

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.

This work instruction also shows how to:

[Special Handle a Voucher](#)

[Place a Payment on Hold](#)

[Change the Discount Due Date or Due Date of a Voucher Document](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Voucher Processing > Special Handle a Voucher

Steps

Special Handle a Voucher

Start this instruction from the Special Handle a Voucher – Work with Speed Status Change window.

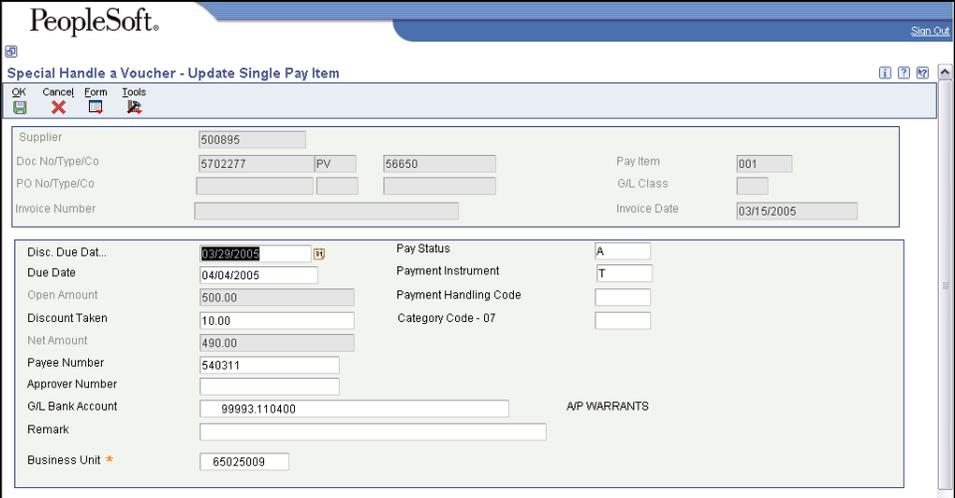
1. Type a **supplier number** into the Supplier Number field or type the document number on the QBE line.
2. Click **Find** to display the supplier information.

 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.

 Payments over \$75,000 will not be returned to the agency. These payments must be made electronically through State Accounting.

3. Choose a specific document number.
4. Click **Select**. The Special Handle a Voucher – Update Single Pay Item window appears.

-  Payments placed on hold (Pay Status = H) will remain on hold indefinitely. These vouchers must be released manually for payment to be made.
-  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: 500896

Doc No/Type/Co: 5702277 PV 56650 Pay Item: 001

PO No/Type/Co: Invoice Number: Invoice Date: 03/15/2005

Disc. Due Dat.: 03/29/2005 Pay Status: A

Due Date: 04/04/2005 Payment Instrument: T

Open Amount: 500.00 Payment Handling Code:

Discount Taken: 10.00 Category Code - 07:

Net Amount: 490.00

Payee Number: 540311

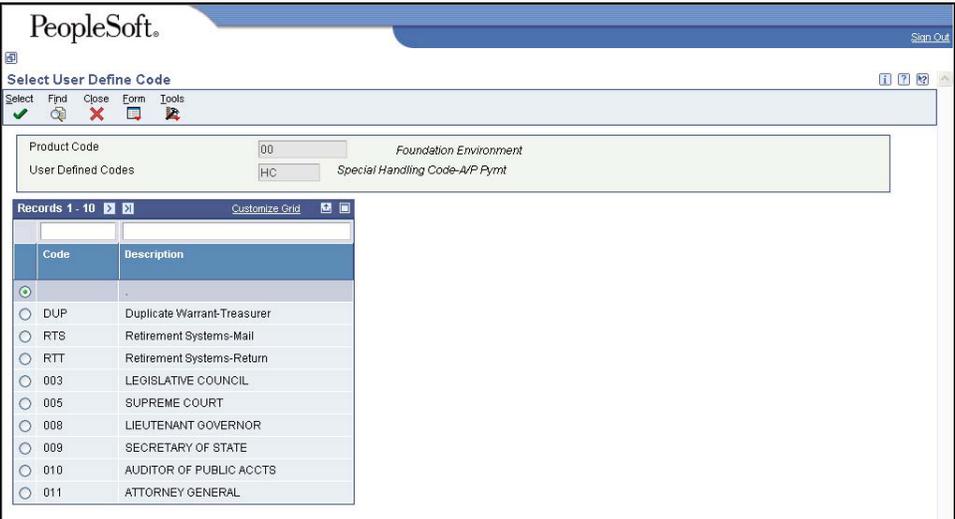
Approver Number:

G/L Bank Account: 99993.110400 A/P WARRANTS

Remark:

Business Unit *: 65025009

5. Click on the **Payment Handling Code** box.
6. Click on the Visual Assist to display the Select User Define Code window.



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Select User Define Code

Select Find Close Form Tools

Product Code: 00 Foundation Environment

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

Records 1 - 10 Customize Grid

Code	Description
DUP	Duplicate Warrant-Treasurer
RTS	Retirement Systems-Mail
RTT	Retirement Systems-Return
003	LEGISLATIVE COUNCIL
005	SUPREME COURT
008	LIEUTENANT GOVERNOR
009	SECRETARY OF STATE
010	AUDITOR OF PUBLIC ACCTS
011	ATTORNEY GENERAL

7. Choose your code.
8. Click **Select**.
 -  The Payment Handling Code should now reflect your agency.
9. Click **OK** to return to the Special Handle a Voucher - Work with Speed Status Change window. If the document has multiple lines, repeat steps 6 - 9 for each pay item.
 -  Note that the HdI Cod field has changed on the grid
10. Click **Close** to return to the menu.

Place a Payment on Hold

Navigation: Payables > Voucher Processing > Special Handle a Voucher

Begin this instruction from the Special Handle a Voucher – Work with Speed Status Change window.

1. Type a **supplier number** into the Supplier Number field or type the document number on the QBE line.
2. Click **Find** to display the supplier information.

3. Choose a specific document number.
4. Click **Select**. The Special Handle a Voucher – Update Single Pay Item window appears.

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Special Handle a Voucher - Update Single Pay Item

Supplier: 500895

Doc No/Type/Co: 5702277 PV 56650

Pay Item: 001

PO No/Type/Co: [] [] []

Invoice Number: []

Invoice Date: 03/15/2005

Disc. Due Dat.: 03/29/2005

Due Date: 04/04/2005

Open Amount: 500.00

Discount Taken: 10.00

Net Amount: 490.00

Payee Number: 540311

Approver Number: []

GiL Bank Account: 99993.110400

Remark: []

Business Unit: 65025009

Pay Status: H

Payment Instrument: T

Payment Handling Code: []

Category Code - 07: []

A/P WARRANTS

5. Change the Pay Status field to **H**.
6. Click **OK** to return to the Special Handle a Voucher - Work with Speed Status Change window.
7. Click **Close** to return to the menu.

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

Navigation: Payables > Voucher Processing > Special Handle a Voucher

Start this instruction from the Special Handle a Voucher - Work with Speed Status Change window.

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Special Handle a Voucher - Work with Speed Status Change

Supplier Number: []

GiL Bank Account: []

Pay Status: []

No records fetched. Customize Grid

Address Number	Alpha Name	Payee Number	Pay Inst	Document Number	Doc Type	Fund	Business Unit	Open Amount	Invoice Number
No records fetched.									

1. Enter a supplier number in the Supplier Number field, or type the document number in the Document Number field on the QBE line.

2. Click **Find**.

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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
500895	OMAHA PAPER CO - PURCHAE	540311	T	5702277	PV	56650	65025009	500.00	
500895	OMAHA PAPER CO - PURCHAE	540311	T	5702271	PV	56650	65025009	25.00	231
500895	OMAHA PAPER CO - PURCHAE	540311	T	5702271	PV	56650	65025009	100.00	231
500895	OMAHA PAPER CO - PURCHAE	540311	T	5702270	PV	56650	65025009	25.00	123456
500895	OMAHA PAPER CO - PURCHAE	540311	T	5702270	PV	56650	65025009	100.00	123456
500895	OMAHA PAPER CO - PURCHAE	540311	T	5668611	PV	56650	65025009	240.15	TESTDISCOUNT
500895	OMAHA PAPER CO - PURCHAE	540311	T	5668594	PV	56560	65070021	2,500.00	ASDKLABD

3. Choose a specific document number.

4. Click **Select**. The Special Handle a Voucher Update Single Pay Item window appears.

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Special Handle a Voucher - Update Single Pay Item

OK Cancel Form Tools

Supplier: 500895

Doc No/Type/Co: 5702277 PV 56650 Pay Item: 001

PO No/Type/Co: [] G/L Class: []

Invoice Number: [] Invoice Date: 03/15/2005

Disc. Due Dat...: 03/29/2005 Pay Status: A

Due Date: 04/04/2005 Payment Instrument: T

Open Amount: 500.00 Payment Handling Code: []

Discount Taken: 10.00 Category Code - 07: []

Net Amount: 490.00

Payee Number: 540311

Approver Number: []

G/L Bank Account: 99993.110400 A/P WARRANTS

Remark: []

Business Unit: 65025009

5. Update the Discount Due Date and/or Due Date fields to corrected date.

 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.

6. Click **OK** to return to the Special Handle a Voucher - Work with Speed Status Change window.7. Click **Close** to return to the menu.