

Program Voucher Approval Guide

Below is a list of criteria that will need verified (by program) before the voucher is approved for payment.

1) Supplier information

- a) Supplier ID/name must reflect the supplier listed on the invoice.

2) Invoice information

- a) Invoice dates must be within 30 days of today's date.
- b) Verify the invoice number matches voucher entry.
- c) Purchase order number should be reflected on the invoice.
- d) Service dates must be prior to the invoice submission.
- e) Invoice totals must match voucher payment totals.
- f) Verify the receipts date aligns with the date services were rendered.

3) Purchasing information

- a) Purchase order listed on voucher must reflect the purchase order to use for payment.
- b) Chart fields must reflect funding program wishes to use for payment.
- c) Verify purchase order lines selected for payment. (These lines will need viewed via purchasing module. Each purchase order line selected for payment will have a description, that description should coincide with invoice details)



Employee Self Service



View All



My

Expenses

You are not authorized for this page.

Actions	Alerts
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Voucher Id 00690300 for Business Unit 00400 is awaiting your approval.

Voucher Id 00690299 for Business Unit 00400 is awaiting your approval.

Voucher Id 00690298 for Business Unit 00400 is awaiting your approval.

Voucher Id 00690297 for Business Unit 00400 is awaiting your approval.


Voucher Id 00690296 for Business Unit 00400 is awaiting your approval.

Voucher Id 00690295 for Business Unit 00400 is awaiting your approval.

Voucher Id 00690294 for Business Unit 00400 is awaiting your approval.

Voucher Id 00690293 for Business Unit 00400 is awaiting your approval.

Notification Bell

drop down 

Employee Self Service

Approval Framework - Vouchers

New Window | Help | Personalize Page

Approval | Line Information | Charge Information

Business Unit 00400
Voucher 00690301
Invoice Date 02/28/2022
Voucher

Invoice Number 19114322
Supplier MCKESSON MEDICAL SURGICAL MN
SUPPLY INC
ID 000007329

Voucher Details

Transaction Currency	USD	Terms	35 Days in Arrears
Total	85.200	Approval Status	Pending
Misc Amt	0.000	Added By	M283167
Freight	0.000		Merri A Temple - 00400
Sales Tax	0.000	Attachments (1)	<i>invoice</i>
Use Tax	0.000		
Entered VAT	0.000		

invoice

Details

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STIND	000007329	Remitting Address	03/14/2022	85.200	USD	MCKESSON MEDICAL SURGICAL MN SUPPI

Agency Approvals

BUSINESS_UNIT=00400, VOUCHER_ID=00690301:Pending

Agency Approvals

Pending

Multiple Approvers
AP Manager Approval

AOS Voucher Approval

BUSINESS_UNIT=00400, VOUCHER_ID=00690301:Awaiting Further Approvals

AOS Voucher Approval

Not Routed

Multiple Approvers
AOS Voucher Approval

254 characters remaining

Approval | Line Information | Charge Information

Employee Self Service

Approval Framework - Vouchers

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Approval | Line Information | Charge Information

Voucher Attachments

Business Unit 00400 Voucher ID 00690301

Details

File Name Description User Name Date/Time Stamp

690301.PDF		M283167	Merri Temple	03/14/2022 1:25:37PM
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Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

invoice PDF

STIND	000007329	Remitting Address	03/14/2022	85,200 USD	MCKESSON MEDICAL SURGICAL MN SUPPI
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Agency Approvals

BUSINESS_UNIT=00400, VOUCHER_ID=00690301:Pending

Agency Approvals

Pending

Multiple Approvers

AP Manager Approval

AOS Voucher Approval

BUSINESS_UNIT=00400, VOUCHER_ID=00690301:Awaiting Further Approvals

AOS Voucher Approval

Not Routed

Multiple Approvers

AOS Voucher Approval

254 characters remaining

Submit Approve Deny Pushback Add Comments Hold

Return to Search Notify

Approval | Line Information | Charge Information

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233
 Bill To: 54363445

*Invoice
 COPY*

Invoice

Page 1 of 1

Shipped From: RCHETDPD01
 MCKESSON MEDICAL-SURGICAL INC(URBANCREST
 3500 CENTERPOINT DRIVE STE A
 URBANCREST, OH 43123
 SHIPPED FROM LICENSE: 48000939A

Shipped To: 55240712
 INDIANA DEPT OF HEALTH
 6400 E 30TH ST
 INDIANAPOLIS IN 46219
 REGULATORY LICENSE: 01044142A

INDIANA DEPARTMENT OF HEALTH
 2 NORTH MERIDIAN STREET
 INDIANAPOLIS IN 46204-3021

Payment / Account Balance Inquires 1-800-453-5180
 Phone:
 Customer Service Phone: 1-800-647-7759

Sales Order Number	56961158	Invoice Number	19114322
Sales Order Date	01/07/2022	Invoice Date	02/28/2022
PO Number	00400-0020009843	Payment Due Date	03/15/2022
Sales Rep Name	KEARNS, MICHAEL P	Invoice Amount	\$85.20

Notes: The complete Terms of Sale that apply to this purchase are located at <https://mms.mckesson.com/content/terms-of-sale-primary-care>. Customer is responsible for reviewing the Terms of Sale in full.
 Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com

Invoice Detail

Item Number	Vendor / Vendor Cat #	Description	Ordered	Unit	Shipped	Unit Price	Amount	Sales Tax	Codes (*)
863027	Vendor: MDBADG Vend Cat#: 2685	STICKER, BUTTERFLIES (90/RL) PO LN 13	10	RL	10	5.68	56.80	.00	
Tracking # 1Z4862300389753578									
Shipped: 02/28/2022 From: Columbus Via: UPS GROUND									
884148	Vendor: MDBADG Vend Cat#: 2001P	STICKER, BABY ANIMALS (90/PK) PO LN 16	5	PK	5	5.68	28.40	.00	
Shipped: 02/28/2022 From: Columbus Via: UPS GROUND									

SUB TOTAL	FREIGHT	TAX	AMOUNT
\$85.20	\$0.00	\$0.00	\$85.20

The prices on this invoice may be subject to rebates, credits and other price adjustments. You are obligated to properly disclose and appropriately reflect all discounts, including rebates, in claims and costs submitted to federal and state government health care programs (including Medicare and Medicaid) and to provide this invoice and other discount documentation to government authorities on request, in accordance with all applicable laws and regulations, including 42 USC 1320a-7b(b) and the discount safe harbor. In addition, the purchase of products hereunder may qualify customer for discounts on certain purchases made under a distribution agreement between customer and McKesson Corporation.
 PRICING IS CONFIDENTIAL AND PROPRIETARY.

Invoice

RCHETDPD01

MCKESSON

McKesson Medical-Surgical
 Government Solutions LLC
 9954 Mayland Drive Suite 5176
 Henrico, VA 23233

Account Number	54363445	Date	02/28/2022
Document Number	19114322	Terms	AR NET 15 EOM
Pay This Amount Before	03/15/2022		\$85.20

INDIANA DEPARTMENT OF HEALTH
 2 NORTH MERIDIAN STREET
 INDIANAPOLIS IN 46204-3021

Please contact us regarding electronic payment options at MMS.Treasury@McKesson.com.

Please Remit To:
 MCKESSON MEDICAL - SURGICAL
 PO BOX 936279
 ATLANTA GA 31193-6279

Employee Self Service

Approval Framework - Vouchers

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Approval | **Line Information** | Charge Information

Business Unit 00400
Voucher 00690301
Invoice Date 02/28/2022
Voucher

Invoice Number 19114322
Supplier MCKESSON MEDICAL SURGICAL MN
SUPPLY INC
ID 000007329

Line Number From 1 To 2 Of 2 Fetch

Line Detail

Line	Description	Quantity	Merchandise Amt	Received Date
1	#863027 Medibadge #2685 PS	1.0000	56.800	02/28/2022
2	#884148 Medibadge #2001P	5.0000	28.400	02/28/2022

Return to Search | Notify

Approval | Line Information | Charge Information

*purchase order
line description*

Employee Self Service

Approval Framework - Vouchers

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Approval | Line Information | **Charge Information**

Business Unit 00400
Voucher 00690301
Invoice Date 02/28/2022
Voucher

Invoice Number 19114322
Supplier MCKESSON MEDICAL SURGICAL MN
SUPPLY INC
ID 0000007329

Line Number From 1 To 2 Of 2 Fetch

Details | 1 of 2 | View All

Voucher Line 1 Quantity 1.0000
Description #863027 | Medibadge #2685 | PS Merchandise Amt 56.800
PO Number 0020009843 Receipt Number 0000238469

Accounting Charge Information | 1-1 of 1 | View All

GL Chart

Merchandise Amt	GL Unit	Fund Code	Account	Account Description	Program Code	Department	Budg
56.800	00400	83121	548046	MedVet-Lab Supply	10000	195001	2022

← Chart fields

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Approval | Line Information | Charge Information