

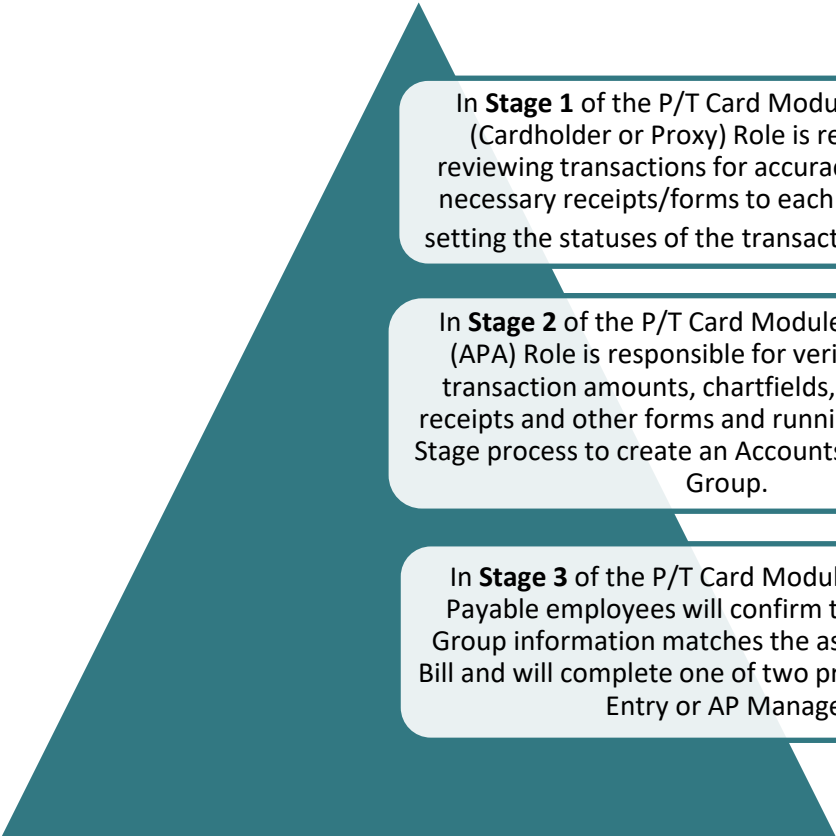
P/T Card: Accounts Payable Roles User Guide

Stage 3 User Guide

2/17/2020

State of Indiana

PeopleSoft 9.2



In **Stage 1** of the P/T Card Module, the Verifier (Cardholder or Proxy) Role is responsible for reviewing transactions for accuracy and attaching necessary receipts/forms to each transaction and setting the statuses of the transactions to Verified.

In **Stage 2** of the P/T Card Module, the Approver (APA) Role is responsible for verification of the transaction amounts, chartfields, attachment of receipts and other forms and running Load Voucher Stage process to create an Accounts Payable Control Group.

In **Stage 3** of the P/T Card Module the Accounts Payable employees will confirm that the Control Group information matches the associated Central Bill and will complete one of two processes: AP Data Entry or AP Manager.

The AP WorkCenter is the recommended navigation for Accounts Payable processes. Direct menu navigation is also available.

AP WorkCenter

Main AP Inq Rpts

Accounts Payable

New WorkCenter Window

Approvals

Vouchers

- Regular Entry
- UnPost Voucher
- Close Voucher
- Quick Invoice Entry
- Control Group Information
- Delete Control Group
- Document Tolerance Exceptions
- Voucher Build Error Detail
- Batch Voucher Approval
- Mass Voucher Approval
- Approval Framework - Vouchers

Verify Control Group - AP Data Entry Role

Select Control Group Information from the AP WorkCenter

Group Information

Enter any information you have and click Search. Leave fields blank for a full search.

Find an Existing Value Add a New Value

Search Criteria

Use Saved Search: [v]

Business Unit = [v] 00090 [Q]

Control Group ID begins with [v] []

Group Control Date = [v] 11/12/2019 [C]

Assigned to = [v] []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete

Enter BU

Enter Group Control Date as the date the APA ran the Load Voucher Stage

Note: If you don't know the exact date, use the BETWEEN search criteria to select a range of dates.

Click Search

The **Gross Amt** should equal the current amount due on the Central Bill. (i.e. Current Charges, Finance Charges and Fees)

The **Nbr of Vouchers** should equal the number of Credit Cards listed on the Central Bill.

Assignment Accounting Vouchering Options **Vouchers** Tax Options

Unit 00090 Group 0000008667

Control Totals

☐ Run a Tape

Gross Amt 5,712.020

Nbr of Vouchers 1

Status

Verified

Actual Totals

Gross Amt 5,712.020

Nbr of Vouchers 1

Differences

Gross Amount Difference 0.000

Voucher Totals Difference 0

Assignment

Assigned to N200202 Nicole Ashworth-090

Assigned 10/24/19 10:13AM

Due 10/24/19 10:19AM Completed 10/24/19 10:13AM

Voucher Numbering

☐ Reserve Voucher Numbers

Starting From 00000000

From the Assignment tab, verify the Gross Amount and Number of Vouchers exactly matches the associated Central Bill. **If not**, please STOP and consult the APA regarding the discrepancy.

Assignment Accounting Vouchering Options **Vouchers** Tax Options

Unit 00090 Group 0000008667

Control Totals

☐ Run a Tape

Gross Amt 5,712.020

Nbr of Vouchers 1

Status

Verified

Assignment

Assigned to N200202

Assigned 10/24/19 10:13AM

Due 10/24/19 10:19AM Completed 10/24/19 10:13AM

Click Vouchers tab to review individual vouchers in the CG

Make Note of CG number for approvals

Update Status to **Verified**

Click **SAVE**

Save Return to Search Previous in List Next in List Notify

Batch Voucher Approval – AP Data Entry Role

Select Batch Voucher Approval from the AP WorkCenter

Voucher Batch Approval Request

Run Control ID

Select Add a New Value tab and enter a run control name. Click ADD (On future navigations, use Find an Existing Value tab and Search for established run control for use.)

Voucher Approval Workflow

Run Control ID 90_Vchr_Batch_Appr [Report Manager](#) [Process Monitor](#)

Run Control Options

*Request ID

Description

From/To Invoice Date

*Process Option

Selection Parameters

	Business Unit	Control Group ID
1	<input type="text" value="00090"/>	<input type="text" value="0000008666"/>

Enter **Request ID** and **Description**

Leave **Invoice Date** blank

Process Option must be Process Control Group

Enter **BU** and **Control Group ID**

Click **RUN**

NOTE: Control Group status must be VERIFIED and all vouchers must be POSTED.

Process Scheduler Request

User ID S026992

Run Control ID 90_Vchr_Batch_Appr

Server Name

Run Date 10/24/2019

Recurrence

Run Time 10:00:21AM

[Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribu
☒	Voucher Approval Framework	VCHR_APRV_AF	Application Engine	Web	TXT	Distribu

OK

Cancel

Select check box for **Voucher Approval Framework**

Click **OK**

Click [Process Monitor](#) hyperlink

Process List

Server List

View Process Request For

User ID S026992

Type

Last

1

Days

[Refresh](#)

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Click Refresh until process runs to Success/Posted

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
☐	21294789		Application Engine	VCHR_APRV_AF	S026992	90_Vchr_Bat ch_Appr	10/24/2019 10:00:21AM EDT	Success	Posted	Details

AP Data Entry Role is complete. Provide Central Bill (Noted with CG number) to the AP Manager for final Agency review and Approval.

Select Mass Voucher Approval from the AP WorkCenter

Voucher Mass Approvals

▼ Search Criteria

Business Unit	00400	Q
Voucher ID		Q
Voucher Source	Procurement Cards	Q
Voucher Style		Q
Invoice Number		
*Approval Status	Pending	
Control Group ID	0000003479	Q

☒ Include On Hold

Supplier Name

Search **Clear**

Create Transmittal Form

Enter BU

Voucher Source: Procurement Cards

Control Group ID: open look up to select

SEARCH

The CG Vouchers returned must be Approved or Denied as a whole.

☒ Select All ☐ Deselect All **Approve** **Deny** **Pushback** **Hold**

Search Results

	Select	Business Unit	Control Group ID	Voucher ID	Approval Status	Supplier ID	Gross Invoice Amount	Transaction Currency	Voucher Style	Voucher Sour
1	☒	00800	0000011415	01422655	Pending	0000087019	321.110	USD	Regular Voucher	Procurement C
2	☒	00800	0000011415	01422654	Pending	0000087019	1010.290	USD	Regular Voucher	Procurement C

☒ Select All ☐ Deselect All **Approve** **Deny** **Pushback** **Hold**

Click Select All

Click APPROVE or DENY

End of AP Manager process.

CG Denial by AP Manager or AOS

If a CG is Denied by the AP Manager or AOS, determine the reason for Denial.

A) **If an attachment is needed on a card transaction or the voucher**, *DO NOT close vouchers and reset the CG.* Attachments can be added at any time, refer to Agency APA to add additional attachments. When a CG is Denied, the CG status is updated to Ready for Review.

To reinitiate the CG:

1) Updated status to Verified/SAVE.

2) Complete the Batch Voucher Approval and Mass Voucher approvals again. *(The original Denial history will still display, but the CG will be able to be resubmitted by the Agency.)*

B) **If ANY voucher chartfields need correction**, *DO NOT close vouchers and reset the CG.* When a CG is Denied, the CG status is updated to Ready for Review.

1) You can then UnPost and make chartfield corrections.

2) Confirm vouchers are Posted again.

3) Update CG status to Verified/SAVE

4) Complete the Batch Voucher Approval and Mass Voucher approvals again.

C) **If the CG was created for an incorrect amount and does not include all** trans for the Bill Date, Vouchers need to be Closed and the Reset process completed. (See specific Reset CC Trans Quick Guide)