ACCOUNTS PAYABLE

This manual walks you through entering different types of vouchers, approving, budget checking, closing, deleting and finalizing PO vouchers as well as inquiring on payment information and running the voucher status report.

State of Vermont

Department of Finance & Management

Revised April 2012
Revisions to Manual

April 2012:
- **The Enter Regular Voucher with Reportable and Non-Reportable lines** exercise has been rewritten.
- **Looking up Vendors** exercise has been updated.
- **Additional BDA information** has been added to Business Process section.
- **FAQ's** - new FAQ's have been added.

October 2010:
- **Looking Up Vendors** exercise has been rewritten.
- **Duplicate Voucher Detection**
  Information has been added to exercises on adding vouchers to detect duplicate vouchers earlier.
- **VISION Procedure #8: Void Check** has been added to the Business Process section of the manual.

March 2010:
- **Updated the name of a BGS division** from Purchasing and Contract Administration to the **Office of Purchasing & Contracting** in the Business Process section.
- **Accounting Date**
  Added wording in all of the Enter Voucher exercises to let users know the Accounting Date must **never** be changed manually.
- **PO Voucher Close**
  Clarification on the procedure for closing a PO Voucher in the Close Vouchers exercise.

October 2009:
- **Special Handling**
  In the Business Process exercise and Enter a Regular Voucher exercise a section has been added to clarify the use of special handling codes on vouchers and International payments.
- **Purchase Order Voucher - Distribution Percentages**
  In the Enter a Purchase Order Voucher and the Enter PO Voucher – use only some PO lines exercises, information was added for PO Vouchers with more than one Distribution Line - you can change the distribution percentages using these buttons.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS PROCESS</td>
<td>6</td>
</tr>
<tr>
<td>FREQUENTLY ASKED QUESTIONS (FAQS)</td>
<td>13</td>
</tr>
<tr>
<td>LOOKING UP VENDORS</td>
<td>14</td>
</tr>
<tr>
<td>ENTER A REGULAR VOUCHER</td>
<td>18</td>
</tr>
<tr>
<td>ENTER A REGULAR VOUCHER WITH A BDA</td>
<td>26</td>
</tr>
<tr>
<td>ENTER A REGULAR VOUCHER WITH SPLIT FUNDING</td>
<td>32</td>
</tr>
<tr>
<td>ENTER A PURCHASE ORDER VOUCHER</td>
<td>39</td>
</tr>
<tr>
<td>ENTER PO VOUCHER – USE ONLY SOME PO LINES</td>
<td>45</td>
</tr>
<tr>
<td>MATCHING PURCHASE ORDER VOUCHERS</td>
<td>54</td>
</tr>
<tr>
<td>ENTER AN ASSET RELATED VOUCHER</td>
<td>67</td>
</tr>
<tr>
<td>ENTER VOUCHERS TO STATE AGENCIES SET UP AS VENDORS</td>
<td>75</td>
</tr>
<tr>
<td>ENTER REGULAR VOUCHER WITH 1099-M REPORTABLE AND NON-REPORTABLE LINES</td>
<td>81</td>
</tr>
<tr>
<td>ENTER AN ADJUSTMENT VOUCHER</td>
<td>98</td>
</tr>
<tr>
<td>ENTER A JOURNAL VOUCHER</td>
<td>104</td>
</tr>
<tr>
<td>HOW TO SET UP SPEED CHARTS</td>
<td>112</td>
</tr>
<tr>
<td>ADDING A VOUCHER USING A SPEED CHART</td>
<td>117</td>
</tr>
<tr>
<td>APPROVE A VOUCHER</td>
<td>123</td>
</tr>
<tr>
<td>BUDGET CHECK A VOUCHER ONLINE</td>
<td>127</td>
</tr>
</tbody>
</table>
BUDGET CHECK A VOUCHER USING A BATCH PROCESS......................... 133
FINDING AND FIXING BUDGET CHECK ERRORS .............................. 140
CLOSE VOUCHERS ........................................................................... 146
DELETE VOUCHERS ........................................................................ 149
FINALIZE A PO ON THE PO VOUCHER ........................................ 151
FINALIZE SOME PO LINES ON THE PO VOUCHER .................... 155
PAYMENT INFORMATION ON THE VOUCHER............................... 159
INQUIRE ON VOUCHER PAYMENT INFORMATION .................... 162
INQUIRE ON VOUCHER ACCOUNTING ENTRIES ...................... 165
VOUCHER STATUS REPORT............................................................ 167
Overview of the VISION process:

There will be a 1 – 1 relationship between a vendor’s invoice and a VISION voucher. That is, each invoice will become a separate voucher. Vouchers may contain multiple lines and multiple chartfield distribution lines to allocate costs to several accounts, funds or departments.

The 1 – 1 relationship will facilitate duplicate invoice checking across all units within the system, thus minimizing the risk of paying a vendor invoice more than once. The fields that are checked for duplications are: Vendor ID, Vendor Type, Vendor Invoice Date, Vendor Invoice Number and Gross Amount. A voucher identified as a possible duplicate will save and be in Recycle status, but cannot be posted or paid. A voucher cannot stay in Recycle status. At month end close, it must be updated so that it can post or be deleted.

Vouchers will need to be approved in VISION before they can be budget checked and paid. The approval process will be managed at the department level through VISION security.

Accounts Payable
April 2012
All vouchers will need to pass a budget checking process to check for availability of funds at the department/agency level prior to being paid. The budget checking process can be done on individual vouchers or as a batch process, at the discretion of the department.

Vouchers will be paid based on the scheduled due date, which is determined by the vendor invoice date and the vendor payment terms. The default payment terms will be Net 30 days and should not be changed unless otherwise stated in the vendor’s contract provisions. Checks will be written and mailed 4 days prior to the due date as long as the voucher is approved and budget checked. This will allow the check to reach the vendor by the due date. For more information on payment terms, please review the Finance and Management document, *Operational Guidance (OG) #1*, which you can find on the Finance & Management website at: [http://finance.vermont.gov/sites/finance/files/pdf/op_guidance/OG_01_Changing_Payment_Terms.pdf](http://finance.vermont.gov/sites/finance/files/pdf/op_guidance/OG_01_Changing_Payment_Terms.pdf)

All vouchers to be paid to a vendor on any given day will be combined onto one check, ACH, etc.; this includes adjustment vouchers. All Business Units’ vouchers are included unless a voucher is marked to be paid separately. Each Business Unit, Voucher ID and Invoice Information is noted separately on the pay advice that is sent to the vendor.

Blanket Delegations of Authority (BDA’s) are issued by the Office of Purchasing and Contracting to delegate authority to agencies/ departments to directly purchase specific types and classes of items with limited or variable availability.
considerations. BDAs are specific to a department(s) except those identified as “all agencies”. For a complete list of current BDA numbers, go to the Office of Purchasing & Contracting website at: http://www.bgs.vermont.gov/purchasing/bda. The BDA number should be entered in the Item field of the voucher. BDA Quick Steps can be found on the Finance & Management website at: http://finance.vermont.gov/sites/finance/files/pdf/vision_procedures/BDA_Quick_Steps.pdf. You can also follow the BDA Voucher exercise in this manual.

BDAs are not to be used for the following purchases:

- Don’t use a BDA when the item is on contract. If unsure check with the Office of Purchasing and Contracting or use the website: http://bgs.vermont.gov/purchasing/currentcontracts. Purchases of office supplies, fuel, envelopes, paper, gloves, paper products, cleaning products etc. are all on contract.

- Don’t use a BDA for personal services, utility payments (electric, cell phones, telephone, water, etc), payment to other agencies or departments, lodging, meals, employee expense reimbursement, membership fees, postage, and rental space.

**Void Check Procedure:**
VISION Procedure #8: Void check establishes the criteria and procedures for voiding VISION vendor checks. This procedure can be found on the Finance and Management website at: http://finance.vermont.gov/policies_procedures/vision_procedures#VP.

VISION vendor checks that are determined to be in error or invalid (see criteria below) must be returned to the Office of the State Treasurer to be voided in VISION. The Office of the State Treasurer is responsible for processing all void check requests and storing all voided checks.

**Departments are prohibited from depositing VISION vendor checks and processing them as a refund of expenditure.** The erroneous depositing of a VISION vendor check obscures the audit trail in VISION by creating a record that indicates the check was issued to and cashed by the vendor; this improper handling impairs the integrity and accuracy of vendor payment reports and potentially 1099-MISC forms issued to vendors and the IRS.

**CRITERIA**
A check can be voided in VISION when the following two conditions exist:

1. The check was issued and recorded in the VISION financial system.
2. The department (custodian) is in possession of the original check.
A VISION vendor check shall be determined invalid and voided in VISION when there is a/an:

- error in the payee;
- error in the payment amount;
- printing error or damaged/spoiled check;
- duplicate payment;
- cancellation of the payment request;
- unavailability of the goods/services being purchased;
- or any other reason the check is no longer needed for its intended purpose.

**Note:** VISION vendor checks that are valid and not in error but are undeliverable to the vendor (e.g., unknown address) shall not be voided, and are subject to Vermont’s unclaimed property laws. Contact the Office of the State Treasurer’s Unclaimed Property Division for more information.

For copies of cancelled checks or checks to pull please contact the Treasurer’s Office by email at: services.accounting@state.vt.us.

**Special Handling**

Under the Payment Method section, you will see a field for *Handling*. In this field you can designate any special handling you require for this payment.

Click on the magnifying glass to the right of this field to see what the choices are.

A new page will open, showing the available options.
The only ones you would use in a voucher are: CA, DP, and RE. These are used in the following manner:

**CA**  This allows a user to receive a call from the Treasurer’s office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example.

**DP**  If a user wants the check sent back to his/her department for sending out separately, they can select this option.

**RE**  A payment made with no changes to this field, will show the handling of “RE”, Regular Payment. This is the default for this field.

**DO NOT USE these handling codes in a voucher:**

- **CS**  Held by the Office of Child Support
- **DE**  Held by the Department of Labor (formerly Employment & Training)
- **TA**  Held by the Tax Department
- **TR**  Sent to Trustee by Treasurer

More payment options can be found in the Payment Options section.

**Hold Payment** - if you check this box, the payment will not process. When you check this box, you will also need to designate a Hold Reason. Click on the magnifying glass to see the list of reasons. This page will display:
A payment that has been put “on hold” will not pay until this box is unchecked and saved. Then it will process as normal.

Separate Payment – Select this box if this payment needs to go separately to the vendor. This may be used along with the Payment Handling options of DP and CA; in that way the check will only pertain to one department’s payment for that vendor in the paycycle.

International Payments:

When making a payment to a foreign address, choose the handling code of DP. The check will be sent to the department and the department will need to correct the address and mail the check. Checks written to foreign addresses don’t print with the correct Postal format because the 3-letter country code shows in the “remit to” address, but that and the full country name don’t print on the check itself. The other issue is that domestic postage is put on ALL checks from the Treasurer’s office, which results in insufficient postage for foreign payments and the checks being returned undeliverable. VISION uses USD currency only.

Payments for goods or services received in a prior fiscal year must be designated with a “PY” in front of the invoice number when entering a voucher. If you fail to enter the “PY”, an excel spreadsheet, filled out with the invoice information, must be sent to: VISION-CAFR@state.vt.us. The spreadsheet must include the following information: BU, Vendor ID, Voucher ID, Invoice ID, Invoice Date,
Accounting Date, Paid Date, Account, Fund, Dept ID, and Amount. The spreadsheet should look like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
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<th>K</th>
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<tbody>
<tr>
<td>1</td>
<td>Please provide the following information for any vouchers that you missed putting a PV prefix to the invoice id, and the voucher should have been identified as a 2008 payable.</td>
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<td>Please email spreadsheet to <a href="mailto:VISION.CATR@state.or.us">VISION.CATR@state.or.us</a></td>
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<td>Vendor ID</td>
<td>Voucher ID</td>
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<td>Invoice Date</td>
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<td>Paid Date</td>
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Frequently Asked Questions (FAQs)

How do I know if I have any vouchers that are hanging out there waiting for me to do something?

Run the VT_MER_VCHRS_NOT_POSTED query and the VT_MER_VCHR_POSTED_NOT_BCM query and review.

When will my voucher get paid?

Vouchers must be approved and budget checked prior to the daily pay cycle run times in order to be picked up for payment. Vouchers paid by check will be picked up for payment 4 days prior to their due date in order to get them to the vendor on time. (Adjustments are made for weekends and holidays.) Pay cycle run times are as follows: Checks and "wires" to State Departments - 7:30; Wire Transfers to banks - 10:00; ACH payments 11:00; satellite payments - 11:30.

We received an ordered item in June, but we did not get the invoice until July. What do I do?

When entering the voucher, the invoice number should be preceded by “PY” for Prior Year. Any invoice paid in Fiscal Year 2012 for a good or service received in fiscal year 2011, should have an invoice number with a PY prefix. This practice ensures accurate reporting of financial data. For more information refer to the Year End Closing Instructions on the VISION website.

When entering a payment, can I change the default payment terms from Net 30? The vendor just got the invoice to us and the payment is due next week. I want to make sure that the vendor gets paid on time.

Do not change the payment terms! The vendor will get paid on time. VISION calculates when to issue the payment based on the invoice date, not the day the voucher was entered. It is not necessary to change the payment terms because VISION will use the invoice date and payment terms to determine when the voucher will get picked up in a pay cycle.

How do I correct a Purchase Order voucher that has an incorrect contract number?

If a contract number associated with a voucher is incorrect this can be fixed on the PO as long as the PO is not complete. See instructions in the PO 102 manual.

For information on FAQ’s regarding VISION Vendor Set up, W-9 Forms and Reportable Payment Processing go to the Finance and Management website under Policies and Procedures - VISION Job Aides at the following link: http://finance.vermont.gov/sites/finance/files/pdf/vision_procedures/VISION_Vendors_FAQ.pdf
Looking up Vendors

Vendor Maintenance for the State of Vermont is managed and executed centrally by Financial Operations in a single Vendor database within VISION. VISION users, depending on their security, will have access to view and report on Vendor information only.

Vendor additions and changes will be emailed to Financial Operations at VISION-VendorRequests@state.vt.us via a standard form. The form will be completed by the user requesting the addition/change and submitted to Financial Operations by the Business Manager for entry into VISION. The VISION Vendor Request Form can be found on the VISION website at http://finance.vermont.gov/forms. Complete the form and save a copy to your computer so that it can be attached to an email request to the VISION Maintenance Section.

The following explains how Vendors are maintained in VISION and how to find and use that information. Due to the nature of the Vendor information in VISION, it is critical that all operators who will use Vendor information have some understanding of the information contained within the Vendor files and how the information is used in VISION.
The best way to search for a vendor is by using the following navigation:

**Navigation:**  Vendors > Vendor Information > Add/Update > Vendor

- The SetID “STATE” will be used for all vendors, thus making vendors available to all users.
- Vendor Information is stored on effective dated rows.
- Vendor numbers will be assigned by the system in “Next” number order.
- When searching for vendors, “Persistence” should be set to “Not =” to get the best results.
- The Our Customer Number field is not used by the State of Vermont.

**One-Time Vendors:**

You may encounter some vendors whose “Persistence” is equal to “One Time”. These are vendors that were set up to be used only once and they are in a status of “Inactive” and are not available for use. If it is the only instance of the vendor for whom you are searching, you will have to request a new number. We recommend that you search for a vendor using criteria of Persistence not = “One Time” so you do not find these in your search for a vendor id.
The recommended way to search for a vendor is by Name 1:

- Search using “contains” instead of “begins with” and use the most uncommon word in the name of the vendor

Example: To look up S.D. Ireland Company

- Under Persistence: change “begins with” to “not =” One Time
- In Name 1, change “begins with” to “contains” and then type in Ireland and click Search.

Once you’ve found the correct Vendor ID #, you must check the available addresses – there may be several! Make note of the Address ID that corresponds to the address you need to pay and make sure that this address is active.

Click on the correct Vendor and then click on the Address tab.
If you do not find the address you need, you must submit a Vendor Maintenance request form to either have it added, or to replace the address currently on file.

If the address you need has been inactivated, there is a legitimate reason. Please contact Financial Operations with questions about why a vendor was inactivated.

NOTE: Finance does not have any “quick” method of verifying active/inactive addresses other than manually searching through the vendor information, the same as a user would, so please make sure you have done your own thorough search before contacting Financial Operations for help.

If you still have questions, or are uncertain about which vendor to use, contact the Vision vendor request e-mail address at Vision-VendorRequests@state.vt.us.
Enter a Regular Voucher

Situations when this function is used: A regular voucher is entered when you have an invoice to pay that is not associated with a Contract or Requisition. A regular voucher which needs to be paid using more than one fund or program will be paid for with split funding (shown in a future exercise) will use multiple lines and/or multiple distributions.

Required Fields: Vendor ID* Vendor Name Location Address Invoice Number* Invoice Date* Amount* GL Unit Account Fund Department ID Pay Terms

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry
Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT.

**Enter Business Unit**
- Leave as user default or
- Enter appropriate business unit.

**Enter Vendor ID**
- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

**Enter Invoice Number**
- Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)

**Note:** If a vendor’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration’s Bulletins #5 and #5.5.

**Enter Invoice Date**
- As per the vendor’s invoice

**Enter Gross Invoice Amount**

![Oracle Voucher Interface]

Click Add
The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:
- Accounting Date = current date (this must never be changed manually),
- Currency = USD,
- Distribute by = Amount,
- Ship To = default ship to location for your Business Unit,
- GL Unit defaults in.

Review the Address information that defaulted in from the vendor. If the address should be changed, click on the magnifying glass to select the correct address the payment should be sent to.

**Note:** Any changes to the address on the Invoice Information page must also be done on the Payments page. The address on the Payments page is the address the payment is sent to.

Scroll down the screen and the Invoice Lines box can be seen.
Enter Line Description
  • Enter the description of what you are paying the invoice for

Enter Amount under Distribution Lines
  • Enter the full amount of the invoice if you are only using a single line and distribution or
  • Enter the amount of the invoice that you are going to pay for only this line and/or distribution

Enter Account Number
  • Enter the account number or
  • Click on the magnifying glass to select from the list

Enter Fund
  • Enter the fund or
  • Click on the magnifying glass to select from the list

Enter Dept ID
  • Enter the Dept ID or
  • Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)

The page should now look similar to the one above.
Click on Payments Tab

Review Payment information that defaulted in from the vendor.

**Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.**

**Note:** The address selected on the payment information page is the address that the payment will be sent to - regardless of what address is on the invoice information page.

**Special Handling**

Under the Payment Method section, you will see a field for **Handling**. In this field you can designate any special handling you require for this payment.

Click on the magnifying glass to the right of this field to see what the choices are.

A new page will open, showing the available options.
Look Up Handling

Search Results

<table>
<thead>
<tr>
<th>SetID</th>
<th>Payment Handling Description</th>
<th>Short Description</th>
<th>Sequence Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE CA</td>
<td>Call</td>
<td>Call</td>
<td>00</td>
</tr>
<tr>
<td>STATE CS</td>
<td>Held by Office of Child Support</td>
<td>OCS</td>
<td>20</td>
</tr>
<tr>
<td>STATE DE</td>
<td>Held by Employment &amp; Training DET</td>
<td>DET</td>
<td>20</td>
</tr>
<tr>
<td>STATE DP</td>
<td>Send to Department</td>
<td>Department</td>
<td>70</td>
</tr>
<tr>
<td>STATE RE</td>
<td>Regular Payment</td>
<td>Regular</td>
<td>80</td>
</tr>
<tr>
<td>STATE TR</td>
<td>Sent to Trustee by Treasurer</td>
<td>Treasurer</td>
<td>40</td>
</tr>
</tbody>
</table>

The only ones you would use in a voucher are: CA, DP, and RE. These are used in the following manner:

**CA**
This allows a user to receive a call from the Treasurer’s office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example.

**DP**
If a user wants the check sent back to his/her department for sending out separately, they can select this option.

**RE**
A payment made with no changes to this field, will show the handling of “RE”, Regular Payment. This is the **default** for this field.

**DO NOT USE these handling codes in a voucher:**

**CS** Held by the Office of Child Support
**DE** Held by the Department of Labor (formerly Employment & Training)
**TA** Held by the Tax Department
**TR** Sent to Trustee by Treasurer

**Message** – whatever you type in this field will appear on the check stub. Though the field is very large, you are limited to 35 characters of information. Anything more than that will be cut off when the check is printed.
More payment options can be found in the **Payment Options** section.

**Hold Payment** – if you check this box, the payment will not process. When you check this box, you will also need to designate a Hold Reason. Click on the magnifying glass to see the list of reasons. This page will display:

Select one of the following values:

- ACC Accounting in Dispute
- AMT Amount in Dispute
- CCR CCR Expired
- CRT Contract Retention
- EFT EFT Incomplete or not Initiated
- GDS Goods in Dispute
- IPC Inbound IPAC Required
- QTY Quantity in Dispute
- WITH Withholding Hold

**A payment that has been put “on hold” will not pay until this box is unchecked and saved. Then it will process as normal.**

**Separate Payment** – Select this box if this payment needs to go separately to the vendor. This may be used along with the Payment Handling options of **DP** and **CA**; in that way the check will only pertain to one department’s payment for that vendor in the paycycle.

**International Payments:**

When making a payment to a foreign address, choose the handling code of **DP**. The check will be sent to the department and the department will need to correct the address and mail the check. Checks written to foreign addresses
don’t print with the correct Postal format because the 3-letter country code shows in the “remit to” address, but that and the full country name don’t print on the check itself. The other issue is that domestic postage is put on ALL checks from the Treasurer’s office, which results in insufficient postage for foreign payments and the checks being returned undeliverable.

Once all the payment options have been chosen,

Click Save

- Voucher is saved; Gross Amount has filled in with the voucher amount.
Enter a Regular Voucher with a BDA

Situations when this function is used: A regular voucher is entered for a purchase that requires a Blanket Delegation of Authority (BDA). BDA vouchers may have a single line and distribution or multiple lines and/or multiple distributions.

Required Fields:
- Vendor ID*
- Vendor Name
- Location
- Address
- Invoice Number*
- Invoice Date*
- Amount*
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- Item
- Line Description

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT.
Enter Business Unit
• Leave as user default or
• Enter appropriate business unit.

Enter Vendor ID
• Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

Enter Invoice Number
• Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)

Note: If a vendor’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration’s Bulletins #5 and #5.5.

Enter Invoice Date
• As per the vendor’s invoice

Enter Gross Invoice Amount

Click Add
The Invoice Information page loads. The following information defaults in:

- **Accounting Date** = current date (this must never be changed manually),
- **Currency** = USD,
- **Distribute by** = Amount,
- **Ship To** = default ship to location for your Business Unit,
- **GL Unit** defaults in.

**Enter Item**

- Enter the BDA being used for this purchase. If you are unsure of the correct BDA number to be used, type “BDA” in the Item field and click the magnifying glass to list all BDAs. Select the correct BDA.
- A full list of BDAs, their numbers and uses can be found on the Office of Purchasing & Contracting website at: [http://bgs.vermont.gov/purchasing/bda](http://bgs.vermont.gov/purchasing/bda)

**Enter Line Description**

- Enter the description of what you are paying the invoice for.

- The description associated with the BDA will default into the Description field. (If your business process requires you to use the description field for some other purpose, you may type in a different description. After the voucher is saved, the description you type in will remain.)
Enter Amount under Distribution Lines
- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

Enter Account Number
- Enter the account number or
- Click on the magnifying glass to select from the list

Enter Fund
- Enter the fund or
- Click on the magnifying glass to select from the list

Enter Dept ID
- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)
The page should now look similar to the one above.

**Click on Payments Tab**

[Image of Oracle software interface]

- **Business Unit:** 01110
- **Voucher ID:** 00004528
- **Voucher Style:** Regular

```
Vendor: Staples #166  
861 Williston Rd  
S Burlington, VT 05403
```

- **Invoice Number:** 23456
- **Invoice Date:** 05/05/2011
- **Total:** 2,435.00

```
*Pay Terms: Net 30  
Schedule Payments
```

**Payment Information**

```
Scheduled Payment: 1  
*Remit to: 00000003393  
Location: SINGLE  
*Address:  
Staples #166  
861 Williston Rd  
S Burlington, VT 05403
```

- **Gross Amount:** 2,435.00
- **Discount:** 0.00

Review Payment information that defaulted in from the vendor.
Note: The address selected on the payment information page is the address that the payment will be sent to - regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
Enter a Regular Voucher with Split Funding

**Situations when this function is used:** A regular voucher is entered when you have an invoice to pay that is not associated with a Contract or Requisition. A regular voucher which needs to be paid using more than one fund or program will be paid for with split funding (shown in this exercise) will use multiple lines and/or multiple distributions.

**Required Fields:**
- Vendor ID*
- Vendor Name
- Location
- Address
- Invoice Number*
- Invoice Date*
- Total Amount*
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.
**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry

**Voucher**

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>01110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>NEXT</td>
</tr>
<tr>
<td>Voucher Style:</td>
<td>Regular Voucher</td>
</tr>
<tr>
<td>Short Vendor Name:</td>
<td></td>
</tr>
<tr>
<td>Vendor ID:</td>
<td></td>
</tr>
<tr>
<td>Vendor Location:</td>
<td></td>
</tr>
<tr>
<td>Address Sequence Number:</td>
<td>0</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>01/01</td>
</tr>
<tr>
<td>Gross Invoice Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Estimated No. of Invoice Lines:</td>
<td>1</td>
</tr>
</tbody>
</table>

Add

Your default BU will appear in the Business Unit field, Voucher ID will default as NEXT, Voucher Style = Regular Voucher.

**Enter Business Unit**
- Leave as user default or
- Enter appropriate business unit.

**Enter Vendor ID**
- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

**Enter Invoice Number**
- Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)

**Note:** If a vendor’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number
must be entered per the Agency of Administration's Bulletins #5 and #5.5.

**Enter Invoice Date**
- As per the vendor’s invoice

**Enter Gross Invoice Amount**

<table>
<thead>
<tr>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
</tr>
<tr>
<td>Voucher ID:</td>
</tr>
<tr>
<td>Voucher Style:</td>
</tr>
<tr>
<td>Short Vendor Name:</td>
</tr>
<tr>
<td>Vendor ID:</td>
</tr>
<tr>
<td>Vendor Location:</td>
</tr>
<tr>
<td>Address Sequence Number:</td>
</tr>
<tr>
<td>Invoice Number:</td>
</tr>
<tr>
<td>Invoice Date:</td>
</tr>
<tr>
<td>Gross Invoice Amount:</td>
</tr>
<tr>
<td>Estimated No. of Invoice Lines:</td>
</tr>
</tbody>
</table>

**Click Add**

The Invoice Information page loads.
The following information defaults in:
Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

**Enter Line Description**
- Enter the description of what you are paying the invoice for

**Enter Amount under Distribution Lines**
- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

**Enter Account Number**
- Enter the account number or
- Click on the magnifying glass to select from the list

**Enter Fund**
- Enter the fund or
- Click on the magnifying glass to select from the list

**Enter Dept ID**
- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

**Enter Program** *(If used by your department)*
**Enter Class** *(If used by your department)*
**Enter Project/ Grant** *(If used by your department)*
Scroll all the way over to the right of the screen and click on the + box located at the end of the distribution line.

A prompt box will open asking how many rows to add with a default of 1.

Click OK or change the amount to the number of distribution lines that need to be added and click OK.

Distribution Line 2 opens for Line 1 of the Voucher. The Amount field populates with the remaining amount that needs to be distributed. The GL Unit, Account, Fund, and Dept ID automatically populate with the same information as in distribution line 1.
**Enter Account Number**
- Allow default value to remain
- Enter a new account number or
- Click on magnifying glass to select from the list

**Enter Fund**
- Enter the fund or
- Click on the magnifying glass to select from the list

**Enter Dept ID**
- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

**Enter Program** (if used by your department)
**Enter Class** (if used by your department)
**Enter Project/Grant** (if used by your department)

**Click on Payments Tab**

![Invoice Information](image)

Review Payment information that defaulted in from the vendor.

**Note:** Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.
Note: The address selected on the Payments page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
Enter a Purchase Order Voucher

Situations when this function is used: Purchase orders are created from a Requisition or to draw down on a contract. When the invoice is received, the information is copied from the purchase order into a voucher to pay the vendor.

Required Fields: Vendor ID
Vendor Name
Location
Address
Invoice Number
Invoice Date
Total Amount
GL Unit
Account
Fund
Department ID
Pay Terms
PO Unit
Purchase Order Number
Distribute By
Description
Quantity
UOM
Unit Price
Ship To

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Your default BU will appear in the Business Unit field, Voucher ID will default as NEXT; Voucher Style defaults in as Regular Voucher.
Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

Enter Invoice Number

- Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)

Note: If a vendor’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration’s Bulletins #5 and #5.5.

Enter Invoice Date

- As per the vendor’s invoice

Voucher

Click Add
The Invoice Information page loads. The following information defaults in:
- Accounting Date = current date (this must never be changed manually),
- Currency = USD,
- Distribute by = Amount,
- Ship To = default ship to location for your Business Unit,
- GL Unit defaults in.

Under Copy from a Source Document

**Enter PO Unit**
- Or click on magnifying glass to select from the list
**Enter Purchase Order number**

- Enter the PO number that corresponds to the invoice and be sure to include the leading zero’s

- Or click on magnifying glass to select from the list

**Click on Copy PO**

The purchase order information is copied into the voucher. Vendor number, vendor address and the total amount default in from the purchase order. If you are not vouchering for the full amount of the purchase order, update amount to the amount of the invoice from vendor.

Review the Address information that defaulted in from the vendor. If the address should be changed click on the magnifying glass to select the correct address the payment should be sent to.

**Note:** Any changes to the address on the Invoice Information page must also be done on the Payments page. The address on the Payments page is the address the payment is sent to.

Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.
Two buttons appear: **Override PO Distribution %** and **Redistribute by percentage**.

These buttons are used in the following ways:

**Override PO Distribution %**
Click this button to override the purchase order percentages. After clicking the button, the Percentage column becomes available for edit. The totals entered must equal 100. Once reallocated, click the Allocate by Pct button to reallocate the expenses. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

**Redistribute by percentage**
Click this button to reallocate the voucher line’s quantity and amount over the distributions by the percentage copied forward from the purchase order. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

**Click on Payments Tab**

Review Payment information that defaulted in from the purchase order.
Note: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

Note: The address selected on the payment information page is the address that the payment will be sent to - regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
Enter PO Voucher - Use only some PO lines

Situations when this function is used: Purchase orders are created from a Requisition or to draw down on a contract. When the invoice is received, the information is copied from the purchase order into a voucher to pay the vendor. In some cases the purchase order may have multiple invoices that need to be paid against it. The following directions show how to pay an invoice using only part of a purchase order.

Required Fields:
- Vendor ID
- Vendor Name
- Location
- Address
- Invoice Number
- Invoice Date
- Total Amount
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- PO Unit
- Purchase Order Number
- Distribute By
- Description
- Quantity
- UOM
- Unit Price
- Ship To
Your default BU will appear in the Business Unit field, Voucher ID will default as NEXT; Voucher Style defaults in as Regular Voucher.

**Enter Business Unit**
- Leave as user default or
- Enter appropriate business unit.

**Enter Invoice Number**
- Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)

**Note:** If a vendor’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration’s Bulletins #5 and #5.5.

**Enter Invoice Date**
- As per the vendor’s invoice
The Invoice Information page loads. The following information defaults in:

- **Accounting Date** = current date (this must never be changed manually),
- **Currency** = USD,
- **Distribute by** = Amount,
- **Ship To** = default ship to location for your Business Unit,
- **GL Unit defaults in.**
Under Copy from a Source Document

Click on Dropdown to the right of Worksheet Copy Option

- Choose Purchase Order only

Copy Worksheet page opens. PO Unit defaults in with the unit entered in Copy from section. PO Dt Opt defaults as No Date.

Enter PO Unit

- Or click on magnifying glass to select from the list

Enter Purchase Order number

- Enter the PO number that corresponds to the invoice and be sure to include the leading zero’s
- Or click on magnifying glass to select from the list

Click Search
Select PO Lines opens. All of the lines on the purchase order are listed.

Select the line or lines of the Purchase Order that you are paying on the voucher by clicking on the Select box next to the line number.

Click on Copy to Voucher
The purchase order information for the line selected is copied into the voucher. Vendor number, vendor address and the total amount default in from the purchase order.

Review the Address information that defaulted in from the vendor. If the address should be changed, click on the magnifying glass to select the correct address the payment should be sent to.

**Note:** Any changes to the address on the Invoice Information page must also be done on the Payments page. The address on the Payments page is the address the payment is sent to.

Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.

Two buttons appear: **Override PO Distribution %** and **Redistribute by percentage**.

These buttons are used in the following ways:
**Override PO Distribution %**
Click this button to override the purchase order percentages. After clicking the button, the Percentage column becomes available for edit. The totals entered must equal 100. Once reallocated, click the Allocate by Pct button to reallocate the expenses. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

**Redistribute by percentage**
Click this button to reallocate the voucher line's quantity and amount over the distributions by the percentage copied forward from the purchase order. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.
Click on Payments Page

Review Payment information that defaulted in from the purchase order.

**Note:** Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

**Note:** The address selected on the payment information page is the address that the payment will be sent to - regardless of what address is on the invoice information page.
**Click Save**

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).

```
Business Unit: 01110
Voucher ID: 00004705
Voucher Style: Regular
Vendor: Crystal Rock Bottled Water
PO Box 10028
Waterbury, CT 05725-0028
```

Invoice Number: 245545
Invoice Date: 05/01/2011
Total: 9.50

*Pay Terms: Net 30

Schedule Payments
Matching Purchase Order Vouchers

**Situations when this function is used:** Some departments have two-way matching turned on which compares vouchers and purchase orders. If a department has two-way matching turned on vouchers will need to be “matched” with purchase orders before they can be approved.

Matching is run as a daily overnight batch process. Matching can also be run manually as a batch process for a business unit or several vouchers or online for one voucher.

Departments that do not have two-way matching turned on show a Match Status = No Match on the voucher Summary page.
Departments with two-way matching turned on show a Match Status = Ready. Matching will need to be run successfully before this voucher can be approved.

**Matching as a Batch Process:**

**Navigation:** Accounts Payable > Batch Processes > Vouchers > Matching

**Match Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Maximum number of rows to return (up to 300): 300

Run Control ID: begins with

[Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]

Click on Add a New Value
Enter a Run Control ID

**Match Request**

**Find an Existing Value**  **Add a New Value**

**Run Control ID:** [Matching]

**Click Add**

Click Add

**Match Request page opens**

**Enter Description**

**Change Process Frequency = Always Process**

**Click on the drop down arrow next to Options**
• If Business Unit is chosen, then matching will process all vouchers within the business unit that are ready to be matched.
• If Voucher is chosen, then matching will process specific vouchers that are input into the criteria.

**NOTE:** NEVER choose All Business Units. This would run matching for all business units in the State.

Enter Business Unit that matching should be run for.

Click Run
Click on the box next to the Description of AP/PO Matching

Click OK

Click on the Process Monitor link

Click Refresh until the Run Status = Success and the Distribution Status = Posted
Click on the Details link

Click on the Message log link
The message log tells you how many vouchers were selected to match and then how many vouchers matched successfully and how many had errors.

In this example, 0 vouchers matched successfully, and 1 with errors.

To find the voucher(s) that has a matching error run the VT_MER_VCHRS_NOT_POSTED query.

The query gives you the voucher number of the voucher with a Match Exception.

Navigate to the voucher and open the summary page.
Click on the Exceptions link.

**Match Manager**

The Match Manager page opens.

Click on Exceptions Log.
Match Exception Override page opens.

Call Finance Support at 828-0407, option 2, option 2, for further instructions on how to handle Voucher Match Exceptions.
Matching in the Voucher:

**Navigation:** Accounts Payable > Vouchers > Add Update > Regular Entry

Click on Find an Existing Value and enter Vendor ID. Click Search or, if you are in the voucher – as shown below, click on the Invoice Information page.
Click on the drop down arrow and choose Matching.

Click Run

The follow message appears.
Click Yes

Click on the green refresh arrows.

Click on the Summary tab.
Match Status = Matched.

The voucher is now ready to be approved and budget checked for payment.

You have completed the PO Matching Exercise.
Enter an Asset Related Voucher

Situations when this function is used: Entering an Asset related voucher is similar to creating a Regular Voucher with the addition of entering the asset related information within the asset tab of the distribution area. Voucher distribution lines containing Asset Management information are passed directly to the Asset Management module via the Asset Management /AP interface processes.

Required Fields: Vendor ID*  
Vendor Name  
Location  
Address  
Invoice Number*  
Invoice Date*  
Description  
Quantity  
Amount*  
GL Unit  
Account  
Fund  
Department ID  
Pay Terms  
AM Business Unit  
Profile ID

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.
Your default BU will appear in the Business Unit field. Voucher ID will default as NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

**Enter Business Unit**
- Leave as user default or
- Enter appropriate business unit

**Enter Vendor ID**
- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

**Enter Invoice Number**
- Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)

**Note:** If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for
payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletins #5 and #5.5.

**Enter Invoice Date**

- As per the vendor’s invoice

**Enter Gross Invoice Amount**

Click Add
The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- Accounting Date = current date (this must never be changed manually),
- Currency = USD,
- Distribute by = Amount,
- Ship To = default ship to location for your Business Unit,
- GL Unit defaults in.

Scroll down the screen and the Invoice Lines box can be seen.

Enter Line Description
- Enter the description of what you are paying the invoice for
**Enter Quantity**
- Enter the number of items on the invoice

**Enter Account Number**
- Enter the account number or
- Click on the magnifying glass to select from the list

**Enter Fund**
- Enter the fund or
- Click on the magnifying glass to select from the list

**Enter Dept ID**
- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

**Enter Program** (If used by your department)
**Enter Class** (If used by your department)
**Enter Project/Grant** (If used by your department)

![Copy from a Source Document](image)

**Click on the Assets Tab**
Assets tab opens.

**Click on Use One Asset ID**
- Assigns a single Asset ID to multiple distribution lines

**Click on the Asset checkbox**
- New fields open to enter asset information

**Enter Asset Management Business Unit**
- Enter the AM Business Unit or
- Click on the magnifying glass and select from the list

**Enter Asset Profile ID**
- This field determines the depreciation of the asset. Profile id that starts with “E” is used for items with a cost less than $5,000. Profile id that starts with “D” is used for items with a cost of $5,000 or more.

**Leave Asset ID as “NEXT”**
- This allows the AM system to assign the next appropriate Asset_ID for the given Business Unit.
Click Save

Warning Message Appears

You have entered an item valued at $5,000 or more. Should you have documented this item as an asset? If so, please fill in the related asset information.

Click OK
Voucher is saved and a Voucher ID has been assigned. When voucher has been approved and budget checked, batch processes will run overnight to interface the asset information entered on the voucher into the Asset Management module. **The asset will need to be updated in Asset Basic Add to include required information that does not flow in from the Accounts Payable module such as Tag #, Location ID as well as any other information the department chooses to add.**

For more information on assets, review VISION Procedure #1 (the Asset Management Procedure) at: [http://finance.vermont.gov/sites/finance/files/pdf/vision_procedures/VP_1_Asset_Mgmt.pdf](http://finance.vermont.gov/sites/finance/files/pdf/vision_procedures/VP_1_Asset_Mgmt.pdf)
Enter Vouchers to State Agencies Set up as Vendors

**Situation when this function is used:**
The entry and processing of a voucher for an invoice from a Department/Agency that is set up as a vendor is the same as that for any other vendor. Invoice will include vendor number to use.

**Listing of State Departments set up as Vendors and their Vendor Number**

- AHS-Administrative Fund ........................................ 0000073814
- AOT-Dept Motor Vehicles ........................................ 0000133778
- AOT- Central Garage ................................................ 0000266981
- Auditor of Accounts .................................................. 0000073815
- BGS-Catamount Health ............................................... 0000270421
- BGS-Equipment .......................................................... 0000043673
- BGS-Federal Surplus .................................................. 0000043663
- BGS-Fee for Space ....................................................... 0000043672
- BGS-Fleet Management ............................................... 0000147508
- BGS-Insurance ............................................................ 0000043666
- BGS-Insurance-Workers Comp ..................................... 0000043668
- BGS-Liability .............................................................. 0000043667
- BGS-Postal ................................................................. 0000043657
- BGS-Print Shop ............................................................ 0000043658
- BGS-Property Management ......................................... 0000043665
- BGS-Purchasing Card .................................................. 0000045300
- BGS-State Surplus ....................................................... 0000043664
- BGS-State Resource Mgmt Fund .................................... 0000191873
- Criminal Justice Training Council .................................. 0000004454
- DII-GOVNET ............................................................... 0000071432
- FINOPS-Unemployment Comp ...................................... 0000073813
- HR .......................................................... 0000043633
- Information & Innovation-CIT-Telecomm ....................... 0000043669
- Information & Innovation-CIT-Cust Supp .......................... 0000043671
- Information & Innovation-Systems Mgmt ........................ 0000043670
- Libraries ................................................................. 0000075905
- Public Safety .............................................................. 0000073816
- Sec. of State ............................................................. 0000073818
- Tax Dept ................................................................. 0000068723
- VCI ................................................................. 0000041408
- VDOL ................................................................. 0000047023
- VISION/HR Development ............................................ 0000075693
**Navigation:** Accounts Payable>Vouchers>Regular Entry>Add a New Value

Your default BU will appear in the Business Unit field. The Voucher ID will default in as NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

**Enter Business Unit**
- Leave as user default or
- Enter appropriate business unit

**Enter Vendor ID**
- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/ Update > Vendor

**Enter Invoice Number**
- Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)
**Note:** If a vendor’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request.

**Enter Invoice Date**
- As per the vendor’s invoice

**Enter Gross Invoice Amount**

![Invoice details](image)

- **Business Unit:** 01110
- **Voucher ID:** NEXT
- **Voucher Style:** Regular Voucher
- **Short Vendor Name:** LIBRARIES-001
- **Vendor ID:** 0000075905
- **Vendor Location:** MULTIPLE
- **Address Sequence Number:** 1
- **Invoice Number:** 26887
- **Invoice Date:** 05/19/11
- **Gross Invoice Amount:** 88.00
- **Estimated No. of Invoice Lines:** 1

**Click Add**

![Invoice detail table](image)

- **Business Unit:** 01110
- **Voucher ID:** NEXT
- **Vendor:** 0000075905
- **Vendor Name:** LIBRARIES-001
- **Location:** MULTIPLE
- **Address:**
  - Vermont Dept of Libraries Accounting Services
  - 125 State St 2nd Fl
  - Montpelier, VT 05633-7401

- **Invoice Number:** 26887
- **Invoice Date:** 05/19/2011
- **Misc. Amount:**
- **Freight Amount:**
- **Total:** 88.00
- **Balance:** 0.00
The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- Accounting Date = current date (this must never be changed manually),
- Currency = USD,
- Distribute by = Amount,
- Ship To = default ship to location for your Business Unit,
- GL Unit defaults in.

Scroll down the screen and the Invoice Line box can be seen.

**Enter Line Description**
- Enter the description of what you are paying the invoice for

**Enter the Amount under Distribution Lines**
- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

**Enter Account Number**
- Enter account number or
- Click on the magnifying glass to select from the list

**Enter Fund**
- Enter the fund or
- Click on the magnifying glass to select from the list

**Enter Dept ID**
- Enter the Dept ID or
• Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

**Enter Program** (If used by your department)
**Enter Class** (If used by your department)
**Enter Project/Grant** (If used by your department)

The page should now look similar to the one above

**Click on Payments Tab**
Review payment information that defaulted in from the vendor.

**Note:** Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.
Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
Enter Regular Voucher with 1099-M Reportable and Non-Reportable Lines

Situations when this function is used: When a payment is made to a reportable vendor, the user must make sure that the invoice lines on the voucher are marked as reportable and non-reportable as applicable, with the correct withholding class.

What is a “Reportable” Vendor?
A “reportable vendor” is a vendor that is set up in VISION as withholding applicable. This means that payments made to these vendors will be reported on a form 1099-Misc unless the withholding check box is unchecked on the voucher invoice lines.

The State is required by IRS rules and regulations to report certain payments to vendors on a form 1099-Misc. If these payments are not reported correctly, the State may be subject to certain fines and penalties.

It is the departments’ responsibility when entering a voucher to determine if the payment being made is a reportable payment and to make sure that the withholding box, on the voucher invoice lines, is checked or unchecked appropriately and that the withholding class is correct for all reportable invoice lines.

Vendors that are set up in VISION as “reportable” vendors:
The following vendors are set up as “reportable” in VISION because of the potential for them to receive a reportable payment:

- Individuals, Sole Proprietors, Partnerships
  All payments for services to individuals, sole proprietors and partnerships are required to be reported on a 1099-M. Therefore all regular vendors that are individuals, sole proprietors or partnerships are set up as reportable vendors in VISION.

- All Vendors Providing Medical Services
  All payments for medical services including dental and counseling services are required to be reported on a 1099-M. Therefore all regular vendors which provide medical services are set up as reportable vendors in VISION. (With the exception of tax exempt
hospitals and hospitals owned by a government entity – these are not set up as reportable.)

- **All Vendors Providing Legal Services**

  All payments for legal services are required to be reported on a 1099-M. Therefore all regular vendors which provide legal services are set up as reportable vendors in VISION.

  Please note that vendors that are Limited Liability Companies (LLC’s) are set up based on their tax classification (sole proprietor, partnership, or corporation) and follow the rules above.
**Payments that are Reportable vs. Not Reportable:**

The following types of payments are **reportable** to the vendor on a 1099-Misc with the indicated withholding class.

<table>
<thead>
<tr>
<th>Payment Type:</th>
<th>Being Paid To:</th>
<th>Withholding Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services (except medical)</td>
<td>Individuals</td>
<td>07</td>
</tr>
<tr>
<td>Per Diem</td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Witness Fees</td>
<td>Individuals</td>
<td>07</td>
</tr>
<tr>
<td>Expert Testimony</td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Medical and Health Care Services</td>
<td>All vendors (with the exception of tax exempt hospitals or hospitals owned by a government entity)</td>
<td>06</td>
</tr>
<tr>
<td>• includes Dental Services and Counseling Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• does not include medical supplies or pharmaceuticals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney Fees / Legal Services</td>
<td>Attorneys</td>
<td>07</td>
</tr>
<tr>
<td></td>
<td>Law Firms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other providers of legal services</td>
<td></td>
</tr>
<tr>
<td>Gross Proceeds paid in connection with legal services</td>
<td>Attorneys</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Law Firms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other providers of legal services</td>
<td></td>
</tr>
<tr>
<td>Prizes and Awards to non-employees</td>
<td>Individuals</td>
<td>03</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Payment Type:</td>
<td>Being Paid To:</td>
<td>Withholding Class:</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Punitive Damages</td>
<td>Individuals</td>
<td>03</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Rental of Space or Building</td>
<td>Individuals</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Rental of Equipment without an operator</td>
<td>Individuals</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Rental of Equipment with an operator - invoice bills equipment and operator separately</td>
<td>Individuals</td>
<td>Equipment portion = 01</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietors</td>
<td>Operator portion = 07</td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Rental of Equipment with an operator - invoice bills as one price for both</td>
<td>Individuals</td>
<td>07</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>Grants - if paid in conjunction with the vendor providing a service</td>
<td>Individuals</td>
<td>07</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td></td>
</tr>
</tbody>
</table>
The following payments are **not reportable** to the vendor on a 1099-Misc.

<table>
<thead>
<tr>
<th>Payment Type:</th>
<th>Being Paid To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Payments</td>
<td>Tax exempt organizations</td>
</tr>
<tr>
<td></td>
<td>Government Entities</td>
</tr>
<tr>
<td>Services (except medical and legal)</td>
<td>Corporations</td>
</tr>
<tr>
<td>Bonuses</td>
<td>Corporations</td>
</tr>
<tr>
<td>Awards</td>
<td>Corporations</td>
</tr>
<tr>
<td>Punitive Damages</td>
<td>Corporations</td>
</tr>
<tr>
<td>Rents of any kind</td>
<td>Corporations</td>
</tr>
<tr>
<td>Medical and Health Care Services</td>
<td>Tax exempt hospitals</td>
</tr>
<tr>
<td>(includes Dental Services and Counseling Services)</td>
<td>Hospitals owned by a government entity</td>
</tr>
<tr>
<td>Refunds</td>
<td>All vendors</td>
</tr>
<tr>
<td>Reimbursements for meals, lodging, mileage or other expenses</td>
<td>All vendors</td>
</tr>
<tr>
<td>State Benefits (i.e. fostercare, state assistance)</td>
<td>All vendors</td>
</tr>
<tr>
<td>Purchases of Merchandise (including medical supplies and pharmaceuticals)</td>
<td>All vendors</td>
</tr>
<tr>
<td>Telegrams</td>
<td></td>
</tr>
<tr>
<td>Telephone services</td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td></td>
</tr>
</tbody>
</table>
### Payment Type: Being Paid To:

<table>
<thead>
<tr>
<th>Grants - paid as reimbursements</th>
<th>All vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants - state aid</td>
<td>All vendors</td>
</tr>
<tr>
<td>Grants - Scholarship or Fellowship</td>
<td>All vendors</td>
</tr>
</tbody>
</table>

**Please note:** The lists above are not all inclusive - if you are making a payment and are not clear as to whether the payment is reportable on a 1099-Misc or not, please contact Financial Operations for clarification.

**What to do when entering a voucher to a reportable vendor:**

When a voucher is entered to a reportable vendor, a blue **Withholding** link (Transfer to Withholding Detail) will be available on the Invoice Information tab of the voucher.

Above shows a reportable vendor – withholding link is available.
Above shows non-reportable vendor – withholding link not available.

When the blue **Withholding** link is available, the user must determine if the payment being made is a reportable payment. (Please see tables of reportable and non reportable payments above.) If the payment or any part of the payment is not reportable, the user must click on the blue **Withholding** link and uncheck the Withholding Applicable check box for each invoice line of the voucher that is not reportable.
When making a reportable payment, the user must also determine if the withholding class listed on the Withholding Information Page is correct for the payment being made. (Please see table of reportable payments and the applicable withholding class above.) If the withholding class is not correct, it must be changed to the one applicable to the payment being made.

**Exercise 1**

**Enter a Voucher for an Invoice with Reportable and Non-Reportable lines**

**Situation:** An invoice has been received for $556.00 consisting of contractual services in the amount of $500 and mileage in the amount of $56.00.

**Follow steps for entering a regular voucher until the Invoice Information Page**

**On the Invoice Information Page:**

**Enter Line Description**
- Enter the description of what you are paying for on this line of the invoice – in this case “contractual services”

**Change Extended Amount**
- change the Extended Amount to reflect the amount of line 1 that is being paid – in this case $500.00
Change Amount
• change the amount of line 1 to reflect the amount being paid – in this case $500.00

Enter Account Number
• Enter the account number or
• Click on the magnifying glass to select from the list

Enter Dept ID
• Enter the Dept ID or
• Enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list.

Enter Fund
Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)

Scroll all the way to the right of the screen and click on the + box located at the end of the Line under Invoice Lines

NOTE: Please note that reportable and non reportable amounts must be entered on separate invoice lines of the voucher - NOT separate distribution lines. You must click the + box under Invoice Lines not Distribution Lines.

A prompt box will open asking how many rows to add with a default of 1
Click OK

Invoice Line 2 opens. The Amount field populates with the remaining amount that needs to be paid on the voucher.

Enter Line Description
• Enter description of what you are paying on Line 2 – in this case “reimburse mileage”

NOTE: When entering invoice lines for a refund or reimbursement of expense, you must include the word “Refund” or “Reimburse” or “Reimb” in the Invoice Line Description field. This aids Financial Operations in their review of reportable and non reportable payments.

Enter Account Number
• Enter the account number or
• Click on the magnifying glass to select from the list

Enter Fund
• Enter the fund or
• Click on the magnifying glass to select from the list

Enter Dept ID
• Enter the Dept ID or
• Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list.

Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)

This screenshot shows a two-line voucher payable to a reportable vendor. Line 1 is paying $500.00 of contractual services, which is reportable. Line 2 is paying $56.00 of mileage reimbursement, which is not reportable.

Click on Withholding link
Withholding information page opens.

Click on View All to see all of the invoice lines.

Uncheck the “Withholding Applicable” box on line 2 and the “Applicable” box under Withholding Details for line 2.

- This will remove the amount on line 2 (reimbursement) from the 1099-Misc for this vendor
- Leaving line 1 (contractual services) checked will add this amount to the 1099-Misc total for this vendor
The panel should now look similar to the one above.

Click Back to Invoice link
Click Save
• Voucher is saved
• Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page.

If you realize that a payment was marked as withholding or not withholding in error and paid, please contact Ruthellen Doyon at ruthellen.doyon@state.vt.us and let her know so that it can be corrected.

**Exercise 2**

**Enter a Voucher for an Invoice with Reportable Lines - Default Withholding Class is Not Applicable for Payment**

**Situation:** An invoice has been received for $600.00 for the rental of office space.

**Follow steps for entering a regular voucher until the Invoice Information Page**

**On the Invoice Information Page:**
Enter Line Description
• Enter the description of what you are paying for on this line of the invoice – in this case “rent of office space”

Extended Amount
• Entended amount defaults as amount of invoice

Change Amount
• Amount defaults in as amount of invoice

Enter Account Number
• Enter the account number or
• Click on the magnifying glass to select from the list

Enter Dept ID
• Enter the Dept ID or
• Enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list.

Enter Fund
Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/ Grant (If used by your department)
Click on Withholding link

Withholding information page opens – default class is 07

You are paying this vendor for office space. You know from the table above that payments for rental of office space is reported on a 1099-Misc as 01. The class that has defaulted on the payment is 07. You must change the withholding class on this payment so it is reported correctly on a 1099-Misc.

Click the drop down for the Class field above and choose 01.
NOTE: If when changing Class on the Withholding Information page, you find that the appropriate withholding class for the payment is not available, you must send a request to VISION-VendorRequests@state.vt.us to add the withholding class to the vendor. Do not approve or budget check the voucher until the withholding class is added to the vendor and can be changed on the voucher.
The panel now shows class has been changed to 01.

**Click Back to Invoice link**
**Click Save**
- Voucher is saved
  - Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page.

**If you realize that a payment was marked as withholding or not withholding or with the wrong class in error and paid, please contact Ruthellen Doyon at ruthellen.doyon@state.vt.us and let her know so that it can be corrected.**
Enter an Adjustment Voucher

Situations when this function is used: listed below

Receiving a credit on an invoice that has already been paid:
Adjustment vouchers are used to enter Credit Memos from vendors. They are tied to the original voucher by voucher id.

Receiving a credit on an invoice that has not yet been paid:
Adjustment vouchers are used to enter Credit Memos from vendors. They are tied to the original voucher by voucher id and the two can be picked up together for payment of the net amount. Therefore, it is advisable to enter the payment voucher first, so you will have the voucher number to relate to. This should allow the vendor to properly record your payment.

Receiving a credit on an invoice that has a purchase order related to it:
If a Credit Memo comes in from a vendor that has a purchase order related to it, pay the invoice with the purchase order for the full amount. Enter an adjustment voucher for the amount of the credit memo.

Required Fields:
Vendor ID
Vendor Name
Location
Address
Invoice Number
Invoice Date
Amount
GL Unit
Account
Fund
Department ID
Pay Terms
Voucher ID
Line Description
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Your default Business Unit will appear in the Business Unit Field. The Voucher ID will default as NEXT. Voucher Style defaults in as Regular Voucher.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

Choose Voucher Style

- Click on the drop down arrow and choose Adjustments

Enter Vendor ID

- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/ Update > Vendor

Enter Invoice Number
• Enter Vendor’s Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a “PY”)

**Note:** If a vendor’s invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration’s Bulletins #5 and #5.5.

**Enter Invoice Date**
• As per the vendor’s invoice

Click Add

Invoice information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:
  - Accounting Date = current date (this must never be changed manually),
  - Currency = USD,
  - Distribute by = Amount,
  - Ship To = default ship to location for your Business Unit,
  - GL Unit defaults in.
Enter Credit Memo Amount in Total field
  • Enter the amount as a credit (example -25.00 )

Enter Voucher ID - if original Voucher ID is unknown, leave blank
  • Under Copy from a Source Document Enter Voucher ID of original payment or
  • Click on the magnifying glass to select from the list

Click on Copy to Voucher (if you entered the original Voucher ID)

Enter Line Description
  • Enter the description of the credit memo

Enter Amount under Extended Amount
  • Enter the amount as a credit (example -25.00)

Enter Amount under amount in Distribution Lines
  • Enter the amount as a credit (example -25.00)

Enter Account Number from the original voucher

Enter Fund from the original voucher

Enter Dept ID from the original voucher

Enter Program from the original voucher (If used by your department)
Enter Class from the original voucher (If used by your department)
Enter Project/Grant from the original voucher (If used by your department)
The page should now look similar to the one above.

**Click on Payments Tab**

Review Payment information that defaulted in from the vendor.

**Note:** Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

**Note:** The address selected on the payment information page is the address that the payment will be sent to - regardless of what address is on the invoice information page.

**Click Save**
- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
Enter a Journal Voucher

**Situation when this function is used:** A journal voucher is used to correct accounting entries on a previously entered Accounts Payable voucher. It is a zero-balance voucher, and relates to a single identifiable voucher. Journal vouchers are only used to correct entries within one Business Unit. No checks are written as a result of these entries.

If correcting entries need to be made between Business Units you **MUST** do a TSF General Ledger Journal Entry.

**Note:** If a voucher has been corrected by a journal voucher and then the journal voucher needs to be corrected, another journal voucher (**NOT** an ONL journal) can be done. Be sure to make the invoice number unique so that you don't receive a duplicate invoice error. (For example, if the original invoice number was 98985, you could enter it as 98985A.)

**Required Fields:**
- Vendor ID
- Vendor Name
- Location
- Address
- Invoice Number
- Invoice Date
- Amount
- GL Unit
- Account
- Fund
- Department ID
- Pay Terms
- Related Voucher
- Line Description
- Accounting Template
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Your default Business Unit will appear in the Business Unit Field. The Voucher ID will default as NEXT. Voucher Style defaults in as Regular Voucher.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

Enter Business Unit
- Leave as user default or
- Enter appropriate business unit.

Choose Voucher Style
- Click on the drop down arrow and choose Journal Voucher

Enter Vendor ID
- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/ Update > Vendor
Enter Invoice Number
• Enter invoice number from the original voucher

Enter Invoice Date
• As per the vendor’s invoice

Click Add

Invoice information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:
   Accounting Date = current date (this must never be changed manually),
   Currency = USD,
   Distribute by = Amount,
   Ship To = default ship to location for your Business Unit,
   GL Unit defaults in.
Enter the Related Voucher number

- Enter the Voucher ID of the voucher being corrected or
- Click on the magnifying glass to choose from the list

** If you need to enter more than one journal voucher for a voucher correction, enter the Original Voucher ID in the Related Voucher field.
Enter Line Description
  • Enter the description of the journal voucher

Enter Amount for line 1
  • Enter the amount as a **negative amount**

Enter Account Number
  • Enter the account number of the incorrect line from the original voucher

Enter Fund
  • Enter the fund of the incorrect line from the original voucher

Enter Dept ID
  • Enter the Dept ID of the incorrect line from the original voucher

Enter Program (If used by your department)
  • Enter the Program of the incorrect line from the original voucher

Enter Class (If used by your department)
  • Enter Class of the incorrect line from the original voucher
Enter Project/Grant (If used by your department)

- Enter Project/Grant of the incorrect line from the original voucher

Scroll all the way over to the right of the screen and click on the + box located at the end of the distribution line

A prompt box will open asking how many rows to add with a default of 1

Click OK

Distribution Line 2 opens for Invoice Line 1 of the Journal Voucher. All of the chartfield information populates from Distribution Line 1.

The Amount field populates with a debit amount to offset Distribution Line 1.

Enter the correct chartfield information that should have been paid on the original voucher on Distribution Line 2.

Click on the Voucher Attributes Tab
Click on the magnifying glass next to Accounting Template

Click on JRNLVCHR - this **must** be done in order for the journal voucher to create the correct accounting entries.

**NOTE:** If it is realized that the accounting template was not changed, contact Financial Operations to unpost the journal voucher to make the correction.
Click Save

- Journal Voucher is saved

The journal voucher will now need to be approved and budget checked.
How to Set Up Speed Charts

**Situations when this function is used:** Speed charts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own speed charts or they can be set up so that many people in a business unit can use them. Speed charts are effective dated so new chart field information may not be usable in an existing speed chart. You will need to inactivate the existing speed chart and enter a new effective dated speedchart.

Speed charts are Business Unit specific, but can be used on any voucher within the business unit no matter the vendor.

**Required Fields:**
- Set ID
- Speedchart Key
- User ID
- Effective Date
- Description
- Security
- Percent
- GL Unit
- Account
- Fund
- Department ID

**Navigation:** Set Up Financials / Supply Chain > Product Related > Procurement Options > Management > Speed Chart
Speedchart panel opens.

**SetID defaults in as equal to STATE but MUST be changed to your AP Business Unit.**

**Click on the Add a New Value tab**

**Enter SetID:**
- Enter appropriate business unit

**Enter Speedchart Key**
- Enter what you want the speedchart to be called

**Enter User ID**
- Enter your User ID or
- Click on the magnifying glass and select from the list

**Enter the Effective Date**
- Enter the date that you would like the Speedchart to be available for use

![SpeedChart panel](image)

**Click Add**
Speedchart page opens. The information entered on the Add page has populated onto this page. Status defaults in as Active.

**Enter Description**
- Enter a brief description of what the speedchart is used for

**Select the Security that should apply to the speedchart**
- Select Universal if anyone within the business unit should have access to the speedchart or
- Select One User and fill in the user name if only that user should have access to the speedchart
- **The permission option is not used by the State of Vermont**

**Under Speed Charts**
- **Enter Percent that should be applied to row 1**
- Enter GL Unit
- Enter Account
- Enter Fund
- Enter Dept ID
- Enter Program (if used by your dept)
- Enter Class (if used by your dept)
- Enter Project (if used by your dept)
Now, click on the + sign beside row 1 to add a new row.

New row opens.

Fill in percent of split that should be applied to row 2 accounting information.

Under Speed Charts for row 2
- **Enter Percent that should be applied to row 2**
- **Enter GL Unit**
- **Enter Account**
- **Enter Fund**
- **Enter Dept ID**
- **Enter Program** (if used by your dept)
- **Enter Class** (if used by your dept)
- **Enter Project** (if used by your dept)
The percentages between all of the rows must equal 100 percent.

Click Save
Adding a Voucher using a Speed Chart

**Situations when this function is used:** Speed charts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own speed charts or they can be set up so that many people in a business unit can use them. Speed charts are effective dated so new chart field information may not be usable in an existing speed chart.

Speed charts are Business Unit specific, but can be used on any voucher within the business unit no matter the vendor.

**Required Fields:** Business Unit  
Vendor ID  
Vendor Name  
Location  
Address  
Invoice Number  
Invoice Date  
Amount  
Speedchart  
Pay Terms

**Navigation:** Accounts Payable > Vouchers > Regular Entry
Your default BU will appear in the Business Unit field. Voucher ID will be NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

**Enter Business Unit**
- Leave as user default or
- Enter appropriate business unit

**Enter Vendor ID**
- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

**Note:** If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

**Enter Invoice Number**
**Enter Invoice Date**
- As per the vendor’s invoice

**Enter Gross Invoice Amount**

![Voucher Form](image)

**Click Add**
The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

- Accounting Date = current date (this must never be changed manually),
- Currency = USD,
- Distribute by = Amount,
- Ship To = default ship to location for your Business Unit,
- GL Unit defaults in.

Scroll down the screen and the Invoice Lines box can be seen.

Click on the Magnifying Glass next to SpeedChart
Look Up SpeedChart

Send ID: 01110
SpeedChart Key: begins with

Look Up  Clear  Cancel  Basic Lookup

Search Results

View 100  First  1-2 of 2  List

SpeedChart Key Description
SPLIT  Budget & Management
TELEPHONE  Telephone

Select the Speedchart by clicking on the link

Click on View All in the Distribution Lines to see both lines.

The chart field information has automatically filled in on the distribution lines. The amount of the invoice has been split 50/50 as was set up in the Speed Chart.

Enter Line Description
Click on Payments Tab

Review Payment information that defaulted in from the vendor.

**Note:** Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

**Note:** The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
- Gross Amt is now filled in.
Approve a Voucher

Situations when this function is used: A voucher must be approved before it can be budget checked. By approving a voucher you are signing off that it is a valid voucher that needs to be paid. You are also stating that all of the vendor, accounting, and payment information are correct including the amount of the voucher.

Required Fields: Business Unit
Voucher ID

Navigation: Accounts Payable > Vouchers > Approve > Approve Voucher

Voucher Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- Maximum number of rows to return (up to 300): 300
- Business Unit: 
- Voucher ID: 
- Invoice Number: begins with
- Short Vendor Name: begins with
- Vendor ID: begins with
- Name 1: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Your default BU will appear in the Business Unit field.

Enter Business Unit
- Leave as user default or
- Enter appropriate business unit

Enter Voucher ID
- Enter the Voucher ID of the voucher that needs approving (including the leading zero’s) and Click on Search or
- Click on Search to display a list of vouchers that need approving and click on a voucher
Approval page opens. Business Unit, Invoice Number, Vendor, Voucher number, Invoice Date, Vendor ID number and amount all default in. The Payment terms and Vendor Details can be viewed on this page.

Under Approval Information the status of the Voucher is **Pending**.

**Click on the Details link to verify address information**

Remit Vendor Address information appears. Verify that the information is correct.
Click **OK** to return to Approval page

**Click on Line Information tab to verify line details**

![Line Information](image)

Line information page opens

**Click on Charge Information tab to verify chartfield information**

![Charge Information](image)

Charge information page opens. Click View All to display all records. This page displays the chartfield information for each line of the voucher.

**Click on Approval Tab**
Select Approved under Approval Information

Click Save
- The voucher has now been approved and is ready for budget checking.

**Note:** If you wish to approve numerous vouchers that have sequential numbers, click search and choose the first voucher in the list to approve. After the first voucher is approved, click on the ‘Next in List’ button. This will display the next voucher in the list to be approved. This saves steps and the time it would take to go back to the first page and select another voucher.
Budget Check a Voucher Online

**Situations when this function is used:** The budget checking process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers by batch processing. In this example you will budget check a voucher online.

**Required Fields:**
- Business Unit
- Voucher ID
- Action

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry

Click on Find an Existing Value tab
Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Your default BU will appear in the Business Unit field.

**Enter Business Unit**
- Leave as user default or
- Enter appropriate business unit

**Enter Voucher ID**
- Enter the Voucher ID (including leading zeros) of the voucher that needs to be budget checked.

**Click Search**
Voucher Summary page opens.

Confirm for the selected voucher that the Approval Status is ‘Approved’ and the Budget Header status is ‘Not Budget Checked’.

**REMINDER:** Vouchers must be ‘Approved’ before they can be budget checked.

**Click on the Invoice Information Tab**
Invoice Information page opens

Click on the drop down arrow beside Action and choose Budget Checking

Click on Run and the Budget Checking Process is started

The following page opens

Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes  No

Click Yes
Click on the Refresh button.

Once the page is done processing then Click on Summary Tab.

The Budget Header Status now has a status of ‘Valid Budget Check’.
The State of Vermont is not using the Non-Prorated Budget Status so when the voucher is saved this status automatically turns to valid budget check.

If you receive budget check errors see the section on Finding and Fixing Budget Check errors in this manual.
Budget Check a Voucher using a Batch Process

Situation when this function is used: The budget checking process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers by batch processing. In this example you will budget check a voucher thru a batch process. This would be used when there are multiple vouchers for one Business Unit that are ready to be budget checked.

Before batch budget checking, the voucher should be checked to make sure that the information in the voucher is accurate and that the voucher has already been approved.

Note: Things to keep in mind if batch budget checking several vouchers at once

- If the batch says ‘Warning’ on the process monitor at least one or more of the vouchers did not budget check successfully.
- You should be careful that you are only budget checking the vouchers that are ready to be budget checked when setting up the parameters of the batch process.

Required Fields:

- Run Control ID
- Description
- Transaction Type
- Field Name
- Value Type
- From/To
- Server Name

Navigation: Accounts Payable > Batch Processes > Vouchers > Budget Check
Click on Add a New Value tab

- Click on Add a New Value tab if you are running this process for the first time or
- Click on Find an Existing Value tab if you have already set up a run control

Enter a Run Control ID

Click Add
Budget Check page opens

Click on the drop down next to Process Frequency and choose ‘Always Process’

Enter a Description

Click on the magnifying glass next to ‘Transaction Type’
  - Select AP_Voucher from the list

Under Selection Parameters
  - Click on the drop down beside Field Name and select Business Unit
  - Click on the magnifying glass next to ‘From/To’ select the business unit number of the voucher needing budget checking

Click on the + icon
A new row opens

**Under Selection Parameters**
- Click on the drop down beside Field Name and select Voucher ID
- Click on the drop down beside ‘Value Type’ and select Range
- Click on the magnifying glass next to the first ‘From/To’ and select the Voucher ID of the first voucher that needs budget checking or enter the Voucher ID of the first voucher that needs budget checking and be sure to include the leading zero’s
- In the next ‘From/To’ box select the Voucher ID of the last voucher that needs budget checking

Click Run

Process Scheduler Request page opens
Click OK

Budget Check page opens

Click on the Process Monitor link

Process Monitor opens
Click on the Refresh button until the Run Status = Success and Distribution Status = Posted

Click on the Details link

Click on the Message Log link
"Budget_Check_Vouchers". Documents Processed: 00002; Documents with Errors: 00000.

This states that the Budget Checking Process picked up 2 vouchers to budget check and there were 0 vouchers with errors.
Finding and Fixing Budget Check Errors

**Navigation:** People Tools > Process Scheduler > Process Monitor

When your process runs to a Status of **Warning** or **Error**, you need to find out why. These status warnings tell you that there is something wrong with the chartfield combination used in the voucher. Click on Details link beside the budget checking process with an error or warning.
<table>
<thead>
<tr>
<th>Process Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instance:</strong> 5402447</td>
</tr>
<tr>
<td><strong>Name:</strong> FSPIKBDP3</td>
</tr>
<tr>
<td><strong>Run Status:</strong> Warning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Run</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Run Control ID:</strong> Voucher_Budget_Check</td>
</tr>
<tr>
<td><strong>Location:</strong> Server</td>
</tr>
<tr>
<td><strong>Server:</strong> PS UNIX</td>
</tr>
<tr>
<td><strong>Recurrence:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Update Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Hold Request</td>
</tr>
<tr>
<td>- Queue Request</td>
</tr>
<tr>
<td>- Cancel Request</td>
</tr>
<tr>
<td>- Delete Request</td>
</tr>
<tr>
<td>- Restart Request</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request Created On:</strong> 07/21/2011 2:39:05PM EDT</td>
</tr>
<tr>
<td><strong>Run Anytime After:</strong> 07/21/2011 2:39:02PM EDT</td>
</tr>
<tr>
<td><strong>Began Process At:</strong> 07/21/2011 2:39:35PM EDT</td>
</tr>
<tr>
<td><strong>Ended Process At:</strong> 07/21/2011 2:39:50PM EDT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Parameters</td>
</tr>
<tr>
<td>- Transfer</td>
</tr>
<tr>
<td>- Message Log</td>
</tr>
<tr>
<td>- Batch Timings</td>
</tr>
<tr>
<td>- View Log/Trace</td>
</tr>
</tbody>
</table>

Click on Message Log link
This indicates that 1 voucher was selected for processing and 1 voucher has a budget check error.

**Required Fields:** Business Unit

**Voucher ID**

**Navigation:** Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
Enter Business Unit or leave as default

Enter Voucher Id or Click on Search for a list of vouchers.

Select Process Status = Error

Note: If the Search button is clicked and there is only one voucher with a budget check error the voucher will automatically open.

The Exception message is No Budget Exists. There are other budget check errors you may receive, such as:

Ledger group PRMST_EXP - Spending Authority Over Budget
** If you receive this error, you must contact Finance.

Exceeds Budget Tolerance
No Budget Exists

Because each Department has more than one ledger, each ledger shows up on its own line in the Budgets with Exceptions section. In the example, Ledger groups APPROP and ORG have errors associated with them.

Click on the Magnifying glass next to line 2.

The chartfield information that was used in the voucher is shown.

Click OK
Click on Go To icon.

Please select one of the following links:
- Go to Budget Exceptions
- Go to Budget Inquiry

Cancel

Click on Go to Budget Inquiry link to see the budget details.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Exception</th>
<th>Override Budget</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>01110</td>
<td>APPROP</td>
<td>No Budget Exists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01110</td>
<td>ORG</td>
<td>No Budget Exists</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is no budget set up for this fund and dept id combination.

The voucher needs to be fixed regarding the chartfield information so that the voucher will budget check or the budget may need to be fixed so that the voucher will budget check.
Close Vouchers

Regular Vouchers:
Regular Vouchers can be closed by VISION Endusers.

PO Vouchers:
PO Vouchers are not able to be closed. Please place the voucher on Hold, on the Payments page of the Voucher.

If payment has been issued:
- Contact the Treasurer’s Office and ask them to cancel the payment,
- The Treasurer’s Office will then notify Financial Operations personnel, and
- Financial Operations will process a Reversal Voucher against the PO Voucher.

If payment has NOT been issued:
- You must send an email request to Finance Support, at VISION-Helpdesk-FIN@state.vt.us, with your AP Business Unit and PO Voucher ID that needs to be reversed,
- Finance Support will notify Financial Operations personnel,
- Financial Operations will process a Reversal Voucher against the PO Voucher.

Closing a Voucher:
A voucher is closed if it is decided that the vendor should not receive payment. To close a voucher the voucher must be Posted, Unmatched and not selected for payment.

Required Fields:  Business Unit
Voucher ID

Navigation:  Accounts Payable > Vouchers >Maintain > Close Voucher
Enter Business Unit or leave as default

Enter Voucher ID

Click Search

Click on Mark Voucher for Closure
**Note:** The Manual Close Date defaults in as the current date and it should never be changed.

**Click Save**

To complete the Close process the voucher must be posted and budget checked in that order. Both of these options run in the overnight batch process so you can verify the voucher is closed the next day on the Voucher Summary Page.
Delete Vouchers

Situations when this function is used: Vouchers can be deleted if they are open, approved and budget checked. Vouchers cannot be deleted if they are posted.

Required Fields: Business Unit
Voucher ID

Navigation: Accounts Payable > Vouchers> Maintain > Delete Voucher

Enter Voucher ID

Click Search
Click Delete

Warning -- Delete Confirmation (7030,12)
Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

Click OK

Budget transactions related to this voucher have been deleted. (7030,473)
Please review your budget account balance and activity.

Click OK

The voucher has been deleted. Budget checking does not need to run after deleting. The system automatically budget checks the voucher with the delete process and puts the money back into your available balance.
Finalize a PO on the PO Voucher

Situations when this function is used: A purchase order was entered for what ended up being an amount greater than what was needed. The invoice has been received and a PO Voucher has been entered to pay the invoice. The invoice is the final invoice and the remaining encumbrance on the purchase order needs to be liquidated.

Required Fields: Business Unit
Voucher ID

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Your default BU will appear in the Business Unit field.

Click on Find an Existing Value

Enter Business Unit
• leave as default
or
• enter the appropriate business unit
Enter Voucher ID

- enter the Voucher ID associated with the purchase order you need to liquidate

Click Search

Voucher Summary page loads.

Click on Invoice Information tab

Click on Finalize document

Note: If you know that the voucher you are entering against this purchase order is the last voucher to be entered (or maybe the only
voucher) but it is for less than the amount of the purchase order, you may click on the Finalize document icon when entering the voucher once the voucher is saved. The voucher budget checking process will release the remaining encumbrance from the purchase order.

Warning Message below displays

Click YES

Invoice Information page opens again

Click Save

Click on the Summary tab

The Summary page shows that the voucher is still approved but is not budget checked or posted. If a voucher is posted, finalizing a voucher on the purchase order does not cause the voucher to move back to unposted status.
To Budget Check the voucher follow the steps in this manual for budget checking a voucher online.

Once the budget checking process is complete the encumbered balance on the PO is liquidated and spending authority returned to your budget. This can be confirmed by reviewing the PO Accounting Entries (there should be no remaining balance on the PO) or by reviewing your Budget Details.

You can find out more about PO Accounting Entries in the **Purchasing 102 Manual**. More about Budget Details can be found in the **Commitment Control Manual**. Both documents can be found on the Finance website at: [http://finance.vermont.gov/training_ref/VISION_Manuals](http://finance.vermont.gov/training_ref/VISION_Manuals)
Finalize Some PO Lines on the PO Voucher

Situations when this function is used: A purchase order was entered for several items from a vendor; there is more than one line on the purchase order. An invoice has been received and a PO Voucher has been entered to pay the invoice. The invoice is the final invoice for one of the lines on the PO, so any remaining encumbrance on the purchase order (for that line) needs to be liquidated.

Required Fields: Business Unit Voucher ID

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT. The Voucher Style = Regular Voucher.

Click on Find an Existing Value

Enter Business Unit
  • leave as default
or
• enter the appropriate business unit

**Enter Voucher ID**
• enter the Voucher ID associated with the purchase order you need to liquidate

**Click Search**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Invoice Information</th>
<th>Payments</th>
<th>Voucher Attributes</th>
<th>Error Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: 01110</td>
<td>Invoice No: TESTTEA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher ID: 00004830</td>
<td>Invoice Date: 06/01/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher Style: Regular</td>
<td>Gross Amt: 50.00 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract ID:</td>
<td>Pay Terms: Net 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Name: Vermont Correctional Industries/Vermont 103 South Main Street Waterbury, VT 05671-1001</td>
<td>Origin: ONL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Status: Postable</td>
<td>Voucher Source: Online</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match Status: No Match</td>
<td>Post Status: Unposted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval Status: Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Header Status: Not Budget Checked</td>
<td>Entered on: 07/21/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Prorated Budget Status: Valid Budget Check</td>
<td>Created By: TJARVIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERS Type: Not Applicable</td>
<td>Last Updated: 07/21/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close Status Indicator: Open</td>
<td>Updated By: TJARVIS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Voucher Summary page loads.

**Click on Invoice Information tab**
Scroll down to the Invoice Lines section.

In Invoice Lines, click on Finalize Document icon in Line 1.

**Note:** This will finalize **Line 1 ONLY** on the purchase order

Warning Message below displays

```
This action will finalize all eligible distributions for this line. Continue?
(YC30,244)

Yes  No
```
Click YES

Invoice Information page opens again

Click Save

Click on the Summary tab

The Summary page shows that the voucher is still approved but is not budget checked or posted. If a voucher is posted, finalizing a voucher on the purchase order does not cause the voucher to move back to unposted status.

To Budget Check the voucher follow the steps in this manual for budget checking a voucher online.

Once the budget checking process is complete the encumbered balance on the PO Line is liquidated and spending authority returned to your budget. This can be confirmed by reviewing the PO Accounting Entries (there should be no remaining balance on that line of the PO) or by reviewing your Budget Details.
Payment Information on the Voucher

**Situations when this function is used:** To find out if a voucher has been paid, the payment date and the payment reference number.

**Required Fields:** Business Unit  
Voucher ID

**Navigation:** Accounts Payable > Vouchers > Regular Entry > Find an Existing Value

**Enter Business Unit or leave as default**

**Enter Voucher ID**

Click Search
The voucher has been approved and budget checked so that means it is eligible to be picked up in a paycycle.

**Click on Payments Tab**
Under Schedule Payment the Payment Date has been filled in with a date. This is the date the payment was made.

Reference is the number assigned to the payment and is the check number.

If the Payment Date and Reference number had not been filled in that would mean the voucher had not been picked up in a paycycle yet.
Inquire on Voucher Payment Information

**Navigation:** Accounts Payable > Review Accounts Payable Info > Payments > Payment

### Payment Inquiry

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Reference ID</td>
<td></td>
</tr>
<tr>
<td>Payment Status</td>
<td></td>
</tr>
<tr>
<td>Payment Method</td>
<td></td>
</tr>
<tr>
<td>Bank SetID</td>
<td>STATE</td>
</tr>
<tr>
<td>Bank Code</td>
<td></td>
</tr>
<tr>
<td>Bank Account</td>
<td></td>
</tr>
<tr>
<td>Bank Account #:</td>
<td></td>
</tr>
<tr>
<td>Pay Cycle</td>
<td></td>
</tr>
<tr>
<td>Pay Cycle Seq #:</td>
<td></td>
</tr>
<tr>
<td>Remit SetID</td>
<td>STATE</td>
</tr>
<tr>
<td>Remit Vendor</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td></td>
</tr>
<tr>
<td>Vendor Location</td>
<td></td>
</tr>
<tr>
<td>*Amount Rule:</td>
<td>Any</td>
</tr>
<tr>
<td>Amount:</td>
<td></td>
</tr>
<tr>
<td>Currency:</td>
<td></td>
</tr>
<tr>
<td>From Date:</td>
<td></td>
</tr>
<tr>
<td>To Date:</td>
<td></td>
</tr>
<tr>
<td>Max Rows:</td>
<td>300</td>
</tr>
</tbody>
</table>

### Sorting Criteria

<table>
<thead>
<tr>
<th>Sort Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asc</td>
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<tr>
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</tbody>
</table>

Enter Search Criteria

### Payment Inquiry

<table>
<thead>
<tr>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Payment Reference ID</td>
<td></td>
</tr>
<tr>
<td>Payment Status</td>
<td></td>
</tr>
<tr>
<td>Payment Method</td>
<td></td>
</tr>
<tr>
<td>Bank SetID</td>
<td>STATE</td>
</tr>
<tr>
<td>Bank Code</td>
<td></td>
</tr>
<tr>
<td>Bank Account</td>
<td></td>
</tr>
<tr>
<td>Bank Account #:</td>
<td></td>
</tr>
<tr>
<td>Pay Cycle</td>
<td></td>
</tr>
<tr>
<td>Pay Cycle Seq #:</td>
<td></td>
</tr>
<tr>
<td>Remit SetID</td>
<td>STATE</td>
</tr>
<tr>
<td>Remit Vendor</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td></td>
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<tr>
<td>Vendor Location</td>
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<td>*Amount Rule:</td>
<td>Any</td>
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<tr>
<td>Amount:</td>
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<tr>
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</tr>
</tbody>
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Page 162 of 174
Click Search

Payment Method, Amount, Payment Date, Payment Status are all displayed.

Recon Status of “Recon” means that the check has been cashed.

Click on Payment Reference ID to see the vouchers that make up the payment.

Vouchers For a Payment

Bank Name: TD Bank NA
Bank Account #: 5240112748
Pay Cycle: VENDOR Seq Num: 2594
Vendor Name: United Way of Chittenden County
Address: 412 Farrell St Ste 200

Payment Amount: 15,129.02 USD Payment Method: CHK

Back To Payment Inquiry
Pymnt Ref ID: 0002384627
Accounting Date: 07/15/2011
Payment Date: 07/15/2011
Days Outstanding: 0
Payment Clear Date:
Reconcile Date:
Value Date: 07/15/2011
In this case only one voucher makes up the payment amount.
Inquire on Voucher Accounting Entries

**Navigation:** Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

**Reasons why you might use this:**
- To see the entries that journal generated to the GL and find the journal id's;
- When you click view all, you can also see if a voucher has been unposted and posted again;
- To see if a payment has been cancelled and reissued;
- To see if a voucher has been closed.

Business Unit Defaults in

Enter Voucher ID and be sure to include the leading zeros.

**Click Search**
Click on the Chartfields and Journal pages to view more information.

Click on View All to see the Payment part of the accounting entries.

Click on the Chartfields page and the Journal page to view more information.
Voucher Status Report

Situations when this function is used: List vouchers for a business unit based upon statuses selected when extract is run. Report provides invoice, vendor name and statuses for approval, budget check, voucher and payment information by voucher.

Navigation: Accounts Payable > Reports > Vouchers > VT Voucher Status Rpt Extract

Click on Add a New Value (If the first time running report)

Click Add
Enter Business Unit

Enter From Date

Enter Through Date

To narrow your search, select status criteria for Approval Status, Voucher Hold, etc.

Before you click “Run”, you should click “Save” to save the run control ID.

Click Run
Click OK

Click on Process Monitor link
Click Refresh until Run Status = Success and Distribution Status = Posted

You can view this report on screen. If you want to print the report:

**Navigation:** Accounts Payable > Reports > Vouchers > VT Voucher Status Report

Follow the above navigation to run the voucher status report print. **NOTE:** If your left hand menu is displayed, you can click directly on the VT Voucher Status Report print menu option.

**Enter Run Control ID from extract**

**NOTE:** You must use the same Run Control ID that you used for the Voucher Status Extract in order to run the report.
Click Search

To find the Process Instance numbers


Your User ID should default in.

Under Process List, the second column in (Instance) is the Process Instance number you will need to run the Voucher Status report.

Copy and paste this number into the Process Instance box.

Click Run
Click OK

VOUCHER STATUS REPORT

Process Instance: 5402473

Click Run Button to run

Click on Report Manager link
Click on Administration tab

Click Refresh until Status = Posted for the SOV Voucher Status Report.

The first page that opens is a cover page

Click on Arrow for next page
Second page of report opens.

Print the report by clicking on the printer icon.

Month-End Closing Instructions for Accounts Payable can be found at:


A complete listing of reports and queries available in VISION for the Accounts Payable module can be found on the Finance & Management website at:

http://finance.vermont.gov/training_ref/VI SI ON_Manuals/reporting_manual/AP_reports