



# Accounts Payable

## 6B

### User Documentation for the Navajo Nation

Consulting Services provided by

**ORACLE** | PeopleSoft.



**J D E D W A R D S**

ERP 9.2.0

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# Accounts Payable Menu

An accounts payable department has many responsibilities to fulfill to ensure that payments to suppliers are made on time and the needs for flexibility in the organization are met. Some of those responsibilities are described below, followed by a discussion of how the PeopleSoft Accounts payables system helps you fulfill those responsibilities.

## Managing Supplier Relationships

The accounts payable department needs to manage the organization's relationship with its suppliers so that goods are received and paid for on time, according to the established payment terms. Those payment terms might be the same for all suppliers, or they might have been negotiated with some or all of the suppliers according to the mutual needs of the suppliers and the organization. The accounts payable department is responsible for creating and maintaining a partnership with each supplier to ensure that all terms and conditions of the relationship are met.

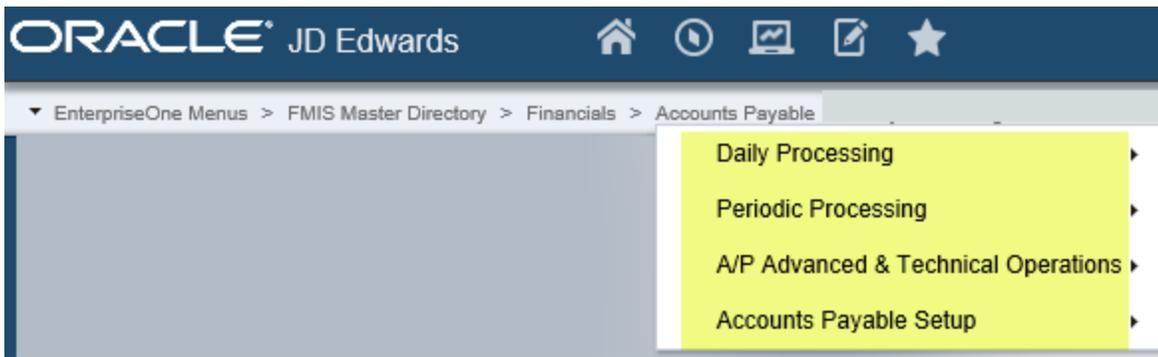
## Processing Invoices

The department receives invoices and records liabilities and corresponding expenses or assets. Depending on the size of the company, the accounts payable department might receive hundreds of invoices daily and would need a system that creates vouchers quickly and accurately.

Often, the accounts payable department will have to match vouchers with invoices and purchase orders from other departments such as purchasing. So, the department will need an accounts payable system that integrates easily with the software systems of other departments.

## Processing Payments

The goal of the accounts payable department is to ensure that payments are made in the most timely, accurate, and efficient manner possible. Before paying its suppliers, the accounts payable department needs to consider several factors, such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to suppliers.



All processes are divided into Daily, Periodic, Advanced, and Setup. The procedures we will go through and focus on will be Daily and Periodic processes.

## Address Book Overview

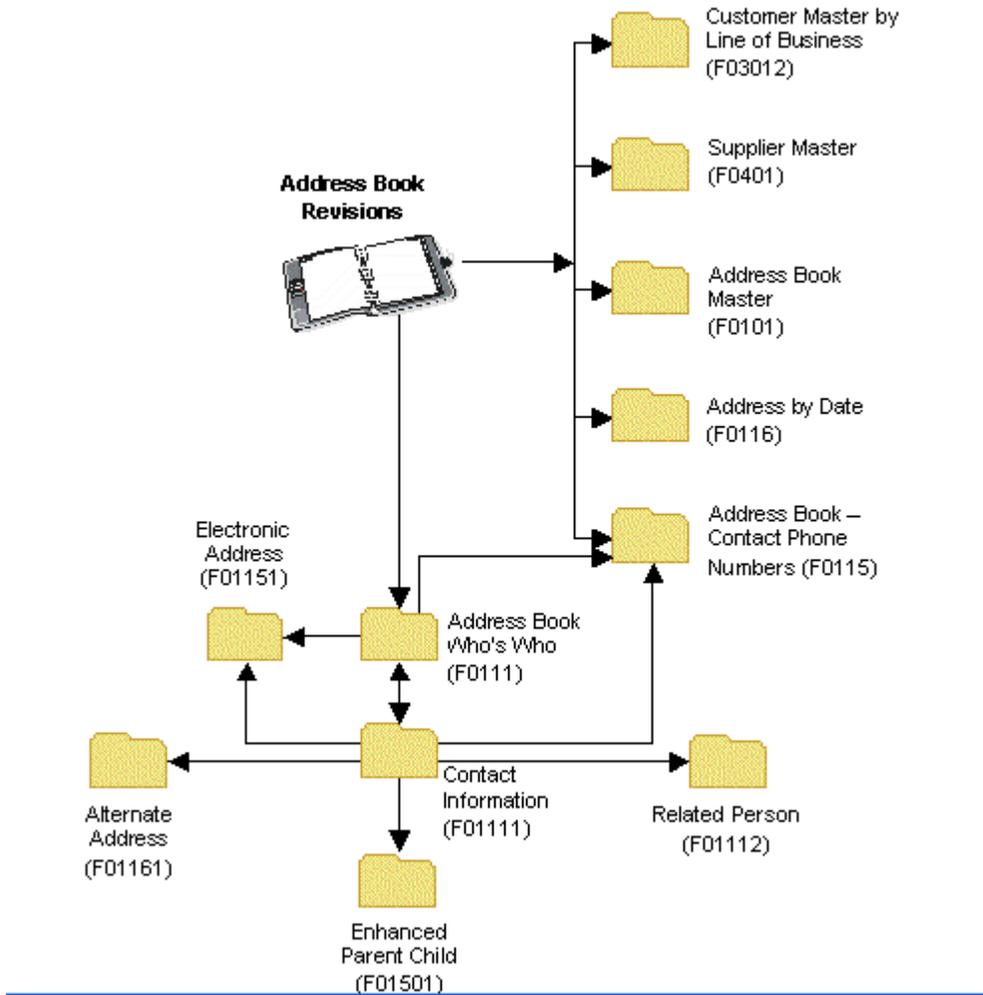
The address Book system is the foundation for other PeopleSoft EnterpriseOne systems. The Address Book system contains names, address, and phone numbers for customers, suppliers, companies, and so on. This information is stored in several database tables to create a central repository of information. Other EnterpriseOne systems retrieve up-to-date name and address information from the Address Book system.

For example, the Accounts Payable system uses address book information for supplier payments and the Accounts Receivable system uses the address book information to generate customer invoices and statements.

With a central repository of information that integrates with other EnterpriseOne systems, you can effectively manage your address book information. The Address Book system includes the following features:

- ❖ Maintenance of complete information for employees, customers, suppliers and so on.
- ❖ Notification of authorized users about special situations, such as credit warnings, hold messages, and other critical account information.
- ❖ Classification of entries by search type for inquiry and reporting purposes.
- ❖ Ability to retrieve information by name, addresses, phone number, and search type.
- ❖ Management of tax information.
- ❖ Ability to associate multiple addresses with a single address book record.
- ❖ Effective dates for address changes.
- ❖ Supplemental data for organizing and tracking information that is not included in standard master tables.

## Address Book Tables



# **Supplier Master**

Before you enter a voucher and issue payment to a supplier, a supplier master record for that supplier must exist. The supplier master record is the central storage place for all supplier information. Accounts Payable creates the supplier record, they set up address book and mail information, as well as information about how the system processes vouchers and payments for that supplier. They use the Address Book Revisions program (P01012) and the Supplier Master programs (P04012) to create a supplier record.

The information that Accounts Payable enters into a supplier record is stored in the following tables:

<b>Table Name</b>	<b>Stored Information</b>
Address Book Master (F0101)	Alpha name and factor/special payee
Address Book- Who's Who (F0111)	Mailing name
Supplier Master (F0401)	Supplier information
Address Book - Contact Phone Numbers (F0115)	Telephone number
Address by Date (F0116)	Mailing address information
Bank Transit Master (F0030)	Bank account information

You need to maintain only one address book number for each supplier throughout the various systems. For example, if you use the Supplier Ledger Inquiry form to review information or as you run reports such as A/R and A/P netting, the system uses the same address book number.

A supplier record can be created from either of the following forms:

- Work With Addresses
- Work with Supplier Master

***W-9 Request for Taxpayer Identification Number and Certification.***

***Form W-9, Request for Taxpayer Identification Number and Certification,*** serves two purposes.

First, it is used by third parties to collect identifying information to help file information returns with the IRS. It requests the name, address, and taxpayer identification information of a taxpayer (in the form of a Social Security Number or Employer Identification Number). The form is never actually sent to the IRS but is maintained by the person who files the information return for verification purposes. The information on Form W-9 and the payment made is reported on Form 1099.

Secondly, is to help the payee avoid backup withholding. The payer must collect withholding taxes on certain reportable payments for the IRS. However, if the payee certifies on the W-9 they are not subject to backup withholding they generally receive the full payment due them from the payer. This is similar to the withholding exemptions certifications found on Form W-4 for employees.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**SHI International Corp.**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_  
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
Applies to accounts maintained outside the U.S.

**5** Address (number, street, and apt. or suite no.) See instructions.  
**290 Davidson Avenue**

**6** City, state, and ZIP code  
**Somerset, NJ 08873**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
OR								
Employer identification number								
2	2	-	3	0	0	9	6	4
8								

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person ▶    Date ▶ **01/23/2018**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1096 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Address Book Revisions - Work With Addresses

✓ Tools

Alpha Name   Display Phone  
Search Type   Display Address

Records 1 - 1

Customize Grid Grid Format Name2

<input type="checkbox"/>	Sch Type	Address Number	Long Address	Alpha Name	Address Line 1	City	Tax ID	Prefix	Phone Number	Phone Type	Industry Class
<input checked="" type="checkbox"/>	V	345605		SHI	290 DAVIDSON AVE	SOMERSET	223009648	512	541-3371		

Address Book Revisions - Address Book Revision

Work With Addresses **Address Book Revision**

✓ Form Tools

Address Number

**Address Book** Mailing Additional 1 Additional 2 Related Address Cat Code 1 - 10 Cat Code 11 - 30

Alpha Name \*

Long Address Number

Tax ID

Search Type \*  Suppliers

Business Unit  MODEL BALANCE SHEET

# Address Book Revisions - Address Book Revision

Work With Addresses **Address Book Revision**

✓ ✗ ⚙ Form < > ⚙ Tools

Address Number

Address Book **Mailing** Additional 1 Additional 2 Related Address Cat Code 1 - 10 Cat Code 11 - 30

Mailing Name

Address Line 1	<input type="text" value="290 DAVIDSON AVE"/>	City	<input type="text" value="SOMERSET"/>
Address Line 2	<input type="text"/>	State	<input type="text" value="NJ"/> <i>New Jersey</i>
Address Line 3	<input type="text"/>	Postal Code	<input type="text" value="08873"/>
Address Line 4	<input type="text"/>	Country	<input type="text"/> <i>USA</i>
		County	<input type="text"/>

# Voucher Processing

## Business Process Description Overview

Vouchers must be created in order to issue payments to suppliers and other creditors. Effective management of voucher processing is fundamental to supplier management, business process management, and the accounts payable department.

Voucher processing assumes the organization has already set up its chart of accounts, general accounting constants, ledger types, fiscal and date patterns. Also, JE should be the user-defined code for journal entry documents.

Voucher processing is one example of three-tier processing. All PeopleSoft EnterpriseOne systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to the following standard steps:

**ENTRY** - Basic voucher processing starts with the entry of voucher information via either speed or standard method. Voucher entry sets up a payable in the system. As data is entered, the Accounts Payable system validates the information in certain fields to ensure that the integrity of the financial data remains intact. The system marks it as unposted and adds it to the Account Ledger table and A/P Ledger.

**REVIEW and APPROVE** - After voucher entry, a supervisor reviews and approves them. Only approved batches are eligible to be posted. Use the review process to:

- ❖ Review and approve voucher batches
- ❖ Add vouchers to existing batches
- ❖ Place a batch in pending status so it cannot be posted until further analysis is completed.
- ❖ Review and change individual vouchers and journal entries.

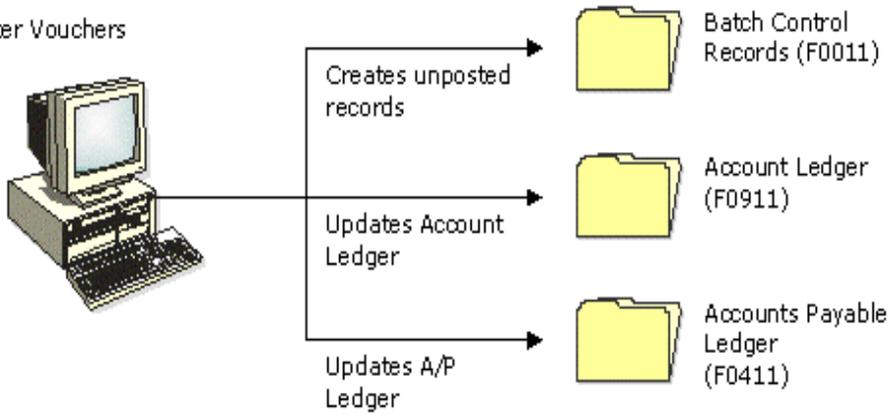
To review vouchers before posting, a list of batches can be displayed based on user ID, posting status, or a specific date range. When a list of batches is reviewed, the number of entries within a batch and the total gross amount can be reviewed. In addition, a specific voucher can also be reviewed.

**POST** – After entry, and review / approval, the vouchers are posted to the company's accounting records (general ledger). The system performs a number of automatic tasks during the posting process. When a voucher entry is posted, the post program:

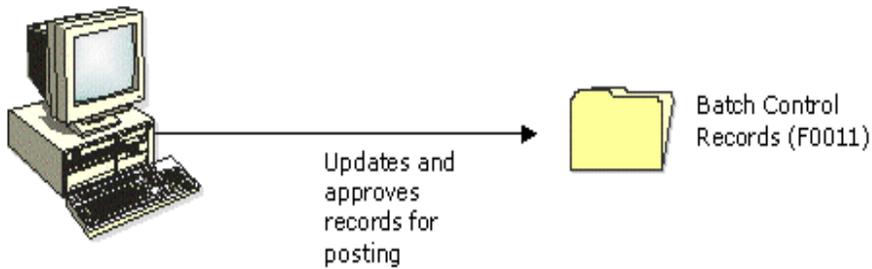
- ❖ Selects unposted, approved batches and edits each transaction
- ❖ Creates automatic offsets to A/P accounts
- ❖ Posts/updates accepted transactions to the Account Balances table.
- ❖ Changes the status of the voucher entry batch to indicate that it is posted (P in Account Ledger and a D in the A/P Ledger).
- ❖ Sends electronic mail messages for transactions that are in error.  
Produces a General Ledger Post report, which lists successfully posted batch details.

### Three-Tier Process

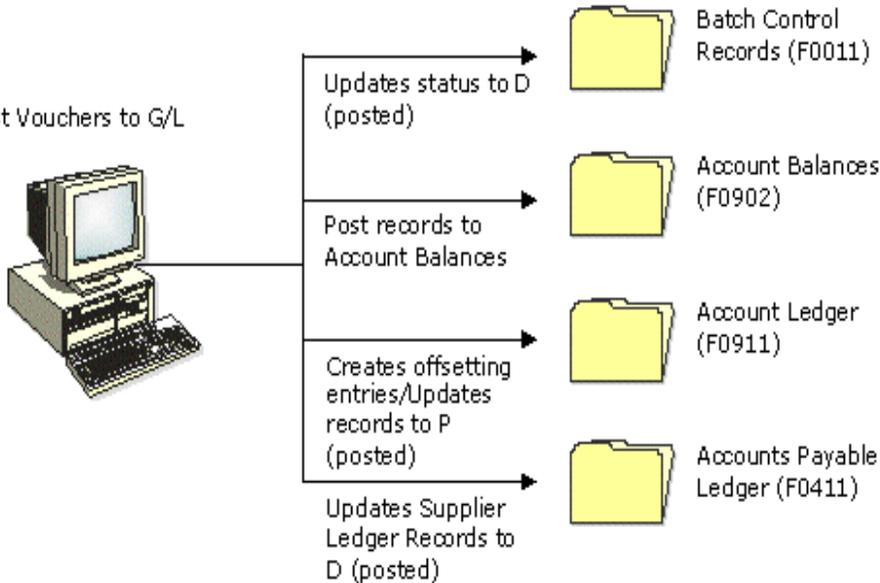
#### 1. Enter Vouchers



#### 2. Review and Approve Vouchers



#### 3. Post Vouchers to G/L



## Standard Voucher Entry

Request for Direct Payment's; Converted RDP's; Contract Retainage Payouts  
(Most Commonly Used by Navajo Nation A/P Section)

Standard vouchers provide the most features and flexibility when entering vouchers for suppliers' invoices. When vouchers need to be added, changed, deleted, or voided, use standard voucher entry.

- Note that voucher entry assumes suppliers, processing options, and AAI's are set up.

A supplier record must exist in the Address Book and Supplier Master tables before entering a voucher. Typically, Accounts Payable will create a supplier record first, and then the Voucher Matcher enters the voucher. However, it is also possible to create a supplier record at the time of voucher entry. To do so, contact the Accounts Payable section. From the Form menu on the Enter Voucher–Payment Information form, they will follow the steps to enter a supplier record.

After receiving a supplier's invoice, a voucher must be created before payment can be made. Vouchers can be created by entering information from the supplier's invoice.

Information about how the voucher for payment will be processed can be entered here or automatically from the supplier record.

To enter a standard voucher:

- ❖ Enter voucher information
- ❖ Enter general ledger information

G/L information typically includes a debit to an expense account. When posted, the system creates an offset to a liability account. When a voucher is completed, the system displays the assigned document type and document number. This information can be used to locate and review a voucher. The system assigns a batch type of V for vouchers.

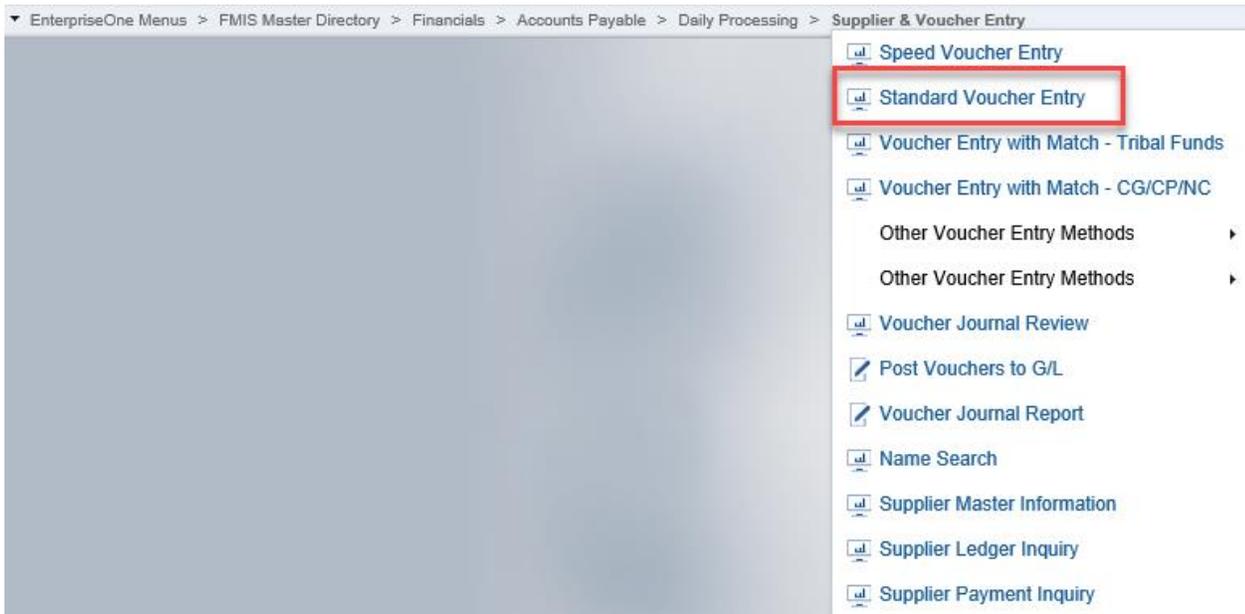
When a standard voucher is entered, the system marks it as un-posted and adds it to the Account Ledger and A/P Ledger tables. When posted, the system updates the Account Balances table and marks the voucher as posted in the Account Ledger and A/P Ledger tables.

The Navajo Nation frequently uses two methods to pay for materials.

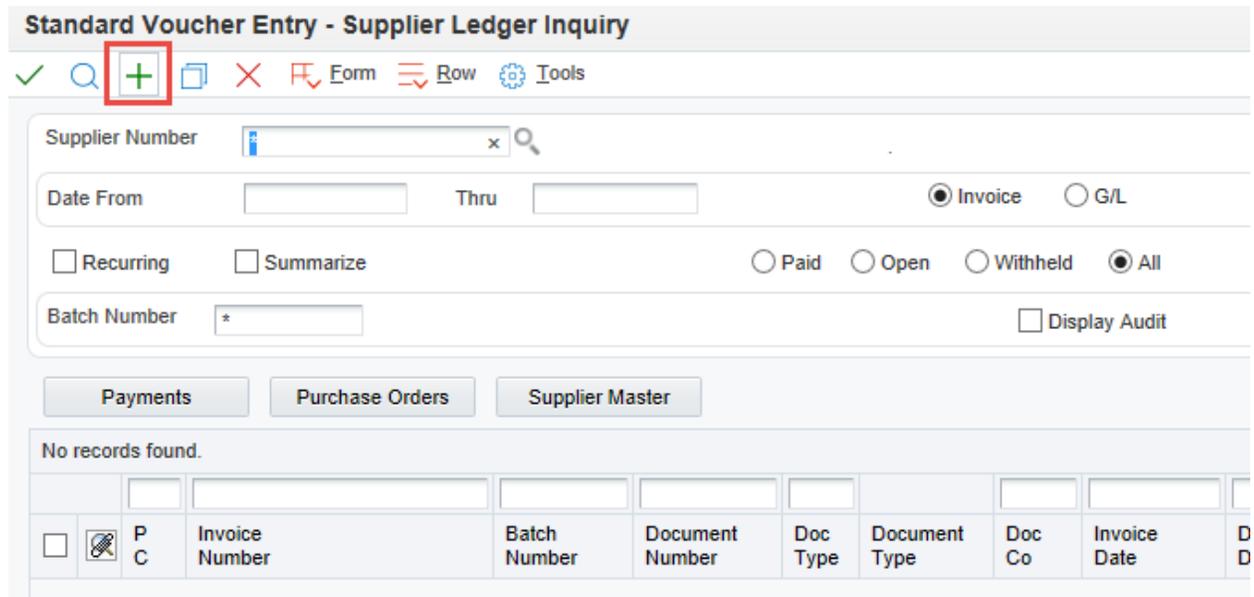
- Request for Direct Payment (RDP)
- Purchase Requisition Converted to RDP

The Standard Voucher Entry will be used to process these two methods of payment.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Standard Voucher Entry (P0411) ZJDE0001
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Function	Processes and Results
Enter Voucher Information	1. From the Supplier & Voucher Entry menu select, 'Standard Voucher Entry'.



Function	Processes and Results
Enter Voucher Information	2. Click the 'Add' button.

Standard Voucher Entry - Enter Voucher - Payment Information

Form Row Tools

Document No/Typ/Co  00010 Batch No 902806 Prev Doc

Company \*  GENERAL FUND

Supplier Number \*  MIL Business Unit

Invoice Number   Discount % Default Payment Terms

Invoice Date  G/L Date \*  Service/Tax Date

Records 1 - 1 Customize Grid py910

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Cod	Pay Status	Pymt Terms	1099 Flag
001											

Gross  Disc  Tax  Taxable

Function	Processes and Results
<p><b>Enter Voucher Information</b></p>	<p>At the 'Enter Voucher-Payment Information' form, complete the following required (R) fields:</p> <ol style="list-style-type: none"> <li>3. Click in the 'Company*' field, enter the company number. (R)</li> <li>4. Click in the 'Supplier Number*' field, enter the supplier's address book number. (R)</li> <li>5. Click in the 'Invoice Number' field, enter the invoice number. (R)</li> <li>6. Click in the 'Invoice Date' field, enter the invoice date. (R)</li> <li>7. Click in the 'G/L Date' field, enter the current date. (R)</li> <li>8. Click in the 'Business Unit' field, enter the business unit. (R)</li> </ol> <p>Optional fields (O)</p> <ul style="list-style-type: none"> <li>❖ Document Type/No/Co (O)</li> <li>❖ Payment Terms Code (O)</li> <li>❖ Service/Tax Date (O)</li> </ul> <p>Note: If errors occur during data entry on fields in the header, correct them from the header. The system does not allow changes to the grid until corrections are made to fields in the header. When making corrections to fields in the header, the system automatically updates the corresponding data in the grid.</p>

Standard Voucher Entry - Enter Voucher - Payment Information

Form Row Tools

Document No/Typ/Co  00010 Batch No 902806 Prev Doc

Company \*  GENERAL FUND

Supplier Number \*  MIL Business Unit

Invoice Number   Discount % Default Payment Terms

Invoice Date  G/L Date \*  Service/Tax Date

Records 1 - 2 Customize Grid py910

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Cod	Pay Status	Pymt Terms	1099 Flag
001	880.00					06/02/2016			A		
002											

Gross 880.00 Disc  Tax  Taxable

Function	Processes and Results
Enter Voucher Information	<p>9. At the 'Payment Information Detail' area, click in the 'Gross Amount' field, enter the gross amount of the Invoice. (Required field).</p> <p>Optional Fields</p> <ul style="list-style-type: none"> <li>❖ 1099 Flag (O)</li> <li>❖ Remark (O)</li> <li>❖ Due Date (O)</li> <li>❖ Pay Status (O)</li> <li>❖ Payee Number (O)</li> <li>❖ G/L Offset (O)</li> <li>❖ Discount Available (O)</li> </ul>

**Standard Voucher Entry - Enter Voucher - Payment Information**

✓ Tools

Document No/Typ/Co  00010 Batch No 902806 Prev Doc

Company \* 00010 GENERAL FUND

Supplier Number \* 189576 MIL Business Unit  1

Invoice Number TA396011  Discount % Default Payment Terms

Invoice Date 05/03/2016 G/L Date \* 09/30/2017 Service/Tax Date 02/01/2018

Records 1 - 2 Customize Grid py910

<input type="checkbox"/>	Pay Item	Gross Amount	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Cod	Pay Status	Pymt Terms	1099 Flag
<input checked="" type="radio"/>	001	880.00					06/02/2016		<input type="text"/>	A		
<input type="radio"/>	002											

Gross 880.00 Disc  Tax  Taxable

Function	Processes and Results
Enter Voucher Information	<p>10. Click in the 'Handling Code' field, enter the handling code if known.</p> <ul style="list-style-type: none"> <li>• If the handling code is not known. <ul style="list-style-type: none"> <li>○ Click the 'Visual Assist' button to view the handling codes.</li> </ul> </li> </ul> <p>Note: If there are multiple pay items, the system assigns pay item numbers that are sequential. Recurring vouchers can have only one pay item.</p>

Records 1 - 6 Customize Grid

<input type="checkbox"/>	Code	Description
<input checked="" type="radio"/>		Default
<input type="radio"/>	1	Remittance Attachment - Mailed
<input type="radio"/>	2	Remittance Attachment - Pickup
<input type="radio"/>	3	Pickup by Payee
<input type="radio"/>	4	Pickup by Program/Dept.
<input type="radio"/>	5	Manual Check

The 'Handling Code' field is a required entry. The Handling Codes describe the various ways payment can be distributed. The print screen above illustrates the options.

All vouchers being inputted by departments/programs will have all their vouchers mailed out from Cashiers Office. There will be no Demand payments processed thru the Programs/Departments.

Several fields in the header and detail areas are completed automatically based on the information setup for the specific supplier. For example, the Due Date is automatically entered.

The 1099 Flag identifies the status of the payee as either an N for a non-corporate entity or an individual or a blank for a corporation. Enter N or leave the field blank. At this point the entry clerks do not flag for 1099. The reason is that the system automatically flags vendors based on the selected object accounts that are set up for 1099. This is referred to as 1099 G/L Method.

**Select User Define Code**

✓ 🔍 ✕ ⚙️ Form Tools

Product Code 00 *Foundation Environment*

User Defined Codes HC *Special Handling Code-A/P Pymt*

Description

---

Records 1 - 6 [Customize Grid](#) Grid Format Name1

	Code	Description
<input type="radio"/>		Default
<input type="radio"/>	1	Remittance Attachment - Mailed
<input type="radio"/>	2	Remittance Attachment - Pickup
<input type="radio"/>	3	Pickup by Payee
<input type="radio"/>	4	Pickup by Program/Dept.
<input checked="" type="radio"/>	5	Manual Check

Function	Processes and Results
<b>Enter Voucher Information</b>	At the 'Select User Defined Code' form, select code 5 (Manual Check). 11. Click the 'Select' button.

**Standard Voucher Entry - Enter Voucher - Payment Information**

Document No/Typ/Co: 00010 Batch No: 902806

Company: 00010 GENERAL FUND

Supplier Number: 189576 MILFORD, ELMER L. Business Unit: 1

Invoice Number: TA396011 Invoice Date: 05/03/2016 G/L Date: 09/30/2017 Service/Tax Date: 02/01/2018

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Cod	Pay Status	Pymt Terms	1099 Flag
001	880.00					06/02/2016		5	A		
002											

Gross: 880.00 Disc: Tax: Taxable:

After entering the information on the Supplier Ledger form, the form should look like the following above.

- Voucher for company number 00010 from Supplier number 189576 for \$880.00 invoiced 05/03/2016, invoice number TA396011, a G/L Date of 09/30/2017, handling code '5' Manual/ Demand check to be picked up by Program/Dept or Payee.

Function	Processes and Results
<b>Enter Voucher Information</b>	<p>After entering voucher information, enter the detail lines that distribute the voucher amount to the G/L accounts.</p> <p>13. Click the 'OK' button to access the G/L distribution form and continue entering the voucher.</p>

**Standard Voucher Entry - G/L Distribution**

Document No/Typ/Co: 2239480 PV: 00010 Batch Number: 902806

Supplier: 189576 Explanation: MIL

G/L Date: 09/30/2017 Amt To Distribute: 880.00

Account Number *	Account Description	Amount	Explanation -Remark-	Co	Sub Type	Sub-ledger	LT	B C	1099 Flag
101007.3521	Meals / Lodging	800.00	Council Delegate	00010			AA		
101007.3523	Mileage	80.00	Council Delegate	00010			AA		

Amount: 880.00 Remaining:

At the 'G/L Distribution' form, if you have more than one business unit tied to the voucher, you can split them up here, see example above.

Function	Processes and Results
<b>Enter G/L Information</b>	<p>At the 'Standard Voucher Entry - G/L Distribution' form, enter the following required (R) fields for each detail line.</p> <p>14. Click in the 'Account Number*' field, and enter the account number. (R)</p> <p>15. Click in the 'Amount' field, enter the amount. (R)</p> <p>16. Click in the 'Explanation -Remark-' field, enter a remark. (R)</p>

The total amount entered for the lines of G/L distribution **must equal** the total amounts entered in the gross amount fields for the voucher, or the system returns an error.

**Standard Voucher Entry - G/L Distribution**

Document No/Typ/Co: 2239480 PV 00010 Batch Number: 902806

Supplier: 189576 Explanation: MIL

G/L Date: 09/30/2017 Amt To Distribute: 880.00

Records 1 - 3

Account Number *	Account Description	Amount	Explanation -Remark-	Co	Sub Type	Sub-ledger	LT	B C	1099 Flag
101007.3521	Meals / Lodging	800.00	Council Delegate	00010			AA		
101007.3523	Mileage	80.00	Council Delegate	x 00010			AA		

Amount: 880.00 Remaining: [ ]

The 'Amount' field at the bottom of the form indicates the gross amount for the voucher.

The 'Remaining' field, provides you with an ongoing tally of what amount is required to equal the gross amount of the voucher.

Function	Processes and Results
<b>Enter G/L Information</b>	<p>17. Click the 'OK' button.</p> <p>18. Record your 'Batch Number' and Document No. (902806 / 2239480)</p>

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number: [ ]

Date From: [ ] Thru: [ ]  Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number: \* [ ]  Display Audit

Payments Purchase Orders **Supplier Master**

Records 1 - 2

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
	2239480	PV	TA396011	00010	05/03/2016	09/30/2017	06/02/2016	Voucher	189576	880.00	880.00	902806	A	Approved for Payment
										880.00	880.00			

Batch Payment History G/L Distribution Purchase Receipts

You can verify your entry through the *Supplier Ledger Inquiry* form using the system assigned document number.

# Speed Vouchers

(Most commonly used by NN A/P Section)

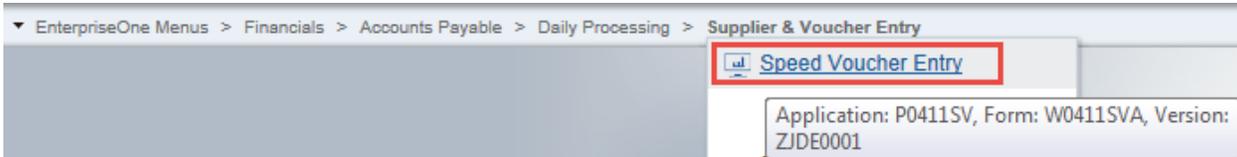
The following transactions: WIA; Foster Grandparent payments would be supported by speed voucher entry.

As an alternative to entering standard vouchers, use the Speed Voucher method to enter high-volume, simple vouchers. With speed vouchers, voucher and G/L distribution information is entered on one form. Consider using this method for a voucher that has:

- ❖ A single pay item (which has a single due date and tax rate/area)
- ❖ Simple accounting instructions

Do not use the speed method if there are multiple pay items. As with standard vouchers, this information is stored in the A/P Ledger and Account Ledger tables. Changes or deletion cannot be made using the speed voucher method. Instead, use the standard voucher entry or speed release program.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Speed Voucher Entry
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Function	Processes and Results
<b>To Enter a Speed Voucher</b>	1. From the Supplier & Voucher Entry menu, select 'Speed Voucher Entry'.

**Speed Voucher Entry - Speed Voucher Entry**

Row Form Tools

Supplier Number	190482	JOE	Prev Doc	
Company *	03477	NDWA/WIA	Doc No/Type/Co	
Invoice Number	RRPY910		PO No/Type/Co	
Invoice Amount	126.72	Service/Tax Date	<input type="checkbox"/> % Discount	
Invoice Date	04/08/2016	Tax Expl Code	Business Unit	
G/L Date		Tax Rate/Area	Payment Terms	
Due Date		Tax Amount	Pay Status	
Approver No		Taxable Amount	Cat Code 07	
Payment Remark			Batch Number	929100
Amt to Distr				

Function	Processes and Results
<b>To Enter a Speed Voucher</b>	<p>At the 'Speed Voucher Entry - Speed Voucher Entry' form, to identify the invoice complete the following required (R) fields.</p> <ol style="list-style-type: none"> <li>Click in the 'Supplier Number' field, enter the address book number. (R)</li> <li>Click in the 'Company' field, enter the company number. (R)</li> <li>Click in the 'Invoice Number' field, enter the invoice number. (R)</li> <li>Click in the 'Invoice Amount' field, enter the invoice amount. (R)</li> <li>Click in the 'Invoice Date' field, enter the invoice date. (R)</li> </ol> <p>NOTE: If there are errors during data entry on fields in the header, correct them from the header. The system does not allow changes to the grid until corrections are made to fields in the header. When corrections are made to fields in the header, the system automatically updates the corresponding data in the grid.</p>

**Speed Voucher Entry - Speed Voucher Entry**

Supplier Number	<input type="text" value="190482"/>	JOE, VICTOR A.	Prev Doc	<input type="text"/>
Company *	<input type="text" value="03477"/>	NDWAWIA	Doc No/Type/Co	<input type="text"/> <input type="text"/> <input type="text"/>
Invoice Number	<input type="text" value="RRPY910"/>		PO No/Type/Co	<input type="text"/> <input type="text"/> <input type="text"/>
Invoice Amount	<input type="text" value="126.72"/>	Service/Tax Date	<input type="text"/>	<input type="checkbox"/> % Discount <input type="text"/>
Invoice Date	<input type="text" value="04/08/2016"/>	Tax Expl Code	<input type="text"/>	Business Unit <input type="text"/>
G/L Date	<input type="text" value="04/11/2016"/>	Tax Rate/Area	<input type="text"/>	Payment Terms <input type="text"/>
Due Date	<input type="text"/>	Tax Amount	<input type="text"/>	Pay Status <input type="text"/>
Approver No	<input type="text"/>	Taxable Amount	<input type="text"/>	Cat Code 07 <input type="text"/>
Payment Remark	<input type="text" value="PY910tmg"/>		Batch Number	<input type="text" value="929100"/>
Amt to Distr	<input type="text"/>			

Function	Processes and Results
<b>To Enter a Speed Voucher</b>	<p>To specify how to process the voucher, complete the following required (R) fields.</p> <ol style="list-style-type: none"> <li>Click in the 'G/L Date' field, enter the current date. (R)</li> <li>Click in the 'Payment Remark' field, enter a remark. (R)</li> </ol> <p>Optional Fields</p> <ul style="list-style-type: none"> <li>❖ Discount Available (O)</li> <li>❖ Payment Terms (O)</li> <li>❖ Pay Status (O)</li> </ul>

## Speed Voucher Entry - Speed Voucher Entry

✓ Row Form Tools

Supplier Number	<input type="text" value="190482"/>	JOE	Prev Doc	<input type="text"/>	
Company *	<input type="text" value="03477"/>	NDWAWIA	Doc No/Type/Co	<input type="text"/> <input type="text"/> <input type="text" value="03477"/>	
Invoice Number	<input type="text" value="RRPY910"/>		PO No/Type/Co	<input type="text"/> <input type="text"/> <input type="text"/>	
Invoice Amount	<input type="text" value="126.72"/>	Service/Tax Date	<input type="text" value="04/11/2016"/>	<input type="checkbox"/> % Discount <input type="text"/>	
Invoice Date	<input type="text" value="04/08/2016"/>	Tax Expl Code	<input type="text"/>	Business Unit	<input type="text" value="107020"/>
G/L Date	<input type="text" value="04/11/2016"/>	Tax Rate/Area	<input type="text"/>	Payment Terms	<input type="text"/>
Due Date	<input type="text" value="05/08/2016"/>	Tax Amount	<input type="text"/>	Pay Status	<input type="text" value="A"/>
Approver No	<input type="text"/>	Taxable Amount	<input type="text"/>	Cat Code 07	<input type="text"/>
Payment Remark	<input type="text" value="PY910trng"/>		Batch Number	<input type="text" value="929100"/>	
Amt to Distr	<input type="text" value="126.72"/>				

Records 1 - 3

<input type="checkbox"/>	Account Number	Account Description	Amount	Explanation-Remark-
<input type="radio"/>	<input type="text" value="K0809001.3611"/>	Meals / Lodging	<input type="text" value="120.00"/>	PY910trng
<input type="radio"/>	<input type="text" value="K0809001.3113"/>	Mileage	<input type="text" value="6.72"/>	PY910trng
<input checked="" type="radio"/>	<input type="text"/>			

Amount  Remaining

Function	Processes and Results
To Enter a Speed Voucher	<p>To enter general ledger information, complete the following required (R) fields.</p> <p>9. Click in the 'Account Number' field, enter the account number. (R)</p> <p>10. Click in the 'Amount' field, enter the amount. (R)</p> <p>11. Click in the 'Explanation-Remark' field, enter a remark. (R)</p> <p>Repeat steps 9 -11until all line items are entered.</p>

Speed Voucher Entry - Speed Voucher Entry

Row  Form  Tools

Supplier Number	<input type="text" value="190482"/>	JOE, VICTOR A.	Prev Doc	<input type="text"/>	
Company *	<input type="text" value="03477"/>	NDWAWIA	Doc No/Type/Co	<input type="text"/> <input type="text"/> <input type="text" value="03477"/>	
Invoice Number	<input type="text" value="RRPY910"/>		PO No/Type/Co	<input type="text"/> <input type="text"/> <input type="text"/>	
Invoice Amount	<input type="text" value="126.72"/>	Service/Tax Date	<input type="text" value="04/11/2016"/>	<input type="checkbox"/> % Discount <input type="text"/>	
Invoice Date	<input type="text" value="04/08/2016"/>	Tax Expl Code	<input type="text"/>	Business Unit	<input type="text" value="107020"/>
G/L Date	<input type="text" value="04/11/2016"/>	Tax Rate/Area	<input type="text"/>	Payment Terms	<input type="text"/>
Due Date	<input type="text" value="05/08/2016"/>	Tax Amount	<input type="text"/>	Pay Status	<input type="text" value="A"/>
Approver No	<input type="text"/>	Taxable Amount	<input type="text"/>	Cat Code 07	<input type="text"/>
Payment Remark	<input type="text" value="PY910trng"/>		Batch Number	<input type="text" value="929100"/>	
Amt to Distr	<input type="text" value="126.72"/>				

Records 1 - 3

<input type="checkbox"/>	Account Number	Account Description	Amount	Explanation -Remark-
<input type="radio"/>	K0809001.3611	Meals / Lodging		120.00 PY910trng
<input type="radio"/>	K0809001.3113	Mileage		6.72 PY910trng
<input checked="" type="radio"/>	<input type="text"/>			

Amount  Remaining

Function	Processes and Results
To Enter a Speed Voucher	After completing the detail form of the speed voucher form, review your detail entries. 12. Click the 'OK' button.

Speed Voucher Entry - Speed Voucher Entry

Row  Form  Tools

Supplier Number	<input type="text" value=""/>	JOE	Prev Doc	<input type="text" value="2310913"/>	
Company *	<input type="text" value="03477"/>	NDWAWIA	Doc No/Type/Co	<input type="text"/> <input type="text"/> <input type="text"/>	
Invoice Number	<input type="text"/>		PO No/Type/Co	<input type="text"/> <input type="text"/> <input type="text"/>	
Invoice Amount	<input type="text"/>	Service/Tax Date	<input type="text"/>	<input type="checkbox"/> % Discount <input type="text"/>	
Invoice Date	<input type="text"/>	Tax Expl Code	<input type="text"/>	Business Unit	<input type="text"/>
G/L Date	<input type="text" value="04/11/2016"/>	Tax Rate/Area	<input type="text"/>	Payment Terms	<input type="text"/>
Due Date	<input type="text"/>	Tax Amount	<input type="text"/>	Pay Status	<input type="text"/>
Approver No	<input type="text"/>	Taxable Amount	<input type="text"/>	Cat Code 07	<input type="text"/>
Payment Remark	<input type="text"/>		Batch Number	<input type="text" value="929100"/>	
Amt to Distr	<input type="text"/>				

Records 1 - 1

<input type="checkbox"/>	Account Number	Account Description	Amount	Explanation -Remark-
<input checked="" type="radio"/>	<input type="text"/>			

Amount  Remaining

Function	Processes and Results
<b>To Enter a Speed Voucher</b>	13. The system assigns a batch number, record your 'Batch Number' on the invoice. 14. Click the 'Close' button to exit.

### **3-Way Match Voucher Entry**

*NOTE: Most commonly used by NN Accounts Payable department.*

The following transactions: Purchase Orders, Contracts and Child Care would be supported by 3 Way Match Entry.

Before you approve a voucher to be posted to the General Ledger, you must create a voucher using stock receipts. To verify that invoice information corresponds to your receipt records, you can create a voucher based on an invoice.

Three-way-match matches:

- Receipts
- Supplier Invoice
- Purchase Order

To create voucher using Stock Receipts – Purchase Order

- Enter voucher information
- Enter general ledger information

When posted, the system creates an offset to a liability account. When a voucher is completed, the system displays the assigned number (Document Type V), purchase order number and document number. This information can be used to locate and review a voucher. The system assigns a batch type of (OP) for purchase order.

When a 3-way match purchase order is entered, the system marks it as un-posted and adds it to the Account Ledger and A/P Ledger tables. When the batch is approved and posted, the system updates the Account Balances table and marks the voucher as approved or posted in the Account Ledger and A/P Ledger tables.

If you record receipt information for items, you compare invoices to receipt records to create individual vouchers. A three-way voucher match method implies that you use receipt records to create vouchers.

GovConnection, Inc.  
 7503 STANDISH PLACE  
 Rockville MD 20855  
 DUNS:80-967-8782

**REMIT TO ADDRESS:**  
 GOVCONNECTION, INC.  
 PO Box 536477  
 PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE RECEIPT WITH YOUR PAYMENT.

Federal ID No.	Invoice No.	Invoice Date
52-1837891	53709282	04/22/2016

Company retains a purchase money security interest in equipment until payment is made in full.

**Sold To:**  
 NAVAJO NATION-BERTHA DAHOZY  
 ACCOUNTS PAYABLE SECTION  
 PO DRAWER 1660  
 WINDOW ROCK AZ 86515

**Shipped To:**  
 NAVAJO NATION  
 ATTN: EUGENE WATSON  
 WATER RESOURCES- EUGENE WATSON  
 NAVAJO ROUTE 12 NE #678  
 FORT DEFIANCE AZ 86504

CORP. SALES (800)998-0008 CREDIT DEPT (888)294-0268 CUSTOMER SERV (800)998-0008

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via	
04/14/16	51546323	326129-0P	7447658	Net 30	04/22/16	SMALL PKG	
Quantity		Item No.	Description	Unit Price	Extension		
Ordered	Back Ordered					Shipped	
2		2	30952328 SER.# 20A6161MXX MFG# L9K63UT#ABA	1,498.7800	2,997.56		
1		1	17862643 SER.# 15.6" 17 4810MD 256GB 16GB CND54759K6 MFG# F1H39UTHABA	2,248.9700	2,248.97		
<p>-----PLEASE NOTE EFT INSTRUCTIONS-----            For electronic funds transfers, please remit to Citizens Bank:            - ACH Payments: ASA # 2110-70175, Account # 1310873272            - WIRE Payments: ABA # 0113-00120, Account # 1310873272            Please include invoice number(s) in the transmitted information.</p> <p>"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus."</p>							

Merchandise	Sales Tax	Shipping/Packaging
5,246.53		

Backordered items will be shipped and invoiced to you as soon as they are available.

Invoice Total
5,246.53

MCINTYRN Ordered by : EUGENE WATSON

Order No.	Company	Account No.	Invoice No.	Invoice Total
51546323	00005	7447658	53709282	5,246.53

GOVCONNECTION, INC.  
 PO Box 536477  
 PITTSBURGH PA 15253-5906

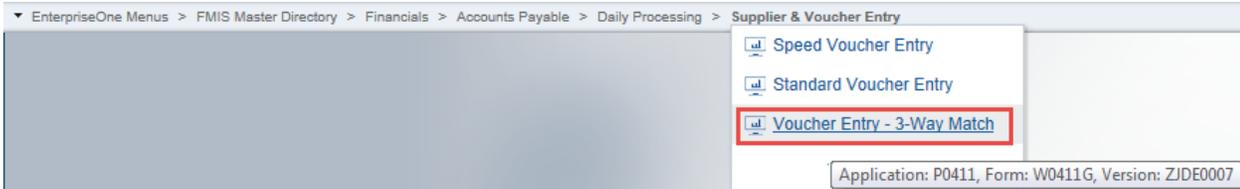
PLEASE ENCLOSE THIS REMITTANCE RECEIPT WITH YOUR PAYMENT.

00005 7447658 537092820000524653

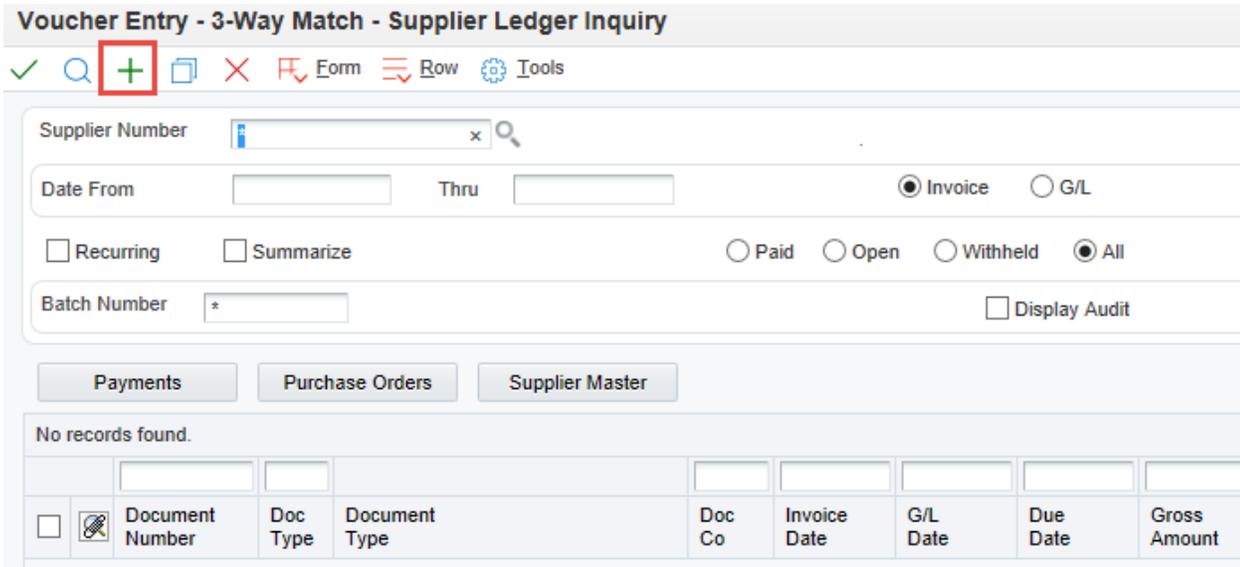
Gen 06 Y2M1

Example: Copy of Invoice to process as a 3-Way Match.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Voucher Entry – 3- Way Match
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Function	Processes and Results
<b>Enter Voucher Information</b>	1. From the Select Voucher Entry menu select 'Voucher Entry – 3 Way Match.'



Function	Processes and Results
<b>Enter Voucher Information</b>	2. At the Voucher Entry – 3-Way Match – Supplier Ledger Inquiry form, click the 'Add' button.

Voucher Entry with Match - CG/CP/NC - Voucher Match

✓ Form Row Tools

Voucher Match		Supplier Classification Codes	
Order Number	<input type="text" value="326229"/>	OP	<input type="text" value="*"/>
Voucher Num.	<input type="text"/>	PV	<input type="text"/>
Supplier	<input type="text" value="29819"/>	COMPUTER CORNER INC	
Invoice Num.	<input type="text" value="1234"/>	Co.	<input type="text" value="03876"/>
Gross Amount	<input type="text"/>	Tax	<input type="text"/>
Invoice Date	<input type="text" value="03/03/2017"/>	Discount Amt.	<input type="text"/>
G/L Date	<input type="text" value="03/29/2017"/>	Retained Amt.	<input type="text"/>
		Branch/ Plant	<input type="text"/>
		Batch	<input type="text" value="902206"/>
		Taxable Amt.	<input type="text"/>
		Retained Amt.	<input type="text"/>
		Remaining	<input type="text"/>

Records 1 - 1

<input type="checkbox"/>	<input type="checkbox"/>	O	Change	Item	Supplier	Quantity	Tr.	Amount	Retained	Percentage	Prev. Amt.	Retainage	Due
<input type="checkbox"/>	<input type="checkbox"/>	P	Order	Number		To Voucher	UoM	To Voucher	Amount	Retained	Retained	To Release	Date
<input type="checkbox"/>	<input type="checkbox"/>												

Function	Processes and Results
<p><b>Enter Voucher Information</b></p>	<p>At the 'Voucher Enter 3-Way Match – Voucher Match' form, complete the following required (R) fields.</p> <ol style="list-style-type: none"> <li>3. Click in the 'Order Number' field, enter the purchase order number. (R)</li> <li>4. Click in the 'Supplier' field, enter the supplier's address book number. (R)</li> <li>5. Click in the 'Invoice Num.' field, enter the suppliers' invoice number. (R)</li> <li>6. Click in the 'Co.' field, enter the company number. (R)</li> <li>7. Click in the 'Invoice Date' field, enter the invoice date. (R)</li> <li>8. Verify the 'G/L Date' field, will default to the current date.</li> </ol>

Voucher Entry with Match - CG/CP/NC - Voucher Match

✓ Form Row Tools

Favorites	
<b>Voucher Match</b>	<input type="text" value="*"/>
Order Number	<input type="text"/>
Voucher Num.	<input type="text"/>
Supplier	COMPUTER CORNER INC
Invoice Num.	Co. <input type="text" value="03876"/>
Gross Amount	Tax <input type="text"/>
Invoice Date	Discount Amt. <input type="text"/>
G/L Date	

**Form**

- Receipts To Match
- Orders To Match
- Release Retainage
- Recost Vouchers
- Freight To Match

Line Defaults

Function	Processes and Results
<p><b>Enter Voucher Information</b></p>	<ol style="list-style-type: none"> <li>9. Click the 'Form' exit button.</li> </ol>





<b>Enter Voucher Information</b>	<p>17. On the next available line in the grid, click in the OP (Match Processing) field.</p> <p>18. Click on the 'visual assist' button.</p>
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**Select User Define Code**

✓ 🔍 ✕ ⚙️ Form ⚙️ Tools

Product Code  *Procurement*

User Defined Codes  *Voucher Match Options*

Description

Records 1 - 6 [Customize Grid](#) Grid Format Name1 ▾

	Code	Description
<input type="radio"/>		Bypass Payment of Line
<input type="radio"/>	1	Match Quantity / Amount
<input checked="" type="radio"/>	4	Create New Order Line
<input type="radio"/>	5	Freight Distribution Line
<input type="radio"/>	7	Match and Close Balance
<input type="radio"/>	9	Cancel Balance of Line

Function	Processes and Results
<b>Enter Voucher Information</b>	<p>19. At the 'Select User Define Code' form, select 'Code 4' (Create New Order Line).</p> <p>20. Click the 'Select' button.</p>

**Voucher Entry with Match - CG/CP/NC - Voucher Match**

Form Row Tools

**Voucher Match** Supplier Classification Codes

Order Number: 326229 OP 03876 Branch/Plant: K150567  
 Voucher Num.: 2238937 PV 03876 Batch: 902211  
 Supplier: 29819 COMPUTER CORNER INC  
 Invoice Num.: 1234 Co.: 03876  
 Gross Amount: 158.53 Tax: Taxable Amt.:  
 Invoice Date: 03/03/2017 Discount Amt.: Retained Amt.:  
 G/L Date: 03/29/2017 Remaining:

Records 1 - 4

	O P	Order Number	Or Ty	Description 1	Supplier	Description 2	Expense Account	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Line Number	Order Co
<input type="checkbox"/>		1	326229 OP	FQC 08930 Microsoft Windows 10	29819	Professional License	K150567.6320	EA	1.00	1.00	159.55	159.55	1,000	03876
<input type="checkbox"/>		1	326229 OP	Shipping	29819		K150567.6320	EA			12.77	12.77	2,000	03876
<input type="checkbox"/>		4	326229 OP	Software Support	29819		K150567.6320				13.79-		4,000	03876

Function	Processes and Results
<b>Enter Voucher Information</b>	<p>21. At the 'Voucher Match' form, click in the Order Number field, enter the purchase order number.</p> <p>22. Click in the 'Order Type' field, enter the order type.</p> <p>23. Click in the 'Supplier' field, enter the address book number.</p> <p>24. Click in the 'Expense Account' field, enter the account number.</p> <p>25. Click in the 'Amount To Voucher' field, enter the negative total amount.</p> <ul style="list-style-type: none"> <li>Click the minus sign then enter the amount.</li> </ul> <p>26. Click in the next 'available line' in the grid, to view your entry.</p> <p>Note the 'Description 1' field, defaults with the description of the expense account.</p>

**To enter a Retainage**

If retainage is being taken out of the payment, you would do that on this form adding another line and minus out the amount.

**Voucher Entry with Match - CG/CP/NC - Voucher Match**

✓ ✖ Form Row Tools

**Voucher Match** **Supplier Classification Codes**

Order Number: 326229 OP 03876 Branch/ Plant: K150567  
 Voucher Num.: 2238937 PV 03876 Batch: 902211  
 Supplier: 29819 COMPUTER CORNER INC  
 Invoice Num.: 1234 Co.: 03876  
 Gross Amount: 118.53 Tax: Taxable Amt.:  
 Invoice Date: 03/03/2017 Discount Amt.: Retained Amt.:  
 G/L Date: 03/29/2017 Remaining:

Records 1 - 5

	O P	Order Number	Or Ty	Description 1	Supplier	Description 2	Expense Account	Tr. UoM	Order Quantity	Quantity To Voucher	Amount To Voucher	Order Amount	Line Number	Order Co
	1	326229	OP	FQC 08930 Microsoft Windows 10	29819	Professional License	K150567.6320	EA	1.00	1.00	159.55	159.55	1.000	03876
	1	326229	OP	Shipping	29819		K150567.6320	EA			12.77	12.77	2.000	03876
	4	326229	OP	Software Support	29819		K150567.6320				13.79-		4.000	03876
	4	326229	OP	Sales Tax-Current Yr	29819		107001.1221				40.00-		5.000	03876

Function	Processes and Results
<b>Enter Voucher Information</b>	<p>27. Click the 'Visual Assist' button in the OP (Match Processing) field.</p> <p>28. At the 'Select User Define Code' form, select code 4 (Create New Order Line).</p> <p>29. Click the 'Select' button.</p> <p>30. Click in the 'Order Number' field, enter the order number.</p> <p>31. Click in the 'Order Type' field, enter the order type.</p> <p>32. Click in the 'Supplier' field, enter the address book number.</p> <p>33. Click in the 'Description 1' field, enter a description.</p> <p>34. Click in the 'Expense Account' field, enter the amount to voucher as a negative amount.</p> <ul style="list-style-type: none"> <li>Click the minus sign first then, enter the amount.</li> </ul>

### To Enter a Handling Code

NOTE: If errors occur during data entry on fields in the header, correct them from the header. The system does not allow changes to the grid until corrections are made to fields in the header. When making corrections to fields in the header, the system automatically updates the corresponding data in the grid.

**Voucher Entry with Match - CG/CP/NC - Voucher Match**

✓ Form Row Tools

Voucher Match		Supplier Classification Codes			
Order Number	<input type="text" value="326229"/>	OP	<input type="text" value="03876"/>	Branch/ Plant	<input type="text" value="K150567"/>
Voucher Num.	<input type="text" value="2238937"/>	PV	<input type="text" value="03876"/>	Batch	<input type="text" value="902211"/>
Supplier	<input type="text" value="29819"/> COMPUTER CORNER INC				
Invoice Num.	<input type="text" value="1234"/>	Co.	<input type="text" value="03876"/>		
Gross Amount	<input type="text" value="118.53"/>	Tax	<input type="text"/>	Taxable Amt.	<input type="text"/>
Invoice Date	<input type="text" value="03/03/2017"/>	Discount Amt.	<input type="text"/>	Retained Amt.	<input type="text"/>
G/L Date	<input type="text" value="03/29/2017"/>			Remaining	<input type="text"/>

Records 1 - 5

<input type="checkbox"/>		O P	Order Number	Or Ty	Description 1	Supplier	Description 2	Expense Account	Hdl Cod	Line Number
<input type="checkbox"/>		1	326229	OP	FQC 08930 Microsoft Windows 10	29819	Professional License	K150567.6320	<input type="text" value=""/>	1.000
<input type="checkbox"/>		1	326229	OP	Shipping	29819		K150567.6320		2.000
<input type="checkbox"/>		4	326229	OP	Software Support	29819		K150567.6320		4.000
<input type="checkbox"/>		4	326229	OP	Sales Tax-Current Yr	29819		107001.1221		5.000
<input type="checkbox"/>										

Function	Processes and Results
Enter Voucher Information	<p>35. Click in the 'Hdl cod' field.</p> <p>36. Click the 'Visual Assist' button.</p>

**Select User Define Code**

✓ 🔍 ✕ ⚙️ Form ⚙️ Tools

Product Code  *Foundation Environment*

User Defined Codes  *Special Handling Code-A/P Pymt*

Description

---

Records 1 - 6 [Customize Grid](#) Grid Format Name1 ▾ ⬆️ 📄

	Code	Description
<input checked="" type="radio"/>		Default
<input type="radio"/>	1	Remittance Attachment - Mailed
<input type="radio"/>	2	Remittance Attachment - Pickup
<input type="radio"/>	3	Pickup by Payee
<input type="radio"/>	4	Pickup by Program/Dept.
<input type="radio"/>	5	Manual Check

The **Select User Define Code** form provides code options on how your supplier/customer will be paid.

- For this training you will select code (4) Pickup by Program/Dept.

### Select User Define Code

Form  Tools

Product Code:  Foundation Environment  
 User Defined Codes:  Special Handling Code-A/P Pymt  
 Description:

Records 1 - 6 [Customize Grid](#) Grid Format Name1

	Code	Description
<input type="radio"/>		Default
<input type="radio"/>	1	Remittance Attachment - Mailed
<input type="radio"/>	2	Remittance Attachment - Pickup
<input type="radio"/>	3	Pickup by Payee
<input checked="" type="radio"/>	4	Pickup by Program/Dept.
<input type="radio"/>	5	Manual Check

Function	Processes and Results
Enter Voucher Information	37. Select 'Code 4' from the grid. (Pick up by program/department). 38. Click the 'Select' button.

### Voucher Entry with Match - CG/CP/NC - Voucher Match

Form  Row  Tools

**Voucher Match** | **Supplier Classification Codes**

Order Number:  OP  Branch/ Plant:   
 Voucher Num.:  PV  Batch:   
 Supplier:  COMPUTER CORNER INC  
 Invoice Num.:  Co.   
 Gross Amount:  Tax:  Taxable Amt.:   
 Invoice Date:  Discount Amt.:  Retained Amt.:   
 G/L Date:  Remaining:

Records 1 - 5

	O P	Order Number	Or Ty	Description 1	Supplier	Description 2	Expense Account	Hdl Cod	Line Number
<input type="checkbox"/>	1	326229	OP	FQC 08930 Microsoft Windows 10	29819	Professional License	K150567.6320	4	1.000
<input type="checkbox"/>	1	326229	OP	Shipping	29819		K150567.6320	4	2.000
<input type="checkbox"/>	4	326229	OP	Software Support	29819		K150567.6320	4	4.000
<input type="checkbox"/>	4	326229	OP	Sales Tax-Current Yr	29819		107001.1221	4	5.000

Function	Processes and Results
Enter Voucher Information	<p>39. Click in the 'Hdl cod' field, in the next line item in the grid.</p> <p>40. Enter the 'handling code' and repeat steps for each line number(s) in the grid.</p>

### To Change Address Book Number

Voucher Entry with Match - CG/CP/NC - Voucher Match

✓ ✖ Form Row Tools

Voucher Match Supplier Classification Codes

Order Number: 326229 OP 03876 Branch/ Plant: K150567  
 Voucher Num.: 2238937 PV 03876 Batch: 902211  
 Supplier: 29819 COMPUTER CORNER INC  
 Invoice Num.: 1234 Co. 03876  
 Gross Amount: 118.53 Tax Taxable Amt.  
 Invoice Date: 03/03/2017 Discount Amt. Retained Amt.  
 G/L Date: 03/29/2017 Remaining

Records 1 - 5

O P	Order Number	Or Ty	Description 1	Supplier	Description 2	Expense Account	Hdl Cod	Payee Number	Line Number
1	326229	OP	FQC 08930 Microsoft Windows 10	29819	Professional License	K150567.6320	4	29819	1.000
1	326229	OP	Shipping	29819		K150567.6320	4	29819	2.000
4	326229	OP	Software Support	29819		K150567.6320	4	29819	4.000
4	326229	OP	Sales Tax-Current Yr	29819		107001.1221	4	29819	5.000

Address Book number change is done here in the Payee Number field.

Function	Processes and Results
Enter Voucher Information	<p>41. Click in the 'Payee Number' field in the grid.</p> <p>42. Enter the new 'Address Book Number' or use the 'Visual Assist' button for search.</p>

## To Enter a Check Remark

**Voucher Entry with Match - CG/CP/NC - Voucher Match**

✓ ✖ ⌂ Form ⌄ Row ⚙ Tools

**Voucher Match** **Supplier Classification Codes**

Order Number: 326229 OP 03876 Branch/ Plant: K150567  
 Voucher Num.: 2238937 PV 03876 Batch: 902211  
 Supplier: 29819 COMPUTER CORNER INC  
 Invoice Num.: 1234 Co. 03876  
 Gross Amount: 118.53 Tax Taxable Amt.:  
 Invoice Date: 03/03/2017 Discount Amt.: Retained Amt.:  
 G/L Date: 03/29/2017 Remaining:

Records 1 - 5

<input type="checkbox"/>	<input type="checkbox"/>	O P	Order Number	Or Ty	Description 1	Supplier	Description 2	Expense Account	Hdl Cod	Payee Number	Line Number	Check Remark	Tr. UoM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	326229	OP	FQC 08930 Microsoft Windows 10	29819	Professional License	K150567.6320	4	2981	1.000		EA
<input type="checkbox"/>	<input type="checkbox"/>	1	326229	OP	Shipping	29819		K150567.6320	4	29819	2.000		EA
<input type="checkbox"/>	<input type="checkbox"/>	4	326229	OP	Software Support	29819		K150567.6320	4	29819	4.000		
<input type="checkbox"/>	<input type="checkbox"/>	4	326229	OP	Sales Tax-Current Yr	29819		107001.1221	4	29819	5.000		

If you enter a remark in the **Check Remark** field, it will print on the check stub along with the invoice number information.

**Voucher Entry with Match - CG/CP/NC - Voucher Match**

✓ ✖ ⌂ Form ⌄ Row ⚙ Tools

**Voucher Match** **Supplier Classification Codes**

Order Number: 326229 OP 03876 Branch/ Plant: K150567  
 Voucher Num.: 2238937 PV 03876 Batch: 902211  
 Supplier: 29819 COMPUTER CORNER INC  
 Invoice Num.: 1234 Co. 03876  
 Gross Amount: 118.53 Tax Taxable Amt.:  
 Invoice Date: 03/03/2017 Discount Amt.: Retained Amt.:  
 G/L Date: 03/29/2017 Remaining:

Records 1 - 5

<input type="checkbox"/>	<input type="checkbox"/>	O P	Order Number	Or Ty	Description 1	Supplier	Description 2	Expense Account	Hdl Cod	Payee Number	Line Number	Check Remark	Tr. UoM	Order Quantity
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	326229	OP	FQC 08930 Microsoft Windows 10	29819	Professional License	K150567.6320	4	2981	1.000		EA	1.00
<input type="checkbox"/>	<input type="checkbox"/>	1	326229	OP	Shipping	29819		K150567.6320	4	29819	2.000		EA	
<input type="checkbox"/>	<input type="checkbox"/>	4	326229	OP	Software Support	29819		K150567.6320	4	29819	4.000			
<input type="checkbox"/>	<input type="checkbox"/>	4	326229	OP	Sales Tax-Current Yr	29819		107001.1221	4	29819	5.000			

Function	Processes and Results
<b>Enter Voucher Information</b>	<p>43. Click in the 'Check Remark' field and enter a remark.</p> <p>44. Click the 'OK' button, when all entry is complete.</p>

**Voucher Entry with Match - CG/CP/NC - Voucher Match**

✓ Form Tools

Voucher Match		Supplier Classification Codes	
Order Number	<input type="text"/> OP <input type="text"/> *	Branch/ Plant	<input type="text"/>
Voucher Num.	<input type="text"/> PV <input type="text"/>	Prev Doc.	<input type="text" value="2238937"/> Batch <input type="text" value="902211"/>
Supplier	<input type="text"/>		
Invoice Num.	<input type="text"/> Co. <input type="text"/>		
Gross Amount	<input type="text"/> Tax <input type="text"/>	Taxable Amt.	<input type="text"/>
Invoice Date	<input type="text" value="03/29/2017"/> Discount Amt. <input type="text"/>	Retained Amt.	<input type="text"/>
G/L Date	<input type="text" value="03/29/2017"/>	Remaining	<input type="text"/>

Function	Processes and Results
<b>Enter Voucher Information</b>	45. Record your Prev Document and Batch Numbers.

**Voucher Entry - 3-Way Match - Voucher Match**

✓ Form Tools

Voucher Match		Supplier Classification Codes	
Order Number	<input type="text"/> OP <input type="text"/> *	Branch/ Plant	<input type="text"/>
Voucher Num.	<input type="text"/> PV <input type="text"/>	Prev Doc.	<input type="text" value="2238903"/> Batch <input type="text" value="901777"/>
Supplier	<input type="text"/>		
Invoice Num.	<input type="text"/> Co. <input type="text"/>		
Gross Amount	<input type="text"/> Tax <input type="text"/>	Taxable Amt.	<input type="text"/>
Invoice Date	<input type="text" value="05/03/2016"/> Discount Amt. <input type="text"/>	Retained Amt.	<input type="text"/>
G/L Date	<input type="text" value="05/03/2016"/>	Remaining	<input type="text"/>

Function	Processes and Results
<b>Enter Voucher Information</b>	46. Click the 'Close' button to exit.

**To verify your 3-Way Match voucher process, navigate to the link below:**



Function	Processes and Results
<b>Verify Voucher Match Information</b>	1. At the 'Accounts Payable Inquiry' menu, select 'Open Receipts'.



## Multiple Voucher Entry Programs

To quickly enter many vouchers for one or more suppliers, use one of the multiple voucher entry methods. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Use one of these multiple voucher entry programs:

- Multi Voucher-Single Supplier (P0411)
- Multi Voucher-Multi Supplier (P0411)

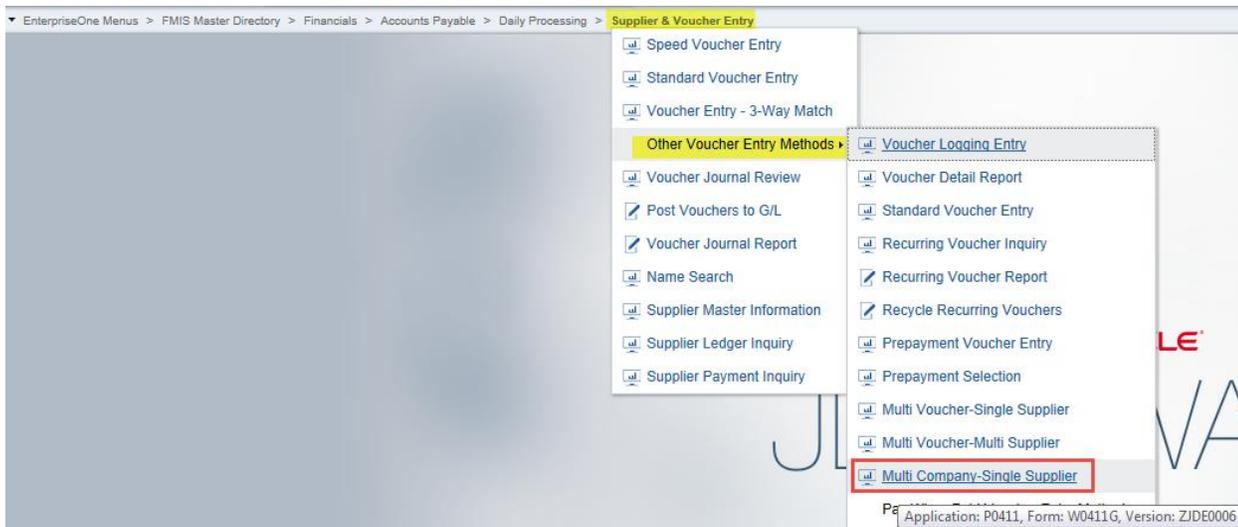
You can use the multiple voucher entry methods only to add vouchers. To change, delete, or void them, you must use the Standard Voucher Entry program (P0411).

The multiple voucher entry methods have other limitations. You cannot use them to enter this information:

- Multiple pay items
- Multiple lines of GL distribution
- Asset ID
- Asset ID speed coding
- Split pay items
- Special bank accounts
- Special GL offsets
- Special payment handling
- Automatic reversing entries
- Discounts
- Taxes
- Zero invoice amounts
- Prepaid vouchers
- Logged vouchers
- Recurring vouchers

The system creates a voucher for each detail line and updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

## Multi Company-Single Supplier



Use the Multi Voucher-Single Supplier program when you create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different GL offset and bank accounts. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

For a voucher with multiple companies:

- The GL distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.

When you pay the voucher, the system uses the AP trade account, bank account, and offset accounts for discounts associated with the company.

Information about vouchers for multiple companies is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

**Note.** No intercompany settlements are created when you enter a voucher for multiple companies.

Use these guidelines when entering vouchers for multiple companies:

- If you entered a voucher on the Multi Company - Single Supplier form, you must change it on this form.
- When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.
- When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.

**Note.** Vouchers created to distribute amounts to different GL offset and bank accounts must be processed using the automatic payment process; you cannot use the manual payment process.

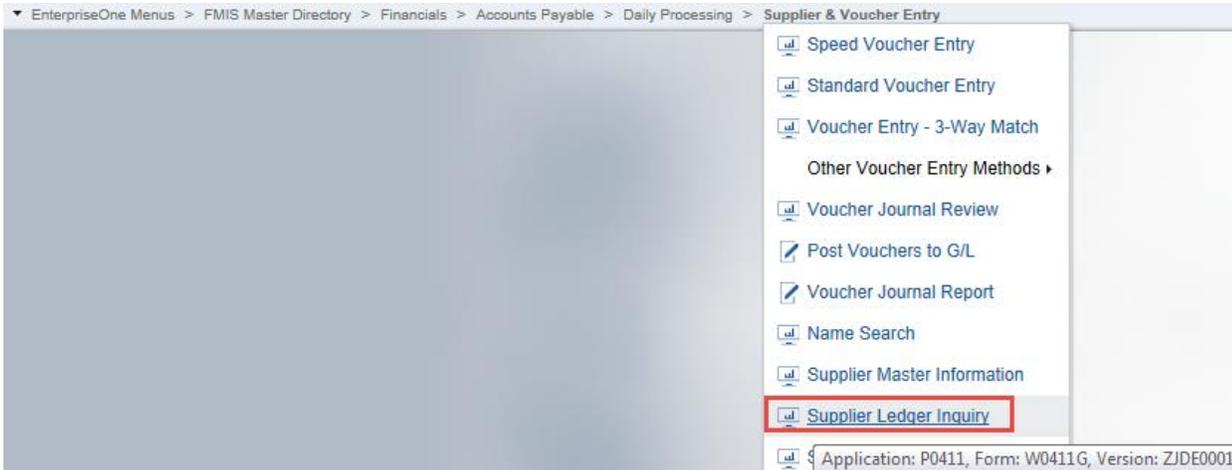
## Working with Vouchers

To review, change, delete, or void a voucher, it must first be located. Voucher information is stored in the Account Payable Ledger and Account Ledger tables. The system assigns a batch type of V for vouchers. Listed below are the types of vouchers used in Oracle JD Edwards:

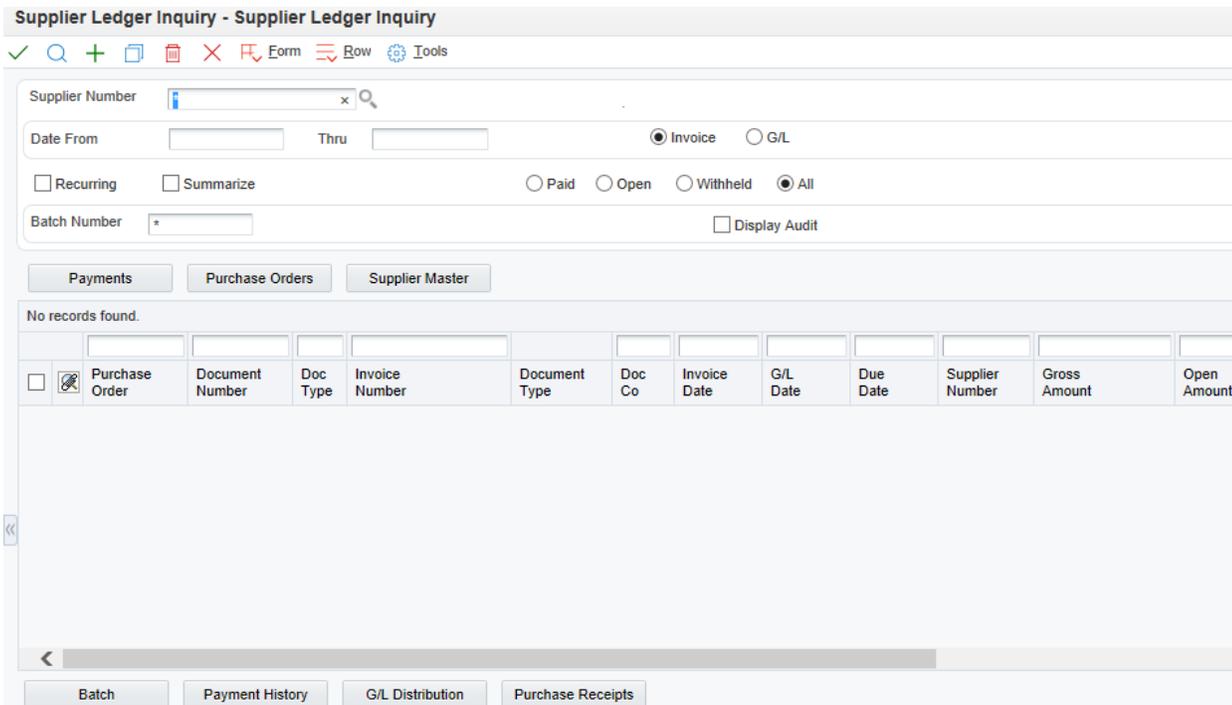
Code	Description	Description 2	Code	Description	Description 2
P	Payables		PK	Automatic Payment	Hard Coded use in A/P
P0	Legislative	Data-Port	PL	Voucher Logging	Hard Coded use in Vchr Log
P1	A/P Drafts	Hard Coded use in A/P	PM	Manual Voucher	Hard Coded use in A/P
P2	TANF Vouchers	Data-port (CWA)	PN	Manual Payment	Hard Coded use in A/P
P3	Scholarship Vouchers	Data-port	PO	Void Payment	Hard Coded use in A/P
P4	Foster Care	Data-port	PP	Periodic Invoice	
P5	General Assistance Vouchers	Data-port	PQ	Manual Billing	
P6	Initial Grant Vouchers	Data-port	PR	Recurring Voucher	Hard Coded use in A/P
P7	LIHEAP	Data-port	PS	Special Voucher	
P8	CCDF-Child Care Provider	Data-Port	PT	Electronic Funds Transfer	TZ Cash Basis EFT
P9	WIA-Workforce	Data-Port	PV	Voucher	
PA	Credit Note Reimbursements	Hard Coded use in A/P, A/R	PW	Withholding	Hard Coded use in A/P
PB	BACS Electronic Funds Transfer	Hard Coded use in A/P	PX	Proprietary Fund Budget Change	
PC	Percent Complete FASTR Entry		PY	Payment Order - EDI Only	Hard Coded use in A/P
PD	Debit Memo		PZ	A/P Cash Basis	
PE	Change to Voucher Amount	Hard Coded use in A/P	RP	Direct Payments	
PF	Recurring Billing		UP	Used Product	
PG	Gain/Loss on Exchange Rate	Hard Coded use in A/P	WP	Planning Work Orders	
PH	P Card Transactions		YP	PCard Upload	
PI	Physical Inventory	Hard Coded to Phys Inventory			

## Locating Vouchers

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Supplier Ledger Inquiry
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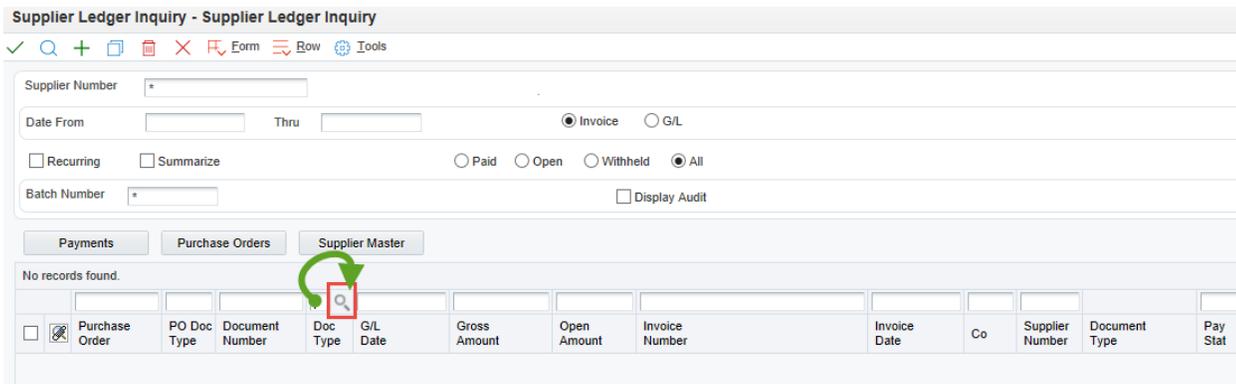


Function	Processes and Results
<b>To Locate Vouchers</b>	1. Select 'Supplier Ledger Inquiry' from the Supplier & Voucher Entry menu.



Function	Processes and Results
<p><b>To Locate Vouchers</b></p>	<p>2. At the Supplier Ledger Inquiry form, to limit the search, complete any of the following fields then, click 'Find'.</p> <ul style="list-style-type: none"> <li>• Supplier Number</li> <li>• Date From</li> <li>• Thru</li> <li>• Batch Number</li> </ul> <p>To limit the documents displayed by date, click one of the following options:</p> <ul style="list-style-type: none"> <li>• Invoice</li> <li>• G/L</li> </ul> <p>To limit the documents displayed by pay status, click one of the following options:</p> <ul style="list-style-type: none"> <li>• Paid</li> <li>• Open</li> <li>• Withheld</li> <li>• All</li> </ul> <p>To display only recurring vouchers, click the 'Recurring Vouchers' option.</p> <p>To display pay items in summary format, click the 'Summarized' option.</p> <ul style="list-style-type: none"> <li>• If you do not do this, the system displays pay items in detail format, with one line per pay item.</li> </ul> <p>Click the 'Find' button to display the documents that meet the search criteria.</p>

**View Document Types**



Function	Processes and Results
<p><b>To Locate Vouchers</b></p>	<p>3. You can view the different types of Document Types by clicking in the 'Doc Type' field.</p> <p>4. Click the 'Visual Assist' button.</p>

**Select User Define Code** ? □ X

✓ 🔍 ✕ ⚙️ Form ⚙️ Tools

Product Code  *Foundation Environment*

User Defined Codes  *Document Type - All Documents*

Description

Description 2

Records 1 - 36 Customize Grid

Code	Description	Description 2
<input checked="" type="radio"/> P	Payables	
<input type="radio"/> P0	Legislative	Data-Port
<input type="radio"/> P1	A/P Drafts	Hard Coded use in A/P
<input type="radio"/> P2	TANF Vouchers	Data-port (CWA)
<input type="radio"/> P3	Scholarship Vouchers	Data-port
<input type="radio"/> P4	Foster Care	Data-port
<input type="radio"/> P5	General Assistance Vouchers	Data-port
<input type="radio"/> P6	Initial Grant Vouchers	Data-port
<input type="radio"/> P7	LIHEAP	Data-port

Function	Processes and Results
<b>To Locate Vouchers</b>	<ol style="list-style-type: none"> <li>At the 'Select User Defined Code' form, click in the QBE field above the 'Code' column.</li> <li>Enter the desired 'Doc Type' to view.</li> <li>Click the 'Find' button.</li> </ol>

## To Locate Vouchers using a Document Number & Summarized

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number \*

Date From 10/01/2003 Thru 06/30/2005  Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number \*  Display Audit

Payments Purchase Orders Supplier Master

No records found.

	68465													
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	

Function	Processes and Results
To Locate Vouchers	<ol style="list-style-type: none"> <li>At the 'Supplier Ledger Inquiry' form, enter the 'Date From' and 'Thru' date fields. <ul style="list-style-type: none"> <li>For training enter: 10/01/03 - 6/30/05</li> </ul> </li> <li>Select the 'G/L' radio button.</li> <li>Select the 'Summarize' box.</li> <li>Click in the QBE field above the 'Document Number' column, enter the document number in the QBE Line.</li> <li>Click the 'Find' button.</li> </ol>

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number \*

Date From 10/01/2003 Thru 06/30/2005  Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number \*  Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 4

	68465													
	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
		68465	P5	1850+1/13/2004...	02215	01/12/2004	01/12/2004	General Assi...	93683	128.00		22916	P	Paid in Full
		68465	PV	871-7757/10-03	00010	10/01/2003	01/06/2004	Voucher	28853	.29		20576	P	Paid in Full
	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	Voucher	28694	427.12		164220	P	Paid in Full
										555.41				

Search displays all vouchers with multiple pay items in a summarized **single pay item** format, for date 10/01/03 to 06/30/05 for document number 68465.

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Find  Add  Print  Refresh  Form  Row  Tools

Supplier Number: \*

Date From: 10/01/2003 Thru: 06/30/2005  Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number: \*  Display Audit

Records 1 - 4

	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
		68465												
<input type="checkbox"/>		68465	P5	1850+1/13/2004...	02215	01/12/2004	01/12/2004	General Assi...	93683	128.00		22916	P	Paid in Full
<input type="checkbox"/>		68465	PV	871-7757/10-03	00010	10/01/2003	01/06/2004	Voucher	28853	.29		20576	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	Voucher	28694	427.12		164220	P	Paid in Full
										555.41				

Function	Processes and Results
To Locate Vouchers	6. Uncheck the 'Summarize' box. 7. Click the 'Find' button.

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Find  Add  Print  Refresh  Form  Row  Tools

Supplier Number: \*

Date From: 10/01/2003 Thru: 06/30/2005  Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number: \*  Display Audit

Records 1 - 11

	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
		68465													
<input type="checkbox"/>		68465	P5	1850+1/13/2004...	02215	01/12/2004	01/12/2004	01/12/2004	General Assi...	93683	128.00		22916	P	Paid in Full
<input type="checkbox"/>		68465	PV	871-7757/10-03	00010	10/01/2003	01/06/2004	01/06/2004	Voucher	28853	.29		20576	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	39.98		164220	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	74.95		164220	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	59.94		164220	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	99.99		164220	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	2.38		164220	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	84.95		164220	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	4.95		164220	P	Paid in Full
<input type="checkbox"/>	00068465	68465	PV	C0405 0002 68465	00520	06/03/2005	06/25/2005	07/03/2005	Voucher	28694	59.98		164220	P	Paid in Full
										555.41					

Search now displays all vouchers with multiple pay items in an unsummarized format, breaks down purchase order 68465 by line items.

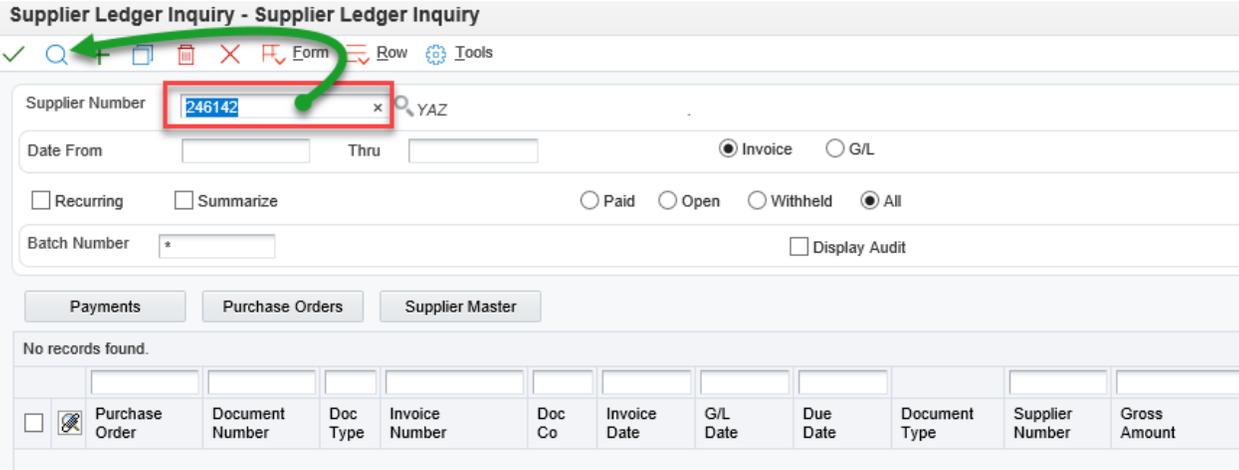
Function	Processes and Results
To Locate Vouchers	8. Click the 'Close' button to exit.

# Reverse an Unpaid Voucher

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Supplier Ledger Inquiry
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Function	Processes and Results
<b>Reversing a Voucher</b>	1. Select 'Supplier Ledger Inquiry' from the Supplier & Voucher Entry menu.



Function	Processes and Results
<b>Reversing a Voucher</b>	2. Enter the address book number in the 'Supplier Number' field or other pertinent information to retrieve the voucher.  3. Click the 'Find' button.

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number: 246142 YAZ

Date From: Thru: Invoice (selected) / G/L

Recurring: Summarize: Paid: Open: Withheld: All (selected)

Batch Number: Display Audit

Payments | Purchase Orders | Supplier Master

Records 1 - 18

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co	Batch Type
00326797	2239479	PV	TC164	03590	02/26/2018	02/26/2018	03/28/2018	Voucher	246142	850.00	850.00	902804	A	Approved for Payment	YAZ	03590	V
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	1,817.44		900810	P	Paid in Full	YAZ	03590	V
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	5,700.00		900810	P	Paid in Full	YAZ	03590	V
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	355.50		900810	P	Paid in Full	YAZ	03590	V
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	10/23/2015	Voucher	246142	357.97		900810	P	Paid in Full	YAZ	03590	V
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	9,870.00		835125	P	Paid in Full	YAZ	03590	V
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	500.06		835125	P	Paid in Full	YAZ	03590	V
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	19.74		835125	P	Paid in Full	YAZ	03590	V
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	09/08/2014	Voucher	246142	470.00		835125	P	Paid in Full	YAZ	03590	V
00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	14,306.25		788221	P	Paid in Full	YAZ	03590	V
00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	1,001.66		788221	P	Paid in Full	YAZ	03590	V
00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/23/2013	Voucher	246142	681.25		788221	P	Paid in Full	YAZ	03590	V
00288059	1915749	PV	01 / MAR 19- JUN...	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	18,506.25		777611	P	Paid in Full	YAZ	03590	V
00288059	1915749	PV	01 / MAR 19- JUN...	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	3,956.73		777611	P	Paid in Full	YAZ	03590	V
00288059	1915749	PV	01 / MAR 19- JUN...	03590	06/14/2013	08/27/2013	08/27/2013	Voucher	246142	881.25		777611	P	Paid in Full	YAZ	03590	V
	1435991	PV	OFC OF LEGESLA...	00010	06/17/2010	06/24/2010	07/17/2010	Voucher	246142	126.50		556921	P	Paid in Full	YAZ	00010	V
	1280487	PV	09-01	00010	04/01/2009	08/04/2009	05/01/2009	Voucher	246142	143.00		476719	P	Paid in Full	YAZ	00010	V
										54,762.66	850.00						

Batch | Payment History | G/L Distribution | Purchase Receipts

In order to reverse a voucher, the Open Amount must displayed an open amount and the Pay Status Code must be other than Paid in Full.

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number: 246142 YAZ

Date From: Thru: Invoice (selected) / G/L

Recurring: Summarize: Paid: Open: Withheld: All (selected)

Batch Number: Display Audit

Payments | Purchase Orders | Supplier Master

Records 1 - 18

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co	Batch Type
00326797	2239479	PV	TC164	03590	02/26/2018	02/26/2018	03/28/2018	Voucher	246142	850.00	850.00	902804	A	Approved for Payment	YAZ	03590	V
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	1,817.44		900810	P	Paid in Full	YAZ	03590	V

Function	Processes and Results
Reversing a Voucher	<ol style="list-style-type: none"> <li>Select the vouchered item(s) in the grid to reverse.</li> <li>Click the 'Select' button.</li> </ol>

**Supplier Ledger Inquiry - Voucher Match Reversals**

Supplier: Favorites YAZ Business Unit: K101103

Invoice N: Voucher/ Ty/ Co: 2239479 PV 03590

Gross A: Payment Terms: Payment Inst:

Tax Am: Company: 03590 Batch Number: 902804

Retained Amount: Invoice Date: 02/26/2018

Quantity Matched: G/L Date: 02/26/2018

Records 1 - 1

Account Number	Amount Matched	Retained Amount	Quantity Matched	UM	Ln Ty	Order Number	Or Ty	Line Number	Order Co	Receipt Line	Address Number	Pymt Terms	Pay Stat	Tax Y/N	Tx Expl	2nd Item Number
K101103.6530	850.00			EA	J	326797	O1	1.000	03590	1	246142	A	N		INV# TC164	

Function	Processes and Results
Reversing a Voucher	<p>6. At the 'Voucher Match Reversals' form, click the 'Form' exit button.</p> <p>7. Select 'Reverse' from the form exit.</p>

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number: 246142 YAZ

Date From: Thru: Invoice (selected) G/L

Recurring: Summarize: Paid: Open: Withheld: All (selected)

Batch Number: Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 18

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co
00326797	2239479	PV	TC164	03590	02/26/2018	02/26/2018	03/28/2018	Voucher	246142	850.00	850.00	902804	A	Approved for Payment	YAZ	03590
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	1,817.44		900810	P	Paid in Full	YAZ	03590

Function	Processes and Results
Reversing a Voucher	<p>8. At the 'Supplier Ledger Inquiry' form, click the 'Find' button to refresh the form.</p>

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number: 246142 YAZ

Date From: Thru: Invoice (selected) G/L

Recurring: Summarize: Paid: Open: Withheld: All (selected)

Batch Number: Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 17

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co	Batch Type	Batch Type Desc
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	1,817.44		900810	P	Paid in Full	YAZ	03590	V	Voucher Entry
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	5,700.00		900810	P	Paid in Full	YAZ	03590	V	Voucher Entry
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	355.50		900810	P	Paid in Full	YAZ	03590	V	Voucher Entry
00325699	2237346	PV	7/01-08/21/14	03590	02/12/2015	10/23/2015	03/14/2015	Voucher	246142	357.97		900810	P	Paid in Full	YAZ	03590	V	Voucher Entry
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	9,870.00		835125	P	Paid in Full	YAZ	03590	V	Voucher Entry
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	580.06		835125	P	Paid in Full	YAZ	03590	V	Voucher Entry
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	19.74		835125	P	Paid in Full	YAZ	03590	V	Voucher Entry
00305854	2064848	PV	10/03/13-03/03/14	03590	03/26/2014	09/08/2014	04/25/2014	Voucher	246142	470.00		835125	P	Paid in Full	YAZ	03590	V	Voucher Entry
00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	14,306.25		788221	P	Paid in Full	YAZ	03590	V	Voucher Entry
00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/13/2013	Voucher	246142	1,001.66		788221	P	Paid in Full	YAZ	03590	V	Voucher Entry
00291229	1942797	PV	2 - CO10110	03590	09/13/2013	10/23/2013	10/23/2013	Voucher	246142	681.25		788221	P	Paid in Full	YAZ	03590	V	Voucher Entry
00288059	1915749	PV	01 / MAR 19 - JUN...	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	18,506.25		777611	P	Paid in Full	YAZ	03590	V	Voucher Entry
00288059	1915749	PV	01 / MAR 19 - JUN...	03590	06/14/2013	08/27/2013	07/14/2013	Voucher	246142	3,956.73		777611	P	Paid in Full	YAZ	03590	V	Voucher Entry
00288059	1915749	PV	01 / MAR 19 - JUN...	03590	06/14/2013	08/27/2013	08/27/2013	Voucher	246142	881.25		777611	P	Paid in Full	YAZ	03590	V	Voucher Entry
	1435991	PV	OFC OF LEGESLA...	00010	06/17/2010	06/24/2010	07/17/2010	Voucher	246142	126.50		556921	P	Paid in Full	YAZ	00010	V	Voucher Entry
	1280487	PV	09-01	00010	04/01/2009	08/04/2009	05/01/2009	Voucher	246142	143.00		476719	P	Paid in Full	YAZ	00010	V	Voucher Entry
										53,912.66								

Batch Payment History G/L Distribution Purchase Receipts

Function	Processes and Results
Reversing a Voucher	<p>9. At the 'Supplier Ledger Inquiry' form, the 'Open Amount' field has no open amounts and document number 2239479, is no longer in the grid.</p> <ul style="list-style-type: none"> <li>You are now ready to reenter the voucher.</li> </ul> <p>If this is a complete reversal, where the receipt needs to be corrected.</p> <ul style="list-style-type: none"> <li>Notify the receiver to reverse, correct or cancel the receipt.</li> </ul> <p>10. Click the 'Close' button to exit.</p>

**Revising Unposted Voucher**

It is possible to change or delete an unpaid voucher before it is posted. However, one cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Company
- Supplier Number
- G/L Date
- Currency Code

To change the information in a key field, take one of the following actions:

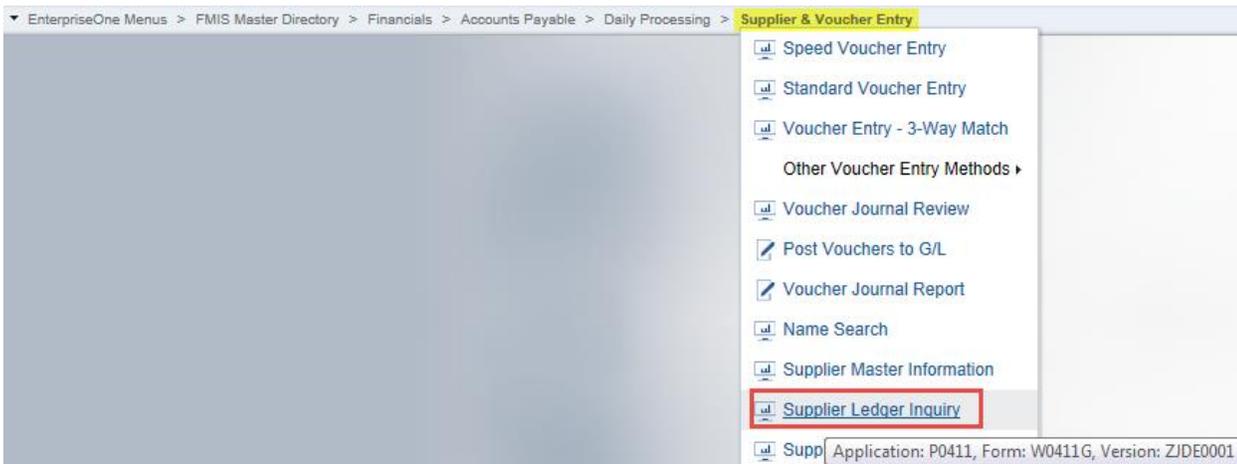
- Delete the voucher and reenter it.
- Copy the voucher, make changes, click OK then delete the original voucher.

The system allows payment of an unposted voucher if it is approved. Once a pay item has been paid, it cannot be changed unless the payment is voided.

Voucher information is stored in the A/P Ledger and Account Ledger tables.

Voucher batch information is stored in the Batch Control table.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Supplier Ledger Inquiry
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Function	Processes and Results
<b>To Revise Unposted Vouchers</b>	1. Select 'Supplier Ledger Inquiry' from the 'Supplier & Voucher Entry' menu.



**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number  NORTHWEST RIVER SUPPLIES...

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number   Display Audit

Payments Purchase Orders Supplier Master

No records found.

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number
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For training you will search using the supplier address book number.

Function	Processes and Results
To Revise Unposted Vouchers	<ol style="list-style-type: none"> <li>In the 'Supplier Number' field, enter the supplier address book number.</li> <li>Click the 'Find' button.</li> </ol>

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number  NORTHWEST RIVER SUPPLIES...

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number   Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 12

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co
<input checked="" type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	611.90	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	169.92	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	50.96	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	50.96	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	67.96	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	84.96	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	67.96	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	36.51	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	36.51	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	63.71	872679	P	Paid in Full	NORTHWEST R...	03955
<input type="checkbox"/>	00314156	2166156	PV	272770	03955	03/13/2015	05/07/2015	04/12/2015	Voucher	319072	23.00	872679	P	Paid in Full	NORTHWEST R...	03955
										<b>1,264.35</b>						

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number  NORTHWEST RIVER SUPPLIES...

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number   Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 2

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co	Batch Type	Batch Desc
<input checked="" type="checkbox"/>	2239480	PV	TA396011	00010	05/03/2016	09/30/2017	06/02/2016	Voucher	189576	880.00	880.00	902806	A	Approved for Payment	MIL	00010	V	Voucher Entry
										<b>880.00</b>	<b>880.00</b>							

Batch Payment History G/L Distribution Purchase Receipts

Function	Processes and Results
<b>To Revise Unposted Vouchers</b>	<p>4. Select the 'Voucher' record in the grid.</p> <p>5. Click the 'Select' button.</p>

**Supplier Ledger Inquiry - Enter Voucher - Payment Information**

Form  Row  Tools

Document No/Typ/Co: 2239480 PV 00010 Batch No: 902806 Prev Doc:

Company: 00010 GENERAL FUND  
 Supplier Number: 189576 MIL Business Unit: 1  
 Invoice Number: TA396011  Discount % Default Payment Terms:  
 Invoice Date: 05/03/2016 G/L Date: 09/30/2017 Service/Tax Date: 02/01/2018

Records 1 - 2 Customize Grid py910

Pay Item	Gross Amount	Taxable Amount	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Remark	Hdl Cod	Pay Status	Pymt Terms	1099 Flag
<input checked="" type="radio"/> 001	880.00					06/02/2016		5	A		
<input type="radio"/> 002											

Gross: 880.00 Disc: Tax: Taxable:

Function	Processes and Results
<b>To Revise Unposted Vouchers</b>	<p>6. On Enter Voucher-Voucher Payment Information, change the information in any field that is not a key field and click OK.</p> <p>Note: If the gross amount is changed, the system automatically displays Enter Voucher-G/L Distribution to prompt a change in the amount of the G/L distribution and verify that they balance.</p>

On the above example to locate a voucher, select any voucher.

- Notice the fields that cannot be changed are grayed out.
- Change the gross amount, click OK.
- Note that the G/L Distribution form appears but that the amount cannot be directly changed.
- Instead, another entry must be made. The following shows how the \$850.00 expense is reduced by \$100.00 by making another entry to decrease Fee Expense by that much.
- The \$850.00 amount cannot be directly modified.

Function	Processes and Results
<b>To Revise Unposted Vouchers</b>	<p>7. At the 'Enter Voucher-G/L Distribution', change the value in the following field to create a balancing entry:</p> <ul style="list-style-type: none"> <li>• Account Number</li> <li>• Amount</li> </ul> <p>6. Optionally, change the text in the Explanation – Remark field and click 'OK'.</p>

**Voucher Entry with Match - CG/CP/NC - G/L Distribution**

Form Row Tools

Document No/Typ/Co 2239490 PV 02697 Batch Number 902840

Supplier 36084 Explanation CHEE, TOM

G/L Date 04/09/2018

Records 1 - 3

<input type="checkbox"/>	Account Number *	Account Description	Amount	Explanation -Remark-	Co
<input type="radio"/>	2697.0515	Received Not Vouchered	850.00	Consulting Fee	02697
<input checked="" type="radio"/>	K070723.8350	Support Cost-Personal A	100.00-	Support Cost-Personal A	02697
<input type="radio"/>					

Amount Remaining

**Speed Status Change**

Use **Speed Status Change** application to verify Handling code and Payee Address fields when it comes to Three-Way match entries.

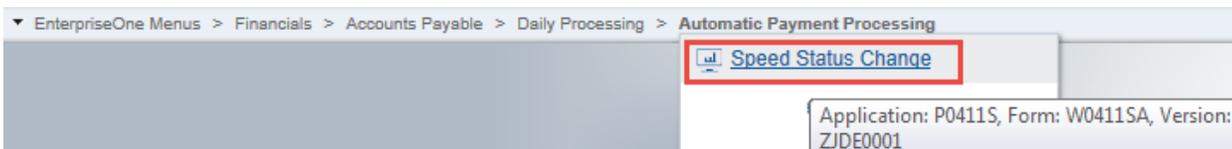
When you are inquiring into purchase orders you will note that you are NOT able to view the Handling Code or if the document was remitted to a different AB Number. If changes need to be made to the Handling Code or the Payee Address field you will use this form.

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might decide to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you now pay.

If you entered the voucher using either the Standard Voucher Entry program or the Speed Voucher Entry program (P0411SV), you can use the Speed Status Change program to make changes that do not affect the voucher posting. Making changes using the Speed Status Change program can be more efficient than using the Standard Voucher Entry because:

- You can locate and change more than one voucher at a time.
- The system does not reopen the batch, so you do not need to post it again.

**Via Menus** EnterpriseOne Menu → FMIS Master Directory → Financials → Accounts Payable → Daily Processing → Automatic Payment Processing → Speed Status Change



Function	Processes and Results
<b>Speed Status Change</b>	1. Select 'Speed Status Change' from the Automatic Payment Processing menu.

Work with Speed Status Change

Supplier Number: 89556 ARIZONA DEPARTMENT OF PUBLIC S

G/L Bank Account: [ ]

Pay Status: [ ]

No records found.

Document Number	Doc Type	Alpha Name	Account Number	Business Unit	Open Amount	Hdl Cod	Invoice Date	Invoice Number	Co	Hdl Cod Description	Doc Co Description
No records found.											

Global Update Split

Powerform, Global Update, Split power button available.

Function	Processes and Results
<b>Speed Status Change</b>	2. At the 'Work with Speed Status Change' form, enter the address book number in the 'Supplier Number' field or other pertinent information using the header or QBE line. 3. Click the 'Find' button.

Work with Speed Status Change

Supplier Number: Favorites ARIZONA DEPARTMENT OF PUBLIC S

G/L Bank Account: Row

Pay Status: Global Update

Records 1 - 3

Document Number	Doc Type	Alpha Name	Account Number	Business Unit	Open Amount	Hdl Cod	Invoice Date	Invoice Number	Co	Hdl Cod Description
2237640	PV	ARIZONA DEPARTMENT OF PUBLIC SAFETY	10.0120.02	1	44.00	4	10/13/2015	FA14-AZ-0940 TO 0942-00	04042	Pickup by Program/Dept.
		Pay Status 'A'			44.00					
		Grand Total			44.00					

Global Update Split

Function	Processes and Results
<b>Speed Status Change</b>	4. At the 'Work with Speed Status Change' form, select the line item in the grid to change. 5. Click the 'Row' exit. 6. Select 'Single Pay Item' from the row exit.

## Update Single Pay Item

✓ ✕ ⚙ Form ⚙ Tools

Supplier	99556	ARIZONA DEPARTMENT OF PUBLIC S			
Doc No/Type/Co	2237640	PV	04042	Pay Item	001
PO No/Type/Co				G/L Offset	
Invoice Number	FA14-AZ-0940 TO 0942-00			Invoice Date	10/13/2015
Due Date *	11/12/2015	Pay Status	A	Approved for Payment	
Open Amount	44.00	Payment Instrument		Default (A/R & A/P)	
Discount Taken		Payment Handling Code	4	Pickup by Program/Dept.	
Net Amount	44.00	Category Code - 07		Default	
Payee Number	99556	ARIZONA DEPARTMENT OF PUBLIC S			
Approver Number					
G/L Bank Account	10.0120.02	General Fund Disbursement			
Remark	046				
Business Unit *	1	Netting Status	0		
Pay When Paid		Pay When Paid Group Number			

At the 'Update Single Pay Item' form, you can update any of the fields highlighted.

For training purposes, the Payment Handling Code will be changed from 4 to 3.

## Update Single Pay Item

Form  Tools

Supplier	99556	ARIZONA DEPARTMENT OF PUBLIC S		
Doc No/Type/Co	2237640	PV	04042	Pay Item 001
PO No/Type/Co				G/L Offset
Invoice Number	FA14-AZ-0940 TO 0942-00			Invoice Date 10/13/2015
Due Date *	11/12/2015	Pay Status	A	Approved for Payment
Open Amount	44.00	Payment Instrument		Default (A/R & A/P)
Discount Taken		Payment Handling Code	3	Pickup by Payee
Net Amount	44.00	Category Code - 07		Default
Payee Number	99556	ARIZONA DEPARTMENT OF PUBLIC S		
Approver Number				
G/L Bank Account	10.0120.02	General Fund Disbursement		
Remark	046			
Business Unit *	1	Netting Status	0	
Pay When Paid		Pay When Paid Group Number		

Function	Processes and Results
<b>Speed Status Change</b>	7. At the 'Update Single Pay Item' form, click in the 'Payment Handling Code' field, 8. Enter a code '3' (Pickup by Payee). 9. Click the 'OK' button.

### Work with Speed Status Change

Row  Tools

Supplier Number	99556	ARIZONA DEPARTMENT OF PUBLIC S
G/L Bank Account	*	
Pay Status	*	

Records 1 - 3

	Document Number	Doc Type	Alpha Name	Account Number	Business Unit	Open Amount	Hdl Cod	Invoice Date	Invoice Number	Co	Hdl Cod Description	Doc Co Description
<input checked="" type="checkbox"/>	2237640	PV	ARIZONA DEPARTMENT OF PUBLIC SAFETY	10.0120.02	1	44.00	3	10/13/2015	FA14-AZ-0940 TO 0942-00	04042	Pickup by Payee	'638 NCF5/ICWA
<input type="checkbox"/>			Pay Status 'A'			44.00						
<input type="checkbox"/>			Grand Total			44.00						

Function	Processes and Results
<b>Speed Status Change</b>	10. The Hdl Code Description was updated, click the 'Close' button to exit.

## Deleting Unposted Voucher – Supplier Ledger Inquiry

When deleting an unposted voucher on the **Supplier Ledger Inquiry** form, delete either an entire voucher or a pay item for the voucher that has not been paid.

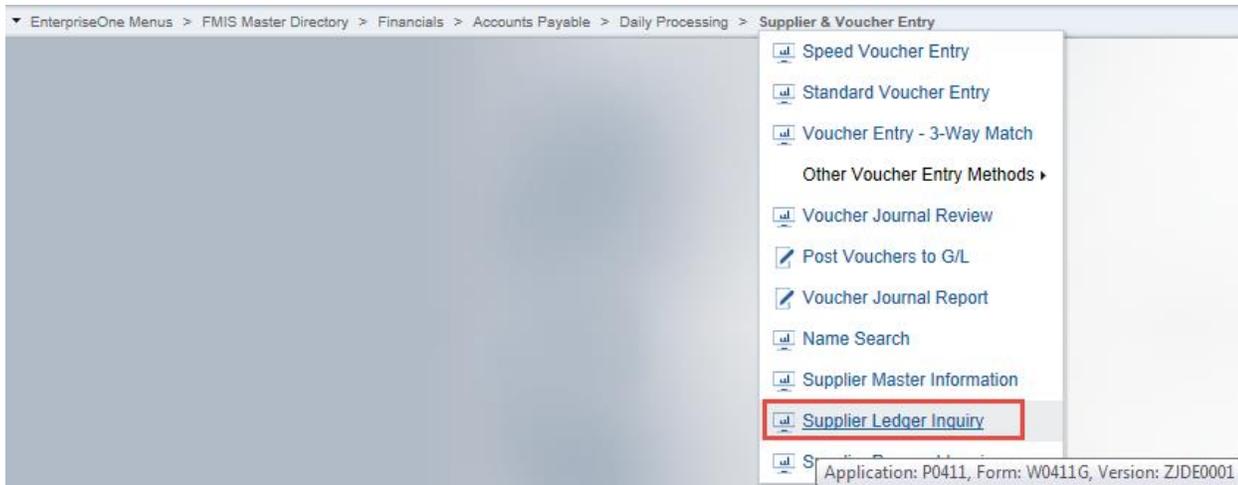
Alternatively, delete an unposted voucher on the **Voucher Entry Journal Review** form. The functionality of this form is similar to the Supplier Ledger Inquiry form.

The primary difference is that the **Voucher Entry Journal Review** form displays summarized information only. Because of that, it is possible to **delete an entire voucher**, but not an individual pay item.

When deleting an unposted voucher on the **Voucher Entry Journal Review** form, the system updates the Voucher Entry Journal Review form, and the deleted voucher no longer displays.

Regardless of whether deleting an unposted voucher on the Supplier Ledger Inquiry form, or on the Voucher Entry Journal Review form, the system does **not** provide an audit trail. If an audit trail is desired or necessary, post the batch and then void the voucher.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Supplier Ledger Inquiry
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Function	Processes and Results
<b>To Delete Unposted Voucher(s)</b>	1. From the Supplier & Voucher Entry menu, select 'Supplier Ledger Inquiry'.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number: 190482 JO

Date From: Thru: Invoice (selected) G/L

Recurring: Summarize: Paid: Open: Withheld: All (selected)

Batch Number: Display Audit

Payments Purchase Orders Supplier Master

No records found.

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
----------------	-----------------	----------	----------------	--------	--------------	----------	----------	---------------	-----------------	--------------	-------------	--------------	----------	-----------------

Batch Payment History G/L Distribution Purchase Receipts

Function	Processes and Results
To Delete Unposted Voucher(s)	<ol style="list-style-type: none"> <li>At the 'Supplier Ledger Inquiry' form, enter the supplier number in the 'Supplier Number' field. <ul style="list-style-type: none"> <li>If the supplier number is unknown, enter pertinent information using the QBE line to retrieve the voucher you are deleting.</li> </ul> </li> <li>Click the 'Find' button.</li> </ol>

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number: 190482 JO

Date From: Thru: Invoice (selected) G/L

Recurring: Summarize: Paid: Open: Withheld: All (selected)

Batch Number: Display Audit

Payments Purchase Orders Supplier Master

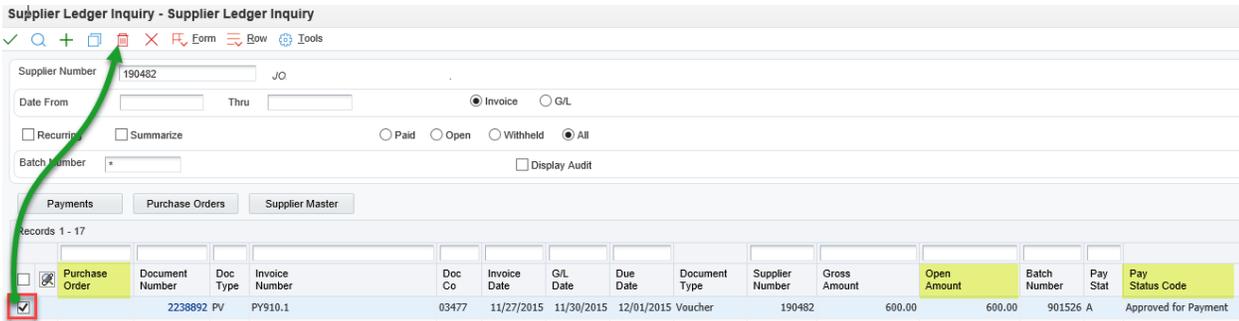
Records 1 - 17

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code
	2238892	PV	PY910.1	03477	11/27/2015	11/30/2015	12/01/2015	Voucher	190482	600.00	600.00	901526	A	Approved for Payment
	2095919	PV	T350373	00010	10/07/2014	11/12/2014	11/06/2014	Voucher	190482	203.84		847174	P	Paid in Full
	2034635	PV	EMER PAY ADV 6/...	00010	06/19/2014	06/19/2014	07/19/2014	Voucher	190482	130.00		823124	P	Paid in Full
	2031250	PV	SAL PAY ADV PPE...	00010	06/09/2014	06/10/2014	07/09/2014	Voucher	190482	354.00		821263	P	Paid in Full
	1735824	PV	EMERG ADVANCE...	00010	06/19/2012	06/19/2012	07/19/2012	Voucher	190482	350.00		711950	P	Paid in Full
	1716531	PH	223959-1716531	00010	04/15/2012	04/30/2012	04/30/2012	P Card Trans...	190482	10.00		703034	P	Paid in Full
	1704149	PV	FAM EMER PAY A...	00010	03/29/2012	03/29/2012	04/28/2012	Voucher	190482	250.00		697774	P	Paid in Full
	1602842	PH	190209-1602842	00010	07/16/2011	07/28/2011	07/16/2011	P Card Trans...	190482	35.00		649107	P	Paid in Full
	1475510	PV	EMERGYADV	00010	09/16/2010	09/16/2010	10/16/2010	Voucher	190482	200.00		579707	P	Paid in Full
	1469074	PV	T161192	03625	07/27/2010	09/03/2010	08/26/2010	Voucher	190482	497.00		574790	P	Paid in Full
	1448664	PV	TA161192	00010	07/27/2010	07/23/2010	08/26/2010	Voucher	190482	200.00		564354	P	Paid in Full
	1380621	PV	SALARY ADV 02/2...	00010	02/26/2010	02/26/2010	03/28/2010	Voucher	190482	57.00		525912	P	Paid in Full
	1340757	PV	EMERGENCY ADV...	00010	11/24/2009	11/24/2009	11/24/2009	Voucher	190482	296.00		504210	P	Paid in Full
	956529	PV	EMERG ADVANCE...	00010	01/15/2008	01/15/2008	01/15/2008	Voucher	190482	300.00		353635	P	Paid in Full
	874876	PV	T329083	00010	08/15/2007	08/30/2007	09/14/2007	Voucher	190482	627.71		329158	P	Paid in Full
	861151	PV	TA329083	00010	08/15/2007	08/09/2007	08/09/2007	Voucher	190482	300.00		325970	P	Paid in Full
										4,410.55	600.00			

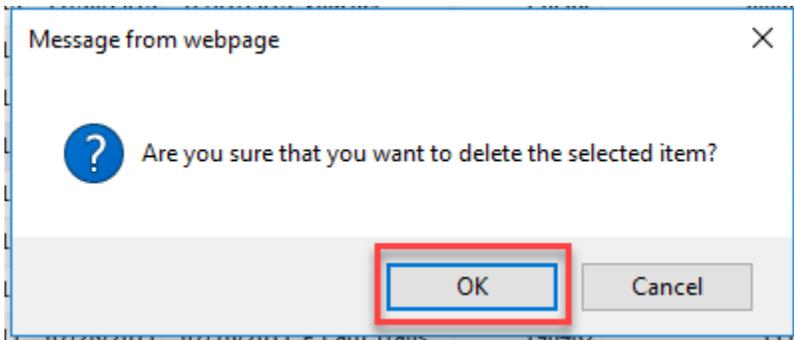
Batch Payment History G/L Distribution Purchase Receipts

You cannot delete line items or pay items that are on purchase orders from Open Receipts. Reserved only for those not tied to the original purchase order such as code 4 added new lines.

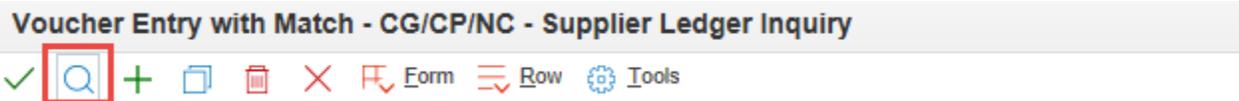
You cannot delete a voucher once it has been paid or partially paid.



Function	Processes and Results
To Delete Unposted Voucher(s)	<ol style="list-style-type: none"> <li>Select the voucher or pay item from the grid to be deleted.</li> <li>Click the 'Delete' button.</li> </ol>



Function	Processes and Results
To Delete Unposted Voucher(s)	<ol style="list-style-type: none"> <li>At the 'Message from webpage' form, click OK to delete the entire voucher.</li> </ol> <p>Note: If you are unsure, you can click the 'Cancel' button.</p>

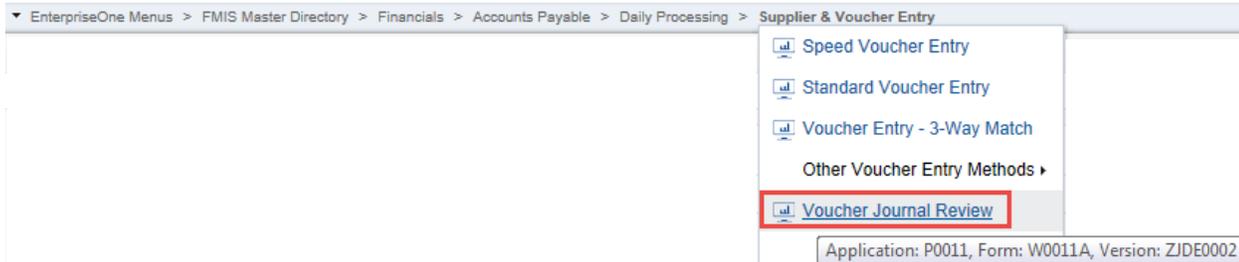


Function	Processes and Results
To Delete Unposted Voucher(s)	<ol style="list-style-type: none"> <li>Click the 'Find' button to refresh the form.</li> </ol> <p>Note: The voucher selected for deletion will no longer be displayed in the grid.</p>

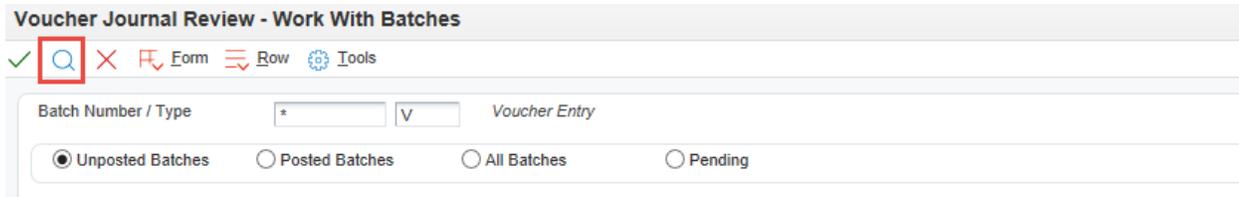


Function	Processes and Results
To Delete Unposted Voucher(s)	8. Click the 'Close' button to exit.

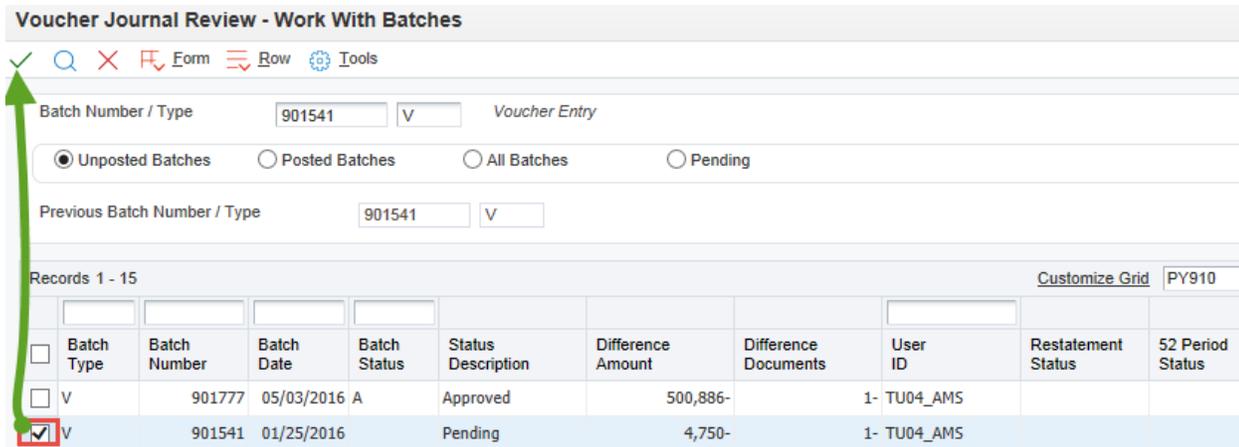
### Delete an Unposted Voucher – Voucher Journal Review



Function	Processes and Results
To Delete an Unposted Voucher(s)	1. Select 'Voucher Journal Review' from the Supplier & Voucher Entry menu.



Function	Processes and Results
To Delete an Unposted Voucher(s)	2. At the 'Work With Batches' form, click the 'Find' button.



Function	Processes and Results
To Delete an Unposted Voucher(s)	3. Select the batch number in the grid, to be delete. 4. Click the 'Select' button.

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### Voucher Journal Review - Voucher Entry Journal Review

Batch Number/Type:   Voucher Entry

Records 1 - 2 [Customize Grid](#)

<input type="checkbox"/>	Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount
<input checked="" type="checkbox"/>	PV	2238897	03337	AMERICAN BARCODE AND RFID	01/25/2016	47.50
<input type="checkbox"/>				Total		47.50

Function	Processes and Results
To Delete an Unposted Voucher(s)	5. At the 'Voucher Entry Journal Review' form, select the 'Voucher Number' in the grid. 6. Click the 'Delete' button.

Message from webpage

Are you sure that you want to delete the selected item?

Function	Processes and Results
To Delete an Unposted Voucher(s)	7. At the 'Message from the webpage' form, click the 'OK' button.

Voucher Journal Review - Voucher Match Reversals

Supplier:  AMERICAN BARCODE... Business Unit:

Invoice Number:  Voucher/ Ty/ Co:

Gross Amount:  Payment Terms:  Payment Inst:

Tax Amount:  Company:  Batch Number:

Taxable Amount:  Invoice Date:

Retained Amount:  G/L Date:

Records 1 - 2

<input checked="" type="checkbox"/>	2nd Item Number	Account Number	Amount Matched	Retained Amount	Quantity Matched	UM	Order Number	Or Ty	Order Co	Line Number	Receipt Line	Address Number	Ln Ty	Pymt Terms	Pay Stat	Tax Y/N
<input checked="" type="checkbox"/>		K0830118.4420	32.50			1.00 EA	325901	OP	03337	3.000	1	247734	J	A	N	
<input type="checkbox"/>		K0830118.4420	15.00			1.00 EA	325901	OP	03337	4.000	1	247734	J	A	N	

Function	Processes and Results
To Delete an Unposted Voucher(s)	8. At the 'Voucher Match Reversals' form, click the 'Cancel' button.

### Voucher Journal Review - Voucher Entry Journal Review

Batch Number/Type:   *Voucher Entry*

Records 1 - 2 [Customize Grid](#)

<input type="checkbox"/>	Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount
<input type="checkbox"/>	PV	2238897	03337	AMERICAN BARCODE AND RFID	01/25/2016	47.50
<input type="checkbox"/>				Total		47.50

Function	Processes and Results
To Delete an Unposted Voucher(s)	9. At the 'Voucher Entry Journal Review' form click the 'Close' button.

### Delete a Voucher Pay Item

Function	Processes and Results
To Delete Voucher Pay Item	4. To delete a voucher pay item: <ul style="list-style-type: none"> <li>❖ Choose the voucher and click Select.</li> <li>❖ On Enter Voucher Payment Information, choose the pay item and click Delete.</li> <li>❖ Click OK to confirm the deletion.</li> <li>❖ Click OK again.</li> <li>❖ On Enter Voucher G/L Distribution, change the Amount field to adjust for the pay item you deleted</li> <li>❖ Click OK.</li> </ul>

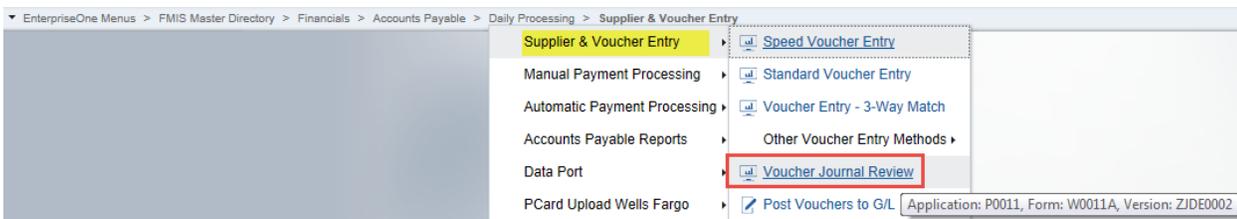
# Working with Voucher Batches

## Reviewing Vouchers

When reviewing vouchers for posting, it is possible to display a list of batches based on such things as their status. For example, a user may want to review all batches with a posting status pending. If the batch review security feature is activated, the system might not list all batches. Instead, the system lists only the batches that the user is authorized to review and approve.

When reviewing a list of batches, access transaction details for a specific voucher batch. For example, it is possible to review the number of vouchers within a batch. One can also select a specific voucher or journal entry. If adding, changing, or voiding a voucher in a batch that has been posted, the system changes the batch status from posted to the default entry status (either pending or approved). The batch must be posted again. The system posts only the changed transactions.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → Financials → Accounts Payable → Daily Processing → Supplier & Voucher Entry → Voucher Journal Review
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Function	Processes and Results
<b>Reviewing Vouchers</b>	1. From the Supplier & Voucher Entry menu, select 'Voucher Journal Review'.

**Voucher Journal Review - Work With Batches**

✓ 🔍 ✕ 🔄 Form 📄 Row ⚙️ Tools

Batch Number / Type: \* [ ] [V] Voucher Entry

Unposted Batches  Posted Batches  All Batches  Pending

No records found. Customize Grid PY910

	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID	Restatement Status	52 Period Status	Cash Basis Status
<input type="checkbox"/>											

When the 'Voucher Journal Review - Work With Batches' form is displayed, the 'Unposted Batches' radio button and a batch type V for Voucher Entry defaults.



<b>Reviewing Vouchers</b>	<p>4. At the 'Voucher Entry Journal Review' form, select the voucher in the grid.</p> <p>5. Click the 'Row' exit button.</p> <p>6. Select 'Voucher' from the row exit.</p>
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**Voucher Journal Review - Voucher Match Reversals**

Form Tools

Supplier: 247734 AMERICAN BARCODE... Business Unit: K0830118

Invoice Number: PY910 Voucher/ Ty/ Co: 2238895 PV 03337

Gross Amount: 2,475.56 Payment Terms: Payment Inst:

Tax Amount: Company: 03337 Batch Number: 901537

Taxable Amount: Invoice Date: 01/25/2016

Retained Amount: G/L Date: 01/25/2016

Records 1 - 2

	Account Number	Amount Matched	Retained Amount	Quantity Matched	UM	Ln Ty	Order Number	Or Ty	Line Number	Order Co	Receipt Line	Address Number	Pymt Terms	Pay Stat	Tax Y/N	Tx Expl
<input checked="" type="radio"/>	K0830118.4210	2,225.71			1.00 EA	J	325901	OP	1.000	03337		1	247734	A	N	
<input type="radio"/>	K0830118.4420	249.85			5.00 EA	J	325901	OP	2.000	03337		1	247734	A	N	

Function	Processes and Results
<b>Reviewing Vouchers</b>	<p>7. At the 'Voucher Match Reversals' form, verify all information from document to what is entered in the system.</p> <ul style="list-style-type: none"> <li>AB Number, Co Number, Invoice Number, Business Unit, etc., before approving batch.</li> </ul> <p>8. Click the 'Close' button.</p>

**Voucher Journal Review - Voucher Entry Journal Review**

Form Row Tools

Batch Number/Type: 901: Favorites

Records 1 - 2

	Voucher Type	Voucher Number	Voucher Company	G/L Date	Gross Amount	
<input checked="" type="checkbox"/>	PV	2238895	03337	AMERICAN BARCODE AND RFID	01/25/2016	2,475.56
<input type="checkbox"/>				Total		2,475.56

Function	Processes and Results
<b>Reviewing Vouchers</b>	<p>9. At the 'Voucher Entry Journal Review' form, click the 'Row' exit.</p> <p>10. Select 'G/L Distr' from the row exit.</p>

Voucher Journal Review - G/L Distribution

Document No/Type/Co: 2238895 PV 03337 Batch Number: 901537

Supplier: 247734 Explanation: AMERICAN BARCODE AND RFID

G/L Date: 01/25/2016

Records 1 - 3

Account Number *	Account Description	Amount	Explanation -Remark-	Co	G/L Date	Units	PO Doc Co	Purchase Order	PO Doc Type	1099 Flag	JE Line Number	Pay Itm	LT	PO Stx	Tax Item No
<input checked="" type="radio"/> 3337.0515	Received Not Vouchered	2,225.71	P4301-0000A-1DO ZEBRA CARD	03337	01/25/2016	1.00	03337	00325901	OP		1.0 001	AA	000		0
<input type="radio"/> 3337.0515	Received Not Vouchered	249.85	8D0015-440 ZEBRA, YMCKO	03337	01/25/2016	5.00	03337	00325901	OP		2.0 002	AA	000		0
01/25/2016															

Amount:  Remaining:

Function	Processes and Results
<b>Reviewing Vouchers</b>	11. At the 'G/L Distribution' form, verify all information from document to what is entered in the system. <ul style="list-style-type: none"> <li>Supplier AB Number, Co. Number, Account Number, PO Number, Amount, etc.</li> </ul> Note: If you need to enter additional voucher(s) into an existing batch continue to step 12 below. 12. If batch review is complete, click the 'Cancel' button. 13. Click the 'Close' button at 'Voucher Entry Journal Review' form.

Voucher Journal Review - Voucher Entry Journal Review

Batch Number/Type: \*  V *Voucher Entry*

Records 1 - 2 [Customize Grid](#)

	Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount
<input checked="" type="checkbox"/>	PV	2238895	03337	AMERICAN BARCODE AND RFID	01/25/2016	2,475.56
<input type="checkbox"/>	Total					2,475.56

Function	Processes and Results
<b>Adding a Voucher(s)</b>	If you need to enter additional voucher(s) into an existing batch: 14. Click the 'Add' button at the 'Voucher Journal Review - Voucher Entry Journal review' form.

**Voucher Journal Review - Enter Voucher - Payment Information**

Document No/Typ/Co: [ ] [ ] [ ] Batch No: 902807 Prev Doc: [ ]

Company: [ ] Approver: [ ]

Supplier Number: [ ] Business Unit: [ ]

Invoice Number: [ ] Discount %:  Default Payment Terms: [ ]

Invoice Date: [ ] G/L Date: [ ] Service/Tax Date: [ ]

Records 1 - 1

Pay Item	Gross Amount	Amount To Distribute	G/L Bank Account Number	Open Amount	Remark	Taxable Amount	1099 Flag	Payee Number	Pay Status	Tax Amount	Tax Rate/Area	Tax Ex	Due Date	Non-Taxable Amount	No. Pym
001	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Gross: [ ] Disc: [ ] Tax: [ ] Taxable: [ ]

Function	Processes and Results
<b>Adding a Voucher(s)</b>	<p>15. At the 'Enter Voucher – Payment Information' form, complete voucher information.</p> <p>16. Click the 'OK' button to confirm.</p>

**Voucher Journal Review - Journal Entry Prompt**

✓ [ ] [ ] Tools

...Preliminary Distribution Account...

Amount: 13.20

Account Number: **K0830118.4450** *Postage, Courier, Shipp*

Explanation - Remark: Additional Charge

Track Taxes

Tax Expl Code: [ ]

Tax Rate/Area: [ ]

Function	Processes and Results
<b>Adding a Voucher(s)</b>	<p>17. At the 'Journal Entry Prompt' form, enter the account number in the 'Account Number' field.</p> <p>18. Click the 'OK' button.</p> <p>19. Click 'Cancel' at the 'Payment Information' form.</p> <p>20. Click 'Close' at 'Voucher Entry Journal Review' form to exit.</p>



Function	Processes and Results
<b>Approving Vouchers</b>	2. Click the 'Find' button. When the 'User ID' field is blank, the grid will display all the Unposted Batches.

Note the 'Status Description' column, there are different statuses for the batches. A batch must be a 'Approved' in order to Post.

A batch with '**Pending**' status will need to be revised before posting.

A batch with '**In Use**' status indicates the user is still working with that batch.

- Although sometimes you will have to revise the status to pending, verify with user before revising the status.

A batch with '**Error**' status needs to be reviewed by the user or Accounts payable PowerUser.

### Working with a batch with 'Pending' status

**Voucher Journal Review - Work With Batches**

Batch Number / Type:  Unposted Batches

Records 1 - 4

Batch Type	Batch Number	Date	Entry	Status	Difference Amount	Difference Documents	User ID	Restatement Status	52 Period Status	Cash Basis Status
<input type="checkbox"/>	V	902321	06/20/2017 A	Approved	2,500-		2- TU09E_MGR			
<input checked="" type="checkbox"/>	V	902320	06/19/2017	Pending	2,700-		2- TU09E_MGR			
<input checked="" type="checkbox"/>	V	902319	06/18/2017	Pending	50,000-		1- TU09E_MGR			
<input type="checkbox"/>	V	902155	12/05/2016 E	Error	151,200-		5- TU09E_MGR			

Function	Processes and Results
<b>Approving Vouchers</b>	<p>3. At the 'Voucher Journal Review - Work With Batches' form, select the batch or batches In the grid that you want to approve.</p> <p>4. Click the 'Row' exit.</p> <p>5. Select 'Batch Approval' from the row exit.</p>

**Voucher Journal Review - Batch Approval**

✓ ✗ ⌵ Form ⚙ Tools

Batch Number/Type: 902320 V

Approved - Batch is ready to post  
 Pending - Batch is not ready to post

Optional: You may approve multiple batches after step 5 above. This option allows you to approve all the batches with one click.

**Voucher Journal Review - Batch Approval**

✓ ✗ ⌵ Form ⚙ Tools

Batch Number/Type: 902749 V

Approved - Batch is ready to post  
 Pending - Batch is not ready to post

**Voucher Journal Review - Batch Approval**

✓ ✗ ⌵ Form ⚙ Tools

Batch Numl: V

ready to post

Pending - Batch is not ready to post

**Form**

- Favorites
- Form
- OK to All

Function	Processes and Results
<b>Approving Vouchers</b>	<p>6. At the 'Batch Approval' form, select radio button 'Approved – Batch is ready to post'.</p> <p>7. Click the 'OK' button.</p> <p>Note: If you selected more than one batch to post, the next batch would appear, repeat step 6 and 7 until all selected batches have been processed.</p>

**Voucher Journal Review - Work With Batches**

✓ 🔍 ✕ 🔄 Form **Row** ⚙️ Tools

Batch Number / Type

Unposted Batches

Records 1 - 4

Batch Type	Batch Number				Difference Amount	Difference Documents	User ID
<input checked="" type="checkbox"/>	V	902321	06/20/2017	A	Approved	2,500-	2- TU09E_MGR
<input checked="" type="checkbox"/>	V	902320	06/19/2017	A	Approved	2,700-	2- TU09E_MGR
<input checked="" type="checkbox"/>	V	902319	06/18/2017	A	Approved	50,000-	1- TU09E_MGR
<input type="checkbox"/>	V	902155	12/05/2016	E	Error	151,200-	5- TU09E_MGR

**Row** menu options: Favorites, Batch Approval, Revise, Batch Reviews, Post by Batch, Subsystem G/L Post

Notice Batch Number 902320 and 903219, status description change from Pending to Approved you are now ready to post the batches.

Function	Processes and Results
<b>Approving Vouchers</b>	<p>8. At the 'Work With Batches' form, select the batches with 'Approved' status from the grid.</p> <p>9. Click the 'Row' exit button.</p> <p>10. Select 'Post to Batch' from the row exit.</p>

**Printer Selection**

✓ ✕ 🔄 Form ⚙️ Tools

Printer Selection | Print Property | Document Setup | Advanced



Printer Name: \\\NNOOCPRNT\OOC-Dell5310n

Printer Location: ACCTS PAYABLE

Printer Model: LASER PRINTER

Number of Copies: 1 x Range: 1 - 9999

Function	Processes and Results
<b>Approving Vouchers</b>	11. At the 'Printer Selection' form, click the 'OK' button.

Note: If you selected more than one batch to post, the next batch will appear, repeat step 11 until all selected batches have processed.

### Voucher Journal Review - Work With Batches

✓ 🔍 ✕ ⚙️ Form ⌵ Row ⚙️ Tools

Batch Number / Type   *Voucher Entry*

Unposted Batches
  Posted Batches
  All Batches
  Pending

Records 1 - 4

								TU09E_MGR
<input type="checkbox"/>	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID
<input type="checkbox"/>	V	902321	06/20/2017	A	Approved	2,500-	2-	TU09E_MGR
<input type="checkbox"/>	V	902320	06/19/2017	A	Approved	2,700-	2-	TU09E_MGR
<input checked="" type="checkbox"/>	V	902319	06/18/2017	A	Approved	50,000-	1-	TU09E_MGR
<input type="checkbox"/>	V	902155	12/05/2016	E	Error	151,200-	5-	TU09E_MGR

Function	Processes and Results
Approving Vouchers	12. At the 'Work With Batches' form, deselect the check mark in the grid.

### Voucher Journal Review - Work With Batches

✓ 🔍 ✕ ⚙️ Form ⌵ Row ⚙️ Tools

Batch Number / Type   *Voucher Entry*

Unposted Batches
  Posted Batches
  All Batches
  Pending

Records 1 - 4

								TU09E_MGR
<input type="checkbox"/>	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID
<input type="checkbox"/>	V	902321	06/20/2017	A	Approved	2,500-	2-	TU09E_MGR
<input type="checkbox"/>	V	902320	06/19/2017	A	Approved	2,700-	2-	TU09E_MGR
<input type="checkbox"/>	V	902319	06/18/2017	A	Approved	50,000-	1-	TU09E_MGR
<input type="checkbox"/>	V	902155	12/05/2016	E	Error	151,200-	5-	TU09E_MGR

Function	Processes and Results
Approving Vouchers	13. click the 'Find' button to refresh the form.

**Voucher Journal Review - Work With Batches**

Form  Row  Tools

Batch Number / Type: \*  V

Unposted Batches  Posted Batches  All Batches  Pending

Records 1 - 1 Customize Grid PY910

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Amount	Difference Documents	User ID	Restatement Status	52 Period Status	Cash Basis Status
<input type="checkbox"/> V	902155	12/05/2016	E	Error	151,200-		5- TU09E_MGR			

Function	Processes and Results
<b>Approving Vouchers</b>	14. Batches are no longer displayed, this confirms the batches are posted, click the 'Close' button to exit.

## Accounts Payable Inquiries

Inquiries in Oracle JD Edwards are programs used to view data without printing a report. These are view only and data cannot be changed in the inquiry screens.

### **Supplier (Address Book) Inquiry**

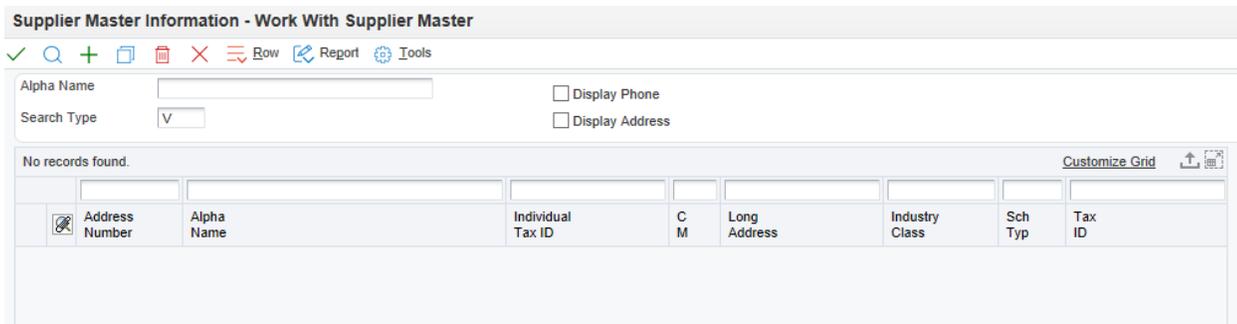
To view information on suppliers that the Navajo Nation conducts business with Oracle JDE Address Book system is an online form of files that contain names, addresses and phone numbers. The address book system is a central repository of information that is shared among all JDE modules.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Accounts Payable Inquiry → Supplier Master Information (P04012 / ZJDE0001)
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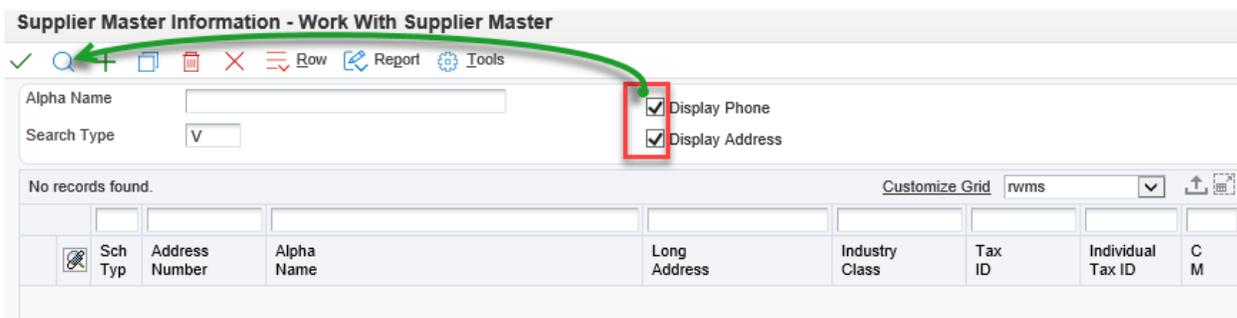


Function	Processes and Results
Supplier Master Information Inquiry	1. From the Accounts Payable Inquiry menu, select 'Supplier Master Information' < OR > from the Supplier & Voucher Entry menu, select 'Supplier Master Information'.



This form enables you to perform supplier master searches to view information specific to a supplier. Accounts Payable uses address book information for supplier payments.

### To view supplier records



Function	Processes and Results
<b>Supplier Master Information</b>	<ol style="list-style-type: none"> <li>At the 'Supplier Master Information – Work With Supplier Master' form, check the 'Display Phone' and the 'Display Address' boxes.</li> <li>Click the 'Find' button.</li> </ol> <p>Note the Search Type field in the header, defaults to 'V' (Suppliers). You may change the search type.</p>

Supplier Master Information - Work With Supplier Master

Alpha Name   Display Phone  
Search Type   Display Address

Records 1 - 100 > > >

Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Industry Class	Individual Tax ID	C	M
<input checked="" type="radio"/>	V	99990004	ANDY MILL	24 SAINTSBURY	IRVINE	714	675-3821				
<input type="radio"/>	V	9999012	SOMMER, PAUL	23907 BRECKENRIDGE FOREST DR	SPRING						
<input type="radio"/>	V	323744	GUILLA M NOTHSTINE	PO BOX 736	FRUITLAND						
<input type="radio"/>	V	323736	THE ESSENTIAL COMPANY	495 Houghton Muffin Blvd.	Pittsburgh	877	827-8900				
<input type="radio"/>	V	323144	STARK, TONY	10880 MALIBU POINT	MALIBU	855	6826982	HOM			
<input type="radio"/>	V	323062	STARK INDUSTRIES WEST	10880 MALIBU POINT	MALIBU						
<input type="radio"/>	V	322633	STARK INDUSTRIES	6511 AVENUE OF THE AMERICAS	NEW YORK						
<input type="radio"/>	V	322595	TEMPE DOWNTOWN COURTYARD	PO BOX 741574	ATLANTA			7000			

Function	Processes and Results
<b>Supplier Master Information</b>	<p>The first 100 records are displayed in the grid, you may use the QBE line to narrow your search.</p> <ol style="list-style-type: none"> <li>Click the 'Close' button exit.</li> </ol>

**To view a specific supplier**

Supplier Master Information - Work With Supplier Master

Alpha Name   Display Phone  
Search Type   Display Address

No records found.

Sch Typ	Address Number	Alpha Name	Long Address	Industry Class	Tax ID	Individual Tax ID	C	M
---------	----------------	------------	--------------	----------------	--------	-------------------	---	---

Function	Processes and Results
<b>Supplier Master Information Inquiry</b>	<p>To view information on a specific supplier.</p> <ol style="list-style-type: none"> <li>Enter the supplier's name in the 'Alpha Name' field. <ul style="list-style-type: none"> <li>You must use the asterisks (*) wild cards at the beginning and ending of the name you are searching for.</li> </ul> </li> </ol>

2. The 'Search Type' field defaults to 'V' for (Supplier).
3. To view the phone number and address, check the 'Display Phone Number' and 'Display Address' boxes.
4. Click the 'Find' button to retrieve the information.

### Supplier Master Information - Work With Supplier Master

✓ 🔍 + 📄 🗑️ ✖️ ⌵ Row 📄 Report ⚙️ Tools

Alpha Name

Search Type  🔍

Display Phone

Display Address

Although the Search Type defaults to 'V' you have the option to change it.

Supplier Master Information - Work With Supplier Master

Alpha Name   Display Phone

Search Type   Display Address

Records 1 - 4

Sch Type	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address	Industry Class	Tax ID	Individual Tax ID	C M
V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661	5200	850323137		
V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661	5200	850323137		
V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323137		
V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137	5200	850323137		

If you have access to the 'Long Address' field, there are notations made by the Accounts Payable staff, these notes are created to warn of duplication of address book numbers created over time.

- The notes recommends which address book number to use.



The 'Attachment' button indicates an attachment for address book number 28661 exist.

Note: These notes are created by the Accounts Payable staff, instructions to all users.

#### Media Object Viewer

REC'D UPDATED ACH APPLICATION - UPDATED BANK INFORMATION @ VENDOR'S REQUEST. CHANGED FROM WASHINGTON FEDERAL TO PINNACLE BANK. 9/5/14

Text1

When you click the 'Attachment' button, the 'Media Object Viewer', form displays the text message.

Supplier Master Information - Work With Supplier Master

Alpha Name   Display Phone

Search Type   Display Address

Records 1 - 4

Sch Type	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address	Industry Class	Tax ID
V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661	5200	850323137
V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661	5200	850323137
V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323137
V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137	5200	850323137

The Tax ID field is an important field, this identification code is required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on.

The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Attention Accounts Payable users: The Supplier Master record supplies the default value for the tax ID for 1099 processing.

Supplier Master Information - Work With Supplier Master

Alpha Name: \*Rachers\*     Display Phone  
 Search Type:      Display Address

Records 1 - 4

Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address	Industry Class	Tax ID
<input type="radio"/> V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661	5200	850323137
<input type="radio"/> V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661	5200	850323137
<input type="radio"/> V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661	5200	850323137
<input checked="" type="radio"/> V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137	5200	850323137

The Search Type field, this code specifies the kind of address book record to search for.

Supplier Master Information - Work With Supplier Master

Alpha Name: \*Rachers\*     Display Phone  
 Search Type:      Display Address

Records 1 - 4

Sch Typ	Address Number	Alpha Name	Address Line 1
<input type="radio"/> V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019
<input type="radio"/> V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987
<input type="radio"/> V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING
<input checked="" type="radio"/> V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019

Select User Define Code

Product Code:  Address Book

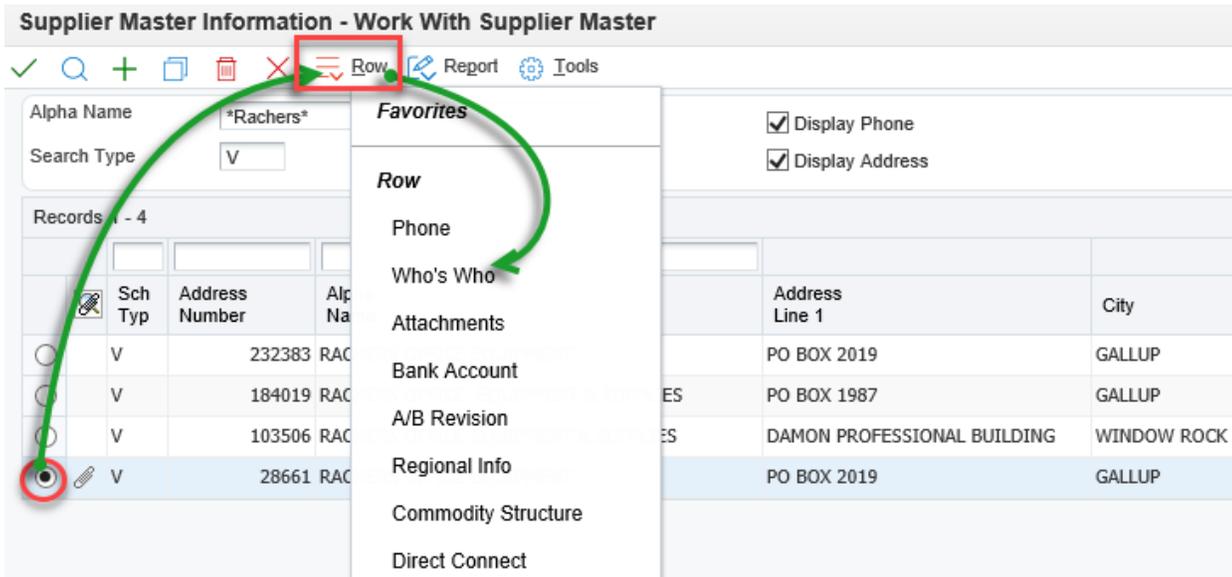
User Defined Codes:  Search Type

Description:

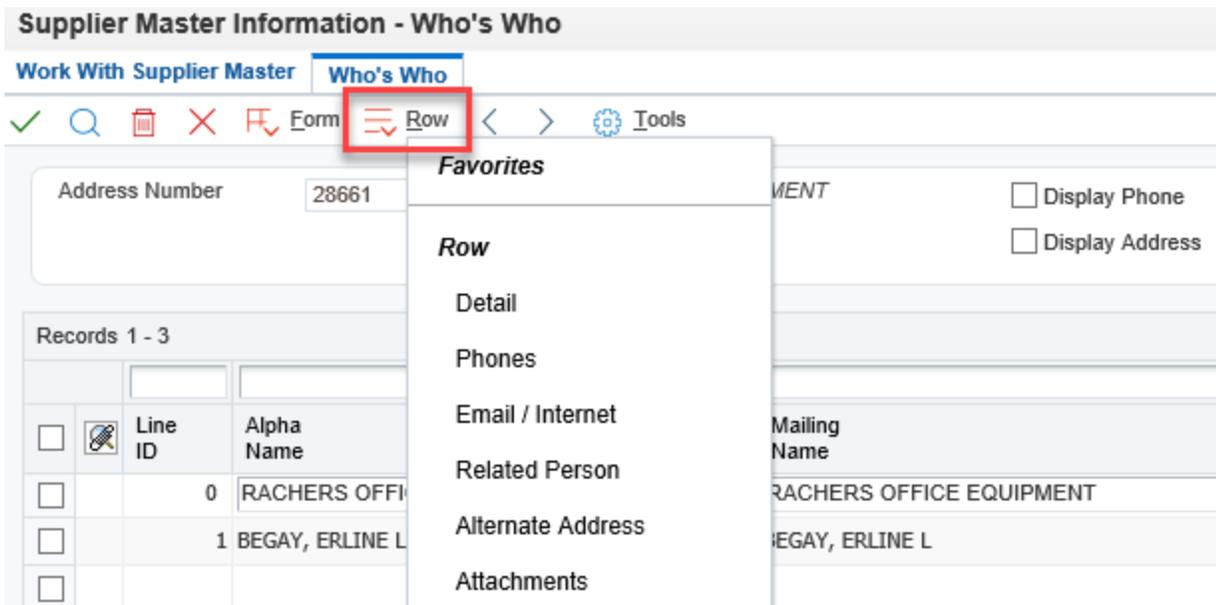
Records 1 - 32    Customize Grid    Grid Format Name1

Code	Description
<input type="radio"/> T	TANF
<input type="radio"/> TAX	Tax Authorities
<input type="radio"/> TC	Transportation Carriers
<input type="radio"/> V	Suppliers
<input type="radio"/> VP	Suppliers - Preferred
<input type="radio"/> VX	Duplicate Vendor Entry
<input type="radio"/> W	Warehouse
<input type="radio"/> X	Ex-employees
<input type="radio"/> ZZ	Data Rep Test

Search Type (Sch Typ): **Do not use** 'Sch Typ': **VX** or **X** to pay invoices, these are inactive address book numbers.



Function	Processes and Results
Supplier Master Information Inquiry	<p>5. To view additional Information on a specific supplier, select the 'Address Number' from the grid.</p> <p>6. Click the 'Row' exit button.</p> <p>7. Select the option from the row exit to view. For this training, select Who's Who.</p>



Function	Processes and Results
Supplier Master Information Inquiry	<p>8. At the 'Who's Who' form, click the 'Row' exit button. This allows you to drill further to view specific information.</p> <p>9. Select an option from the row exit to view.</p> <p>10. Click the 'Cancel' button to exit.</p>

**Supplier Master Information - Work With Supplier Master**

Alpha Name: \*Rachers\*  Display Phone  
 Search Type: V  Display Address

Records 1 - 4

Sch Typ	Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number	Phone Type	Long Address
V	232383	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP				USE AB 28661
V	184019	RACHERS OFFICE EQUIPMENT & SUPPLIES	PO BOX 1987	GALLUP	505	722-7203		USE AB 28661
V	103506	RACHERS OFFICE EQUIPMENT & SUPPLIES	DAMON PROFESSIONAL BUILDING	WINDOW ROCK	928	871-2160		USE AB 28661
V	28661	RACHERS OFFICE EQUIPMENT	PO BOX 2019	GALLUP	505	722-7203		850323137

Back at the 'Work With Supplier Master' form, you can view specific supplier information. Since AB# 28661 this is the only valid AB# for Rachers, let's explore the specific information.

Function	Processes and Results
<b>Supplier Master Information Inquiry</b>	<ol style="list-style-type: none"> <li>To view specific supplier information, select Address Number (AB#) 28661 from the grid.           <ul style="list-style-type: none"> <li>The first line item in the grid is selected by default.</li> </ul> </li> <li>Click the 'Select' button.</li> </ol>

**Supplier Master Information - Supplier Master Revision**

Work With Supplier Master | **Supplier Master Revision**

Supplier Number: 28661 *RACHERS OFFICE EQUIPMENT*  
 Long Address Number: 850323137

**Vouchers** | Purchasing 1 | Purchasing 2 | G/L Distribution | Tax Information | EDI Information

Credit Message:  .  
 Payment Terms - A/P:  Net 30 Days  
 Payment Instrument: T *Elec Funds Transfer(A/R & A/P)*  
 Factor/Special Payee: 28661 *RACHERS OFFICE EQUIPMENT*  
 Parent Number:   
 Approver Number:

Hold Payment:  N  
 Float Days:   
 Pre-Note Code:

**Payment Creation**

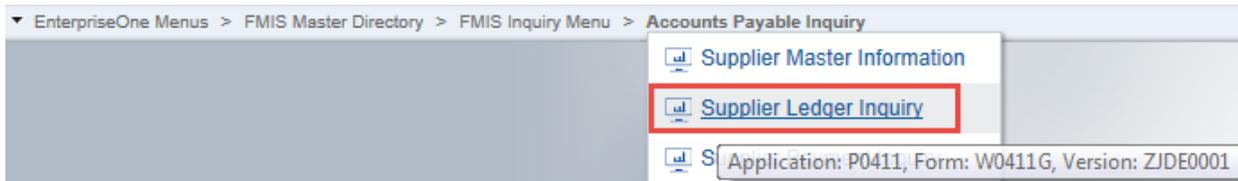
- By Supplier
- By Pay Item
- By Voucher
- By Contract

At the 'Supplier Master Revision' form, you have additional tabs across the form that store specific information for this supplier.

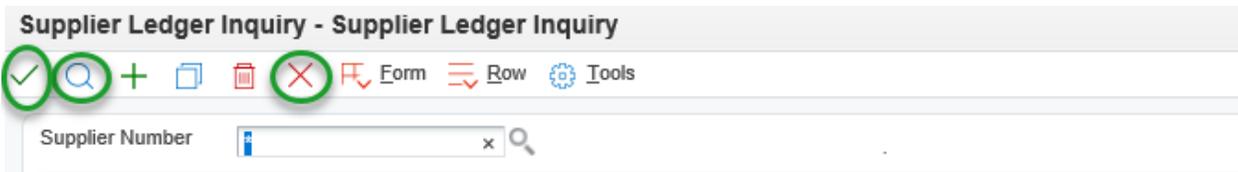
## Supplier Ledger Inquiry

You may need to view data on certain suppliers for various reasons. To view the data, navigate to the following menu below.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Accounts Payable Inquiry → Supplier Ledger Inquiry
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Function	Processes and Results
<b>Supplier Ledger Inquiry</b>	1. Select 'Supplier Ledger Inquiry' from the Accounts Payable Inquiry menu.



This form enables you to perform supplier searches to view specific financial information of a supplier and applicable transactions.

The **'Select'**  button selects the record or row you select in the grid and pulls up detail information on suppliers by document.

The **'Find'**  button finds all available transactions by document number, or any search specified.

The **'Close'**  button exits you from the form.

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

✓ 🔍 + 📄 🗑️ ✕ 🔄 Form ⌵ Row ⚙️ Tools

Supplier Number  x 🔍

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number  \*  Display Audit

Payments Purchase Orders Supplier Master

No records found.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number

To narrow the search, use the following fields:

- Date from
- Date thru
- Batch number
- Detail QBE line

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

✓ 🔍 + 📄 🗑️ ✕ 🔄 Form ⌵ Row ⚙️ Tools

Supplier Number  x 🔍

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number  \*  Display Audit

Payments Purchase Orders Supplier Master

No records found.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number

Additional radial buttons can help to further narrow your search:

- Invoice
- G/L
- Recurring
- Summarize
- Paid
- Open
- Withheld
- Display Audit

**To search for information on a specific supplier**

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

✓ 🔍 📄 🗑️ ✕ 📄 Form ⌵ Row ⚙️ Tools

Supplier Number  × 🔍 J-HAUL

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number   Display Audit

Payments Purchase Orders Supplier Master

Function	Processes and Results
<p><b>Supplier Ledger Inquiry</b></p>	<p>Note the default is in the 'Supplier Number' field, so you can enter the supplier address book number directly.</p> <p>2. Enter the supplier address book number in the 'Supplier Number' field.</p> <p>If the AB# is unknown, select the visual assist button to search.</p> <ul style="list-style-type: none"> <li>• At the 'Address Book Long Number Search' form, enter the name of the supplier in the 'Name Search' field.</li> <li>• Click the 'Find' button. <ul style="list-style-type: none"> <li>○ To view the alpha name and the address book number.</li> <li>○ Some suppliers may have several supplier numbers.</li> </ul> </li> <li>• Select the Address Book number in the grid.</li> <li>• Click the 'Select' button.</li> </ul> <p>3. Click the 'Find' button.</p>

Supplier Ledger Inquiry - Supplier Ledger Inquiry

✓ 🔍 + 📄 🗑️ ✖️ 📄 Form ⏪ ⏩ ⚙️ Tools

Supplier Number  x 🔍 U-HAUL

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number   Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 38

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	Invoice Date	Co	Supplier Number	Document Type	Pay Status Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00304025	OP	2080500	PV	10/06/2014		2,707.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00304025	OP	2080500	PV	10/06/2014		200.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00291361	OP	1954553	PV	11/22/2013		2,385.00	P	4034223	11/02/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00281567	OP	1885250	PV	06/06/2013		2,106.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00281567	OP	1885250	PV	06/06/2013		150.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1879149	PV	05/22/2013		50.00	P	3923662	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00273013	OP	1813391	PV	12/03/2012		1,802.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00273013	OP	1813391	PV	12/03/2012		404.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1807365	PV	11/19/2012		5.00	P	3800981	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00272208	OP	1804357	PV	11/14/2012		413.60	P	3780814	09/30/2012	02317	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00271908	OP	1798880	PV	11/01/2012		202.00	P	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00266293	OP	1758594	PV	08/09/2012		2,052.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00266293	OP	1758594	PV	08/09/2012		150.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1755132	PV	08/01/2012		5.00	P	3732287	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1743692	PV	07/05/2012		245.24	P	3677316	04/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1713514	PV	04/25/2012		5.00	P	3675412A	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00260802	OP	1709968	PV	04/12/2012		292.00	P	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00260802	OP	1709968	PV	04/12/2012		42.00	P	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00255586	OP	1668779	PV	01/04/2012		1,881.00	P	3606337	12/14/2011	00010	30000	Voucher	Paid in Full

Batch Payment History G/L Distribution Purchase Receipts

38 records displayed for specific supplier AB# 30000.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

✓ 🔍 + 📄 🗑️ ✖️ 📄 Form ⏪ ⏩ ⚙️ Tools

Supplier Number  x 🔍 U-HAUL

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number   Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 38

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	Invoice Date	Co	Supplier Number	Document Type	Pay Status Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00304025	OP	2080500	PV	10/06/2014		2,707.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00304025	OP	2080500	PV	10/06/2014		200.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00291361	OP	1954553	PV	11/22/2013		2,385.00	P	4034223	11/02/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00281567	OP	1885250	PV	06/06/2013		2,106.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00281567	OP	1885250	PV	06/06/2013		150.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1879149	PV	05/22/2013		50.00	P	3923662	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00273013	OP	1813391	PV	12/03/2012		1,802.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00273013	OP	1813391	PV	12/03/2012		404.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1807365	PV	11/19/2012		5.00	P	3800981	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00272208	OP	1804357	PV	11/14/2012		413.60	P	3780814	09/30/2012	02317	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00271908	OP	1798880	PV	11/01/2012		202.00	P	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00266293	OP	1758594	PV	08/09/2012		2,052.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00266293	OP	1758594	PV	08/09/2012		150.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1755132	PV	08/01/2012		5.00	P	3732287	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1743692	PV	07/05/2012		245.24	P	3677316	04/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>			1713514	PV	04/25/2012		5.00	P	3675412A	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00260802	OP	1709968	PV	04/12/2012		292.00	P	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00260802	OP	1709968	PV	04/12/2012		42.00	P	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00255586	OP	1668779	PV	01/04/2012		1,881.00	P	3606337	12/14/2011	00010	30000	Voucher	Paid in Full

Batch Payment History G/L Distribution Purchase Receipts

Use the horizontal scrollbar to view more data, by sliding it to the right.

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number: 30000 U-HAUL

Date From: Thru: Invoice (selected) G/L

Recurring: Summarize: Paid: Open: Withheld: All (selected)

Batch Number: \* Display Audit

Payments Purchase Orders Supplier Master

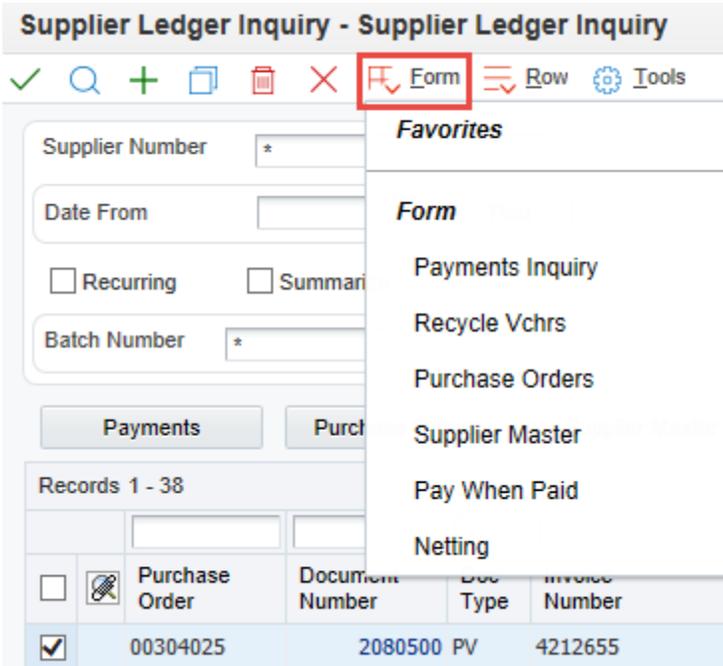
Records 1 - 38

	Purchase Order	PO Doc Type	Document Number	Doc Type	G/L Date	Open Amount	Gross Amount	Pay Stat	Invoice Number	Invoice Date	Co	Supplier Number	Document Type	Pay Status Code
<input type="checkbox"/>	00304025	OP	2080500	PV	10/06/2014		2,707.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00304025	OP	2080500	PV	10/06/2014		200.00	P	4212655	08/04/2014	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00291361	OP	1954553	PV	11/22/2013		2,385.00	P	4034223	11/02/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00281567	OP	1885250	PV	06/06/2013		2,106.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00281567	OP	1885250	PV	06/06/2013		150.00	P	3923662A	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>			1879149	PV	05/22/2013		50.00	P	3923662	05/15/2013	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00273013	OP	1813391	PV	12/03/2012		1,802.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00273013	OP	1813391	PV	12/03/2012		404.50	P	3800981 A	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>			1807365	PV	11/19/2012		5.00	P	3800981	10/31/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00272208	OP	1804357	PV	11/14/2012		413.60	P	3780814	09/30/2012	02317	30000	Voucher	Paid in Full
<input type="checkbox"/>	00271908	OP	1798880	PV	11/01/2012		202.00	P	3776240	09/21/2012	02317	30000	Voucher	Paid in Full
<input type="checkbox"/>	00266293	OP	1758594	PV	08/09/2012		2,052.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00266293	OP	1758594	PV	08/09/2012		150.00	P	3732287A	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>			1755132	PV	08/01/2012		5.00	P	3732287	07/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>			1743692	PV	07/05/2012		245.24	P	3677316	04/11/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>			1713514	PV	04/25/2012		5.00	P	3675412A	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00260802	OP	1709968	PV	04/12/2012		292.00	P	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00260802	OP	1709968	PV	04/12/2012		42.00	P	3675412	04/07/2012	00010	30000	Voucher	Paid in Full
<input type="checkbox"/>	00255586	OP	1668779	PV	01/04/2012		1,881.00	P	3606337	12/14/2011	00010	30000	Voucher	Paid in Full

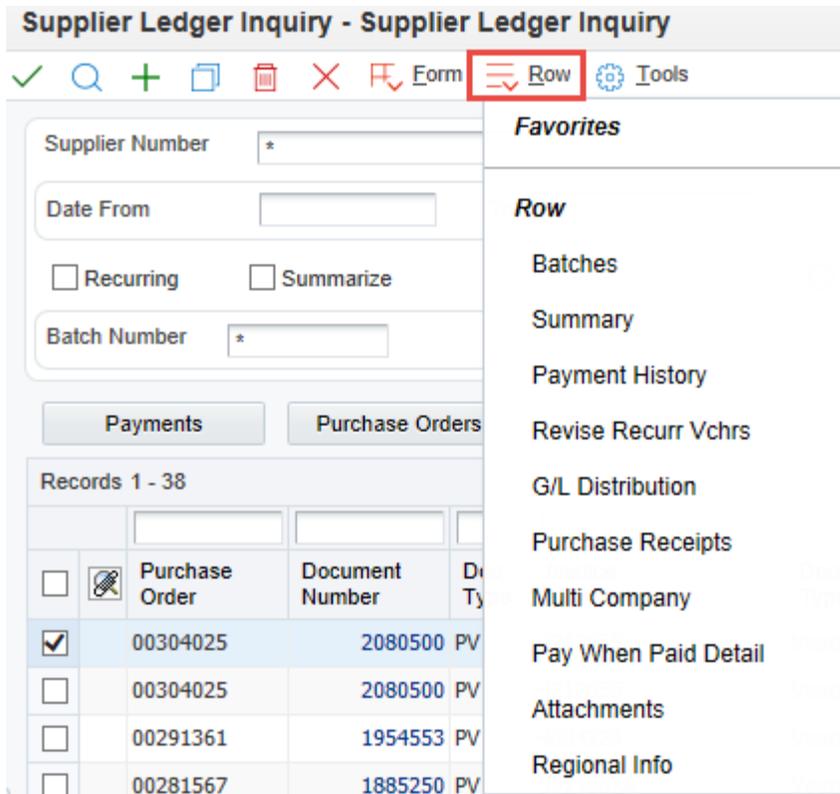
Batch Payment History G/L Distribution Purchase Receipts

The Supplier Ledger Inquiry form is referred to as a **Power form**. You can access further details of a specific record through these buttons. Power buttons are short cut navigations, instead of using the Row and Form exits.

1. Select a record from the grid.
2. Click one of the following buttons displayed on the form.
  - Payments
  - Purchase Orders
  - Supplier Master
  - Batch
  - Payment History
  - G/L Distribution
  - Purchase Receipts



These buttons create a short cut since you have to navigate to access the forms using the 'Form' exit.



This short cut also applies to the 'Row' exit.

## Search using a Purchase Order number

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number: 30000 U-HAUL

Date From: Thru:  Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number: \*  Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 38

<input type="checkbox"/>	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co
<input type="checkbox"/>	00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	2,707.00		840974	P	Paid in Full	U-HAUL	00010
<input type="checkbox"/>	00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	200.00		840974	P	Paid in Full	U-HAUL	00010
<input type="checkbox"/>	00291361	1954553	PV	4034223	00010	11/02/2013	11/22/2013	12/02/2013	Voucher	30000	2,385.00		792691	P	Paid in Full	U-HAUL	00010
<input type="checkbox"/>	00281567	1885250	PV	3923662A	00010	05/15/2013	06/06/2013	06/14/2013	Voucher	30000	2,106.00		764823	P	Paid in Full	U-HAUL	00010

When searching with a purchase order number using the QBE column 'Purchase Order', notice the (2) zeros in front of the purchase order in the grid.

**Supplier Ledger Inquiry - Supplier Ledger Inquiry**

Supplier Number: 30000 U-HAUL

Date From: Thru:  Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number: \*  Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 38

<input type="checkbox"/>	Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc	Co
<input checked="" type="checkbox"/>	*246944*																
<input type="checkbox"/>	00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	2,707.00		840974	P	Paid in Full	U-HAUL	
<input type="checkbox"/>	00304025	2080500	PV	4212655	00010	08/04/2014	10/06/2014	09/03/2014	Voucher	30000	200.00		840974	P	Paid in Full	U-HAUL	

Function	Processes and Results
<b>Supplier Ledger Inquiry – Search using PO Number</b>	<p>4. Using the QBE line, Purchase Order column, enter the purchase order number using the wild cards (*) before and after the purchase order number.</p> <p>5. Click the 'Find' button.</p>

Supplier Ledger Inquiry - Supplier Ledger Inquiry

Supplier Number: 30000 U-HAUL

Date From: Thru: Invoice (selected) G/L

Recurring: Summarize: Paid (selected) Open Withheld All

Batch Number: \* Display Audit

Payments Purchase Orders Supplier Master

Records 1 - 3

Purchase Order	Document Number	Doc Type	Invoice Number	Doc Co	Invoice Date	G/L Date	Due Date	Document Type	Supplier Number	Gross Amount	Open Amount	Batch Number	Pay Stat	Pay Status Code	Supplier Number Desc
00246944	1607084	PV	3506892A	00010	07/13/2011	08/08/2011	08/12/2011	Voucher	30000	1,855.00		650779	P	Paid in Full	U-HAUL
00246944	1607084	PV	3506892A	00010	07/13/2011	08/08/2011	08/12/2011	Voucher	30000	150.00		650779	P	Paid in Full	U-HAUL
										2,005.00					

Batch Payment History G/L Distribution Purchase Receipts

Function	Processes and Results
<b>Supplier Ledger Inquiry – Search using PO Number</b>	<p>The purchase order is retrieved in the grid, you can use all the search tools available on the form to find information about this order.</p> <p>6. Click the 'Close' button to exit.</p>

## Supplier Payment Inquiry

You may need to view data on certain payments for various reasons. To view records navigate to the menu listed below.

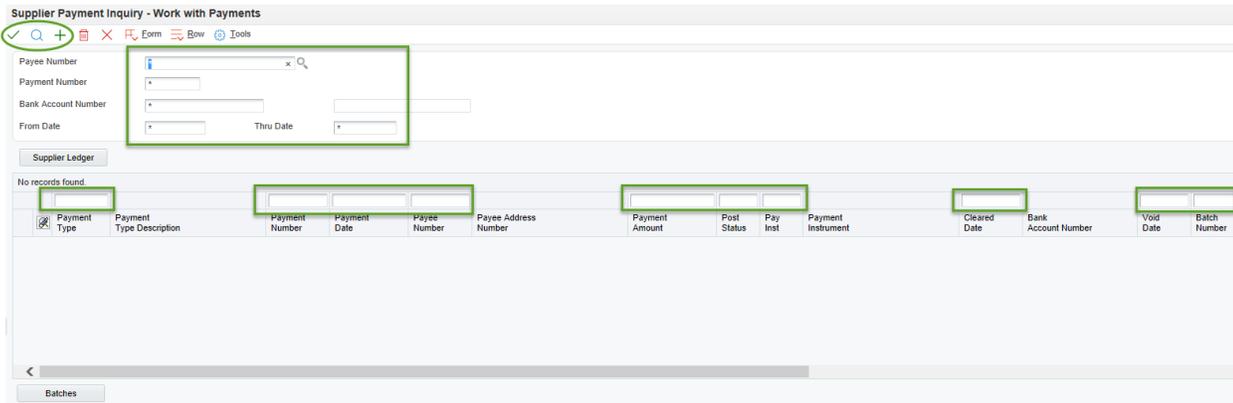
<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Accounts Payable Inquiry → Supplier Payment Inquiry
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EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu > Accounts Payable Inquiry

- Supplier Master Information
- Supplier Ledger Inquiry
- Supplier Payment Inquiry**

Application: P0413M, Form: W0413MB, Version: ZJDE0002

Function	Processes and Results
<b>Supplier Payment Inquiry - Work With Payments</b>	1. Select 'Supplier Payment Inquiry' from the Accounts Payable Inquiry menu.



The **Supplier Payment Inquiry** form enables you to perform payment searches using any of the header and QBE fields to view a check number, or information for a specific supplier.

The **Select** button selects the record or row you highlight in the grid and pulls up detail information on payments.

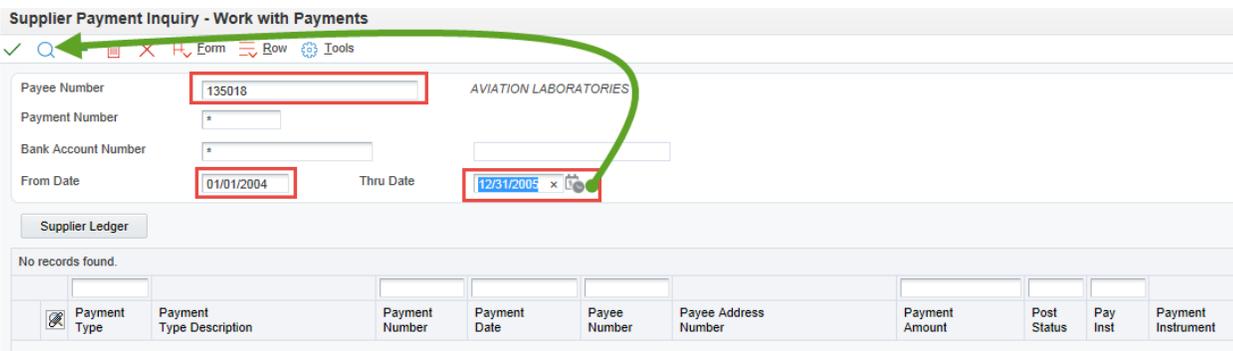
The **Find** button finds all payments in order by payment number or finds payments specific to search items entered.

The **Close** button exits you from the form.

To narrow the search the following fields can be completed:

- Payment Number
- Bank Account Number
- From Date
- Thru Date
- QBE Line in the grid

**To search for payment information**



Notice a visual assist button in the 'Thru Date' field, click this button to view a calendar, select a date from the calendar.

Function	Processes and Results
Supplier Payment Inquiry - Work With Payments	<ol style="list-style-type: none"> <li>2. At the 'Work with Payments' form, enter the supplier address book number in the 'Payee Number' field. <ul style="list-style-type: none"> <li>• If the supplier's address book number is unknown, click the visual assist button. <ul style="list-style-type: none"> <li>• At the Address Book Long Number Search form, enter the name of the supplier in the Name Search field.</li> <li>• Click the Find button.</li> <li>• To view the alpha name and the supplier address number.</li> <li>• Some suppliers may have several supplier numbers.</li> <li>• Select the supplier in the grid</li> <li>• Click the Select button.</li> </ul> </li> </ul> </li> <li>3. To narrow the search, click in the 'From Date' field, enter a from date.</li> <li>4. Click in the 'Thru Date' field, enter a thru date.</li> <li>5. Click the 'Find' button.</li> </ol>

Supplier Payment Inquiry - Work with Payments

✓ 🔍 + 🗑️ ✖️ 📄 Form ⌵ Row ⚙️ Tools

Payee Number: 135018 AVIATION LABORATORIES

Payment Number: \*

Bank Account Number: \*

From Date: 01/01/2004 Thru Date: 12/31/2005

Supplier Ledger

Records 1 - 2

Payment Type	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number	Payment Amount	Post Status	Pay Inst	Payment Instrument	Cleared Date	Bank Account Number
PK	Automatic Payment	488430	06/07/2005	135018	AVIATION LABORATORIES	2,248.14-	D		Default (A/R & A/P)	06/07/2005	10.0120.02
						2,248.14-					

Batches

All payments for the specific supplier are displayed. The 'Payment Number' field, displays the check number (488430).

Supplier Payment Inquiry - Work with Payments

✓ 🔍 + 🗑️ ✖️ 📄 Form ⌵ Row ⚙️ Tools

Payee Number: 135018 AVIATION LABORATORIES

Payment Number: \*

Bank Account Number: \*

From Date: 01/01/2004 Thru Date: 12/31/2005

Supplier Ledger

Records 1 - 2

Payment Type	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number	Payment Amount	Post Status	Pay Inst	Payment Instrument	Cleared Date	Bank Account Number
PK	Automatic Payment	488430	06/07/2005	135018	AVIATION LABORATORIES	2,248.14-	D		Default (A/R & A/P)	06/07/2005	10.0120.02
						2,248.14-					

Use the *horizontal* scrollbar to view more fields and data.

**To view addition information**

**Supplier Payment Inquiry - Work with Payments**

Form  Row  Tools

Payee Number: AVIATION LABORATORIES  
 Payment Number:   
 Bank Account Number:   
 From Date: 12/31/2005

**Favorites**  
 Form  
 Supp Ldgr  
 Netting

Supplier Ledger

Records 1 - 2

<input type="checkbox"/>	Payment Type	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number
<input checked="" type="radio"/>	PK	Automatic Payment	488430	06/07/2005	135018	AVIATION LABO
<input type="radio"/>	Σ					

Batches

Function	Processes and Results
Supplier Payment Inquiry - Work With Payments	<p>6. Note: The first line item in the grid is selected by default.</p> <ul style="list-style-type: none"> <li>You may select a different line item in the grid if there were more line items.</li> </ul> <p>7. Click the 'Form' exit button.</p> <ul style="list-style-type: none"> <li>You may select an item from the form menu, to view further options.</li> </ul>

**Supplier Payment Inquiry - Work with Payments**

✓ 🔍 + 🗑️ ✕ 🏠 Form **Row** ⚙️ Tools

Payee Number: 135018  
 Payment Number: \*  
 Bank Account Number: \*  
 From Date: 01/01/2000

Supplier Ledger

Records 1 - 2

	Payment Type	Payment Type Description	Payment Number	Payment Date	Payee Number	Payee Address Number
<input checked="" type="radio"/>	PK	Automatic Payment	488430	06/07/2005	135018	AVIATION LABORATORIES
<input type="radio"/>	Σ					

Batches

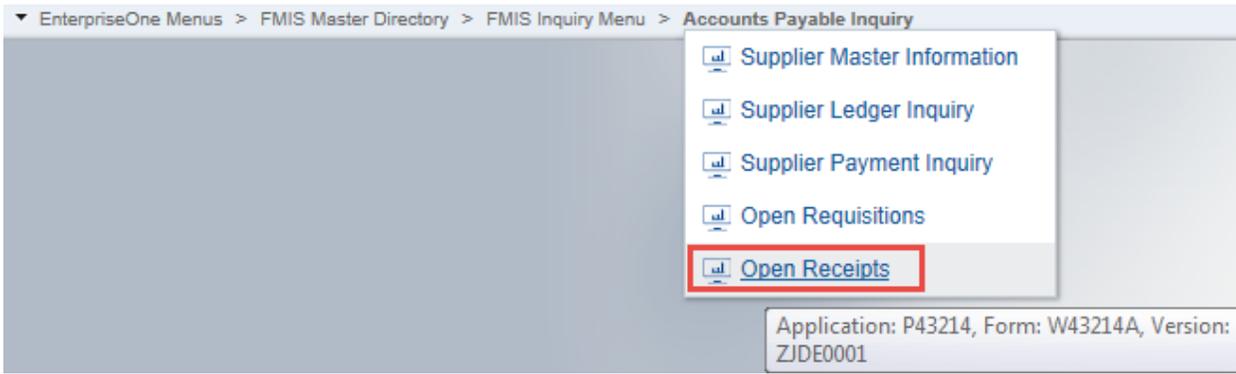
- Favorites**
- Row**
- Attachments
  - Batches
  - Pymt Entry
  - Pymt Sum
  - Void Pymt

Function	Processes and Results
<b>Supplier Payment Inquiry - Work With Payments</b>	8. Click the 'Row' exit button. <ul style="list-style-type: none"> <li>You may select an item from the row exit menu, to view further options.</li> </ul>

## Open Receipts Inquiry

You may need to view data to determine the status of receipts of ordered items on purchase orders. You can view open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which vouchers need to be processed. You can review the amount and quantity open for each receipt.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Accounts Payable Inquiry → Open Receipts
------------------	--



Function	Processes and Results
Open Receipt Inquiry	1. Select 'Open Receipts' from the Account Payable Inquiry menu.

Open Receipts - Work With Purchase Receipts

✓ Q X Row Tools

Doc. Number \* \* \* Branch/Plant \*  Vouchered  
 Order Number \* OP \*  Closed Lines  
 Supplier \* G/L Date 04/03/2017  
 Item Number \*  Display Supplier Item  
 Account \* Batch

No records found.

Rev	Doc Ty	Order Numbers	Or Ty	Line Number	Account Number	Amount Received	Amount Not Vouchered	Document Number	Order Co	2nd Item Number	Supplier Number	Quantity Received	Quantity Not Vouchered	Receipt Line
<input type="checkbox"/>														

This form enables you to search for purchase orders that are Received but Not Vouchered, Vouchered and Closed Lines of purchase order receipts.

Open Receipts - Work With Purchase Receipts

✓ Q X Row Tools

Doc. Number \* \* \* Branch/Plant \*  Vouchered  
 Order Number \* O1 \*  Closed Lines  
 Supplier \* G/L Date 04/03/2017  
 Item Number \*  Display Supplier Item  
 Account \* Batch

No records found.

Rev	Doc Ty	Order Numbers	Or Ty	Line Number	Account Number	Amount Received	Amount Not Vouchered	Document Number	Order Co	2nd Item Number	Supplier Number
<input type="checkbox"/>											

You may change the Order Type field from default OP to O1 to display generated purchase orders from contracts (OC).

**To check an order to see whether any vouchers have been created.**

**Open Receipts - Work With Purchase Receipts**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Doc. Number \* \* \* Branch/Plant \*  Vouchered  
 Order Number 60768 OP \* Line Number \*  Closed Lines  
 Supplier \* G/L Date 04/03/2017  
 Item Number \*  Display Supplier Item  
 Account \* Batch

Function	Processes and Results
<b>Open Receipt Inquiry</b>	<ol style="list-style-type: none"> <li>1. At the 'Work With Purchase Receipts' form, enter the purchase order number in the 'Order Number' field.</li> <li>2. Verify the Order Type field, change if applicable.</li> <li>3. Click the 'Find' button.</li> </ol>

**Open Receipts - Work With Purchase Receipts**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Doc. Number \* \* \* Branch/Plant \*  Vouchered  
 Order Number 60768 OP \* Line Number \*  Closed Lines  
 Supplier \* G/L Date 04/03/2017  
 Item Number \*  Display Supplier Item  
 Account \* Batch

Function	Processes and Results
<b>Open Receipt Inquiry</b>	<ol style="list-style-type: none"> <li>4. Click the 'Vouchered' box in the header.</li> </ol>

**Open Receipts - Work With Purchase Receipts**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Doc. Number \* \* \* Branch/Plant \*  Vouchered  
 Order Number 60768 OP \* Line Number \*  Closed Lines  
 Supplier \* G/L Date 04/03/2017  
 Item Number \*  Display Supplier Item  
 Account \* Batch

Records 1 - 2

Doc Ty	Order Numbers	Or Ty	Line Number	Account Number	Amount Received	Amount Vouchered	Document Number	Order Co	2nd Item Number	Supplier Number	Quantity Received	Receipt Line	Doc Co
<input checked="" type="checkbox"/> PV	60768	OP	1.000	113014.5720	124.28	124.28	240406	00010	C#60030991	28652			00010
					124.28	124.28			TOTAL				

The system displays the order detail lines with the quantity and amount entered on the voucher.

Code	Description
<input checked="" type="radio"/> PV	Voucher

PV Document Type represents voucher.

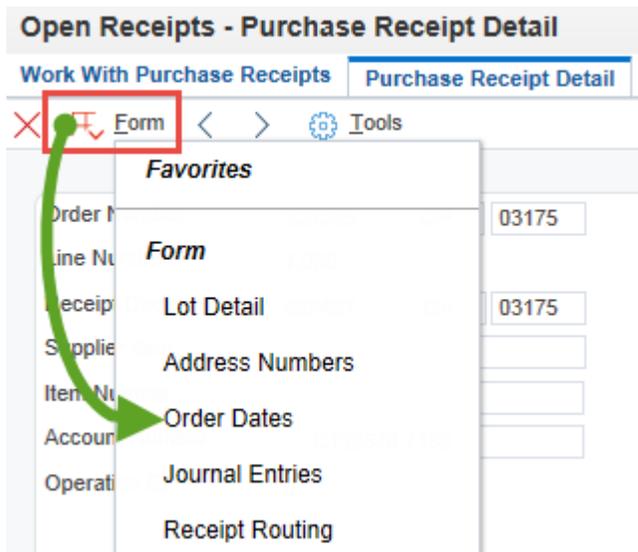


Code	Description	Description 2
<input checked="" type="radio"/> OV	Do Not Use--Receiving Docum...	Hard Coded to Receiving

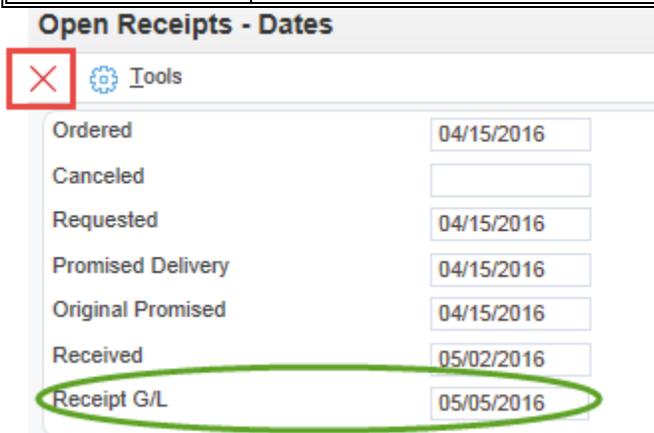
Document Type (OV) represents a processed ***purchase order receipt***. Meaning the purchase order receipt was processed by Purchasing however, has not been voucher match by Accounts Payable.

*View actual receipt date processes*

Function	Processes and Results
<b>Open Receipt Dates and Address Book Information</b>	<ol style="list-style-type: none"> <li>1. Select a detail line from the grid.</li> <li>2. Click the 'Row' exit button.</li> <li>3. Select 'Detail Information' from the row exit.</li> </ol>



Function	Processes and Results
Open Receipt Dates and Address Book Information	4. At the Purchase Receipt Detail tab, click the 'Form' exit button. 5. Select 'Order Dates' from the form exit menu.

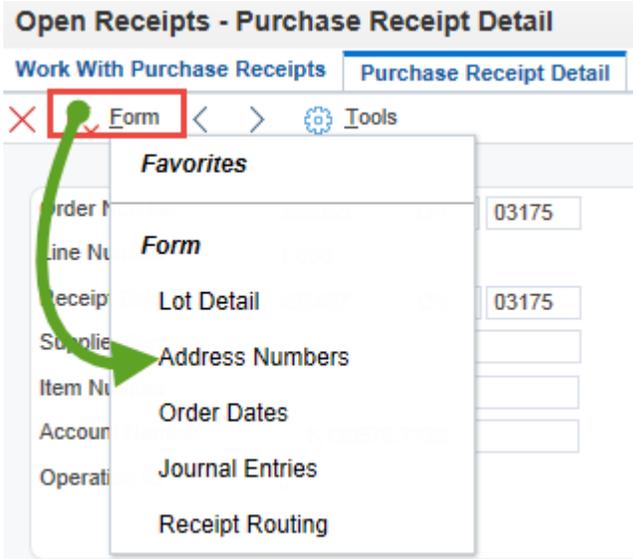


At the 'Open Receipts – Dates' form, all the dates pertaining to the purchase order process are displayed.

- The Receipt G/L date is the date the purchase order receipt was posted to the General Ledger.
- If the 'doc type' (Document Type) is 'OV', counting from the 'Receipt G/L' displayed above, you can determine the number of days a receipt has been **pending a voucher match** process.

**To view who processed the Receipt by address book number**

Function	Processes and Results
<b>Open Receipt Dates and Address Book Information</b>	6. Click the 'Closed' button.



Function	Processes and Results
<b>Open Receipt Dates and Address Book Information</b>	7. At the 'Purchase Receipt Detail' tab, click the 'Form' exit button. 8. Select 'Address Numbers' from the form exit menu.



At the 'Open Receipts – Address Numbers' form, address book numbers correspond with name(s) of who process the purchase order.

Function	Processes and Results
Open Receipt Dates and Address Book Information	9. Click the 'Close' button to exit.

## Operating Budget (BA)/Commitment Inquiry

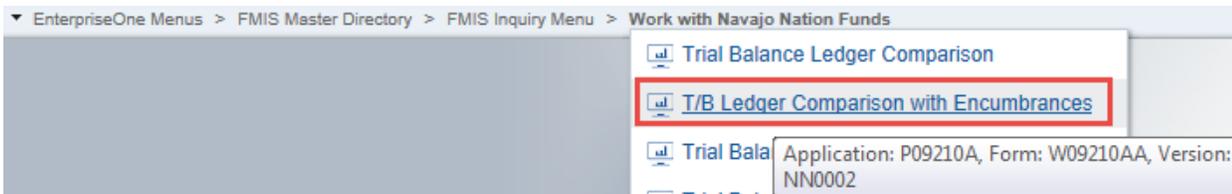
The purpose of checking the Operating Budget is to check at what level funds are available. The level number classifies accounts in the general ledger. You can have levels up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed.

Budget amounts are set at level of detail 6. Object accounts are only expensed at a level of detail 7.

If the situation arises when the budgeted amount is at a lower level of detail (e.g. level 5) than the expense object account (e.g. level 7), the Budget Comparison inquiry rolls up to allow inquiry at the budgeted amount level.

Budgeting provides a projection of future expenses and revenues. Using budget inquiry, you can compare actual amounts to your projections and use the information to improve your budgeting process.

Via Menus	Processes and Results
EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Work with Navajo Nation Funds → Trial Balance/Ledger Comparison with Encumbrances	



Function	Processes and Results
Checking the Budget	1. Select T/B Ledger Comparison with Encumbrances from the Work with Navajo Nation Funds menu.

T/B Ledger Comparison with Encumbrances - Trial Balance / Ledger Comparison

✓ 🔍 ⚙️ Row Tools

Skip to Account \* 118005.5700  Select / Skip To

Ledger Type 1 BA Budget Amount Level Of Detail 7  Period / Date

Ledger Type 2 AA General Ledger LT 1 Thru Date 03/31/2016

Type/Subledger \* LT 2 Thru Date 03/31/2016

No records found.

<input type="checkbox"/> Level Of Detail	Account Number	Posting Edit Code	Account Description	Ledger 1 Balance	Ledger 2 Balance	Variance Balance	Ledger 1 Period Balance
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Function	Processes and Results
Checking the Budget	<ol style="list-style-type: none"> <li>At the 'Trial Balance / Ledger Comparison' form, enter the business unit, separator, and a LOD 5 object code in the 'Skip To Account *' field. <ul style="list-style-type: none"> <li>If the object number is not known, click on the visual assist button.</li> </ul> </li> <li>Deselect the check mark from the 'Select / Skip' To box. <ul style="list-style-type: none"> <li>This allows the grid to expand to show a detailed breakdown of the current budget.</li> </ul> </li> <li>Enter identical dates to reflect the last day of the current month in the 'LT 1 Thru Date' and 'LT 2 Thru Date' fields. <ul style="list-style-type: none"> <li>Dates <u>must</u> be identical.</li> </ul> </li> <li>Click the 'Find' button.</li> </ol>

T/B Ledger Comparison with Encumbrances - Trial Balance / Ledger Comparison

✓ 🔍 ✕ ⚙️ Row Tools

Skip to Account \* 118005.5700  Select / Skip To

Ledger Type 1 BA Budget Amount Level Of Detail 7  Period / Date

Ledger Type 2 AA General Ledger LT 1 Thru Date 03/31/2016

Type/Subledger \* LT 2 Thru Date 03/31/2016

Records 1 - 44

<input type="checkbox"/> Level Of Detail	Account Number	Posting Edit Code	Account Description	Budget Amount Balance	General Ledger Balance	Variance Balance	Budget Amount Peri	General Ledger Peri	Variance Period Balance	% Variance	Period % Variance	Account ID
<input type="checkbox"/> 2		N	UTILITIES - DGS									
<input type="checkbox"/> 6	118005.5710	B	Energy	3,341,373.00		3,341,373.00				100.00		03546981
<input type="checkbox"/> 7	118005.5720		Electric		27,594.40	27,594.40-						03547001
<input type="checkbox"/> 7	118005.5730		Natural Gas		1,723.42	1,723.42-						03547010
<input type="checkbox"/> 7	118005.5740		Propane		239.75	239.75-						03547028
<input checked="" type="checkbox"/> 6	118005.5710	B	Energy	3,341,373.00	29,557.57	3,311,815.43				99.12		03546981
<input type="checkbox"/> 6	118005.5750	B	Services	371,746.00		371,746.00				100.00		03547044

Notice the **General Ledger Balance** column currently has a balance of 29,557.57 from previous encumbrances.

The BA checks the annual operating budget. If this budget is not checked, the encumbrance may exceed the budget amount for a particular account; therefore, causing an over-expenditure on that particular budget. It is important to correctly enter an operating budget encumbrance using the correct version for the proper budget ledger to be viewed.

T/B Ledger Comparison with Encumbrances - Trial Balance / Ledger Comparison

118005.5700

Ledger Type 1: BA, Budget Amount, Level Of Detail: 7, Period / Date

Ledger Type 2: AA, General Ledger, LT 1 Thru Date: 03/31/2016

Type/Subledger: \* , LT 2 Thru Date: 03/31/2016

Level Of Detail	Account Number	Posting Edit Code	Account Description	Budget Amount Balance	General Ledger Balance	Variance Balance	Budget Amount Period Balance	General Ledger Period Balance	Variance Period Balance	% Variance	Period Variat
2		N	UTILITIES - DGS								
6	118005.5710	B	Energy	3,341,373.00		3,341,373.00				100.00	
7	118005.5720		Electric		27,594.40	27,594.40-					
7	118005.5730		Natural Gas		1,723.42	1,723.42-					
7	118005.5740		Propane		239.75	239.75-					
6	118005.5710	B	Energy	3,341,373.00	29,557.57	3,311,815.43				99.12	

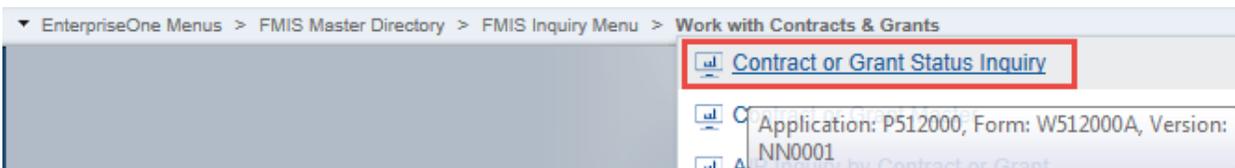
The blue subtotal lines at LOD 6, displays a budget balance of 3,311,815.43 as of 03/31/2016.

## Capital Job/Contracts & Grants Budget (JA)/Commitments Inquiry

Job Cost (Contracts & Grants) provides a method of capturing material and labor expenses and production statistics at a lower reporting level than the standard general ledger. Using job cost, you can track labor and materials as well as production statistics by job. Actual expenses and statistics applied to jobs are then summarized with the general ledger expenses and statistics for financial reporting. The program is primarily used to view job and project commitment details on an account-by-account basis. The budget is also for viewing subcontract commitments. These budgets are set up for particular jobs or contracts and should be handled differently than the annual operating budget. Once again, it is important to select the correct version upon entering the commitment to ensure the proper ledger is encumbered.

The Job Cost (JA) account number will always begin with the letter K for contracts, C for capital projects, and N for non-capital projects.

<b>Via Menus</b>	EnterpriseOne Menus → FMIS Master Directory → FMIS Inquiry Menu → Work with Contracts & Grants → Contract or Grant Status Inquiry
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Function	Processes and Results
<b>Checking the Budget Job Cost</b>	1. Select 'Contract or Grant Status Inquiry' from the 'Work with Contracts & Grants menu.





## Glossary

### Definitions

**Duplicate voucher/invoice notification** – system feature that alerts user that same supplier invoice number was already entered on another voucher. Prevents duplicate payments.

**Invoice** – a bill from a provider of goods and services, requesting payment.

**Payment group** - vouchers that have similar information, such as the same bank account and payment instrument. This allows the system to process similar vouchers in the same way. You use the payment groups when you review and write payments.

**Payment processing** – the process where a payment records are matched one-to-one to vouchers in the system. In other words, one payment record corresponds to only one (not multiple) voucher. Can be done manually or automatically.

**Procurement** – A process where goods and services are first ordered. In procurement, vouchers are automatically created when the (1) purchase order, (2) supplier invoice, and (3) receipt match.

**Posting** – The process following voucher entry and approval when the vouchers are recorded in the company's accounting records. Without posting, a company does not have the most current report of its balances and performance.

**Purchase order** – In procurement, a specific request to order goods and services from a specific provider of goods and services.

**Recurring Voucher** – A type of voucher that occurs with a consistent frequency. For example, the maintenance contract agreement must be paid on the first of every month.

**Redistribution** – the process when logged vouchers are removed from the suspense account and reassigned the appropriate G/L account.

**Supplier management** – Knowledge about and relationships established with suppliers so as to leverage an organization's purchasing power for better terms and conditions.

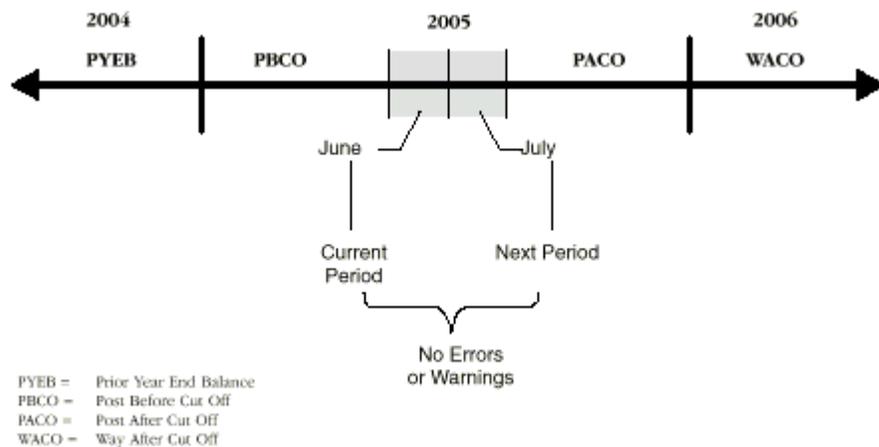
**Three-way matching** – Matching purchase order, receipt document, and vouchers.

**Voucher** – a document produced by the purchaser of goods and services to represent the details contained on the provider's invoice (product number, description, quantity, cost per unit) in order to prepare for payment processing.

## Understanding G/L Date Warnings

When entering a transaction, the system edits the G/L date against the open period in the company constants. If entering a voucher with a G/L date that is not in the current or next accounting period, a warning or an error message is generated.

In the example below, if the company constant in the G/A system is set with the current period equal to 06, and transactions are entered to periods 06 and 07 (June and July), a warning or an error message would NOT occur because these are open periods. This is known as a “two-period” window. If a transaction is entered outside the two-period window, a message will appear.



### Error messages

**PYEB** – You entered a G/L date in the prior year.

**PBCO** - You entered a G/L date before the current period.

**PACO** - You entered a G/L date that is after the two-period window.

**WACO** - You entered a G/L date in a future year.

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