

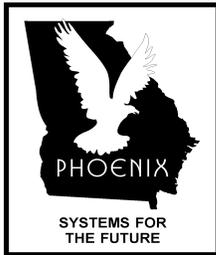
State of Georgia

Phoenix Program

Implementing Georgia's New Millennium Human Resource
and Financial Solutions

Accounts Payable

repr. 03/03



Phoenix End-User Training

INTRODUCTION TO PAYABLES

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT PURCHASING
MARCH 2003



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Phoenix Program On Line Library

The Online Library is a Phoenix online support system, commonly referred to as the OLL. It can be used as an additional reference source for all Phoenix modules and can guide a user through the details of Phoenix applications. The OLL is launched directly from any data entry panel by pressing the “**F1**” key. Users with “Inquiry” access will see the PeopleSoft version (non-customized) of the OLL. Users **must** be in a data entry panel to be able to use the customized State of Georgia OLL as a reference guide.

The Library contains links from every standard end-user panel in PeopleSoft applications. Users can go directly to the OLL for detailed step-by-step instructions on using that panel or panel group. You can also conduct basic and advanced queries and use associated “hot links” or “jump links” to reach information on related topics. Every procedure contains many of the following choices:

- Overview - Describes the process for the panel. May reference the Business Process
- Timing - Describes when this particular panel is used
- Key points - Describes important information about the panel you were working with
- Input - Describes where the user would get information for this panel
- Output - Describes the result of the information you entered in the panel
- Navigation - Describes the pathway to get to the current panel
- Panels - Describes the panels in the panel group
- Detailed directions - Describes step-by-step instructions on how to complete the panel

Once the OLL is opened, you may toggle between your data entry panels and the OLL by using the “Tab” key. The OLL and the Phoenix panel will remain on the window taskbar located at the bottom of your screen.

To perform a query in the OLL, use the following navigation to activate the query view panel:

Search →
Query *or* Advanced Query →
Enter subject or item for search
Click Ok

To search for a different topic repeat the above steps.

Internet Path for Business Processes

The current path for the Accounts Payable processes through the Phoenix website is as follows:

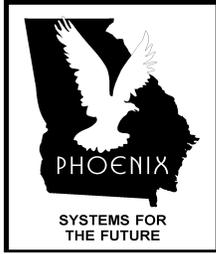
<http://www3.state.ga.us/departments/doas/phoenix/>

Select: Financials

Select: Financials Business Processes

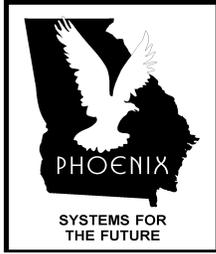
Select: AP Processes

Select: The Business Process Topic Desired



Module Contents

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| Section 3 | Entering Vouchers |
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| Section 11 | Accounts Payable Inquiry |



Phoenix End-User Training

SECTION 1:

TABLE SETUP

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003



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A. Introduction

Table Setup



Welcome to the Table Setup module! This module contains the tools needed to learn all the concepts and procedures involved in table setup.

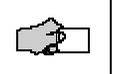
Goal To acquire the skills and knowledge necessary to become familiar with the System Structure section of the online Library.

Participant

Objectives At the end of this module you will be able to:

1. Describe table setup
2. Navigate through the online Library to locate all other table setup procedures

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

Business Processes for Table Setup is administered by DOAS Phoenix Financials.

AP021 – Wire Payments

AP022 – Electronic Payments

AP023 – General Funds Transfer

C. Exercises

Exercise 1 - Review Bank Information

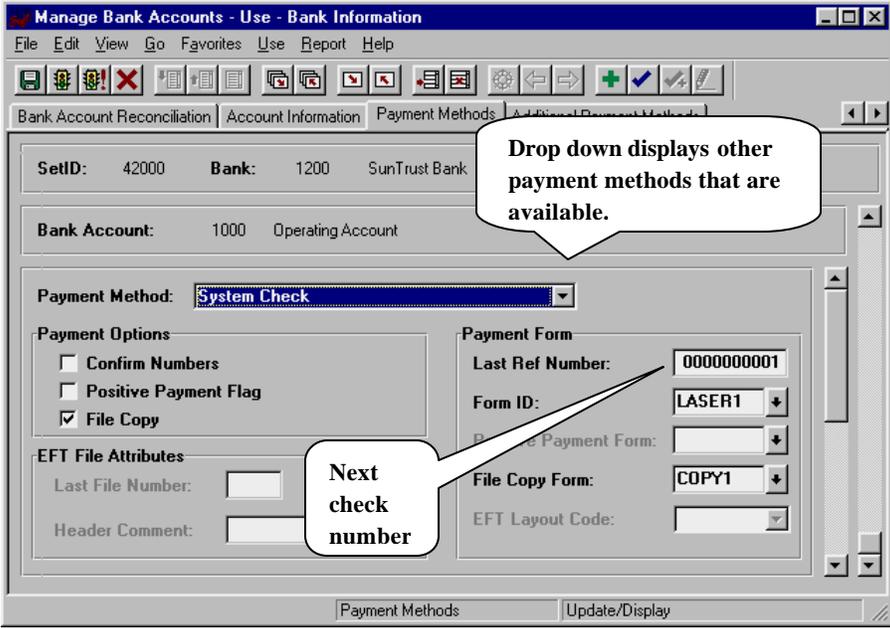
Scenario: You have tried to record an EDI (Electronic Data Interchange) transaction in the Phoenix system and received the following error message:

“Selected payment method does not exist for this bank account.”

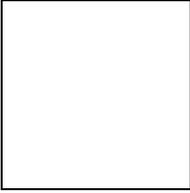
Review the payment methods established for this bank account.

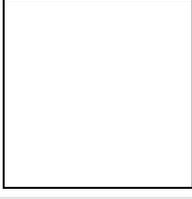
| | |
|--------------------------|---|
| Step 1 | Select: Go → Define Business Rules → Manage Bank Accounts |
| Expected Results: | The Manage Bank Accounts window displays. |
| Step 2 | Select: Use → Bank Information → Payment Methods |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or Select the following: SetID: 42000 Bank Code: 1200 Click: OK |
| Expected Results: | The <input type="text" value="Payment Methods"/> panel displays. |
| Step 4 | Use the scroll bar to identify all payment methods for this bank account. |
| Expected Results: | The available payment methods are displayed. |

Exercise 1 (continued)

| | |
|---------------------------------|--|
| <p>Step 5</p> | <p>Compare Payment Methods panel with the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The Payment Methods panel. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

| | |
|---------------------------------|--|
| <p>Step 6</p> | <p>Select and review the other Manage Bank Accounts panels:</p> <ul style="list-style-type: none"> Bank Information and Contacts Bank Accounts Bank Pooled Accounts Bank Account Reconciliation Account Information Additional Payment Methods |
| <p>Expected Results:</p> | <p>Selected bank account panels are displayed.</p> |

| | |
|----------------------|--|
| <p>Step 7</p> | <p>Click:  to cancel.</p> |
|----------------------|--|

| | | | |
|--------------------------|--|---|--|
| Step 7 | |  | |
| Expected Results: | Click:  to cancel. Panel is cancelled. | | |

Exercise completed.

Exercise 2 - Review Payment Handling Codes

Scenario: You would like to group all of your travel payment vouchers together in the system check run. Review your agency's payment handling codes. Determine which code you should enter and on which voucher you enter the code. Regular Payment (RP) is set as the default.

| | |
|--------------------------|---|
| Step 1 | Select: Go→Define Business Rules→Structure Procurement Options |
| Expected Results: | The Structure Procurement Options window displays. |

| | |
|--------------------------|---|
| Step 2 | Select: Use J-R→Payment Handling Codes |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|---|
| Step 3 | Enter or Select the following: SetID: 42000 Click: OK |
| Expected Results: | The Payment Handling Codes panel displays. |

Exercise 2 (continued)

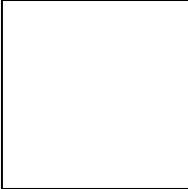
Step 4

Compare **Payment Handling Codes** panel with the panel shown below:

| Payment Handling Code | Description | Short Description | Sort Order |
|-----------------------|----------------------------|-------------------|------------|
| 3P | Third Party Travel Payment | 3Trvl Pymt | 12 |
| LB | Labor | Labor | 88 |
| RP | Regular Payment | Reg Pymt | 96 |
| TP | Travel Payment | Trvl Pymt | 10 |
| UT | Utilities, Phones | Utilities | 92 |
| WH | Withholdng | Withholdng | 06 |

Expected Results: The **Payment Handling Codes** panel. Congratulations! If the elements do not match, review the steps and consult your Instructor.

Step 5

Click:  to cancel.

Expected Results: Panel is cancelled.

Exercise completed.

Exercise 3 - Review Accounting Entry Templates

Scenario: Your agency has decided to use an additional liability account. Review the accounting entry templates that serve as offsetting accounts to create balanced accounting entries.

Note: System will default to ACCTSPAY1

| | |
|--------------------------|---|
| Step 1 | Select: Go→Define Business Rules→Structure Procurement Options |
| Expected Results: | The Structure Procurement Options window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use A-I→Accounting Entry Template |
| Expected Results: | A dialog box displays. |

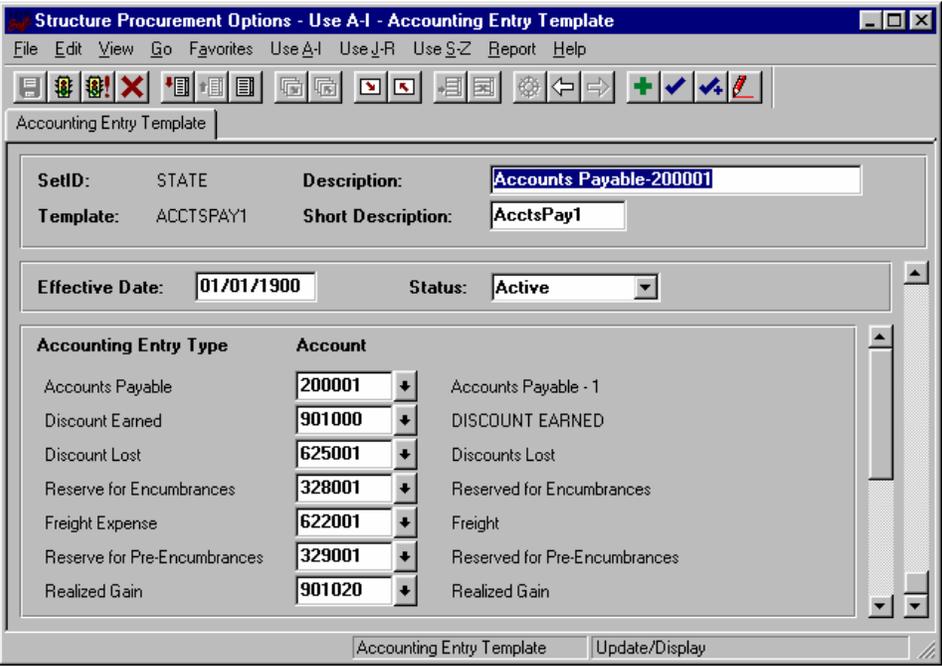
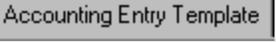
| | |
|--------------------------|--|
| Step 3 | Enter or select the following: SetID: STATE Accounting Template: ACCTSPAY1 Click: OK |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|---|
| Step 4 | Use the scroll bar to view all values. |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|---|
| Step 5 | Click:  toolbar button to view the next template. |
| Expected Results: | Accounting Entry Template for ACCTSPAY10 is displayed. |

Exercise 3 (continued)

| | |
|--------------------------|--|
| Step 6 | Click:  toolbar button to go back to <u>ACCTSPAY1</u> . |
| Expected Results: | ACCOUNTING ENTRY TEMPLATE FOR ACCTSPAY1 IS DISPLAYED. |

| | |
|--------------------------|--|
| Step 7 | <p>Compare  panel with the panel shown below:</p>  |
| Expected Results: | The  panel. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

| | |
|--------------------------|---|
| Step 8 | Click:  to cancel. |
| Expected Results: | Panel is cancelled. |

Exercise completed.

Accounting Entry Templates

200001 - Accounts Payable to regular vendors: (not for payables to other governmental units)

Example:

Contract with IBM to write programs:

| | | | | |
|-------|--------|--------|--------|------------------|
| Debit | 663001 | Credit | 200001 | Record Liability |
| Debit | 200001 | Credit | Cash | Record Payment |

200050 - Withholding Employee - any withholding from employee's gross check:

The withholding liability and payroll bank account will be credited when the salary expenditure account is debited. The 215001 - 215325 series of accounts should be utilized for withholding liabilities. The 200050 account was created to facilitate payment of withholding on A/P module and was intended to operate like a clearing account.

Example:

Federal Tax withholding

| | | | | |
|-------|--------|--------|--------|------------------|
| Debit | Cash | Credit | 215XXX | Record Liability |
| Debit | 200050 | Credit | Cash | Record Payment |

201001 - Payable to Federal Government - amounts owed to the federal government, not including FICA: Another federal liability other than FICA would be 215025 federal income tax withholdings

Example:

Postage to Postmaster

| | | | | |
|-------|--------|--------|--------|------------------|
| Debit | 614009 | Credit | 201001 | Record Liability |
| Debit | 201001 | Credit | Cash | Record payment |

202001 - Payables to Local Governments - amounts owed to local governments:

Example:

Payment of County Subsidy

| | | | | |
|-------|--------|--------|--------|------------------|
| Debit | 707002 | Credit | 202001 | Record Liability |
| Debit | 202001 | Credit | Cash | Record Payment |

207001 - Claims and Judgments Payable - amounts owed as a result of administrative or court decisions such as workers' compensation claims and property damage:

Also keep in mind that there's a long-term account set up claims and judgments which would be included in the GLTDAG (281001).

Example:

Inmate/Private citizen claim against the department

| | | | | |
|-------|--------|--------|--------|------------------|
| Debit | 700001 | Credit | 207001 | Record Liability |
| Debit | 207001 | Credit | Cash | Record Payment |

230001 Due to Other Funds - Amounts that are owed, for charges for goods and services, by another GAAP fund. (Transactions between agency's general fund and DOAS's/Merit System's internal service funds)

Example:

Payments to DOAS for central supply orders. (Paid out of General Fund to Internal Service Fund)

| | | | | |
|-------|--------|--------|--------|------------------|
| Debit | 614003 | Credit | 230001 | Record Liability |
| Debit | 230001 | Credit | Cash | Record Payment |

234001 Intrafund Payable - Amounts owed to state reporting entity organizations included in the same GAAP fund:

Example:

Gasoline purchased from one agency general fund to DHR general fund

| | | | | |
|-------|--------|--------|--------|------------------|
| Debit | 612001 | Credit | 234001 | Record liability |
| Debit | 234001 | Credit | Cash | Record Payment |

263001 Escheat Assets Liability - Amount of escheat assets expected to eventually be paid to claimants.

This is the liability required to be set up by DOR by GASB Codification Section E70.103. This is an estimate of the amount that might eventually have to be returned to the rightful owners.

Account 262056 "Funds Held for Others - Unclaimed Property," This would be the account the agencies should use to record the unclaimed property.

The entries for an old outstanding check should be:

| | | | |
|--------|--|-----|-----|
| 101xxx | Cash in Banks | xxx | |
| 262056 | Funds Held for Others - Unclaimed Property | | xxx |

To set up liability to DOR and delete outstanding check from listing.

| | | | |
|--------|--|-----|-----|
| 262056 | Funds Held for Others - Unclaimed Property | xxx | |
| 101xxx | Cash in Banks - Operating Account XXX Bank | | xxx |

To transfer unclaimed funds to DOR.

Exercise 4 - Review Payables Options

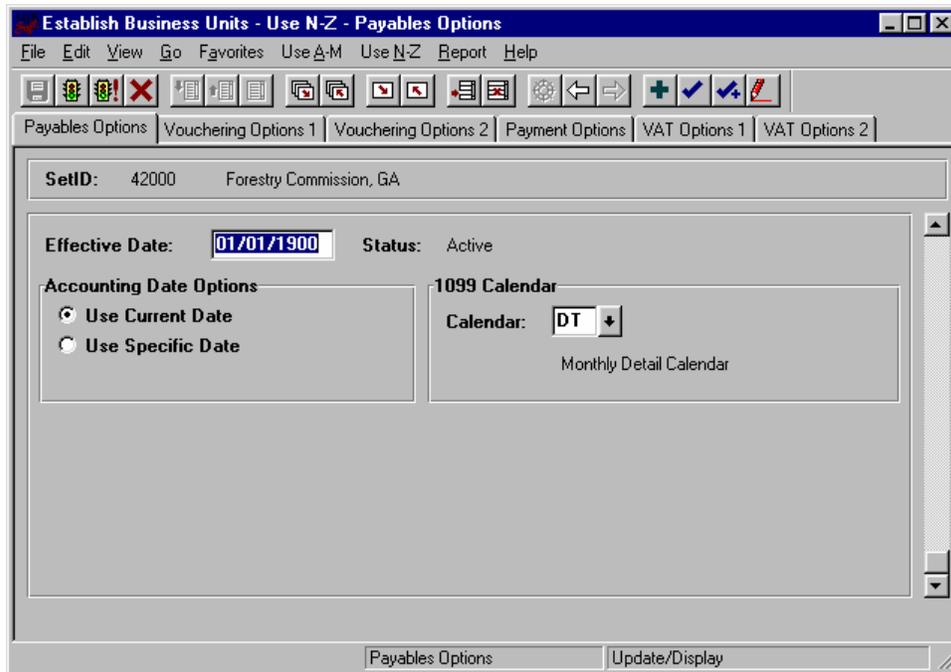
Scenario: Review the payable options used to establish default values for vouchers, payment processing, and accounting options.

| | |
|--------------------------|---|
| Step 1 | Select: Go→Define Business Rules→Establish Business Units |
| Expected Results: | The Establish Business Units window displays. |
| Step 2 | Select: Use N-Z→Payables Options → Payables Options → Update/Display |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: SetID: 42000 Click: OK |
| Expected Results: | The  panel displays. |

Exercise 4 (continued)

Step 4

Compare **Payables Options** panel with the panel shown below:

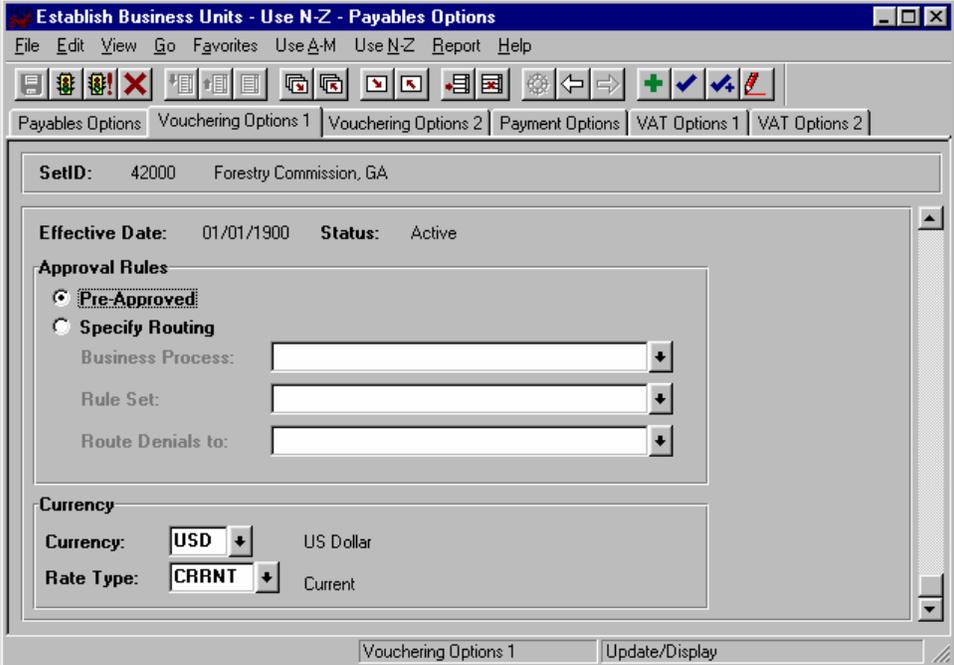


Expected Results:

The **Payables Options** panel. Congratulations!
 If the elements do not match, review the steps and consult your Instructor.

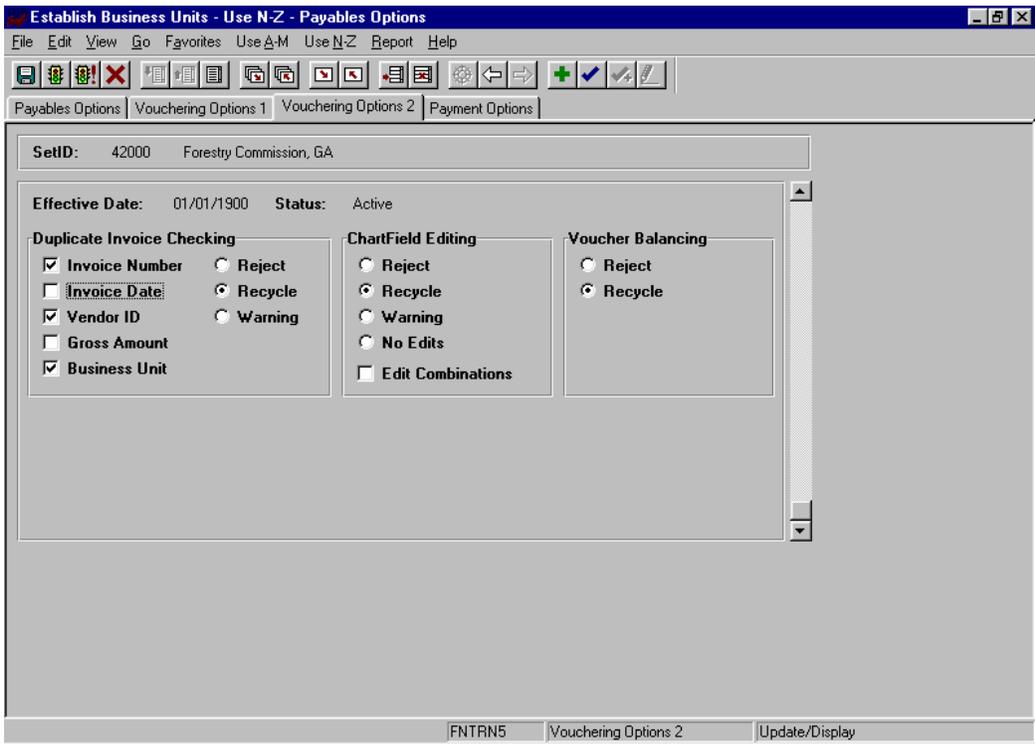
Exercise 4 (continued)

| | |
|--------------------------|---|
| Step 5 | Click: Vouchering Options 1 panel. |
| Expected Results: | The Vouchering Options 1 panel displays. |

| | |
|--------------------------|---|
| Step 6 | <p>Compare your Vouchering Options 1 panel with the panel shown below:</p>  |
| Expected Results: | <p>The Vouchering Options 1 panel. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

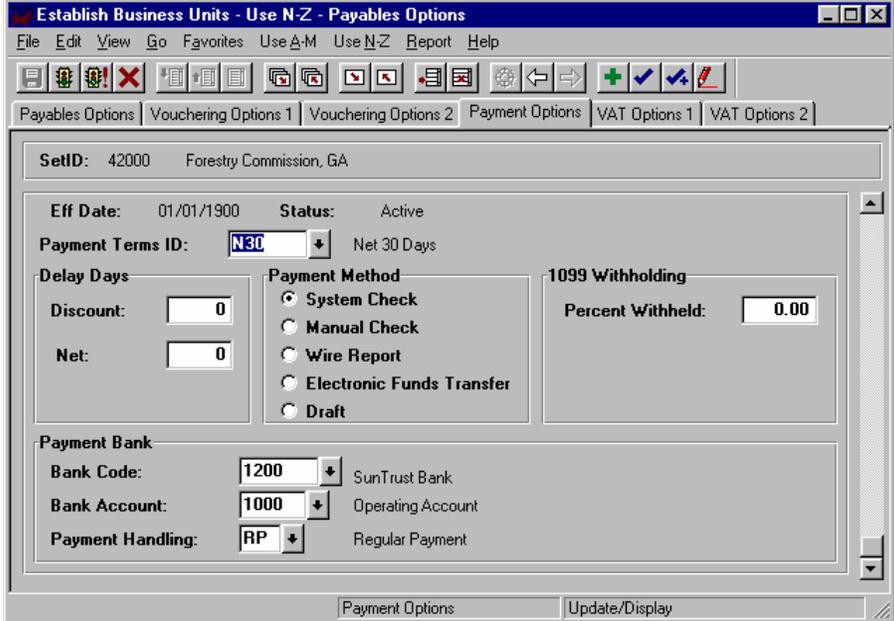
Exercise 4 (continued)

| | |
|--------------------------|---|
| Step 7 | Click: Vouchering Options 2 panel |
| Expected Results: | The Vouchering Options 2 panel displays. |

| | |
|--------------------------|--|
| Step 8 | <p>Compare Vouchering Options 2 panel with the panel shown below:</p>  |
| Expected Results: | The Vouchering Options 2 panel. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

Exercise 4 (continued)

| | |
|--------------------------|--|
| Step 9 | Click: Payment Options panel |
| Expected Results: | THE Payment Options PANEL DISPLAYS. |

| | |
|--------------------------|---|
| Step 10 | <p>Compare Payment Options panel with the panel shown below:</p>  |
| Expected Results: | The Payment Options panel. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

| | |
|--------------------------|---|
| Step 11 | Click:  to cancel. |
| Expected Results: | Panel is cancelled. |

Exercise completed.

Exercise 5 - Review Payables Definition

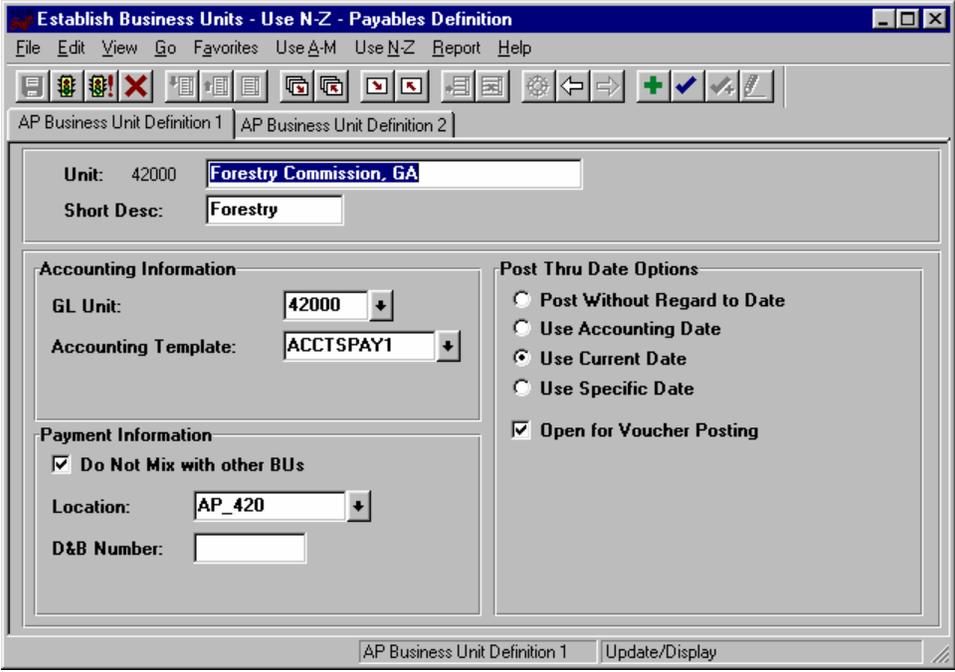
Scenario: Review the accounting template established as the default payables definition.

| | |
|--------------------------|--|
| Step 1 | Select: Go→Define Business Rules→Establish Business Units |
| Expected Results: | The Establish Business Units window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use N-Z→Payables Definition→AP Business Unit Definition 1 |
| Expected Results: | A dialog box displays. |

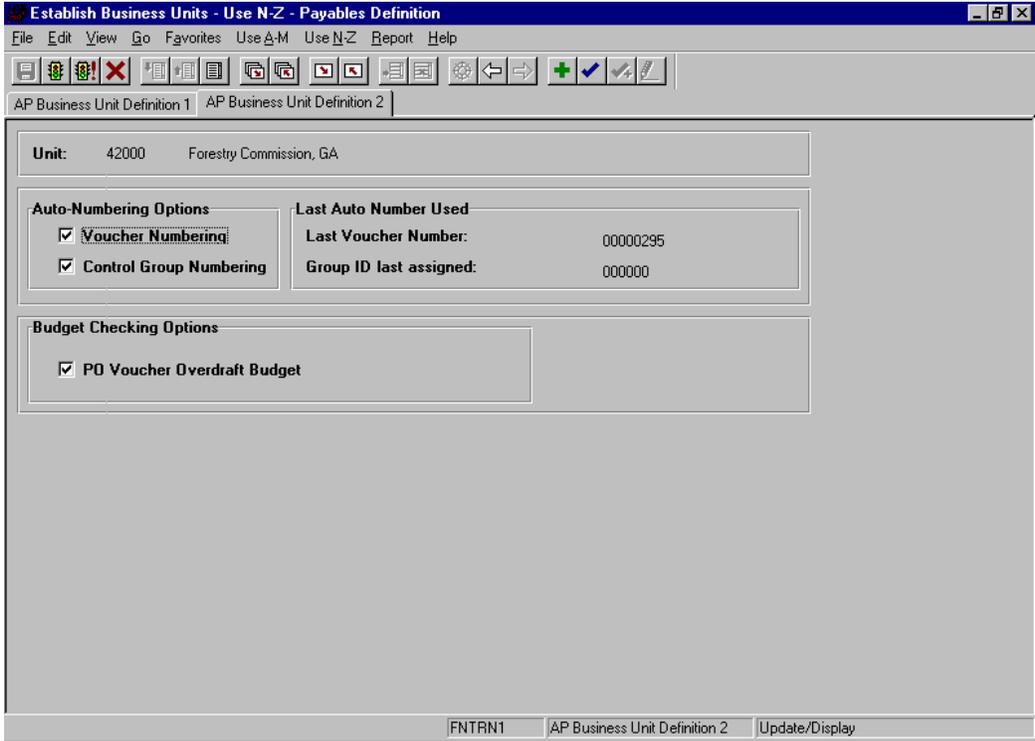
| | |
|--------------------------|---|
| Step 3 | Enter or Select the following: Business Unit: 42000 Click: OK |
| Expected Results: | The AP Business Unit Definition 1 panel displays. |

EXERCISE 5 (CONTINUED)

| | |
|---------------------------------|---|
| <p>Step 4</p> | <p>Compare AP Business Unit Definition 1 panel with the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The AP Business Unit Definition 1 panel. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

Exercise 5 (continued)

| | |
|--------------------------|---|
| Step 5 | Click: AP Business Unit Definition 2 panel |
| Expected Results: | The AP Business Unit Definition 2 panel displays. |

| | |
|--------------------------|---|
| Step 6 | <p>Compare AP Business Unit Definition 2 panel with the panel shown below:</p>  |
| Expected Results: | The AP Business Unit Definition 2 panel. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

| | |
|--------------------------|--|
| Step 7 | Click:  to cancel. |
| Expected Results: | Panel is cancelled. |

Exercise completed.

D. Summary and Review

| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Describe table setup
2. Navigate through the online Library to locate all other table setup procedures

Discuss the following questions:

1. Describe the defaults established on the Payment Handling Codes panel.
2. Describe the defaults established on the Accounting Entry Template panel.
3. Describe the defaults established on the Payables Options panels.
4. Describe the defaults established on the Payables Definition panels.
5. How do you change a table set control default?
6. What will cause a voucher to go into recycle status?



Phoenix End-User Training

SECTION 2:

MAINTAINING VENDORS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003

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A. Introduction

Maintaining Vendors



Welcome to the Maintaining Vendors module! This module contains the tools needed to learn all the concepts and procedures involved in Maintaining Vendors.

Goal To acquire the skills and knowledge necessary to perform all procedures identified in the Phoenix Program Payables Processes section of the online Library for Maintaining Vendors.

Participant

Objectives At the end of this module you will be able to

1. Search for a vendor
2. Set up a new vendor
3. Set up a new vendor with multiple locations
4. Change an existing vendor
5. Check the approval status of a vendor

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

1. AP001 – Add a New Vendor
2. AP002 – Update an Existing Vendor
3. AP003 – Approve a Vendor
4. AP004 – Inactivate a Vendor
5. AP005 – Enter 1099 Vendor Information
6. AP006 – Enter EFT (EDI) Vendor

C. Exercises

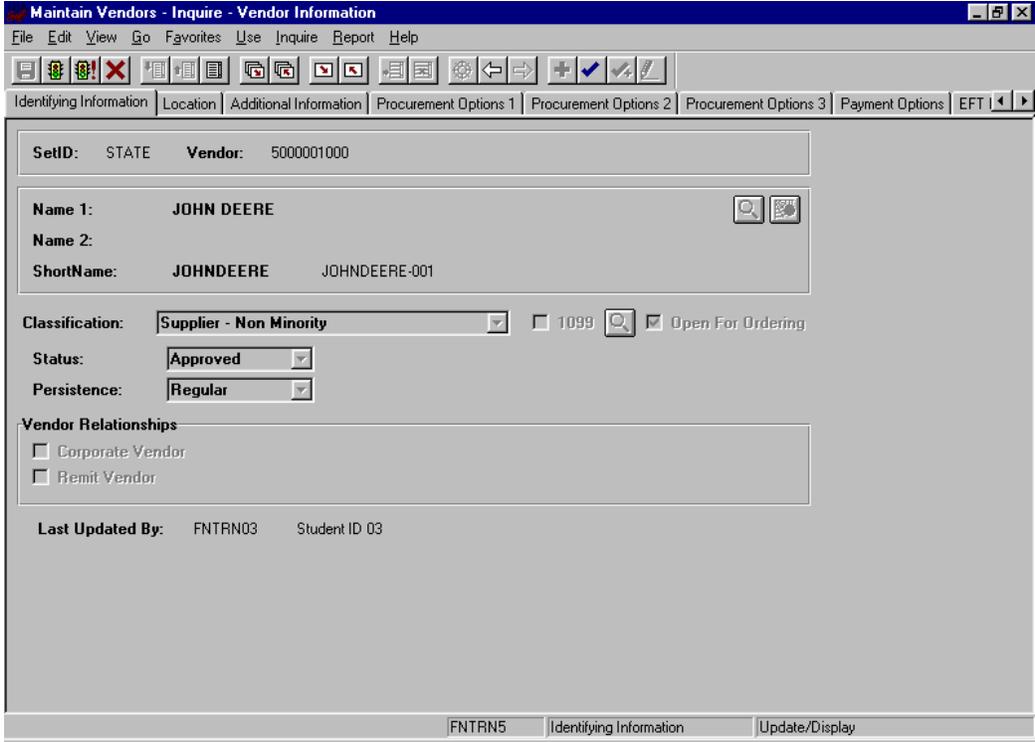
Exercise 1 - Search for a Vendor using the TIN

Scenario: You have received a request to purchase a tractor from *John Deere in Dublin, Georgia*. On the request you have John Deere's TIN number, 584787899. Verify that this vendor exists in the statewide vendor file.

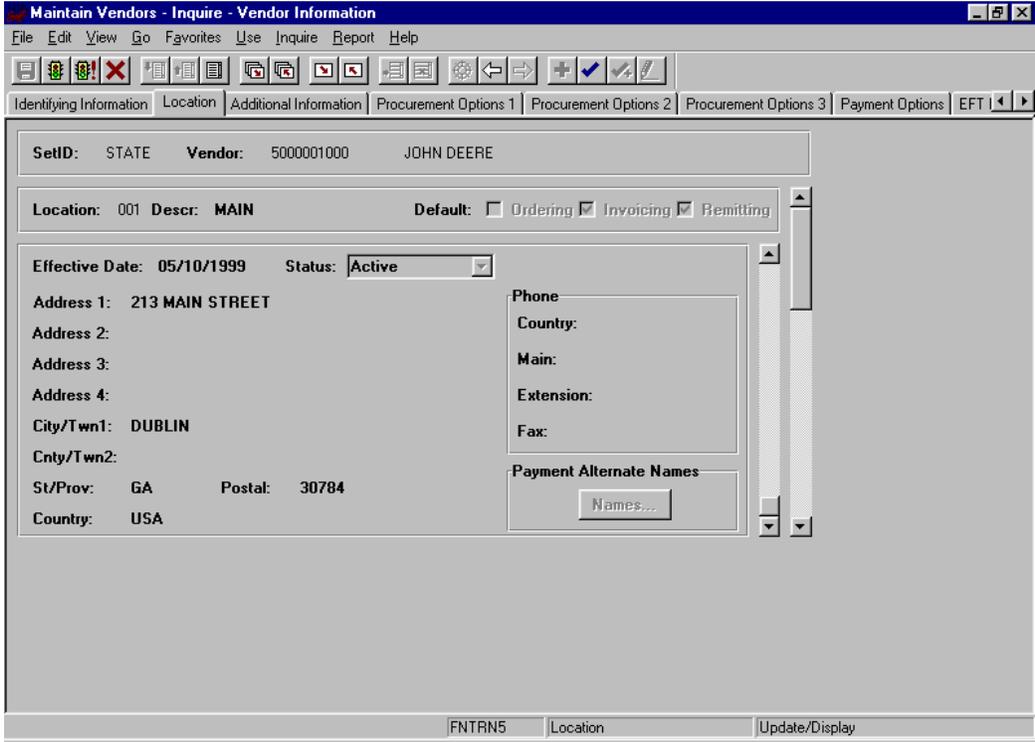
Note: Vendor file shared by all Business Units

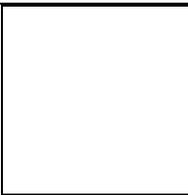
| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Maintain Vendors |
| Expected Results: | The Maintain Vendors window displays. |
| Step 2 | Select: Inquire → Vendor Information → Identifying Information |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: SetID: STATE TIN: 584787899 Click: OK |
| Expected Results: | A list of matching vendors is displayed. |
| Step 4 | Select: JOHNDEERE – 001 Click: SELECT |
| Expected Results: | The Identifying Information panel displays. |

Exercise 1 (continued)

| | |
|---------------------------------|--|
| <p>Check Results</p> | |
| <p>Step 5</p> | <p>Compare Identifying Information panel to the panel shown below:</p>  <p>Note: Vendor status will be unapproved until approved by Vendor Group.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p> |

Exercise 1 (continued)

| | |
|---------------------------------|---|
| <p>Step 6</p> | <p>Click:  to proceed to the Location panel</p> <p>Compare Location panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p> |

| | |
|---------------------------------|---|
| <p>Step 7</p> | <p>Click:  to close the panel.</p> |
| <p>Expected Results:</p> | <p>The panel is closed. Proceed to the next exercise.</p> |

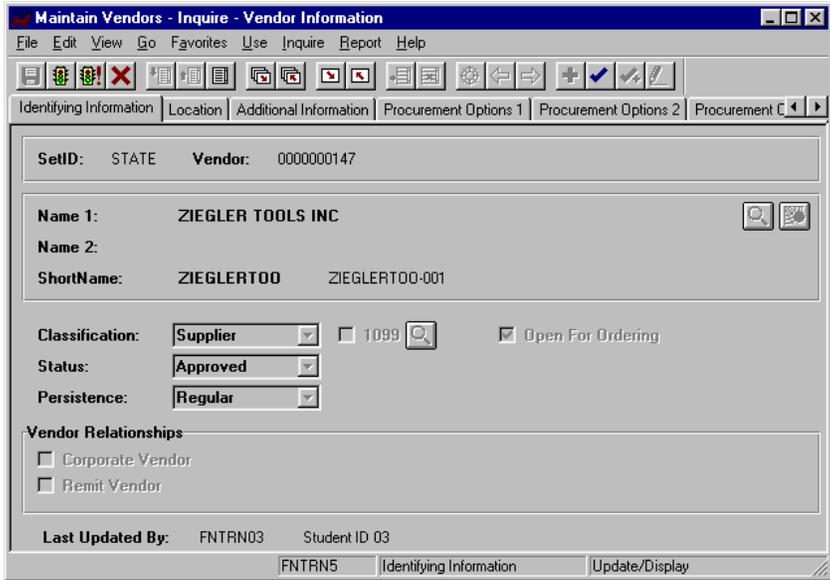
Exercise completed.

Exercise 2 - Search for a Vendor using the Vendor Short Name

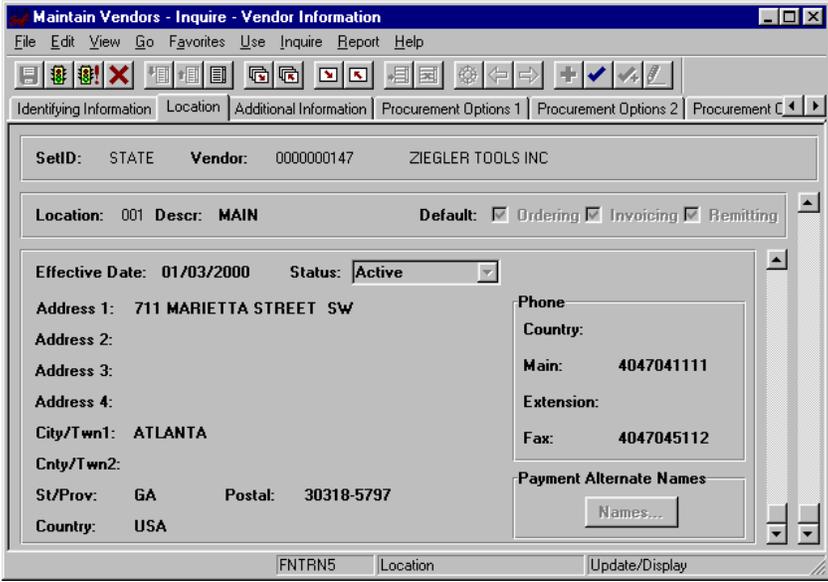
Scenario: You have received a request to purchase printer ribbons from *Ziegler Tools, Inc. located at 711 Marietta Street, Atlanta, Georgia*. Verify that this vendor exists in the statewide vendor file.

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Maintain Vendors |
| Expected Results: | The Maintain Vendors window displays. |
| Step 2 | Select: Inquire→Vendor Information→Identifying Information |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: SetID: STATE Short Vendor Name: ZIEGLERTO Click: OK |
| Expected Results: | A list of matching vendors is displayed. |
| Step 4 | Select: ZIEGLERTO – 001 Click: SELECT |
| Expected Results: | The Identifying Information panel displays. |

Exercise 2 (continued)

| | |
|---------------------------------|---|
| <p>Check Results</p> | |
| <p>Step 5</p> | <p>Compare Identifying Information panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p> |

Exercise 2 (continued)

| | |
|---------------------------------|---|
| <p>Step 6</p> | <p>Click:  to proceed to the Location panel</p> <p>Compare Location panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p> |

| | |
|---------------------------------|---|
| <p>Step 7</p> | <p>Click:  to close the panel.</p> |
| <p>Expected Results:</p> | <p>The panel is closed. Proceed to the next exercise.</p> |

Exercise completed.

Exercise 3 - Vendor Procedures & Vendor's Short Name

Vendor Shortname Standards/Procedures & Instructions

- Vendor short name must be 10 characters if available
- Proper names should be entered using the first 5 characters of last name followed by first 5 characters of the first name (Example: HENDERSON, JIMMY Short name: HENDEJIMMY).
- System will display an alphabetic listing of vendors by short name
- Vendors should be entered in all CAPS
- No punctuation in short name

Exempt Words/Symbols

Associates

Company

Limited

Partnership

Incorporated

Enterprise

the, of

Dr., Mr., Mrs., Ms.

Symbols (all exempt with the exception of & +)

Words that should be abbreviated

Department – DEPT

International – INTL

Southwestern – SW

Southeastern – SE

Northwestern – NW

Northeastern – NE

Regional – REG

Administration/Administrative – ADMIN

and - &

Laboratory – LAB

Government – GOVT

Manufacturing – MFG

Service(s) – SVC

Use 2 characters for each State – GA, SC, NC, FL

Junior – JR

Senior – SR

- **If a duplicate vendor is entered and found by the Security group, the previously entered correct vendor number will be placed in the long name 2 field.**
- When vendors are entered to EFT (Electronic Fund Transfer), users should enter a Confirmation on the Pre-note upon data entry.

Exercise 3 (continued)

Vendor Short Name Standards

| NAME | SHORT NAME | CHARACTERS |
|--|-------------|------------|
| A + COMPUTER | A+COMPUTER | 10 |
| A + IMAGING SYSTEMS, INC. | A+IMAGINGS | 10 |
| A & A BUSINESS MACHINES, INC. | A&ABUSINES | 10 |
| A & G'S CLEANING SERVICE | A&GSCLEANI | 10 |
| A -1 CARPET | A1CARPET | 9 |
| A -1 SAFE & LOCK COMPANY, INC. | A1SAFE&LO | 10 |
| AAA BROKERS & ASSOCIATION OF SOUTH CAROLINA | AAABROKERS | 10 |
| AAACE | AAACE | 5 |
| AAA BUILDERS & REMOLDERS | AAABUILDER | 10 |
| AACC | AACC | 4 |
| A ACME COMPANY INC. | AACME | 5 |
| AA CLASSIC FENCING | AACLASSICF | 10 |
| ABBOTT LABORATORIES, HOSPITAL | ABBOTTLABH | 10 |
| ABBOTT LABORATORIES, PHARMACEUTICAL | ABBOTTLABP | 10 |
| ABC ADVISORS, INC. | ABCADVISOR | 10 |
| ABCA FUNDING | ABCASFUNDIN | 10 |
| ACADEMIC LC | ACADEMICLC | 10 |
| ACE HOME & GARDEN | ACEHOME&GA | 10 |
| AC ELECTRIC | ACELECTRIC | 10 |
| ACME LOCK & KEY, INC. | ACMELOCK&K | 10 |
| ACTION PRODUCTS | ACTIONPROD | 10 |
| ADAMS, J.L. | ADAMSJL | 7 |
| THE ADAMS COMPANY | ADAMS | 5 |
| ADDCO, INC | ADDCO | 5 |
| ADMINISTRATIVE SERVICE OF GEORGIA | ADMINSVCGA | 10 |
| ADMORE ATLANTA | ADMOREATLA | 10 |
| INTERNATIONAL SALES & MARKETING | INTLSALES& | 10 |
| SOUTHEASTERN REGIONAL VISION FOR EDUCATION, IN | SEREGIONAL | 10 |
| 3M HEALTH INFORMATION SYSTEMS | 3MHEALTHIN | 10 |
| 3M MAGNETIC AUDIO/VIDEO PRODUCTIONS | 3MMAGNETIC | 10 |
| 3 RD WAVE TECHNOLOGIES | 3RDWAVETEC | 10 |
| 3 T GLASS COMPANY | 3TGLASS | 7 |
| 3M | 3M | 2 |
| 3M COMPANY | 3M | 2 |
| 21 ST CENTURY CONSULTING | 21STCENTUR | 10 |
| 24 CARROT PRESS | 24CARROTPR | 10 |
| 2500 AD SOFTWARE, INC. | 2500ADSOFT | 10 |
| 3COM CORPORATION | 3COM | 4 |
| 20 20 COMPUTERIZED DESIGN | 2020COMPUT | 10 |
| 20 TH CENTURY PLASTICS, INC. | 20THCENTUR | 10 |
| THE ADVANCE PROGRESS | ADVANCEPRO | 10 |
| JIMMY HENDERSON | HENDEJIMMY | 10 |

Exercise 3 (continued)

Scenario: You have been given a list of vendors that need to be added to the statewide vendor file. You need to determine these vendors' short name

VENDOR SHORTNAME EXERCISE

| <u>VENDOR NAME</u> | <u>VENDOR SHORT NAME</u> |
|---|---------------------------------|
| ZIEGLER TOOLS INCORPORATION | _____ |
| IMAGE STAFFING SERVICES | _____ |
| MIDSOUTH ELECTRIC CORPORATION | _____ |
| FINAL TOUCH PROFESSIONAL CLEANING SERVICE | _____ |
| MAID TO REMEMBER | _____ |
| BROWN AND ASSOCIATES | _____ |
| AZTEC RENTAL CENTER | _____ |
| SEARS PAINTING CENTER | _____ |
| SERVICE MERCHANDISE | _____ |
| MABLETON CAR CARE CENTER | _____ |
| GENERAL ELECTRIC | _____ |
| LEE MOTOR COMPANY | _____ |
| REGIONS BANK | _____ |
| WACHOVIA | _____ |
| BLANCHARD'S BAKERY | _____ |
| AFFORDABLE COMPUTERS | _____ |
| JIMMY HENDERSON | _____ |
| DR. J.R. CARR | _____ |
| ABRAHAM COX | _____ |

Exercise 4 - Add a Non-1099 Vendor with Multiple Locations

Scenario: *General Electrical Supply Co.* is a new vendor and is not present in the statewide vendor file. Your goal is to accurately enter General Electrical Supply Co. into the statewide vendor file.

| | |
|-------------------|---|
| Step 1 | Select: Go→Administer Procurement→Maintain Vendors |
| Expected Results: | The Maintain Vendors window displays. |

| | |
|-------------------|---|
| Step 2 | Select: Use→Vendor Information→Identifying Information |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: SetID: STATE Vendor ID: NEXT (Default Value - <u>Do not type in this field</u>) Click: OK |
| Expected Results: | The Identifying Information panel displays. |

| | |
|-----------------|--|
| Step 4 | Enter or select the following: Name 1: GENERAL ELECTRICAL SUPPLY CO – XX Replace XX with the number assigned to you by your instructor. ShortName: GENERALELE Classification: Supplier - Minority Status: Approved Persistence: Regular (Default value) 1099: ON |
| Expected | Correct data entry |

| | |
|------------------------|--|
| <p>Step 4</p> | <p>Enter or select the following:</p> <p>Name 1: GENERAL ELECTRICAL SUPPLY CO – XX Replace XX with the number assigned to you by your instructor.</p> <p>ShortName: GENERALELE Classification: Supplier - Minority Status: Approved Persistence: Regular (Default value)</p> <p>1099: ON</p> |
| <p>Results:</p> | <p>Note: Status will be Unapproved in Production until approved by Security.</p> |

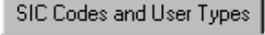
Exercise 4 (continued)

| | |
|--------------------------|--|
| Step 5 | <p>Click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Enter or select the following:</p> <p>Effective Date: Current system date (Default value) Status: Active (Default value)</p> <p>ID: 582894321 Type: Fed ID</p> |
| Expected Results: | Correct data entry |
| Step 6 | <p>Click:  (Return to Previous Panel button) to return to the Identifying Information panel.</p> <p>Click: 1099 checkbox <i>OFF</i>.</p> |
| Expected Results: | The Identifying Information panel displays. |
| Step 7 | <p>Click:  to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: LOCAL</p> <p>Effective Date: Current system date (Default value) Status: Active (Default value)</p> <p>Address 1: 100 LIND CT City/Twn1: ATLANTA St/Prov: GA Postal: 30030 Country: USA (Default value) Phone Main: 404-555-1212</p> |
| Expected | Correct data entry |

| | |
|------------------------|---|
| <p>Step 7</p> | <p>Click: Location to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: LOCAL</p> <p>Effective Date: Current system date (Default value)</p> <p>Status: Active (Default value)</p> <p>Address 1: 100 LIND CT</p> <p>City/Twn1: ATLANTA</p> <p>St/Prov: GA</p> <p>Postal: 30030</p> <p>Country: USA (Default value)</p> <p>Phone Main: 404-555-1212</p> |
| <p>Results:</p> | <p style="background-color: #cccccc;"> </p> |

Exercise 4 (continued)

| | |
|--------------------------|--|
| Step 8 | <p>Place the cursor in the Descr field.</p> <p>Click:  to insert another location.</p> <p>Enter or select the following:</p> <p>Descr: CORPORATE Default: Click the <u>Remitting</u> checkbox <i>ON</i></p> <p>Effective Date: Current system date (Default value) Status: Active (Default value)</p> <p>Address1: 555 GLENWOOD AVE City/Twn1: DECATUR St/Prov: GA Postal: 30033 Country: USA (Default value) Phone Main: 404-867-5555</p> |
| Expected Results: | Correct data entry |

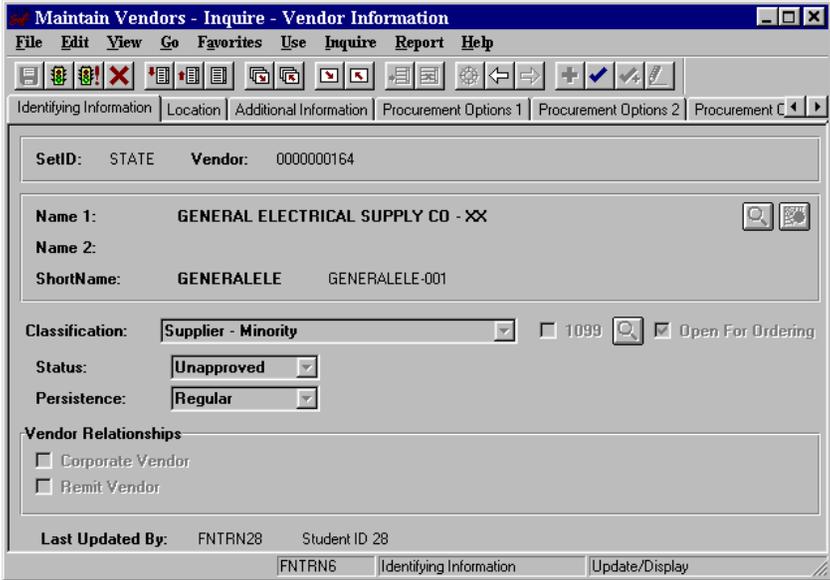
| | |
|--------------------------|---|
| Step 9 | <p>Click:  to proceed to the SIC Codes and User Types panel.</p> <p>In the User Classification section of the panel: Select Corporation</p> <p>Click:  to insert another User Classification.</p> <p>SELECT</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|---|
| Step 10 | <p>Click:  to save.</p> |
| Expected Results: | The new information is saved. |

| | |
|----------------|---|
| Step 10 | Click:  to save. |
|----------------|---|

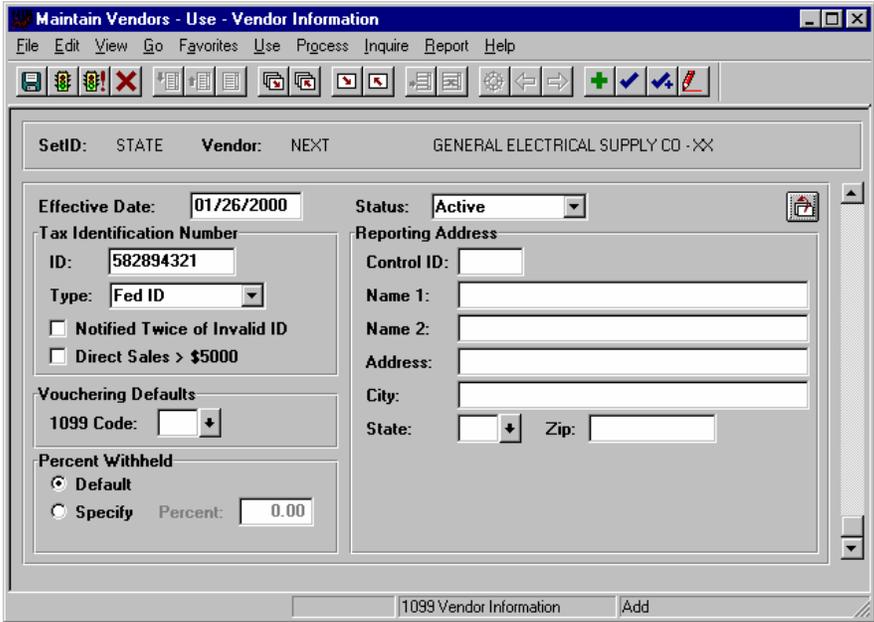
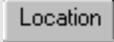
Exercise 4 (continued)

| | |
|--------------------------|---|
| Check Results | |
| Step 11 | Click:  to return to the Identifying Information panel. |
| Expected Results: | The Identifying Information panel displays. |

| | |
|--------------------------|---|
| Step 12 | <p>Compare Identifying Information panel to the panel shown below:</p>  |
| Expected Results: | <p>If the panel matches, continue to the next panel.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p>Note: The Vendor number may vary from the number shown here.</p> |

Exercise 4 (continued)

| | |
|---------------------------------|---|
| <p>Step 13</p> | <p>Click: 1099 checkbox <i>ON</i></p> <p>Click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> |
| <p>Expected Results:</p> | <p>The 1099 Information panel displays.</p> |

| | |
|---------------------------------|--|
| <p>Step 14</p> | <p>Compare 1099 Information panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>If these elements do not match, review the steps and consult the Instructor. Note: The Vendor number may vary from the number shown here.</p> <p>If the panel matches:</p> <ol style="list-style-type: none"> Click:  (Return to Previous Panel button) to return to the Identifying Information panel. Click: 1099 checkbox <i>OFF</i>. Click:  to proceed to the Location panel. |

Exercise 4 (continued)

Step 15

Compare **Location 002** panel to the panel shown below:

Maintain Vendors - Use - Vendor Information

File Edit View Go Favorites Use Process Inquire Report Help

Identifying Information Location Payment Options EFT Payment Options SIC Codes and User Types Vendor NIGP Association

SetID: STATE Vendor: 0000000162 GENERAL ELECTRICAL SUPPLY CO - 12

Location: 002 Descr: **CORPORATE** Default: Ordering Invoicing Remitting

Effective Date: 09/27/2000 Status: Active

Address 1: 555 GLENWOOD AVE
 Address 2:
 Address 3:
 Address 4:
 City/Twn1: DECATUR
 Cnty/Twn2:
 St/Prov: GA Postal: 30033
 Country: USA

Phone
 Country:
 Main: 404-867-5555
 Extension:
 Fax:
 Payment Alternate Names
 Names...

Location Add

Expected Results:

If these elements do not match, review the steps and consult the Instructor.
Note: The Vendor number may vary from the number shown here.

If the panel matches, click the elevator bar associated with location to display the Location 001 panel.

Exercise 4 (continued)

Step 16

Compare **Location 001** panel to the panel shown below:

Expected Results:

NOTE: THE VENDOR NUMBER MAY VARY FROM THE NUMBER SHOWN HERE. IF THE PANEL MATCHES:

Click: [SIC Codes and User Types](#) to proceed to the **SIC Codes and User Types panel.**

Exercise 4 (continued)

| | |
|---------------------------------|---|
| <p>Step 17</p> | <p>Compare SIC Codes and User Types panel to the panel shown below:</p> <div data-bbox="548 396 1258 890" data-label="Image"> </div> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p>Note: The Vendor number may vary from the number shown here.</p> |
| <p>Step 18</p> | <p>Click:  to close the panel.</p> |
| <p>Expected Results:</p> | <p>THE PANEL IS CLOSED. PROCEED TO THE NEXT EXERCISE.</p> |

Exercise complete.

Exercise 5 - Add a 1099 Vendor

Scenario: *Accounting and Tax Services* is a new 1099 vendor. Your goal is to accurately enter the company information into the statewide vendor file.

Note: **1099 data is based on Calendar Year (January – December)**

| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Maintain Vendors |
| Expected Results: | The Maintain Vendors window displays. |

| | |
|-------------------|---|
| Step 2 | Select: Use → Vendor Information → Identifying Information |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: SetID: STATE Vendor ID: NEXT (Default Value - <u>Do not type in this field</u>) Click: OK |
| Expected Results: | The Identifying Information panel displays. |

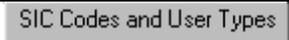
| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Name 1: ACCOUNTING & TAX SERVICES CO – XX ShortName: ACCOUNTING Classification: Supplier – Non Minority Status: Approved Persistence: Regular (Default value) 1099: ON |
| Expected Results: | Correct data entry Note: Status will be Unapproved in Production until approved by Security |

Exercise 5 (continued)

| | |
|---------------------------------|--|
| <p>Step 5</p> | <p>Click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Enter or select the following:</p> <p>Effective Date: Current system date (Default value)</p> <p>Status: Active (Default value)</p> <p>ID: 583221111</p> <p>Type: Fed ID</p> <p>1099 Code: 07</p> <p>Control ID: ACCO</p> <p>Name 1: ACCOUNTING & TAX SERVICES</p> <p>Address: 1011 LYNNE CT</p> <p>CITY: LAWRENCEVILLE</p> <p>STATE: GA</p> <p>ZIP: 301475847</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|---------------------------------|---|
| <p>Step 6</p> | <p>Click:  (Return to Previous Panel button)</p> |
| <p>Expected Results:</p> | <p>The Identifying Information panel displays.</p> |

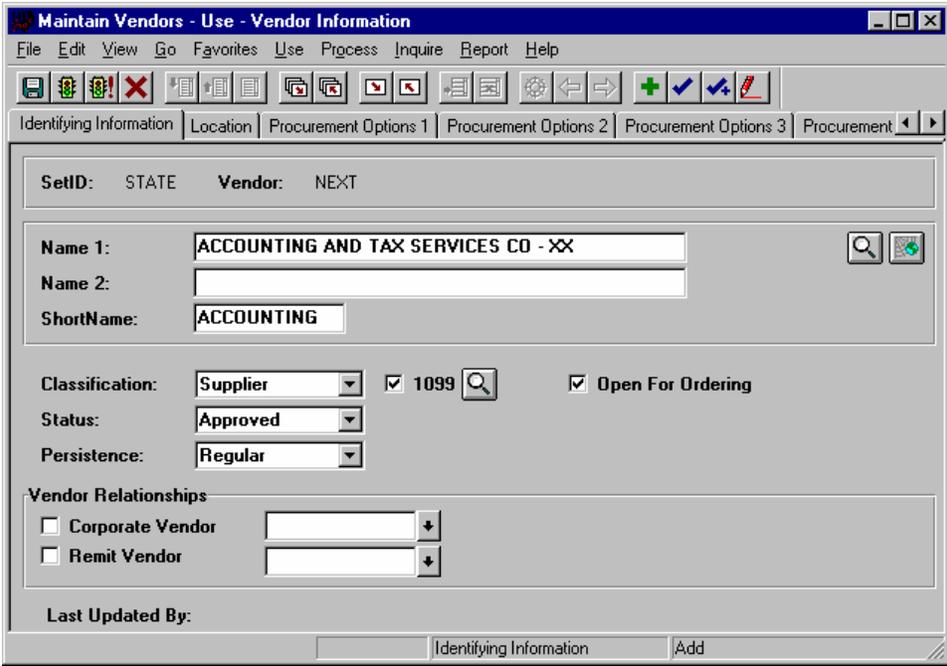
Exercise 5 (continued)

| | |
|--------------------------|--|
| Step 7 | <p>Click:  to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: LOCAL Effective Date: Current system date (Default value) Status: Active (Default value) Address1: 1011 LYNNE CT City/Twn1: LAWRENCEVILLE St/Prov: GA Postal: 301475847 Country: USA (Default value) Phone Main: 404-362-9999</p> |
| Expected Results: | Correct data entry |
| Step 8 | <p>Click:  to proceed to the SIC Codes and User Types panel.</p> <p>In the User Classification section of the panel:</p> <p>Select Individually Owned Business</p> |
| Expected Results: | Correct data entry |
| Step 9 | <p>Click:  to save.</p> |
| Expected Results: | The new information is saved. |

Exercise 5 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 10 | Click:  |
| Expected Results: | The Identifying Information panel displays. |

| | |
|--------------------------|---|
| Step 11 | <p>Compare Identifying Information panel to the panel shown below:</p>  |
| Expected Results: | <p>If the panel matches, click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Note: The Vendor number may vary from the number shown here.</p> |

Exercise 5 (continued)

Step 12

Compare **1099 Vendor Information** panel to the panel shown below:

SetID: STATE Vendor: NEXT ACCOUNTING AND TAX SERVICES CO -XX

Effective Date: 01/26/2000 Status: Active

Tax Identification Number
 ID: 583221111
 Type: Fed ID
 Notified Twice of Invalid ID
 Direct Sales > \$5000

Vouchering Defaults
 1099 Code: 07 NonEmpComp

Percent Withheld
 Default
 Specify Percent: 0.00

Reporting Address
 Control ID: ACCO
 Name 1: ACCOUNTING AND TAX SERVICES CO
 Name 2:
 Address: 1011 LYNNE CT
 City: LAWRENCEVILLE
 State: GA Zip: 301475847

1099 Vendor Information Add

Expected Results:

If these elements do not match, review the steps and consult the Instructor.
Note: The Vendor number may vary from the number shown here.

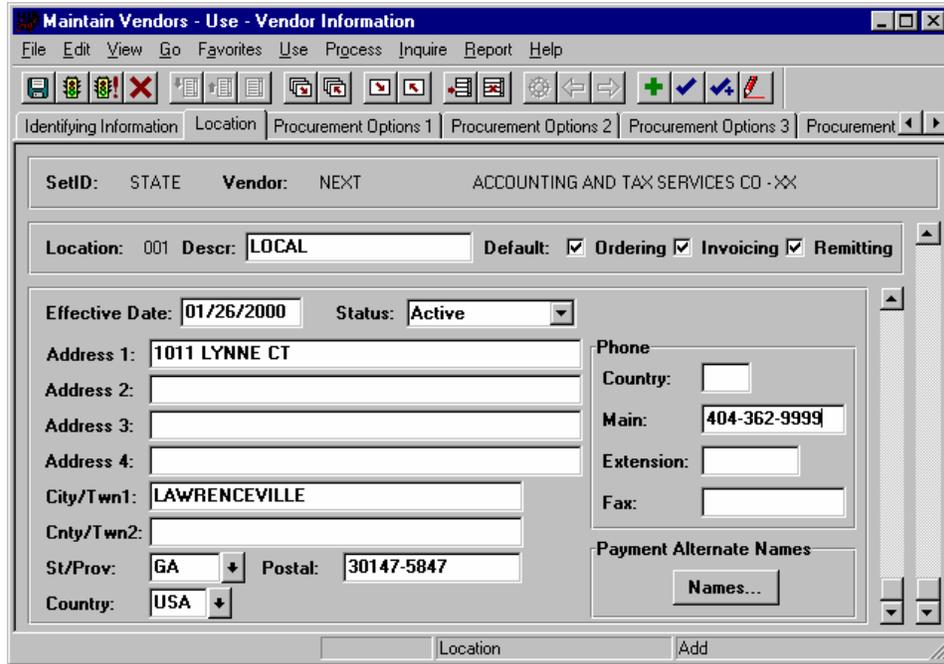
If the panel matches, click:  to proceed to the Identifying Information panel.

Click:  to proceed to the Location panel.

Exercise 5 (continued)

Step 13

Compare **Location** panel to the panel shown below:



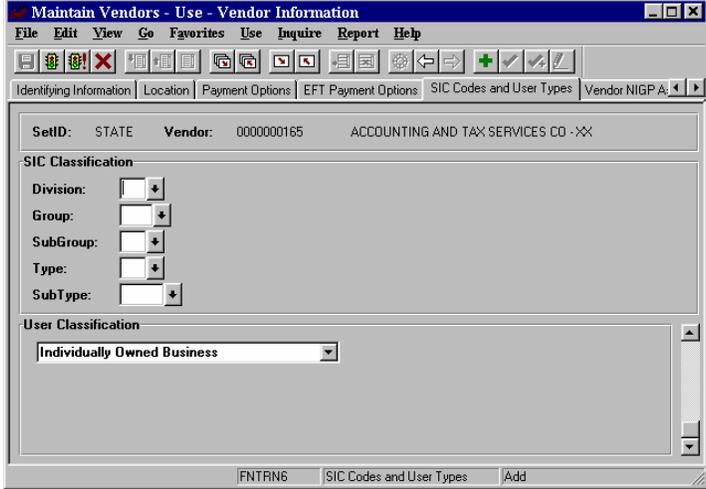
Expected Results:

If these elements do not match, review the steps and consult the Instructor.

Note: The Vendor number may vary from the number shown here .

If the panel matches, click: **SIC Codes and User Types** to proceed to the SIC Codes and User Types panel.

Exercise 5 (continued)

| | |
|---------------------------------|---|
| <p>Step 14</p> | <p>Compare SIC Codes and User Types panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>If these elements do not match, review the steps and consult the Instructor.</p> <p>Note: The Vendor number may vary from the number shown here.</p> <p>The panel matches. Congratulations!</p> |

| | |
|---------------------------------|--|
| <p>Step 15</p> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>Click: to close the panel.</p> |
| <p>Expected Results:</p> | <p>The panel is closed. Proceed to the next exercise.</p> |

Exercise completed.

Exercise 6 - Add an Employee Vendor for Travel Related Expenses

Scenario: You have received a travel statement from an employee whose name is **Tom Green**. Enter him as a vendor into the statewide vendor file.

| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Maintain Vendors |
| Expected Results: | A dialog box displays. |

| | |
|-------------------|---|
| Step 2 | Select: Use → Vendor Information → Identifying Information |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: SetID: STATE Vendor ID: NEXT (Default Value - <u>Do not type in this field</u>) Click: OK |
| Expected Results: | The Identifying Information panel displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Name 1: GREEN,TOM (No Spaces) ShortName: GREENTOM Classification: Employee Status: Approved Persistence: Regular (Default value) 1099: ON |
| Expected Results: | Correct data entry Note: Status will be Unapproved in production until approved by Security. |

Exercise 6 (continued)

| | |
|--------------------------|--|
| Step 5 | <p>Click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Enter or select the following:</p> <p>Effective Date: Current system date (Default value)</p> <p>Status: Active (Default value)</p> <p>ID: 000001000</p> <p>Type: SSN (Default value)</p> |
| Expected Results: | Correct data entry |

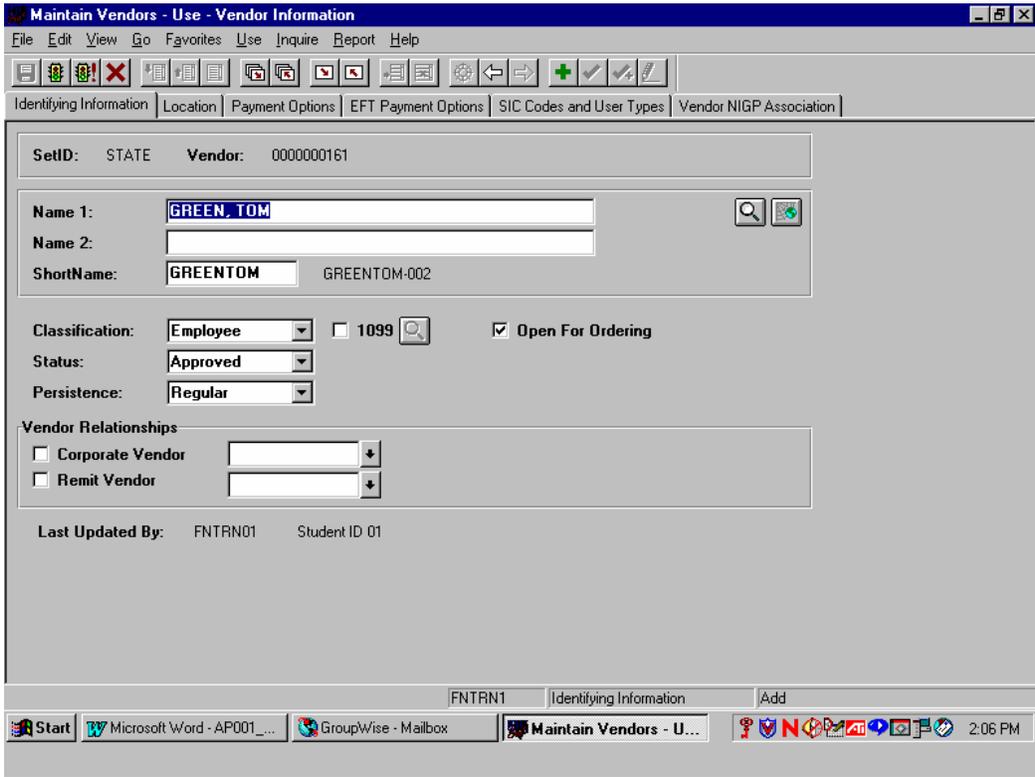
| | |
|--------------------------|---|
| Step 6 | <p>Click:  (Return to Previous Panel button) to return to the Identifying Information panel and click the 1099 checkbox OFF.</p> |
| Expected Results: | The Identifying Information panel displays. |

| | |
|--------------------------|---|
| Step 7 | <p>Click:  to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: LOCAL</p> <p>Effective Date: Current system date (Default value)</p> <p>Status: Active (Default value)</p> <p>Address1: DEPT OF LOTTERY</p> <p>City/Twn1: ATLANTA</p> <p>St/Prov: GA</p> <p>Country: USA (Default value)</p> <p>Postal: 30134</p> <p>Phone main: 404-333-1212</p> <p>Phone Ext: 2436</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|---|
| Step 8 | Click:  to save. |
| Expected Results: | The new information is saved. |

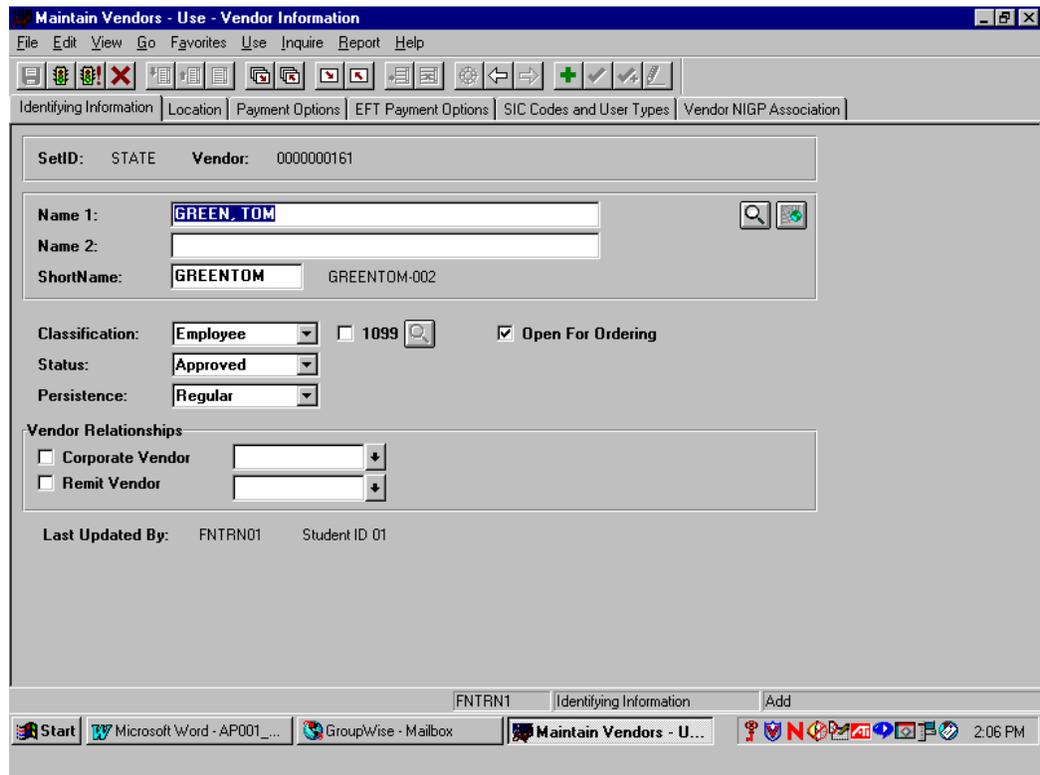
Exercise 6 (continued)

| | |
|---------------------------------|--|
| <p>Check Results</p> | |
| <p>Step 9</p> | <p>Click:  to return to the Identifying Information panel.</p> |
| <p>Expected Results:</p> | <p>The Identifying Information panel displays.</p> |

| | |
|---------------------------------|--|
| <p>Step 10</p> | <p>Compare Identifying Information panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>If these elements do not match, review the steps and consult the Instructor. Note: The Vendor number may vary from the number shown here. If the panel matches, click the 1099 checkbox <i>ON</i> and click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> |

Step 10

Compare **Identifying Information panel** to the panel shown below:



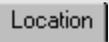
Exercise 6 (continued)

Step 11

Compare **1099 Vendor Information** panel to the panel shown below:

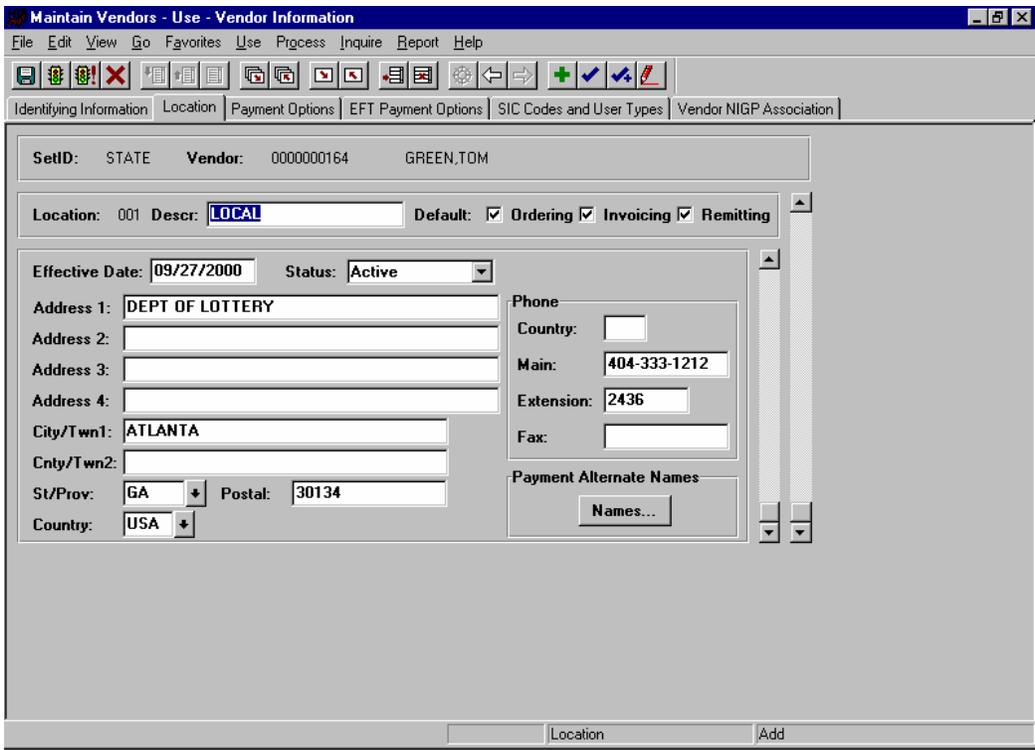
Expected Results:

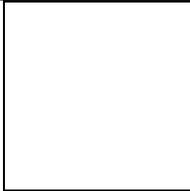
If the panel matches:

1. Click:  (Return to Previous Panel button) to return to the Identifying Information panel.
2. Click the **1099** checkbox *OFF*.
3. Click:  to proceed to the Location panel.

Note: The Vendor number may vary from the number shown here.

Exercise 6 (continued)

| | |
|---------------------------------|--|
| <p>Step 12</p> | <p>Compare Location 001 panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! Note: The Vendor number may vary from the number shown here.</p> |

| | |
|---------------------------------|---|
| <p>Step 13</p> | <p>Click:  to close the panel.</p> |
| <p>Expected Results:</p> | <p>The panel is closed. Proceed to the next exercise.</p> |

Exercise completed.

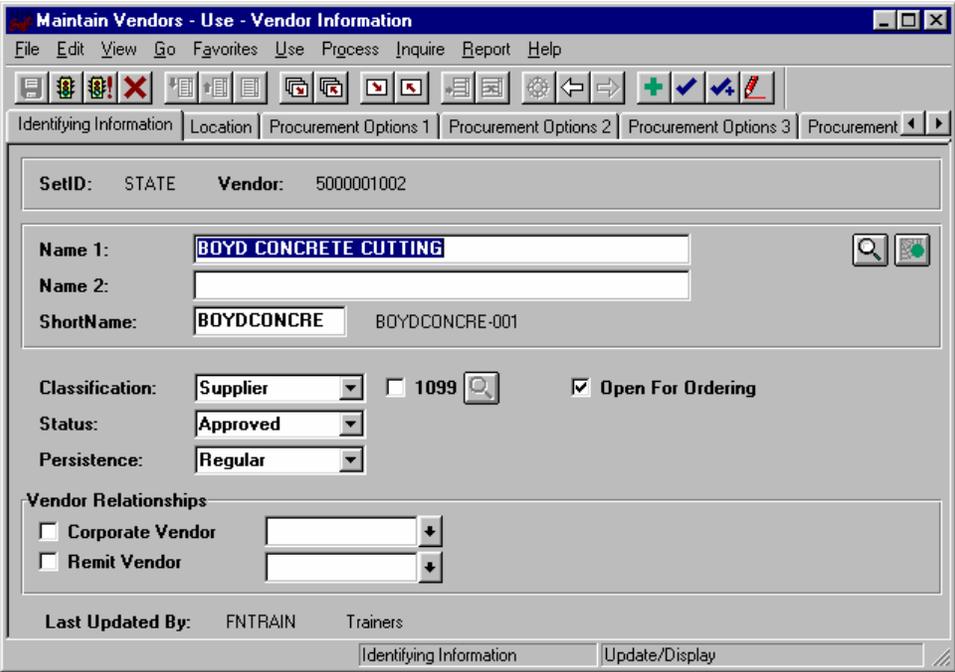
Exercise 7 - Check the Approval Status of a Vendor

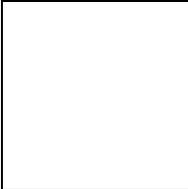
Scenario: You have a purchase order that needs to be issued to *Boyd Concrete Cutting*. You first have to determine if the vendor has been approved before a purchase order can be issued.

| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Maintain Vendors |
| Expected Results: | The Maintain Vendors window displays. |
| Step 2 | Select: Inquire → Vendor Information → Identifying Information |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: SetID: STATE Vendor ID: 5000001002 Click: OK |
| Expected Results: | The Identifying Information panel displays. |
| Step 4 | View the following: Status: Approved |
| Expected Results: | Viewing of the correct data. |

Exercise 7 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 5 | <p>Compare Identifying Information panel to the panel shown below:</p>  |
| Expected Results: | The panel matches. Congratulations! The vendor has been approved. |

| | |
|--------------------------|---|
| Step 6 | <p>Click:  to close the panel.</p> |
| Expected Results: | The panel is closed. Proceed to the next exercise. |

Exercise completed.

Exercise 8 - Change Vendor's Information

Scenario: You have been mailed a change of address letter from ***John Deere***. They are moving to a new, larger facility at 589 Main St., effective February 1, 2004.

| | |
|--------------------------|--|
| Step 1 | Obtain a blank Vendor Changes Form and fill out the required information. This is a blank Vendor Change Form on the following page. |
| Expected Results: | Correct form obtained and completed |

Exercise completed.

VENDOR MAINTENANCE FORM

To have a vendor location added or a vendor address changed, please complete the following information:

Send as an e-mail attachment to psvendor@gta.ga.gov. In the e-mail subject line, please indicate whether you are requesting a new vendor location or a change of address. If you have questions, please call the Financials Systems Help Desk at (404) 657-3956 or (888) 896-7771.

New Vendor Location **Vendor Change**

| | | |
|--|-----------|------------------|
| FEI/SSN: | Vendor #: | Vendor Location: |
| *Vendor Name: | | |
| Address: | | |
| | | |
| City: | State: | Zip Code: |
| Phone Number: | Ext: | Fax Number: |
| Alternate Payment Name (use if a different name is to be printed on checks): | | |
| Web Address (optional): | | |
| | | |
| Comments: | | |
| | | |

*Supporting documentation is required before a vendor name will be changed. See Item 5.

Submitted by: _____ Phone Number: _____

Instructions for Completion:

1. Check the appropriate box to indicate a change of address or the addition of a new location.
2. Include Vendor name **and** FEI/SSN or Vendor number on all requests.
3. Use the Comments section for other changes not identified on this form or for additional information.
4. Include Name and phone number of person submitting request.

5. If the request is to change the vendor name, follow up your e-mail request by faxing **ONLY** the supporting documentation to (404) 463-5089. **Please include a fax cover sheet.** Acceptable documentation would be a letter from the vendor, copies of the legal name change papers from the Secretary of State's office, **or** a new W-9 completed by the vendor.

D. Summary and Review

| | | |
|---|--|---|
| Activity  LECTURE | Materials  GUIDE |  REVIEW |
|---|--|---|

Objectives review:

1. Search for a vendor
2. Set up a new vendor
3. Set up a new vendor with multiple locations
4. Change an existing vendor
5. Check the approval status of a vendor
6. Navigate through the online Library to locate all other Maintaining Vendors procedures

Discuss the following questions:

1. What does *effective date* for a location of a vendor mean?
2. When is more than one vendor address necessary?
3. Who can inactivate a vendor?
4. How does vendor maintenance impact your agency?
5. How many vendors can have the same vendor shortname?

6. What are the requirements to add a 1099 vendor?
7. What does the word “NEXT” mean and when should you change it?
8. What is a TIN?



Phoenix End-User Training

SECTION 3:

ENTERING VOUCHERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003

Section Contents



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A. Introduction

Entering Vouchers



Welcome to the Entering Vouchers module! This module contains the tools needed to learn all the concepts and procedures involved in entering vouchers.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the Entering Vouchers section of the online Library.

Participant Objectives At the end of this module you will be able to:

1. Create a regular voucher
2. Handle duplicate invoices
3. Hold back payments for a regular voucher
4. Delete a voucher
5. How to use speed charts

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

1. AP007 – Regular Voucher
2. AP013 – Delete a Voucher

C. Exercises

Exercise 1 - Create a Regular Voucher

Scenario: You have received an invoice from the *University of Georgia* for a registration fee. Create a voucher for this invoice using the Standard voucher panel group. It does not have a purchase order, and the vendor is already on the statewide vendor file. Your goal is to successfully enter the voucher information into Phoenix.

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | A dialog box displays |

| | |
|--------------------------|---|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays |

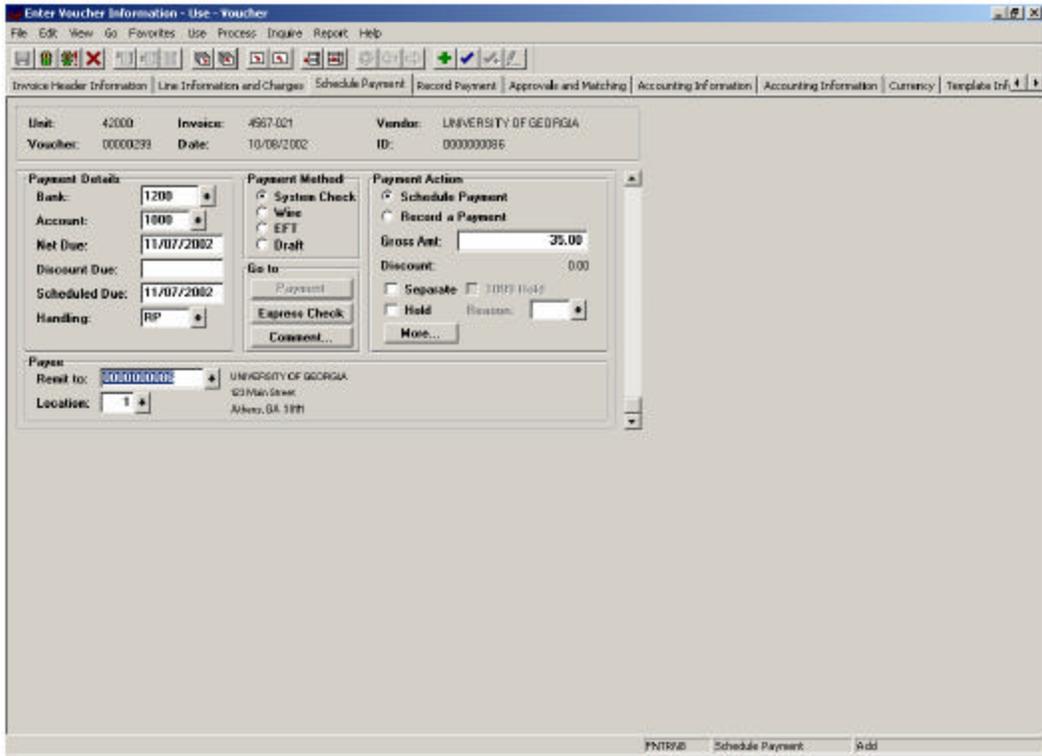
| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The Invoice Header Information panel displays |

| | |
|--------------------------|---|
| Step 4 | Enter or select the following: Short name: UNIV (Shift F4 or Double click) Double-click: UNIVERSITY OF GEORGIA Click: TAB |
| Expected Results: | University of Georgia vendor information and terms are populated |

| | |
|-----------------|---|
| Step 7 | Click:  to save. Make note of Voucher ID _____ |
| Results: | |

Exercise 1 (continued)

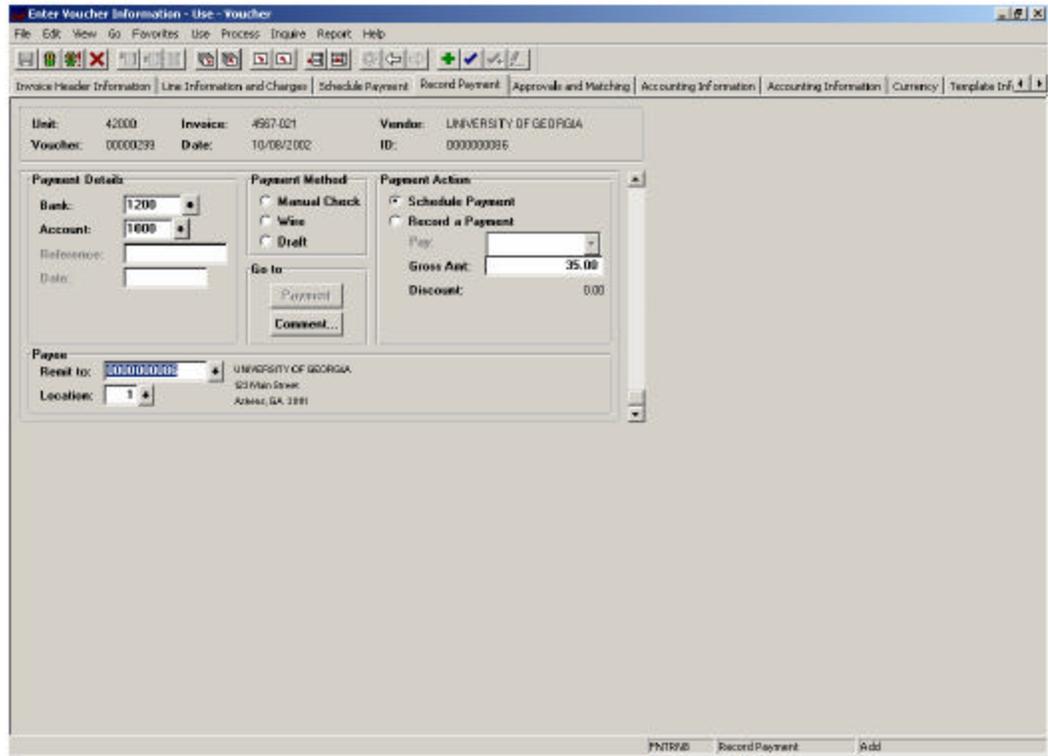
| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| <p>Step 8</p> | <p>Click: Schedule Payment panel to verify defaults.</p>  |
| <p>Expected Results:</p> | <p>Verification of default values</p> |

Exercise 1 (continued)

Step 9

Click: **Record Payment** panel to verify defaults.



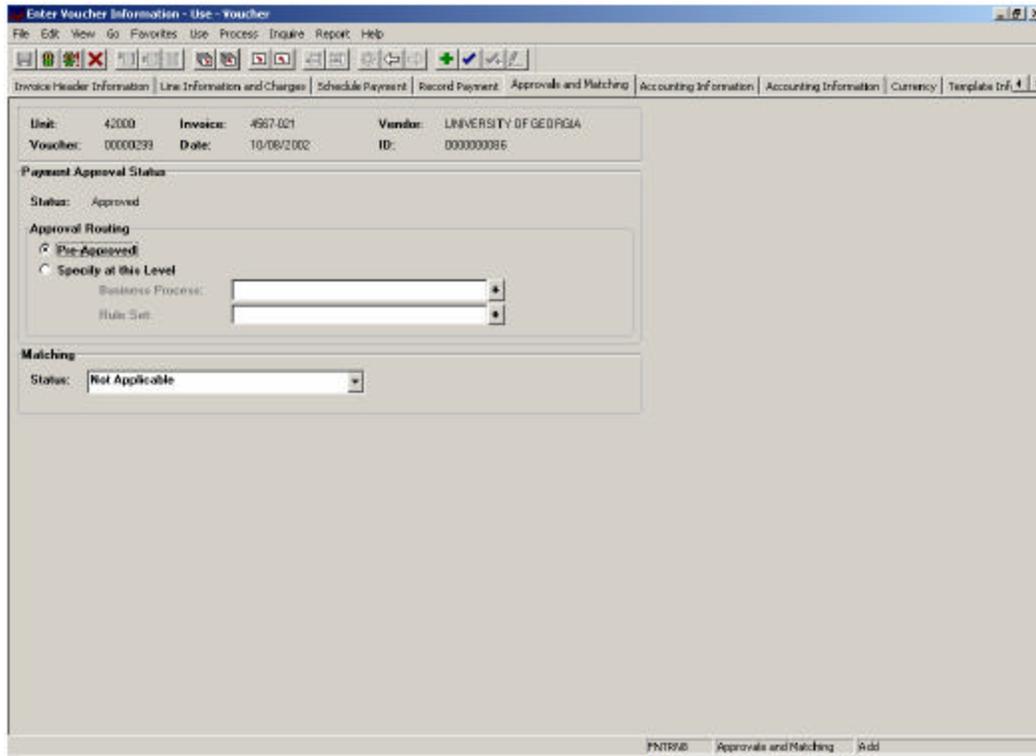
Expected Results:

Verification of default values

Exercise 1 (continued)

Step 10

Click: **Approvals and Matching** panel to verify defaults.



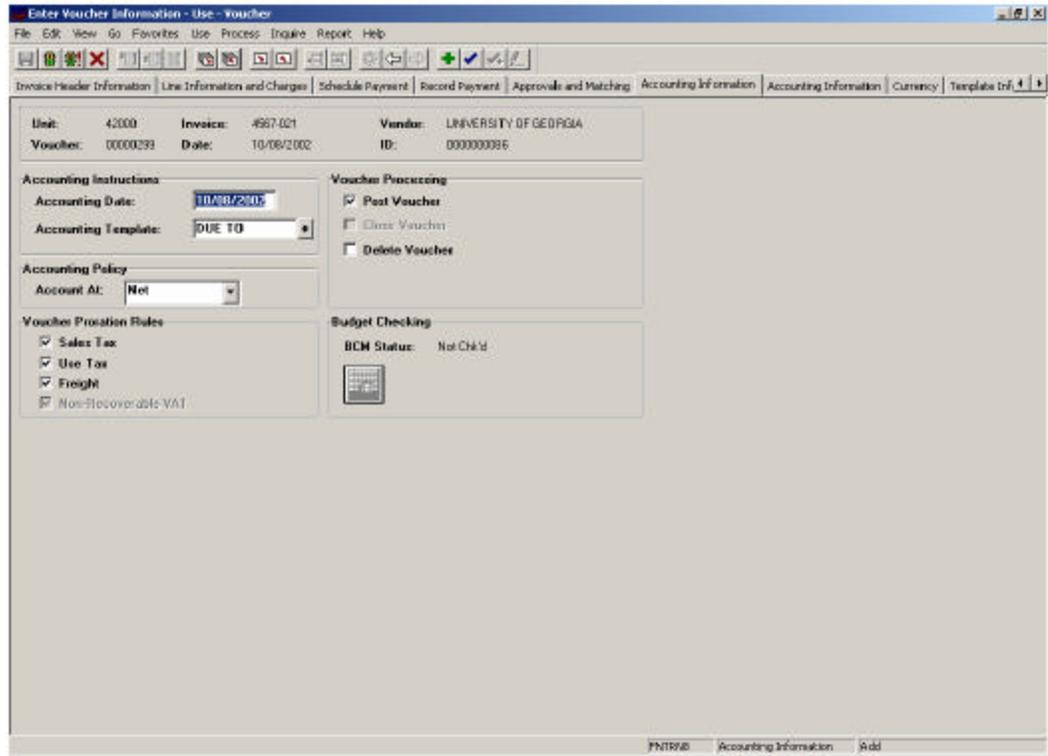
Expected Results:

Verification of default values

Exercise 1 (continued)

Step 11

Click: **Accounting Information** panel to verify defaults.
 Change the Accounting Template to **Due To**



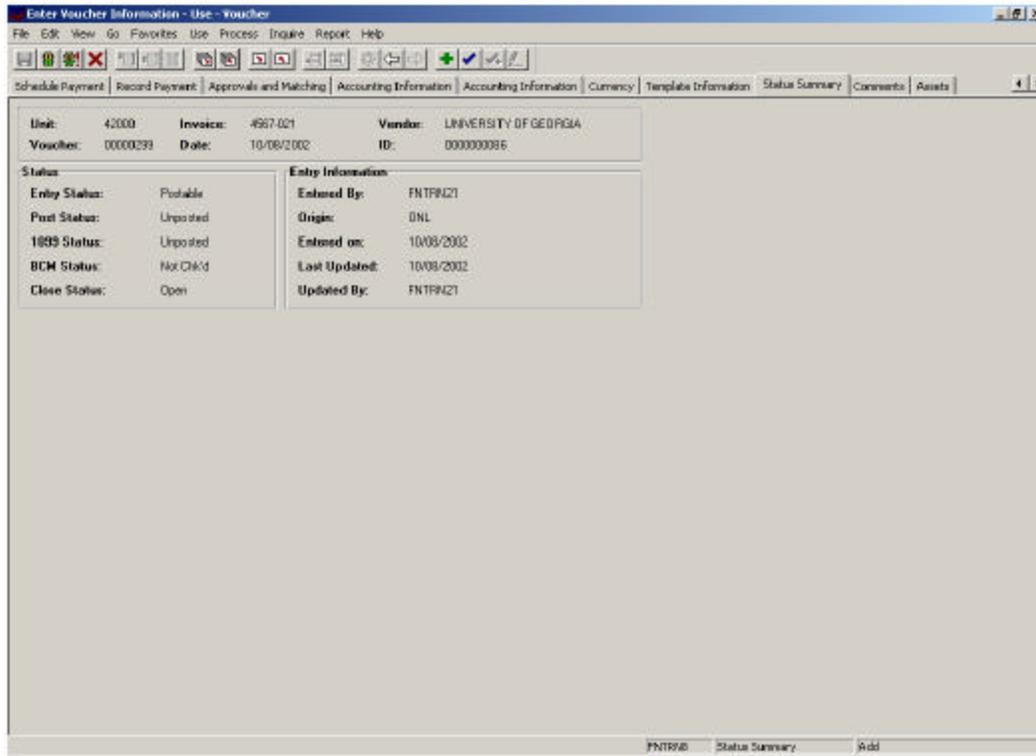
Expected Results:

Verification of default values

Exercise 1 (continued)

Step 12

Click: **Status Summary** panel to verify defaults.



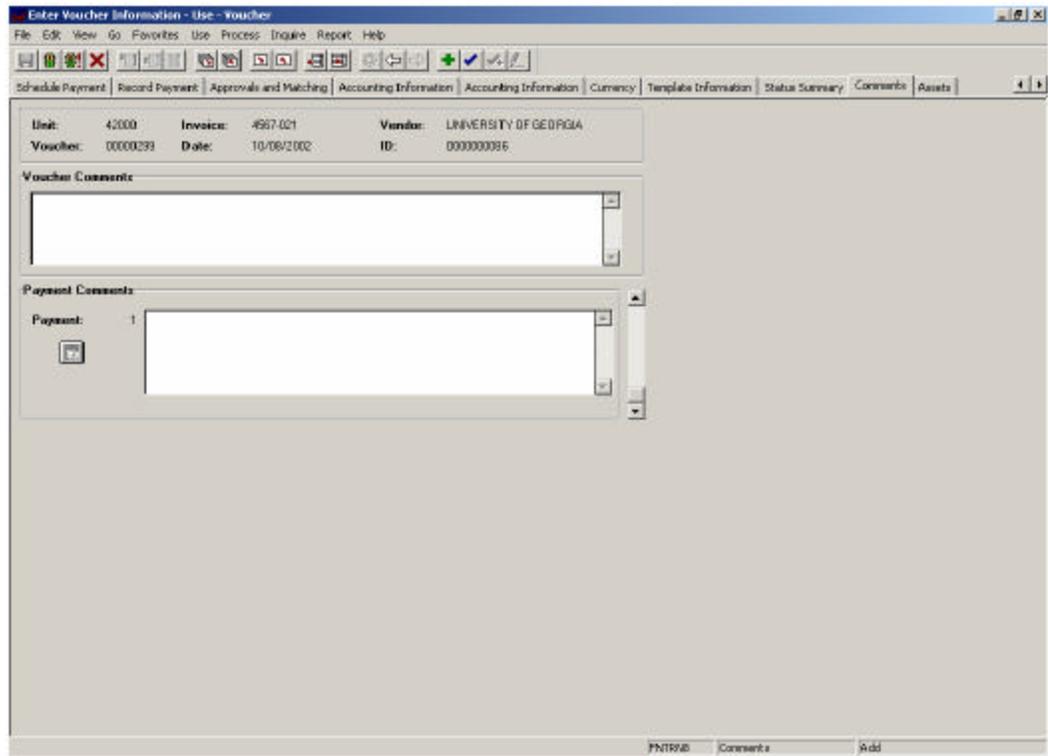
Expected Results:

Verification of default values

Exercise 1 (continued)

Step 13

Click: **Comments** panel for verification.



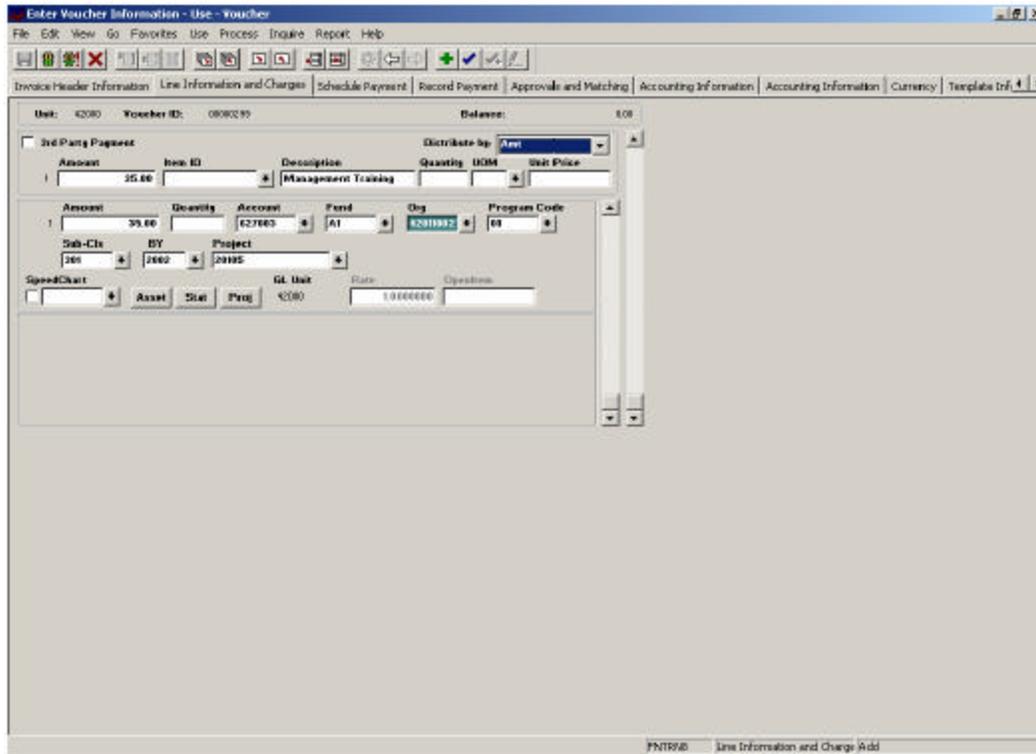
Expected Results:

Verification of Comments panel.

Exercise 1 (continued)

Step 14

Compare **Line Information and Charges** panel with the panel shown below:



Note: The voucher ID may differ.

Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise 1 (continued)

Step 15

Compare **Invoice Header Information** panel with the panel shown below:

Note: The voucher ID and invoice number may differ.

Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 2 - Create a Regular Voucher – Duplicate Invoice

Scenario: You have received an invoice from *University of Georgia* for conference room fees. Enter this invoice as a standard voucher. The vendor number is already on the statewide file. Your goal is to successfully enter the voucher information into Phoenix.

Query: 0AP002 – All_Recycled_Trans-BU
0AP042 - Unposted Vouchers

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|---|
| Step 2 | Select: Use → Voucher → Invoice Header Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The <u>Invoice Header Information</u> panel displays. |

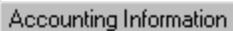
| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Short name: UNIV(Shift F4 or Double-click) Double-click: UNIVERSITY OF GEORGIA Click: TAB |
| Expected Results: | Correct data entry |

Exercise 2 (continued)

| | |
|--------------------------|--|
| Step 5 | Enter or select the following: Terms: N30 (Net 30 days) Date: Current Date (<i>For more explanation see Business Process AP007</i>) Invoice number: 4567-XX Replace XX with the number assigned to you by your Instructor. Gross amount: 550.00 |
| Expected Results: | Correct data entry |

| | |
|--------------------------|---|
| Step 6 | Click: <input type="button" value="Line Information and Charges"/> Enter or select the following: Voucher Line 1: Description: Conference room fees Distribution Line 1: Account 627049 Fund: A1 Organization Code: 4203100201 Program Code: 1228 Sub-class: 304 BY: Current Budget Year Project: 10208 |
| Expected Results: | Correct data entry |

Exercise 2 (continued)

| | |
|--------------------------|---|
| Step 7 | Click:  tab to verify defaults Change the Accounting Template to <u>Due To</u> |
| Expected Results: | Verification of default values |

| | |
|--------------------------|--|
| Step 8 | Click:  to save Voucher number: # _____ (use again in Section 9 Page 27, Step 5) |
| Expected Results: | Duplicate invoice dialog box appears. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 9 | <p>You have entered a duplicate invoice voucher. Phoenix will alert you that a duplicate voucher has been entered. Phoenix will accept the duplicate voucher but will not pay it until the situation is resolved.</p> <div data-bbox="462 1182 1195 1461" data-label="Image"> </div> <p style="text-align: center;">Note: The voucher ID may differ</p> <p>Click: OK</p> |
| Expected Results: | Duplicate invoice dialog box appears. |

Exercise 2 (continued)

Step 10

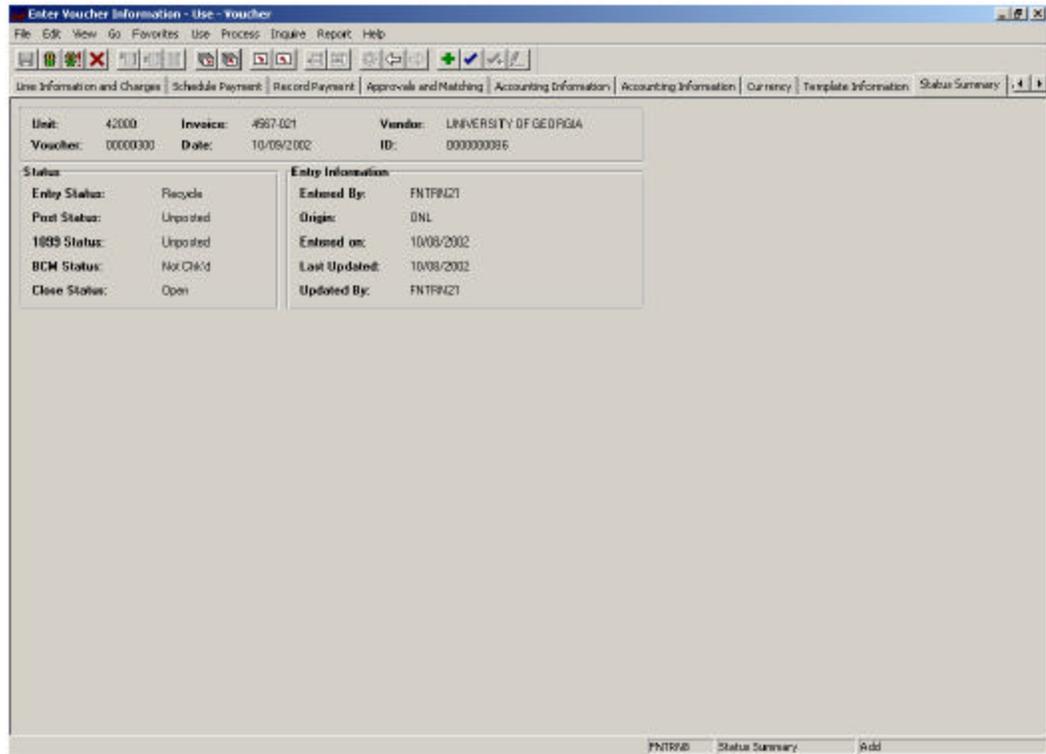
You have entered a duplicate invoice voucher.

Click:

Status Summary

Entry Status:

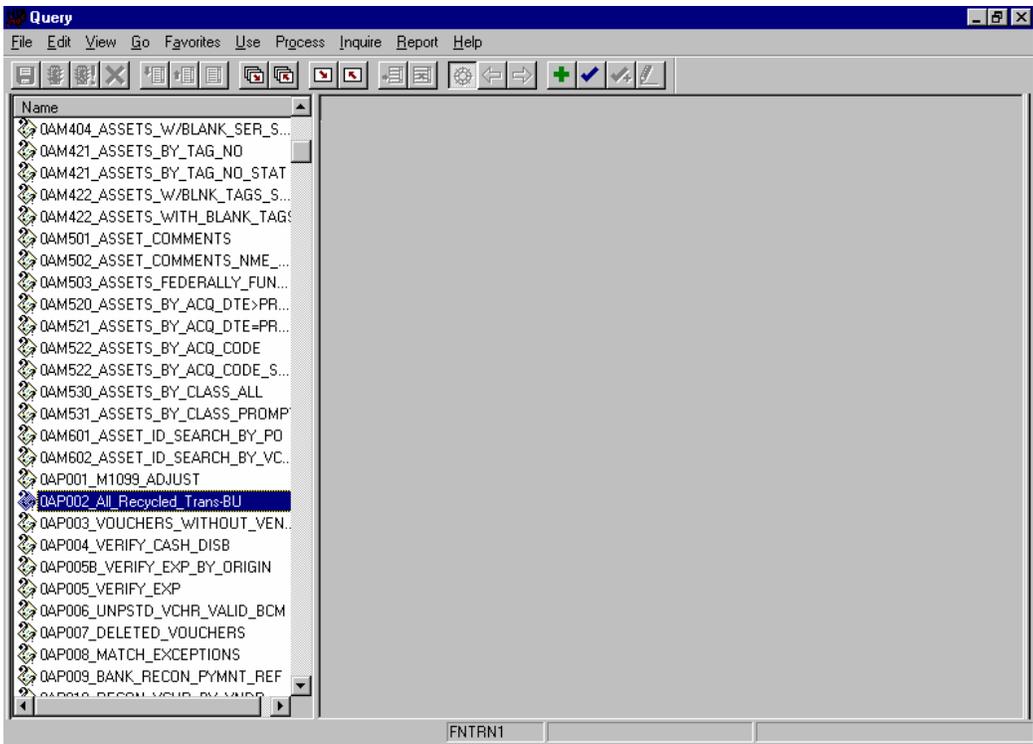
Recycle



Expected Results:

Status Summary panel displays with Entry Status being **Recycle**.

Exercise 2 (continued)

| | |
|---------------------------------|--|
| <p>Step 11</p> | <p>Select: View→Navigator Display→Query</p>  |
| <p>Expected Results:</p> | <p>A query box is displayed.</p> |

| | |
|---------------------------------|---|
| <p>Step 12</p> | <p>Scroll until you see 0AP002 All_Recycled_Trans -BU, then double click.</p> <p>Enter or select the following:</p> <p>Business Unit: 42000</p> <p>Click: OK</p> |
| <p>Expected Results:</p> | <p>A dialog box displays.</p> |

Exercise 2 (continued)

Step 13

The following query information displays on your monitor.

The screenshot shows a window titled 'Query' with a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar. The main area is split into two panes. The left pane lists query names, with '0AP002_AI_R' selected. The right pane displays a table with the following data:

| Name | Origin | Operator | Status | Acctg Date | DuplnvStat | Err Flag | BCM Status | BCM Status | Appr Stat | Chec | Voucher | Vou |
|-------------|--------|----------|---------|------------|------------|----------|------------|------------|-----------|------|----------|-----|
| 0AM_BAL_AGY | ONL | FNTRN21 | Recycle | 2002-10-08 | Y | N | Not Chk'd | Not Chk'd | Approved | N | 00000300 | 1 |
| 0AM_BAL_AGY | ONL | FNTRN21 | Recycle | 1999-05-27 | N | N | Selected | Not Chk'd | Approved | N | AP512XXX | 1 |
| 0AP001_M109 | ONL | Fntrain | Recycle | 1999-05-25 | Y | N | Not Chk'd | Not Chk'd | Approved | N | AP811002 | 1 |
| 0AP002_AI_R | ONL | Fntrain | Recycle | 1999-05-25 | Y | N | Not Chk'd | Not Chk'd | Approved | N | AP811002 | 1 |

The left-hand panel displays the query names and the right-hand panel displays the results.

Expected Results:

Selected query runs and result is displayed.

Step 14

Select: **Go** → **New Window** → **Administer Procurement** → **Enter Voucher Information**

Expected Results:

The query panel is minimized. Proceed to next exercise.

Exercise completed.

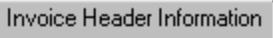
Exercise 3 - Create a Regular Voucher – Hold Back Payment

Scenario: You have received an internal memo requesting that you withhold payment of an invoice from *Nation’s Electric Company* until a discrepancy is resolved with the vendor. Access a standard voucher and place the voucher on hold.

Query: 0AP014 - Voucher_On_Hold

| | |
|-------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Update/Display |
| Expected Results: | A dialog box displays. |

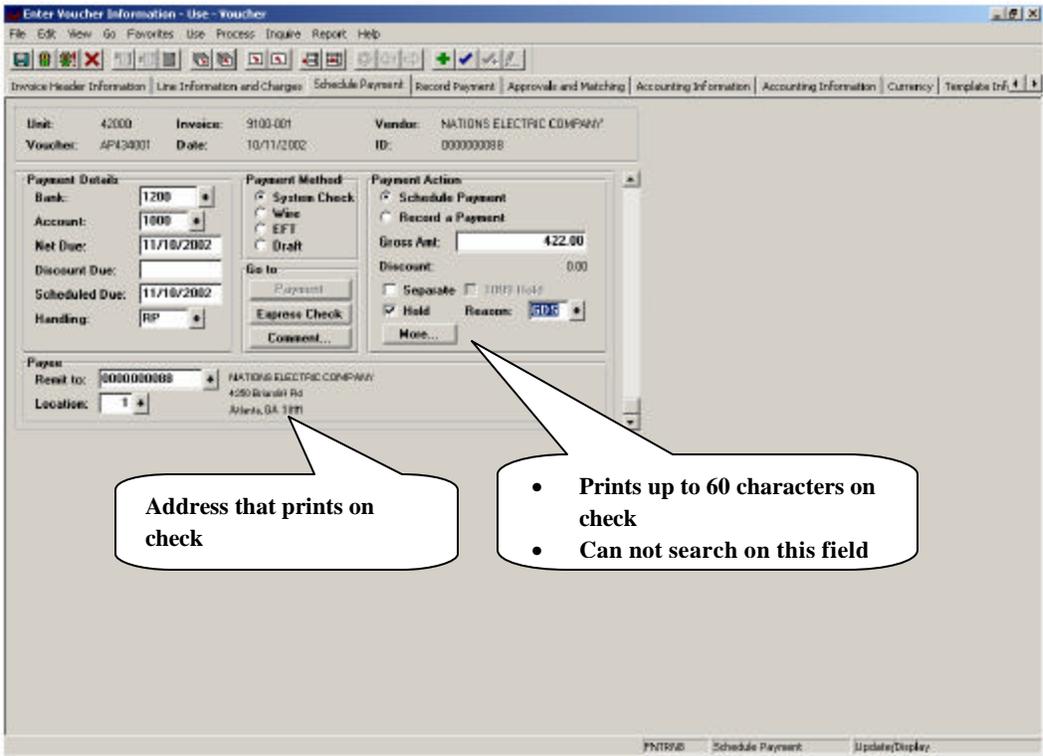
| | |
|-------------------|--|
| Step 3 | Enter or select the following search criteria: Business Unit: 42000 Voucher ID: AP434XXX Replace XXX with the number assigned to you by your instructor. |
| Expected Results: | Click: OK The  panel displays. |

| | |
|--------------------------|---|
| Step 4 | Click:  Select:  Click:  and select Goods dispute |
| Expected Results: | Correct data entry |

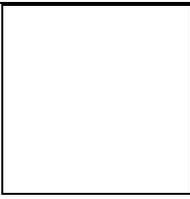
Exercise 3 (continued)

| | |
|--------------------------|---|
| Step 5 | Click:  to save. |
| Expected Results: | Voucher is placed on hold. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 6 | <p>Compare Schedule Payment panel to the panel shown below:</p>  <p>Note: The voucher ID & dates may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |

| | |
|---------------|---|
| Step 7 | <p>Click:  to close the panel.</p> |
|---------------|---|

| | | | |
|--------------------------|--|---|--|
| Step 7 | |  | |
| Expected Results: | Click: Panel is closed. to close the panel. | | |

Exercise completed.

Exercise 4 - Create a Regular Voucher – Delete a Voucher

Scenario: You have received an invoice from *Media One* company. Enter the invoice into the system for payment.

Query: 0AP007 – Deleted_Vouchers

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

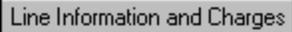
| | |
|--------------------------|---|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following search criteria: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | A list box displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Short name: MEDIA (Shift F4 o Double Click) Terms: P50 (5% net 30 Days) Date: Current Date (For more explanation see Business Process AP007) Invoice: 2284-XX Replace XX with the number assigned to you by your Instructor. Gross: 87.22 |
| Expected Results: | Correct data entry |

| | |
|------------------------|---|
| <p>Step 4</p> | <p>Enter or select the following:</p> <p>Short name: MEDIA (Shift F4 o Double Click)</p> <p>Terms: P50 (5% net 30 Days)</p> <p>Date: Current Date (For more explanation see Business Process AP007)</p> <p>Invoice: 2284-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross: 87.22</p> |
| <p>Results:</p> | <p style="background-color: #cccccc;"> </p> |

Exercise 4 (continued)

| | |
|--------------------------|---|
| Step 5 | Click:  |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|--|
| Step 6 | Enter or select the following: Voucher Line 1: Description: Cable television Distribution Line 1: Account: 627022 Fund: A1 Org. Code: 4201100270 Program Code: 01 Sub-class: 301 BY: Current Budget Year Project: 20105 |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 7 | Click: Remaining tabs to verify defaults. |
| Expected Results: | Correct data entry |

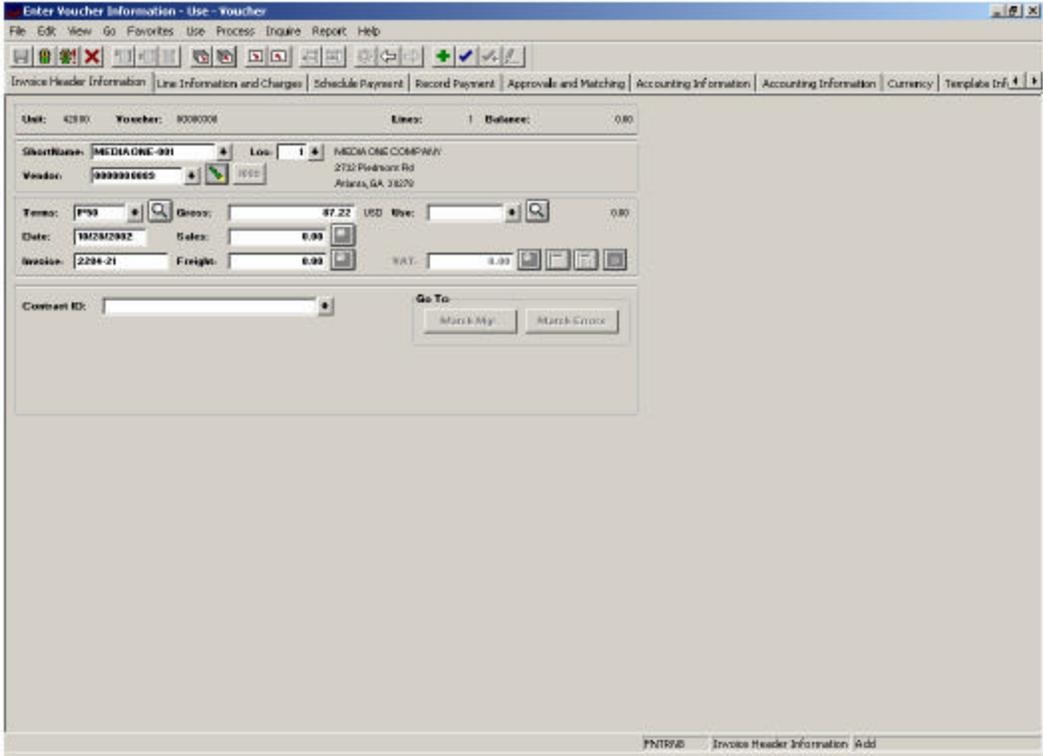
| | |
|--------------------------|---|
| Step 8 | Click:  to save. |
| | Voucher Number: # _____ |
| Expected Results: | The new information is saved. |

| | |
|--------------------------|---|
| Step 9 | Click:  |
| Expected Results: | The  panel displays. |

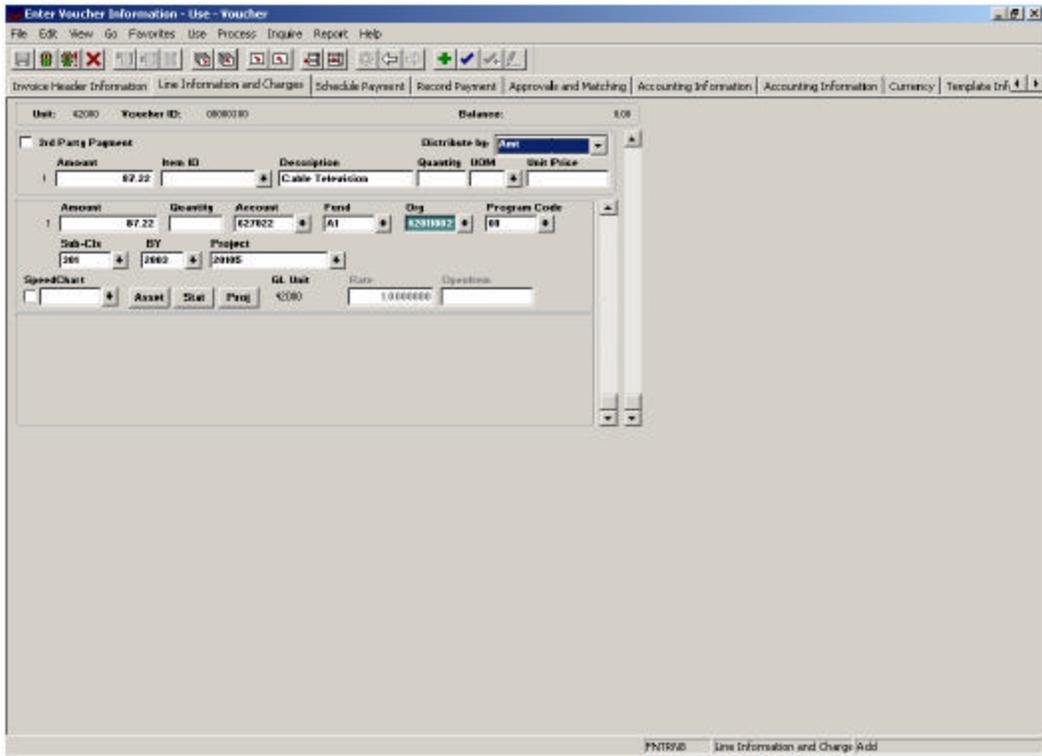
| | |
|-----------------|---|
| Step 9 | Click: Invoice Header Information |
| Results: | |

Exercise 4 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 10 | <p>Compare Invoice Header Information panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise 4 (continued)

| | |
|---|--|
| Step 11 | Compare Line Information and Charges panel with the panel shown below: |
|  | |
| Note: The voucher ID may differ. | |
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |

| | |
|--------------------------|---|
| Step 12 | Click: to cancel. |
| Expected Results: | Panel is cancelled. |

Scenario: You have discovered after saving the voucher that someone else entered the same payment to *Media One* from a faxed copy. So you need to delete the voucher you just created.

| | |
|---------|--|
| Step 13 | Select: Go → Administer Procurement → Enter Voucher Information |
|---------|--|

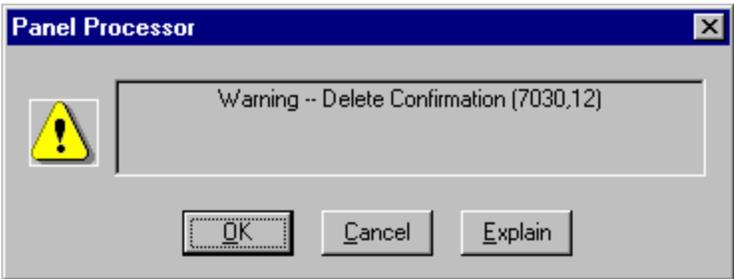
| | |
|--------------------------|--|
| Step 13 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

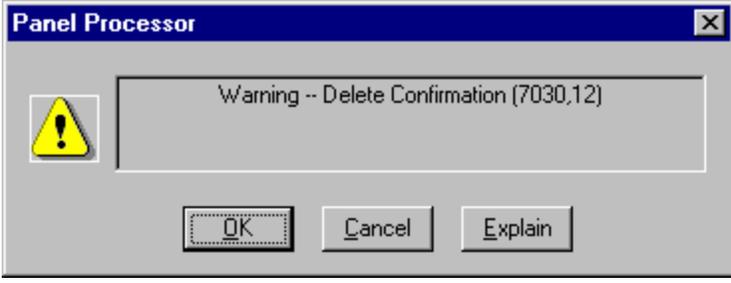
Exercise 4 (continued)

| | |
|--------------------------|--|
| Step 14 | Select: Use→Voucher→Invoice Header Information→Update/Display |
| Expected Results: | A DIALOG BOX DISPLAYS. |

| | |
|--------------------------|---|
| Step 15 | Enter or select the following search criteria: |
| | Business Unit: 42000 |
| | Voucher ID: Enter voucher number from Step 8 |
| | Click: OK |
| Expected Results: | A list box displays. |

| | |
|--------------------------|--|
| Step 16 | Select: Process→Voucher Delete→Delete Voucher |
| Expected Results: | A dialog box displays. |

| | |
|---------|--|
| Step 17 | Click: Delete |
| |  |
| | Click: OK |

| | |
|---------------------------------|--|
| <p>Step 17</p> | <p>Click: Delete</p>  <p>Click: OK</p> |
| <p>Expected Results:</p> | <p>Voucher has been deleted from system.</p> |

Exercise completed.

Exercise 5 - Create a Regular Voucher – SpeedChart

Scenario: You have received an invoice from *Home Depot*. Enter the invoice into the system using the SpeedChart feature.

| | |
|-------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

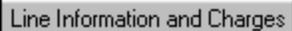
| | |
|-------------------|---|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following search criteria: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | A list box displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Short name: HOME (Shift F4 or Double Click) Terms: P05 (.5 net 30 Days) Date: Current Date (For more explanation see Business Process AP007) Invoice: 4482-XX Replace XX with the number assigned to you by your Instructor. Gross: 1000.00 |
| Expected Results: | Correct data entry |

| | |
|----------------------|--|
| <p>Step 4</p> | <p>Enter or select the following:</p> <p>Short name: HOME (Shift F4 or Double Click)</p> <p>Terms: P05 (.5 net 30 Days)</p> <p>Date: Current Date (For more explanation see Business Process AP007)</p> <p>Invoice: 4482-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross: 1000.00</p> |
|----------------------|--|

Exercise 5 (continued)

| | |
|--------------------------|---|
| Step 5 | Click:  |
| Expected Results: | The  panel displays. |

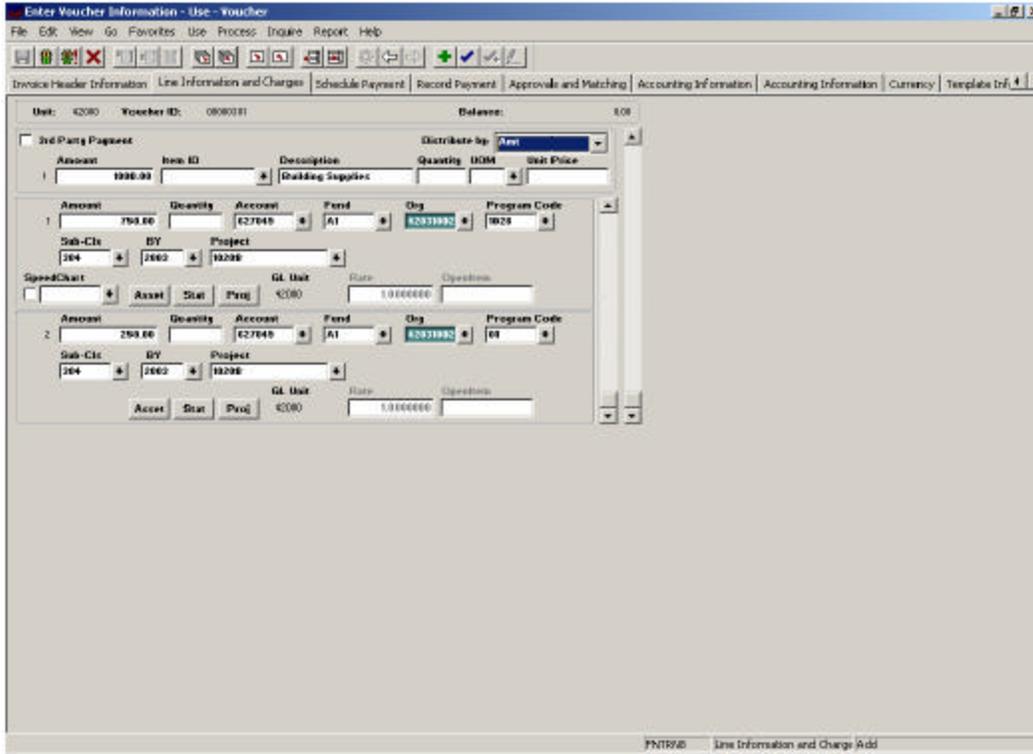
| | |
|--------------------------|---|
| Step 6 | <p>Enter following:</p> <p>Voucher Line 1: Description: Building Supplies</p> <p>Distribution Line 1:</p> <p>Click: SpeedChart (ON)</p> <p>From the drop down listing select: SpeedChart: 10208 “Building Supplies”</p> <p>Click: TAB</p> |
| Expected Results: | Correct data entry. Should have two separate lines of distribution, one at 75% and one at 25%. |

| | |
|--------------------------|---|
| Step 7 | Click:  to save. |
| Expected Results: | The new information is saved. |

Exercise 5 (continued)

Step 8

Compare **Line Information and Charges** panel with the panel shown below:



Note: The voucher ID may differ.

Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Step 9

Click: **Remaining tabs to verify defaults.**

Expected Results:

Correct data entry

Step 10

Click:  **to close the panel.**

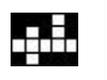
Expected

The new information is saved.

| | | | |
|-----------------|--|--|--|
| Step 10 | | | |
| Results: | Click:  to close the panel. | | |

Exercise completed.

D. Summary and Review

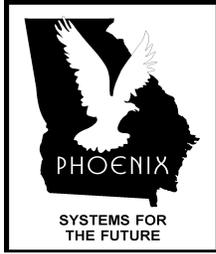
| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Create a regular voucher
2. Handle duplicate invoices
3. Hold back payments for a regular voucher

Discuss the following questions:

1. What is a voucher?
1. When is a voucher created?
2. How do you change a vendor's remit to location?
3. How do you change a vendor's terms?
4. What do you do when you discover a duplicate invoice?
5. When would you use "Due to" template?
6. Can you put a voucher on hold before saving?



Phoenix End-User Training

SECTION 4:

PO VOUCHERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT PURCHASING
MARCH 2003

SECTION CONTENTS



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A. Introduction

PO Vouchers



Welcome to the Entering PO Vouchers module! This module contains the tools needed to learn all the concepts and procedures involved in entering vouchers.

Goal To acquire the skills and knowledge necessary to perform all the procedures in creating PO vouchers in Phoenix.

Participant

Objectives At the end of this module you will be able to:

1. Determine that a voucher should be created as a PO voucher
2. Learn to analyze and plan proper payment methods based on the PO
 - If the PO amount equals the invoice amount, create a PO voucher
 - If the PO amount is more than the invoice amount, implement the partial payments process
 - If the PO amount is less than the invoice amount, resolve discrepancies with the vendor or agency personnel
 - If multiple POs are included on one invoice, divide the invoice among several POs
3. Translate units of measure if the invoice and PO amounts are not the same

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

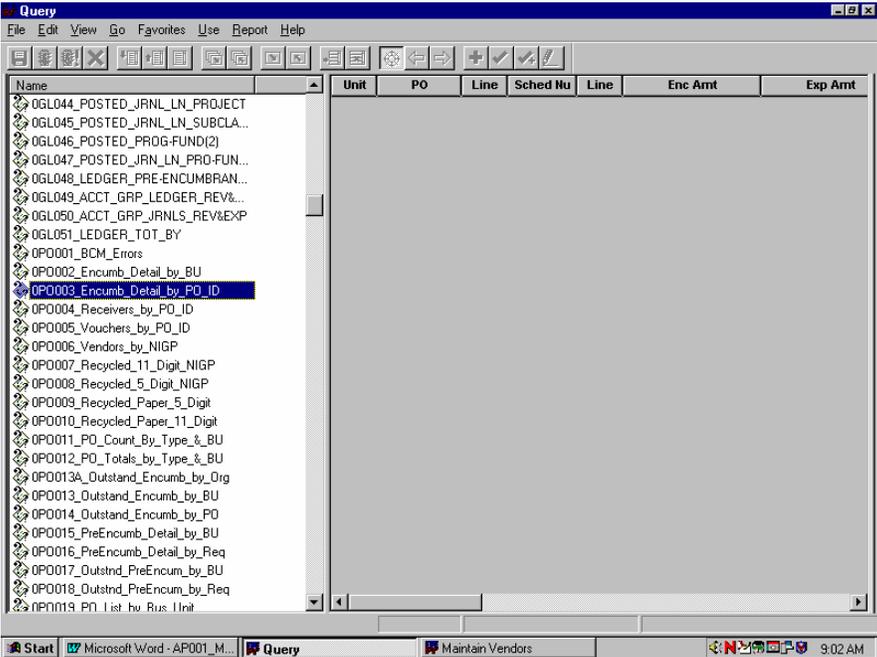
7. AP-008 – PO Vouchers
8. AP-014 – Close a Voucher

C. Exercises

Exercise 1 - Run PO Query – PO003 “Encumbrance Detail”

Scenario: You have just received an invoice from *PrintLine Printing Specialties*. Determine the status/history of the Purchase Order.

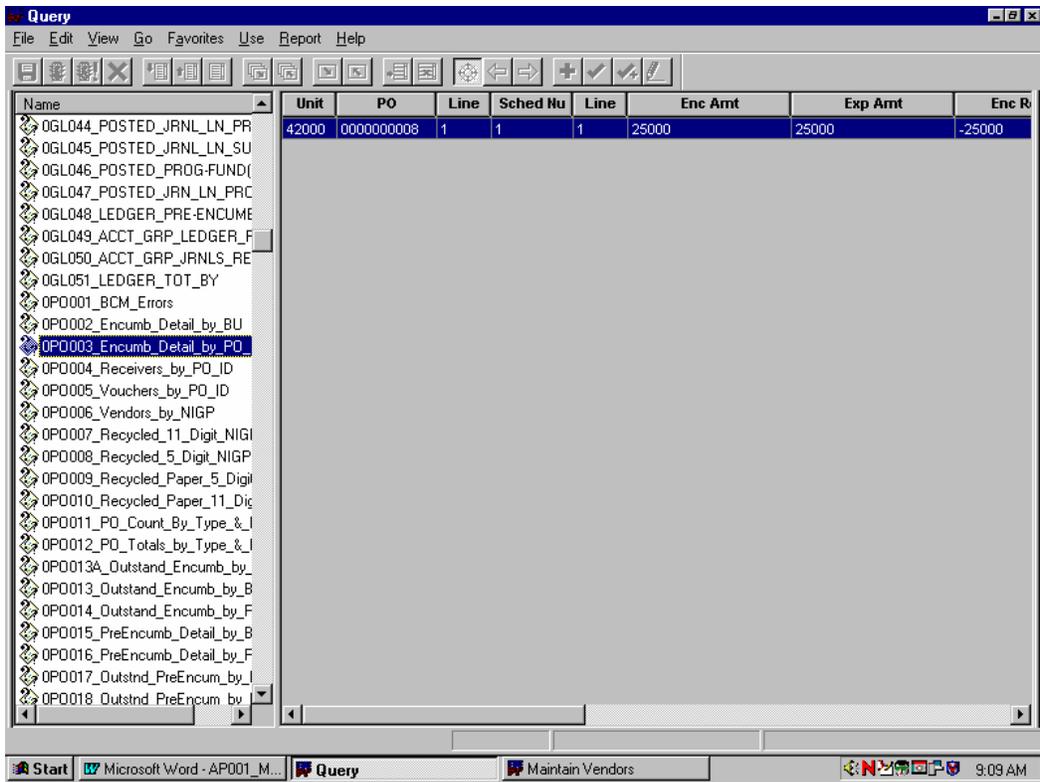
Queries used: OPO003 ‘Encumbrance Detail by PO ID’
 OPO014 ‘Outstanding Encumbrance by PO’

| | |
|--------------------------|--|
| Step 1 | <p>Click: View → Navigator Display → Query</p>  |
| Expected Results: | Query window displays. |

| | |
|--------------------------|---|
| Step 2 | <p>Scroll until you see OPO003 Encumb_Detail_by_PO_ID, then double click.</p> <p>Enter or select the following:</p> <p>Business Unit: 42000</p> <p>Purchase Order: 000000008</p> |
| Expected Results: | A dialog box displays. |

| | |
|---------------|--|
| Step 2 | Scroll until you see 0PO003 Encumb_Detail_by_PO_ID , then double click. Enter or select the following: Business Unit: 42000 Purchase Order: 0000000008 |
|---------------|--|

Exercise 1 (continued)

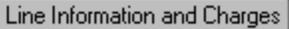
| | |
|---------------------------------|--|
| <p>Step 3</p> | <p>The following query information displays on your monitor.</p>  <p>The left-hand panel displays the query names and the right-hand panel shows the results.</p> |
| <p>Expected Results:</p> | <p>Selected query runs and result is displayed.</p> |

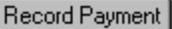
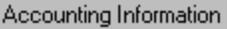
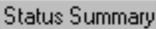
| | |
|---------------------------------|---|
| <p>Step 4</p> | <p>Select: Go → New Window → Administer Procurement → Enter Voucher Information</p> |
| <p>Expected Results:</p> | <p>The panel is minimized. Proceed to next exercise.</p> |

Exercise complete.

Exercise 2 (continued)

| | |
|--------------------------|---|
| Step 5 | <p>Enter the following:</p> <p>Terms: N30 (Net 30 Days)</p> <p>Date: Current Date <i>(For more explanation see Business Process AP008)</i></p> <p>Invoice: 894-0XX Replace XX with the number assigned to you by your Instructor.</p> <p>Enter Gross Amount: 450,000.00</p> |
| Expected Results: | Correct data entry. |

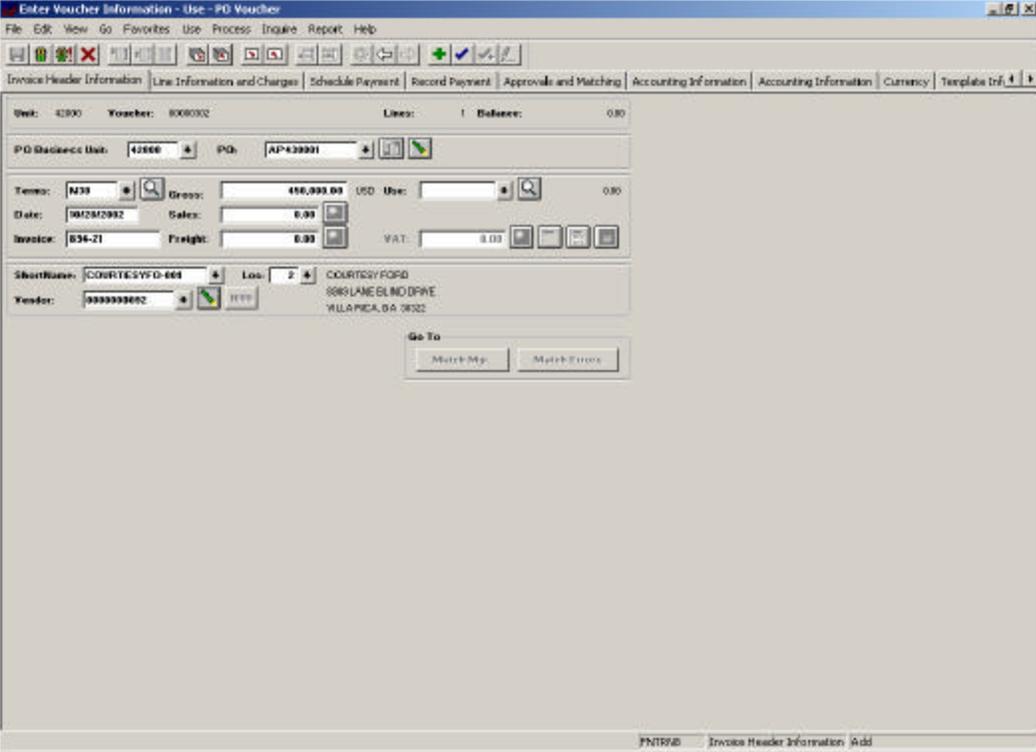
| | |
|--------------------------|--|
| Step 6 | Click:  |
| Expected Results: | The Line Information and Charges panel displays. |

| | |
|--------------------------|---|
| Step 7 | <p>Click:  panel to verify defaults.</p> <p>Click:  panel to verify defaults.</p> <p>Click:  panel to verify defaults.</p> <p>Click:  panel to verify defaults.</p> <p>Click:  panel to verify defaults.</p> <p>Click:  panel to verify defaults.</p> |
| Expected Results: | Verification of default values |

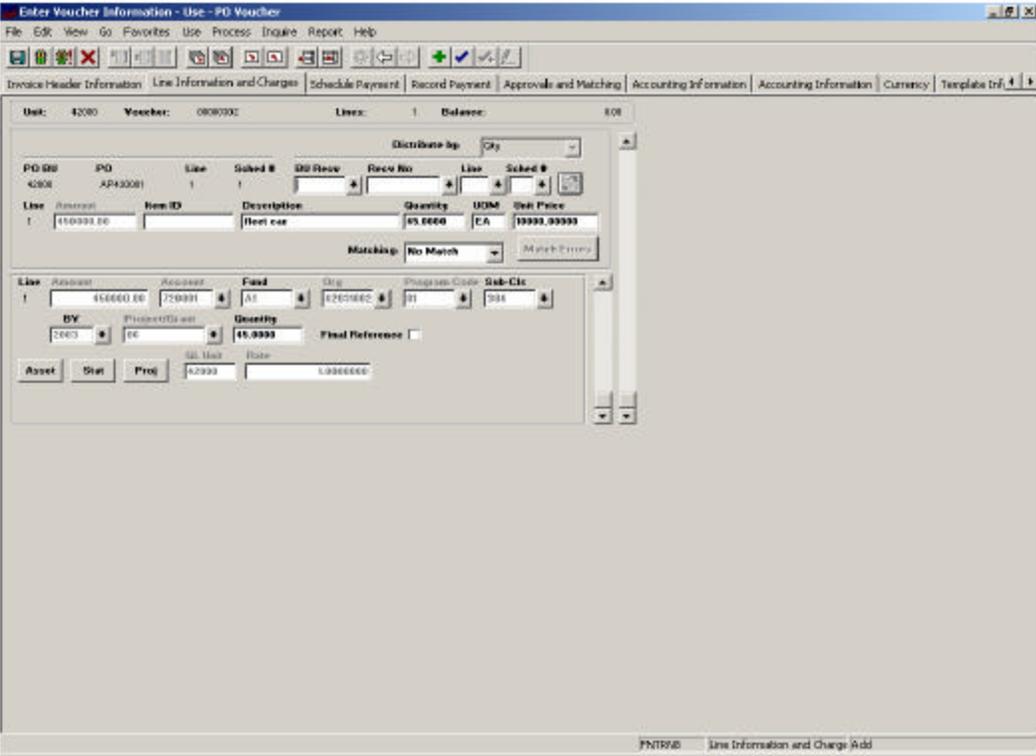
| | |
|-----------------|--|
| Step 8 | Click:  to save. |
| Expected | The new information is saved. |

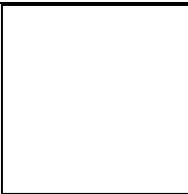
| | |
|-----------------|---|
| Step 8 | Click:  to save. |
| Results: | |

Exercise 2 (continued)

| | |
|---------------------------------|--|
| <p>Check Results</p> | |
| <p>Step 9</p> | <p>Compare Invoice Header Information panel with the panel shown below:</p>  <p style="text-align: center;">Note: the voucher ID and invoice number may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise 2 (continued)

| | |
|---------------------------------|---|
| <p>STEP 10</p> | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations. If these elements do not match, review the steps and consult your Instructor.</p> |

| | |
|---------------------------------|--|
| <p>Step 11</p> | <p>Click:  to exit panel.</p> |
| <p>Expected Results:</p> | <p>Panel is canceled.</p> |

Exercise completed.

Exercise 3 - Create a PO Voucher & Invoice Does Not Equal PO

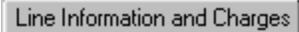
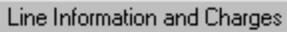
Scenario: You have received an invoice from the *National Educators Association* for \$1170 for dues billed to your agency. Create a PO voucher to pay this expense. Your goal is to successfully enter the PO voucher information into PeopleSoft. When you pull in the PO, you realize that the invoice amount was increased by \$1.00 for each employee. The invoice amount is still within the 10% allowable tolerance.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |
| Step 2 | Select: Use → PO Voucher → Invoice Header Information → Add |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The <input type="text" value="Invoice Header Information"/> panel displays. |

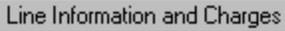
Exercise 3 (continued)

| | |
|--------------------------|---|
| Step 4 | <p>Enter or select the following:</p> <p>PO Business Unit: 42000</p> <p>Click: TAB</p> <p>PO: AP431XXX Replace XXX with the number assigned to you by your Instructor.</p> <p>CLICK:</p> <p>Click:  Button</p> |
| Expected Results: | <p>The  panel copies PO information into the voucher.</p> |

| | |
|--------------------------|---|
| Step 5 | <p>Enter or select the following:</p> <p>Terms: N30 (Net 30 Days)</p> <p>Date: Current Date (For more explanation see Business Process AP008)</p> <p>Invoice: 84-0XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross: 1170.00</p> |
| Expected Results: | <p>Correct data entry</p> |

| | |
|--------------------------|--|
| Step 6 | <p>Click: </p> |
| Expected Results: | <p>THE  PANEL DISPLAYS.</p> |

Exercise 3 (continued)

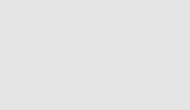
| | |
|--------------------------|---|
| Step 7 | Click: In Description field click  to insert a row. |
| Expected Results: | THE  PANEL DISPLAYS. |

| | |
|--------------------------|---|
| Step 8 | Enter or select the following: Voucher Line 2: Description: Increase of Dues Distribution Line 1: Account: 627049 Fund: A1 Org. Code: 4201100270 Program Code: 01 Sub-class: 304 BY: Current Budget Year Project: 10208 |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 9 | Click: Remaining tabs to verify defaults. |
| Expected Results: | Correct data entry |

| | |
|--------------------------|---|
| Step 10 | Click:  to save. |
| Expected Results: | The new information is saved. |

| | |
|----------------|---|
| Step 11 |  |
| Click: | to exit panel. |

| | | | |
|--------------------------|---|--|--|
| Step 11 | | | |
| Expected Results: | Click:  to exit panel. Panel is canceled. | | |

Exercise completed.

Exercise 4 - Create a PO Voucher, Multiple Line PO

Scenario: You have received an invoice from *Lowes Improvement Warehouse*, which has multiple items, listed. Pull the PO information into a PO voucher using the flashlight feature of Phoenix.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|---|
| STEP 2 | Select: Use → PO Voucher → Invoice Header Information → Add |
| Expected Results: | A dialog box displays. |

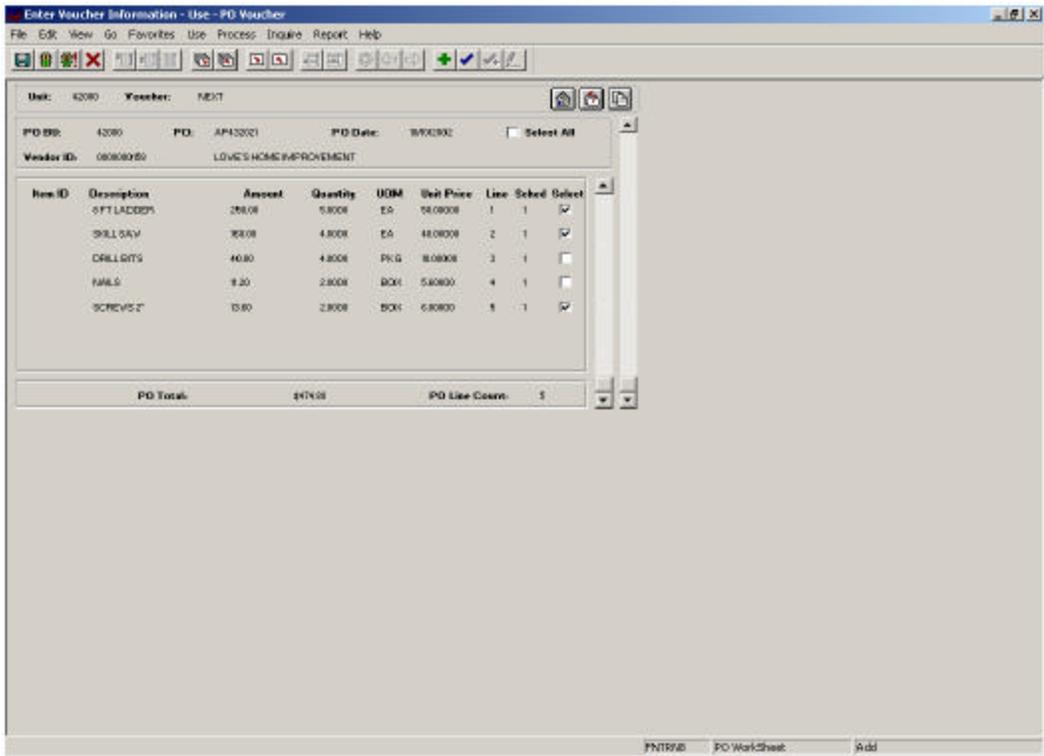
| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: PO Business Unit: 42000 Click: TAB PO: AP432XXX Replace XXX with the number assigned to you by your Instructor. Click:  to go to PO WorkSheet |
| Expected Results: | PO worksheet panel appears. |

Exercise 4 (continued)

| | |
|--------------------------|---|
| Step 5 | Under Create Worksheet Click:  to process |
| Expected Results: | PO line selection panel displays. |

| | |
|--------------------------|--|
| Step 6 | Click: Box at the right of line items 1, 2 and 5. |
| Expected Results: | PO amount matches the invoice amount. |

| | |
|-----------------|--|
| Step 7 | <p>Compare PO Worksheet panel with the panel shown below:</p>  <p>Note: The voucher ID and invoice number may differ.</p> |
| Expected | The panel matches. Congratulations. |

Step 7

Compare **PO Worksheet panel** with the panel shown below:

| Item ID | Description | Amount | Quantity | UOM | Unit Price | Line | Sched | Select |
|-----------|-------------|--------|----------|-----|------------|------|-------|-------------------------------------|
| 0FTLADDS | | 268.00 | 5.0000 | EA | 54.0000 | 1 | 1 | <input checked="" type="checkbox"/> |
| SKILLSAV | | 808.00 | 4.0000 | EA | 44.0000 | 2 | 1 | <input checked="" type="checkbox"/> |
| DRILLSITS | | 40.00 | 4.0000 | PKG | 10.0000 | 3 | 1 | <input type="checkbox"/> |
| NAILS | | 9.00 | 2.0000 | BOX | 5.0000 | 4 | 1 | <input type="checkbox"/> |
| SCREWS2" | | 15.00 | 2.0000 | BOX | 7.5000 | 5 | 1 | <input checked="" type="checkbox"/> |

PO Total: 4174.00 PO Line Count: 5

Note: The voucher ID and invoice number may differ.

Results:

If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

| | |
|--------------------------|---|
| Step 8 | Click:  Button. |
| Expected Results: | PO lines selected are copied into the PO voucher. |

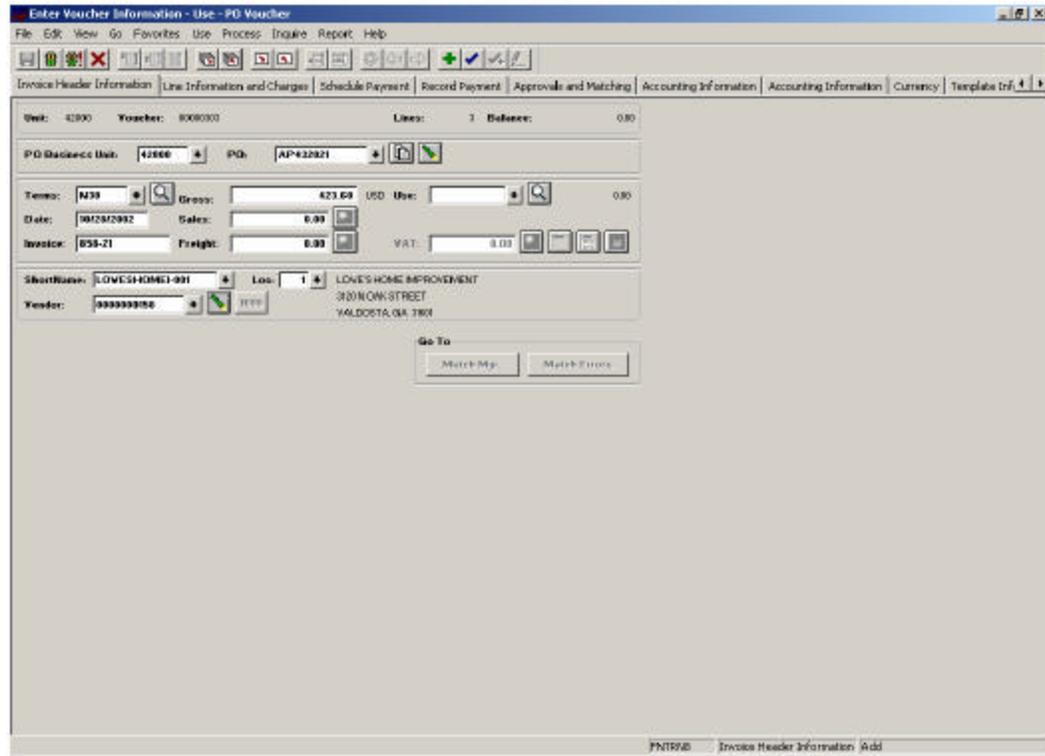
| | |
|--------------------------|--|
| Step 9 | <p>Click: </p> <p>Enter the following:</p> <p>Terms: N30 (Net 30 Days)</p> <p>Cursor in date field: F4 or Double Click</p> <p>Select: Current Date <i>(For more explanation see Business Process AP008)</i></p> <p>Invoice: 858-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Enter Gross Amount: 423.60</p> |
| Expected Results: | Correct data entry. |

| | |
|--------------------------|--|
| Step 10 | Click:  to save. |
| Expected Results: | The new PO voucher information is saved. A voucher number is assigned. |

Exercise 4 (continued)

Step 11

Compare **Invoice Header Information** panel with the panel shown below:



Note: The voucher ID and invoice number may differ.

Expected Results:

The panel matches. Congratulations. .

EXERCISE 4 (CONTINUED)

Step 12

Compare **Line Information and Charges** panel with the panel shown below:

Expected Results:

The panel matches. Congratulations!

Exercise completed.

Exercise 5 - Create a Partial Payment for Services: PO Distributed by Quantity

Scenario: You have just received a request for payment from *Acme Security Company*, a vendor who has a contract with your agency to provide security services to an agency-owned building. The contract has been encumbered for \$12,000 and the stated fee is \$1,000 per month. The request for payment is \$1,000 for services for the month of July. You want to make a payment and reduce the encumbered amount to \$11,000.

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |
| STEP 2 | Select: Use→PO Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The <input type="text" value="Invoice Header Information"/> panel displays. |

Exercise 5 (continued)

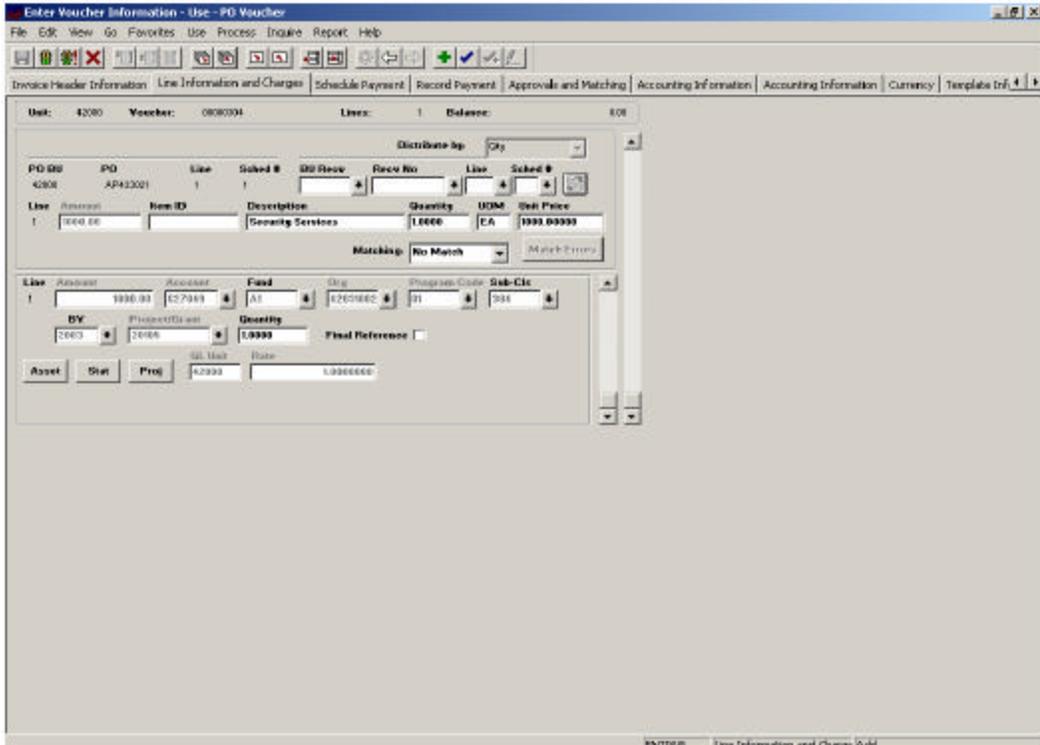
| | |
|--------------------------|---|
| Step 4 | <p>Enter or select the following:</p> <p>PO Business Unit: 42000</p> <p>Click: TAB</p> <p>PO: AP433XXX Replace XXX with the number assigned to you by your Instructor.</p> <p>Click:  Button</p> |
| Expected Results: | <p>The  panel copies PO information into the voucher.</p> |

| | |
|--------------------------|---|
| Step 5 | <p>Click: </p> <p>Enter the following:</p> <p>Terms: N00 (Due Immediately)</p> <p>Cursor in date field: F4 or Double Click</p> <p>Select: Current Date (<i>For more explanation see Business Process AP008</i>)</p> <p>Invoice: 4865-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Enter Gross Amount: 1000.00</p> |
| Expected Results: | <p>Correct data entry.</p> |

Exercise 5 (continued)

| | |
|--------------------------|---|
| Step 6 | <p>On the Line Information and Charges panel.</p> <p>Enter</p> <p>Quantity: 1.00000</p> <p>Click: TAB</p> |
| Expected Results: | Gross pay changes |
| Step 7 | <p>Click: Schedule Payment panel to verify defaults.</p> <p>Click: Record Payment panel to verify defaults.</p> <p>Click: Approvals and Matching panel to verify defaults.</p> <p>Click: Accounting Information panel to verify defaults.</p> <p>Click: Status Summary panel to verify defaults.</p> <p>Click: Comments panel to verify defaults.</p> |
| Expected Results: | Verification of default values |
| Step 8 | <p>Click:  to save.</p> <p>Click: OK</p> |
| Expected Results: | The new information is saved. |

Exercise 5 (continued)

| | |
|--------------------------|---|
| Check Results | |
| Step 9 | <p>Compare Line Information and Charges panel with the panel shown below:</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Note: The voucher ID and invoice number may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

EXERCISE 5 (CONTINUED)

Step 10

Compare **Invoice Header Information** panel with the panel shown below:

Note: The voucher ID and invoice number may differ.

Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 6 - Create a Partial Payment for Goods: PO Distributed by Amount

Scenario: You have received a request for payment from *Xerox Corporation*, which has a contract with your agency to provide 20 boxes of paper per month. The contract has been encumbered for \$6000 and the stated amount per month is \$500. The request is for \$500 for the month of July. Make a payment of \$500 and reduce the encumbrance to \$5500.

| | |
|-------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

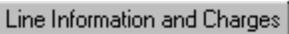
| | |
|-------------------|--|
| STEP 2 | Select: Use→PO Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: PO Business Unit: 42000 Click: TAB PO: AP435XXX Replace XXX with the number assigned to you by your Instructor. Click:  Button |
| Expected Results: | The  panel copies PO information into the voucher. |

EXERCISE 6 (CONTINUED)

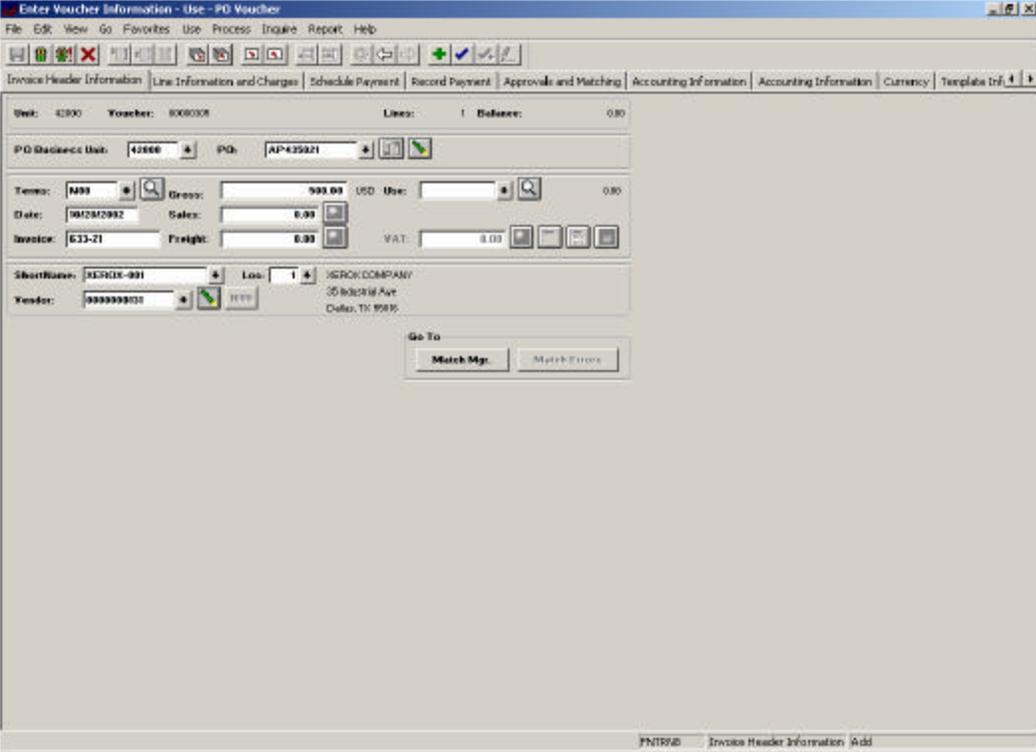
| | |
|--------------------------|---|
| Step 5 | <p>Click: </p> <p>Terms: N00 (Due Immediately)</p> <p>Cursor in date field: F4 or Double Click</p> <p>Select: Current Date <i>(For more explanation see Business Process AP008)</i></p> <p>Invoice: 633-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross: 500.00</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|---|
| Step 6 | <p>Click: </p> <p>Verify copied information.</p> |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|---|
| Step 7 | <p>Enter:</p> <p>Line Amount: 500.00</p> |
| Expected Results: | The amount is changed. |

| | |
|--------------------------|--|
| STEP 8 | <p>Click:  to save.</p> |
| Expected Results: | Correct data entry |

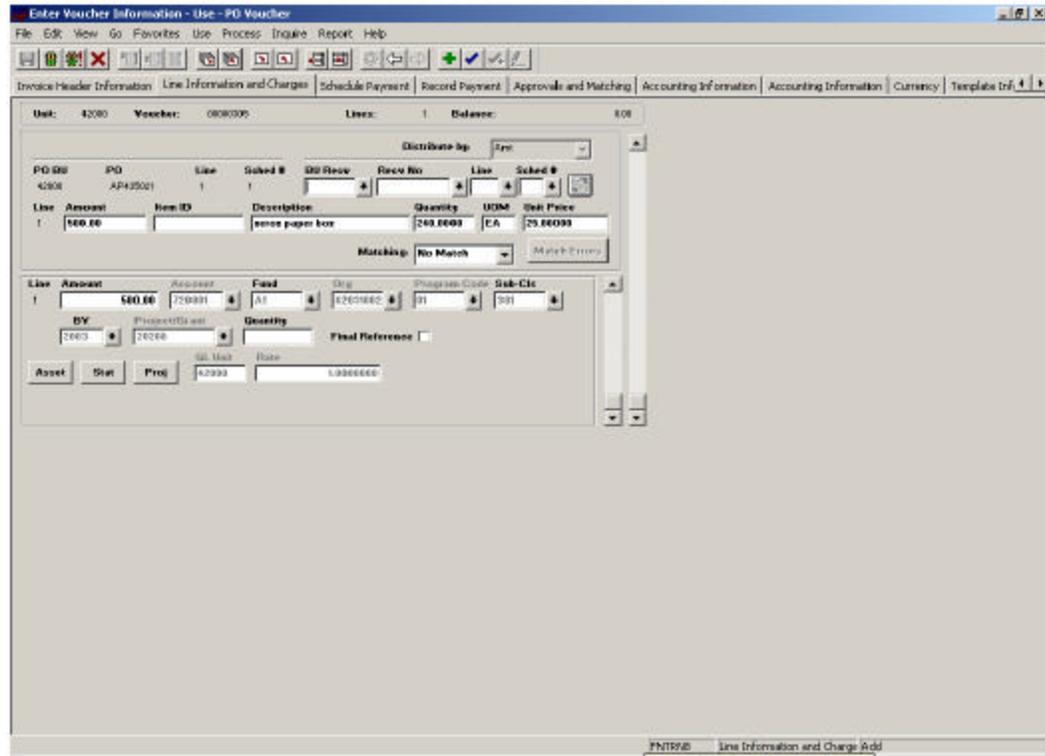
Exercise 6 (continued)

| | |
|---------------------------------|--|
| <p>Check Results</p> | |
| <p>Step 9</p> | <p>Compare Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID and invoice number may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Continue to the next panel. If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise 6 (continued)

Step 10

Compare **Line Information and Charges** panel with the panel shown below:



Note: The voucher ID may differ.

Expected Results:

The panel matches. Continue to the next panel.
If these elements do not match, review the steps and consult your Instructor.

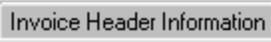
Exercise complete.

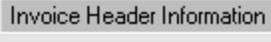
Exercise 7 - Create a Partial Payment where UOM is JOB. PO Distributed by Amount

Scenario: An invoice has been received from *Douglas Construction Services, Inc.* The purchase order was set up as a UOM of JOB and the Quantity equals 1.000. The Purchase Order was distributed by Amount. Copy the Purchase Order into Accounts Payable and pay this invoice for \$55,000 for partial work completed on the JOB.

| | |
|-------------------|---|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information. |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|--|
| STEP 2 | Select: Use→PO Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |

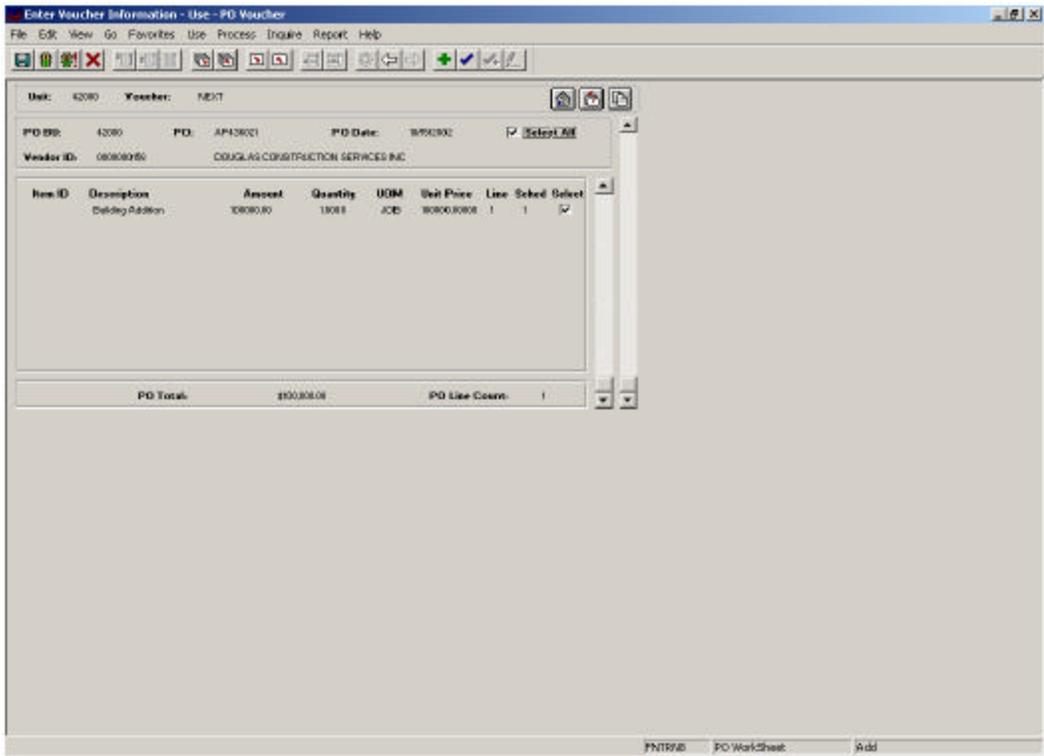
| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: PO Business Unit: 42000 Press: TAB PO: AP436XXX Replace XXX with the number assigned to you by your Instructor. Click:  to go to PO WorkSheet |
| Expected Results: | The  panel copies PO information into the voucher. |

Exercise 7 (continued)

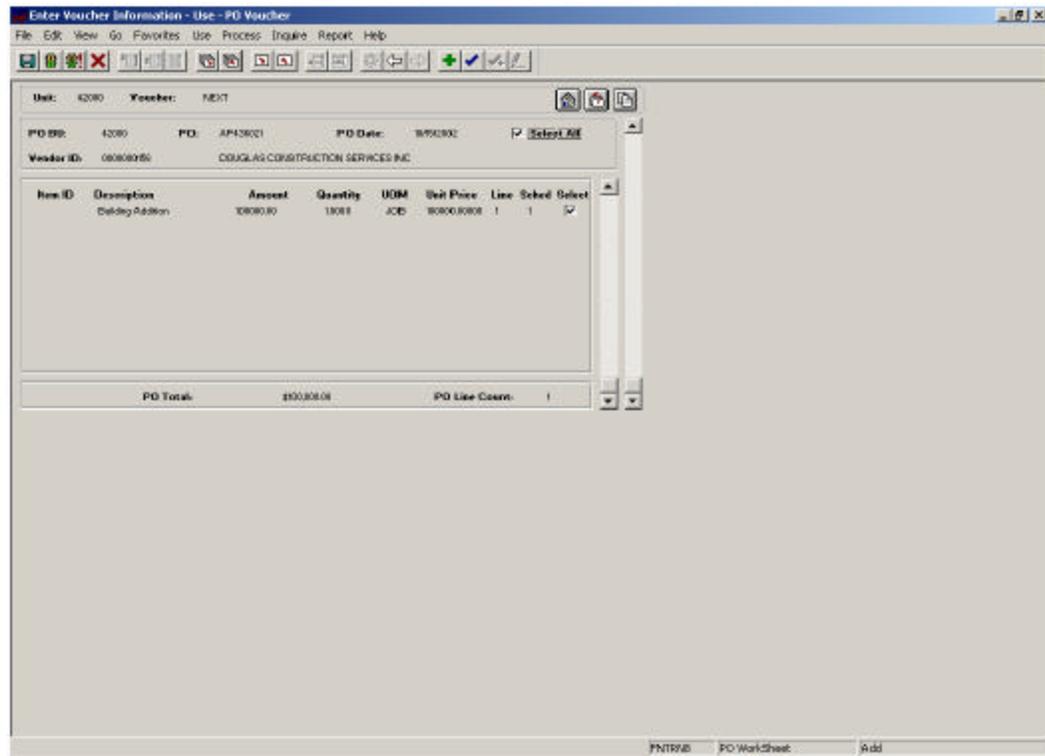
| | |
|--------------------------|--|
| Step 5 | Under Create Worksheet: Click: to print PO's |
| Expected Results: | PO line selection panel displays. |

| | |
|--------------------------|---|
| Step 6 | Click: Select All box |
| Expected Results: | PO amount matches the invoice amount. |

| | |
|-----------------|--|
| Step 7 | <p>Compare PO Worksheet panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID and invoice number may differ.</p> |
| Expected | The panel matches. Congratulations. |

Step 7

Compare **PO Worksheet panel** with the panel shown below:

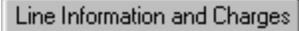
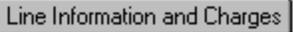
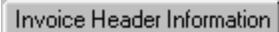
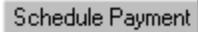
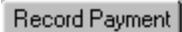
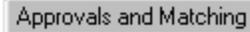
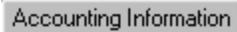
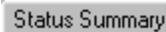


Note: The voucher ID and invoice number may differ.

Results:

If these elements do not match, review the steps and consult your Instructor.

Exercise 7 (continued)

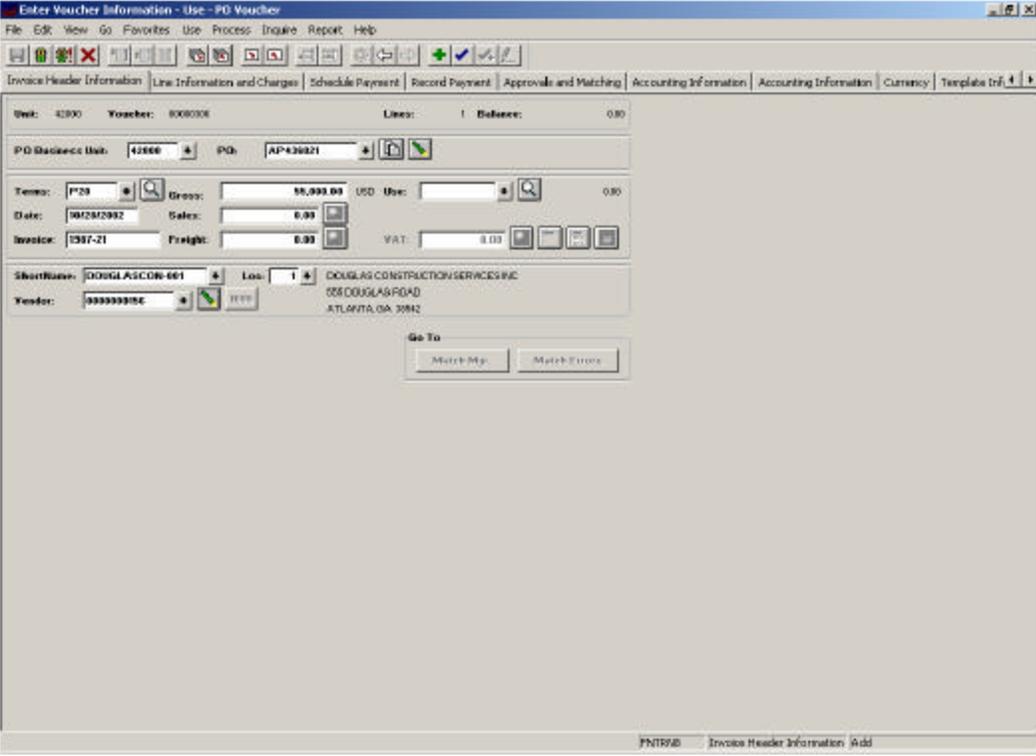
| | |
|--------------------------|--|
| Step 8 | Click:  Button |
| Expected Results: | PO lines selected are copied into the PO voucher. |
| Step 9 | Click:  Voucher Line 1: Amount: 55,000.00 |
| Expected Results: | The  panel is displayed. |
| Step 10 | Click:  Enter the following: Terms: P20 (2% 30 Days) Cursor in date field F4 or Double Click Select: Current Date (For more explanation see Business Process AP008) Invoice: 1987-XX Replace XX with the number assigned to you by your Instructor. Enter Gross Amount: 55,000.00 |
| Expected Results: | Correct data entry. |
| Step 11 | Click:  panel to verify defaults. Click:  panel to verify defaults. Click:  panel to verify defaults. Click:  panel to verify defaults. Click:  panel to verify defaults. Click:  panel to verify defaults. |

| | |
|---------------------------------|---|
| <p>Step 11</p> | <p>Click: Schedule Payment panel to verify defaults.</p> <p>Click: Record Payment panel to verify defaults.</p> <p>Click: Approvals and Matching panel to verify defaults.</p> <p>Click: Accounting Information panel to verify defaults.</p> <p>Click: Status Summary panel to verify defaults.</p> <p>Click: Comments panel to verify defaults.</p> |
| <p>Expected Results:</p> | <p>Verification of default values</p> |

Exercise 7 (continued)

| | |
|---------------------------------|---|
| <p>Step 12</p> | <p>Click:  to save</p> |
| <p>EXPECTED RESULTS:</p> | <p>Correct data entry</p> |

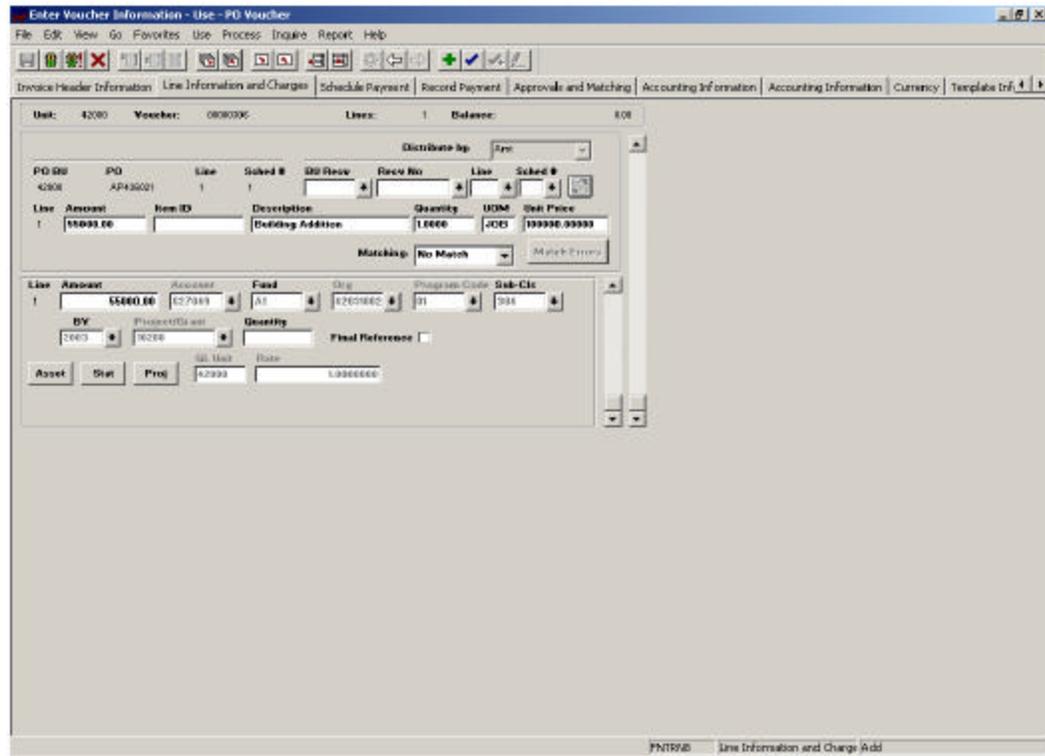
| | |
|-----------------------------|--|
| <p>Check Results</p> | |
|-----------------------------|--|

| | |
|---------------------------------|---|
| <p>Step 13</p> | <p>Compare Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations. If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise 7 (continued)

Step 14

Compare **Line Information and Charges** panel with the panel shown below:



Note: The voucher ID may differ.

Expected Results:

The panel matches. Congratulations.
If these elements do not match, review the steps and consult your Instructor.

Exercise complete.

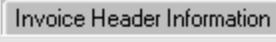
Exercise 8 - Create a PO Voucher & Send Information to the Asset Management Module

Scenario: You have received an invoice from *Dell Computer* for a computer monitor. You must ensure that this equipment gets placed on the inventory through Asset Management.

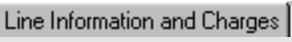
| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| STEP 2 | Select: Use → PO Voucher → Invoice Header Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|---|
| Step 4 | Enter or select the following: PO Business Unit: 42000 Click: TAB PO: AP437XXX Replace XXX with the number assigned to you by your Instructor. Click:  Button. |
| Expected Results: | The  panel copies PO information into the voucher. |

Exercise 8 (continued)

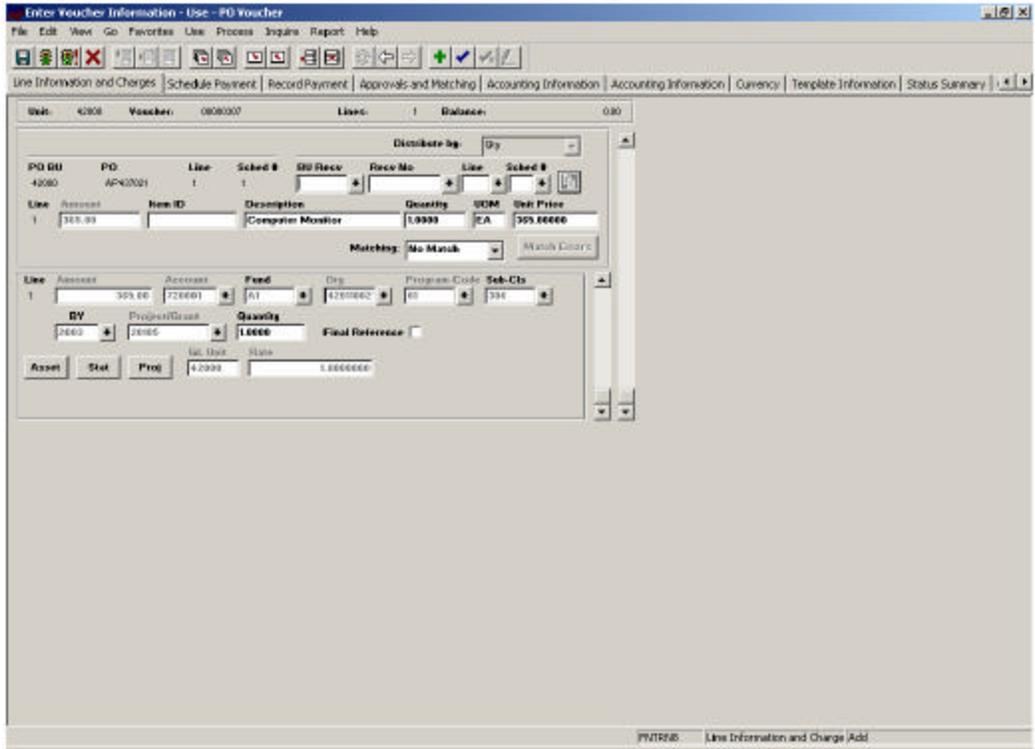
| | |
|--------------------------|---|
| Step 5 | <p>Click: </p> <p>Enter the following:</p> <p>Cursor in date field: F4 or Double Click</p> <p>Select: Current Date <i>(For more explanation see Business Process AP008)</i></p> <p>Invoice: 564-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Enter Gross Amount: 365.00</p> <p>Click:  to save</p> |
| Expected Results: | Correct Data Entry |
| Step 6 | <p>Click: </p> <p>Verify copied information.</p> |
| Expected Results: | The  panel is displayed. . |
| Step 7 | <p>Click: </p> |
| Expected Results: | The  panel is displayed. . |

Exercise 8 (continued)

| | |
|---------------------------------|---|
| <p>Step 8</p> | <p>Click: </p> <p>Enter or select the following:</p> <p>AM Unit: 42000</p> <p>Click: Down-arrow (view the Profile ID values)</p> <p>Select Profile ID: SMALL VALUE</p> <p>Verify that the Asset ID = NEXT</p> <p>Click: </p> |
| <p>Expected Results:</p> | <p>Completed PO voucher, ready for payment. Asset documentation sent to the Asset Management module.</p> |

| | |
|---------------------------------|--|
| <p>Step 9</p> | <p>Click:  to save</p> |
| <p>EXPECTED RESULTS:</p> | <p>Correct data entry</p> |

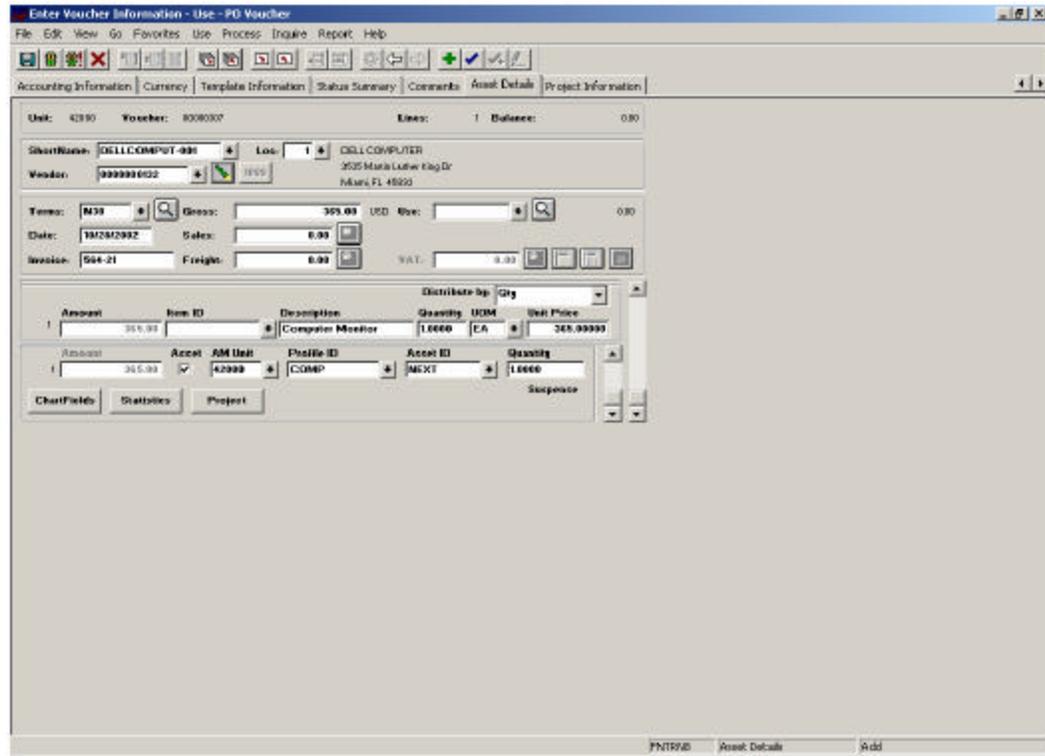
EXERCISE 8 (CONTINUED)

| | |
|--------------------------|---|
| Check Results | |
| Step 10 | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations. If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise 8 (continued)

Step 11

Compare **Asset Details** panel with the panel shown below:



Note: The voucher ID may differ.

Expected Results:

The panel matches. Congratulations.
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

D. Summary and Review

| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Determine that a voucher should be created as a PO voucher
2. Learn to analyze and plan proper payment methods based on the PO
 - If the PO amount equals the invoice amount, create a PO voucher
 - If the PO amount is more than the invoice amount, implement the partial payments process
 - If the PO amount is less than the invoice amount, resolve discrepancies with the vendor or agency personnel
 - If multiple POs are included on one invoice, divide the invoice among several POs
3. Translate units of measure if the invoice and PO amounts are not the same

Discuss the following questions:

4. When do you use the flashlight and when do you use the copy button?
5. Do terms copy over from the PO voucher?
6. Can you change the schedule payment date?
7. If invoice is different from the PO amount?
8. Additional shipping charges have been added to the invoice. Can you add a line to the voucher?



Phoenix End-User Training

SECTION 5: SPECIAL VOUCHERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT PURCHASING
MARCH 2003

SECTION CONTENTS



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A. Introduction

Special Vouchers



Welcome to the Special Vouchers module! This module contains the tools needed to learn all the concepts and procedures for vouchers.

Goal To acquire the skills and knowledge necessary to create special vouchers in PeopleSoft.

Participant

Objectives At the end of this module you will be able to:

1. Create an express voucher
2. Create a voucher template
3. Create a voucher using a voucher template
4. Create a purchasing card voucher
5. Create a third party payment voucher
6. Create an adjustment voucher

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

9. AP-009 – Express Voucher
10. AP-010 – Adjustment Voucher
11. AP-011 – Template Voucher
12. AP-016 – Purchasing Cards
13. AP-067 – Third Party Payment

C. Exercises

Exercise 1 - Create an Express Voucher

Scenario: You have received an invoice for postage from the *U.S. Post Office*. Enter this invoice as an express voucher. The vendor is already on the statewide vendor file. Your goal is to successfully enter an express voucher.

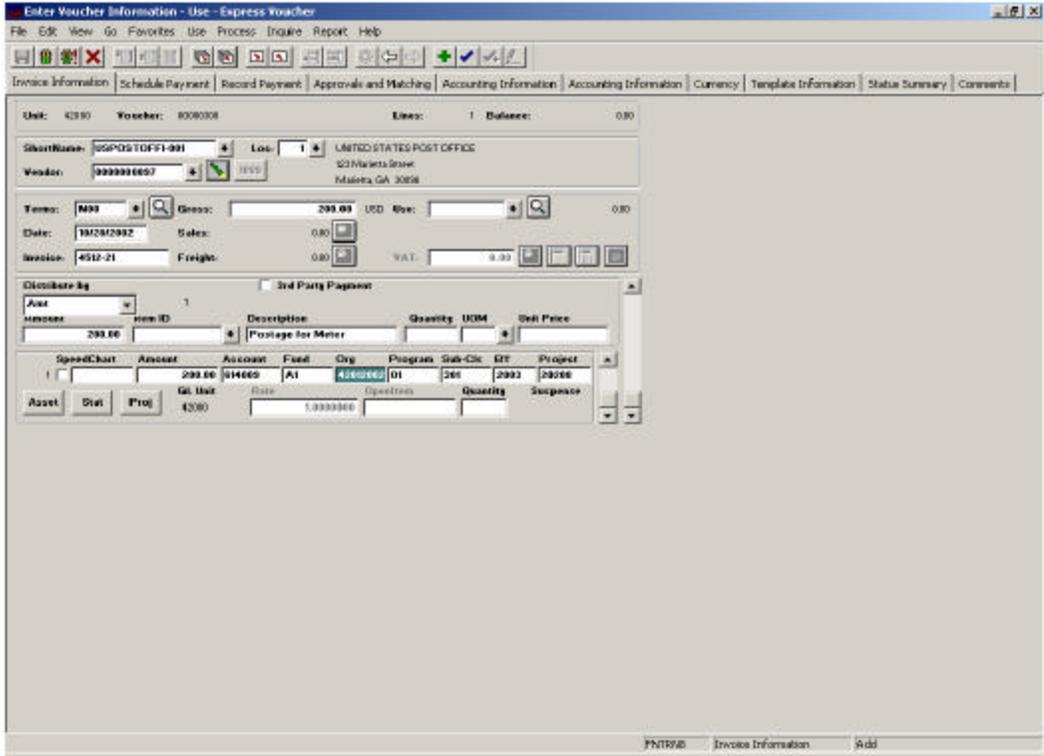
| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |
| Step 2 | Select: Use → Express Voucher → Invoice Information → Add |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The <input type="text" value="Invoice Header Information"/> panel displays. |
| Step 4 | Enter or select the following: Shortname: US (Shift F4 or Double-click) Double-click: U.S. POST OFFICE Click: TAB |
| Expected Results: | Vendor information is populated into the panel. |

| | |
|--------------------------|--|
| Step 7 | Click: Schedule Payment tab to verify defaults. Click: Record Payment tab to verify defaults. Click: Approvals and Matching tab to verify defaults. Click: Accounting Information tab to verify defaults. Click: Status Summary tab to verify defaults. |
| Expected Results: | Verification of default values. |

Exercise 1 (continued)

| | |
|--------------------------|--|
| Step 8 | Click:  to save |
| Expected Results: | The new information is saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 9 | <p>Compare Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |

Exercise completed.

Exercise 2 - Create a Voucher Template

Scenario: Your agency has received an invoice from *BellSouth*. Since this is an invoice that is paid every month, it can be set up as a template voucher. Enter a voucher using the standard voucher panel group and save it as a template voucher. The vendor number is already on the statewide vendor file. Your goal is to successfully enter a voucher template.

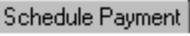
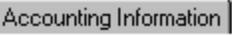
| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|---|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |

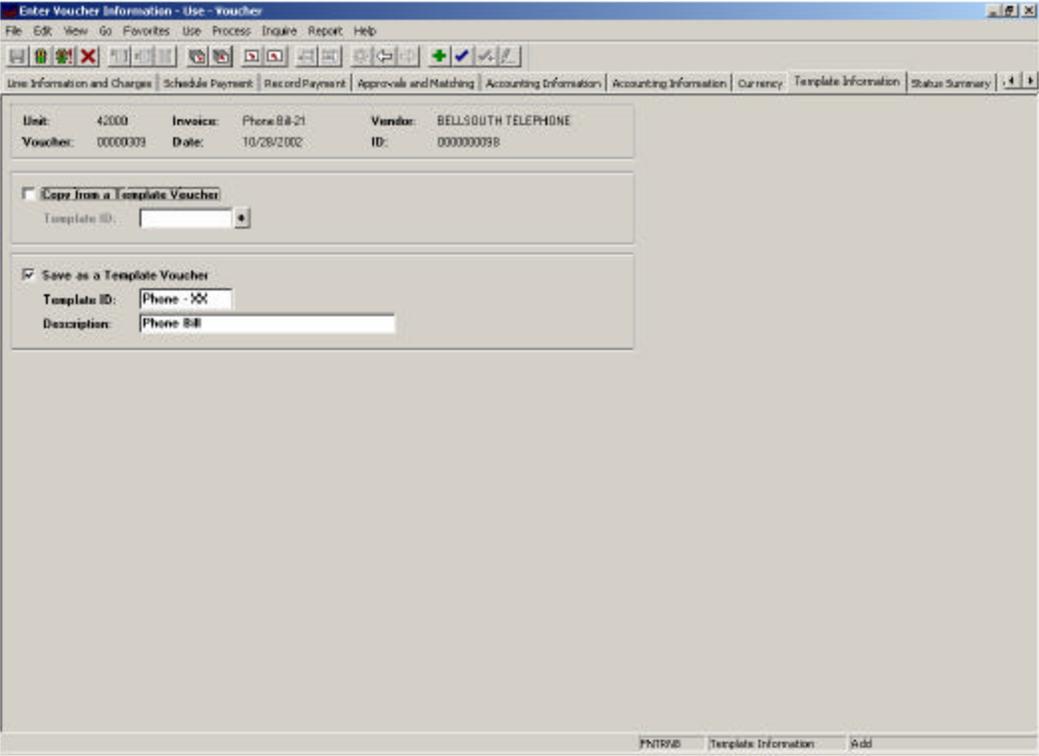
| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The <input type="text" value="Invoice Header Information"/> panel displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Shortname: BELLSO (Shift F4 or Double-click) Double-click: BELLSOUTH TELEPHONE Click: TAB |
| Expected Results: | Vendor information is populated into the panel. |

Exercise 2 (continued)

| | |
|--------------------------|---|
| Step 7 | <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> |
| Expected Results: | Verification of default values |
| Step 8 | <p>Click: </p> <p>Click: </p> <p>Enter: Template ID: Phone-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Description: Phone bill</p> |
| Expected Results: |  panel is updated. |
| Step 9 | Click:  to save |
| Expected Results: | The new information is saved. |

Exercise 2 (continued)

| | |
|---------------------------------|--|
| <p>Check Results</p> | |
| <p>Step 10</p> | <p>Compare Template Information panel with the panel shown below:</p>  <p>Note: Voucher ID and Invoice number may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

Exercise 3 - Create a Voucher from a Voucher Template

Scenario: You have received your monthly telephone bill from *BellSouth*. Create a voucher using the template that was set up earlier. Your goal is to successfully create a voucher from a voucher template.

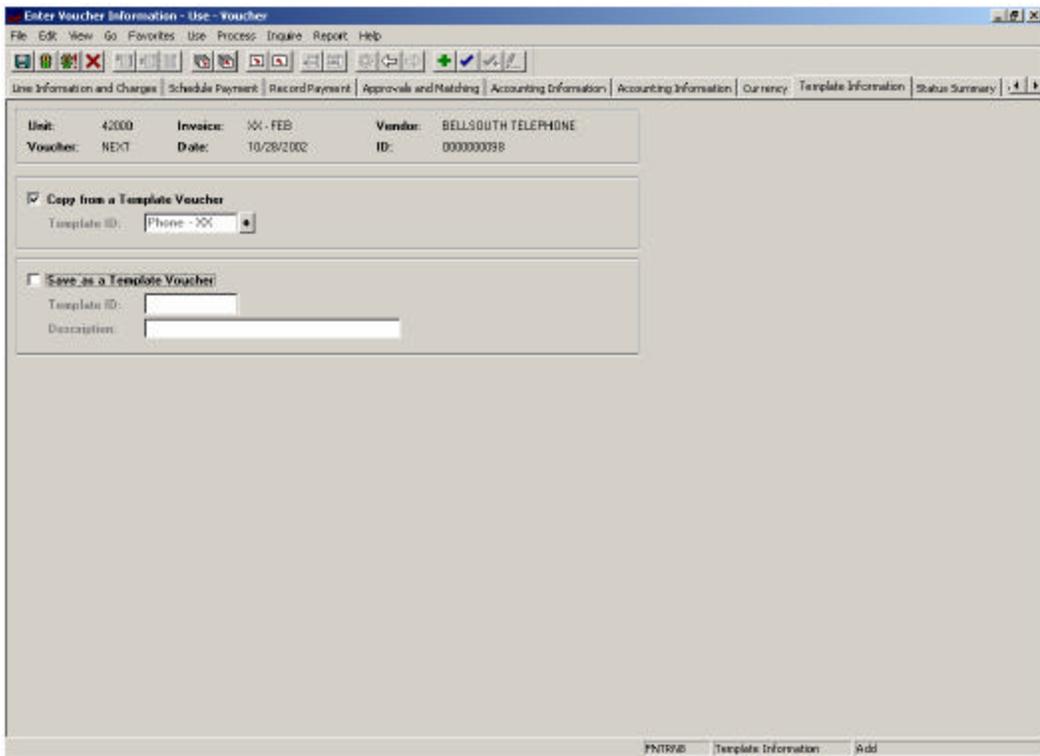
| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use → Voucher → Invoice Header Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: |
| Expected Results: | The <input type="text" value="Invoice Header Information"/> panel displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Shortname: BELLSO (Shift F4 or Double-click) Double-click: BELLSOUTH TELEPHONE Click: TAB |
| Expected Results: | Vendor information is populated into the panel. |

Exercise 3 (continued)

| | |
|---------------------------------|---|
| <p>Step 7</p> | <p>Compare Template Information panel to the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

| | |
|---------------------------------|---|
| <p>Step 8</p> | <p>Click: Line Information and Charges</p> <p>Special Note: Verify copied information because invoiced amount may differ & can be changed</p> |
| <p>Expected Results:</p> | <p>Verification of default values.</p> |

| | |
|---------------------------------|---|
| <p>Step 9</p> | <p>Click:  to save</p> |
| <p>Expected Results:</p> | <p>The new information is saved.</p> |

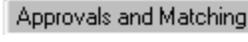
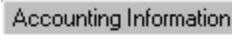
Exercise completed.

Exercise 4 - Create a Purchasing Card Voucher

Scenario: You have received a purchasing card invoice from *Bank of America*. Enter a standard voucher for this invoice. The vendor is already on the statewide vendor file. Your goal is to successfully create a purchasing card voucher.

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |
| Step 2 | Select: Use→Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The <input type="text" value="Invoice Header Information"/> panel displays. |
| Step 4 | Enter or select the following: Shortname: BANK (Shift F4 or Double-click) Double-click: BANK OF AMERICA Click: TAB |
| Expected Results: | Vendor information is populated into the panel. |

Exercise 4 (continued)

| | |
|--------------------------|--|
| Step 7 | <p>Click:  or F7 to insert a row</p> <p>Distribution Line 2: Verify that amount: 50.00</p> <p>Change account: 612002</p> |
| Expected Results: | Correct data entry |
| Step 8 | <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> |
| Expected Results: | Verification of default values. |
| Step 9 | Click:  to save |
| Expected Results: | The new information is saved. |

Exercise 4 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

Step 10 Compare **Line Information and Charges** panel to the panel shown below:

Note: The voucher ID may differ.

| | |
|--------------------------|--|
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |
|--------------------------|--|

Exercise completed.

Exercise 5 - Create an Adjustment Voucher

Scenario: You have received a credit memo from *Georgia State University* for the return of a registration fee. Create an adjustment voucher using the adjustment voucher panel group. The vendor is already on file. Your goal is to successfully create an adjustment voucher.

Note: On adjustment voucher three things must be the same as the voucher in order for payment to be created.

- Vendor
- Vendor Location
- Handling Code

QUERY:

OAPC

| | |
|-------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Adjustment Voucher Information window displays. |

| | |
|-------------------|--|
| Step 2 | Select: Use→Adjustment→Adjustment Information→Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The <input type="text" value="Invoice Header Information"/> panel displays. |

Exercise 5 (continued)

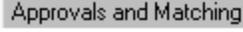
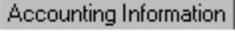
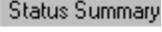
| | |
|--------------------------|--|
| Step 4 | <p>Enter or select the following:</p> <p>Shortname: GA (Shift F4 or Double-click)</p> <p>Double-click: GEORGIA STATE UNIVERSITY</p> <p>Click: TAB</p> |
| Expected Results: | Vendor information is populated into the panel. |

| | |
|--------------------------|--|
| Step 5 | <p>Enter or select the following:</p> <p>Terms: N00 (Due Immediately)</p> <p>Date: Current Date <i>(For more explanation see Business Process AP007)</i></p> <p>Invoice: CM56785-XX Replace XX with the number assigned to you by your Instructor</p> <p>Gross Amount: -50.00</p> <p>Related Voucher ID: AP435XXX Replace XXX with the number assigned to you by your Instructor</p> |
| Expected Results: | Correct data entry |

Exercise 5 (continued)

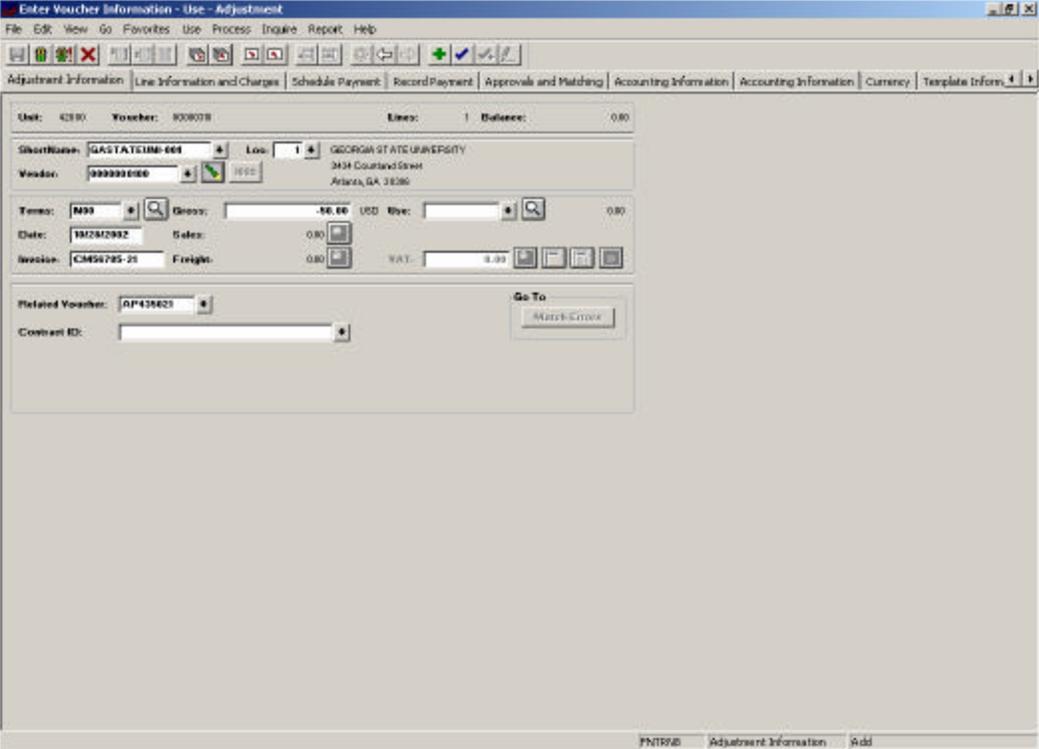
| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Amount: -50.00 Description: Credit Memo</p> <p>Distribution Line 1: Amount: -50.00 Account 627003 Fund: A1 Organization Code: 4204200193 Program Code: 01 Sub-class: 301 BY: Current Budget Year Project: 20208</p> |
| Expected Results: | Correct data entry |

Exercise 5 (continued)

| | |
|--------------------------|--|
| Step 7 | <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Select the following: Accounting Template tab “<u>Due to</u>”</p> <p>Click:  tab to verify defaults.</p> |
| Expected Results: | Verification of default values. |
| Step 8 | Click:  to save |
| Expected Results: | The new information is saved. |

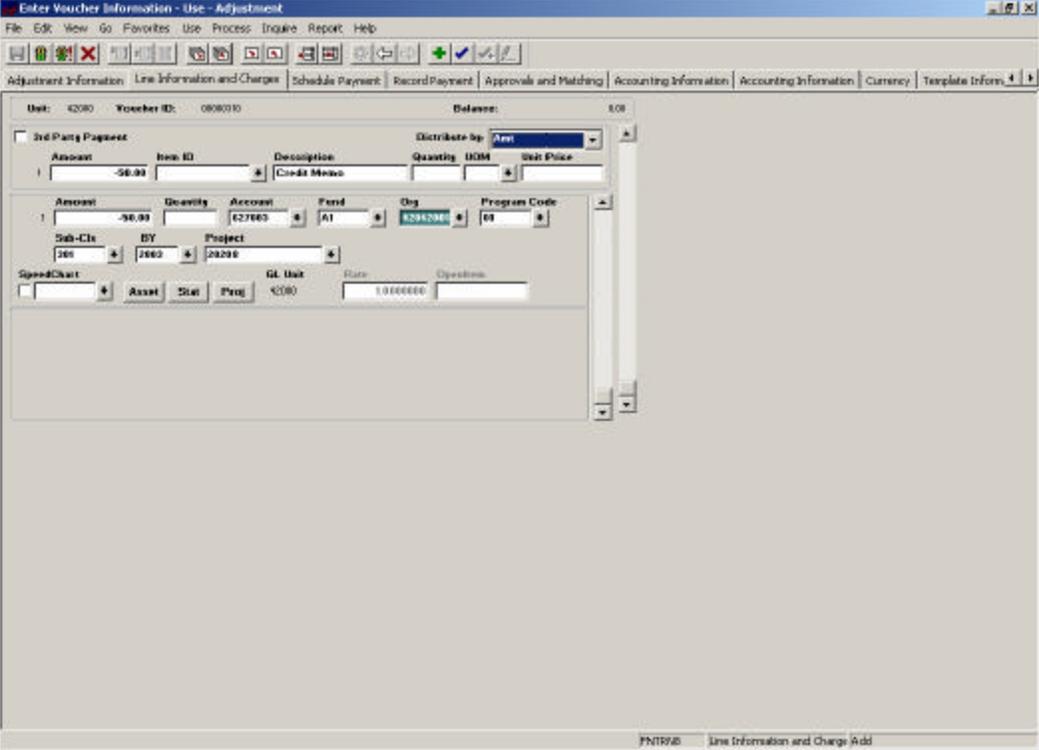
Exercise 5 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 9 | <p>Compare Adjustment Information panel to the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |

| | |
|--------------------------|---|
| Step 10 | Click: Line Information and Charges |
| Expected Results: | Line Information and Charges PANEL IS DISPLAYED. |

Exercise 5 (continued)

| | |
|---------------------------------|---|
| <p>Check Results</p> | |
| <p>Step 11</p> | <p>Compare Line Information and Charges panel to the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

Exercise 6 - Create a Third Party Voucher

Scenario: You have received an invoice from *Delta Airlines* for a ticket for one of your consultants. Enter this invoice as a third party payment and capture the information for the per diem report.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |
| Step 2 | Select: Use → Voucher → Invoice Header Information → Add |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following search criteria: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | A list box displays. |
| Step 4 | Enter or select the following: Shortname: DELTA (Shift F4 or Double-click) Double-click: DELTA AIRLINES Click: TAB |
| Expected Results: | Correct data entry |

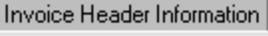
Exercise 6 (continued)

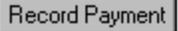
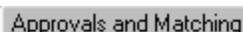
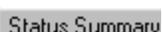
| | |
|---------------------------------|--|
| <p>Step 5</p> | <p>Enter or select the following:</p> <p>Terms: N00 (Due Immediately)</p> <p>Date: Current Date <i>(For more explanation see Business Process AP007)</i></p> <p>Invoice number: 4738-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross amount: 560.00</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|----------------------|---|
| <p>Step 6</p> | <p>Click: Line Information and Charges</p> <p>Click: 3rd Party Payment box</p> <p>Recipient: Vendor ID: 0000000077 (Start, Mary)</p> <p>Double-click: Vendor ID: 0000000077</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Description: Airline ticket for consultant</p> <p>Distribution Line 1: Account 651003 Fund: A1 Organization Code: 4201100270 Program Code: 01 Sub-class: 301 BY: Current Budget Year Project: 20105</p> |
|----------------------|---|

| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Click: 3rd Party Payment box</p> <p>Recipient: Vendor ID: 0000000077 (Start, Mary)</p> <p>Double-click: Vendor ID: 0000000077</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Description: Airline ticket for consultant</p> <p>Distribution Line 1: Account 651003 Fund: A1 Organization Code: 4201100270 Program Code: 01 Sub-class: 301 BY: Current Budget Year Project: 20105</p> |
| Expected Results: | Correct data entry |

Exercise 6 (continued)

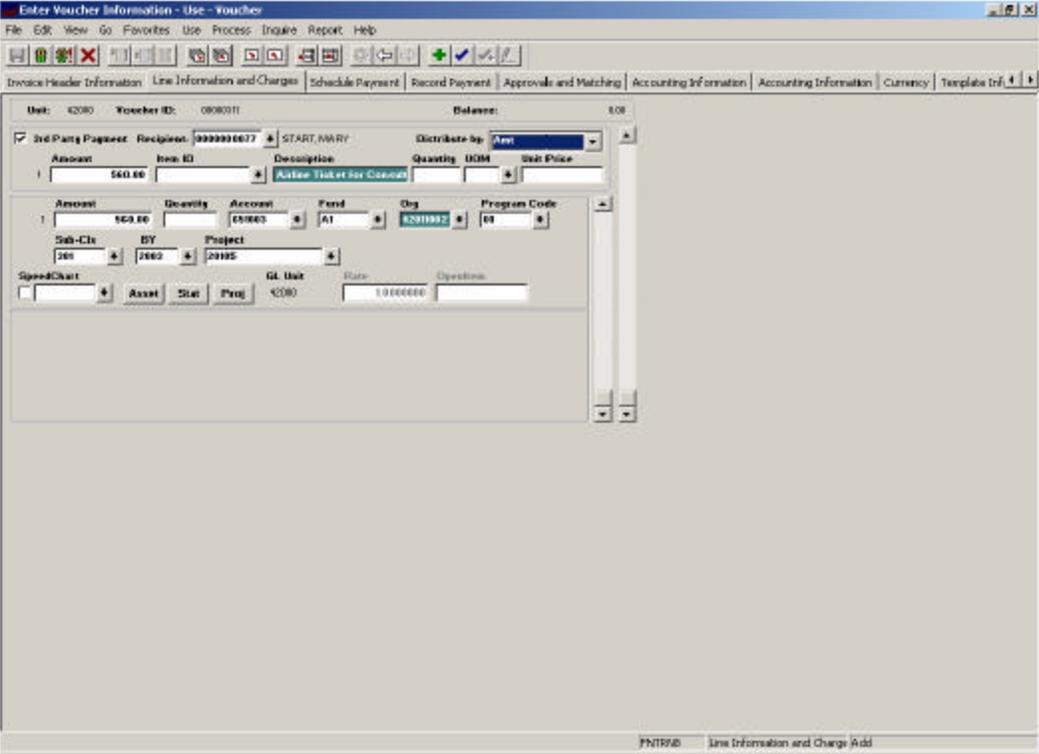
| | |
|--------------------------|---|
| Step 7 | Click:  |
| Expected Results: | The  panel displays. |

| | |
|--------------------------|--|
| Step 8 | Click:  tab to verify defaults. |
| | Click:  tab to verify defaults. |
| | Click:  tab to verify defaults. |
| | Click:  tab to verify defaults. |
| | Click:  tab to verify defaults. |
| Expected Results: | Verification of default values. |

| | |
|--------------------------|--|
| Step 9 | Click:  to save |
| Expected Results: | The voucher is now ready for payment. |

| | |
|--------------------------|---|
| Step 10 | Click:  |
| Expected Results: | The  panel displays. |

Exercise 6 (continued)

| | |
|---------------------------------|---|
| <p>Check Results</p> | |
| <p>Step 11</p> | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

D. Summary and Review

| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

14. Create an express voucher
15. Create a voucher template
16. Create a voucher using a voucher template
17. Create a purchasing card voucher
18. Create a third party payment voucher
19. Create an adjustment voucher

Discuss the following questions:

1. When will you use an express voucher?
2. What types of payments would your agency use template vouchers for?
3. When do you enter a negative amount?



Phoenix End-User Training

SECTION 6:

BUDGET EXCEPTIONS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003

SECTION CONTENTS



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A. Introduction

Budget Exceptions



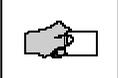
Welcome to the Budget Exceptions module! This module contains the tools needed to learn all the concepts and procedures involved in budget exceptions.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the Budget Exceptions section of the online Library.

Participant Objectives At the end of this module you will be able to:

1. Identify budget checking exceptions
2. Identify the appropriate action to take to resolve budget checking exceptions
3. Navigate through the online Library to locate all other Managing Vouchers procedures

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

AP025 – Budget Checking

C. Exercises

Exercise 1 – Review Online Budget Exception Inquiry

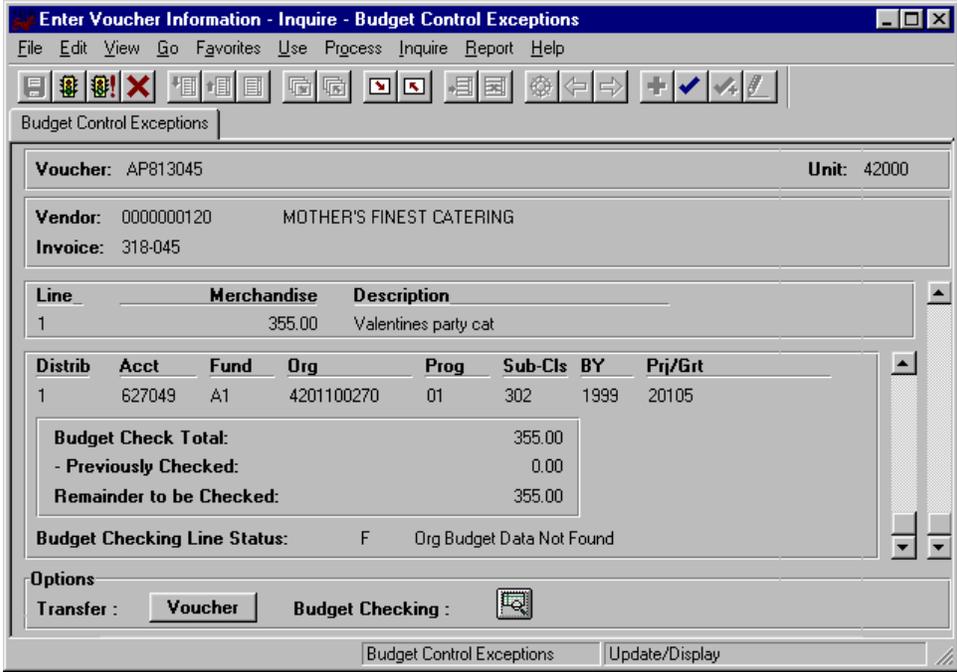
Scenario: You have not received the printed copy of the *Budget Exception Report*. Check the online Budget Exceptions detail.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|---|
| Step 2 | Select: Inquire → Budget Control Exceptions |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: AP813045 Click: OK |
| Expected Results: | The <input type="text" value="Budget Control Exceptions"/> panel displays. |

Exercise 1 (continued)

| | |
|--------------------------|--|
| Check Results | |
| Step 4 | <p>Compare Budget Control Exceptions panel with the panel shown below:</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Note: The voucher ID may differ</p> |
| Expected Results: | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

Exercise 2 – Budget Checking Codes

| Budget Checking Line Status | Description | Cause and Resolution |
|-----------------------------|---------------------|---|
| N | Not Budget Checked | <p>Three situations may have caused this:</p> <p>The Budget Checking has not been run yet for this document. Or, the monetary amount has been changed, and the document requires budget checking an additional time for the increased or decreased amount. The BCM was run through the process scheduler. However, the control parameters caused the system to not select this document for budget check processing. Create a new budget checking request for this document and run the process again.</p> <p>The BCM detected a setup or data error from which it could not recover. Review the PeopleSoft Background Process Message Log (Process Journals, Inquire, Background Process) to determine the cause of the error. Correct the error using the information displayed in the Message Log (click the flashlight icon for more detailed information) and run the Budget Checking process again.</p> |
| V | Valid Budget Check | <p>All the lines passed budget checking</p> <p>Notice that the Budget Checking Line Status for each distribution line is also "V-Valid Budget Check" to signify that each line has successfully passed budget checking. Recall that when a document "passes" budget checking, it has met all of the budgetary control edits and the system has reduced or increased the available spending authority in the appropriate budget ledgers.</p> |
| E | Budget Check Errors | <p>One or more lines failed budget checking. You should review each line and use resolution information in the error table below to correct the cause of each line in error. After you have corrected the cause of each budget checking line error, run the BCM to budget check the document again. Continue in this process until you have corrected all the errors in your document and the Budget Checking Header Status is "V-Valid Budget Check."</p> |

| Budget Checking Line Status | Description | Cause and Resolution |
|------------------------------------|---------------------------------|--|
| A | Invalid Acct-System Maintained | <p>The transaction line contains an account that was designed as “System Maintained” on the Account Definition panel.</p> <p>Therefore you need to use a subaccount e.g. 510001 and not an account code eg. 510000. Account codes always end with “0” and is used only for entering budgeted information. SubAccounts always end with a digit other than “0” e.g. 1,2, 3 etc., they are used for transactions other than budgeted information.</p> |
| A2 | Account Number not found | <p>The transaction line is missing a value for the Account ChartField, or the account type for the ChartField is not valid.</p> <p>Enter a valid Account ChartField on the transaction line.</p> |
| B | Acct Type Requires Budget Yr | <p>The account on the transaction line is designated as requiring budgetary control and therefore requires that a budget year be entered on the transaction line.</p> <p>Enter a budget year on the transaction line.</p> |
| B2 | Budget Translation CF Required | <p>Whatever ChartField you specified as the Key Location for Budget Translation on the Budgetary Control Parameters panel must be present in the transaction line.</p> <p>Enter a value for this ChartField and run budget checking again.</p> |
| B3 | Chartfield Translation Error | <p>The BCM could not translate one or more ChartFields on the distribution line to a valid budget distribution. The ChartField and tree name that caused the error will be in the Message Log for this Process Instance.</p> |
| B4 | Budget Period Translation Error | <p>The BCM could not translate the actuals Budget period using the Budget Period control information. The Tree Name, tree Level, and Tree Node that caused the error will be in the Message Log for this Process Instance.</p> |
| B5 | Require Fund Code Chartfield | <p>Fund is a required field on the distribution line. Enter a value for Fund and run budget checking again.</p> |
| C | Invalid Acct Budg Control Type | <p>The BCM does not permit the account’s Budget Control type on this transaction. Choose a different account or change the account’s budget control type designation.</p> |
| Budget Checking Line | Description | Cause and Resolution |

| Status | | |
|---------------|--------------------------------|---|
| C2 | Rev Cntrl Acct Not Permitted | The BCM does not permit Accounts designated for Revenue Control on Purchase Orders, Requisitions, or Inventory shipments. Either change the account on the transaction line, or change the account's budget control type designation. |
| D | Appropriation Data Not Found | <p>The fund on the transaction line is designated as requiring appropriation control; however, the system could not find the associated appropriation budget for this transaction.</p> <p>Verify your budget key translations for your Appropriation/Allotment Budget Type.</p> <p>Make sure you have a budget key translation for each chart fields where there is a difference between actual and budget transactions. For example the budget for Motor Vehicle Expense is entered to account 612000 and the transaction you are entering is going to be entered to account 612009. Consequently, you need a budget key translation to translate your transaction from account 612009 to the budget at account 612000.</p> <p>Make sure the Tree Level in your budget key translation is the level at which your budget is at. For example the appropriation budget for the Account chartfield is at the BD ACCTTYP level on your BCM_ACCOUNT tree.</p> <p>Make sure the fund code you are entering on your transaction is a controlled fund. See BD009 to BD011 Establishing budgetary controls.</p> <p>Also, make sure BCM trees exist for each of the relevant chartfield values you are entering on your transaction. Relevant chartfields are those that need translation. See BD013 Budget key translations</p> |
| D2 | Appropriation Ledger Not Found | See resolution for error "D" above. |

| Budget Checking Line Status | Description | Cause and Resolution |
|------------------------------------|-----------------------------|---|
| E | BUDGET CHECK ERRORS | One or more lines failed budget checking. You should review each line and use resolution information in the error table below to correct the cause of each line in error. After you have corrected the cause of each budget checking line error, run the BCM to budget check the document again. Continue in this process until you have corrected all the errors in your document and the Budget Checking Header Status is "V-Valid Budget Check." |
| E2 | Allotment Data Not Found | The ChartField values on the transaction translate to an appropriation that requires allotment control; however, the system could not find an allotment. Verify that you have an allotment budget for the chartfield combination you are entering. First find the appropriation budget (Analyze Controlled Budgets panels) for the chartfield combination then inquiry as to the existence of a related allotment budget (Analyze Controlled Budgets panels). |
| F | Org Budget Data Not Found | The fund on the transaction line is designated as requiring organization (expense) budget control; however, the system could not find an organization (expense) budget in the organization budget table. Verify your budget key translations for your Organization Budget Type. See resolution for error "D", above. |
| F2 | Org Budget Ledger Not Found | See resolution for error "F" above. |
| G | Revenue Est Data Not Found | The budget year and fund combination on the transaction line designates that the transaction is under revenue estimate control; however, the system could not find a revenue estimate budget in the revenue estimate table. Verify your budget key translations for your Revenue Estimate Budget Type. See resolution for error "D", above. |
| G2 | Revenue Est Data Not Found | See resolution for error "G" above. |

| Budget Checking Line Status | Description | Cause and Resolution |
|------------------------------------|----------------------------------|--|
| H | Project/Grant Data Not Found | <p>The Project/Grant ChartField value on the transaction line designates that this project requires project/grant budget control; however, the system could not find a matching project/grant budget in the project/grant budget table.</p> <p>Verify your budget key translations for your Project/Grant Budget Type. See resolution for error “D”, above.</p> |
| H2 | Project/Grant Ledger Not Found | See resolution for error “H” above. |
| I | Insufficient Appropriation | <p>The remaining spending authority for the appropriation budget was not sufficient to cover this transaction. Either change the ChartField values to point to a different budget, enter a new budget journal to increase spending authority (Prepare Controlled Budgets panels BD0015), or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. Not everyone has system capability to mark journals for override.</p> |
| I2 | Appropriation is Frozen | <p>The ChartFields on the transaction line translate to an appropriation budget that is frozen. Either change the ChartField values to point to a different budget, or enter a new budget journal to unfreeze this budget (Prepare Controlled Budgets panels).</p> |
| K | Insufficient Organization Budget | <p>The remaining spending authority was not sufficient to cover this transaction. This error should only occur if your organization budget is set to “control” and not “track”.</p> <p>Either change the ChartField values to point to a different budget, enter a new budget journal to increase spending authority (Prepare Controlled Budgets panels), or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. Not everyone</p> |

| | | has system capability to mark journals for override. |
|------------------------------------|--------------------------------|---|
| Budget Checking Line Status | Description | Cause and Resolution |
| K2 | Organization Budget is Frozen | The ChartFields on the transaction line translate to an organization (expense) budget that is frozen. Either change the ChartField values to point to a different budget, or enter a new budget journal to unfreeze this budget (Prepare Controlled Budgets panels). |
| K3 | Insufficient Revenue Estimate | The remaining amount for the revenue estimate budget was not sufficient to cover this transaction (the transaction amount exceeded the existing revenue estimate). NOTE: This error should not occur because revenue budgets should be set to “track”. Either change the ChartField values to point to a different budget, enter a new budget journal to increase spending authority (Prepare Controlled Budgets panels), or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. |
| K4 | Revenue Estimate is Frozen | The ChartFields on the transaction line translate to a revenue estimate budget that is frozen. Either change the ChartField values to point to a different budget, or enter a new budget journal to unfreeze this budget (Prepare Controlled Budgets panels). |
| K6 | Invalid Budget Adjust Type | There is a mismatch between the Budget Adjust Type on your GL Journal and the Amount Type on each Journal Line. For Budget Adjust type of pre-encumbrance or Encumbrance, the amount type you use on each journal line must also be either Pre-encumbrance or Encumbrance. For Budget Adjust type of Revenue, the amount type on each Journal Line must be either Recognized or Collected. Open the Journal and fix the Amount Types. |
| K7 | Spending Authority Over Budget | The remaining spending authority is higher then the original budget and the Allow incr Spending Authority |

| | | option defined in General Ledger Business Unit is not turned on. Either turn this setting on or delete the journal. |
|--------------------------------|-----------------------------------|---|
| BUDGET CHECKING LINE STATUS | DESCRIPTION | CAUSE AND RESOLUTION |
| L | Insufficient Proj/Grant Bud | The remaining spending authority for the Project/Grant budget is not sufficient to cover this transaction. Either change the ChartField values to point to a different budget, enter a new budget journal to increase spending authority (Prepare Controlled Budgets panels), or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. |
| L2 | Project/Grant Budget is Frozen | The ChartFields on the transaction line translate to a Project/Grant budget that is frozen. Either change the ChartField values to point to a different budget, or enter a new budget journal to unfreeze this budget (Prepare Controlled Budgets panels). |
| M | Ref Requisition Not Found | You attempted to budget check a purchase order that referenced a requisition that was canceled or sourced. Review the requisition to make sure it is open and not sourced. |
| N | Not Budget Checked | The transaction line either (1) has never been previously budget checked, (2) is in a group of transactions where one or more other lines failed but this line would have passed budget checking; or (3) the budget check process ran and detected a severe error and did not update the status on any line. |
| O | Ref Purchase Order Not Found | You attempted to budget check a voucher that referenced a purchase order that might have been canceled or closed. Review the purchase order to make sure it is open. |
| Q | Requisition Over liquidated | This Purchase Order distribution line is over the Requisition distribution line pre-encumbrance amount. The Purchase Order amount exceeded the pre-encumbrance amount plus the tolerance. Re-enter an amount within the appropriate limits or adjust review your tolerance. Tolerances can be found |

| | | |
|------------------------------------|--------------------------------|--|
| | | the location where funds are created (Start, Define Business Rules, Design ChartFields, Fund). |
| Budget Checking Line Status | Description | Cause and Resolution |
| R | Purchase Order Over Liquidated | This Voucher distribution line is over the Purchase Order distribution line encumbrance amount. The Voucher amount exceeded the encumbrance amount plus the tolerance.Re-enter an amount within the appropriate limits or adjust review your tolerance. Tolerances can be found the location where funds are created (Start, Define Business Rules, Design ChartFields, Fund). |
| S | Project/Grant is Required | The ChartFields on this transaction point to an organization (expense) budget that requires a value to be entered for the Project/Grant ChartField. Enter a value for the Project/Grant ChartField. |
| T | Project/Grant Data Not Found | No data was found in the PROJECT table for this Project/Grant. Correct the Project/Grant on your distribution line or establish this Project/grant on the design ChartFields panel. |
| U | Insufficient Funding Source | The Project/Grant ChartField value on the transaction line is designated as requiring funding source control; however, the sum of the funding sources is not enough to cover the transaction amount. Either increase the funding source amount for the project or change the ChartField values on the transaction line. |
| V | Valid Budget Check | All the lines passed budget checking |
| W | Invalid Fiscal Year Trans | The current system date does not fall in between the start and end dates for this transaction type on the Fiscal Year Transaction Type panel. Change the start and/or end dates for this transaction type. |
| X | Invalid Appropriation Date | The current system date does not fall in between the start and end dates for this transaction type on the Fiscal Year Transaction Type panel. |

| | | |
|------------------------------------|----------------------------------|--|
| X2 | Outside Allotment Budget Date | One of the following: transaction date on the distribution line is earlier than the allotment budgets' begin date begin date of the budget period of the distribution line is later than the allotment budgets' end date end date of the budget period of the distribution line is earlier than the allotment budgets' begin date. Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget. |
| Budget Checking Line Status | Description | Cause and Resolution |
| X3 | Outside Organization Budget date | One of the following: transaction date on the distribution line is earlier than the organization budgets' begin date begin date of the budget period of the distribution line is later than the organization budgets' end date end date of the budget period of the distribution line is earlier than the organization budgets' begin date. Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget. |
| X5 | Outside Proj/Grant Budget Date | One of the following: a) transaction date on the distribution line is earlier than the organization budgets' begin date begin date of the budget period of the distribution line is later than the project/grant budgets' end date end date of the budget period of the distribution line is earlier than the project/grant budgets' begin date. Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget. |
| Y | Invalid Project/Grant Date | The transaction date (usually the document's accounting date) does not fall within the Project/Grant budget begin and end dates. |
| ZA | Ref Item Dist Not Found | The Accounts Receivable transaction referenced an item that the system could not find in the ITEM_DST table. |

D. Summary and Review

| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

3. Identify budget checking exceptions
4. Identify the appropriate action to take to resolve budget check exceptions
5. Navigate through the online Library to locate all other Managing Vouchers procedures

Discuss the following questions:

20. How do you identify budget-checking exceptions?
21. What is the appropriate action to take to resolve budget-checking exceptions?



Phoenix End-User Training

SECTION 7:

PROCESSING PAYMENTS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003

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A. Introduction

Processing Payments



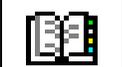
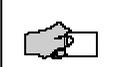
Welcome to the Processing Payments module! This module contains the tools needed to learn all the concepts and procedures involved in processing payments

Goal To acquire the knowledge necessary to perform all the procedures identified in the Processing Payments section of the online Library.

Participant Objectives At the end of this module you will be able to:

1. Request a pay cycle
2. Create system-generated checks
3. Create manual checks
4. Create express checks
5. Create wire payments
6. Create electronic payments
7. Create general funds transfers
8. Cancel a payment
9. Navigate through the online Library to locate all other Processing Payments procedures

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

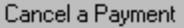
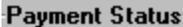
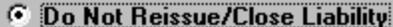
Relevant Business Processes:

- 22. AP-018 – System Generated Checks
- 23. AP-019 – Manual Checks
- 24. AP-020 – Express Checks
- 25. AP-021 – Wire Payments
- 26. AP-023 – General Fund Transfers
- 27. AP-024 – Payment Cancellation
- 28. AP-063 – Pay Cycles
- 29. AP-064 – Monthly Run Control

C. Exercises

Exercise 1 - Cancel a Payment

Scenario: You have received a request to void a payment. This check was for \$300. It has never been cashed. Your goal is to cancel the payment in Phoenix.

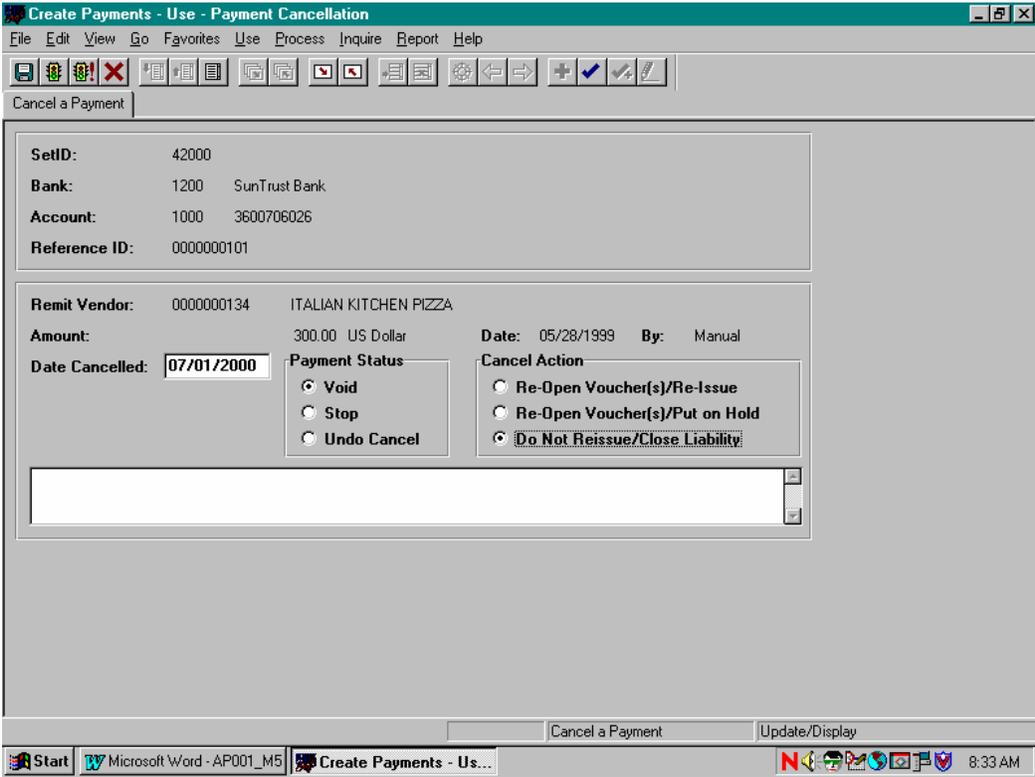
| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Create Payments |
| Expected Results: | The Create Payments window displays. |
| Step 2 | Select: Use → Payment Cancellation |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or Select: Bank Set ID: 42000 Bank Code: 1200 Bank Account: 1000 Payment Reference: 00000001XX Replace XX with the number assigned to you by your Instructor. Click: OK Double click: 00000001XX |
| Expected Results: | The  panel displays. |
| Step 4 | Enter or select the following: Date Cancelled: Confirm the date that payment is being cancelled.  Payment Status: Verify  <u>Cancel Action</u> Click:  |
| Expected Results: | Correct data entry |

Exercise 1 (continued)

| | |
|--------------------------|--|
| Step 5 | Click:  to save data |
| Expected Results: | The new information is saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

Step 6 Compare **Cancel a Payment** panel to the panel shown below:



**Note: The reference ID number may differ.
The Date Cancelled may differ.**

| | |
|--------------------------|--|
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |
|--------------------------|--|

Exercise completed.

Exercise 2 - Request a Pay Cycle

Scenario: It is time to pay all invoices recorded during this pay cycle. Request a pay cycle that will allow you to run system checks during overnight processing.

| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Create Payments |
| Expected Results: | The Create Payments window displays. |
| Step 2 | Select: Use → Payment Selection Criteria → Date Criteria |
| Expected Results: | A dialog box displays. |
| Step 3 | <p>Select the following:</p> <p>Click on the down-arrow and select Pay Cycle B01420</p> <p>Double-click: B01420</p> <p>Click: OK</p> |
| Expected Results: | THE  PANEL DISPLAYS. |

Exercise 2 (continued)

| | |
|--------------------------|---|
| Step 4 | <p>Enter or select the following: Change the dates by clicking the arrows located at the top left of the screen.</p> <p>Pay Through Date: Will be provided by Instructor *Payment Date: Will be provided by Instructor <i>*Note: <u>Date on check</u></i></p> <p>Discount Alert Dates: Must match dates above Payment Accounting Date: Must match dates above</p> <p>In the Batch Processing Option frame:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Batch Processing Option</p> <p><input checked="" type="checkbox"/> Process Pay Cycle</p> </div> <p>Verify that the Process Pay Cycle box is checked</p> |
| Expected Results: | Correct data entry |

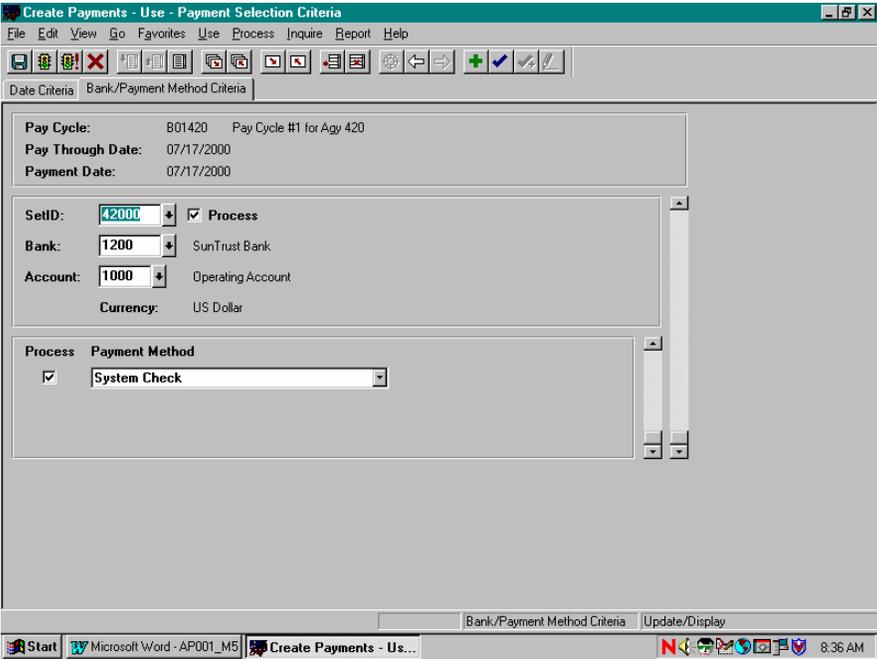
| | |
|-----------------|--|
| Step 5 | <p>Click: Bank/Payment Method Criteria</p> <p>Enter or select the following:</p> <p>SetID: 42000</p> <p>Click the Process check box <u>on</u></p> <p>Bank: 1200 Account: 1000</p> <ul style="list-style-type: none"> • Verify that the Process checkbox is selected for the bank and account you wish to generate payment for. • Verify that the payment method is System Check. • Verify that the process checkbox next to the Payment Method field is checked. |
| Expected | Correct data entry |

| | |
|-----------------|---|
| Step 5 | <p>Click: Bank/Payment Method Criteria</p> <p>Enter or select the following:</p> <p>SetID: 42000</p> <p>Click the Process check box on</p> <p>Bank: 1200 Account: 1000</p> <ul style="list-style-type: none">• Verify that the Process checkbox is selected for the bank and account you wish to generate payment for.• Verify that the payment method is System Check.• Verify that the process checkbox next to the Payment Method field is checked. |
| Results: | |

Exercise 2 (continued)

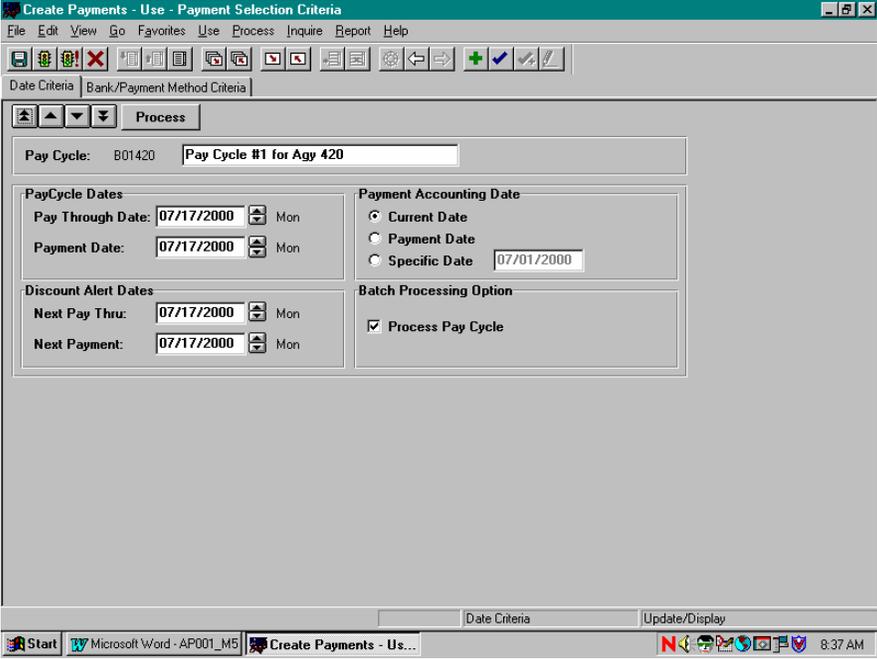
| | |
|--------------------------|--|
| Step 6 | Click:  to save data |
| Expected Results: | The new information is saved. The Pay Cycle is requested and will generate payments during overnight batch processing. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 7 | <p>Compare Bank/Payment Method Criteria panel with the panel shown below:</p>  <p>Note: The Pay Through Date and Payment Date may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |

| | |
|--------------------------|--|
| Step 8 | Click:  |
| Expected Results: | The Date Criteria panel displays. |

Exercise 2 (continued)

| | |
|---------------------------------|---|
| <p>Check Results</p> | |
| <p>Step 9</p> | <p>Compare Date Criteria panel with the panel shown below:</p>  <p>Note: The Pay Through Date and Payment Date may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

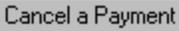
Exercise 3 - Cancel a Payment and Place Voucher On Hold

Scenario: You have been asked to void a check and place the voucher on Hold. Process the cancel payment.

Query: 0AP014_Vouchers_On_Hold

| | |
|-------------------|--|
| Step 1 | Select: Go → Administer Procurement → Create Payments |
| Expected Results: | The Create Payments window displays. |

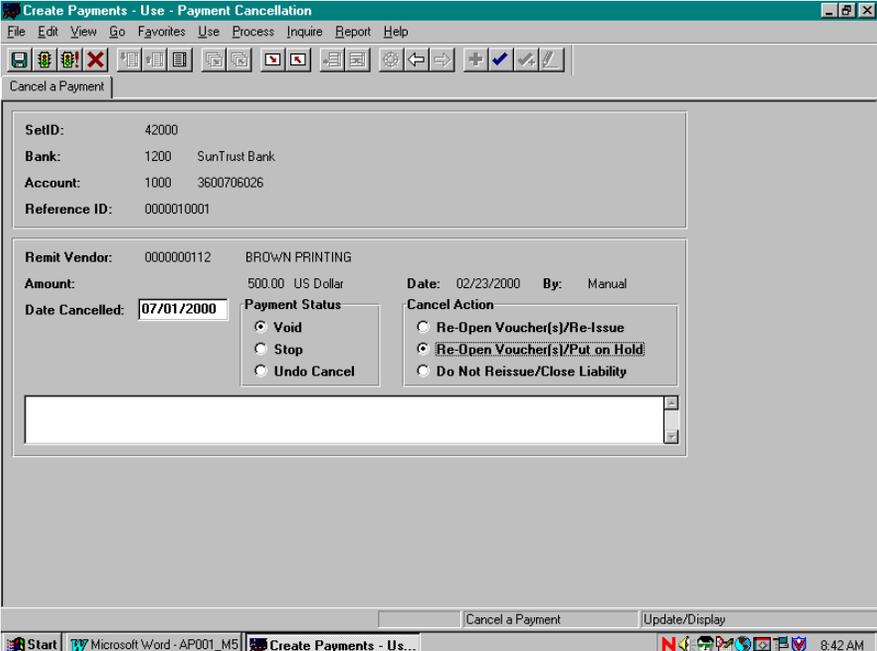
| | |
|-------------------|--|
| Step 2 | Select: Use → Payment Cancellation |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | <p>Enter or Select:</p> <p>Bank Set ID: 42000</p> <p>Bank Code: 1200</p> <p>Bank Account: 1000</p> <p>Payment Reference: 0000010XXX</p> <p style="text-align: center;">Replace XXX with the number assigned to you by</p> <p>your Instructor.</p> <p>Click: OK</p> <p>Double click: 0000010XXX</p> |
| Expected Results: | The  panel displays. |

Exercise 3 (continued)

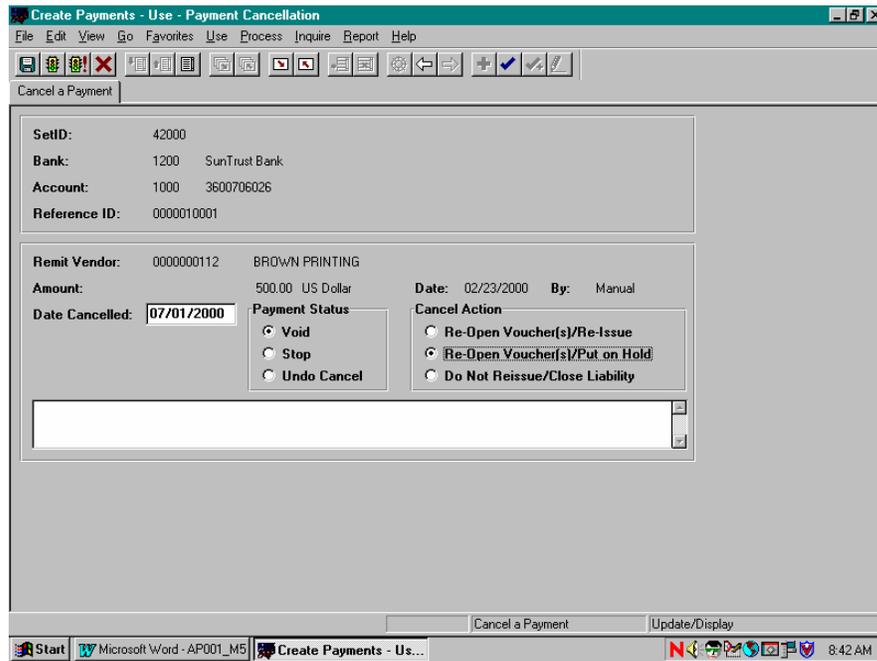
| | |
|--------------------------|---|
| Step 4 | Enter or select the following: Date Cancelled: Confirm the date that payment is being cancelled. Payment Status:  Verify that the payment status is <u>Void</u>. Cancel Action Click:  |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 5 | Click:  to save data |
| Expected Results: | The new information is saved. |

| | |
|--------------------------|---|
| Step 6 | Compare  panel to the panel shown below:  <p style="text-align: center;">Note: The reference ID number may differ. The Date Cancelled may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |

Step 6

Compare **Cancel a Payment** panel to the panel shown below:



**Note: The reference ID number may differ.
The Date Cancelled may differ.**

Exercise completed.

Exercise 4 - Cancel a Payment and Re-Issue

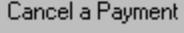
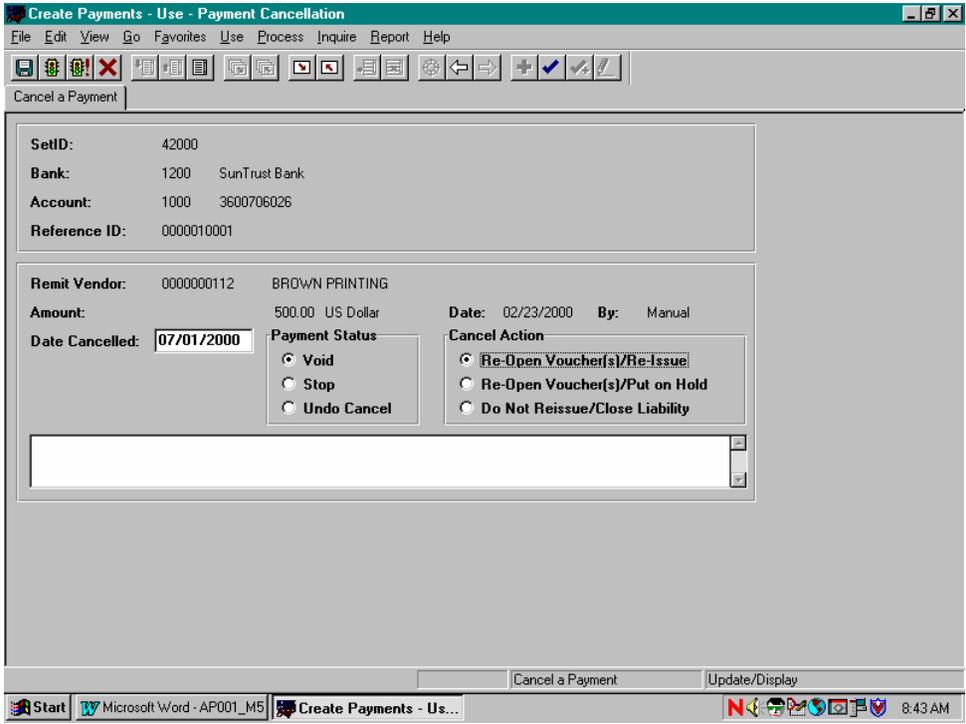
Scenario: You have been asked to void a check that was damaged during the printing process. Process the cancel payment and re-issue the check.

| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Create Payments |
| Expected Results: | The Create Payments window displays. |
| Step 2 | Select: Use → Payment Cancellation |
| Expected Results: | A dialog box displays. |
| Step 3 | <p>Enter or Select:</p> <p>Bank Set ID: 42000</p> <p>Bank Code: 1200</p> <p>Bank Account: 1000</p> <p>Payment Reference: 00000005XX</p> <p style="text-align: center;">Replace XX with the number assigned to you by your Instructor.</p> <p>Click: OK</p> <p>Double click: 00000005XX</p> |
| Expected Results: | The Cancel a Payment panel displays. |

Exercise 4 (continued)

| | |
|--------------------------|---|
| Step 4 | Enter or select the following: Date Cancelled: Confirm the date that payment is being cancelled. Payment Status: Verify <input checked="" type="radio"/> Void <u>Cancel Action</u> Click: <input checked="" type="radio"/> Re-Open Voucher(s)/Re-Issue |
| Expected Results: | Correct data entry |

| | |
|---|---|
| Step 5 Expected Results: | Click:  to save data The new information is saved. |
|---|---|

| | |
|-----------------|--|
| Step 6 | Compare  panel to the panel shown below:  <p style="text-align: center;">Note: The reference ID number may differ. The Date Cancelled may differ.</p> |
| Expected | The panel matches. Congratulations! |

Step 6

Compare **Cancel a Payment** panel to the panel shown below:

**Note: The reference ID number may differ.
The Date Cancelled may differ.**

Results: If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 5 - Creating a Manual Check for an Existing Voucher

Scenario: *Gary Smith* was scheduled for a training class at Education Services. A slot became available today and payment is due at time of registration. The invoice was correctly entered as a standard voucher. A manual check has been written. Your goal is to process this payment in Phoenix.

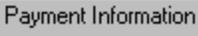
Note: Verify that the voucher has a valid BCM before applying payment.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|---|
| Step 2 | Select: Use → Voucher → Record Payment → Update/Display |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | <p>Enter or select the following:</p> <p>Business Unit: 42000</p> <p>Voucher ID: AP621XXX Replace XXX with the number assigned to you by your Instructor.</p> <p>Click: OK</p> |
| Expected Results: | The <u>Record Payment</u> panel displays. |

Exercise 5 (continued)

| | |
|--------------------------|--|
| Step 4 | <p>Click: </p> <p>Click: </p> <p><u>Payment Details frame:</u> Reference: 621XX Replace XX with the number assigned to you by your Instructor.</p> <p>Click:  to save</p> |
| Expected Results: | The Payment button will ungray. |
| Step 5 | Click:  |
| Expected Results: | The  panel is displayed. |

Exercise 5 (continued)

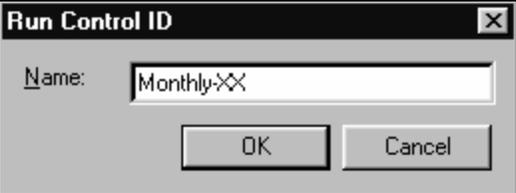
| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 6 | <p>Compare Payment Information panel to the panel shown below:</p> <div style="text-align: center;"> </div> <p>Note: The reference number & dates may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

Exercise 6 - Create Monthly Run Control

Scenario: You have been asked to produce an express check for registration fees to a conference at *Georgia State University* in Atlanta. In order to create an express check, you must enter a monthly run control ID.

| | |
|---|--|
| <p>Step 1</p> <p>Expected Results:</p> | <p>From any panel select: Edit→Preferences→Run Control</p> <p>Edit run control dialog box appears.</p> |
| <p>Step 2</p> <p>Expected Results:</p> | <p>Click: </p> <p>Run control ID dialog box appears.</p> |
| <p>Step 3</p> <p>Expected Results:</p> | <div style="text-align: center;">  </div> <p>Enter: control. as the run</p> <p>Replace XX with the number assigned to you by your Instructor.</p> <p>Click: OK</p> <p>Edit run control dialog box appears.</p> |
| <p>Step 4</p> <p>Expected Results:</p> | <p>Select: Client as the run location.</p> <p>Select: Window as the run output.</p> <p>Click: OK</p> <p>The Edit Run Control dialog box appears again. <i>Monthly</i> should be in the listing of run controls.</p> |

Exercise 6 (continued)

| | |
|---------------------------------|---|
| <p>Check Results</p> | |
| <p>Step 5</p> | <p>Compare Edit Run Controls panel to the panel shown below:</p> <div data-bbox="581 520 1221 1037" data-label="Image"> </div> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |
| <p>Step 6</p> | <p>Click: OK</p> |
| <p>Expected Results:</p> | <p>Monthly run control is now added.</p> |

Exercise completed.

Exercise 7 - Create an Express Check

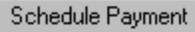
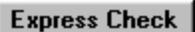
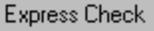
Scenario: You have entered a voucher for *Business Week Review* for a subscription that must be mailed today. Update the voucher to pay an express check for this invoice.

Note: Verify that the voucher has a valid BCM before applying payment.

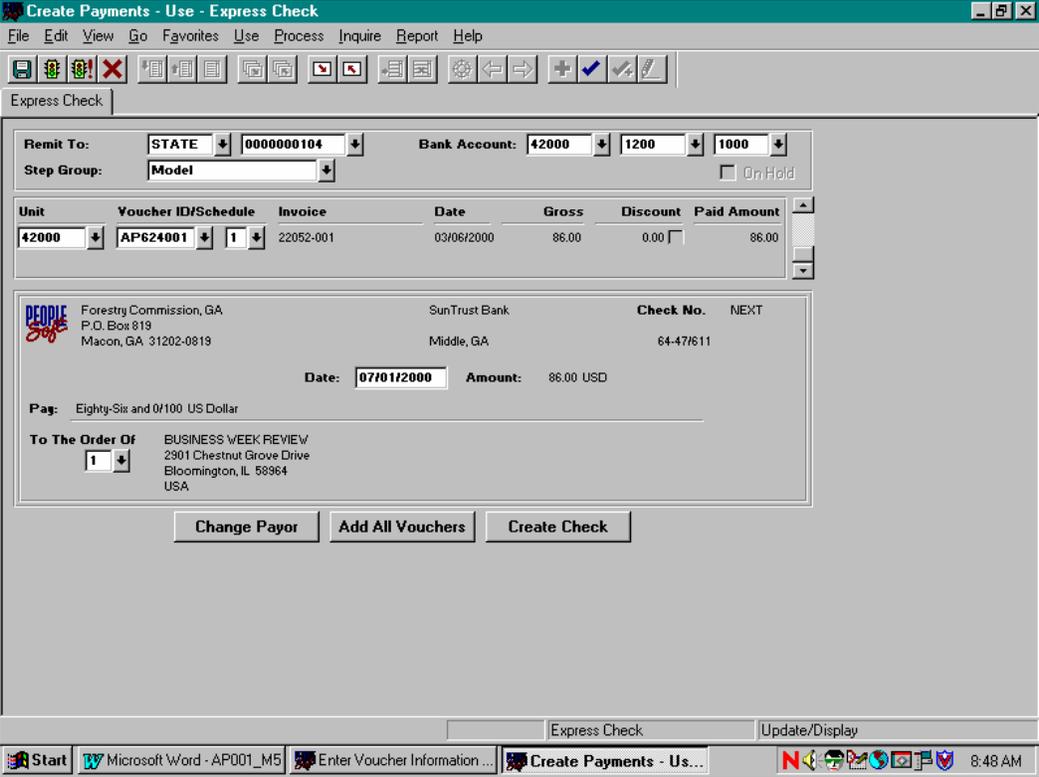
| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information panel displays. |

| | |
|--------------------------|---|
| Step 2 | Select: Use → Voucher → Invoice Header Information → Update/Display |
| Expected Results: | The Update/Display dialog box appears. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: AP624XXX Replace XXX with the number assigned to you by your Instructor. Click: OK |
| Expected Results: |  panel displays. |

| | |
|--------------------------|--|
| Step 4 | Click:  Click:  |
| Expected Results: | The  panel displays. |

Exercise 7 (continued)

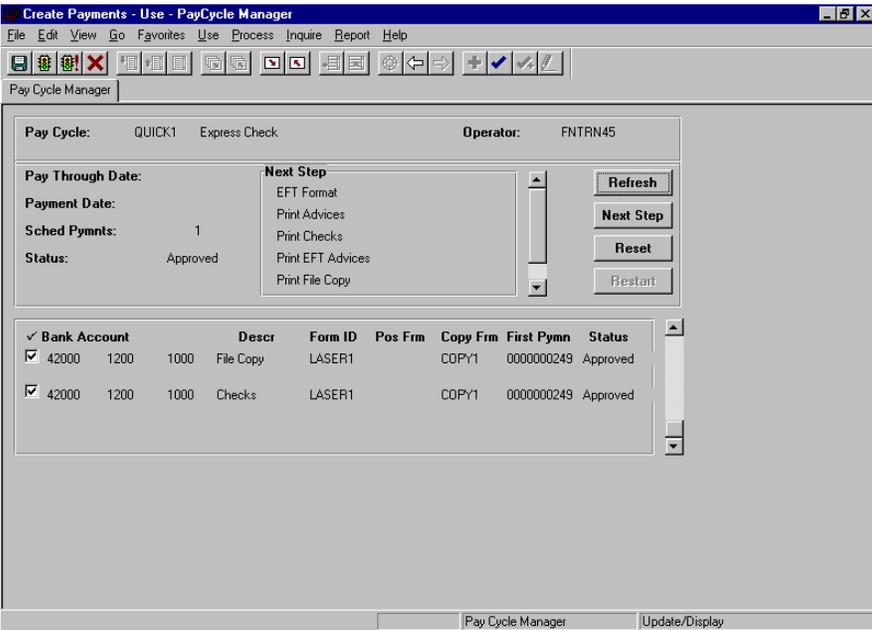
| | |
|---------------------------------|---|
| <p>Step 5</p> | <p>Compare Express Check panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

| | |
|---------------------------------|--|
| <p>Step 6</p> | <p>Verify remit vendor and bank information.</p> <p>Step Group: Model</p> <p><i>Verify BU and voucher number to be paid by express check.</i></p> <p>Click: Create Check</p> |
| <p>Expected Results:</p> | <p>Pay Pay Cycle Manager panel displays.</p> |

| | |
|---------------|---|
| Step 6 | Verify remit vendor and bank information. Step Group: Model <i>Verify BU and voucher number to be paid by express check.</i> Click:  |
|---------------|---|

Exercise 7 (continued)

| | |
|---------------------------------|--|
| <p>Step 7</p> | <p>Verify Pay Cycle: Quick 1 Click: OK</p> |
| <p>Expected Results:</p> | <p>Pay Cycle Manager panel displays.</p> |

| | |
|---------------------------------|---|
| <p>Step 8</p> | <p>Compare Pay Cycle Manager panel to the panel shown below:</p>  |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

| | |
|---------------------------------|--|
| <p>Step 9</p> | <p>Verify that check status is approved.</p> <p>Click: Next Step</p> |
| <p>Expected Results:</p> | <p>The Express Check is created.</p> |

Exercise 7 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 10 | <p>Compare Check copy panel to the panel shown below:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div> <p>Note: Remittance Advice of check is not shown in panel shot. Check will be printed on a local printer.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

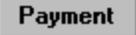
Exercise completed.

Exercise 8 - Create a Wire Payment for an Existing Voucher

Scenario: You have received an invoice from *Ann's Flowers* for flowers for the office. The invoice has already been entered as a voucher. The agency's bank must have wire payments established as a payment method. Create a wire payment.

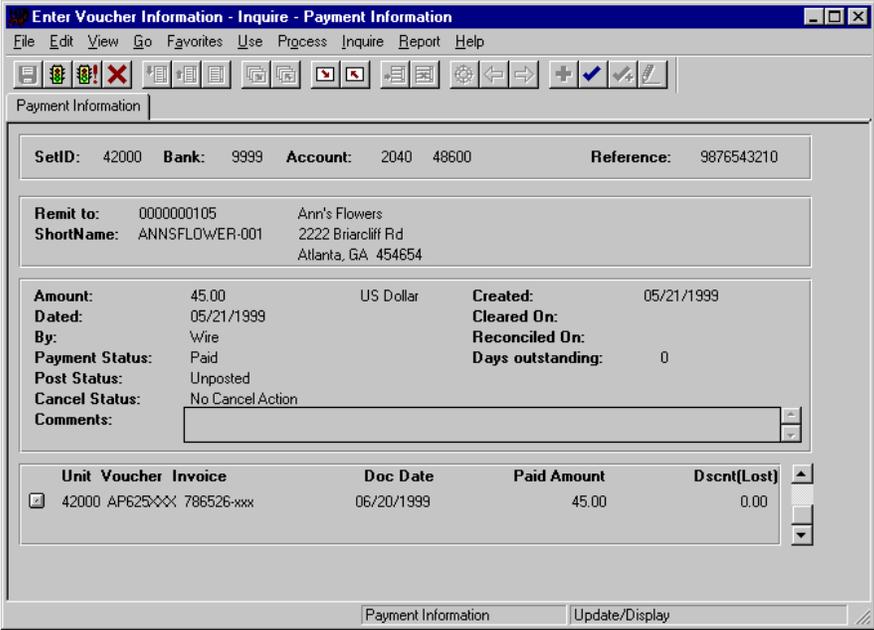
| | |
|---|---|
| <p>Step 1</p> <p>Expected Results:</p> | <p>Select: Go→Administer Procurement→Enter Voucher Information</p> <p>The Voucher Information window displays.</p> |
| <p>Step 2</p> <p>Expected Results:</p> | <p>Select: Use→Voucher→Record Payment→Update/Display</p> <p>A dialog box displays.</p> |
| <p>Step 3</p> <p>Expected Results:</p> | <p>Enter or select the following:</p> <p>Business Unit: 42000</p> <p>Voucher ID: AP625XXX Replace XXX with the number assigned to you by your Instructor.</p> <p>Click: OK</p> <p>The Record Payment panel displays.</p> |

Exercise 8 (continued)

| | |
|--------------------------|--|
| Step 4 | <p>Verify payment details and payee information.</p> <p>Click: </p> <p>Reference: 98765432XX under Payment Details Replace XX with the number assigned to you by your Instructor.</p> <p>Click: </p> <p>Click:  to save.</p> |
| Expected Results: | The Payment button will now ungray. |
| Step 5 | <p>Click: </p> <p>The Payment Information panel appears.</p> <p>Verify that all information on the panel is correct.</p> |
| Expected Results: | Wire payment is recorded in Phoenix only. |

Exercise 8 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 6 | <p>Compare Payment Information panel to the panel shown below:</p>  |
| Expected Results: | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

Exercise 9 - Create a General Funds Transfer for an Existing Voucher

Scenario: You have received an invoice for State taxes. The invoice has already been entered as a voucher. The vendor is set up to receive General Funds Transfer. Create a General Funds Transfer.

Note: Bank: 9999 and Account: 2040 for all General Fund Transfers.

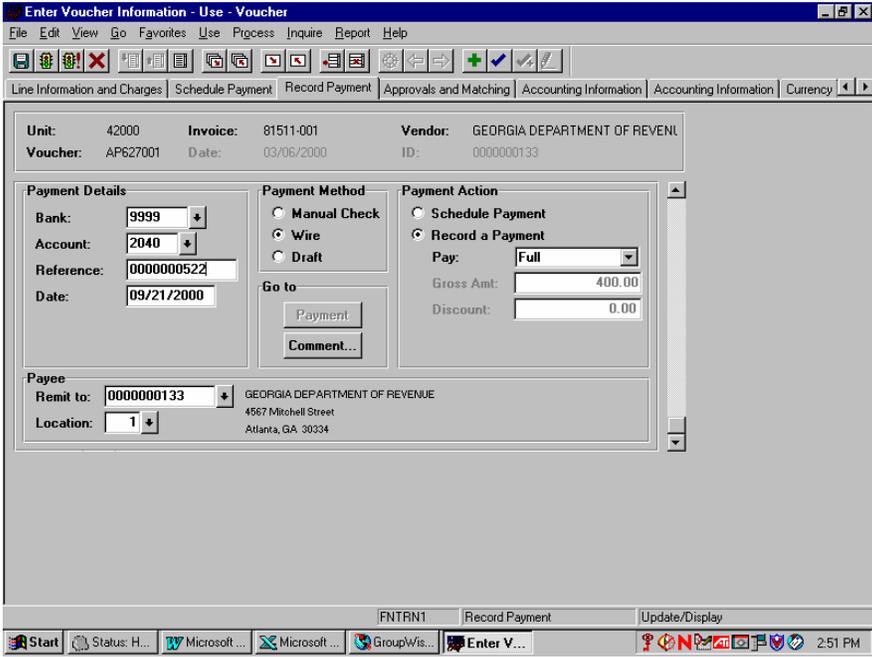
| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | THE VOUCHER INFORMATION WINDOW DISPLAYS. |
| Step 2 | Select: Use → Voucher → Record Payment → Update/Display |
| Expected Results: | A DIALOG BOX DISPLAYS. |
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher Number: AP627XXX Replace XXX with the number assigned to you by your Instructor. Click: OK |
| Expected Results: | The Record Payment panel appears with voucher information loaded. |

Exercise 9 (continued)

| | |
|---------------------------------|--|
| <p>Step 4</p> | <p>Verify payment details and payee information.</p> <p>Bank: 9999 Account: 2040</p> <p>IN THE PAYMENT ACTION FRAME</p> <div data-bbox="618 495 902 604" style="border: 1px solid gray; padding: 5px;"> <p>Payment Action</p> <p><input type="radio"/> Schedule Payment</p> <p><input checked="" type="radio"/> Record a Payment</p> </div> <p>Click:</p> <p>In the Payment Method frame</p> <div data-bbox="618 732 850 846" style="border: 1px solid gray; padding: 5px;"> <p>Payment Method</p> <p><input type="radio"/> Manual Check</p> <p><input checked="" type="radio"/> Wire</p> </div> <p>Click:</p> <p>Enter Reference: 0004XX Replace XX with the number assigned to you by your Instructor.</p> <p>Click:  to save</p> <div data-bbox="537 1150 1273 1425" style="border: 1px solid gray; padding: 10px;"> <p>Panel Processor X</p> <p> Warning -- You have a discontinuity in the check stock that you are using. (7015,49)</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/> </p> </div> <p>Click: OK</p> |
| <p>Expected Results:</p> | <p>The Payment button will now ungray.</p> |

Exercise 9 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 5 | <p>Compare Record Payment panel to the panel shown below:</p>  |
| Expected Results: | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

| | |
|--------------------------|---|
| Step 6 | <p>Click: Payment</p> |
| Expected Results: | <p>The Payment Information panel appears. Wire payment is complete.</p> |

Exercise completed.

Exercise 10 - Applying Multiple Vouchers to One Payment Reference

Scenario: You have been asked to process two vouchers on one payment reference. Access Create Payments and apply the vouchers to one reference number.

| | |
|-------------------|--|
| STEP 1 | Select: Go → Administer Procurement → Create Payments |
| Expected Results: | The Create Payments window displays. |

| | |
|-------------------|--|
| Step 2 | Select: Use → Payment Entry → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|---|
| Step 3 | <p>Enter or select the following:</p> <p>Set ID: STATE</p> <p>Remit Vendor: 0000000149</p> <p>Bank Set ID: 42000</p> <p>Bank Code: 1200</p> <p>Bank Account: 1000</p> <p>Payment Reference: 00000006XX Replace XX with the number assigned to you by your Instructor.</p> <p>Click: OK</p> |
| Expected Results: | The Enter a Payment panel is displayed. |

Exercise 10 (continued)

| | |
|---------------------------------|---|
| <p>Step 4</p> | <p>Enter or select the following:</p> <p>Amount: 1000.00</p> <p>Comments: Manual check</p> <p>Date: Current Date (Defaults) (Can be changed)</p> <p>Payment Method: <input checked="" type="radio"/> Manual Check as payment method.</p> <p>Click: <input type="button" value="Apply"/></p> <div data-bbox="537 659 1273 936" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Panel Processor X</p> <div style="border: 1px solid gray; padding: 5px; display: flex; align-items: center;"> <p style="font-size: small;">Warning -- You have a discontinuity in the check stock that you are using. (7015,49)</p> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/> </div> </div> <p>Click: OK</p> |
| <p>Expected Results:</p> | <p>The Apply Vouchers to a Payment panel is displayed.</p> |
| <p>Step 5</p> | <p>In the Available for Application frame:</p> <p><i>Special Notes:</i> <i>Make sure vouchers are not on <u>Hold</u></i></p> <p>Use Scroll Bar : Select voucher number <u>AP628XXX</u></p> <p>Click: <input type="button" value="Gross"/></p> <p>Use Scroll Bar: Select voucher number <u>AP6281XX</u></p> <p>Click <input type="button" value="Gross"/></p> <p><i>Special Notes:</i> <i>Make sure your “Total Applied” equals your “Payment Amount” and your balance should be <u>0.00</u></i></p> |
| <p>Expected Results:</p> | <p>Voucher has been applied to the payment.</p> |

Exercise 10 (continued)

| | |
|--------------------------|---|
| Step 6 | Click:  to post payment. |
| Expected Results: | Click:  to save Vouchers are applied to the reference number indicated. |

| | |
|--------------------------|---|
| Step 7 | Compare  panel to the panel shown below: |
| Expected Results: | The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor. |

Exercise completed.

D. Summary and Review

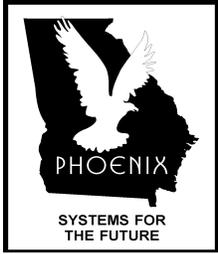
| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Request a pay cycle
2. Create system-generated checks
3. Create manual checks
4. Create express checks
5. Create wire payments
6. Create electronic payments
7. Create general funds transfers
8. Cancel a payment
9. Navigate through the online Library to locate all other processing payments procedures

Discuss the following questions:

1. How do I define the payment cycle?
2. How do the payment date and the payment accounting date differ?
3. What is a pay cycle?
4. Can I keep the system from printing checks that I know our agency does not want to pay, if the process is automatic?



Phoenix End-User Training

SECTION 8:

POSTING VOUCHERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003

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A. Introduction

Posting Vouchers



Welcome to the Posting Vouchers module! This module contains the tools needed to learn all the concepts and procedures involved in posting vouchers.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the Posting Vouchers section of the online Library.

Participant Objectives At the end of this module you will be able to:

3. Verify voucher posting
4. Navigate through the online Library to locate all other Posting Vouchers procedures

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

C. Exercise

Exercise 1 – Verify Voucher Posting

Scenario: You have entered three vouchers that have gone through overnight processing, including budget check. You now want to ensure that the vouchers have posted correctly and the pay dates have been properly assigned.

Query: 0AP042_Vouchers_Not_Posted
0AP043_Payments_Not_Posted

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|---|
| Step 2 | Select: Use → Voucher → Status Summary → Update/Display |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: AP71 Click: OK |
| Expected Results: | The voucher listing displays. |

| | |
|--------------------------|--|
| Step 4 | Highlight voucher: AP71AXXX Click: Select |
| Expected Results: | The Status Summary panel displays. |

Exercise 1 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 5 | <p>Compare Status Summary panel with the panel shown below:</p> |
| Expected Results: | <p>The panel matches (with the exception of the current date, time and instance number). Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

| | |
|--------------------------|--|
| Step 6 | <p>Click:  to view the list of vouchers</p> |
| Expected Results: | <p>The voucher list displays.</p> |

| | |
|--------------------------|---|
| Step 7 | <p>Select voucher:</p> <p>Double-click: AP71BXXX</p> |
| Expected Results: | <p>The Status Summary panel displays.</p> |

| | |
|---------------|--|
| Step 7 | Select voucher: Double-click: AP71BXXX |
|---------------|--|

Exercise 1 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

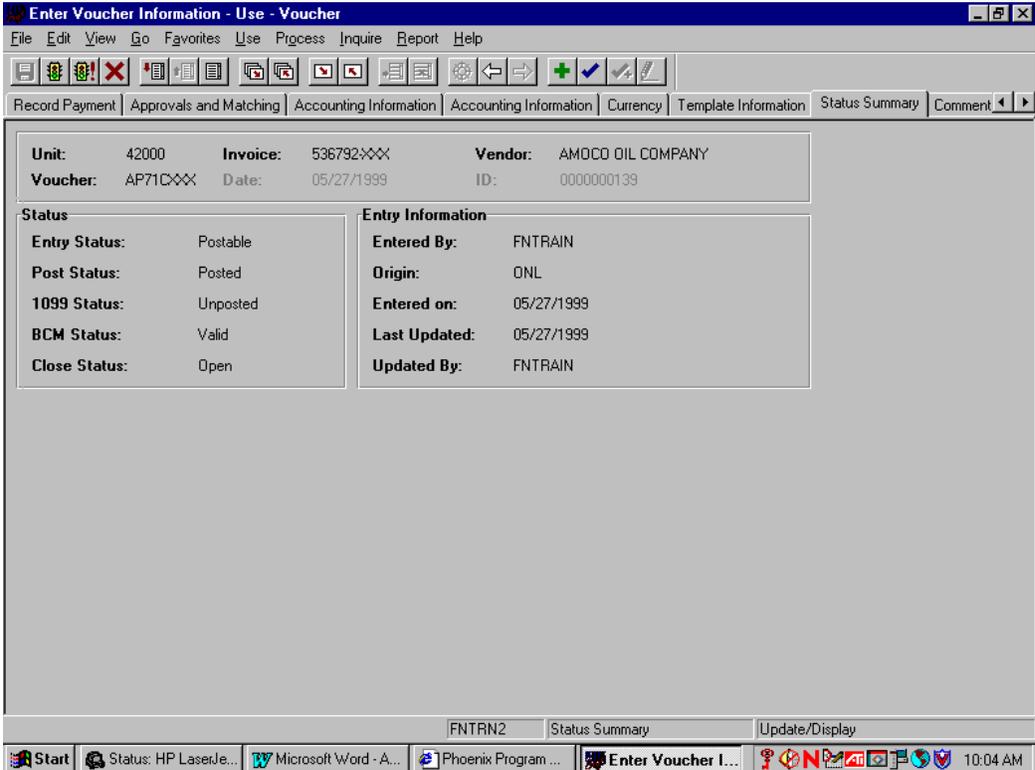
| | |
|--------------------------|---|
| Step 8 | <p>Compare Status Summary panel with the panel shown below:</p> |
| Expected Results: | <p>The panel matches (with the exception of the current date, time and instance number). Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

| | |
|--------------------------|--|
| Step 9 | <p>Click:  to view the list of vouchers</p> |
| Expected Results: | <p>The voucher listing displays.</p> |

| | |
|--------------------------|---|
| Step 10 | <p>Select voucher:</p> <p>Double-click: AP71CXXX</p> |
| Expected Results: | <p>The Status Summary panel displays.</p> |

Exercise 1 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 11 | <p>Compare Status Summary panel with the panel shown below:</p>  |
| Expected Results: | <p>The panel matches (with the exception of the current date, time and instance number). Congratulations!</p> <p>If the elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

D. Summary and Review

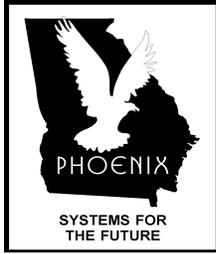
| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Verify voucher posting
2. Navigate through the online Library to locate all Posting Vouchers procedures

Discuss the following questions:

7. What is needed for a voucher to be eligible for posting?
8. What information can I view about posting vouchers within Phoenix?
9. How do you correct an error on an unposted voucher?



Phoenix End-User Training

SECTION 9:

CORRECTING VOUCHERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003

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D. SUMMARY AND REVIEW43

A. Introduction

Correcting Vouchers



Welcome to the Correcting Vouchers module! This module contains the tools needed to learn all the concepts and procedures involved in correcting vouchers.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the Correcting Vouchers section of the online Library.

Participant Objectives

At the end of this module you will be able to:

State the types of voucher corrections that can be made at various stages of voucher processing

Close vouchers

Delete vouchers

Make voucher adjustments

Navigate through the online Library to locate all other Correcting Vouchers procedures

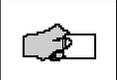
Know the types of voucher corrections that can be made at various stages of voucher processing

Close vouchers

Make voucher adjustments

Cancel payments

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

AP-017 – Voucher Corrections

C. Exercises

Exercise 1 – Correcting Vouchers Immediately After Initial Entry

Scenario: A regular voucher has been entered and a correction is required on the day of entry. The amount should have been \$1.10 on distribution 2 and the account field should have been 614001. The gross amount of the voucher should be \$4.10. Make this correction.

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|--|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Update/Display |
| Expected Results: | A dialog box displays. |

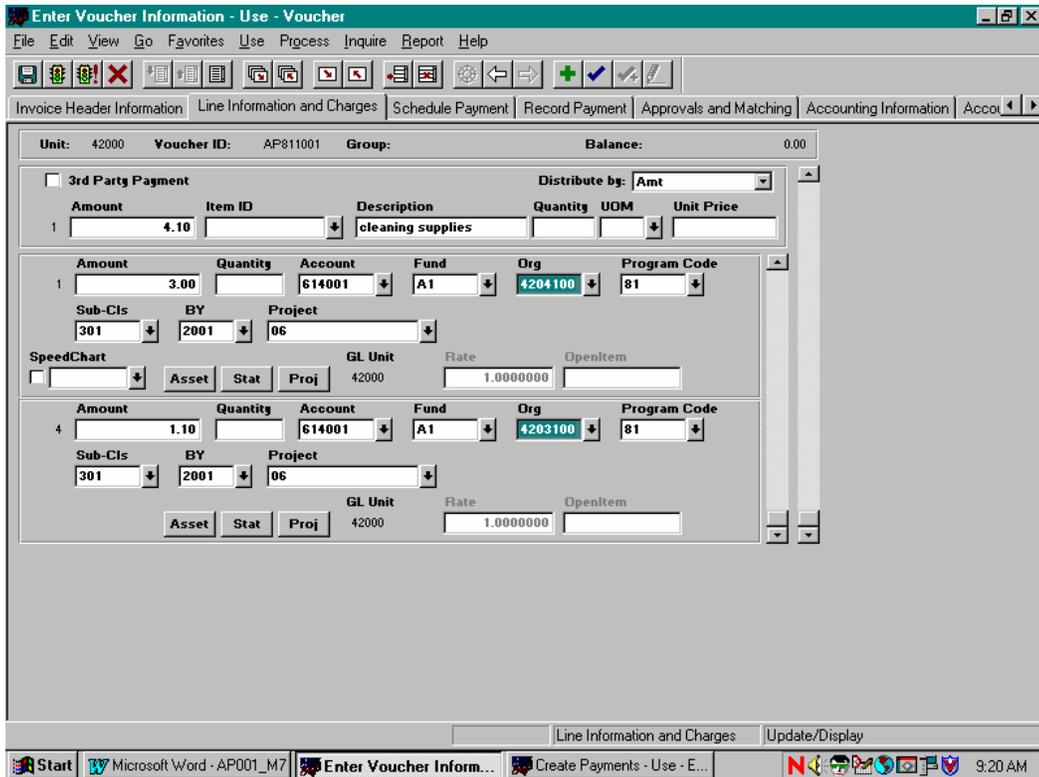
| | |
|--------------------------|---|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: AP811XXX Replace XXX with the number assigned to you by your Instructor. Click: OK |
| Expected Results: | The Invoice Header Information panel displays. |

| | |
|--------------------------|---|
| Step 4 | Enter or select the following: Correct Gross amount: \$4.10 Click: Line Information and Charges |
| Expected Results: | The Line Information and Charges panel displays. |

Exercise 1 (continued)

| | |
|--------------------------|---|
| Step 5 | Enter or select the following: Voucher Line Amount: 4.10 2 nd Distribution Amount: 1.10 2 nd Distribution Account: 614001 Click:  to save |
| Expected Results: | The voucher has now been corrected and saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 6 | Compare Line Information and Charges panel with the panel shown below: |
| |  |
| | <p>Note: The voucher ID number may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If the elements do not match, review the steps and consult the Instructor. |

Exercise completed.

Exercise 2 – Correcting Voucher (same day) for Incorrect Vendor

Scenario: After reviewing voucher AP812XXX online, you discover that you have entered the wrong vendor and the voucher has not posted. Change the voucher to pay to the appropriate vendor, *Reliance Heating and Air*.

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Update/Display |
| Expected Results: | A dialog box displays. |

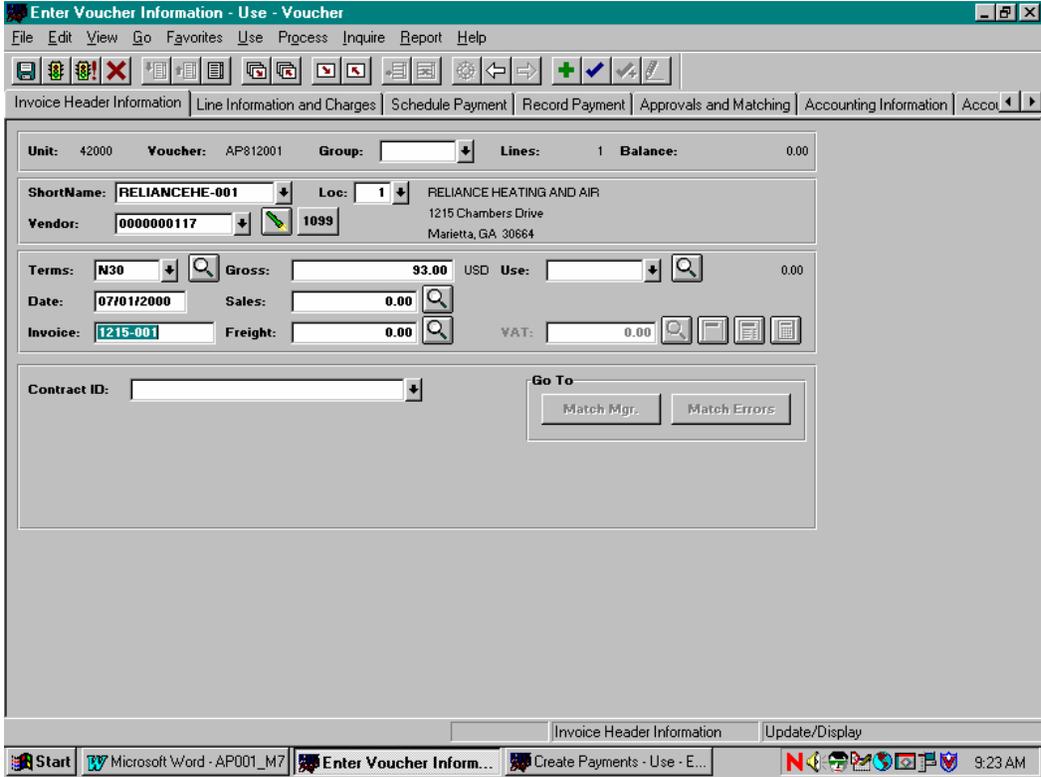
| | |
|--------------------------|---|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: AP812XXX Replace XXX with the number assigned to you by your Instructor. |
| Expected Results: | Click: OK THE INVOICE HEADER INFORMATION PANEL DISPLAYS. |

| | |
|--------------------------|--|
| Step 4 | Shortname: RELIA (Shift F4 or Double-click) Double-click: RELIANCE HEATING AND AIR Click: Tab |
| Expected Results: | The Invoice Header Information panel displays with the corrected vendor. |

Exercise 2 (continued)

| | |
|--------------------------|--|
| Step 5 | Click:  to save |
| Expected Results: | The new information is saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 6 | <p>Compare Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID number and Invoice number may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult the Instructor.</p> |

Exercise completed.

Exercise 3 – Correct Voucher following (Overnight) BCM Error

Scenario: After reviewing the budget exception report, you have found that voucher AP813XXX had a BCM error and rejected due to an incorrect sub-class. Your goal is to correct the sub-class of this voucher.

| | |
|-------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Update/Display |
| Expected Results: | A dialog box displays. |

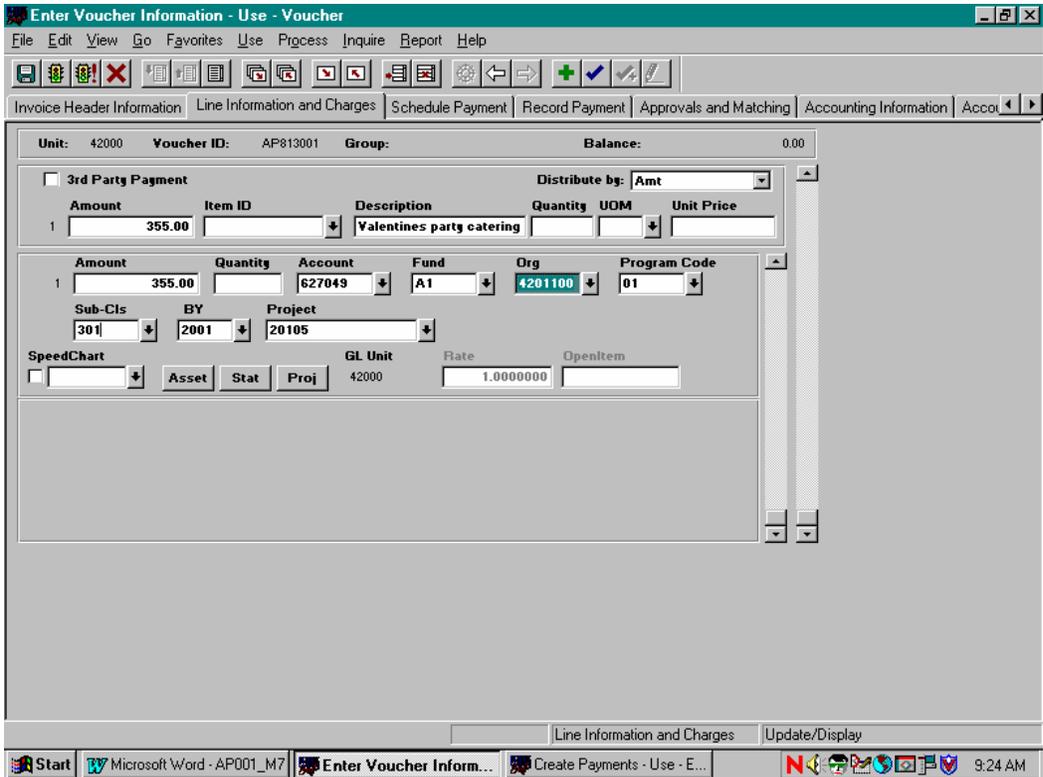
| | |
|--------------------------|---|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: AP813XXX Replace XXX with the number assigned to you by your Instructor. Click: OK |
| Expected Results: | The Invoice Header Information panel displays. |

| | |
|--------------------------|---|
| Step 4 | Click: Line Information and Charges Enter correct sub-class: Sub-Class: 301 |
| Expected Results: | Correct data entry |

Exercise 3 (continued)

| | |
|--------------------------|--|
| Step 5 | Click:  to save |
| Expected Results: | The new information is saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 6 | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p>Note: The voucher ID number may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult the Instructor.</p> |

Exercise completed.

Exercise 4 – Adjusting Voucher for Incorrect Account Number

Scenario: Your supervisor has consulted you to change the account number on a previously paid voucher to *Atlas Transmission* for work done on one of your agency vehicles. The voucher was originally charged to 612001 (gasoline). Using an adjustment voucher, make this change to the account number.

Query: 0AP012_Vchr_Acct_Line

| | |
|--------------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use→Adjustment→Adjustment Information→Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value – Do Not Change) Click: OK |
| Expected Results: | The Adjustment Information panel displays. |

| | |
|--------------------------|--|
| Step 4 | Shortname: ATLAS (Shift F4 or Double-click) Double-click: ATLAS TRANSMISSION Click: TAB |
| Expected Results: | Vendor information is displayed. |

Exercise 4 (continued)

| | |
|--------------------------|--|
| Step 5 | <p>Enter or select the following:</p> <p>Date: Current Date</p> <p>Invoice number: 5893-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross amount: 0.00</p> <p>Related voucher: AP821XXX Replace XXX with the number assigned to you by your Instructor.</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Description: Re-Rate Account #</p> <p>Enter all of the chart fields that were originally entered for this invoice.</p> <p>Distribution Line 1:</p> <p>Amount: -550.00</p> <p>Account: 612001</p> <p>Fund: A1</p> <p>Organization Code: 4203100201</p> <p>Program Code: 81</p> <p>Sub-Class: 301</p> <p>BY: Current Budget Year</p> <p>Project: 06</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|---|
| Step 7 | <p>Click:  button to insert a row</p> |
| Expected Results: | Line two appears. |

Exercise 4 (continued)

| | |
|--------------------------|--|
| Step 8 | Enter correct chart fields for this invoice. Distribution Line 2: Amount: 550.00 Account: 612003 |
| Expected Results: | Correct data entry |

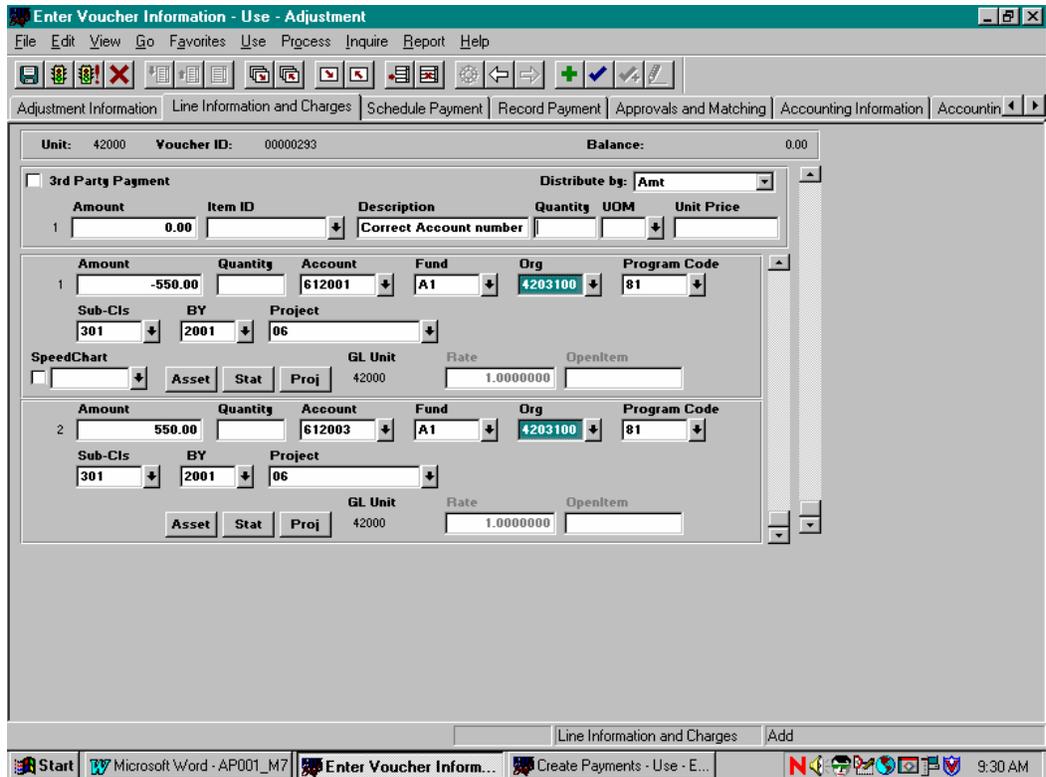
| | |
|--------------------------|--|
| Step 9 | Click:  to save |
| Expected Results: | The new information is saved. |

Exercise 4 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

Step 10

Compare **Line Information and Charges** panel with the panel shown below:



Note: The voucher ID number may differ.

Expected Results:

The panel matches. Congratulations!
If the elements do not match, review the steps and consult the Instructor.

Exercise completed.

Exercise 5 – Debit memo

Scenario: During a previous accounting period, you received an invoice from *Worldwide Moving* for several employee relocations from the Savannah area to the Atlanta area. The original invoice (and voucher) did not include charges for a last minute decision to move a car for one of the employees. An invoice for the additional charges has been sent to you. Your goal is to successfully enter the voucher information and link it to the original invoice using an adjustment voucher.

| | |
|-------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use → Adjustment → Adjustment Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|-------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value – Do Not Change) Click: OK |
| Expected Results: | The Adjustment Information panel displays. |

| | |
|--------------------------|--|
| Step 4 | Shortname: WORLD (Shift F4 or Double-click) Double-click: WORLDWIDE MOVING Click: TAB |
| Expected Results: | Vendor information is displayed. |

Exercise 5 (continued)

| | |
|--------------------------|--|
| Step 5 | <p>Enter or select the following:</p> <p>Date: Current Date</p> <p>Invoice number: DB5689-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross amount: 535.00</p> <p>Related voucher: AP822XXX Replace XXX with the number assigned to you by your Instructor.</p> |
| Expected Results: | Correct data entry |

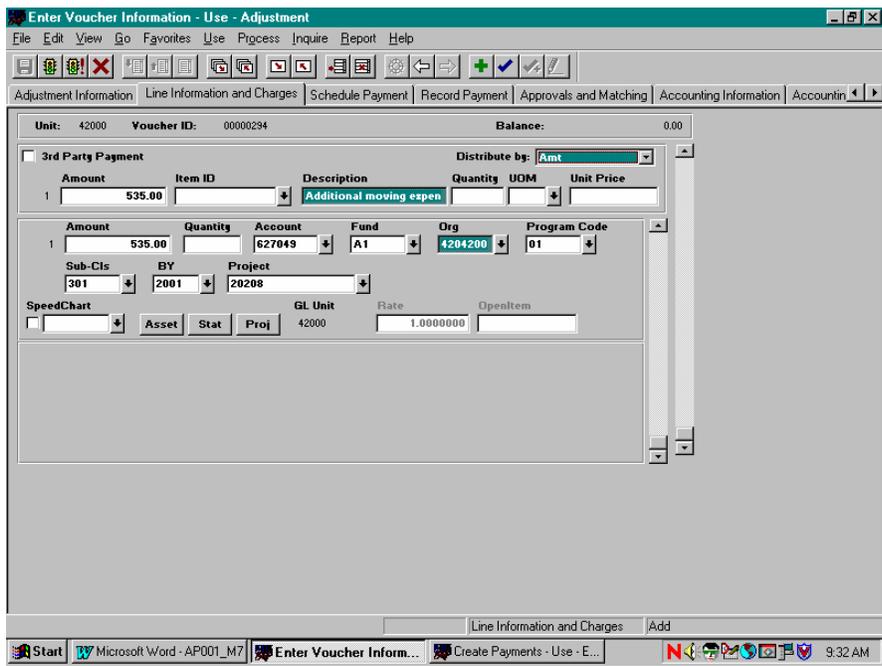
| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Voucher Line 1: Description: Additional moving expense</p> <p>Distribution Line 1: Account: 627049 Fund: A1 Org. Code: 4204200193 Prog. Code: 01 Sub-class: 301 Year: Current Budget Year Project: 20208</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 7 | Click: Remaining panel group to verify defaults |
| Expected Results: | VERIFY DEFAULTS OF PANELS. |

Exercise 5 (continued)

| | |
|--------------------------|--|
| Step 8 | Click:  to save |
| Expected Results: | The new information is saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 9 | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID number may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations!</p> <p>If the elements do not match, review the steps and consult the Instructor.</p> |

Exercise completed.

Exercise 6 – Correcting Voucher for Incorrect Vendor After Checks Printed

Scenario: You have received notice that you have paid an invoice from *Landscape Services* to the incorrect vendor. The check is still in your control. Your goal is to successfully cancel the payment, close out the original voucher and re-enter a new voucher to the correct vendor.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Create Payments |
| Expected Results: | THE CREATE PAYMENTS WINDOW DISPLAYS. |

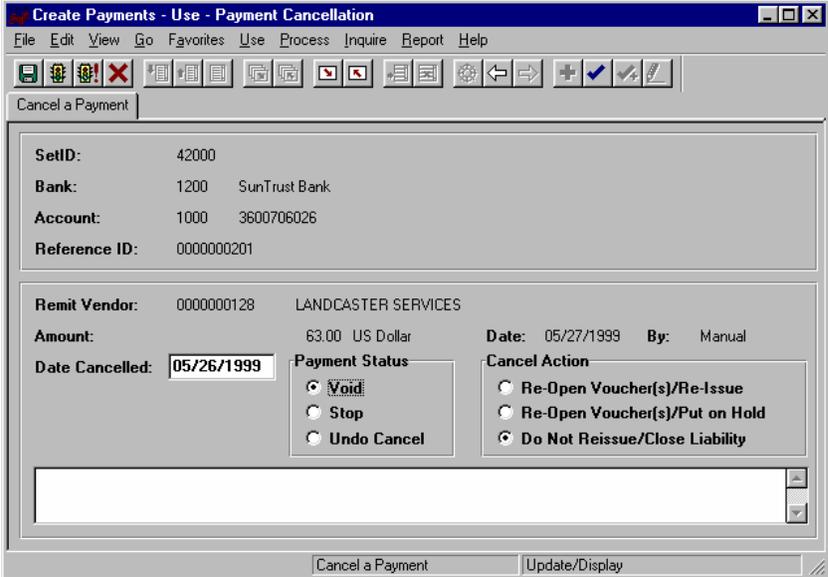
| | |
|--------------------------|--|
| Step 2 | Select: Use → Payment Cancellation |
| Expected Results: | A DIALOG BOX DISPLAYS. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Bank SetID: 42000 Bank Code: 1200 Bank Account: 1000 Reference: 00000002XX Replace XX with the number assigned to you by your instructor. |
| Expected Results: | Click: OK Double-click: 00000002XX The Cancel a Payment panel is displayed. |

Exercise 6 (continued)

| | |
|---------------------------------|--|
| <p>Step 4</p> | <p>Enter or select the following:</p> <p>Date Cancelled: Current date</p> <p>IN THE <u>PAYMENT STATUS FRAME</u></p> <p>Click: </p> <p>In the <u>Cancel Action frame</u></p> <p>Click: </p> |
| <p>Expected Results:</p> | <p>Note: This will Close Voucher.</p> |

| | |
|---------------------------------|--|
| <p>Step 5</p> | <p>Click:  to save</p> |
| <p>Expected Results:</p> | <p>The new information is saved.</p> |

| | |
|------------------------|---|
| <p>Step 6</p> | <p>Compare  panel with the panel shown below:</p>  <p>Note: The reference ID number may differ.</p> |
| <p>Expected</p> | <p>The panel matches. Congratulations!</p> |

Step 6

Compare **Cancel a Payment** panel with the panel shown below:

Create Payments - Use - Payment Cancellation

File Edit View Go Favorites Use Process Inquire Report Help

Cancel a Payment

SetID: 42000
 Bank: 1200 SunTrust Bank
 Account: 1000 3600706026
 Reference ID: 0000000201

Remit Vendor: 0000000128 LANCASTER SERVICES
 Amount: 63.00 US Dollar Date: 05/27/1999 By: Manual
 Date Cancelled: 05/26/1999

Payment Status
 Void
 Stop
 Undo Cancel

Cancel Action
 Re-Open Voucher(s)/Re-Issue
 Re-Open Voucher(s)/Put on Hold
 Do Not Reissue/Close Liability

Cancel a Payment Update/Display

Note: The reference ID number may differ.

Results:

If the elements do not match, review the steps and consult the Instructor.

Exercise 6 (continued)

| | |
|-------------------|--|
| Step 7 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|---|
| Step 8 | Select: Use→Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |

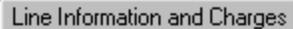
| | |
|--------------------------|--|
| Step 9 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value – Do Not Change) Click: OK |
| Expected Results: | The Invoice Header panel displays. |

| | |
|--------------------------|---|
| Step 10 | Shortname: LAND (Shift F4 or Double-click) Double-click: LANDSCAPE SERVICES Click: TAB |
| Expected Results: | Vendor information is displayed. |

| | |
|-----------------|---|
| Step 11 | Enter or select the following: Date: Current Date Invoice number: 57852-XX Replace XX with the number assigned to you by your Instructor. Gross amount: 250.00 |
| Expected | Correct data entry |

| | |
|-----------------|--|
| Step 11 | Enter or select the following: Date: Current Date Invoice number: 57852-XX Replace XX with the number assigned to you by your Instructor. Gross amount: 250.00 |
| Results: | |

Exercise 6 (continued)

| | |
|---------------------------------|---|
| <p>Step 12</p> | <p>Click: </p> <p>Voucher Line 1: Description: Landscaping Services</p> <p>Distribution Line 1: Account: 627049 Fund: A1 Org. Code: 4204300202 Prog. Code: 01 Sub-class: 301 Year: Current Budget Year Project: 20208</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|---------------------------------|--|
| <p>Step 13</p> | <p>Click: </p> <p>Click:  (located beside the vendor short name)determine if the lines of the voucher should be charged as 1099 applicable</p> <p>Click:  to go back to </p> |
| <p>Expected Results:</p> | <p>The Invoice Header Information panel displays.</p> |

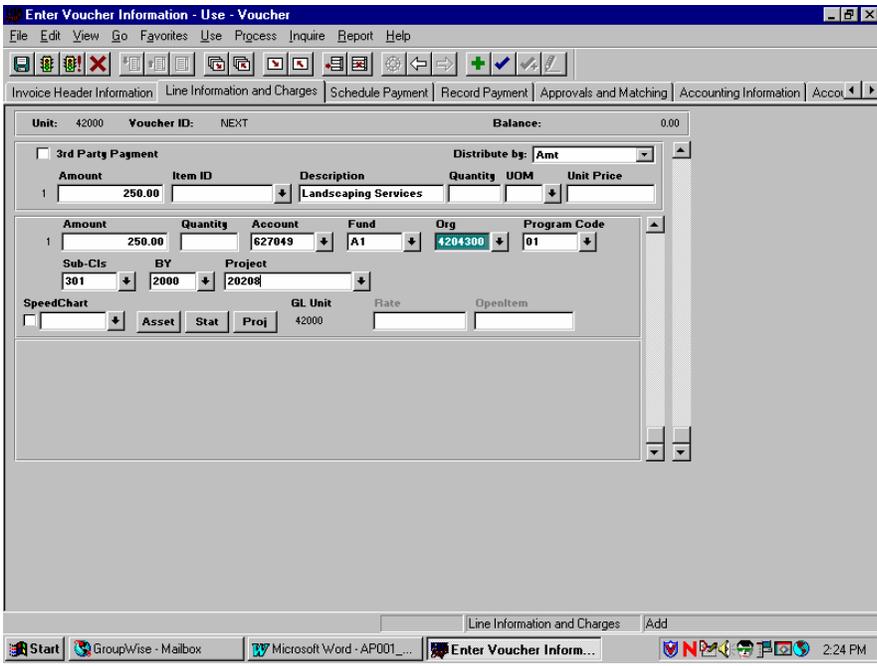
| | |
|---------------------------------|---|
| <p>Step 14</p> | <p>Click: Remaining panel group to verify defaults</p> |
| <p>Expected Results:</p> | <p>Verify defaults of panels.</p> |

| | |
|---------------------------------|---|
| <p>Step 15</p> | <p>Click:  to save</p> |
| <p>Expected Results:</p> | <p>The new information is saved.</p> |

| | |
|----------------|--|
| Step 15 | Click:  to save |
|----------------|--|

Exercise 6 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|--|
| Step 16 | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p>Note: The voucher ID number may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult the Instructor.</p> |

| | |
|--------------------------|--|
| Step 17 | Click: Invoice Header Information |
| Expected Results: | The Invoice Header Information panel displays. |

Exercise 6 (continued)

Step 18

Compare **Invoice Header Information** panel with the panel shown below:

Note: The voucher ID number and Invoice number may differ.

Expected Results:

The panel matches. Congratulations!
If the elements do not match, review the steps and consult the Instructor.

Exercise completed.

Exercise 7 – Close Posted Voucher for Incorrect Vendor

Scenario: After reviewing voucher AP814XXX online, you discover that you have entered the wrong vendor and the voucher has posted. Close the voucher and re-enter to pay to the appropriate vendor, *J. B. Enterprises*.

Query: **0AP018_Closed_Vouchers**

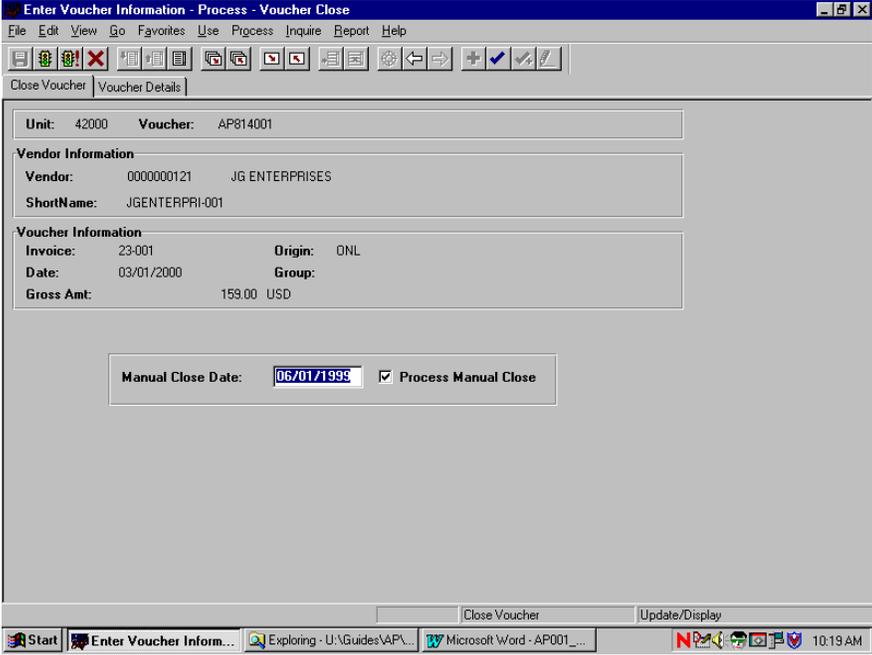
| | |
|-------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Process → Voucher Close → Close Voucher |
| Expected Results: | A dialog box displays. |

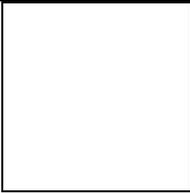
| | |
|--------------------------|---|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: AP814XXX Replace XXX with the number assigned to you by your Instructor. Click: OK |
| Expected Results: | The Close Voucher panel displays. |

Exercise 7 (continued)

| | |
|---------------------------------|--|
| <p>Step 4</p> | <p>Enter or select the following:</p> <p>Manual Close Date: Current Date</p> <p>Click: <input checked="" type="checkbox"/> Process Manual Close</p> <p>(Note: This procedure automatically saves document)</p> |
| <p>Expected Results:</p> | <p>The voucher close request is processed.</p> |

| | |
|---------------------------------|--|
| <p>Step 5</p> | <p>Compare Close Voucher panel with the panel shown below:</p>  <p>Note: The voucher ID number and Invoice number may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult the Instructor.</p> |

Exercise 7 (continued)

| | | | |
|--------------------------|---------------------|---|------------------|
| Step 6 | |  | |
| | Click: | | to cancel |
| Expected Results: | PANEL IS CANCELLED. | | |

| | |
|--------------------------|--|
| Step 7 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|--------------------------|---|
| Step 8 | Select: Use → Voucher → Invoice Header Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|---|
| Step 9 | Enter or select the following: |
| | Business Unit: 42000 |
| | Voucher ID: NEXT (Default Value – Do Not Change) |
| | Click: OK |
| Expected Results: | The Invoice Header Information panel displays. |

| | |
|--------------------------|---|
| Step 10 | Enter or select the following: |
| | Shortname: JB (Shift F4 or Double-click) |
| | Double-click: JB ENTERPRISES |
| | Click: TAB |
| Expected Results: | J. B. ENTERPRISES INFORMATION IS POPULATED. |

| | |
|----------------|---|
| Step 10 | Enter or select the following: Shortname: JB (Shift F4 or Double-click) Double-click: JB ENTERPRISES Click: TAB |
|----------------|---|

Exercise 7 (continued)

| | |
|---------------------------------|---|
| <p>Step 11</p> | <p>Enter or select the following:</p> <p>Date: Current Date</p> <p>Invoice number: 23-XX Replace XX with the number assigned to you by your Instructor</p> <p>Gross amount: 159.00</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|---------------------------------|--|
| <p>Step 12</p> | <p>Click: Line Information and Charges</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Description: Consulting</p> <p>Distribution Line 1: Account: 651001 Fund: A1 Organization Code: 4203100201 Program Code: 81 Sub-Class: 301 BY: Current Budget Year Project: 06</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|---------------------------------|--|
| <p>Step 13</p> | <p>Click: The remaining panels to verify defaults</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|-----------------------|---|
| <p>Step 14</p> | <p>Click: Invoice Header Information</p> |
|-----------------------|---|

| | |
|--------------------------|--|
| Step 14 | Click:  |
| Expected Results: | THE INVOICE HEADER INFORMATION PANEL DISPLAYS. |

Exercise 7 (continued)

| | |
|---------------------------------|--|
| <p>Step 15</p> | <p>Click:  (located beside the vendor Short Name) determine if the lines of the voucher should be charged as 1099 applicable.</p> <p>Click: Checkbox marked 1099 applicable</p> <p>Click: Down arrow to select 1099 code of non-employee compensation</p> <p>Click:  to go back to </p> |
| <p>Expected Results:</p> | <p>The Invoice Header Information panel displays.</p> |

| | |
|---------------------------------|---|
| <p>Step 16</p> | <p>Click:  to save</p> |
| <p>Expected Results:</p> | <p>The new information is saved.</p> |

Exercise 7 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

Step 17 Compare **Invoice Header Information** panel with the panel shown below:

Note: The voucher ID number and Invoice number may differ.

| | |
|--------------------------|---|
| Expected Results: | The panel matches. Congratulations! If the elements do not match, review the steps and consult the Instructor. |
|--------------------------|---|

Exercise completed.

Exercise 8 – Create an Adjustment Voucher – Program & Cash (Correction)

Scenario: You have received an internal memo from your supervisor directing you to change the Program chartfield on a paid voucher. Since you are changing the Program, the Cash account must also be corrected. The Voucher was originally charged to Federal funds and should have been charged to State funds. Create an adjustment voucher using the adjustment voucher panel group

Query: 0AP012_Vchr_Acct_Line

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Adjustment Voucher Information window displays. |

| | |
|--------------------------|--|
| Step 2 | Select: Use → Adjustment → Adjustment Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The Invoice Header Information panel displays. |

| | |
|--------------------------|---|
| Step 4 | Enter or select the following: Shortname: UNIV (Shift F4 or Double-click) Double-click: UNIVERSITY OF GEORGIA CLICK: |
| Expected Results: | Vendor information is populated into the panel. |

Exercise 8 (continued)

| | |
|--------------------------|--|
| Step 5 | <p>Enter or select the following:</p> <p>Date: Current Date</p> <p>Terms: N00</p> <p>Invoice: 4567-XXA Replace XX with the number assigned to you by your Instructor.</p> <p>Gross Amount: 0.00</p> <p>Click: TAB</p> <p>Related Voucher ID: Voucher # _____ from Section 3 Exercise 1</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Voucher Line 1</p> <p>Amount: 0.00 (Should equal Gross pay on Header Panel)</p> <p>Description: Correct Program and Cash</p> <p>Distribution Line 1:</p> <p>Amount: -550.00</p> <p>Account 627049</p> <p>Fund: A1</p> <p>Organization Code: 4203100201</p> <p>Program Code: 1228</p> <p>Sub-class: 304</p> <p>BY: Current Budget Year</p> <p>Project: 10208</p> |
| Expected Results: | Correct data entry – Distribution Line 1 – To reverse original entry to incorrect Program Code. |

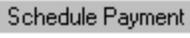
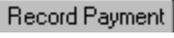
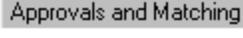
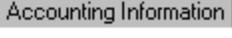
Exercise 8 (continued)

| | |
|---------------------------------|--|
| <p>Step 7</p> | <p>Click:  or F7 to insert a row. (Distribution Line 2)</p> <p>Verify that amount is: 550.00</p> <p>Change Program code to: 01</p> |
| <p>Expected Results:</p> | <p>Correct data entry – Chartfield Line 2 – Expense to correct Program Code.</p> |

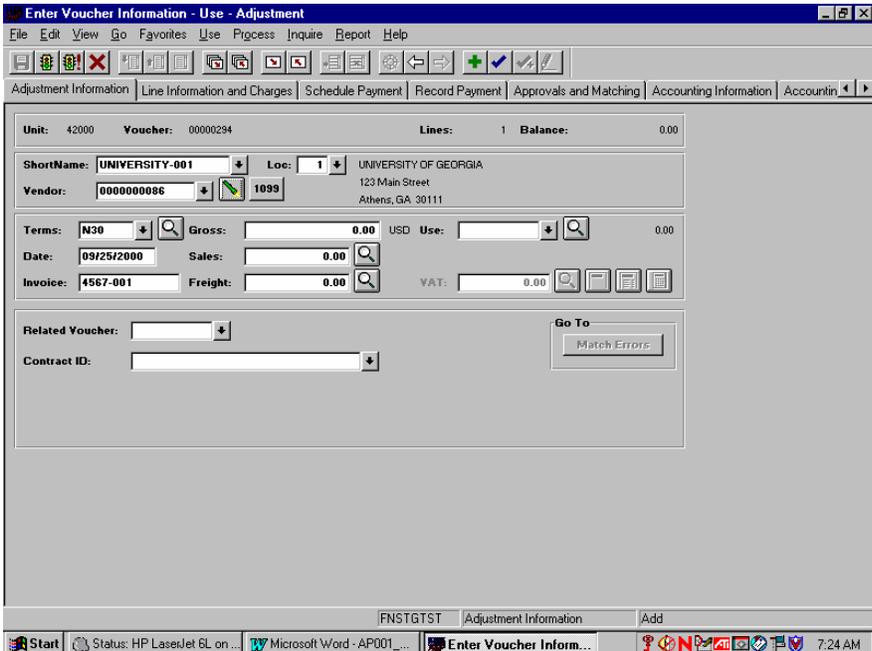
| | |
|---------------------------------|--|
| <p>Step 8</p> | <p>Click:  or F7 to insert a row. (Distribution Line 3)</p> <p>Enter or Select the following:</p> <p>Amount: 550.00 Account: 100001 Program: 1228</p> |
| <p>Expected Results:</p> | <p>Correct data entry – Chartfield Line 3 – To Reverse original Cash entry to incorrect Program code.</p> |

| | |
|---------------------------------|--|
| <p>Step 9</p> | <p>Click:  or F7 to insert a row. (Distribution Line 4)</p> <p>Verify that amount is: -550.00</p> <p>Verify Account code is: 100001</p> <p>CHANGE PROGRAM CODE TO:</p> |
| <p>Expected Results:</p> | <p>Correct data entry – Chartfield Line 4 – To record Cash in correct Program code.</p> |

Exercise 8 (continued)

| | |
|--------------------------|---|
| Step 10 | <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> <p>Click:  tab to verify defaults.</p> |
| Expected Results: | Verification of default values. |
| Step 11 | Click:  to save |
| Expected Results: | The new information is saved. |

Exercise 8 (Continued)

| | |
|---------------------------------|---|
| <p>Step 12</p> | <p>Compare Adjustment Information panel to the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p> |

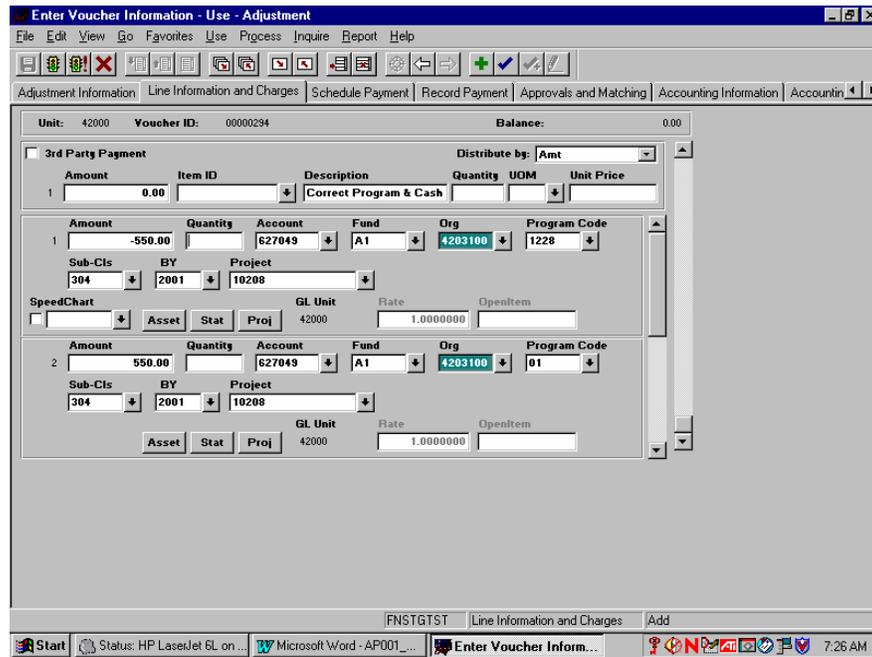
| | |
|---------------------------------|---|
| <p>Step 13</p> | <p>Click: Line Information and Charges</p> |
| <p>Expected Results:</p> | <p>Line Information and Charges panel is displayed.</p> |

Exercise 8 (Continued)

Step 14

Compare **Line Information and Charges** panel to the panel shown below:

Chartfield Lines 1 and 2



Note: The voucher ID may differ.

Expected Results:

The panel matches. Congratulations!
IF THESE ELEMENTS DO NOT MATCH, REVIEW THE STEPS AND CONSULT YOUR INSTRUCTOR.

Exercise 8 (Continued)

Step 15

Compare **Line Information and Charges** panel to the panel shown below:

Chartfield Lines 3 and 4

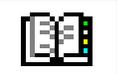
Note: The voucher ID may differ.

Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

D. Summary and Review

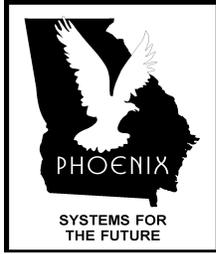
| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Look up a scheduled pay date
2. Determine the check number which has paid a specific invoice
3. Determine that an invoice has already been paid
4. Review a vendor payment history
5. Navigate through the online Library to locate all other Accounts Payable Inquiry procedures

Discuss the following question:

If you know both the vendor name and the invoice number, how should you search to determine if the invoice has been paid?



Phoenix End-User Training

SECTION 10:

TRAVEL ADVANCES & EXPENSES

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT PURCHASING
MARCH 2003

SECTION CONTENTS



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A. Introduction

Travel Advances & Expenses



Welcome to the Travel Advances & Expenses module! This module contains the tools needed to learn all the concepts and procedures involved in processing travel advances & expenses.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the Travel Advances & Expenses section of the online Library

Participant Objectives

At the end of this module you will be able to:

5. Enter a travel advance voucher
6. Enter a travel expense voucher
7. Process travel expenses that equal or do not equal travel advance amounts
8. Navigate through the online Library to locate all other Travel Advance & Expense procedures

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

AP-015 – Travel Advance/Travel Expense

C. Exercises

Exercise 1 - Create a Travel Advance

Scenario: You have received an internal departmental request for a travel advance for *Peggy Wright* for lodging. Create an express voucher for this request. The vendor is already in the statewide vendor file.

| | |
|-------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|--|
| Step 2 | Select: Use→Express Voucher→Invoice Information→Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The Invoice Information panel displays. |

| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Shortname: WRIGH (Shift F4 or Double Click) DOUBLE CLICK: Click: TAB |
| Expected Results: | Vendor information and terms are populated in the panel. |

Exercise 1 (continued)

| | |
|---------------------------------|--|
| <p>Step 5</p> | <p>Enter or select the following:</p> <p>Terms: N00 Date: Current Date Invoice: 12345-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross Amount: 285.00 Description: Travel Advance</p> <p>NOTE: for all fields listed below, use Shift F4 to get a listing of available entry options.</p> <p>Voucher Line 1: Account: 125004 Fund: A1 Organization Code: 4203100201 Program Code: 81 Sub-Class: 302 BY: Current Budget Year Project: 06</p> <p>Click: TAB</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

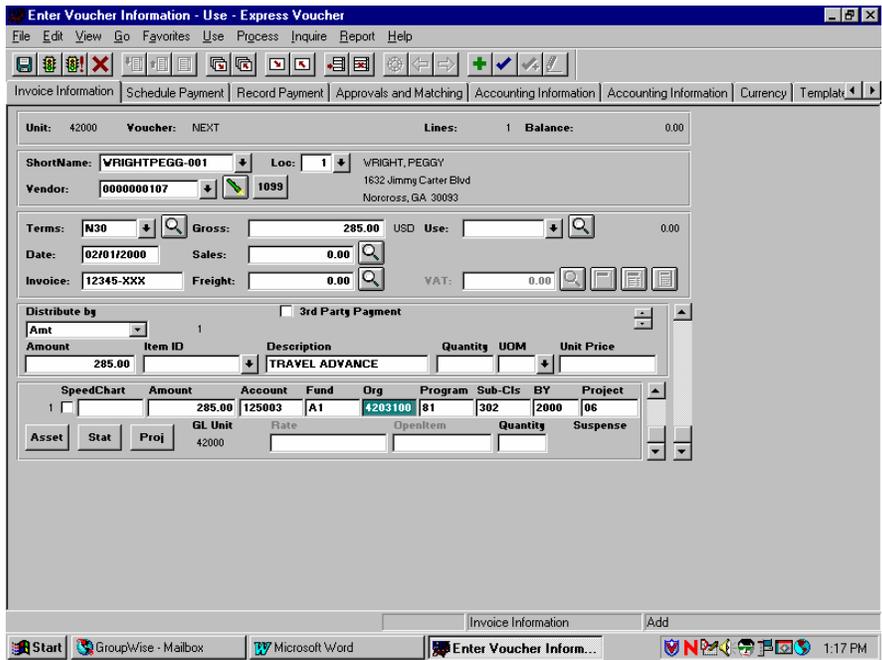
| | |
|------------------------|---|
| <p>Step 6</p> | <p>Click: Schedule Payment tab to verify defaults. (Change Handling Code to <u>TP</u>)</p> <p>Click: Record Payment tab to verify defaults.</p> <p>Click: Approvals and Matching tab to verify defaults.</p> <p>Click: Accounting Information tab to verify defaults.</p> <p>Click: Status Summary tab to verify defaults.</p> <p>Click: Comments tab to verify defaults.</p> |
| <p>Expected</p> | <p>Voucher defaults verified</p> |

| | |
|-----------------|--|
| Step 6 | <p>Click: Schedule Payment tab to verify defaults. (Change Handling Code to <u>TP</u>)</p> <p>Click: Record Payment tab to verify defaults.</p> <p>Click: Approvals and Matching tab to verify defaults.</p> <p>Click: Accounting Information tab to verify defaults.</p> <p>Click: Status Summary tab to verify defaults.</p> <p>Click: Comments tab to verify defaults.</p> |
| Results: | |

Exercise 1 (continued)

| | |
|--------------------------|--|
| Step 7 | Click:  to save |
| Expected Results: | The new information is saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 8 | <p>Compare Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID and invoice number may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

Exercise completed.

Exercise 2 - Create an Employee Travel Voucher

Scenario: You have received a travel statement from *Johnny Smith*. Enter this travel statement as a regular voucher. The employee has already been added to the statewide vendor file.

| | |
|-------------------|--|
| Step 1 | Select: Go→Administer Procurement→Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|---|
| Step 2 | Select: Use→Voucher→Invoice Header Information→Add |
| Expected Results: | A dialog box displays. |

| | |
|-------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The Invoice Header Information panel displays. |

| | |
|-------------------|---|
| Step 4 | Enter or select the following: Shortname: SMITH (Shift F4 or Double Click) Double-click: SMITH, JOHNNY Click: TAB |
| Expected Results: | Vendor information and terms are populated. |

Exercise 2 (continued)

| | |
|--------------------------|---|
| Step 5 | <p>Enter or select the following:</p> <p>Terms: N00 Date: Current Date Invoice number: July-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross amount: 250.00</p> |
| Expected Results: | Correct data entry |

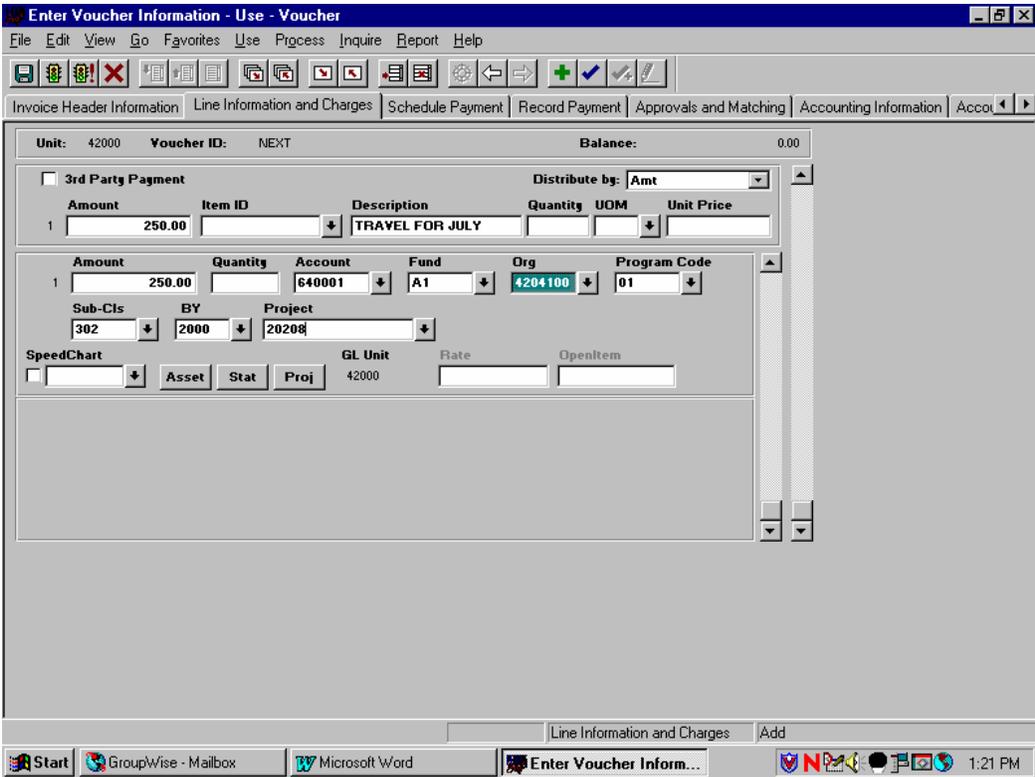
| | |
|--------------------------|---|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Description: Travel for July</p> <p>Distribution Line 1: Account: 640001 Fund: A1 Organization Code: 4204100209 Program Code: 01 Sub-Class: 302 BY: Current Budget Year Project: 20208</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 7 | <p>Click: Schedule Payment</p> <p>Handling Code: TP</p> |
| Expected Results: | Correct data entry |

EXERCISE 2 (CONTINUED)

| | |
|--------------------------|--|
| Step 8 | Click:  to save |
| Expected Results: | The new information is saved. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 9 | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

Exercise completed.

Exercise 3 - Process Travel Expenses that Equal Travel Advance Amounts

Scenario: You have received a travel statement from *George Atwood* for \$100.00. George has already received a travel advance for \$100.00. Create a regular voucher to clear his travel advance by establishing a zero payable.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|---|
| Step 2 | Select: Use → Adjustment → Adjustment Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The Adjustment Information panel displays. |

| | |
|-------------------|---|
| Step 4 | Enter or select the following: Shortname: ATWOO (Shift F4 or Double Click) Double-click: ATWOOD,GEORGE Click: TAB |
| Expected Results: | Vendor information and terms are populated. |

Exercise 3 (continued)

| | |
|--------------------------|--|
| Step 5 | <p>Enter or select the following:</p> <p>Terms: N00 Date: Current Date</p> <p>Invoice number: July-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross amount: 0.00</p> <p>Related Voucher: AP922XXX (from the drop-down listing) Replace XXX with the number assigned to you by your Instructor.</p> |
| Expected Results: | Correct data entry |

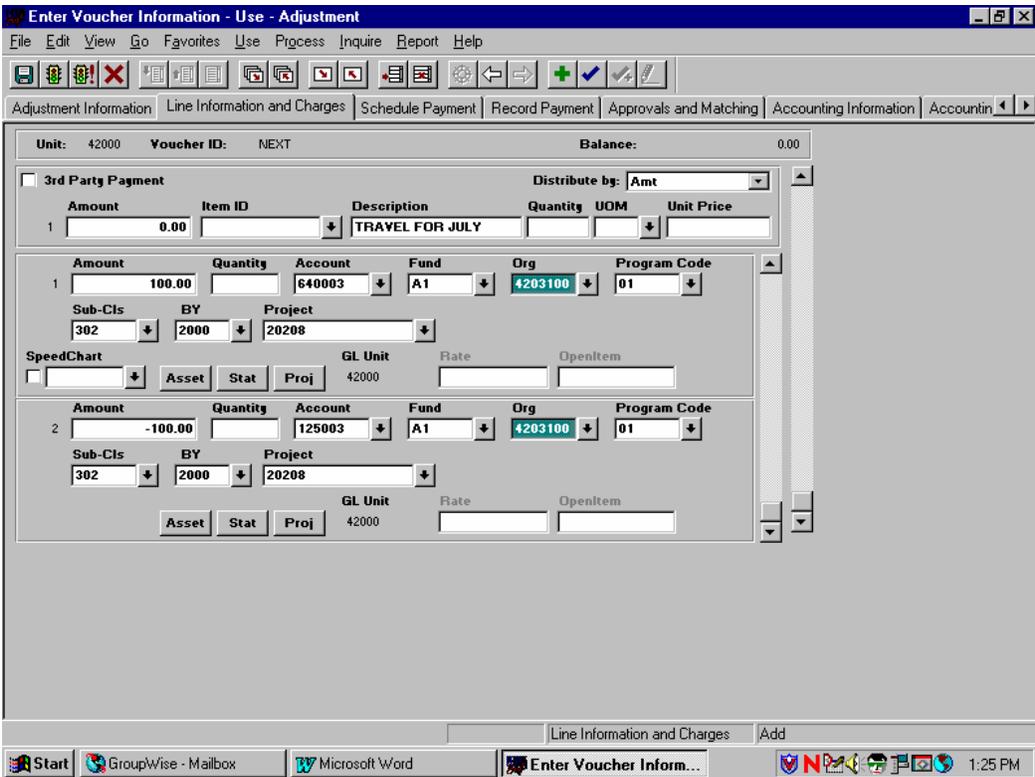
| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Amount: 0.00 Description: Travel for July</p> <p>Distribution Line 1: Amount: 100.00 Account: 640003 Fund: A1 Organization Code: 4203100201 Program Code: 01 Sub-Class: 302 BY: Current Budget Year Project: 20208</p> |
| Expected Results: | Correct data entry |

Exercise 3 (continued)

| | |
|--------------------------|---|
| Step 7 | <p>To copy all information from Distribution Line 1 to Distribution Line 2, place the cursor on the Amount field within the inside scroll bar area and insert a row by using the icon or pressing the F7 key.</p> <p>Distribution Line 2: Enter or select the following</p> <p>Amount: -100.00. Account: 125003 Fund: Defaulted from Line 1 Organization Code: Defaulted from Line 1 Program Code: Defaulted from Line 1 Sub-Class: Defaulted from Line 1 BY: Defaulted from Line 1 Project: Defaulted from Line 1</p> <p><i>Reminder: Make sure the voucher balance displayed at the top right corner of the panel is zero.</i></p> |
| Expected Results: | Correct data entry |
| Step 8 | Click: Panels to verify defaults Verify Payment Handling Code |
| Expected Results: | Correct data entry |
| Step 9 | Click:  to save |
| Expected Results: | The new information is saved. |

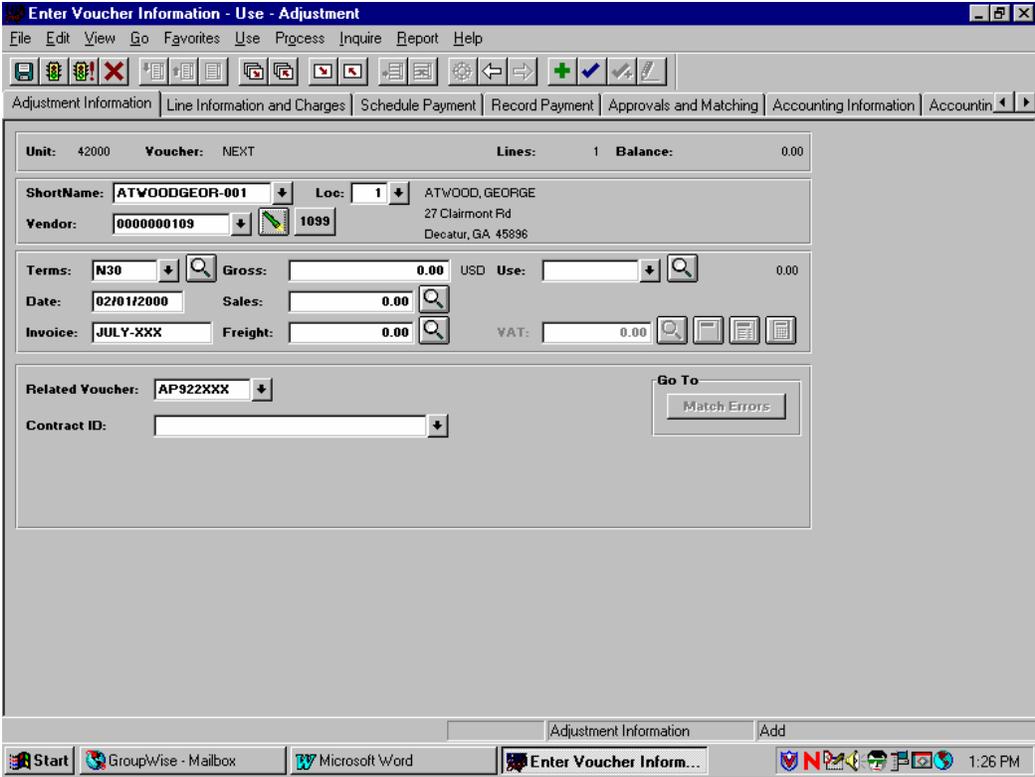
Exercise 3 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 10 | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p>Note: The voucher ID may differ.</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

| | |
|--------------------------|---|
| Step 11 | <p>Click: Adjustment Information</p> |
| Expected Results: | <p>The Adjustment Information tab displays.</p> |

Exercise 3 (continued)

| | |
|---------------------------------|---|
| <p>Check Results</p> | |
| <p>Step 12</p> | <p>Compare Adjustment Information panel with the panel shown below:</p>  <p>Note: Voucher ID, invoice number, and related voucher number may differ.</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult the Instructor.</p> |

Exercise completed.

Exercise 4 - Process Travel Expense that Exceeds Travel Advance Amount

Scenario: You have received a travel statement from *Frank Norton* for \$250.00. Frank had previously received a travel advance for \$200.00. To clear the advance issued and to record the additional reimbursement due to the employee, create a standard voucher with a gross amount equal to the reimbursement amount.

| | |
|--------------------------|---|
| Step 1 | Select: Go→Administer Procurement→ Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |
| Step 2 | Select: Use→Adjustment→ Adjustment Information→ Add |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | The Adjustment Information panel displays. |
| Step 4 | Enter or select the following: Shortname: NORT (Shift F4 or Double Click) Double-click: NORTON,FRANK Click: TAB |
| Expected Results: | Vendor information and terms are populated. |

Exercise 4 (continued)

| | |
|--------------------------|---|
| Step 5 | <p>Enter or select the following:</p> <p>Terms: N00 Date: Current Date</p> <p>Invoice number: July-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross amount: 50.00</p> <p>Related Voucher: <u>AP923XXX</u> (travel advance) Replace XXX with the number assigned to you by your Instructor.</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Amount: 50.00 Description: Travel for July</p> <p>Distribution Line 1: Amount: 250.00 (overlay amount field) Account: 640001 Fund: A1 Organization Code: 4203100201 Program Code: 81 Sub-Class: 302 BY: Current Budget Year Project: 06</p> |
| Expected Results: | Correct data entry |

Exercise 4 (continued)

| | |
|---------------------------------|--|
| <p>Step 7</p> | <p>To copy all information from Distribution Line 1 to Distribution Line 2, place cursor on the Amount field within the inside scroll bar and insert a row by using the icon or pressing the F7 key.</p> <p>Enter or select the following:</p> <p>Distribution Line 2: Amount: -200.00 (<i>negative amount will default</i>) Account: 125004 (<i>overlay copied account code</i>) Fund: Default from Line 1 Organization Code: Default from Line 1 Program Code: Default from Line 1 Sub-Class: Default from Line 1 BY: Default from Line 1 Project: Default from Line 1</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|---------------------------------|--|
| <p>Step 8</p> | <p>Click: Panels to verify defaults Verify Payment Handling Code</p> |
| <p>Expected Results:</p> | <p>Correct data entry</p> |

| | |
|---------------------------------|--|
| <p>Step 9</p> | <p>Click:  to save</p> |
| <p>Expected Results:</p> | <p>The new information is saved.</p> |

Exercise 4 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

Step 10 Compare **Line Information and Charges** panel with the panel shown below:

Note: The voucher ID may differ.

| | |
|--------------------------|--|
| Expected Results: | The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor. |
|--------------------------|--|

Exercise completed.

Exercise 5 - Process Travel Expenses that are less than Travel Advance Amounts

Scenario: You have received a travel statement from *William Steiner* for \$200.00. Mr. Steiner has previously received a travel advance for \$275.00. His expenses were less than the advance amount received and, therefore, he must return the difference of \$75.00. To clear the advance and record the additional receivable for the employee, create a regular voucher with a zero gross amount.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|--|
| Step 2 | Select: Use → Adjustment → Adjustment Information → Add |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|--|
| Step 3 | Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK |
| Expected Results: | THE ADJUSTMENT INFORMATION PANEL DISPLAYS. |

| | |
|--------------------------|---|
| Step 4 | Enter or select the following: Shortname: STEIN (Shift F4 or Double-click) Double-click: STEINER, WILLIAM. Click: TAB |
| Expected Results: | Vendor information and terms are populated. |

Exercise 5 (continued)

| | |
|--------------------------|--|
| Step 5 | <p>Enter or select the following:</p> <p>Terms: N00 Date: Current Date</p> <p>Invoice number: July-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross amount: 0.00</p> <p>Related Voucher: AP924XXX Replace XXX with the number assigned to you by your Instructor.</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 6 | <p>Click: Line Information and Charges</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Amount: 0.00 Description: Travel for July</p> <p>Distribution Line 1: Amount: 200.00 Account: 640001 Fund: A1 Organization Code: 4203300221 Program Code: 01 Sub-Class: 302 BY: Current Budget Year Project: 20208</p> |
| Expected Results: | Correct data entry |

Exercise 5 (continued)

| | |
|--------------------------|--|
| Step 7 | <p>To copy all information from Line 1 to Line 2, place the cursor on the Amount field within the inside scroll bar and insert a row by either using the icon or pressing the F7 key.</p> <p>Distribution Line 2: Enter or select the following:</p> <p>Amount: 75.00 (<i>overlay amount copied from Line 1</i>) Account: 196099 (<i>overlay account copied from Line 1</i>) Fund: Defaults from Line 1 Organization Code: Defaults from Line 1 Program Code: Defaults from Line 1 Sub-Class: Defaults from Line 1 BY: Defaults from Line 1 Project: Defaults from Line 1</p> |
| Expected Results: | Correct data entry |

| | |
|--------------------------|--|
| Step 8 | <p>To copy all information from Line 2 to Line 3, place the cursor on the Amount field within the inside scroll bar and insert a row by either using the icon or pressing the F7 key.</p> <p>Distribution Line 3: Enter or select the following:</p> <p>Amount: -275.00 (<i>negative amount defaults from both Lines 1 & 2</i>) Account: 125004 Fund: Defaults from Line 2 Organization Code: Defaults from Line 2 Program Code: Defaults from Line 2 Sub-Class: Defaults from Line 2 BY: Defaults from Line 2 Project: Defaults from Line 2</p> <p>Note: Make sure that the voucher balance displayed in the top right hand corner of the panel is <u>zero</u>.</p> |
| Expected Results: | Correct data entry |

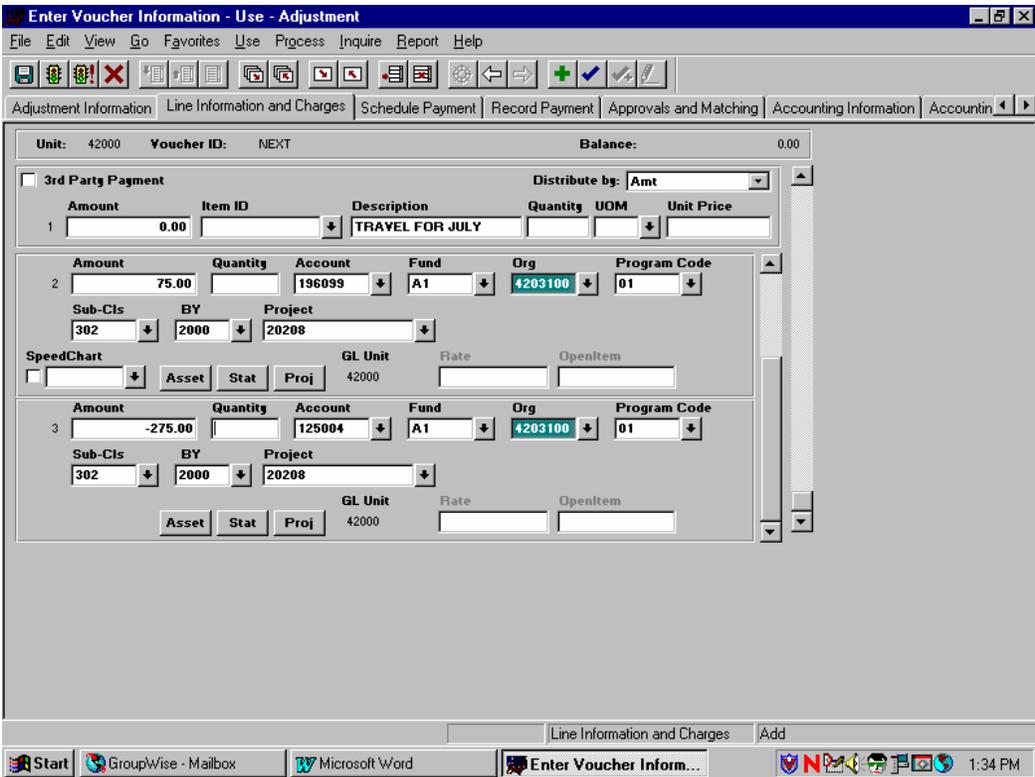
| | |
|---------------|---|
| Step 8 | <p>To copy all information from Line 2 to Line 3, place the cursor on the Amount field within the inside scroll bar and insert a row by either using the icon or pressing the F7 key.</p> <p>Distribution Line 3: Enter or select the following:</p> <p>Amount: -275.00 (<i>negative amount defaults from both Lines 1 & 2</i>) Account: 125004 Fund: Defaults from Line 2 Organization Code: Defaults from Line 2 Program Code: Defaults from Line 2 Sub-Class: Defaults from Line 2 BY: Defaults from Line 2 Project: Defaults from Line 2</p> <p>Note: Make sure that the voucher balance displayed in the top right hand corner of the panel is <u>zero</u>.</p> |
|---------------|---|

Exercise 5 (continued)

| | |
|-------------------------------------|--|
| Step 9 Expected Results: | Click: Panels to verify defaults. Correct data entry |
|-------------------------------------|--|

| | |
|--------------------------------------|---|
| Step 10 Expected Results: | Click:  to save The new information is saved. |
|--------------------------------------|---|

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------------------|---|
| Step 11 Expected Results: | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

Step 11

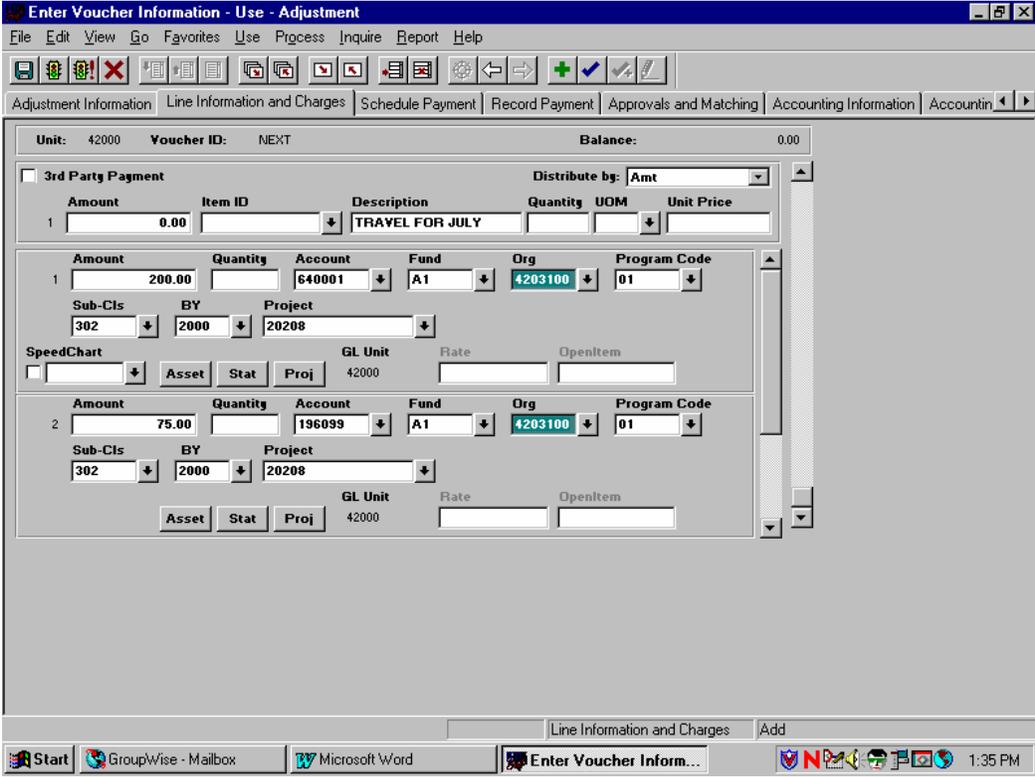
Compare **Line Information and Charges** panel with the panel shown below:

Note: The voucher ID may differ.

Exercise 5 (continued)

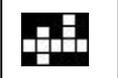
| | |
|--------------------------|--|
| Step 12 | Scroll up the inner scroll bar to display distribution lines 1 and 2. |
| Expected Results: | Lines 1 and 2 display. |

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 13 | <p>Compare Line Information and Charges panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID may differ.</p> |
| Expected Results: | The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor. |

Exercise completed.

D. Summary and Review

| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Enter a travel advance voucher
2. Enter a travel expense voucher
3. Process travel expenses that equal or do not equal travel advance amounts
4. Navigate through the online Library to locate all other Travel Advance & Expense procedures

Discuss the following questions:

30. When do you clear a travel advance?
31. How do you clear a travel advance?
32. When do you set up a receivable for travel?



Phoenix End-User Training

SECTION 11:

ACCOUNTS PAYABLE INQUIRY

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
MARCH 2003

SECTION CONTENTS



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A. Introduction

ACCOUNTS PAYABLE INQUIRY



Welcome to the Accounts Payable Inquiry module! This module contains the tools needed to learn all the concepts and procedures involved in accounts payable inquiry.

Goal

To acquire the knowledge necessary to perform all the procedures identified in the Accounts Payable Inquiry section of the online Library.

Participant Objectives

At the end of this module you will be able to:

10. Look up a scheduled pay date
11. Determine the check number which has paid a specific invoice
12. Determine that an invoice has already been paid
13. Review a vendor payment history
14. Navigate through the online Library to locate all other Accounts Payable Inquiry procedures

B. Business Processes

| Activity | Materials | |
|--|--|--|
|  LECTURE |  GUIDE |  HANDOUT |

Relevant Business Processes:

Business Processes are contingent on the inquiry search.

C. Exercises

Exercise 1 - Look up a scheduled pay date

Scenario: *Brown Printing* has called to ask when its invoice number 89745 is scheduled for payment. Using the voucher inquiry panels, determine the pay date for this invoice.

| | |
|--------------------------|---|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |
| Step 2 | Select: Use → Voucher → Schedule Payments → Update/Display |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: Business Unit: 42000 Invoice Number: 89745 Click: OK |
| Expected Results: | The voucher list displays. |
| Step 4 | Enter or select the following: Double-click: 89745 |
| Expected Results: | SCHEDULE PAYMENT PANEL DISPLAYS. |
| Step 5 | Verify the scheduled pay date. |
| Expected Results: | Scheduled due date communicated to the vendor |

Exercise 1 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 6 | <p>Compare Schedule Payment panel with the panel shown below:</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

Exercise 2 - Determine check number which has paid a specific invoice

Scenario: Your supervisor has asked you for the check number that paid *AAA Electronics* for invoice number 78439.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Create Payments window displays. |

| | |
|-------------------|----------------------------------|
| Step 2 | Select: Inquire → Voucher |
| Expected Results: | A DIALOG BOX DISPLAYS. |

| | |
|--------------------------|---|
| Step 3 | Enter or select the following: Business Unit: 42000 Invoice Number: 78439 Click: OK |
| Expected Results: | The Voucher List displays. |

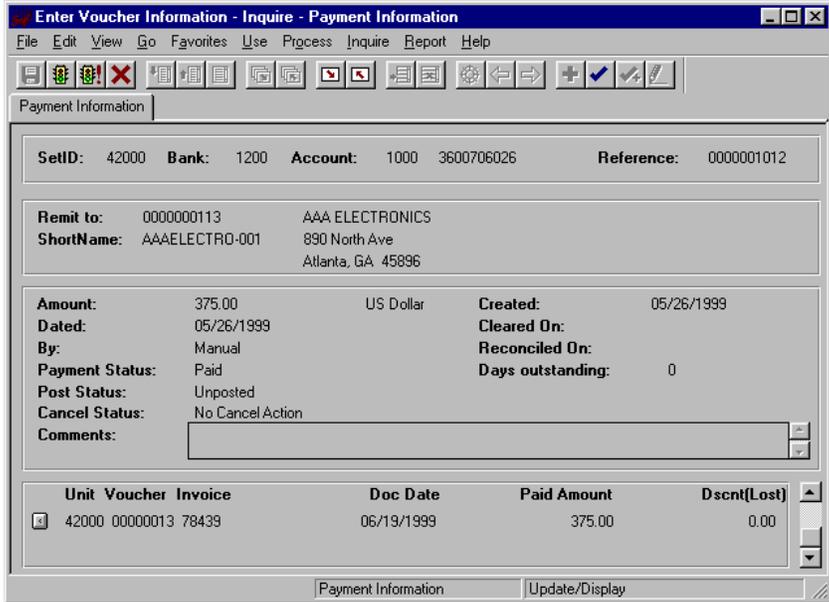
| | |
|--------------------------|--|
| Step 4 | Enter or select the following: Double-Click: 78439 |
| Expected Results: | Voucher Information panel displays. |

| | |
|--------------------------|--|
| Step 5 | The payment reference number or check number is on the bottom of the panel. Click: <input type="checkbox"/> Gray box at the bottom left to view more detailed information. |
| Expected Results: | Information about payment available for the supervisor |

| | |
|---------------|---|
| Step 5 | <p>The payment reference number or check number is on the bottom of the panel.</p> <p>Click: <input data-bbox="618 275 651 310" type="checkbox"/> Gray box at the bottom left to view more detailed information.</p> |
|---------------|---|

Exercise 2 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

| | |
|--------------------------|---|
| Step 6 | <p>Compare Payment Information panel with the panel shown below:</p>  <p>NOTE: DAYS OUTSTANDING MAY VARY</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

Exercise 3 - Determine that an invoice has already been paid

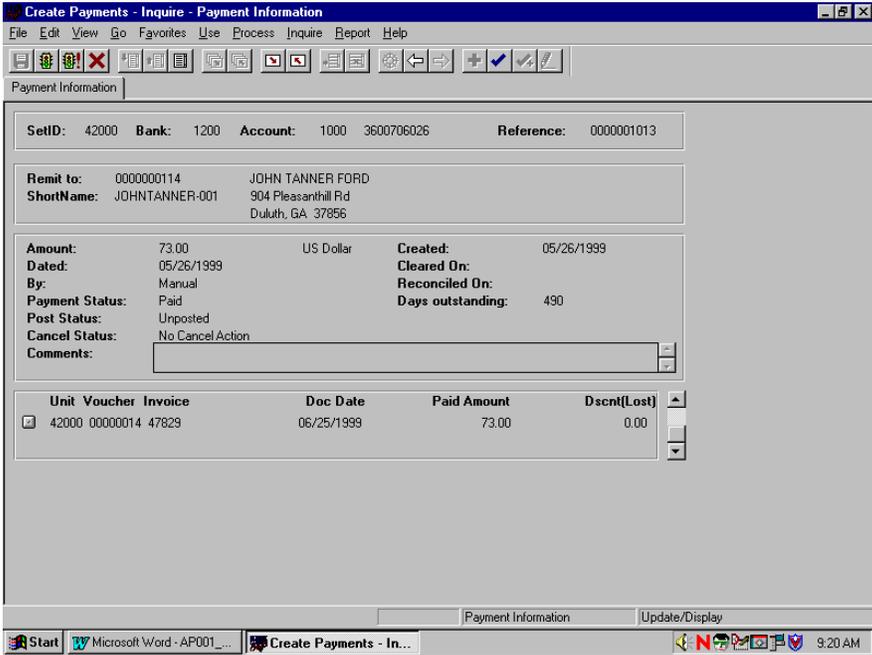
Scenario: *John Tanner Ford* has called to inquire about payment on invoice number 47829. Using the voucher inquiry screen, inform the vendor that payment has been made.

| | |
|--------------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Create Payments window displays. |
| Step 2 | Select: Inquire → Voucher |
| Expected Results: | A dialog box displays. |
| Step 3 | Enter or select the following: Business Unit: 42000 Invoice Number: 47829 Click: OK |
| Expected Results: | The Voucher List displays. |
| Step 4 | Enter or select the following: Double-click: 47829 |
| Expected Results: | Voucher Information panel displays. |
| Step 5 | Payment reference number or check number is on the bottom of the panel. Click: <input type="checkbox"/> Gray box at the bottom left to view more detailed information. |
| Expected Results: | Information about the payment available for the vendor |

| | |
|---------------|--|
| Step 5 | <p>Payment reference number or check number is on the bottom of the panel.</p> <p>Click:  Gray box at the bottom left to view more detailed information.</p> |
|---------------|--|

Exercise 3 (continued)

| | |
|----------------------|--|
| Check Results | |
|----------------------|--|

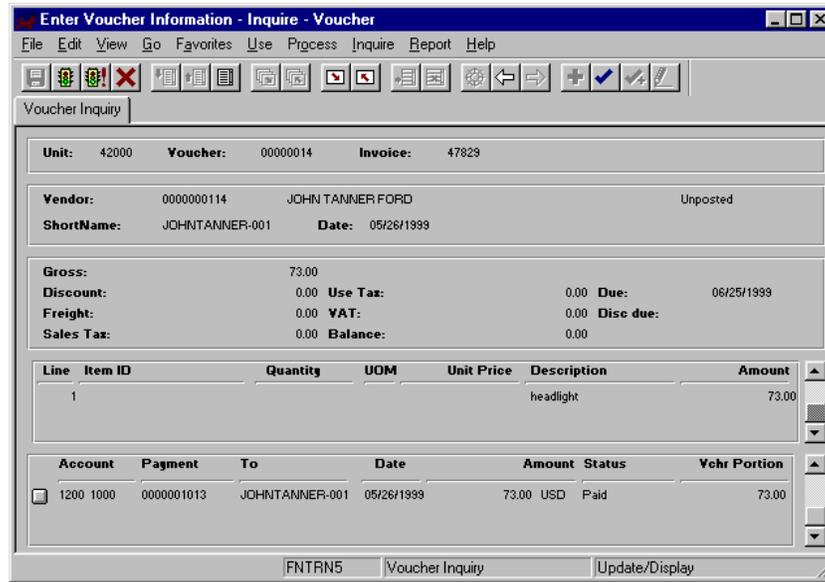
| | |
|--------------------------|---|
| Step 6 | <p>Compare Payment Information panel with the panel shown below:</p>  <p style="text-align: center;">Note: Days outstanding may vary</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

| | |
|--------------------------|--|
| Step 7 | <p>Click: <input type="checkbox"/> Gray box at the bottom left to view more detailed information.</p> |
| Expected Results: | <p>Information about the payment available for the vendor</p> |

Exercise 3 (continued)

Step 8

Compare **Voucher Inquiry** panel with the panel shown below:



Note: Days outstanding may vary

Expected Results:

The panel matches. Congratulations!
If the elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 4 - Review a vendor payment history

Scenario: *West Atlanta Security* has called and wants to know the payment status of several invoices. Using the voucher inquiry panels, help this vendor determine which payments have been made.

| | |
|-------------------|--|
| Step 1 | Select: Go → Administer Procurement → Enter Voucher Information |
| Expected Results: | The Enter Voucher Information window displays. |

| | |
|-------------------|---|
| Step 2 | Select: Inquire → Voucher |
| Expected Results: | A dialog box displays. |

| | |
|--------------------------|---|
| Step 3 | Enter or select the following: Business Unit: 42000 Short Vendor Name: WESTATLA Click: OK |
| Expected Results: | The Voucher List displays. |

| | |
|--------------------------|---|
| Step 4 | Select the following: Double-Click: 89810 |
| Expected Results: | Voucher Information panel displays. |

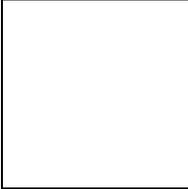
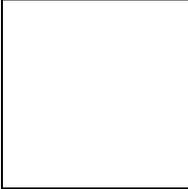
Exercise 4 (continued)

| | |
|---------------------------------|---|
| <p>Step 5</p> | <p>Since invoice 89810 has not yet been paid, view the voucher to determine the scheduled pay date.</p> <p>Select: Use → Voucher → Schedule Payment → Update/Display</p> |
| <p>Expected Results:</p> | <p>The Schedule Payment panel displays.</p> |

| | |
|-----------------------------|--|
| <p>Check Results</p> | |
|-----------------------------|--|

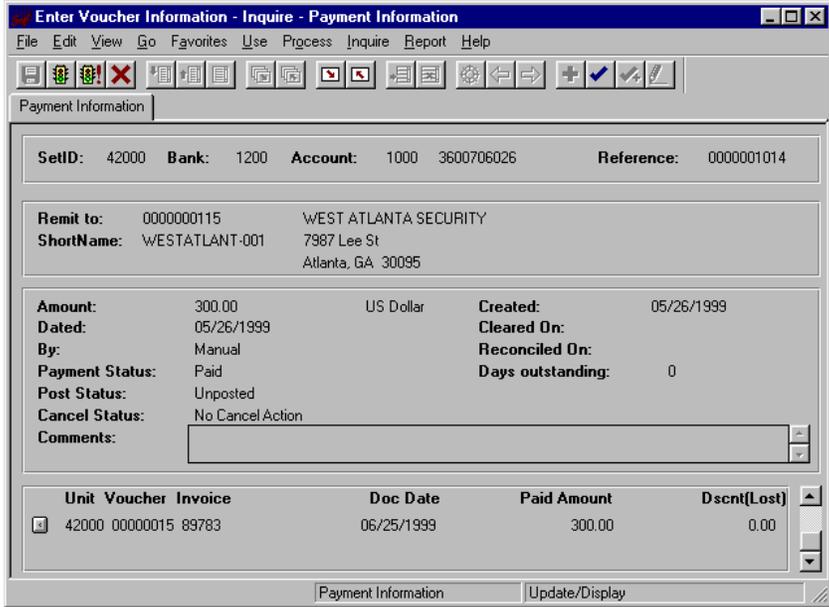
| | |
|---------------------------------|--|
| <p>Step 6</p> | <p>Compare Schedule Payment panel with the panel shown below:</p> |
| <p>Expected Results:</p> | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

EXERCISE 4 (CONTINUED)

| | |
|--------------------------|--|
| Step 7 |  <p>Click:  to cancel</p> |
| Expected Results: | Screen is cancelled. |
| Step 8 | Select: Inquire → Voucher |
| Expected Results: | A dialog box displays. |
| Step 9 | <p>Enter or select the following:</p> <p>Business Unit: 42000 Short Vendor Name: WESTATLA Click: OK</p> |
| Expected Results: | The voucher list displays. |
| Step 10 | <p>Select the following:</p> <p>Double-click: 89783</p> |
| Expected Results: | The Voucher Information panel displays. |
| Step 11 | <p>Verify that the invoice is paid by checking the bottom of the voucher information panel.</p> <p>Click: <input type="checkbox"/> Gray box at the bottom left of the panel to see more detailed payment information.</p> |
| Expected Results: | Verification of paid voucher |

| | |
|----------------|---|
| Step 11 | Verify that the invoice is paid by checking the bottom of the voucher information panel. Click: <input data-bbox="618 268 651 310" type="checkbox"/> Gray box at the bottom left of the panel to see more detailed payment information. |
|----------------|---|

Exercise 4 (continued)

| | |
|--------------------------|---|
| Check Results | |
| Step 12 | <p>Compare Payment Information panel with the panel shown below:</p>  <p style="text-align: center;">Note: Days outstanding may vary</p> |
| Expected Results: | <p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p> |

Exercise completed.

D. Summary and Review

| Activity | Materials | |
|--|--|---|
|  LECTURE |  GUIDE |  REVIEW |

Objectives review:

1. Look up a scheduled pay date
2. Determine the check number which has paid a specific invoice
3. Determine that an invoice has already been paid
4. Review a vendor payment history
5. Navigate through the online Library to locate all other Accounts Payable Inquiry procedures

Discuss the following questions:

33. How do these three Phoenix panels differ?
 - Enter Voucher Information-Use- Voucher
 - Enter Voucher Information-Inquire- Voucher
 - Create Payments-Inquire- Voucher Inquiry
34. If you know both the vendor name and the invoice number, how should you search to determine if the invoice has been paid?