

Special Handling A Voucher

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Special Handling A Voucher.....	1
Special Handling A Voucher Overview	1
Special Handling A Voucher Lesson	1
Place a Payment on Hold Lesson	6
Change the Discount Due Date or Due Date of a Voucher Document Lesson	10

Special Handling A Voucher

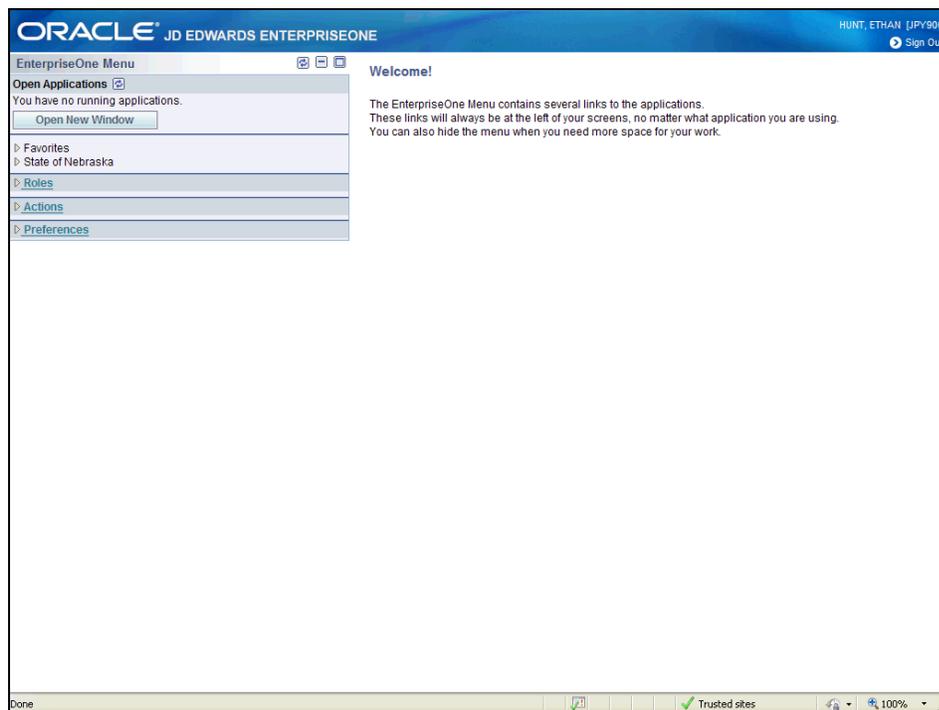
Special Handling A Voucher Overview

This task will allow the user to review outstanding vouchers that are waiting for processing and to change the Payment Handling Code to have a warrant returned to the agency.

Special Handling A Voucher Lesson

Procedure

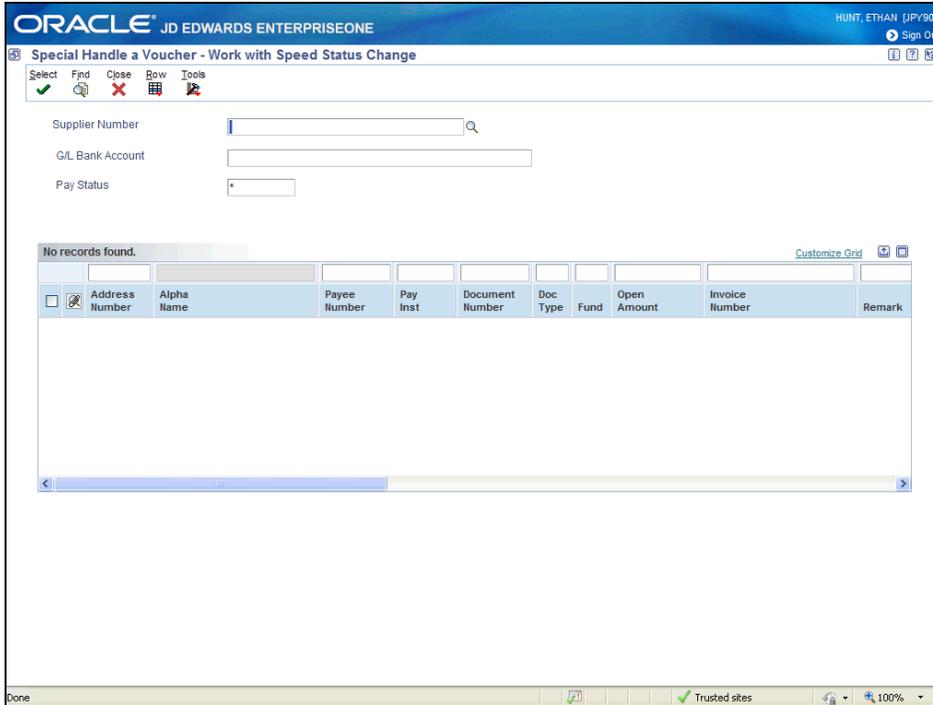
In this lesson you will learn how to special handle a voucher.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Voucher Processing link. Voucher Processing
4.	Click the Special Handle a Voucher link. Special Handle a Voucher

Training Guide

Special Handling A Voucher



Step	Action
5.	Type a supplier number into the Supplier Number field or type the document number on the QBE line.
6.	Click the Find button. 
7.	Note: When special handling a payment, each pay item must be flagged with the handling code and the due date must be the same for all of the items to be included on the same warrant. Note: Payments over \$75,000 will not be returned to the agency. These payments must be made electronically through State Accounting.
8.	Choose a specific document number by clicking the check box next to it. 
9.	Click the Select button. 
10.	Note: Payments placed on hold (Pay Status = H) will remain on hold indefinitely. These vouchers must be released manually for payment to be made. Note: Change the Payee Number ONLY if the payment requires ACH or a specific remit address.

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Special Handle a Voucher - Update Single Pay Item

OK Cancel Form Tools

Supplier: 1758957 DELL SERVICE SALES

Doc No/Type/Co: 16909207 PV 56650 Pay Item: 001

PO No/Type/Co: Invoice Number: 951753 Invoice Date: 12/01/2009

Discount Due Date: 12/01/2009 Pay Status: A

Discount Amount: 10.00 Payment Instrument:

Discount Taken: Net Amount: 10.00 Payment Handling Code:

Payee Number: 1758957 DELL SERVICE SALES Category Code - 07:

Approver Number: GL Bank Account: 99993.110401 AP EFT

Remark: TRAINING EXAMPLE Netting Status: 0

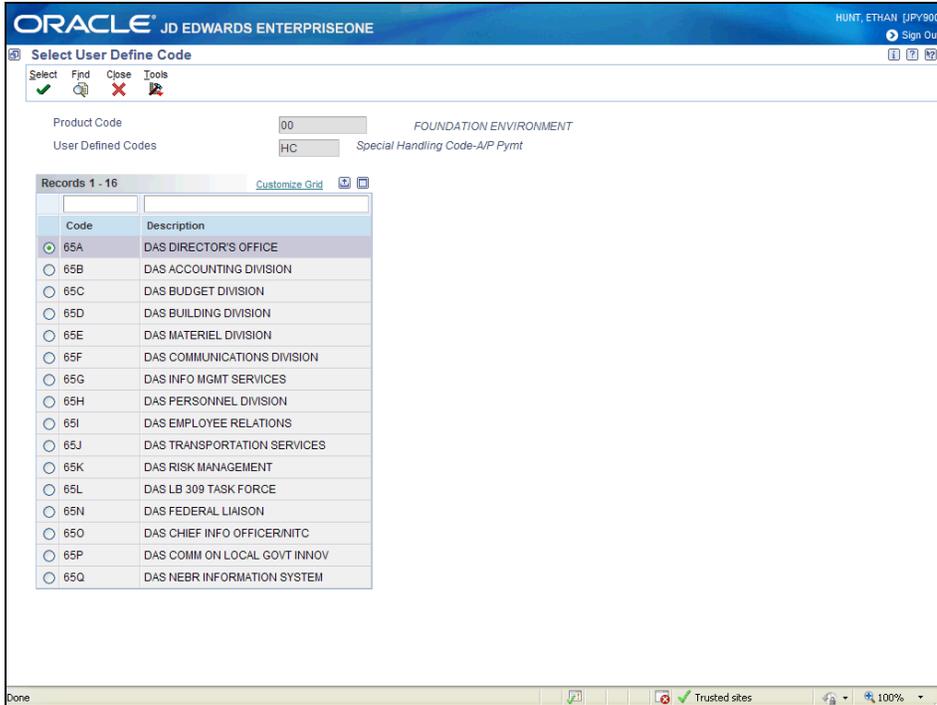
Pay When Paid: Pay When Paid Group Number:

Done Trusted sites 100%

Step	Action
11.	Click in the Payment Handling Code field. <input type="text"/>
12.	Click the Visual Assist button. 

Training Guide

Special Handling A Voucher



Step	Action
13.	Choose your code by clicking the radio button next to it. 
14.	Click the Select button. 
15.	Note: The Payment Handling Code should now reflect your agency.

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Special Handle a Voucher - Update Single Pay Item

OK Cancel Form Tools

Supplier: 1758957 DELL SERVICE SALES

Doc No/Type/Co: 16909207 PV 56650 Pay Item: 001

PO No/Type/Co: Invoice Date: 12/01/2009

Invoice Number: 951753

Discount Due Date: 12/01/2009 Pay Status: A

Discount Amount: 10.00 Payment Instrument:

Discount Taken: Payment Handling Code: 650

Net Amount: 10.00 Category Code - 07:

Payee Number: 1758957 DELL SERVICE SALES

Approver Number:

GL Bank Account: 99993.110401 AP EFT

Remark: TRAINING EXAMPLE

Netting Status: 0

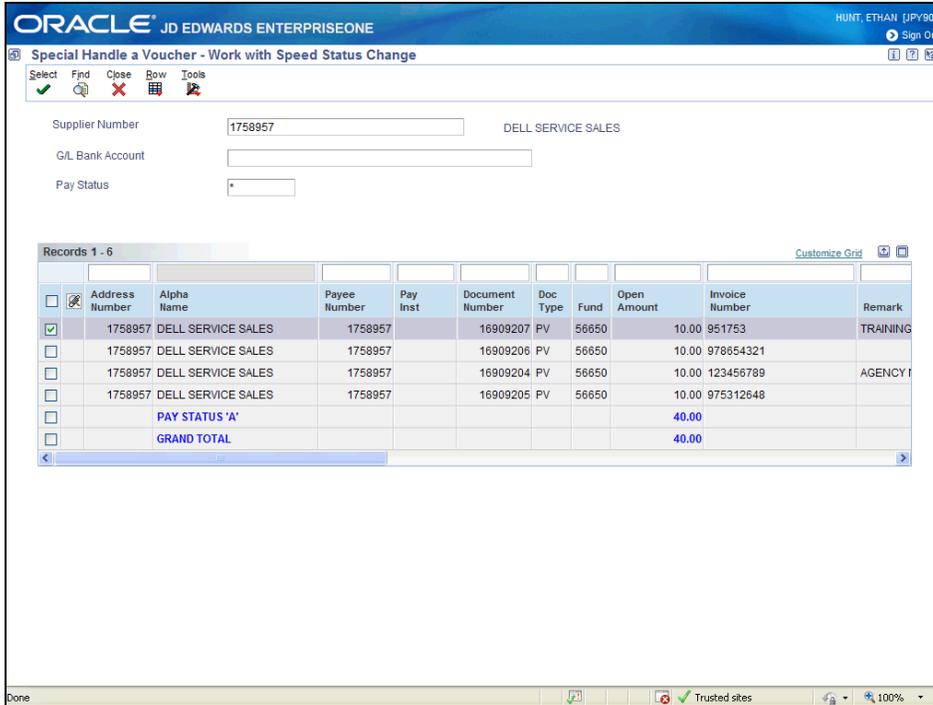
Pay When Paid: Pay When Paid Group Number:

Done Trusted sites 100%

Step	Action
16.	Click the OK button. 
17.	Note: The Hdl Cod field on the grid will change. Note: If the document has multiple lines, repeat these steps for each pay item.

Training Guide

Special Handling A Voucher

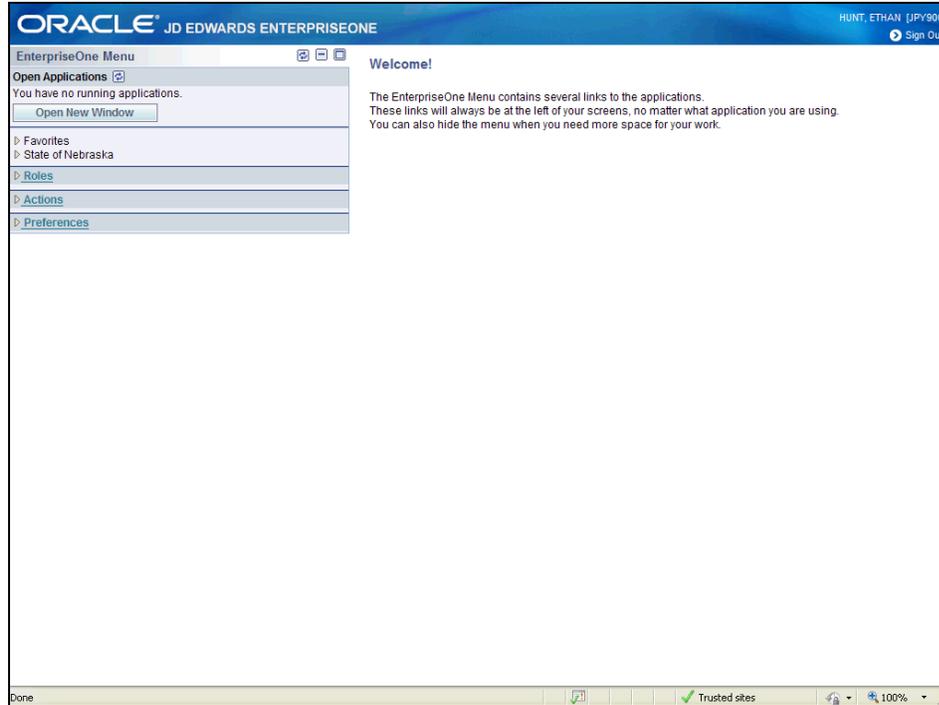


Step	Action
18.	Click the Close button.
19.	You have successfully completed this lesson. End of Procedure.

Place a Payment on Hold Lesson

Procedure

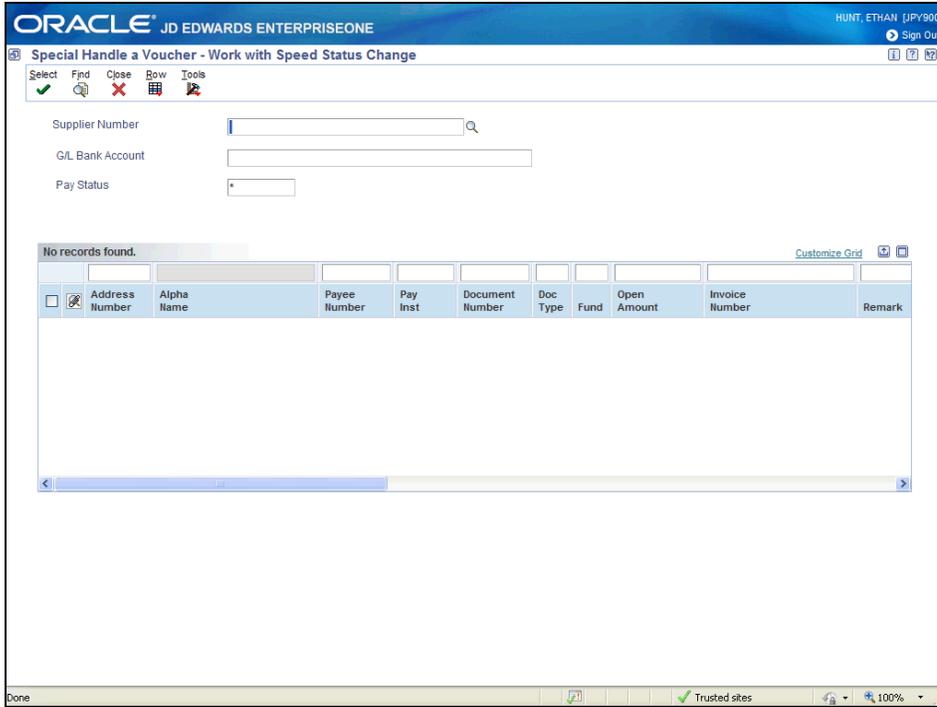
In this lesson you will learn how to place a payment on hold.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Voucher Processing link. Voucher Processing
4.	Click the Special Handle a Voucher link. Special Handle a Voucher

Training Guide

Special Handling A Voucher



Step	Action
5.	Type a supplier number into the Supplier Number field or type the document number on the QBE line.
6.	Click the Find button. 
7.	Choose a specific document number by clicking the check box next to it. 
8.	Click the Select button. 

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Special Handle a Voucher - Update Single Pay Item

OK Cancel Form Tools

Supplier: 1758957 DELL SERVICE SALES

Doc No/Type/Co: 16909206 PV 56650 Pay Item: 001

PO No/Type/Co: Invoice Number: 978654321 Invoice Date: 12/01/2009

Discount Due Date: 12/11/2009 Pay Status: A

Discount Amount: 10.00 Payment Instrument:

Discount Taken: 20 Payment Handling Code:

Net Amount: 9.80 Category Code - 07:

Payee Number: 1758957 DELL SERVICE SALES

Approver Number:

GL Bank Account: 99993.110401 AP EFT

Remark:

Netting Status: 0

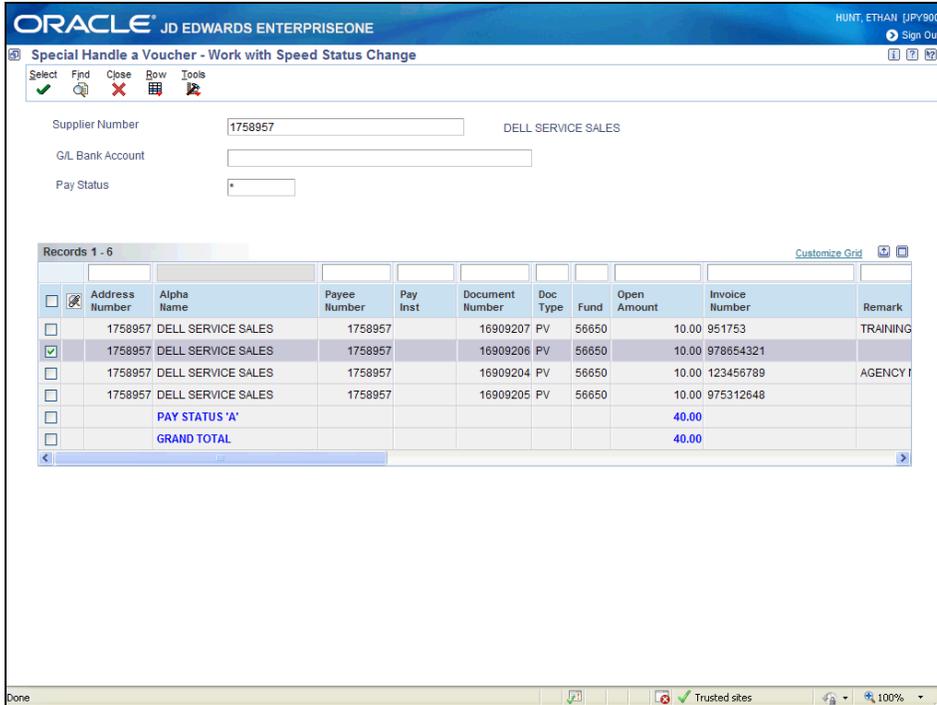
Pay When Paid: Pay When Paid Group Number:

Done Trusted sites 100%

Step	Action
9.	Click in the Pay Status field. 
10.	Enter " H " into the Pay Status field.
11.	Click the OK button. 

Training Guide

Special Handling A Voucher

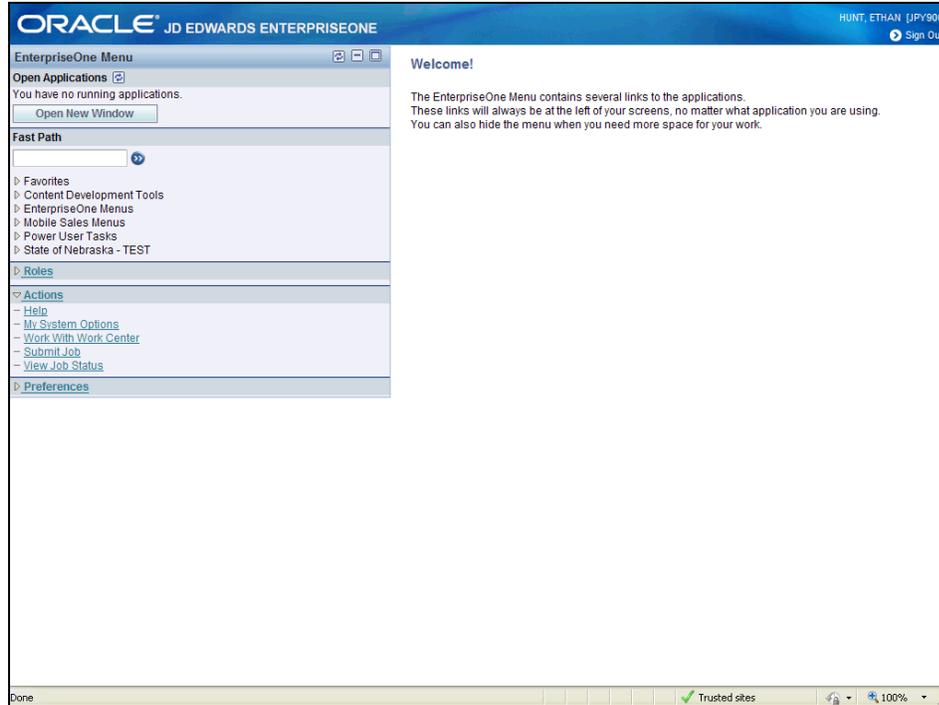


Step	Action
12.	Click the Close button.
13.	You have successfully completed this lesson. End of Procedure.

Change the Discount Due Date or Due Date of a Voucher Document Lesson

Procedure

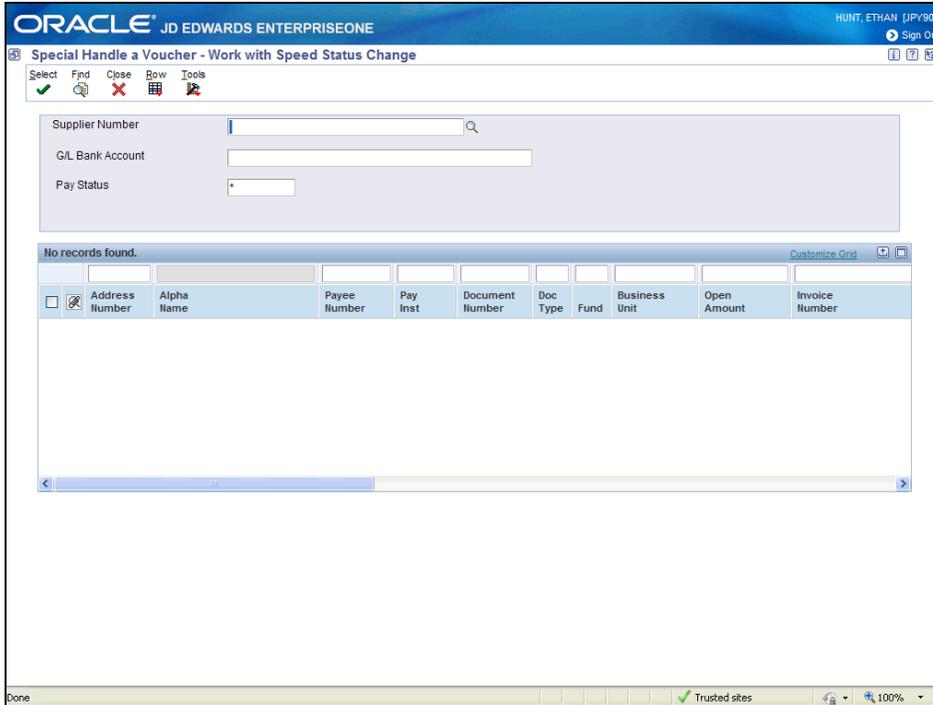
In this lesson you will learn how to change the discount due date or due date of a voucher document



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Voucher Processing link. Voucher Processing
4.	Click the Special Handle a Voucher link. Special Handle a Voucher

Training Guide

Special Handling A Voucher



Step	Action
5.	Enter a supplier number in the Supplier Number field, or type the document number in the Document Number field on the QBE line.
6.	Click the Find button. 
7.	Choose a specific document number by clicking the check box next to it. 
8.	Click the Select button. 
9.	Update the Discount Due Date and/or Due Date fields to corrected date. Note: If you change the Due Date and the voucher is not eligible for a discount, be sure the Due Date and Discount Due Date are the same.

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Special Handle a Voucher - Update Single Pay Item

OK Cancel Form Tools

Supplier: 500895 OMAHA PAPER CO - PURCHASE ORDE
 Doc No/Type/Co: 19638372 PV 56513 Pay Item: 001
 PO No/Type/Co: 00341071 OG 56512 G/L Class:
 Invoice Number: 798153 Invoice Date: 10/28/2010

Discount Due Date: 11/17/2010 Pay Status: A
 Due Date: 11/27/2010 Payment Instrument: T
 Discount Taken: .11 Payment Handling Code:
 Net Amount: 5.57 Category Code - 07:
 Payee Number: 540311 OMAHA PAPER CO - PAYMENTS
 Approver Number:
 G/L Bank Account: 99993.110401 AP EFT
 Remark: CENTRAL SERVICES 402/471/0424
 Business Unit: 65050019 Netting Status: 0
 Pay When Paid: Pay When Paid Group Number:

Done Trusted sites 100%

Step	Action
10.	Click the OK button. 

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Special Handle a Voucher - Work with Speed Status Change

Select Find Close Row Tools

Supplier Number: 500895 OMAHA PAPER CO - PURCHASE ORDE
 G/L Bank Account:
 Pay Status: *

Records 1 - 10 Customize Grid

	Address Number	Alpha Name	Payee Number	Pay Inst	Document Number	Doc Type	Fund	Business Unit	Open Amount	Invoice Number
<input checked="" type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19638372	PV	56512	65050019	5.68	798153
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19638372	PV	56512	65050019	21.59	798153
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19574067	PV	56541	6505100W	184.20	798685
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19574072	PV	56541	6505100W	153.50	798670
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19574075	PV	56541	6505100W	92.10	798662
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19574080	PV	56541	6505100W	61.40	798661
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19574085	PV	56541	6505100W	3.77	798657
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19574092	PV	56541	6505100W	27.81	798655
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19582782	PV	42310	23000003	1,535.00	798640
<input type="checkbox"/>	500895	OMAHA PAPER CO - PURCH...	540311	T	19590055	PV	56541	6505100W	61.40	798663

Done Trusted sites 100%

Training Guide

Special Handling A Voucher



Step	Action
11.	Click the Close button. 
12.	You have successfully completed this lesson. End of Procedure.