

Reviewing, Approving, and Working With Voucher Batches

Overview

Review all AP batches online (Batch Type = V Voucher Entry).

Post batches after you review and approve them. If you post a batch that contains an error, the Voucher Journal Review window indicates an Error status. After you correct the batch, you must approve the batch again before you repost it.

- ◆ If you discover a voucher entry error *before* you post the voucher, correct the error prior to posting (i.e. incorrect voucher amount, account number, or due date).

For information on why a batch may not post due to budget failure, please refer to the [Budget Failure Manual](#).

This work instruction shows how to:

[Review a Voucher Batch](#)

[Approve Pending Voucher Batches](#)

[Post a Voucher Batch](#)

[Review and Print Posted Batch Reports](#)

[Delete an Unposted Voucher without PO](#)

[Delete an Unposted Voucher with PO](#)

[Void a Posted Voucher without PO](#)

[Void a Posted Voucher with PO](#)

This work instruction includes [Additional Functions and Options](#).

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.)

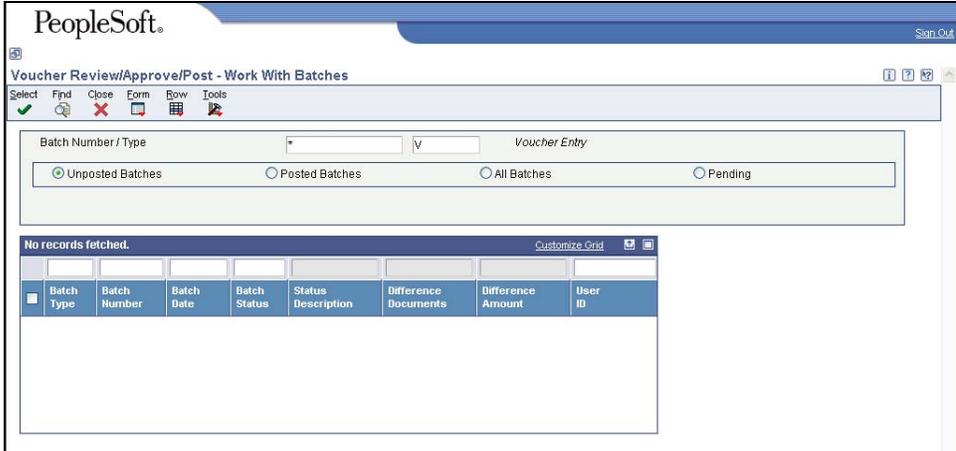
Accounts Payable > Payment Processing > Warrant Review/Approve/Post

Steps

Review a Voucher Batch

 If the batch is already Approved, any changes to a voucher will change the batch status back to Pending. Also, the system interprets clicking "OK" to be a change. Use the Cancel icon unless an actual change is made.

Start this instruction from the Voucher Review/Approve/Post – Work With Batches window.



Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
No records fetched.							

- Choose one of these header options:
 - Unposted Batches
 - Posted Batches
 - All Batches
 - Pending
- Complete any of the following in the QBE row to limit your search:
 - Batch Number – Type a specific batch number.
 - Batch Date – Type the date the batch of vouchers was entered.
 - Batch Status – Type the code that identifies the posting status of the voucher. For example, to display only vouchers approved for posting, type **A** (Approved).
 - User ID – Type the NIS user ID of the person who entered the vouchers in the batch.
- Click **Find**.
- Review the following for each batch, as needed:
 - Batch Type
 - Batch Number – System-assigned batch number.
 - Batch Date – Date the batch was created.
 - Batch Status – User-defined code (UDC) that identifies the batch status:

Status Code	Description
Blank	Unposted batch pending approval
A	Approved for posting
D	Posted
E	Error. You must correct batch before posting.
P	Posting batch to G/L
U	In Use (a user has the batch open and is reviewing or changing it)

- Status Description – Displays one of the following descriptions:
 - Approved
 - In Use
 - Pending
 - Posted
 - Error
 - Difference Documents – The total number of vouchers contained in the batch. This number displays as a negative.
 - Difference Amount – The total monetary amount of the debit entries in the batch. This amount displays as a negative.
 - User ID – The NIS user ID of the user who entered the batch.
5. Choose a batch.
 6. Click **Select**; or **Row, Batch Reviews, Voucher Review**. The Voucher Review/Approve/Post – Voucher Entry Journal Review window appears.
 7. Choose a voucher.
-  The following example is for a Voucher generated from either the Voucher Entry without PO or the Employee Reimbursement Entry. Vouchers generated from the Voucher Entry with PO process and vouchers generated from the Multiple Vendor Payment Entry process are listed as separate procedures in examples below continuing at step 8 on each one.

Scenario 1: Review a voucher generated from the **Voucher Entry without PO** or **Employee Reimbursement Entry** processes:

8. Click **Select**; or **Row, Voucher**. The Voucher Review/Approve/Post – Multi Company – Single Supplier window appears.

PeopleSoft® Sign Out

Voucher Review/Approve/Post - Multi Company - Single Supplier

OK Delete Cancel Row Tools

Doc No/Type/Co 5699858 PV 56650 Batch No 601325 Prev Doc

Supplier Number 112685 PETERS, RUTH A

Invoice Number TESTPMTGROUP Payment Terms 000

Invoice Date 05/05/2005 G/L Date * 05/15/2005 ServTax Date 05/15/2005

PO No/Type/Co Discount %

Remark

Records 1 - 2 Customize Grid

Account Number	Description	Amount	Explanation	Pymt Terms	Discount Due Date	Due Date	Disc Avail
65025009.531100	OFFICE SUPPLIES EXPENSE	156.00		000	05/05/20	05/05/2005	

Amount 156.00 Disc Tax Taxable

9. Review. Click **Cancel**, or **OK** if changes were made.
10. Click **Row, G/L Distr**. The Enter Voucher – G/L Distribution window appears.

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Voucher Review/Approve/Post - G/L Distribution

Cancel Form Row Tools

Document No/Type/Co 5699858 PV 56650 Batch Number 601325

Supplier 112685 Explanation PETERS, RUTH A

G/L Date 05/15/2005

Records 1 - 2 Customize Grid

Account Number *	Account Description	Amount	Explanation Remark	Fund	SBL Type	Sub-ledger
65025009.531100	OFFICE SUPPLIES EXPENSE	156.00		56650		

Amount Remaining

11. Review the G/L distribution information.
12. Click **Cancel** to return to the Voucher Review/Approve/Post – Voucher Entry Journal Review window.
13. Click **Close** to return to the Voucher Review/Approve/Post - Work with Batches window.
14. Click **Close**.

Scenario 2: Review a voucher generated from the **Multiple Vendor Payment Entry** process.

8. Click **Select**; or **Row, Voucher**. The Voucher Review/Approve/Post – Enter Voucher – Payment Information window appears.

 The detail of the window above will vary depending on the source of the voucher information. The following steps however remain the same regardless of the appearance of the Voucher Review/Approve/Post – Enter Voucher-Payment Information window.

9. Review the following and make changes as needed:
 - Gross Amount – Amount of the pay item.
 - Discount Available – Default discount assigned to the supplier, if any.
 - Remark – Brief description of the transaction and/or payment.
 - Due Date – Net due date.
 - Pay Status – UDC that indicates the payment status.
 - Open Amount – Outstanding balance on the amount due.
 - Payee Number - **DO NOT CHANGE** the **PAYEE** number, contact the Address book representative at DAS - State Accounting for changes.
 - G/L Offset – Predefined automatic offset account code, which may have been overridden for a specific type of payable.
10. Click **Cancel**.
11. Click **Row, G/L Distr**. The Voucher Review/Approve/Post – Enter Voucher – G/L Distribution window appears.

12. Review the G/L distribution information.
13. Click **Cancel**.
14. Click **Close**.

Scenario 3: Review a voucher generated from the **Voucher Entry with PO** (Two-Way Match or Three-Way Match) process:

8. Click **Select**; or **Row, Voucher**. The Voucher Review/Approve/Post – Voucher Match Reversals window appears.

PeopleSoft. Sign Out

Voucher Review/Approve/Post - Voucher Match Reversals

Supplier: 506520 PEOPLESOFT USA - PURCHASE ... Business Unit: 65025009

Invoice Number: [] Voucher/ Ty/ Co: 5693444 PV: 56650

Gross Amount: 4,855.50 Payment Terms: [] Payment Inst: T

Tax Amount: [] Fund: 56650 Batch Number: 600829

Taxable Amount: [] Invoice Date: 11/07/2005

Retained Amount: [] G/L Date: 11/07/2005

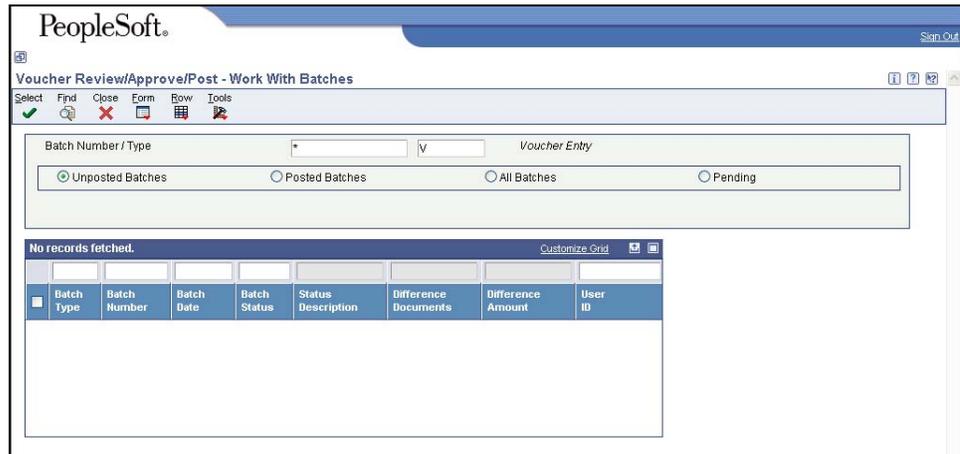
Records 1 - 2		Customize Grid								
	2nd Item Number	Account Number	Amount Matched	Retained Amount	Quantity Matched	UM	Order Number	Or Ty	Order Fd	Line Number
<input checked="" type="radio"/>	91423	65025009.543200.UPGRADE	4,980.00		40.0000	EA	46183	O9	56650	1.00
<input type="radio"/>		65025009.543200.UPGRADE	124.50-		1.0000	EA	46183	O9	56650	4.00

9. Review the voucher information.
 - No changes can be entered on this screen due to the interaction between the Accounts Payable and Procurement processes. If changes are required, the transaction must be deleted if the voucher is unposted, or voided if the voucher is posted. If the voucher is posted, the payment process will need to be reinitiated using the correct data.
10. Click **Cancel**.

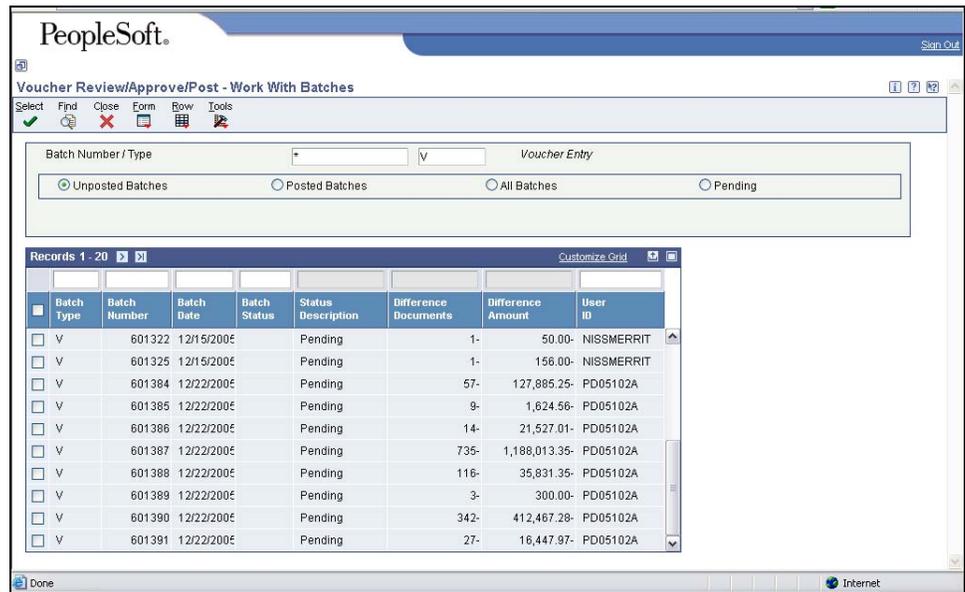
Approve Pending Voucher Batches

- The ability to approve a batch is limited by State Accounting. Only authorized approvers will be able to view and approve batches for users they have authority for. The person preparing the batch will not be granted authority to approve that batch.

Start this instruction from the Voucher Review/Approve/Post – Work With Batches window.



1. Type a batch number in the Batch Number field, as needed.
2. Choose the Pending header option to display the unposted batches awaiting approval.
3. Click **Find**.
4. Choose a batch to approve.



5. Click **Row, Batch Approval**. The Voucher Review/Approve/Post – Batch Approval window appears.

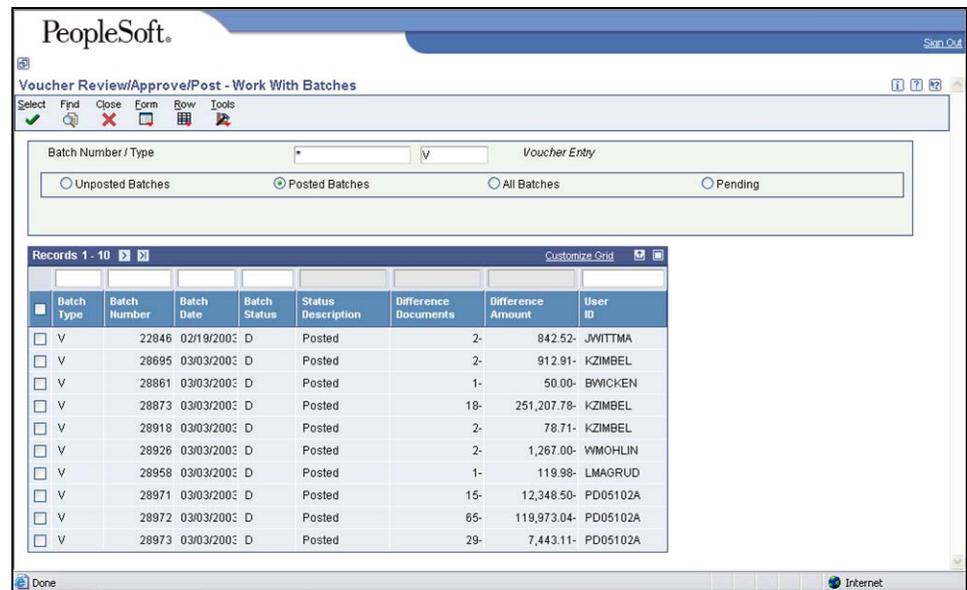


6. Choose the **Approved – Batch is ready to post** option.
 -  If you selected more than one batch, the Batch Approval window displays the next pending batch one by one until you have approved all of the batches selected.
7. Click **OK**. The Voucher Review/Approve/Post – Work With Batches window appears.
8. Verify that the batch's new status is Approved.

Post a Voucher Batch

Continue this instruction from the Work With Batches window.

1. Type the number of the batch that contains your document in the Batch Number/Type field, as needed.
2. Click **Find**.
3. Choose a batch in the detail area with a status of Approved.
4. Click **Row, Post by Batch**.
5. Click **OK** on the Printer Selection window.
 -  The batch is available in .pdf format by working with Submitted Jobs. See Review and Print Posted Batch Reports.
6. Click the **Posted Batches** header option.
7. Click **Find**.



8. Verify that the batch's Status Description is Posted.

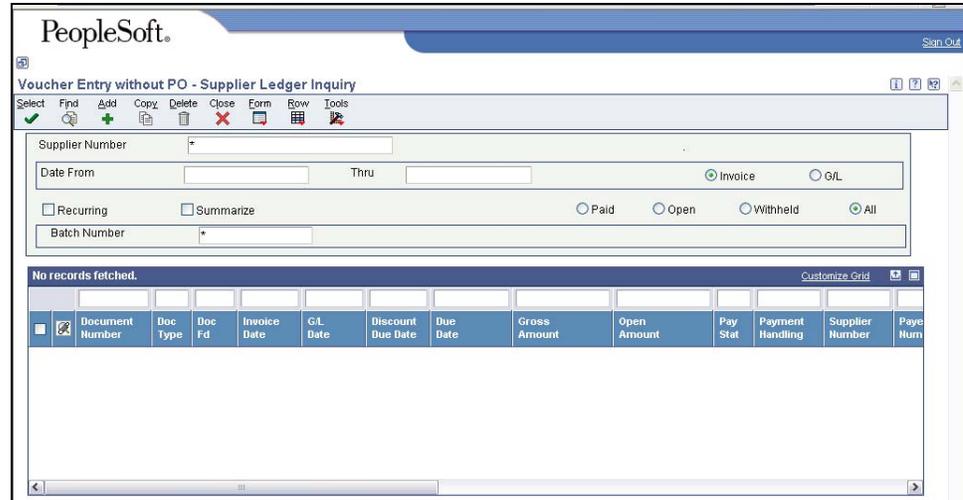
Review and Print Posted Batch Reports

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions in the System Basics Training Manual. Choose the Job Details to view (R09801_...) once the Description is "Done".

Delete an Unposted Voucher without PO

Payables > Voucher Processing > Voucher Entry > Voucher Entry without PO

Start this instruction from the Voucher Entry without PO – Supplier Ledger Inquiry window.

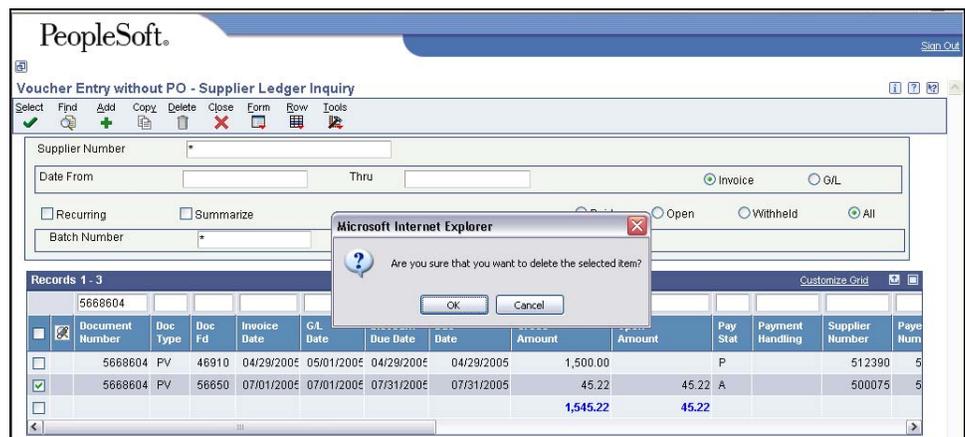


1. Enter **Batch Number**, **Document Number**, or **Supplier Number**.
2. Click **Find**.
3. Choose the document(s) to delete.

 If you wish to delete all the documents in a batch or all the documents for a supplier, choose the "select all" box (left hand side of QBE line). Up to 200 records will display in the grid with a checkmark.

 If your batch or supplier has more than 200 documents/records, click scroll-to-end to retrieve all records. Only 200 can be displayed and deleted at one time.

4. Click **Delete**. The confirmation window appears.



5. Click **OK**. Then if the document has not posted and no warning is received move to step 7.

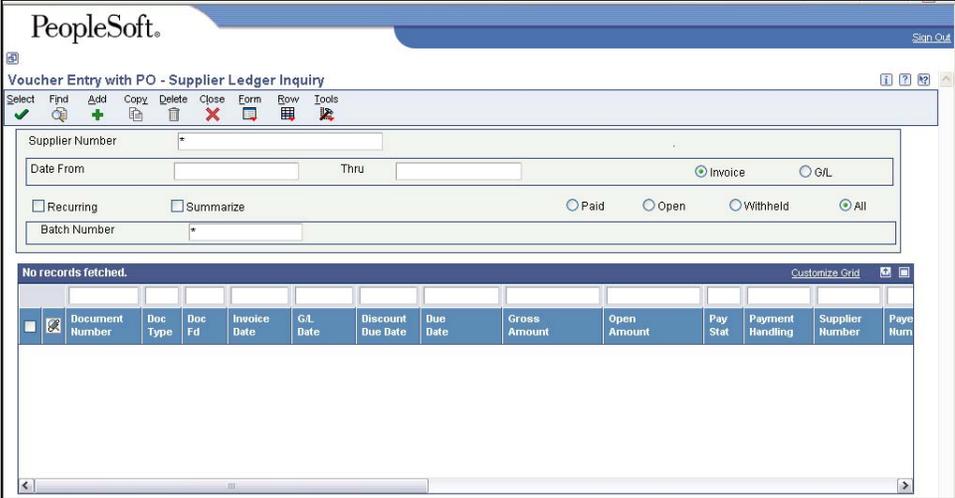
-  If the document has been posted, you will be prompted to enter the G/L date for the voiding entry. Enter today's date as the G/L date.
- 6. Click **OK**.
-  **If you received a warning the batch was posted and were prompted to enter a G/L Date, be sure to repost the batch to complete the void process.**
- 7. Click **Close**.
-  When deleting a multi-line voucher, all lines are deleted as expected. However, line items which were not highlighted for deleting still appear. After refreshing the screen (clicking Find), no line items appear.

Delete an Unposted Voucher with PO

Navigation for Two-Way Match Vouchers: Payables > Voucher Processing > Voucher Entry > Voucher Enter - 2 Way Match Z(8)

Navigation for Three-Way Match Vouchers: Payables > Voucher Processing > Voucher Entry > Voucher Entry with PO

Start this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window.



The screenshot shows the PeopleSoft interface for 'Voucher Entry with PO - Supplier Ledger Inquiry'. The search criteria section includes fields for Supplier Number, Date From, Date Thru, Invoice (selected), G/L, Recurring, Summarize, Paid, Open, Withheld, and All (selected). Below this is a grid displaying 'No records fetched.' The grid header includes columns for Document Number, Doc Type, Doc Id, Invoice Date, G/L Date, Discount Due Date, Due Date, Gross Amount, Open Amount, Pay Stat, Payment Handling, Supplier Number, and Paye Num.

1. Enter **Batch Number**, **Document Number**, or **Supplier Number**.
 2. Click **Find**.
 3. Choose the document(s) to delete.
-  If you wish to delete all the documents in a batch or all the documents for a supplier, choose the "select all" box (left hand side of QBE line). Up to 200 records will display in the grid with a checkmark.
 -  If your batch or supplier has more than 200 documents/records, click scroll-to-end to retrieve all records. Only 200 can be displayed and deleted at one time.

PeopleSoft
Voucher Entry with PO - Supplier Ledger Inquiry

Supplier Number: _____
Date From: _____ Thru: _____
 Invoice G/L
 Recurring Summarize Paid Open Withheld All
Batch Number: _____

Records 1 - 2

Document Number	Doc Type	Doc Id	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Payment Handling	Supplier Number	Paye Num
5701617	PV	40000	12/20/2005	05/22/2005	05/22/2005	05/22/2005	250.00	250.00	A		3483742	34
							250.00	250.00				

4. Click **Delete**. The confirmation window appears.

PeopleSoft
Voucher Entry with PO - Supplier Ledger Inquiry

Supplier Number: _____
Date From: _____ Thru: _____
 Invoice G/L
 Recurring Summarize Paid Open Withheld All
Batch Number: _____

Records 1 - 2

Document Number	Doc Type	Doc Id	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Payment Handling	Supplier Number	Paye Num
5701617	PV	40000	12/20/2005	05/22/2005	05/22/2005	05/22/2005	250.00	250.00	A		3483742	34
							250.00	250.00				

5. Click **OK**. The Voucher Entry without PO – Voucher Match Reversals window appears.
6. Enter today's date in the G/L Date field.
7. Click **Form, Reverse**. You will return to the Voucher Entry w/ PO – Supplier Ledger Inquiry window.
8. Click **Close**.

When deleting a multi-line voucher, all lines are deleted as expected. However, line items which were not highlighted for deleting still appear. After refreshing the screen (clicking Find), no line items appear.

Void a Posted Voucher Without PO or Employee Reimbursement

Vouchers that have been paid must have the warrant voided before the voucher can be voided. Contact State Accounting to have this done.

Payables > Voucher Processing > Voucher Entry > Voucher Entry Without PO

Start this instruction from the Voucher Entry without PO – Supplier Ledger Inquiry window

1. Type any known information about the voucher in the header or QBE line (ex. Supplier Number, Document Number, etc.)
2. Click **Find**.
3. **Choose** the Document Number to void.
-  Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided.
4. Click **Delete**. A verification window will appear.
5. Click **OK** on the verification window.
6. Enter the **current date** in the G/L Date field.
-  Be sure to change this field. The G/L Date field defaults to the original voucher entry date. If this date is in a prior month, the void can not be posted.
7. Click **OK** to return to the Voucher Entry without PO window.
8. Click **Close**.
-  Voiding a Posted Voucher will create a batch that will need to be posted. Please refer to the work instructions to [Post a Voucher Batch](#).

Void a Posted Voucher With PO

Navigation for Two-Way Match Vouchers: Payables > Voucher Processing > Voucher Entry > Voucher Enter - 2 Way Match Z(8)

Navigation for Three-Way Match Vouchers: Payables > Voucher Processing > Voucher Entry > Voucher Entry with PO

Start this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window

1. Type any known information about the voucher in the header or QBE line (ex. Supplier Number, Document Number, etc.)
2. Click **Find**.
3. **Choose** the Document Number to void.
-  Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided.
4. Click **Delete**. A verification window will appear.
5. Click **OK** on the verification window. The Voucher Entry with PO - Voucher Match Reversals window appears.
6. Enter the **current date** in the G/L Date field.
-  Be sure to change this field. The G/L Date field defaults to the original voucher entry date. If this date is in a prior month, the void can not be posted.
7. Click **Form, Reverse** to return to the Voucher Entry with PO - Supplier Ledger Inquiry window.
8. Click **Close**.
-  Voiding a Posted Voucher will create a batch that will need to be posted. Please refer to the work instructions to Post a Voucher Batch.

Additional Functions and Options

You can do the following from the Work With Batches window.

To	Do This
Display the Work With Servers window.	Click Form, Servers/Reports
Review journal entries.	Click Form, Transaction Apps, Journal Entry to display the Work With Journal Entries window.
Review voucher information.	Click Form, Transaction Apps, Voucher Entry to display the Supplier Ledger Inquiry window.
Review receipts.	Click Form, Transaction Apps, Receipts Entry to display the Work With Customer Receipts Inquiry window.
Review invoices.	Click Form, Transaction Apps, Invoice Entry to display the Work With Customer Ledger Inquiry window.
Inquire on a fund (company).	Click Form, Organization, Companies to display the Work With Companies window.
Inquire on a business unit.	Click Form, Organization, Business Units to display the Work With Business Units window.
Review the supplier's address information.	<ol style="list-style-type: none"> 1. Click Select to display the Voucher Entry Journal Review window. 2. Click Select to display the Enter Voucher – Payment Information window. 3. Click Form, Address Book to display the Work With Addresses window.
Add or review existing attachments to a G/L distribution.	<ol style="list-style-type: none"> 1. Click Select to display the Voucher Entry Journal Review window. 2. Click Row, G/L Distr to display the Enter Voucher – G/L Distribution window. 3. Click the distribution line. 4. Click Row, Attachments to display the Media Objects Viewer window.