

**Phoenix Program  
Process Definition – Accounts Payable**

Process	<b><i>Express Voucher</i></b>
Process Number	<b><i>AP-009</i></b>

***Description of Process***

The Express Voucher combines the first two panels of the Standard Voucher Panel group. This type of voucher is most efficient when the voucher has only one line or the user wants to view only one line at a time. Non-contract invoices can be entered through an Express Voucher.

***Input to Process***

Express Voucher Entry form

***Output of Process***

Postable Voucher (Ready for batch processing)

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Use	Express Voucher
Inquires	Voucher Voucher Detailed Charges Voucher Accounting Entries Payment Information
Process	Voucher Posting Request (Batch Only) Budget Update Request (Batch Only) Journal Generation (Batch Only)

**Phoenix Program  
Process Definition – Accounts Payable**

***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 1: Receive Invoice</u></b></p> <p>Determine type of voucher to enter. A voucher is uniquely identified by a combination of Business Unit and Voucher ID. Each type of voucher consists of several panels with distinct functions in the voucher entry process.</p>	Agency
<p><b><u>Step 2: Select Express Voucher</u></b></p> <p>Use this type of voucher when only one line item with one line of distribution is required or when only one line at a time needs to be viewed for a non-contract invoice.</p> <p>To assist with input, a voucher data entry form can be completed for each voucher that is to be entered.</p>	Agency
<p><b><u>Step 3: Create Voucher Identifiers</u></b></p> <p>The Business Unit and Voucher ID will default. The voucher ID should be left as 'NEXT' to allow the system to assign via auto-numbering.</p>	

## Phoenix Program Process Definition – Accounts Payable

Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 4: Enter Required Panel Data</u></b></p> <p>The Invoice Information panel is where the data that is common to the entire voucher is entered.</p> <p>The vendor ID, invoice, date, gross amount, and chartfields must be entered on this panel. The required chartfields are:</p> <ul style="list-style-type: none"> <li>• Account (SCOA)</li> <li>• Fund (Appropriation/GAAP Fund)</li> <li>• Budget Year</li> <li>• Org</li> <li>• Program Code (Fund Source)</li> <li>• Sub-class (Object Class)</li> <li>• Project</li> </ul> <p>If there are any applicable freight charges entered they will be automatically prorated across the line items, but this can be changed via the magnifying glass button.</p> <p>If the invoice number or invoice date is not entered, the system could identify the voucher as a duplicate invoice. A duplicate invoice occurs when the invoice number, invoice date, and vendor ID are defined the same for multiple vouchers. As determined by the Agency, the date entered can represent either the actual invoice date, the invoice received date or the goods received date. If the date is not entered, the audit trail back to the invoice is not captured and duplicate invoices may not be identified.</p> <p>For each voucher entered, it must be determined if the voucher lines will be distributed by amount or quantity; amount will default. When distributing by amount the merchandise amount must be entered on each line. When distributing by quantity, the unit price, quantity, and unit of measurement must be entered.</p> <p>For each voucher to be balanced, the sum of all voucher lines must equal the gross amount entered.</p> <p>If program (Fund Source) distribution is required, access the speedchart field and select applicable distribution. Only current program distribution can be selected from the speedchart prompt.</p> <p>If prior program distribution percentages are needed, the Program Distribution Calculator must be used to determine these percentages. Effective date and project must be entered on the calculator to obtain desired distribution. The Program Distribution Calculator Panel is located on the Go Menu.</p> <p>To record Asset Management Information (AM), click on Asset button. Turn on the asset check box and enter AM Unit and a Profile ID to designate that the distribution line is related to an asset.</p>	<p>Agency</p>

## Phoenix Program Process Definition – Accounts Payable

Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 5: Verify 1099 Information</u></b></p> <p>Access the 1099 Information panel via the 1099 button located on the Invoice Information panel. Review and verify the values that defaulted from the vendor file. If changes are necessary to ensure correct 1099 reporting, make the modifications in accordance with the agencies 1099 processing procedures.</p>	Agency
<p><b><u>Step 6: Determine Accounting Template/Accounting Date</u></b></p> <ul style="list-style-type: none"> <li>◆ If the liability account identified for the defaulting Accounting Template (ACCTSPAY1) is not appropriate, go to the Accounting Information panel and select the correct template for the desired account.</li> <li>◆ The accounting date defaults to the current date and determines when the voucher will be posted in Accounts Payable.</li> </ul>	Agency
<p><b><u>Step 7: Review Remaining Panels</u></b></p> <p>Display remainder of panels in group and review all default values to determine if any changes are needed. The remaining panels are:</p> <ul style="list-style-type: none"> <li>• Schedule Payments</li> <li>• Record Payments</li> <li>• Approvals and Matching</li> <li>• Currency</li> <li>• Comments</li> </ul>	Agency
<p><b><u>Step 8: Save Voucher</u></b></p> <p>To save a voucher, click on the diskette icon or press 'Enter'.</p> <p>Processing steps that occur when a voucher is saved include: Voucher ID assigned; Status of control group(s) is updated; Set status for one-time vendors to inactive; Calculate &amp; prorate discount and freight; Determine net and discount due dates; Determine scheduled paydate; and perform 1099 withholding processing if applicable.</p>	Agency
<p><b><u>Step 9: Perform Overnight Batch Processing</u></b></p> <p>The following processes occur during overnight processing Budget Checking, Voucher Posting, Journal Generation and Report Generation. Payment Processing may be invoked depending on payment terms (see Payment Process Definition).</p>	Financial Systems Solutions

**Phoenix Program  
Process Definition – Accounts Payable**

Process Description	Responsibility (Agency/Centralized)								
<p><b>Step 10: Review Reports</b></p> <p>Upon receipt of the following reports, review to ensure that all reports (daily and/or requested) have been received and processed per agency controls. Following is a listing of possible daily reports:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>PS Rpt#</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>APS4002X</td> <td>AP Daily Input</td> </tr> <tr> <td>APS4001X</td> <td>Budget Exceptions</td> </tr> <tr> <td>APS4005X</td> <td>Match Exceptions</td> </tr> </tbody> </table>	<u>PS Rpt#</u>	<u>Description</u>	APS4002X	AP Daily Input	APS4001X	Budget Exceptions	APS4005X	Match Exceptions	Agency
<u>PS Rpt#</u>	<u>Description</u>								
APS4002X	AP Daily Input								
APS4001X	Budget Exceptions								
APS4005X	Match Exceptions								

**Phoenix Program  
Process Definition – Accounts Payable**

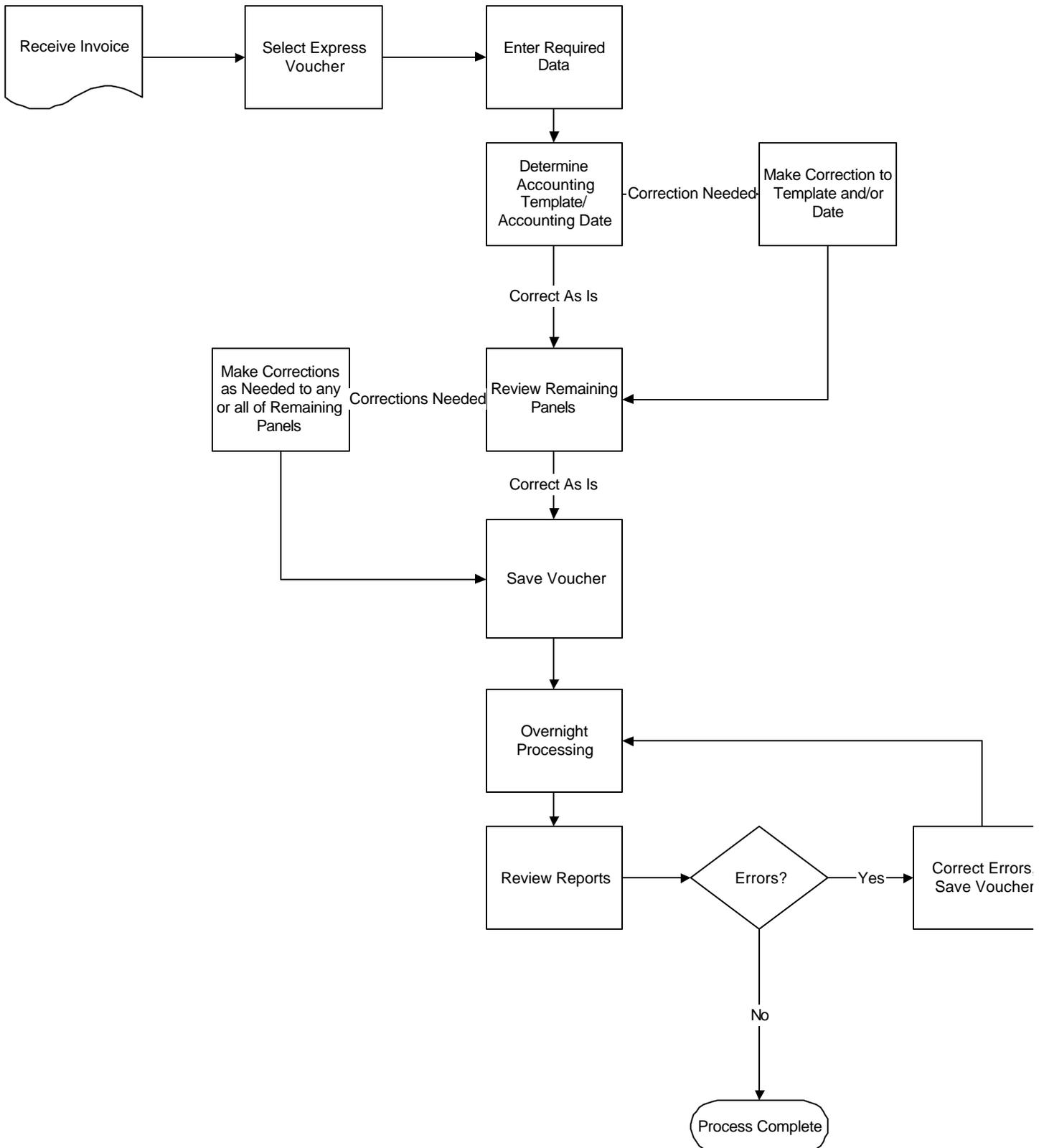
***Forms Used with Process (#)***

Express Voucher Entry form

***Process Flow Diagram  
(If appropriate):***

Diagram on next page.

# Phoenix Program Process Definition – Accounts Payable



**Phoenix Program  
Process Definition – Accounts Payable**

**APPROVAL FORM**

<b>SIGNER</b>	<b>ROLE</b>	<b>APV</b>	<b>NOT APV</b>	<b>DATE</b>
Kay Reid	DOAS Project Lead			03-04-99
Charmane Miller	THG Project Lead			03-05-99
DD Cooper	Design Analyst			03-05-99