
</tbody>
</table>
Voucher Status Section

This section shows information on the Voucher’s Process Status, Budget Check Status and Purchase Order information.

1. Voucher Process

   Post Status – indicates the accounting entry status of the voucher. This is helpful in determining whether to delete a voucher (Unposted) or to close a voucher (Posted).

   Close Voucher Box – a check mark on this box will indicate that this voucher has been closed.

2. Budget Check – indicates the status of a voucher’s budget checking process.

3. Purchase Order Information

   Information is applicable only to districts using the PSFS Purchasing Module.

   PO Number – refers to the Purchase Order number used for this voucher.
   Match Status – refers to the Match status on a PO voucher.

<table>
<thead>
<tr>
<th>Voucher Process</th>
<th>Budget Check</th>
<th>Purchase Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Status:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posted</td>
<td>Valid</td>
<td>PO Number: 000000187</td>
</tr>
<tr>
<td>Close Voucher</td>
<td></td>
<td>Match Status: Matched</td>
</tr>
</tbody>
</table>

Payment Detail Section

This section shows the details on a warrant generated from the voucher.

1. Payment Reference – indicates the warrant number that was issued to pay this voucher.
2. Payment Date – indicates the issue date of the warrant.
3. Payment Mthd – refers to the method chosen by user to pay this voucher. Currently, there are only two payment methods available:
   a. Warrant/Check
   b. ACH
4. Payment Status – indicates the status of the warrant.
5. Payment Amount – amount of the warrant. The amount indicated does not necessarily match the amount of the voucher. There may be several vouchers that were paid with one warrant.
Note: If there are two or more warrants in this section, it means that the original warrant was voided and a new warrant was reissued per request of the district.

**Document Attachment Panel**

This panel was created to allow users to attach soft copy documents to vouchers. Users will be able to attach and view Word, Excel, and PDF files only.

The benefits of using this feature are:

- Facilitate receipt of documents by Commercial Claims resulting in a faster turnaround in the approval process. This is one of only two approved methods for delivery of documentation to Commercial Claims.
- Approvers can view supporting documents online in one place.
- Supporting documents associated to vouchers are saved in PeopleSoft for fast and easy retrieval.
- Enhance both LACOE and District paperless initiative.

Documents can be attached to vouchers via:

- PO Voucher Panel
- Standard Voucher Panel
- Express Voucher Panel
- Adjustment Panel
- Attach Documents Only Panel
I. Set-Up PeopleSoft File Security to “Full Access”.

I. Log in to PeopleSoft. Message will appear:

- Click on Yes to allow PeopleSoft to copy files from user’s C drive.

Note: This applies only to Windows Users. Please see Bulletin #4192 for MAC users.

II. Create a file folder in your C drive and name it LACOE.

- For security reasons, PeopleSoft has been programmed to only look at the C:\LACOE\ directory.
- Save documents to be attached in this folder.
- Only PDF (.pdf), Word (.doc), and/or Excel (.xls or .xlsx) files are attachable to the voucher. All other types of documents (example .jpg, .mp4) cannot be attached.
- There is a 60 character file name limit. This limit includes the file extension. If the file exceeds the character limit, the file will not be attached. Do not use special characters (#$%@!*&) when naming your file.
- It is necessary to clean up your LACOE folder. Delete all files that have already been attached.

III. Attach Soft Copy Documents to Vouchers in PeopleSoft

- Documents can only be attached to a voucher upon save.
- Documents cannot be attached to, or removed from, vouchers with the following status:
  1. Approved
  2. Vouchers on Audit/Amount Hold
  3. Paid
  4. Closed
- Vouchers on Audit/Amount Hold can be released back to the district by Commercial Claims if additional documents are needed. To expedite voucher payments it’s important to attach all the required documents from the onset.
- Districts using the Peoplesoft Purchasing module should attach contract documents on the PO. Documents attached on the PO are easily viewable by Commercial Claims staff on any voucher referencing that contract or PO. For steps on how to attach documents to a PO, refer to Bulletin #3710.
Navigation: Go → Administer Procurement → Enter Voucher Information
Use → PO Voucher → Header Information → Add

a) Create the voucher and BCM or Save. Click on the Attachment icon located in the Header Information Panel or go directly to the Document Attachment Panel.

b) Click on the Save/Refresh Documents button. If this is a PO Voucher, documents attached from the Purchase Order and Requisition Modules will be listed on the left column.

c) Click on the List icon (right column) to view documents attachable from the C:\LACOE\ directory. Select the files to be attached from the list.
d) Click on Save/Refresh Documents to save the attachments to the voucher.
Saving Vouchers

When a voucher is saved in PSFS, many edits and processes occur automatically. When a voucher is saved, PSFS performs a series of validation checks to ensure that all fields have been completed correctly. Some of the validations that occur are:

- Duplicate invoice checking
- Verification of voucher ID and voucher date
- Balancing header amounts against voucher line amounts
- Balancing voucher line amounts against distribution line amounts
- Check ChartField validation and error processing
- Assigning a Voucher ID
- Calculating and prorating discount
- Calculating and prorating use tax
- Prorating sales tax and freight
- Determining net and discount due dates
- Determining scheduled pay date
- Creating a payment record
- Performing 1099 Withholding processing
Voucher Accounting Entries

PSFS Accounts Payable uses the accrual based accounting method. The accounting entry generated by the system is always offset by a pre-defined accrual account or object 9519.

The 9519 is a self-balancing, system-generated accrual object for accounts payable transactions. The account strings entered by the user is offset by account strings with the 9519 object, following the same fund, resource and budget period as the account string.

Example

A user creates a voucher and enters an expenditure account string in the voucher line.

01.0-00000.0-11100-10000-4310-0010000$269.00

Voucher Post will debit to expenditure and credit to the accrual object 9519.

01.0-00000.0-11100-10000-4310-0010000       $269.00 Debit
01.0-00000.0-11100-10000-9519-0000000       ($269.00) Credit

Payment Post will debit to the accrual object 9519 and credit to cash or Object 9110.

01.0-00000.0-00000-00000-9519-0000000       $269.00 Debit
01.0-00000.0-00000-00000-9110-0000000       ($269.00) Credit

From the example, the system did the following:

Offset the accounting string entered by the user with the 9519 object, following the same fund, resource and budget period and zero filled goal, function and school location.

- Created balanced accounting entries (a debit and credit for $269.00 at Voucher and Payment Post).
- Liquidated the 9519 object so there is no balance after Voucher and Payment Post, explaining why the 9519 object is self-balancing.
Journal Generator and General Ledger Accounting Entries

When the accounting entries are posted in the Accounts Payable transaction tables, the system assigns an accounting **Template** to the transactions to identify the type of transaction.

A batch process called **Journal Generator** takes transactions from the Accounts Payable transaction tables and creates balanced journals. These journals are assigned a predefined prefix followed by sequential numbering and posted to the General Ledger.

This is a matrix of transactions, template, accounting entries and General Ledger Journal ID prefix:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>AP Template</th>
<th>Accounting Entries</th>
<th>GL Journal ID Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Accrual</td>
<td>Accrual</td>
<td>Debit - Expenditure</td>
<td>APA</td>
</tr>
<tr>
<td></td>
<td>Accrual</td>
<td>Credit - Accrual 9519</td>
<td>APA</td>
</tr>
<tr>
<td>Payment</td>
<td>Payment</td>
<td>Debit - Accrual 9519</td>
<td>APP</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
<td>Credit - Cash 9110</td>
<td>APP</td>
</tr>
<tr>
<td>Payment Cancellation Without Reissue</td>
<td>Cancel</td>
<td>Credit - Accrual 9519</td>
<td>APC</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>Debit - Cash 9110</td>
<td>APC</td>
</tr>
<tr>
<td></td>
<td>Closure</td>
<td>Credit - Expenditure</td>
<td>APE</td>
</tr>
<tr>
<td></td>
<td>Closure</td>
<td>Debit - Accrual 9519</td>
<td>APE</td>
</tr>
<tr>
<td>Payment Cancellation With Reissue</td>
<td>Cancel</td>
<td>Credit - Accrual 9519</td>
<td>APC</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>Debit - Cash 9110</td>
<td>APC</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
<td>Debit - Accrual 9519</td>
<td>APP</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
<td>Credit - Cash 9110</td>
<td>APP</td>
</tr>
<tr>
<td>Voucher Close No Warrant Issued</td>
<td>Closure</td>
<td>Credit - Expenditure</td>
<td>APE</td>
</tr>
<tr>
<td></td>
<td>Closure</td>
<td>Debit - Accrual 9519</td>
<td>APE</td>
</tr>
</tbody>
</table>
To View Accounting Entries

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ Voucher Accounting Entries ➔ Click Search ➔ Select Voucher ➔ Click OK

This will display the voucher’s accounting entries with every transaction created.

Example

Below are the accounting entries for Voucher 15160005 after Voucher Post, but before payment. PSFS generates the accrual entries after voucher posting.
Use the **horizontal scroll bar** and scroll to the right. A **GL Journal ID (APA)** indicates that the accrual posted to General Ledger.

Templates indicate Accrual for voucher post and Payment for payment post.
Key Points to Remember

- **Add** inserts a new row of information.

- All fields are copied to the new row. Current date is the default effective date. User can change any of the information.

- A panel with an Effective Date field will have a scroll bar. Use the scroll bar to see information on all rows.

- Data cannot be overwritten in effective-dated rows. Instead, insert a new row and enter new information. This allows history of changes to be preserved.

- When a vendor's status is **Inactive** on the Vendor Identifying Information panel, the vendor cannot be used in voucher entry.

- Vendors can have multiple addresses, but should have one location (Warrant method) or two locations (Warrant and ACH methods of payment). Adding multiple locations may cause confusion and delay in the payment.

- Effective date in the Vendor Address and Location panel should be a past date (e.g., 01/01/1900 or beginning of the fiscal year).

- On Global vendor classification, the user must first create vendor as a **Regular** vendor, then request for global status. Once approved, the vendor’s classification will be changed to global status by LACOE.

- Vendor Name and Short Name are case sensitive. Enter names in upper case to facilitate search.

- Appropriation is the highest level in the Budget Ledger and does not allow overspending. Other budget ledgers (Organization and Revest) allow for overdraft.
Exercise 1

Teacher Sally Soto, 1365 Sweetwater Avenue, La Mirada, 90243, bought $327.00 worth of instructional materials out of her own pocket. Make the necessary entries to reimburse her.

Vendor SALLY SOTO (0000015106)
Fund 01.0
Resource 00000.0
Goal 11100
Function 10000
Object 4310
Location Select one from the following locations 0000000, 0010000, 0020000, 0030000, 0040000, 0050000, 0060000, 0090000, 0100000

Exercise 2

Consultant James Crandall, 1424 Lombard Drive, Fullerton, CA 90521, has submitted his invoice to the district for the work he has performed this month. He worked 12 hours at $130.00 per hour or a total of $1,560.00. Make the necessary entries to pay him.

Vendor JAMES CRANDALL (0000015107)
Fund 11.0
Resource 63000.0
Goal 11100
Function 21000
Object 5810
Location Select one from the following locations 0000000, 0010000, 0020000, 0030000, 0040000, 0050000, 0060000, 0090000, 0100000
Express Voucher

Express Voucher with One Account

Express Voucher combines the Header Information panel and Line Information and Charges panel into one panel.

The user is able to enter and see header information (vendor name, address, invoice ID, invoice date, gross amount, sales tax, freight) as well as voucher line and distribution line (description, quantity, cost and account strings).

The Express Voucher is best used for paying an invoice that has one item and one account string. On the Express Voucher, enter the header information, the voucher line (item) and the distribution line (account string) all in one panel in the “Invoice Information” tab. You can add additional voucher lines and distribution lines, but this would require scrolling in the panel to see all the information.

Scenario 1: Express Voucher with one voucher line and one account distribution

A vendor’s invoice for a total of $1,966.50, to pay for materials delivered, sales tax included, and broken down as follows:

- Teaching Supplies $1,800.00
- Sales Tax 166.50
- Total $1,966.50

This invoice is charged to one account string.

Navigation Steps

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Express Voucher ➔ Invoice Information ➔ Add

Enter a unique voucher ID or choose NEXT and the system will generate a voucher ID.
Click **OK** and the **Invoice Information** panel will open. Basically, this panel has three sections to complete:

- Vendor Information
- Invoice Information
- Accounting Information

SAVE. Click the Accounting Information tab and click the BCM button.
<table>
<thead>
<tr>
<th>Accounting Instructions</th>
<th>Voucher Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Date: 03/07/20xx</td>
<td>Post Voucher</td>
</tr>
<tr>
<td>Accounting Template: SACS</td>
<td>Close Voucher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting Policy</th>
<th>Non-Recoverable VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account At: Not</td>
<td>Private Non-Recoverable VAT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voucher Proration Rules</th>
<th>Budget Checking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax</td>
<td>Budget Check: Valid</td>
</tr>
<tr>
<td>Use Tax</td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Late Charge</th>
<th>Disc/Eam/Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Vouchers with Multiple Lines and/or Account Strings

The Express Voucher panel can be used to pay multiple voucher lines or multiple account strings.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Express Voucher ➔ Invoice Information ➔ Add

Scenario 2: Voucher paid to multiple account strings

User pays on multiple account strings. A voucher for $1,966.50 is to be paid using two account strings. (Gross $1,800.00 sales tax $166.50.) The voucher will have two distribution or accounting lines.

Account Strings:

01.0 – 00000.0 – 11100 – 10000 – 4310 – 0010000 $1,100.00 + sales tax
01.0 – 00000.0 – 11100 – 10000 – 4310 – 0020000 $700.00 + sales tax
Gross Amount $1,800.00 + sales tax

Enter the header information (vendor name, payment terms, invoice ID, invoice date, amount, and applicable sales tax and freight information). The voucher and distribution line amounts of $1,800.00 are automatically entered by PSFS.
Change the amount of **Distribution Line 1** from $1,800.00 to $1,100.00.

Add a second distribution line by clicking on the inner scroll bar and click the **Insert Row** icon. Or, click on the inner scroll bar and press **F7** on the keyboard.

Enter **Distribution Line 2** amount of $700.00.

Budget Check the voucher. All functionalities on a Standard Voucher also apply to the Express Voucher.
Adjustment Voucher

Adjustment Voucher is used to relate one voucher to another. This is different from Standard and Express voucher panels because it has a required Related Voucher field.

Scenario

In a previous example, Voucher 00000293 was prepared and vendor (Education Supplies, Inc.) was paid. User returns one item (Printer Ink Black). Vendor sends a credit memo. The user may enter the credit memo using a Standard or Express voucher with a negative gross amount, or as an alternative, enter an Adjustment Voucher referencing a related voucher (00000293).

Create a Credit Memo (Adjustment Voucher)

We will create an Adjustment Voucher using the above example.

Navigation

Go → Administer Procurement → Enter Voucher Information
Use → Adjustment → Adjustment Information → Add

Enter the vendor information and a credit amount. In the Related Voucher, enter the original Voucher 00000293 for future reference.
Click the **Line Information and Charges** panel and enter the account string. Budget check and have the voucher approved by the district approver.

When the district prepares another voucher for the same vendor with a gross amount greater than the $326.25 credit, Paycycle will issue a warrant for the net amount.

For example, a new voucher, Voucher 00000358, is prepared for $1,631.25. Paycycle will generate a warrant for $1,305.00 as the net amount due to the vendor.

In order for the credit to apply against another voucher, the location number and the address number of the offset voucher must match the adjustment voucher. If there is no match, the credit will not be applied.

Go to the **Record Payment** panel and click on the **Payment Information** icon.
This will display on the Payment Information panel.

To summarize:

- Adjustment Voucher 00000295 ($326.25)
- Standard Voucher 00000296 $1,631.25
- Warrant Amount $1,305.00
Journal Voucher

A Journal Voucher is used to correct or reclassify accounting entries for a posted voucher. The user must create debit and credit accounting entries in the distribution lines.

- Reclassifies expenditures within the Accounts Payable Module creating an audit trail.
- Gross amount is always zero and does not create a warrant.
- It has a Related Voucher field to reference the voucher of the original transaction the user is correcting.
- Object 9110 (cash) should net to zero.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Journal Voucher ➔ Journal Information ➔ Add

Guidelines to Remember

1. To transfer an expenditure using same Fund and Resource, there is no need to transfer cash or Object 9110

   Example: Transfer expenditure from Location 0010000 to 0030000.

   
   | 01.0 | 00000.0 | 11100 | 10000 | 4310 | 0010000 (119.99) | Credit |
   | 01.0 | 00000.0 | 11100 | 10000 | 4310 | 0030000 119.99 | Debit |

2. To transfer an expenditure between a different Fund and/or Resource must also include a Cash transfer. Journal Vouchers must net to zero by Fund and/or Resource and cash must net to zero.

   Example: Transfer expenditure from Fund/Resource 01.0/00000.0 to 11.0/63000.0.

   | 01.0 | 00000.0 | 11100 | 10000 | 4310 | 0010000 (1200.0) | Credit |
   | 11.0 | 63000.0 | 11100 | 10000 | 4310 | 0010000 1200.00 | Debit |
   | 01.0 | 00000.0 | 00000 | 00000 | 9110 | 0000000 1200.00 | Debit |
   | 11.0 | 63000.0 | 00000 | 00000 | 9110 | 0000000 (1200.00) | Credit |

A. Journal Voucher to Transfer Expenditures using the same Fund and Resource

Standard Voucher 1718VCHR was paid and posted to Location 0010000 instead of Location 0030000. Journal Voucher RVRS1718 was prepared to transfer the expenditure of $119.99 from Location 0010000 to 0030000.
Create Journal Voucher RVRS1718. Enter Voucher 1718VCHR in the Related Voucher field.

Use Voucher Line 1 with two Distribution Lines 1 and 2 to move the expenditure from location 0000000 to location 0030000.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>Item &amp; 057122 Yamaha Carving</td>
<td>1.000000</td>
<td>FA</td>
<td>$19.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>Item &amp; 057122 Yamaha Carving</td>
<td>1.000000</td>
<td>FA</td>
<td>$19.99</td>
</tr>
</tbody>
</table>

Credit

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>Item &amp; 057122 Yamaha Carving</td>
<td>1.000000</td>
<td>FA</td>
<td>$19.99</td>
</tr>
</tbody>
</table>

Debit
Insert Distribution Line 2 using the F7 key or Insert Row icon.
B. Journal Voucher to Transfer Expenditures between Funds and Resources

Voucher 00000374 was paid and posted to Fund/Resource 01.0/00000.0 instead of 11.0/63000.0

Create Journal Voucher **ADJ371** and enter Voucher 00000374 in the Related Voucher field.
Use Voucher Line 1 and Distribution Lines 1 and 2 to transfer expenditure.

```
  01.0  00000.0  11100  10000  4310  0000000  (1200.00)  Credit
  11.0  63000.0  11100  10000  4310  0000000  1200.00  Debit
```

Notice that when you save the voucher without the corresponding cash, the system will not allow you to save. A message will pop up:

```
Press OK and go to the Distr Line Summary. This panel will show distribution lines indicating where the error occurred.
```

In this case, both the Fund and Resource did not net to zero.
Insert **Voucher Line 2** and Distribution Lines 1 and 2 to transfer Cash.

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>9110</td>
<td>0000000</td>
<td>1200.00</td>
<td>Debit</td>
</tr>
<tr>
<td>11.0</td>
<td>63000.0</td>
<td>00000</td>
<td>00000</td>
<td>9110</td>
<td>0000000</td>
<td>(1200.00)</td>
<td>Credit</td>
<td></td>
</tr>
</tbody>
</table>

These are the accounting entries created when Journal Voucher **ADJ371** has posted.
System generated accrual account 9519 is fully liquidated and does not leave a balance as a result of transferring the cash.

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0010000</td>
<td>(1200.00)</td>
<td>Credit</td>
</tr>
<tr>
<td>11.0</td>
<td>63000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0010000</td>
<td>1200.00</td>
<td>Debit</td>
</tr>
<tr>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>9110</td>
<td>0000000</td>
<td>1200.00</td>
<td>Debit</td>
</tr>
<tr>
<td>11.0</td>
<td>63000.0</td>
<td>00000</td>
<td>00000</td>
<td>9110</td>
<td>0000000</td>
<td>(1200.00)</td>
<td>Credit</td>
</tr>
</tbody>
</table>

**Use Tax**

The State of California imposes Use Tax on the storage, use or consumption of tangible personal property purchased from an out-of-state retailer. The Use Tax is based on the sales price (merchandise cost) of the item purchased. When a vendor does not charge sales tax for merchandise, the district is still responsible for the sales tax. In PSFS, this is treated as Use Tax and has the same rate as the sales tax rate. Use Tax is assigned object code 9552 by PeopleSoft.

**Use Tax Scenarios**

District purchased $2,500.00 worth of goods from a vendor. The vendor did not charge sales tax. District will need to accrue **Use Tax** to be remitted at a later time to the California State Board of Equalization.

**Navigation**

- Go ➔ Administer Procurement ➔ Enter Voucher Information
- Use ➔ Voucher ➔ Invoice Header Information ➔ Add

Enter **Invoice Header Information** (date, invoice, gross amount, freight). Click on **Use Tax** box and select tax code for LA County. The **Use Tax** field will be populated with the tax code.
On the **Line Information and Charges**, enter account string and click the **Sales Tax button**.

![Sales tax detail]

The Tax Code SUT should be **LA** (tax code for LA County) and SUT Apply should be **Use Tax**. PSFS will calculate the use tax amount. The calculated amount is the Use Tax for that particular voucher line.
Voucher Lines can be exempt from Use Tax (e.g., Service). Go to the **Invoice Header Information** panel and click **Transfer to Use Tax Detail** (Magnifying Glass) next to the Use Tax field.

When there are multiple Voucher Lines, Use Tax will be prorated to all the Voucher Lines. However, a Voucher Line (e.g., freight) can be exempt from Use Tax application by clicking on the **SUT Apply** options and select **Exempt**. Click the **Home Button** to go back to the **Invoice Header Information** panel. SAVE the voucher.

Use Tax amount will populate header information after voucher is saved.
When the voucher has posted, accounting entries will be generated to include the **Use Tax liability**.
Sales Tax/Use Tax

When purchasing products from an out-of-state retailer, the difference between the sales tax paid to the vendor and the California tax must be reported as Use Tax and remitted to the state.

Combination Sales and Use Tax Scenarios

An invoice is received for a Gross Amount of $3,980.00. The sales tax that the vendor has charged is $280.00 (8.00%). The actual tax in LA County should have been 9.25%. The LEA still owes the 1.25% to the state so this will be in the form of Use Tax. In this scenario, we will also include freight cost of $200.00

<table>
<thead>
<tr>
<th>Merchandise</th>
<th>3,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>8% Sales Tax</td>
<td>280.00</td>
</tr>
<tr>
<td>Freight</td>
<td>200.00</td>
</tr>
<tr>
<td>Gross Invoice Amount</td>
<td>3,980.00</td>
</tr>
</tbody>
</table>

**Use Tax Calculation:**

- 9.25% of Merchandise: 323.75
- Sales Tax on Invoice: (280.00)
- Use Tax Calculation: 43.75

The user does not need to calculate the cost of merchandise as PSFS calculates it automatically based on the gross amount, sales tax and freight entered in the Invoice Header panel. Below is an example on how to handle the above scenario in PSFS for Use Tax.

**Navigation**

Go ➜ Administer Procurement ➜ Enter Voucher Information
Use ➜ Voucher ➜ Invoice Header Information ➜ Add

Enter the Invoice Header information.
On the Line Information and Charges panel, the Merchandise Amount of $3,500.00 is automatically calculated. Click on the Sales/Use Tax button to determine the tax liability.

The sales tax rate of 9.25% is $323.75. The vendor’s sales tax amount on the invoice is $280.00, thus the user needs to accrue the balance of $35.00 as Use Tax.

Go to the Line Information and Charges panel. Insert another voucher line and add $43.75 for the sales tax difference.
Adding $43.75 on Voucher Line 2 will cause the voucher to be out of balance with the Gross Amount. To resolve this out of balance situation, add another Voucher Line 3, automatically populated with ($43.75) to accrue the Use Tax. Enter the account string for the Use Tax Liability. The generic object code for use tax liability is 9552. The Fund and Resource is the same as the applicable expenditure line.

Go back to the Invoice Header Information. On the Invoice Header Information panel, click on the Sales Tax Detail (magnifying glass) button next to the sales tax field.

This will open the panel to prorate the sales tax to the voucher lines.
The prorated sales tax applies only to Voucher Line 1, which is the cost of the merchandise, and not to Lines 2 and 3, which are tax lines. Select Exempt on Lines 2 and 3. Click Home to go back to the Invoice Header Information panel.

If there is Freight, click on the transfer to Freight Detail button to prorate for freight.
Prorate freight to merchandise and not to the tax lines.

When the voucher has posted, the following accounting entries are generated:
Handling Manual Discounts

Another PSFS feature allows users to enter manual discounts. When the discount is successfully entered, the warrant amount will be:

\[
\text{Warrant Amount} = \text{Gross Invoice Amount} - \text{Discount}
\]

Terms

Terms refer to the payment conditions from the vendor as noted on the invoice, specifically discount offered for early payment. Common payment terms are established in PSFS. For example:

1D – 1% Disc in 10 Days, Net 30 Days
2D – 2% Disc in 10 Days, Net 30 Days

Scenarios

The terms of 2D means payment remitted within 10 days of Invoice Date will have a discount of 2% of the invoiced amount. If the payment is not made within 10 days, the district has 30 days to send the full invoiced amount.

Navigation Steps

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Voucher ➔ Invoice Header Information ➔ Add

Complete the Invoice Header Information. Note that Invoice Date is 08/30/xx. Enter the terms offered by vendor from the drop down selection. Click on the terms drop down to select a discount.
This will display all the terms that have been set up by the district.

Select payment terms 2D.

Enter line information charges. SAVE the panel.
Go to the **Schedule Payment** panel.

- In this example, the following dates will be populated by the system based on the Invoice Date of 08/30/xx and Payment Terms of 2D, 2% discount if paid within 10 days.

<table>
<thead>
<tr>
<th>Discount Date</th>
<th>09/08/20xx</th>
<th>Warrant created before this date, discount can be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Due</td>
<td>09/08/20xx</td>
<td>The first day voucher will be available for Paycycle</td>
</tr>
<tr>
<td>Net Due</td>
<td>09/29/20xx</td>
<td>Date payment is due</td>
</tr>
</tbody>
</table>

- Discount of $40.00 will be recorded by the system.

- Because Paycycle Scheduled Due Date to process a voucher, the user should change the Scheduled Due Date to be “earlier” in order to meet the Discount Due Date.

- In the example below: The Scheduled Due Date was changed from 09/08/20xx to 08/30/20xx.

- After 08/30/20xx nightly Paycycle, the voucher will be flagged for audit/amount hold or will create a warrant the next business day.
Importance of the Scheduled Due Date

Note that the Scheduled Due and Discount Due dates are the same dates when the voucher is saved. **It is up to the user to change the Scheduled Due Date to be a few days before the Discount Due Date.**

By changing the Scheduled Due Date, the voucher can be processed by Paycycle on the first available date. When processing a warrant to be generated before the Discount Due Date, the user should take into consideration any weekends, holidays, or Audit and Amount Hold.

In the example above, note where the user changes the Scheduled Due Date to be several days before the Discount Due Date, or the first available date for Paycycle.

The voucher accounting entries will reflect expenditures net of discount:

<table>
<thead>
<tr>
<th>Description</th>
<th>Template</th>
<th>Typ</th>
<th>Fund</th>
<th>Res.PrjY</th>
<th>Goal</th>
<th>Func</th>
<th>Object</th>
<th>Sch/Loc</th>
<th>Amount</th>
<th>Currenc.Yer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>ACCRUAL</td>
<td>DST</td>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0000000</td>
<td>-1960.00USD</td>
<td>USD</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>ACCRUAL</td>
<td>APA</td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>9519</td>
<td>0000000</td>
<td>1960.00USD</td>
<td>USD</td>
</tr>
<tr>
<td>Cash Distribution</td>
<td>PAYMENT</td>
<td>CAS</td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>9110</td>
<td>0000000</td>
<td>-1960.00USD</td>
<td>USD</td>
</tr>
</tbody>
</table>

Discounts Lost – 5801 Object

Object 5801 is used for Discounts Lost. It follows the fund, resource, goal, function and location of the associated expenditure. For example, when the expenditure is 01.0-00000.0-11100-10000-4310-0000000 and the discount was not taken or allowed, the system creates the following account string for discounts lost 01.0-00000.0-11100-10000-5801-0030000 as part of the voucher’s accounting entries.

When a voucher is created and discount is applied, the voucher will be budget checked for the net amount (gross amount less discount). For example a voucher with gross amount of $1,000 and discount of $100 will be budget checked for $900. Only $900 is taken out of the budget before the voucher is even processed.

When the discount is not allowed because due date was not met (i.e., voucher went to pre-audit, or user did not anticipate a weekend or holiday), then the lost discount will be applied as an expenditure to Object 5801. The user may leave the discount lost in the 5801 object or reclassify to another Object.

In the example below, the gross amount of the voucher was $1,200.00. At voucher entry only the net amount of $1,176.00 was budget checked because it assumes that a discount of $24.00 will be taken. When the paycycle starts processing (night), it finds that this voucher will not meet the
criteria for a discount. When a warrant is printed for the full amount of $1,200.00, the system will budget the $24.00 and charge it to object 5801.

<table>
<thead>
<tr>
<th>Description</th>
<th>Template</th>
<th>GL Unit</th>
<th>Typ</th>
<th>Fund</th>
<th>Res.PrjY</th>
<th>Goal</th>
<th>Funct</th>
<th>Object</th>
<th>Sch/Loc</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCRUAL</td>
<td></td>
<td>12345</td>
<td>DST</td>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0030000</td>
<td>1176.00</td>
<td>USD</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>ACCRUAL</td>
<td>12345</td>
<td>APA</td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>9519</td>
<td>0000000</td>
<td>-1176.00</td>
<td>USD</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>PAYMENT</td>
<td>12345</td>
<td>APA</td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>9519</td>
<td>0000000</td>
<td>1176.00</td>
<td>USD</td>
</tr>
<tr>
<td>Cash Distribution</td>
<td>PAYMENT</td>
<td>12345</td>
<td>CAS</td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>9110</td>
<td>0000000</td>
<td>-1200.00</td>
<td>USD</td>
</tr>
<tr>
<td>Discount Lost</td>
<td>PAYMENT</td>
<td>12345</td>
<td>DSL</td>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>5801</td>
<td>0030000</td>
<td>24.00</td>
<td>USD</td>
</tr>
</tbody>
</table>
Payment Cancellation in PeopleSoft Commercial Warrants

Commercial Warrants can be voided (cancelled) and reissued online by the district (also called requester). A request for a payment cancellation is routed to SFS Payroll section through system workflow.

Procedures

1. District can enter the request for cancellation online selecting the following:
   - **Stop Payment** – Warrant is lost. Neither district nor vendor has the warrant. Requester must select this option. SFS/Payroll will contact the bank and request for a stop payment.
   - **Cancel Payment** – Warrant is with the district. It has not been presented to the bank for payment because district realizes the warrant information is not correct.

2. District completes the **PeopleSoft “B” Warrant Cancellation Request** form. On the form, select the following:
   - **Close Voucher** – The voucher associated with the warrant will be “closed” and accounting entries for the reversal of the expenditure and cash will be generated. A replacement warrant will not be issued.
   - **Reissue Voucher** – The warrant will be cancelled and a replacement warrant will be issued. There is no effect on the accounting entries.
   - **Stop Payment** – Check this box if the transaction is a stop payment (see Stop Payment definition).
   - **Restore PO** – If the warrant was created using a PO voucher and is associated to a Purchase Order and district wishes the encumbrance(s) to be restored, select this on the form.
     (NOTE: The requester should be aware that PO should still be in “Dispatched” status when selecting this option.)
   - **Do Not Restore PO** – If the requester no longer wants the encumbrance restored or returned back to the PO, select this option.
     (NOTE: The requester should be aware that the PO should still be in “Dispatched” status when selecting this option.)
   - Since the cancellation request is done online by the district user or requester, note that the requester is responsible for selecting the above options online.
   - If this is a Cancel Payment (see Cancel Payment definition) request, requester must attach the original warrant to the completed PeopleSoft “B” Warrant Cancellation Request form.
Online Procedures for “Cancel Payment” Option

The warrant is canceled because the information is incorrect (e.g., wrong vendor or amount). The requester is in possession of the warrant.

Scenario 1

The warrant was issued to the wrong vendor. The District notices this error upon receipt of the warrant. The Requester selects cancellation of payment without a reissue.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ District Cancellation Request ➔ Add ➔ Enter Warrant Number ➔ Click Ok

![Add -- District Cancellation Request](image)

Enter (requester’s) e-mail address. This should be the e-mail address of the person keying/entering the cancellation request.

NOTE: Due to Workflow in the cancellation process, the Citrix user name, PeopleSoft Operator ID and E-mail address entered in this panel should all be for the same person.

Verify warrant details (Vendor, Amount, associated Vouchers and applicable POs) by using the scroll bar.
Select **Cancel Payment** and enter the reason for the cancellation.

<table>
<thead>
<tr>
<th>Requested Action</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Stop Payment</td>
<td>□ Reissue Payment</td>
</tr>
<tr>
<td>□ Cancel Payment</td>
<td>□ Close Voucher</td>
</tr>
</tbody>
</table>

**Cancellation Reasons**

Warrant was issued to the wrong vendor

**Cancellation Status:** Pending

**Reasons for denial:**

Now select **Close Voucher**. **NOTE:** Selecting **Reissue Payment** will print the same information (wrong vendor) as the original warrant that was cancelled in the first place.

If there are no purchase orders associated with the canceled warrant, no messages regarding encumbrances or action with purchase orders will be displayed. The **Do Not Restore PO** option will be checked automatically.

Save the request. The message below will be displayed to remind the requester to send the documentation to SFS.

![Original Warrant Needed](image)

**Workflow** will route the cancellation request to SFS. **Action** will be taken by SFS upon receipt of original warrant and Warrant Cancellation Form. Upon approval by SFS, the cancellation status will change from Pending to Approved or it can be denied if documents are not received.

![Warrant Cancel](image)
Voucher Accounting Entries on Warrant Cancellation/No Reissue

The following accounting entries are generated by this scenario – warrants cancelled/no reissue.

<table>
<thead>
<tr>
<th>Description</th>
<th>Template</th>
<th>Fund</th>
<th>Res.Pry</th>
<th>Goal</th>
<th>Funct</th>
<th>Object</th>
<th>Sch/Loc</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>ACCRUAL</td>
<td>01</td>
<td>00000</td>
<td>0000</td>
<td>0000</td>
<td>4310</td>
<td>0000000</td>
<td>1000.00</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>CANCEL</td>
<td>01</td>
<td>00000</td>
<td>0000</td>
<td>9519</td>
<td>000000</td>
<td>0000000</td>
<td>-1000.00</td>
</tr>
<tr>
<td>Cash Distribution</td>
<td>CANCEL</td>
<td>01</td>
<td>00000</td>
<td>0000</td>
<td>9519</td>
<td>000000</td>
<td>0000000</td>
<td>-1000.00</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>CLOSURE</td>
<td>01</td>
<td>00000</td>
<td>0000</td>
<td>9519</td>
<td>000000</td>
<td>0000000</td>
<td>1000.00</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>PAYMENT</td>
<td>01</td>
<td>00000</td>
<td>0000</td>
<td>9519</td>
<td>000000</td>
<td>0000000</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

The following matrix explains the accounting entries created. The above cancel and closure entries show the reversal of the expenditure and return of cash back to the district.
By moving the horizontal scroll bar to the right, the system generated GL Journal ID is displayed. The Journal ID references this particular transaction in General Ledger.
Online Procedures for “Stop Payment” Option

This option is selected if the warrant was lost. It is no longer with the district and the vendor or payee has not received the warrant. SFS has to request a “Stop Payment” from the bank before the district’s cancellation request can be approved.

Scenario 2

The warrant was not received by the vendor. The requester will select cancellation of payment with a reissue. The voucher is not a PO Voucher.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ District Cancellation Request ➔ Add ➔ Enter Warrant Number ➔ Click Ok

Enter (requester’s) e-mail address. This should be the e-mail address of the person entering the cancellation request. Due to the workflow involved in this payment cancellation process, the Citrix User Name, PeopleSoft Operator ID and the E-mail Address entered in this panel should all be for the same person.

Verify the Warrant details (Vendor, Amount, associated Vouchers and applicable POs). Use the scroll bar to view all the vouchers and POs associated with this warrant.
The requester will select “Stop Payment” and enter the reason for the cancellation. Cancellation status will be “Pending.” When the requester saves the request, the following message will be displayed.

The request will be routed to SFS. Following SFS approval, it will be released back to the requester only. Note the following:

- The cancellation status will change to Released.
- The requester must select whether to reissue the payment or close the voucher. Only the requester will be able to access this panel and make the selection.
- The requester will NOT be notified by SFS when the request has been “Released.” The requester is responsible for checking this panel to see if the status has changed to Released.

This shows the panel after it was released by SFS:

- SFS has confirmed with the bank and successfully placed a “Stop Payment.”
- Requested action will be marked “Stopped.”
- The “Cancel Payment” button will be selected.
- Cancellation status will be “Released.”
In this scenario, the requester will select **Reissue Payment** to replace the lost warrant and save the request.

On the **Cancellation** panel, the status changes from **Released** to **Approved** when the request for **Reissue Payment** has been approved.

The requester should also go back to the voucher associated with the warrant and enter **Replacement Warrant** on the payment message.
Go to the payment message field located by selecting the More icon in the Schedule Payment panel.

Click on the More icon and Payment Message panel will be displayed. Enter the message. Save the voucher. When the Replacement Warrant is created, this message will be printed in the remittance advice.

The Replacement Warrant information will be displayed in the second record (scroll) of the Record Payment panel of the voucher. The original warrant number and issue date are on this record.
Click on the scroll bar to display the replacement warrant information. Notice the position of the scroll bar has moved to the bottom of the bar indicating this is the last record for this payment.
Voucher Accounting Entries on Warrant Cancellation/with Reissue

The following accounting entries are generated by this scenario – Warrant Cancelled/with Reissue.

<table>
<thead>
<tr>
<th>Description</th>
<th>AP Template</th>
<th>Accounting Entries</th>
<th>GL Journal ID Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Accrual</td>
<td>Accrual</td>
<td>Debit - Expenditure</td>
<td>APA</td>
</tr>
<tr>
<td></td>
<td>Accrual</td>
<td>Credit - Accrual 9519</td>
<td>APA</td>
</tr>
<tr>
<td>Payment</td>
<td>Payment</td>
<td>Debit - Accrual 9519</td>
<td>APP</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
<td>Credit - Cash 9110</td>
<td>APP</td>
</tr>
<tr>
<td>Payment Cancellation</td>
<td>Cancel</td>
<td>Credit - Accrual 9519</td>
<td>APC</td>
</tr>
<tr>
<td>With Reissue</td>
<td>Cancel</td>
<td>Debit - Cash 9110</td>
<td>APC</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
<td>Debit - Accrual 9519</td>
<td>APP</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
<td>Credit - Cash 9110</td>
<td>APP</td>
</tr>
</tbody>
</table>

The cancel entries show the credit or return to cash due to the cancellation of the first warrant. This is offset by a second set of payment entries to show the credit to cash as a result of the Replacement Warrant.

By using the horizontal scroll bar to scroll to the right, the system generated GL Journal ID is displayed. This Journal ID references this particular transaction in General Ledger.
Warrant Cancellations/No Reissue on PO Vouchers

For warrant cancellations/no reissue and closing the associated Purchase Order (PO) Voucher(s), the requester is allowed to liquidate the liability, restore the encumbrance, and reopen the PO/line schedule for future invoicing.

Scenario 3

We have a warrant 00000156 associated with a Purchase Order Voucher.

- The district requested for a “Stop Payment.”
- SFS confirms the stop payment request with the bank.
- SFS “released” the request to requester.
- The requester selects not to reissue and to “close” the voucher.

![Image of warrant cancellation process]
Upon closing the voucher, the requester also selects to restore the purchase order encumbrance(s) to create a replacement PO voucher at a later time.

This panel displays the status of the purchase order. If the purchase order is open for voucher entry, the status is **Dispatched** and the user can select to restore the encumbrance. If the PO is closed or completed, the status will display **Complete** and the encumbrance cannot be restored.

Selecting “Close Voucher” will display the following message simultaneously.

This message indicates that the associated voucher is a PO voucher. A PO voucher has an encumbrance. To restore encumbrance select **Yes** to the message.

If the user does not want to restore encumbrance (e.g., the purchase order is intended to be closed and a new purchase order created), select **No** to the message.
Selecting **Yes** will display the associated purchase order(s).

Select the PO by checking the “**Reverse Enc**” column.

Click **OK** and the cancellation request panel is displayed. **Restore PO Box** will be checked.

The next page illustrates the Cancellation Request Form to accompany an online request for a warrant cancellation.
PEOPLESOFT “B” WARRANT CANCELLATION REQUEST
(NOTE: ATTACH ORIGINAL WARRANT AND MARK CANCEL)
(IF WARRANT IS LOST: “STOP PAYMENT” PRIOR TO REQUESTING NEW WARRANT)

To: Division of School Financial Services
   Los Angeles County Office of Education

From: ___________________________ School District

Date: __________________________ Submitted by: ___________________________
   Authorized District Administrator

Complete this Section only for PeopleSoft “B” Warrant submitted for Cancellation.

| Vendor Name: ___________________________ | Vendor Number: ___________________________ |
| Amount: $ ___________________________ | Voucher Number(s): ___________________________ |
| Cancellation Actions |
| Close Voucher(s): [ ] |
| Reissue Voucher(s): [ ] |
| Other Actions |
| Stop Payment: [ ] |
| IF PO VOUCHER: |
| Restore PO: [ ] (encumbrance) |
| Do Not Restore PO: [ ] (encumbrance) |
| (Use ONLY IF Cancellation Action is CLOSE VOUCHER) |

Reason for cancellation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Cancellation will be returned if above “Reason for cancellation” is not complete. Do Not submit for cancellation any warrant issued six months after its date. NOTE: ADDITIONAL COPIES OF THIS FORM MAY BE REPRODUCED BY DISTRICTS.
Voucher Delete and Voucher Close

Difference between Voucher Delete and Voucher Close

Vouchers in the system no longer needed to be processed into a warrant should be deleted or closed. Delete and Close are two different ways of preventing a voucher from creating a warrant. These include vouchers created in error or denied at the district level. It may also include vouchers flagged for audit or amount hold and denied by Commercial Claims. Whether to select Delete or Close depends on the post status of the voucher.

Vouchers are deleted if the post status of the voucher is Unposted. A posted voucher cannot be selected in the Voucher Delete panel. Once a voucher is deleted:

- Voucher no longer appears online under Update/Display mode. However, it can be viewed in the Voucher Inquiry panels.
- The system marks the entry status as deleted. It does not delete the voucher from the PeopleSoft tables. It will keep the history of that voucher.
- Users cannot delete a voucher once it has been paid, even if the payment is cancelled.

Vouchers are closed if the post status of the voucher is Posted. An unposted voucher cannot be selected in the Voucher Close panel. Once a voucher is closed:

- The voucher still appears online under Update/Display mode. However, the close voucher checkbox in the Accounting Information panel is checked.
- The expenditure and accounts payable liability accounting entries associated with creating the voucher are reversed.
- A closed voucher is final and will not create a warrant.

Vouchers that are denied by either the district or Commercial Claims should be deleted or closed. When the district approver denies the voucher, the district is responsible for deleting the voucher. When Commercial Claims denies the voucher, they will be responsible for deleting or closing the voucher.

To summarize:

- Voucher Delete – Voucher status is Unposted
- Voucher Close – Voucher status is Posted

One cannot substitute one method for the other. A posted voucher cannot be deleted and the voucher will not show in the delete panel. Vice versa, an unposted voucher cannot be closed.

Deleting or Closing Purchase Order Vouchers

Closing a PO Voucher gives the user the option to restore the encumbrance or not on an open purchase order. On PO Vouchers where the “matching” process is involved, deleting the voucher will unmatch the Purchase Order and Receiver that is matched to the Voucher.
PO Vouchers that have been finalized during voucher entry and already successfully budget checked cannot be deleted or closed. Users are reminded NOT to finalize vouchers until after they have paid and posted. (See section on Finalizing PO Vouchers – Accounts Payable Manual 2.)

Voucher Deletion in PeopleSoft

Districts should delete vouchers from PeopleSoft when:

- There is an error in data entry.
- The voucher is denied or rejected by the district approver.
- The voucher was on Audit hold, not approved by Commercial Claims and released back to the district at the district’s request so it can be deleted.

Failure to delete district denied vouchers creates the following situations:

- Deleted vouchers remain in the Suspense Register with a DD status.
- Budget amounts allocated to vouchers are not returned back to the Budget for other use.

Vouchers can be deleted from the system when:

- The status is Unposted (user can check the post status of the voucher in the voucher Status Summary panel).
- In the case of PO Vouchers – the PO Voucher is not finalized.

Procedure to Delete a Voucher

**Navigation**

Go ➔ Administer Procurement ➔ Enter Voucher Information

Process ➔ Voucher Delete ➔ Delete Voucher

Enter the Voucher ID to be deleted or click the Search button. Select voucher and click OK.
Click on the **Delete** button.

![Image showing the Delete button and the confirmation screen]

The following confirmation screen will appear. Click **OK**.

![Image showing the PeopleCode Manager (Get) window]

The user is required to run Budget Checking (BCM). Click **OK**.

![Image showing the Information window]

You are required to run Budget Checking again after deletion of the Voucher (9340,102)
Click the BCM button under **Budget Check Deleted Voucher**.

![Image of BCM button]

The final message appears that the voucher has been successfully budget checked. Click **OK** to refresh the panel.

![Image of Budget Check Process]

In the example, the voucher has an **Unposted** status, which means that there were no accounting entries generated when the voucher was created. There will also be no accounting entries generated with voucher deletion.

To confirm the deletion of the voucher, inquiries can be made using the panel **Voucher Doc Status Inquiry** (please see page 132).
Closing Vouchers

Vouchers should be closed if no warrant is needed. The voucher status will be **Posted**, meaning that expenditure and accounts payable liability accounting entries have already been created.

Scenario

A common example is when a voucher is suspended for Amount Hold. The voucher is **posted** and Commercial Claims does not approve the voucher due to insufficient documentation. The voucher must be **closed** to allow the reversal of the expenditure and accounts payable liability accounting entries.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information

Process ➔ Voucher Close ➔ Close Voucher

Enter the **Voucher ID** to be closed or click **Search** and select voucher.

Manual Close Date defaults to current date and determines the accounting period the voucher closure accounting entries will be recorded. Click on **Process Manual Close** check box.
The user will be required to run budget checking. Click **OK**.

Once the voucher is successfully budget checked, it gives the following message: Click **Yes** to refresh the panel. The panel will be grayed out with a valid budget check status.

The **Process Manual Close** field will be checked.
Unlike a **Deleted** voucher, **Closed** vouchers can be accessed through Voucher Update/Display mode. Users can check the **Closed** status by going to the voucher’s **Accounting Information** panel. The **Close Voucher** box will be checked.

### Voucher Close Accounting Entries

**Navigation**

- Go ➔ Administer Procurement ➔ Enter Voucher Information
- Inquire ➔ Voucher Accounting Entries ➔ Enter voucher ID and click OK

A closed voucher will generate closure accounting entries.

![Voucher Close Accounting Entries](image-url)
Using the scrollbar, scroll to the right to see the GL Journal ID prefixed with an **APE**. This designates a closure of a liability. The liability was generated when the voucher was created, referenced by the **APA** or **Accrual**.

**Recap**

To inactivate vouchers that are no longer needed, the following must be done:

- **Close** the Voucher if the post status of the voucher status is **Posted**.
- **Delete** the Voucher if the post status of the voucher status is **Unposted**.
Budget Check (BCM)

View Budget Control Exceptions Panel

This panel displays vouchers that have budget errors. These Vouchers will have an Error status. These budget errors must be corrected immediately otherwise the vouchers will not produce a warrant.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Budget Control Exceptions

This will open the Budget Control Exceptions Update/Display panel. Enter the Voucher ID or click Search to display vouchers with errors.

Budget check errors could be one of the following:

- Org Budget Data not found
- Insufficient Organization Budget
- Insufficient Appropriation
Organization (Org) Budget Data Not Found

The error means that the account string used on the voucher does not exist in the budgets ledger.

To correct this error:

- Verify if the account string is valid. If this was a data entry error on the voucher, go back to the voucher, change the account string and initiate the budget checking process again until a Valid status is achieved.

- If the account string is correct, the district must create this account string.

Budget exceptions are displayed by Distribution Line. User must review all voucher lines and distribution lines. Use the outer scroll bar to view the voucher lines and the inner scroll bar to view the distribution lines. In the above example, we are looking at Voucher Line 1 (outer scroll bar) and the associated Distribution Line 1 (inner scroll bar). Notice that both scroll bars are at the bottom – an indication that there is only one voucher line and one distribution line for this voucher.
Insufficient Organization Budget

This budget checking error means that the account string exists in the budgets ledger; however, it does not allow for any overspending using that account string. Work with your accounting or budgeting department to resolve this error.

To correct this error:

- If this was a data entry error, the account string can be changed and budget checking initiated again.
- If this is the correct account string, work with accounting staff for a resolution. There are various ways to make a correction depending on the district’s business process (i.e., increase the budget, allow for overdraft on the account string, etc.).

Budget Override – Insufficient Organization Budget

There is a Budget Override function in the panel. This function allows budget exceptions to be overridden without going back to the voucher to change the account string, increase the budget or allow an overdraft on the account string.

The budget override function must be used with caution. Overriding the budget implies that the district acknowledges and allows overspending in this account string in this particular instance.

Security to perform a budget override is requested from LACOE’s Security Administrator.
Insufficient Appropriation

This error means that PSFS does not allow for any overspending in the Fund. Again, the user must verify the account string and work with district accounting staff on the correction.
Inquiry Panels

Vouchers for a Specific Vendor

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Voucher ➔ Invoice Header Information ➔ Update/Display

Enter the Vendor ID or Vendor Name or Short Vendor Name and click Search. A list of all the vouchers created for that vendor will be displayed. Select any voucher to look at the details.

Error Correction – View Vouchers with Errors (for Interface Districts)

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Error Correction ➔ Invoice Header Information ➔ Update/Display
The Voucher is in **Recycle** status error.

Recycle means data on this voucher is duplicated in another voucher. It is recycled because it may result in a duplicate payment.

PSFS checks for duplication in the following fields to flag a current voucher as “Recycle.”

- Business Unit
- Vendor ID
- Invoice Date
- Invoice ID
- Gross Amount

The voucher will not process and requires research and resolution. Verify that the voucher is not a duplicate payment request. Check for all vouchers sharing the same information – Vendor ID, Invoice Date, Invoice ID and Gross Amount. Use the following inquiry panel:
Search will return vouchers sharing the same Invoice ID and Vendor ID.

Review both vouchers. If the recycled voucher is valid, modify the **Invoice ID** to create unique information and continue with the voucher process. If the voucher is found to be a duplicate, delete the voucher.

**Voucher Register Inquiry** — View list of vouchers for a date range

The Voucher Register Inquiry Panel is useful for analyzing vouchers entered, pending, or approved for a given date range by Operator ID (for daily review of transactions) or by vendor. Comparable to a batch report, the panel will show the following information:

<table>
<thead>
<tr>
<th>a. Voucher ID</th>
<th>b. Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. Invoice Number</td>
<td>d. Payment Information</td>
</tr>
<tr>
<td>e. Invoice Date</td>
<td>f. Purchase Order Information</td>
</tr>
<tr>
<td>g. Operator ID</td>
<td>h. Account String</td>
</tr>
</tbody>
</table>

A print button has been provided together with the ability to download to excel for greater flexibility in analyzing transactions. Please note that no changes can be made on this panel and is to be used purely for informational purposes.
**Navigation**

**Go** ➝ Administer Procurement ➝ Enter Voucher Information

**Inquire** ➝ Voucher Register Inquiry. Required fields: BU & Date Range.
- Click on the scroll bar to reveal more data columns.
- Double click on a column to sort.
- Additional Criteria: Vendor ID or Operator ID

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Invoice</th>
<th>Invoice DT.</th>
<th>Entered Date</th>
<th>Operator Id</th>
<th>Invoice Amt.</th>
<th>Payment Status</th>
<th>Paid Amount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INV371251</td>
<td>06/23/2015</td>
<td>08/14/2015</td>
<td>TRX 232 JV</td>
<td>43000.00</td>
<td>Paid</td>
<td>43000.00</td>
<td>06/17/2016</td>
</tr>
<tr>
<td>2</td>
<td>585247A</td>
<td>08/04/2015</td>
<td>08/05/2015</td>
<td>TRX 232 JV</td>
<td>1662.50</td>
<td>Paid</td>
<td>1662.50</td>
<td>06/17/2016</td>
</tr>
<tr>
<td>3</td>
<td>800191</td>
<td>07/22/2015</td>
<td>08/05/2015</td>
<td>TRX 232 JV</td>
<td>37.99</td>
<td>Paid</td>
<td>37.99</td>
<td>06/06/2016</td>
</tr>
<tr>
<td>4</td>
<td>300559</td>
<td>07/1/2015</td>
<td>09/05/2015</td>
<td>TRX 232 JV</td>
<td>5407.76</td>
<td>Paid</td>
<td>5407.76</td>
<td>06/06/2016</td>
</tr>
<tr>
<td>5</td>
<td>59227006</td>
<td>09/30/2014</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>3425.44</td>
<td>Paid</td>
<td>3425.44</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>6</td>
<td>59227006</td>
<td>08/25/2014</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>4040.00</td>
<td>Paid</td>
<td>4040.00</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>7</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>168.01</td>
<td>Paid</td>
<td>168.01</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>8</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>9</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>10</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>11</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>12</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>13</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>14</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>15</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
<tr>
<td>16</td>
<td>59227006</td>
<td>07/11/2015</td>
<td>09/06/2015</td>
<td>TRX 232 JV</td>
<td>233.03</td>
<td>Paid</td>
<td>233.03</td>
<td>06/17/2015</td>
</tr>
</tbody>
</table>
User has option to call up a crystal report for printing or download to excel. Click on the Printer icon to activate this functionality. Click on envelope icon to download to excel.
Invoice Status Inquiry – View list of vouchers paid against a PO or view list of vouchers for a particular vendor

This panel is useful for viewing a list of vouchers that are linked to a Purchase Order and the payment status of those vouchers. It can also be used to view a list of vouchers for a particular vendor.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ Invoice Status Inquiry ➔ Vendor ID or PO Number

The list will show all the vouchers applied against the purchase order, and the warrant number when the voucher was paid. User can scroll to the right to view address of the vendor.
Voucher Doc Status Inquiry - View Transactions on a Voucher

This panel provides user with a tool to view all PeopleSoft transactions related to the voucher. For example a voucher may have originated from a PeopleSoft generated requisition, turned to a purchase order, paid by a voucher, and generated a warrant. All of these transactions may be viewed from this panel. Deleted vouchers can be viewed only from this panel.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ Voucher Doc Status Inquiry

Enter the Voucher ID or click Search and select. Click OK.

This will open the Voucher Doc Status Inquiry panel. Select All and click on the Fetch icon (Sparky).
Displayed are all transactions related to the voucher. In this example, we only show the payment transaction.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document ID</th>
<th>Document Status</th>
<th>Unit</th>
<th>Amount</th>
<th>Current Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASE</td>
<td>0000000197</td>
<td>Compl</td>
<td>12345</td>
<td>92</td>
<td>USD</td>
<td>08/21/20XX</td>
</tr>
<tr>
<td>RECEIVER</td>
<td>0000000127</td>
<td>Received</td>
<td>12345</td>
<td></td>
<td></td>
<td>08/23/20XX</td>
</tr>
<tr>
<td>PAYMENT</td>
<td>0000000161</td>
<td>Paid</td>
<td>MODE</td>
<td>908</td>
<td>USD</td>
<td>08/01/20XX</td>
</tr>
</tbody>
</table>
LACOE Voucher Approval Status – View list of vouchers on Hold

A new panel was created so that users can view a list of vouchers that are on Audit or Amount Hold in real time.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ LACOE Voucher Approval Status ➔ Audit Code Hold (or Amount Hold).
Update/Display All ➔ Business Unit

Depending on which hold user chooses, the panel will open giving the user a real time view of vouchers that are awaiting approval by Commercial Claims. Note that all fields are grayed out and no changes can be made on this panel.
Audit Hold Ranges – View List of Object Codes Subject to Audit

This panel provides a list of object codes that are auditable. Auditable vouchers require documentation to be submitted to Commercial Claims for approval.

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ Audit Hold Ranges ➔ Business Unit ➔ Update/Display All

The threshold amount is indicated in the right hand side of the header. The range of auditable object codes are identified with a Y in the Hold Column.
Global Vendor Overrides - View list of Fund/Object Combination

This panel provides a list of fund and object combination that will allow a global vendor to bypass amount hold when used in the voucher.

Navigation

**Go** ➝ Administer Procurement ➝ Enter Voucher Information  
**Inquire** ➝ Global Vendor Overrides ➝ Business Unit ➝ Update/Display All

---

The fund and object code combination that will bypass Amount Hold will be listed for all Global Vendors for that district.

```
<table>
<thead>
<tr>
<th>Fund Code</th>
<th>From Object</th>
<th>To Object</th>
<th>Hold Flag</th>
<th>Definition/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ALL</td>
<td>3400</td>
<td>3459</td>
<td></td>
<td>Health and Welfare Benefits</td>
</tr>
<tr>
<td>2 ALL</td>
<td>2700</td>
<td>3730</td>
<td></td>
<td>CREED</td>
</tr>
<tr>
<td>3 ALL</td>
<td>5500</td>
<td>5539</td>
<td></td>
<td>Operations &amp; Housekeeping Services - Utilities</td>
</tr>
<tr>
<td>4 ALL</td>
<td>5550</td>
<td>5559</td>
<td></td>
<td>Operations &amp; Housekeeping Services - Laundry, Cleaning &amp; Other Utilities</td>
</tr>
<tr>
<td>5 ALL</td>
<td>5300</td>
<td>5910</td>
<td></td>
<td>Communications</td>
</tr>
<tr>
<td>6 ALL</td>
<td>3525</td>
<td>3503</td>
<td></td>
<td>IT Payables &amp; Other Payables</td>
</tr>
<tr>
<td>7 67.0</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>8 67.1</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>9 67.2</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>10 67.3</td>
<td>5000</td>
<td>5819</td>
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</tr>
<tr>
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<td>5000</td>
<td>5819</td>
<td></td>
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</tr>
<tr>
<td>12 67.5</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>13 67.6</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>14 67.7</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>15 67.8</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>16 67.9</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>17 71.0</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>18 71.1</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>19 71.2</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>20 71.3</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>21 71.4</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>22 71.5</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
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<td>23 71.6</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
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<td>24 71.7</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>25 71.8</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>26 71.9</td>
<td>5000</td>
<td>5819</td>
<td></td>
<td>Professional/Consulting/Operating Services</td>
</tr>
<tr>
<td>27 76.0</td>
<td>3511</td>
<td>9518</td>
<td></td>
<td>Employee Withholding and Liabilities</td>
</tr>
<tr>
<td>28 76.1</td>
<td>3511</td>
<td>9518</td>
<td></td>
<td>Employee Withholding and Liabilities</td>
</tr>
<tr>
<td>29 76.2</td>
<td>3511</td>
<td>9518</td>
<td></td>
<td>Employee Withholding and Liabilities</td>
</tr>
</tbody>
</table>
```
Payment Information Inquiry - View the Details on a Payment

The Payment Information Inquiry panel provides information on warrant status.

Scenario

A call is received from one of the vendors stating they never received the warrant. The user may confirm the vendor’s statement by checking to see if the warrant has been presented to the bank for payment. Once it has been confirmed that the warrant has not been paid, it can be cancelled.

Navigation

Go ➔ Administer Procurement ➔ Create Payments
Inquire ➔ Payment Information

or

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ Payment Information

Enter the warrant number on the Payment Reference field or click Search and select. Click OK.
The following information will be displayed:

<table>
<thead>
<tr>
<th>SetID:</th>
<th>MODEL</th>
<th>Bank:</th>
<th>CITI2</th>
<th>Account:</th>
<th>TRNG</th>
<th>Reference:</th>
<th>00000161</th>
</tr>
</thead>
</table>

Remit Vendor: 000000262 Office Depot B:S:D

<table>
<thead>
<tr>
<th>Amount:</th>
<th>Dated:</th>
<th>Payment Method:</th>
<th>Payment Status:</th>
<th>Post Status:</th>
<th>Cancel Status:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>918.04</td>
<td>08/01/20XX</td>
<td>Check</td>
<td>Paid</td>
<td>Posted</td>
<td>No Cancel Action</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Advice ID</th>
<th>Advice Sequence</th>
<th>Advice Date</th>
<th>Discount Amount</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>14150005</td>
<td>1</td>
<td>07/31/20XX</td>
<td>0.00</td>
<td>149.98 US Dollar</td>
</tr>
<tr>
<td>12345</td>
<td>14150004</td>
<td>1</td>
<td>07/31/20XX</td>
<td>0.00</td>
<td>149.98 US Dollar</td>
</tr>
<tr>
<td>12345</td>
<td>00000360</td>
<td>1</td>
<td>08/23/20XX</td>
<td>0.00</td>
<td>93.81 US Dollar</td>
</tr>
<tr>
<td>12345</td>
<td>14150003</td>
<td>1</td>
<td>07/31/20XX</td>
<td>0.00</td>
<td>149.98 US Dollar</td>
</tr>
</tbody>
</table>

- Amount: The Gross Amount of the voucher
- Dated: The issue date of the warrant
- Payment Method: Check or ACH
- Payment Status: Paid or Void
- Post status: Posted
- Cancel Status: No Cancel Action or Processed (Cancellation made)
- Created: The Paycycle process date
- Cleared on: The date presented for payment
- Reconciled On: Bank Paid file reconciled date to PeopleSoft
- Days Outstanding: No. of days warrant has not been presented for payment
- Advice ID: Voucher ID

From the Voucher Entry panels, the payment information can also be viewed.
Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Voucher ➔ Record Payment ➔ Update/Display ➔ Voucher ID ➔ OK

Click OK. From this panel, click on Payment Information.

The Payment Information panel can also be accessed from the Voucher Entry panels.
Vendor Balance

This panel provides information on vendor balances. Users should check this panel when a voucher has not generated a warrant. When the vendor balance is negative, a warrant will not be generated.

Navigation Steps

Go ➔ Administer Procurement ➔ Review Vendor Information ➔ Inquire ➔ Vendor Balance ➔ Enter Vendor ID ➔ Click OK

The vendor balance is ($208.00) with credits greater than the positive payments. To see the detail of vouchers that comprise the vendor balance, point the cursor to the amount, then right click the mouse.

Select Balance by Business Unit.
Use the scroll bar to move to the right to access the amount information.

Point the cursor to the amount, then right click the mouse, select **Balance by Voucher**.

This panel displays all the vouchers (debts and credits) associated with the vendor. Use the scroll bar to see the amounts. Credits are greater than debits preventing a warrant for the positive payments.
The sum of all vouchers totals a negative ($208.00). This means that no warrant will be generated.
**View List of 1099 Vendors - Withholding Vendor Information**

This panel provides a list of vendors created as 1099 vendors. It is also recommended to use this panel to make changes to the withholding information (i.e., withholding name, address and tax identification number).

**Navigation**

**Go ➔ Administer Procurement ➔ Maintain Vendors**

**Use ➔ Withholding Vendor Information ➔ Vendor Information ➔ Update/Display All**

Click on **Search** to display the list of the 1099 vendors. Select a vendor and click **OK**.

Note that the vendor name and address displayed on this panel may be different than the information on the vendor information panel. The **Vendor Address panel** displays the vendor’s withholding name and address. This is the information that is electronically filed with the Internal Revenue Service (IRS).
The **Vendor Information** panel displays the Tax Identification Number (TIN).
Exercise 3

Standard Voucher with Multiple Voucher and Distribution Lines

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ Enter Voucher Information
Use ➔ Voucher ➔ Invoice Header Information ➔ Add

A. Enter the following information:

- Business Unit: District Number (Displayed)
- Voucher ID: NEXT
- Name: Select any Vendor
- Date: Today’s Date – This is a required field
- Invoice: User’s Initials-Today’s date (e.g., MC092620XX)
  This is an optional field
- Gross: $2,000.00

Navigation Steps

Select the line information and charges tab.

B. Enter the following information:

- Amount: $325
- Description: Mileage

Navigation Steps

Enter account string information.

Enter the following information:

- Amount: $325
- Fund: 01.0
- Res. Prj.Yr: 00000.0
- Goal: 11100
- Function: 10000
- Object: 5210
- Sch/Loc: Select one – 0700000, 2700000, 2900000, 4500000
- Bdgt. Period: 15-16

Click SAVE Panel processor error
Header amounts exceed line amounts by $1,675.
You cannot save this voucher until it is balanced.

Click on the outer scroll bar.
Navigation Steps

Click on **insert row** icon or **F7**.

C. **Enter the following information:**

- **Amount:** $1,675
- **Description:** Airfare and Allowances

Enter account string information.

**Enter the following information:**

- **Amount:** $950
- **Fund:** 01.0
- **Res.Prj.Yr:** 00000.0
- **Goal:** 11100
- **Function:** 10000
- **Object:** 5220
- **Sch/Loc:** Select One – 0100000, 0300000, 0500000, 0700000, 0900000, 1100000, 1300000, 1500000
- **Bdgt.Period.** 15-16

Click on **inner scroll bar** and insert a row.

- **Amount:** $725
- **Fund:** 01.0
- **Res.Prj.Yr:** 30100.0
- **Goal:** 11100
- **Function:** 10000
- **Object:** 5220
- **Sch/Loc:** Select One – 0300000, 0500000, 0900000, 1300000, 1500000, 2700000, 4400000
- **Bdgt.Period.** 15-16

**SAVE**

Navigation Steps

Click on the **comments tab**.

**Enter the following information:**

- **Voucher Comments:** This is a partial payment
- **Payment Comments:** Purchase Order 123555

Click **SAVE**
Troubleshooting Vouchers

Check Vendor Balances

Verify that the balance for the vendor is not negative. The system will only generate a warrant when the cumulative total of all the vouchers scheduled to pay that day is more than zero. An outstanding credit memo may be more than the voucher that was created. Please see Vendor Balances in the previous section.

Check Voucher Entry Panels

Check the following fields in the voucher entry panels:

1. Invoice Header Information

Verify that the Gross amount is a positive amount. A warrant will not be generated for negative amounts.

2. Schedule Payment Panel

> Verify the scheduled due date.

If the Scheduled Due Date is future dated and warrant is needed immediately (i.e., next business day), change Scheduled Due Date to the current date. The voucher will be included in the nightly Paycycle.

Scheduled Due Date determines what day the voucher will be processed by Paycycle. If the voucher is not suspended for audit or amount hold, it will create a warrant with an issue date of the next business day.

If the voucher is suspended for Audit or Amount Hold, it will be routed for review.
The **Hold** box should be unchecked. The **Hold** box puts warrant creation on **Hold**.

If the **Hold** box is checked and grayed out, it indicates the voucher is on **Amount Hold**. Refer to the Suspense Register Report.

If not grayed out, check the box and warrant will print.
3. Approvals and Matching Panel

- Check the **Payment Approval Status**. The **Payment Approval Status** should be “Approved.” If the status is ‘Pending,” the voucher is suspended for Audit Hold.

![Payment Approval Status]

- Check the **Matching Status**. The Match status should be:
  - **Not Applicable** for Standard, Express, Adjustment Vouchers and PO vouchers without Match requirements.
  - **Matched** – For PO vouchers with Match requirements.

![Matching Status]

4. Accounting Information Panel

- Budget checking should be **Valid**.

![Accounting Information Panel]
- The **Close Voucher** box is unchecked.

5. **Status Summary Panel**

- The **Entry Status** should be “Postable.”

An **Entry Status of Recycle** means the voucher’s header information is duplicated in another voucher. The voucher will stop processing unless the user corrects the “Recycle” status. A “Recycle” voucher cannot be budget checked. It will appear on the Suspense Register with a status of “PS” for system error.
PSFS detects duplicate information between two or more vouchers if the following is the same:

- Business Unit
- Vendor ID
- Invoice Date
- Invoice ID
- Gross Amount

To view voucher(s) with duplicate information:

Navigation

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ Voucher ➔ Voucher Inquiry ➔ [Invoice ID] ➔ [Vendor ID] – Search

The search key function will display all the vouchers with duplicate information.
Note that the following information on both vouchers are the same:

- Business Unit
- Vendor ID
- Invoice Date
- Invoice ID
- Gross Amount

If both vouchers are valid, change the information on the recycled voucher such as the Invoice ID field. If vouchers are duplicates, delete one of the vouchers.

In this example, both vouchers are valid. The Invoice ID of one of the vouchers is changed from RPI222 to RPI222A.

When the voucher is saved, the voucher status changes from Recycle to Postable.
## REPORTS

<table>
<thead>
<tr>
<th>REPORT ID</th>
<th>REPORT NAME</th>
<th>DESCRIPTION</th>
<th>FREQ.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAAP003C</td>
<td>Vendor Listing Report</td>
<td>List of all active vendors in alphabetical order; includes Vendor ID, Name, Address, 1099 information</td>
<td>M</td>
</tr>
<tr>
<td>LAAP029S</td>
<td>Commercial Warrant Register</td>
<td>List of daily commercial warrants issued for the day; includes voucher and warrant number, account string charged, amount paid</td>
<td>D</td>
</tr>
<tr>
<td>LAAP129C</td>
<td>Monthly Commercial Warrants</td>
<td>List of all commercial warrants issued and voided for the month; includes voucher and warrant number, original account string charged, amount paid or voided, budget period affected</td>
<td>M</td>
</tr>
<tr>
<td>LAAP130C</td>
<td>Monthly Voided Commercial Warrants</td>
<td>List of all commercial warrants voided for the month; includes warrant number, dates of payment and cancellation, voucher, invoice and purchase order numbers, vendor name, warrant amount, account distribution and amount</td>
<td>M</td>
</tr>
<tr>
<td>LAAP140C</td>
<td>YTD Commercial Warrants Listing</td>
<td>Fiscal Year-To-Date Listing of all commercial warrants issued and voided from July 1 of the fiscal year to reporting date; includes voucher and warrant number, original account string charged, amount paid or voided, budget period affected</td>
<td>M</td>
</tr>
<tr>
<td>LAAP300C</td>
<td>Aged Vendor Liability</td>
<td>List of aged vendor liability as of Month end; includes vendor ID, vendor name, vouchers by vendor open as of report date, due dates of invoices</td>
<td>M,A</td>
</tr>
<tr>
<td>LAAP305C</td>
<td>Open Liability Report</td>
<td>List of all open liability by vendor as of month end; includes Vendor ID, Voucher ID by Vendor, invoice ID and date, Accounting Date, Journal ID, Journal Date, Accounting distribution by invoice, posted or unposted status, invoice amount and summary of all open liability by fund and resource</td>
<td>M,A</td>
</tr>
<tr>
<td>REPORT ID</td>
<td>REPORT NAME</td>
<td>DESCRIPTION</td>
<td>FREQ.</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>LACSUREG</td>
<td>Suspense Register</td>
<td>List of open vouchers on a daily basis, includes vendor name, Voucher No. related PO number, distribution codes, reasons why vouchers are still open. The last page shows all the credit memo’s outstanding.</td>
<td>D</td>
</tr>
<tr>
<td>LAPO001S</td>
<td>Cumulative Detail AP/PO Report</td>
<td>YTD PO listing with accounting distribution lines sorted by Fund and Location; shows related vouchers and warrants paid against the PO.</td>
<td>M</td>
</tr>
<tr>
<td>LAPO002S</td>
<td>Cumulative Detail AP/PO Report</td>
<td>YTD PO listing with accounting distribution lines sorted by Vendor; shows related vouchers and warrants paid against the PO.</td>
<td>M</td>
</tr>
<tr>
<td>LAPO009C</td>
<td>Board List Purchase Orders</td>
<td>List of issued purchase orders per vendor for Board ratification; sorted by purchase order; includes purchase order number and vendor, date description, school location, accounting distribution, amount</td>
<td>W</td>
</tr>
</tbody>
</table>

**Frequency**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Daily</td>
</tr>
<tr>
<td>W</td>
<td>Weekly</td>
</tr>
<tr>
<td>M</td>
<td>Monthly</td>
</tr>
<tr>
<td>Q</td>
<td>Quarterly</td>
</tr>
<tr>
<td>A</td>
<td>Annual</td>
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