Accounts Payable II

Purchase Order Voucher Processing
Using PeopleSoft
(For districts using the Purchase Order Module)

Prepared by the
Division of School Financial Services

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Accounts Payable
PO Voucher Process

This manual will provide users with step by step procedures in PeopleSoft PO Voucher Processing. The manual will cover PO Vouchers, Receivers, Matching and Match Exceptions, Budget Checking, Finalizing Vouchers, and related PO Voucher management reports.

Objectives

The manual strives to provide users a working knowledge of the following processes:

- PO Voucher Flow Chart Process.
- Concepts of Matching and Match Exceptions.
- Options for creating PO Vouchers.
- Search online for purchase orders, receivers, and related PO Vouchers.
- Understand PO Voucher Error messages and how to correct them.
- How to Finalize or Partialize PO Voucher payments.
- Deletion and Closure of PO Vouchers.
What’s New in this Manual

The two features below were recently implemented:

- LACOE Voucher Approval Panel Inquiry
- Document (Voucher) Attachment

LACOE Voucher Approval Panel Inquiry

The LACOE Voucher Approval Panel is the panel used by the Commercial Claims Unit to review vouchers suspended for Audit and Amount Hold. Accounts Payable staff at the districts can now view this panel. This inquiry will provide districts with real time updated information on vouchers that are held for Audit or Amount Hold.

Document (Voucher) Attachment

The Voucher Attachment feature allows accounts payable staff to attach soft copy documents to vouchers.

The benefits of using this feature are:

- Facilitate receipt of documents by Commercial Claims resulting in a faster turnaround in the approval Process.
- Eliminate Voucher Claim Request Form (Goldenrod) for submitting supporting documents.
- 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.
Key Terms

Encumbrance—Setting aside funds in the system to cover a commitment to purchase goods and/or services. This can be a purchase order, contract, or a reservation of funds for such expenditures as utilities, rents, etc.

Finalize—The process of liquidating the remainder of an encumbrance after the expenditure was realized. This allows the remainder of an encumbrance to be returned to the budget.

Liquidation—A reversal of encumbrance. Normally occurs when payment is made against a purchase order.

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

Partialize—The process of reversing liquidation of a purchase order or requisition.

Pre-encumbrance—An imminent encumbrance, equivalent to a requisition. This is a preliminary indication that a business unit intends to make a purchase. It is not usually mandatory that a pre-encumbrance exist in order to create an encumbrance. Essentially, a pre-encumbrance is the intention to order a certain product or service (i.e., a requisition) followed by a purchase order (Encumbrance).

Purchase Order (PO)—A document issued by a buyer to a seller to detail the terms of the sale. It includes unit price and total amount committed.

PO Voucher—Used for entering invoices related to one or more purchase orders.

Receiver—A document that identifies the receipt of items from a vendor for goods or services by referring to the purchase order or contract.

Unit of Measure (UOM)—A description of measurement used for quantifying in PeopleSoft procurement. Examples include: EACH, LOT, BOX.
Workflow Charts

Process Workflow Charts

There are several Process Workflow Charts, both high level and detailed, to help users gain a better understanding of the business practice and work processes. These include the following:

- Typical School District Procurement Process
  Provides high level business practice workflow from site request to payment

- Accounts Payable Process Flowchart
  Provides workflow for processing of vouchers from data entry to payment

- Procurement Feeder Modules To General Ledger Flowchart
  Provides high level look from Requisition to Payment (i.e., Req to Check)

- Accounts Payable Voucher Process Flowchart – PO Vouchers
  Provides detail step by step processing of online vouchers from data entry to payment
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/satisfies 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

AP receives itemized invoice from vendor.

Accounts Payable creates vendor payment.

End

*Actions to include: Selection of vendors, determining items to be purchased or services to be provided, consolidation of orders, obtaining quotes, and determining bidding & advertising requirements.
Accounts Payable Process Flowchart

START

District enters Voucher Online or Interface File

Is Matching Required

Yes

BCM PROCESS
Check for sufficiency of budget

BCM a Success?

Yes

PAYCYCLE
Select voucher for payment or Audit Hold

Is Voucher Auditable

Yes

District approves Voucher?

Yes

LACOE approves Voucher?

Yes

Voucher Post
Dr - Expenditure
Cr - AP Accrual

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

No

Is Matching a Success?

No

District corrects Match errors

MATCH PROCESS
Match voucher, PO, and/or Receiver

No

District approves Voucher BCM reversed

District deletes Voucher

PAYCYCLE
Select voucher for payment or Audit Hold

No

LACOE closes Voucher

No

District approves Voucher?

No

Voucher 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)
Procurement Feeder Modules to General Ledger Flowchart

**Requisition Processes**
- Requisition Edit
- Budget Check
- Requisition Approval
- Requisition Post

**Purchase Order Processes**
- PO Edit
- Budget Check
- PO Dispatch
- PO Post

**AP Voucher Processes**
- Matching
- Budget Check
- District Approval
- SFS Audit
- Voucher Post

**B-Warrant Processes**
- PayCycle
- Payment Post

**Journal Generator Process**

**General Ledger Processes**
- Journal Edit
- Budget Check
- Journal Post
  (Journal Entry is posted)

**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
  Dr 9619
  Cr 9110

**Object Codes Definition**
- 4310 – Materials and Supplies (Example)
- 9721 – Reserve for Pre-Encumbrance
- 9720 – Reserve for Encumbrance
- 9519 – AP Accrual
- 9110 – Cash in County Treasury
**Accounts Payable Voucher Process Flowchart**

**PO Vouchers (within district)**

- **Match**
  - The district enters voucher into PS on line. Upon saving, the Payment Approval Status is “Open Pending District Approval.”
  - The vouchers (if set to full match) go through the match process that runs at LACOE twice a day.
  - If the voucher fails matching, fix the voucher if applicable or go to the match exceptions panel and check on override and overridden boxes for individual lines. The next Match process will then pick the voucher changing the Match status from “Match Exceptions Exist” to “Matched.”

- **No match**
  - Fix the error, which could be for any of the following:
    - “Org Budget Data Not Found”
    - “Insufficient fund”
    - “PO over liquidated”
    - Go to Budget Control Exceptions to see the error. BCM again from the Budget Control Exceptions panel

- **Valid**
  - The user Budget Checks the voucher from the Accounting Information panel (Push Button).
  - Voucher is routed to the appropriate person for approval within the district.

- **Error**
  - Voucher is put on Hold
    - Voucher is denied (Rejected). Voucher Payment Approval status becomes “Rejected at district level.” The suspense register will show it as “DD.”
    - The district deletes voucher.

- **Approver reviews all the vouchers that need approval via customized panel.**
  - Vouchers are approved. The approver can select all or individual vouchers for approval. The Payment Approval Status shows “Approved.” The suspense register will show it as “AD.”
  - Vouchers are denied (Rejected). The Payment Approval Status shows “Rejected at district level.” The suspense register will show it as “DD.”

**Errors in BCM:**
- ORG Budget Data Not Found: The account string does not exist in PS.
- Insufficient Fund: While creating the account string, the allow overdraft checkbox is not checked.
- PO over liquidated: The PO amount exceeds the voucher amount. Click budget override in the Budget Control Exceptions panel.

**Navigation:**
- Go → Administer Procurement → Enter Voucher Information
- Use → Budget Control Exceptions

**Navigation:**
- Go → Administer Procurement → Enter Voucher Information
- Inquire → Match Exceptions → Exceptions
Accounts Payable Voucher Process Flow Chart – at LACOE

PAYCYCLE process runs twice daily. At noon (to pick up auditable vouchers) and at night (to pick up auditable vouchers and vouchers ready for payment).

C

Vouchers are held for SFS approval. This list appears on the suspense register.

Warrant details show up in the warrant register.

District sends the paper work to the commercial claims representative.

Audit Hold:
Vouchers are put on hold for Audit Code (AUD). The Payment Approval status of the voucher is “pending.”

Amount Hold:
Vendor payment is greater than amount threshold and the vendor is non-Global. The Payment Approval status will be “Approved.” The suspense register shows “AMT.”

Warrant is printed and sent to the district.

Yes

Approve

SFS approves the voucher. The status will be “APRV” in the suspense register. The voucher Payment Approval status will show as “Approved.”

SFS denies the voucher. The status is (DEN).

No

SFS deletes the voucher.

D

Daily Report Suspense Register: Listing of all vouchers that have yet to be paid.
Understanding Matching

Matching is a process that compares PO Vouchers with purchase orders and receiving documents to ensure that users are paying for what they ordered and received. For example, if an organization receives an invoice for 500 new desks, matching verifies that 500 new desks were ordered and received before payment is made. PO Vouchers that require matching go through the matching process before vouchers can be budget checked (BCM).

The MATCHING process is an automated method of comparing the quantities and amounts on the PO, receiver, and voucher. This is a batch job that is run by LACOE on a specified schedule. Two-way Matching compares the PO and voucher. Three-way Matching compares the PO, voucher and receiver document.

**Pointers on Matching**

- Two-way matching validates Vendor, Terms, Unit Price, Quantities and Amounts for every line on Voucher and Purchase Order.
- Three-way matching validates Vendor, Terms, Unit Price, Quantities and Amounts for every line on Voucher, Purchase Order and Receipt.
- For Three-way Matching, it is recommended that users copy vouchers from the receivers. This will speed up the matching process.
- Three-way Matching will attempt to find and associate receivers by comparing the voucher quantity to the receipts accepted quantity. Matching only looks at receipts created from the PO specified on the voucher line.
- Once a voucher is matched, users may still un-match the voucher until such time that they decide to pay the voucher. Users cannot un-match a voucher that has been paid, unless the payment is canceled.

**Matching Scenarios:**

As a general rule, POs are created using the following match requirements:

- No Match – For Open or blanket POs with no specific quantities.
- Two-Way Match – For POs that do not involve receiving items (e.g., service contract).
- Three-Way Match – Purchases that specifies quantities and unit prices with a one time or varying shipment or receiving schedules.

The most frequently encountered match exceptions are:

- No unmatched Receivers exist for this Voucher. There is no record of the merchandise being received at the time of matching.
- The unit price on the Voucher does not match the unit price on the Purchase Order or within the price tolerance percentage established at the district.
- The extended amount on the Voucher does not match the extended amount on the Purchase Order.
- The sum of all quantity on Vouchers being matched, and those already matched for the Purchase Order schedule, is greater than the PO schedule quantity.
Matching Flowchart

NOTE: There are certain exceptions that cannot be overridden. Example: when the voucher is set to Full Match and the PO is no match.
The PO Voucher Panel Group

The PO Voucher panel group enables users to create and/or update vouchers related to existing PeopleSoft purchase orders and receivers. The PO Voucher Invoice Header Information panel in this panel group enables users to retrieve or review vendor information that has been copied from a PO or receiver.

Pointers to Remember for PO Vouchers

- Open (Blanket) Purchase Orders should be No Match at the PO level.
- Open PO and Two-way match PO should be distributed by Amount and not Quantity at the PO level.
- Care should be taken to enter the account string correctly at the PO or requisition level. If entered incorrectly, it cannot be changed at the Voucher level.
- For creating vouchers that involve three-way match rule, it is a good idea to copy them from the receiver to avoid match exceptions. Also, it ensures that users are paying for what has been received.
- Users can finalize a voucher if there are no additional invoices against the PO.
- When the system completely matches the PO quantities and amounts with the voucher(s), it will, in most cases, close the PO.

Four Options for Creating PO Vouchers

1. Copy PO Functionality – Recommended when paying orders from one PO. Use this Functionality if the PO has no receivers and matching is no match or two-way match.

2. Copy Receiver Functionality – Recommended when paying orders from one PO and one receiver. The PO is set to a three-way match and you are paying by receiver. The PO may have several receivers and invoices, but in this case, vendor has invoiced item(s) that came on one receiver.

3. PO Worksheet Functionality – Recommended when paying several POs on one voucher (i.e., vendor sent one invoice covering multiple POs). The POs have no receivers and are set to no match or two-way match.

4. PO Receiver Worksheet Functionality – Used when paying one or several POs associated to several receivers on one voucher (i.e., vendor sent one invoice covering multiple receipts). The POs are set to a three-way match and you are paying by receivers for the POs.
Creating Vouchers Using Copy PO Option

The Copy PO option is recommended when the following conditions are present:

- Voucher is related to only one PO.
- PO has no receivers and matching is no match or two-way match.

Scenario

The PO is for $2,743.75 and a user received an invoice for $54.50. The user will create a PO voucher using the Copy PO feature. The PO is set to No Match. Receiving is not required.

Invoice Header Information Panel

Navigation Steps

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

Enter the PO number or use the dropdown to select the PO. Click the “Copy PO button” (the button with two pages on it) to copy the details of the PO to the voucher as shown.

Enter Invoice information in the following fields:

- Date (Required)
- Invoice (Required)
- Gross Amount (Required)
- Sales Tax (If applicable)
- Sales Tax Code (If there is applicable sales tax)

Change the amounts so that the gross amount in the Invoice Header Information panel matches with the Line Information and Charges panel. Click the Sales/Use Tax button to select the sales tax to be applied.
Line Information and Charges Panel

Since this is a **No Match** voucher, the user can immediately proceed with **Budget Checking (BCM)** in the Accounting Information panel.

![Line Information and Charges Panel](image)

Accounting Information Panel

Notice that the BCM button is not grayed out because this is a No Match voucher. Click the BCM button. BCM status should change from **Not Chk’d** to **Valid**.

![Accounting Information Panel](image)

**NOTE:** The district can initiate budget checking by using the above BCM pushbutton. There is also a nightly BCM process that runs at LACOE that will budget check the vouchers.

If the budget checking is in error status, you must first correct the error and initiate the budget checking process again until the status is valid.
Approvals and Matching Panel

Prior to saving the voucher, the Payment Approval Status on the Approval and Matching panel is Pending. When the voucher is saved and budget checked, the payment approval status changes to Open Pending District Approval.

NOTE: Since the PO was created with a No Match rule and was copied into this voucher, the Matching Status will indicate Not Applicable.

Voucher Summary Panel

The Voucher Summary Panel is a one-stop informational panel to view information about the voucher that was created. It will show the Purchase Order Number and Match Status of the voucher. Other information shown are District Approval Status, Audit Hold Status, Post Status, and Budget Check Status. It also shows the Payment Detail on the voucher once a warrant has been issued.

Note that this panel is grayed out and no changes can be made.
District Approval Panel

Only the designated district approver (i.e., AP Supervisor) will have security to approve vouchers. If you do not have this security, you will not have access to this approval panel.

Navigation Steps

Go → Administer Procurement → Enter Voucher Information
Use → Voucher District Approval

Click Search and OK. In the previous example, Voucher 14AP10 is ready for district approval.

The district approver can individually approve each voucher by checking the Approved button then save. This will mark the voucher for approval.

Another option is to click on the Approve All button. This will mark all the vouchers for approval.
Creating Vouchers Using Copy Receiver Option

The copy receiver option is recommended when the following conditions are present:

- The voucher is paying one PO.
- There is only one receiver for all the items in the invoice presented for payment.

Scenario

An invoice is received from the vendor. The invoice is to bill certain items received from a purchase order. The PO is set to a three-way match and may have several items which have different delivery schedules. The user is only paying for what has been received.

In this scenario, the user will pay the following PO: 16AP_100 that has been received by receiver no. RCV01.

![Image of voucher information]

Navigation Steps

Go — Administer Procurement — Enter Voucher Information
Use — PO Voucher — Enter Invoice Information—Add. Voucher ID ➔ 16AP_01

Enter the Purchase Order ID since voucher applies to only one PO.

![Image of voucher interface]

Click on the Green Flashlight to go to the Copy Receiver panel.
Enter **Recv BU ID** then select the **Receiver No.** by clicking on the dropdown arrow.

Select **Receiver** by checking the button and select **Ship To location** by clicking on the dropdown arrow.
After selecting the Receiver, press the tab key. The Copy to Voucher button will be activated. Click this button to copy the receiver into the voucher.

The Copy to Voucher Button is activated

The PO voucher lines will be populated with all lines from the PO receiver after the Copy To Voucher button is clicked.

Move outer scroll bar on the right to review the lines.
Invoice Header Information Panel

Go to the Invoice Header Information panel and complete the following details:

- Invoice Date
- Invoice Number
- Gross Amount = $1,621.86 ($1,487.95 + $133.91)
- Sales Tax = $133.91
- Sales Tax Code = LA

Click on the Sales Tax Detail to review the sales tax information.

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<thead>
<tr>
<th>Line</th>
<th>Amount</th>
<th>Description</th>
<th>Tax Code</th>
<th>SUT Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,299.00</td>
<td>13-inch MacBook Pro with Retin</td>
<td>LA</td>
<td>Sales Tax</td>
</tr>
<tr>
<td>2</td>
<td>118.95</td>
<td>HP Photosmart 6520 e-All-in-One</td>
<td>LA</td>
<td>Sales Tax</td>
</tr>
<tr>
<td>3</td>
<td>69.00</td>
<td>Apple Magic Mouse Multi Touch</td>
<td>LA</td>
<td>Sales Tax</td>
</tr>
</tbody>
</table>

The Sales Tax Detail panel informs the user which voucher lines are subject to sales tax. Users can change the tax applications by clicking on the dropdown arrow to view the selections.

Go back to the Invoice Header Information panel by clicking on the Home icon.
Line Information and Charges Panel

The Lines Information and Charges panel can be selected to review the voucher lines before saving the voucher.

Use the scroll bar on the right to view the other voucher lines.

![Line Information and Charges Panel Image]

**NOTE:** The Line Information panel also indicates the match rule that was copied from the purchase order. In this example, it tells the user that the PO has match rules (two-way or three-way), as indicated by full match on the matching field.

If there are no changes to be made on the voucher lines, the user can save the voucher. The voucher will be ready for the match process.
Approvals and Matching Panel

After the voucher is saved, the payment approval status changes from Pending to Open Pending District Approval.

The Matching Status will be To Be Matched indicating the voucher requires matching to the purchase order providing the purchase order indicated a two-way match and to the receiver, if a three-way match.

The matching process needs to run first. This is a batch process that runs at noon and evening. When a status of Matched has been achieved, the user can initiate budget checking.

If the match process is successful the status will change to Matched.

If the voucher has match exceptions, the status will be Match Exceptions Exist. The user will have to clear or correct the exceptions. When the next scheduled match process runs, the corrected voucher will be selected again for matching. This cycle is repetitive until a successful match is achieved.

**NOTE:** Matching process applies only to vouchers which have a “To be Matched” status. This rule does not apply to PO vouchers copied from POs created as no-match and which has a status of “Not Applicable.” If matching is not applicable, the user can proceed to budget checking.

Budget checking and district approval are the next processes after a successful match.

Go to the Accounting Information panel and budget check the voucher.
Accounting Information Panel

After clicking on the Budget Checking icon, and the voucher passes budget checking, the budget status will be valid. The voucher is now ready for district approval.

Vchr Line Recv Panel

The Voucher Line Recv Panel will show the receiver(s) for this PO. This panel is helpful when there are several receivers associated with the voucher.
Voucher Summary Panel

The Voucher Summary Panel shows the **PO number** associated with this voucher and the **Match Status** of the voucher. Note that this panel is grayed out and no changes can be made on this panel.
Creating Vouchers Using PO WorkSheet Option

The PO WorkSheet option is recommended when the following conditions are present:

- Voucher is related to multiple POs
- PO has no receivers and matching is no match or two-way match.

Scenario

An invoice is received from a vendor. The invoice references multiple POs. In this case, the user will copy the voucher from multiple POs using the PO WorkSheet option.

Navigation Steps

Go Administer Procurement Enter Voucher Information
Use PO Voucher Enter Invoice Information–Add.

Enter the Vendor ID or Vendor Name and press your computer keyboard Tab key to refresh the panel. Click the top Green Flash Light icon to go to the PO WorkSheet.

Select PO WorkSheet in the WorkSheet Options and click the PO’s button under Create Worksheet.
All available POs for this vendor that are eligible for copying will be displayed. The user can select the POs to copy into the PO voucher. Use the outer scroll bar to search for the PO.

In this example – there are two POs to be selected for this vendor. Use the outer scroll bar to find the first PO, 16AP_AA, which has five items. User will pay for the first two lines on this PO. Select the appropriate boxes (lines to be included in the voucher) and click the Copy Voucher button. This will copy the lines from the PO worksheet to the PO voucher lines.

The PO voucher lines will be populated with the selected two lines from PO 16AP_AA.
Change the quantity from ten to one (quantity that was invoiced) for each voucher line.

Use the outer scroll bar on the right of the panel to view the next voucher lines and change the quantity.

Now go back to the Invoice Header Information panel, click on the green flashlight to select the second PO to pay.

The second PO to copy for this vendor is PO 16AP_1000 on which partial payment for a service contract will be made.
Check on the Select box and click the Copy Voucher icon.

![PO Voucher Lines](image1)

Use the outer scroll bar to navigate to voucher line for service contract.

![Review PO Voucher Lines](image2)

The PO voucher lines will be populated with the selected line from PO 16AP_1000.

Review all the PO voucher lines:

- On PO 16AP_AA, two lines on the PO have been copied to the PO voucher for a total of $1,418.95.

- On the open PO 16AP_1000, a partial payment of $1,000.00 is made. The original PO amount of $25,000.00 has been copied over so the amount was changed to $1,000.00. Please note that this is a service PO and is not subject to Sales Tax.

Go back to the Invoice Header Information panel.
Invoice Header Information Panel

Complete the following fields in the Invoice Header Information panel:

- Invoice Date = 08/18/20XX
- Invoice Number = APPLE-AA
- Sales Tax = $127.70 ($1,418.95 x 9.00%)
- Sales Tax Code = LA
- Gross Amount = $2,546.65 (merchandise $1,418.95 + service $1,000 + sales tax $127.70)
  (Note: $1,000 service charge is not subject to sales tax.)

Click on the Sales Tax magnifying glass to exempt service contract for pro-rating sales tax.

Click on the Home button to go back to the Invoice Header Information Panel. Make sure Service Contract is marked Exempt.
Line Information and Charges Panel

Review the voucher lines by going to the Line Information and Charges Panel. The outer scroll bar indicates that there is more than one line to this voucher. Click this scroll bar to view all the lines.

This is Line 1 of the PO Voucher. Notice the PO used is 16AP_AA. The user can scroll to see the other lines.

This is Line 2 of the PO Voucher.
This is Line 3 of the PO voucher.

Note that on Line 3, the PO indicated changed to 16AP_1000.

Save the voucher. The voucher cannot be budget checked until the Matching Process is successful.

**Approvals and Matching Panel**

Matching status is **To Be Matched** as required by PO 16APAA

If the voucher has match exceptions, the status will be **Match Exceptions Exist**. Exceptions must be cleared. When the next scheduled match process runs again, the corrected voucher will be selected again for matching.

Once the Match process runs successfully and PO and voucher are matched, the status will change to **Matched**.

Go to the Accounting Information panel and budget check the voucher.
Accounting Information Panel

Voucher needs to be budget checked. When Budget Checking status is **Valid**, the voucher will be ready for district approval.

Voucher District Approval Panel

Voucher 16APAA is now ready for district approval.
Creating Vouchers Using Receiver WorkSheet Option

The Receiver WorkSheet Functionality is recommended when the following conditions are present:

- Voucher is related to one or multiple POs.
- PO has multiple receivers and matching is three-way match.

Scenario

PO Voucher is created for a PO that has a three-way match requirement. The PO items were shipped separately and received on multiple receivers by the district. The vendor sent only one invoice. The user would like to create one voucher for that one invoice, but needs to associate the voucher to more than one or multiple receivers.

Navigation Steps

Go — Administer Procurement — Enter Voucher Information
Use — PO Voucher — Enter Invoice Header Information — Add

In the Invoice Header Information panel, enter the Vendor ID as the first step then click [Tab] to populate vendor information.

Click on the green flashlight to go to Match Work panel.
From the Match Work panel, select **Receiver WorkSheet** under the **WorkSheet Options**. Then click the **Receiver's** button.

This panel will display a list of all POs with receivers open for this vendor. Select the receivers the user needs to pay by clicking on the appropriate check box.

In this example, there are three separate receivers for 16AP_100 and only one vendor invoice.

This is the first receiver RCV17. Select the item to pay by clicking on the **Select** Checkbox.
This is the second receiver (items have been selected) – RCV16.

After selecting the receivers, click the Copy Voucher button to copy receiver lines to the PO voucher lines. PeopleSoft will copy the selected receiver lines to the PO Voucher Lines. This panel displays Line 1 of the three receiver lines that were copied into the PO voucher.
Use the outer scroll bar to view the other receiver lines copied into this PO voucher. By clicking the outer scroll bar to the right, the next panel displays the last line or Line 3 of the receiver lines that were copied into the PO Voucher.

Go to the Invoice Header Information and complete the header information.
Invoice Header Information Panel

Enter data on the required fields:
Date 08/18/20XX
Invoice APPLE-003
Gross Amount $1,621.86
Sales Tax $133.91
Sales Tax Code LA
Applicable Freight None

Click on the Sales Tax Detail to view sales tax distributions.

Check the applicable sales tax to see if it is correctly prorated to the lines. In this example, all the voucher lines are taxable items. Then Click the Home icon and go back to the Header Information panel.

To review the PO voucher lines prior to saving the PO voucher, go back to the Lines Information panel.
Line Information and Charges Panel

This panel shows Line 1 of the PO voucher as indicated by the outer scroll bar. There are three voucher lines.

To view and make changes to the information on the other voucher lines (i.e., change in the invoice price versus the copied PO price), use the outer scroll bar.

SAVE the voucher.

Vchr Line Recv Panel

Review the receivers in this panel. Note that the Scroll Bar is at the top indicating there are more lines received for this voucher.
The voucher is now ready for the matching process, budget checking and district approval. The panel below shows when the voucher has a **Matched** status.

![Matched Status Panel](image1)

The panel below shows that the **Budget Checking** status is **Valid**.

![Valid Status Panel](image2)

The voucher is ready for **District Approval**.

Upon approval, the voucher will be processed by PayCycle for payment. If the voucher is auditable, then PayCycle will route the voucher to SFS for review.
Un-match and Match Exceptions

Un-match a Voucher

Selected vouchers can be un-matched after running the Matching process. This involves resetting the Match Status of any PO or receiver that was linked to and matched to a PO voucher. This un-matching feature enables these POs or receivers to be matched to other vouchers as needed.

Navigation Steps

Go→Administer Procurement→Enter Voucher Information
Inquire→Matched Voucher

Enter the Voucher ID or click on the dropdown to search for Voucher ID.

Enter the Voucher ID or click on the dropdown to search for Voucher ID.

Click on the Receipts or Orders icon to view the information on the matched voucher. If the voucher has more than one voucher line, use scroll bar at the right to see the other voucher lines. Use the Un-match feature to free the voucher from the PO and receiver.
Match Exceptions

Navigation Steps

Go ➔ Administer Procurement ➔ Enter Voucher Information

Inquire ➔ Match Exceptions ➔ Exceptions

This will open to the Update/Display screen. Click Search to pull up all the vouchers that did not pass Matching.

Open the voucher to see the type of exception. Once a voucher is selected and OK is clicked, the Match Exceptions panel will open up. On the Exception panel, use the Outer Scroll bar to view all the voucher lines with match errors. Shown below is Voucher Line 1. Notice that the inner scroll bar is at the top indicating there is more than one error for Voucher Line 1.

Use the Inner Scroll bar to view all the error messages for each voucher line in error.
This is the second error message for Voucher Line 1: Click on the Override box. Next, click the Match Detail button to view the exception details.

The Match Exception Detail panel has three columns: the Voucher, Purchase Order and Receiver. Notice the difference in the unit prices between the voucher and the PO. While the voucher displays a unit price of $1,500.00, the PO price is $1,299.00.

The two exception messages mean the following:

1. The unit prices do not match.
2. The price difference is not within the price tolerance specified in the PO.

In this case, the price must be verified. If the price is valid, proceed to override the match exceptions.
The AP user first needs to check the **Overridden** toggle button in the **Match Status** box and the **Override** Checkbox under the **Match Exceptions** section.

Use the inner scroll bar to get to the second error message and check the associated **Override** checkbox.
The third error message indicates that the voucher item has not been received. Confirm with the district receiver that the item has been received in PeopleSoft. Click on the Vchr/Receivers button once district receiver updates PeopleSoft.

The Vchr Line Recv Panel will open. The panel will display Voucher Line 1.

Click on the Receivers button and the Copy Receivers Panel will open. Type in the Recv BU. On the Recv No: click on the dropdown. Example on next page.
The receivers for this PO are displayed. Select the associated receiver.

Click on Fetch and the Receiver Line will be displayed. Click on the Select box and click OK.

Do the same for the other voucher lines that have the same error messages (no receivers). After all voucher lines have been received, Save the voucher.
Go back to the Match Exceptions Panel and validate that Voucher Line 1 Exceptions and 2 Override boxes are checked. Save the panel. The Match process will have to run again for this voucher because the receiver status was changed.

After the Match process, the voucher is ready to be budget checked and approved by district approver.

If there are several voucher lines in error (which will be indicated by the position of the outer scroll bar), then the process of overriding the error messages should be repeated for each voucher line.

Not all exceptions can be manually overridden. There are some match exceptions which require users to fix the PO, Voucher, and/or Receiver.

As a General Rule – match exceptions prefixed with the alpha character “S” (i.e., Rule-S200) cannot be overridden and may require a change order on the PO.
Budget Control Exceptions Panel

This panel provides a list of vouchers that have not been budget checked as well as vouchers with an “Error” status. These errors should be corrected, otherwise, the vouchers will cease to process and a warrant will not be generated.

Navigation Steps

Go ——— Administer Procurement ——— Enter Voucher Information
Use ——— Budget Control Exceptions (Enter Voucher ID or click Search)

![Image of Budget Control Exceptions Panel]

This will open the Budget Control Exceptions Update/Display panel. Enter the Voucher ID or simply click Search to fetch all vouchers that do not have a Valid budget check status.

The error in BCM could be due to one of the following:

- Purchase Order Over Liquidated
- Organization (Org) Budget Data not found
- Insufficient Organization Budget
- Insufficient Appropriation
Purchase Order Over Liquidated

This is a common error with PO vouchers. Users will get this error when the voucher line amount is greater than the PO line amount by more than the 10% tolerance established in the set-up. To correct this error, a change order can be created to increase the PO. If the difference is approved (i.e., freight cost or sales tax not included in the PO), the Budget Override checkbox can be used to override this error.

NOTE: Not everyone has access to the Budget Override function. This is determined by the district’s Security Administrator.
Organization (Org) Budget Data Not Found

This exception indicates that the account string used in the voucher does not exist in the Budget Ledger. The account string was not created or set up by the district.

To correct this error, the user must verify the account string. If the account string was keyed in error, user must go back to the voucher, change the account string and initiate the budget checking process again until a Valid status is achieved.

Budget exceptions are displayed by voucher line (outer scroll bar) and by voucher distribution line (inner scroll bars). Both the inner and outer scroll bars should be used to review and correct voucher lines in error.
Insufficient Organization Budget

This BCM exception means that the account string exists in the Budget Ledger, however, it does not allow for any overspending at the account string organizational level. To correct this error, the account string can be changed on the voucher, the budget set-up revised to allow for an overdraft, the organization budget amount increased, or the budget override function used.

Budget Override

The Budget Override checkbox allows budget exceptions to be overridden without going back to the voucher to change the account string or revise the budget set-up or budget amount.

The Budget Override function must be used with caution.

Overriding the budget implies that the district acknowledges and allows overspending in this particular instance.
Insufficient Appropriation

This BCM exception means that PeopleSoft does not allow for any overspending at the Fund level. To correct this error, district should go through the budget revision process, or use the Budget Override function.
Partial/Final Liquidation of a Voucher

Partial/Final Liquidation is the process of liquidating encumbrances (unencumbering) created by purchase orders once they are no longer needed. The objective is to return to the budget any unused encumbrance associated with a purchase order. When users check the finalize checkbox on a PO voucher, they declare the PO voucher lines as the final receipt, prompting the system to liquidate any remaining quantities or amounts which have not been vouchers or received from the purchase order lines.

Pointers on Finalizing/Partializing PO Vouchers

- SFS recommends that users finalize PO vouchers AFTER the PO voucher has posted. Keep in mind that PO vouchers cannot be deleted when finalized.

- Finalization is by PO Lines. For example, if a PO has five lines for five different items and a PO voucher is created to pay for the first two lines on the PO, “finalizing” that voucher will liquidate any remaining encumbrances only for the first two lines of the purchase order. The user will still have to finalize other vouchers related to the remaining lines in the PO (if there is any encumbrance left to reverse).

- Only PO lines with encumbrance balances need to be finalized. For example, if the quantity and/or amount on a voucher line exceed the quantity/amount of the PO line, there is no encumbrance left to finalize or return to the budget and the user need not finalize the voucher.

- Users can make a voucher Partial or Final even after a warrant has been issued for the voucher if the PO is still open.

- If users have already declared their Purchase Order Final by finalizing a PO voucher and realized that they still have payments to make, they can reverse this action by partializing the PO Voucher, thereby restoring the encumbrance.

Final PO Voucher can be reversed by marking the PO Voucher Partial; the system then restores the original budgetary amount to the associated purchase order whose remaining encumbrance it previously liquidated. If a PO Voucher is not finalized, no liquidation of any remaining encumbrance takes place. Partializing or finalizing a PO Voucher is associated with every line of the Purchase Order. The user should scroll through every voucher line of the PO voucher to partialize or finalize that voucher.

For example, a user processes a purchase order for $1,000.00 and creates a PO Voucher for only $700.00 without expecting to spend the remaining $300.00 the purchase order authorizes. The user can mark the PO Voucher Final, thereby liquidating the remaining $300.00 from the purchase order and freeing that money for other purposes. If the user later finds that $250.00 must be paid for that purchase order, the user can restore the purchase order by changing the PO Voucher's liquidation status from final to partial. After the $250.00 voucher has been created, paid and posted, the user can mark the PO Voucher final again releasing the remaining $50.00 for other purposes.
Users need to budget check each PO Voucher after they declare it either Final or Partial. During budget checking, the remainder of an encumbrance which is not realized into expenditure is returned to the budget.

**NOTE:**
- If two or more PO Vouchers are linked to one purchase order, none of those PO Vouchers can be declared Final until all have been posted.
- Users can only mark a PO Voucher Partial that has successfully completed PO posting and PO is not closed.

The voucher posting that runs at LACOE creates the accounting lines that are carried to the General Ledger. It also creates the accounting lines to liquidate PO encumbrance which is again carried to the General Ledger.

Note that the Post Status of the voucher is **Posted**.

A Voucher line can be finalized/partialized from the Line Information and Charges panel, specifically in the **Partial/Final** field of the PO Voucher.

Click the down arrow and select **Finalize**.
In this example, we have completed all the vouchers or payment requests and the PO voucher is ready to be finalized. Click Yes.

The system will prompt users that budget checking is required after all the PO voucher lines are finalized. Click OK.

Note that the user has to finalize every line of the PO. This means that every line of the PO voucher associated with every line of the PO must be finalized if there is remaining encumbrance to be liquidated.

Click on the outer scroll bar to access the next Line or Line 2 of the PO voucher. Repeat this process until all the desired PO voucher lines are finalized.

Go to the Accounting Information panel and initiate Budget Checking.

By finalizing the PO voucher(s), the PO is being marked to be closed when the PO reconciliation process runs. If the PO amount (or encumbrance) is greater than the sum of all the PO vouchers, finalizing will liquidate the remaining encumbrance and return that amount to the budget. When selecting Finalize, system will prompt the user to confirm finalizing the PO.

Partialize a PO voucher is the process of reversing liquidation of a purchase order or requisition. When a PO line has already been finalized and the user realizes that there are one or more payments to make, the user can go back to the voucher line that has been finalized and change it to partialize.
District PO Balance Inquiry Panel

The new District PO Balance Inquiry Panel is available for both Purchasing and Accounts Payable staff. This panel allows users to see all Voucher and Receiver information against a PO broken down line by line. Additionally, an entire PO can be finalized in the AP module with only one button (this button is grayed out in the Purchasing version).

Type in the desired PO number and click OK. The new District PO Balance Inquiry panel will appear.

PO Header Information

The top section contains data that applies to the entire PO. Click on the magnifying glass in this section to get more detail about the PO.

PO additional information shows BCM Status, Post Status, Change Orders, and Payment Terms.
PO Line Information

The bottom 2/3 of the screen provides Voucher and Receiver information for each PO line. The panel starts with information for Line 1. Use the outer scroll bar to see additional lines for a multi-line PO. It will show the line amount and line quantity, as well as the amount balance and quantity balance for each PO line.

To see the dollar amount for each account string on a PO Line, click on the magnifying glass for the displayed PO Line. The screen below will appear. The scrollbar may need to be utilized to see all account lines.
Voucher Detail Information by PO Line

Every voucher against this PO line can be seen in the voucher information section below. If there are many vouchers entered against the PO line, the inner scrollbar may need to be utilized in the voucher information section to see all the vouchers.

Click on the voucher magnifying glass to see additional information about the Voucher. The screenshot below will appear.
Receiver Information by PO Line

Districts utilizing the online receiving function in PeopleSoft will be able to view the Receiver information in the bottom section of this panel.
PO Finalization from the District PO Balance Inquiry Panel

An entire PO can be finalized by clicking on the Finalize button at the top of this panel. If the PO is unavailable for finalization, an error message will appear showing the reason why the PO is unavailable for finalization.

Navigation:

Go → Administer Procurement → Enter Voucher Information
Inquire → District PO Balance Inquiry

If the PO is available for finalization, the confirmation screen below will appear. Click yes and the finalization process will run against the entire PO. The finalization process will finalize all vouchered lines and account strings.

Note: PO Lines and account strings that have not been vouchered will not be affected by the finalization process. If there are un-vouchered PO Lines or account strings, and the district’s desire is to close the PO, the purchasing department will need to cancel the PO Lines and account strings that have not been vouchered.
Exercises

Add PO Voucher Using the Copying PO Option

Navigation Step

Go ———> Administer Procurement ———> Enter Voucher Information
Use ———> PO Voucher ———> Invoice Header Information ———> Add

Business Unit: 12345
Voucher ID: Your Initials appended with “01”
Click on OK
PO Business Unit: 12345
PO: Select the PO (from 18AP_01 to 18AP_20) with the last 2 digits matching the last digits of your workstation computer ID
Click: Copy PO Button
Date: Today’s Date (Required field) (Tab through and fields will populate.)
Invoice: Your Workstation # or any Invoice ID
Gross: Add $50.00 to Existing Amount
Freight: $50.00

Select the Line Information and Charges Tab

Verify that Matching is set to NO MATCH on Voucher Lines

SAVE  Note Voucher ID
Note Scheduled Due
(on Scheduled Payment Tab)
Note Entry Status
(on Status Summary Tab) (Should be Postable)
Check Budget Check
(on Status Summary Tab) (Should be Valid)

If there is an error,

Go ———> Administer Procurement ———> Enter Voucher Information
Use ———> Budget Control Exceptions

Correct the Budget and/or Distribution Lines.
Add PO Voucher Using the Receiver Worksheet Option

Navigation Steps

Go ——— Administer Procurement ——— Enter Voucher Information
Use ——— PO Voucher ——— Invoice Header Information ——— Add

Business Unit: 12345
Voucher ID: You initials appended with “R01”
PO Business Unit: 12345
PO Select PO (18AP_901 to 18AP_920) with last 2 digits corresponding to your workstation ID. Ex. Workstation ID 01 would use 14AP_901.

Click Go to Match Work button

Format From Options: Select Receiver (Radio button)
Recv BU: 12345
Ship To: Click on dropdown
Select any Ship to Location #, click OK, Tab
Recv No.: Click on dropdown
Select Receiver (18AP_901-18AP_920) with last 2 digits corresponding to your workstation ID. Ex. Workstation ID 01 would use 18AP_901.

Click Copy to Voucher Pushbutton.

Go to Invoice Header Information
Enter the following:

Date: Use today’s date.
Invoice ID: Workstation number or any Invoice ID
Applicable Sales Tax: If any
Applicable Sales Tax Code: If any
Gross Amount:
NOTE: You may open another window to view the PO.

Go ► Administer Procurement ► Manage Purchase Orders
Use ► Purchase Order ► Lines ► Update/Display ► (Select PO #)

Select the Line Information and Charges Tab and verify Matching is set to Full Match on Voucher Lines.

SAVE

Note Voucher ID

Note Scheduled Due
(on Scheduled Payment Tab)

Note Entry Status
(on Status Summary Tab) (Should be Postable)

Run Matching
Matching process is scheduled to run periodically.

Check Budget Check
(on Status Summary Tab) (Should be valid)

Correct any errors in matching (instructor will run the matching process again after error has been corrected).

Correct any errors in budget checking and initiate budget checking by clicking on the BCM pushbutton.
PO Activity Summary Panel

The PO Activity Summary Panel shows transactions for a particular PO. The receivers, vouchers, and match status of the vouchers can be viewed.

Navigation Steps

- Go→Administer Procurement→Manage Purchase Orders
- Inquire→PO Activity Summary

Enter the PO number to view activity or use the search button to select PO and click OK. In this example, we are inquiring on 14AP_100.

Click on Fetch to display activity for PO Line 1.

Click Fetch to pull up the details.
The panel will display the quantity and amount received, invoiced, and matched.
Receipt Button

To view details of the receiver(s), click the Receipt button and all associated receivers will be displayed. Select receiver to view details by clicking on the checkbox. Receipt button will be activated. Click on the Receipt button.

The panel below displays receiver information such as Receipt Status, Received Date, Vendor, Receiver ID (No.) and description of item(s) received. Click on the More Information button.
The More Information panel displays the Match Status, Change Date and Operator ID of the receiving staff.

![Image](image.png)

**Invoice Button**

Click on the Invoice button to view all the voucher(s) associated with this PO.

![Image](image2.png)

There are two vouchers created to pay for this PO. Check one of the boxes to see more detail on the selected voucher. On the GoTo Section, click the Voucher button.
The voucher inquiry panel will display vendor, voucher line descriptions, quantities and amounts.

<table>
<thead>
<tr>
<th>Line</th>
<th>Item ID</th>
<th>Quantity Voucherd</th>
<th>U</th>
<th>Unit Price</th>
<th>Description</th>
<th>Amount</th>
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<td>1,0000 EA</td>
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<td>1,0000 LO</td>
<td></td>
<td>1000.00000</td>
<td>Service Contract</td>
<td></td>
</tr>
</tbody>
</table>

Move the horizontal scroll bar, to view the rest of the information such as PO Number.
Matched Button

To view match details, click on the Matched button and all associated matched PO lines will be displayed.

The panel will display all the associated vouchers and the matched quantity for each voucher.
Additional Voucher Processes

Entering vouchers is only the first part of the Payables life cycle. As a review, there are various processes and actions associated with vouchers, such as:

- Voucher Edit Process (for External Data Interface Vouchers)
- Match Process (for PO Vouchers)
- Budget Check
- Voucher District Approval
- Pay Cycle
- Voucher SFS Approval (if applicable)
- Voucher Posting
- Adjustment Vouchers
- Voucher Delete
- Voucher Close

**NOTE:** These additional voucher processing features are explained in depth in the Accounts Payable I Manual.
**Voucher Close**

If user does not want to process the voucher into a payment, the user will need to close PO Vouchers when the status of the voucher is posted. Since the voucher is already posted, both expenditure and accrual entries have already been created in Accounts Payable tables and posted to General Ledger. Closing the voucher will reverse those entries from both Accounts Payable tables and General Ledger.

To close a voucher, the following conditions must be met:

- The voucher has not been paid
- The status of the voucher is Posted
- The Approval Status is not on LACOE audit/amount hold

**Navigation Steps**

1. Go ➔ Administer Procurement ➔ Enter Voucher Information
2. Process ➔ Voucher Close ➔ Close Voucher

Enter the Voucher ID or use the Search button to select voucher to be closed.

![Voucher Close Window](image)

Manual Close date defaults to today’s date, but the date can be changed to the period the original transaction occurred, if that period is still open.

Users can click the Voucher Details panel to view the details for the voucher.

Check the Process Manual Close Box to initiate close.
For PO Vouchers, the system will prompt users to select whether or not they want to reinstate the encumbrance.

If yes, the system will provide the PO information. Check the box to restore the encumbrance, otherwise, leave the box unchecked.

The system will prompt the user to run budget check. Click OK and click on the BCM button.
After Budget Check, the system will display results of the budget checking. Click Yes and save the panel.

Go back to the voucher and check the status in the Accounting Information panel. Status of the voucher should now be “Close Voucher.” The nightly posting process will reverse the accrual entries (i.e., credit to expenditure, debit to AP accrual 9519).
Voucher Close Accounting Entries

When a voucher is “closed,” accounting entries are generated to reverse the original expenditure and accounts payable accrual (9519) entries. The user can check on the closure accounting entries.

Navigation Steps

Go → Administer Procurement → Enter Voucher Information
Inquire → Voucher Accounting Entries → [Enter voucher ID and click OK]

As in the previous example, when voucher 00000357 was “closed,” the accrual accounting entries were reversed by the closure accounting entries.

The GL Journal ID of the closure entries is prefixed with an “APE” to designate the entry as a Closure of a liability. The liability generated when the voucher was created is referenced by the “APA” Journal ID.
NOTE: Refer to Voucher Accounting Entries, Closing Vouchers and Voucher Close Accounting Entries in the Accounts Payable I Manual for additional information.
PO Accounting Entries on Voucher Close

Navigation Steps

Go → Administer Procurement → Manage Purchase Order
Inquire → PO Accounting Entries → [Enter Purchase Order ID and click OK]

The PO Accounting Entries show the encumbrance is liquidated when a voucher is created and posted.

When a PO voucher is closed and Restore Encumbrance is selected, the restoration does not appear on the PO Accounting Lines. However, it is restored in the budgets ledger (encumbrance ledger). Use the Controlled Budget panel to see details of accounting entries on the general ledger side.

An example is shown on next page.
## Encumbrance is Liquidated

- The system indicates that encumbrance is liquidated.

## Encumbrance is Restored

- The system indicates that encumbrance is restored.

### Table: Transactions

<table>
<thead>
<tr>
<th>Type</th>
<th>Post Date</th>
<th>Document ID</th>
<th>Jurisdiction</th>
<th>Pre Encumbered</th>
<th>Encumbered</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Yr</td>
<td>09/13/2019</td>
<td>00000000077</td>
<td>00000000077</td>
<td>0.00</td>
<td>-8.11</td>
<td>8.11</td>
</tr>
<tr>
<td>AP Yr</td>
<td>09/13/2019</td>
<td>00000000077</td>
<td>00000000077</td>
<td>0.00</td>
<td>-3.03</td>
<td>3.03</td>
</tr>
<tr>
<td>AP Yr</td>
<td>09/13/2019</td>
<td>00000000077</td>
<td>00000000077</td>
<td>0.00</td>
<td>-3.03</td>
<td>3.03</td>
</tr>
<tr>
<td>AP Yr</td>
<td>10/03/2019</td>
<td>00000000077</td>
<td>00000000077</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Inquire–Partial/Final PO Voucher

There is an inquiry panel to check whether a PO Voucher has been finalized.

Navigation Steps

Go→Administer Procurement→Enter Voucher information
Inquire→Partial / Final PO Voucher

Click Fetch.

Enter Voucher ID or search using drop down. Click OK. The resulting panel will show if the PO Voucher has been finalized on the Liquidation column. If liquidation is Full, PO Voucher Lines have been finalized. If liquidation is None, PO Voucher Lines are still partialized.
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. The accounting Template is a model of the accounting entries associated with the transactions.

The Journal Generator process selects these accounting entries, assigns a Journal ID and records these transactions in General Ledger. These journal IDs are pre-defined with a three character prefix depending on the transaction created.

This is a matrix of transactions, template, accounting entries and GL Journal IDs:

<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</td>
<td>Cancel</td>
<td>Credit - Accrual 9519</td>
<td>APC</td>
</tr>
<tr>
<td>With Closure</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</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>
<tr>
<td>Voucher Close</td>
<td>Closure</td>
<td>Credit - Expenditure</td>
<td>APE</td>
</tr>
<tr>
<td>No Warrant Issued</td>
<td>Closure</td>
<td>Debit - Accrual 9519</td>
<td>APE</td>
</tr>
</tbody>
</table>
To View Accounting Entries

Navigation Steps

Go ➔ Administer Procurement ➔ Enter Voucher Information

Inquire ➔ Voucher Accounting Entries ➔ Click Search

This will open the Voucher Accounting Entries Update/Display panel. Enter the Voucher ID and click OK or simply click Search, highlight the voucher and click OK.

Individual accounting entries for a voucher can be viewed after transactions are created and posted. As a voucher is processed and paid, the accounting entries are reflected in this inquiry panel. Furthermore, if the warrant associated with the voucher is voided, reissued or stale dated, the accounting entries associated with those transactions are likewise reflected in this panel.

Example

Here are the accounting entries for the Voucher 222PRE after voucher posting, but before payment. These are the accrual entries.

Using the horizontal scrollbar, scroll to the right to view GL Journal ID (APA) to indicate that the voucher accrual has been recorded in General Ledger.
Example

Here are the accounting entries for Voucher 222PRE after warrant was created and payment was posted.

Using the horizontal scrollbar, scroll to the right to view GL Journal ID (APP) to indicate that payment has been recorded in General Ledger.
Document (Voucher) Attachments

Soft Copy documents can be attached to Vouchers via:

- PO Voucher Panel
- Standard Voucher Panel
- Express Voucher Panel
- Adjustment Panel
- Attach Documents Only Panel

**Important: Attach documents before sending the voucher for district approval.** This will prevent delay in processing the voucher and will provide your district approver an opportunity to review documents online.

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.

Procedure for attaching documents from the PO Voucher, Standard, Express, and Adjustment Panels remain the same. Step 3 is not necessary for Standard, Express and Adjustment Panels since there are no attachments to be viewed from the PO and Requisition modules.
A. Create the voucher by copying the PO/Receiver or using the PO/Receiver Worksheet. After the voucher has been saved, click on the Attachment icon located in the Header Information Tab. This action will take user to the Document Attachment Tab.

B. Click on the Save/Refresh Documents button. 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.

D. **Click on the Attach box** of selected documents to attach.
E. Click on **Save/Refresh documents** to save the attachments to the voucher.
## Removing Attachments

To remove an attached document from a voucher, simply click on the **Remove** checkbox (see below) and then click the **Save/Refresh Documents** pushbutton to un-link the attachment(s) from the PO and Requisition. The panel will once again be updated accordingly.

Note: Once an attachment is removed from the voucher, the document will be un-linked and can be deleted/removed from the PO and/or Requisition Panel.

![Image of Document Attachment Panel]

Click here to remove a document attachment.
LACOE Voucher Approval Panel (Inquiry)

The LACOE Voucher Approval Panel is the panel used by the Commercial Claims Unit to view vouchers on hold. There are two tabs, namely, Audit Code Hold and Amount Hold. The vouchers are arranged by Vendor Name. Other information includes Voucher ID, Accounting Date, District Approver ID and Gross Amount.

Actions by Commercial Claims Unit include Approve, Deny, or Release. Once an action has been taken on a voucher, the voucher will no longer be on hold and displayed on the panel. In order to check the approval status of a voucher after it has been removed from the LACOE Voucher Approval panel, the district may navigate to the Voucher Summary Panel.

Navigation:

Go → Administer Procurement → Enter Voucher Information
Inquire → LACOE Voucher Approval Status → (Audit Code Hold or Amount Hold)

Audit Code Hold Tab

- Displays Vouchers held for audit
- To see all vouchers, use the scroll bar located on the right side of the panel
- On the Suspense Register Report (LACSUR) , these vouchers will have “AUD” Status
- On the Voucher Summary Panel, these vouchers will have a Commercial Claim Status of “Audit Hold”.

This is the Audit Code Hold tab. All vouchers displayed are on hold. Commercial Claims action buttons are Approved, Denied or Released. Use the scroll bar to see more vouchers.
Amount Hold Tab

- Displays voucher or vouchers on hold grouped by vendor.
- For vouchers to be on Amount Hold, the cumulative total amount of all vouchers by vendor must exceed the district’s threshold amount.
- To see the next vendor, use the outer scroll bar on the right side of the panel.
- On the Suspense Register Report (LACSUR), these vouchers will have “AMT” status.
- On the Voucher Summary Panel, these vouchers will have a Commercial Claim Status of “Amount Hold”.

This is the Amount Hold tab. Unlike the Audit Code Hold panel that displays all vouchers for all vendors, this panel groups vouchers by vendor showing one vendor at a time. Shown here are vouchers for vendor 0000007339.

Clicking the scroll bar will take you to the next vendor 0000007862.
Commercial Claims Approval Status

- Hold – Voucher is on hold pending Commercial Claims Unit review.
- Approved – Voucher is approved for payment. Warrant is printed and delivered to the district the following business day.
- Release – Commercial Claims is unable to approve the voucher and releases it back to the district. The district should delete or close the voucher.
- Denied – The voucher is denied by Commercial Claims when it is determined that the voucher cannot be approved. The district should delete or close the voucher.
- Details - Clicking on this button will open the Voucher Detailed Charges to view the voucher’s distribution lines or account strings, specifically, the auditable Object Code.

Clicking on the “Details” button opens the Voucher Detailed Charges panel below. The district can view the Object Code that made the voucher auditable.
Voucher Summary Panel

- When a voucher has been approved, denied, or released, the voucher will no longer be displayed on the LACOE Voucher Approval Panel.

- Navigate to the Voucher Summary Panel, LACOE Approval, to look up the status of the voucher, the last Update Date, and the LACOE Approver ID.

From the LACOE Voucher Approval Panel, Voucher “600155” is approved.

Upon Approval, Voucher “600155” is no longer displayed on the panel.
To find out the status of Voucher “600155”, navigate to the Voucher Summary Panel. Under LACOE Approval, Approval Status, Date and Approver ID, are indicated.
## RAD 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 1st 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>Suspension 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</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**

- D  Daily
- W  Weekly
- M  Monthly
- Q  Quarterly
- A  Annual