



Version	9.0
Document Generation Date	2/24/2009
Last Changed by	Jeff Joy
Status	Final

Creating a Control Group and Vouchers

Navigation

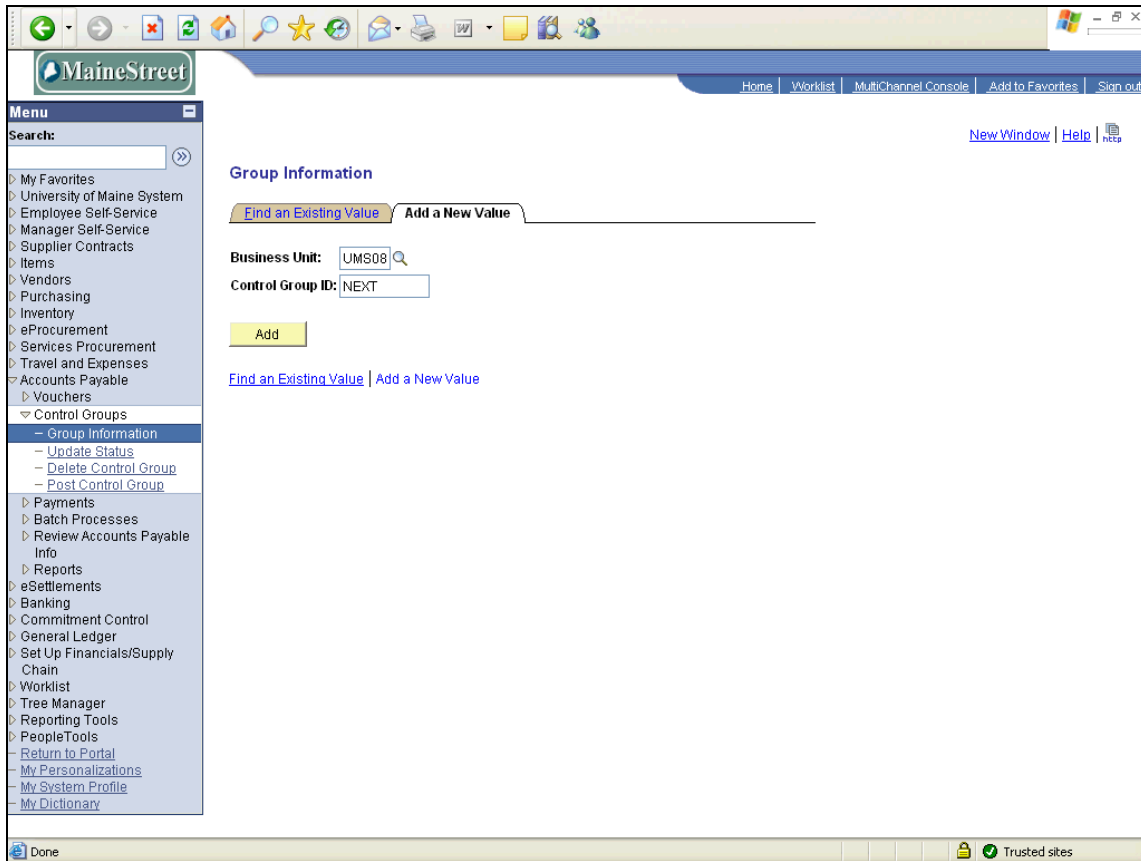
Step	Action
1.	Click the Control Groups link. ▶ Control Groups
2.	Click the Group Information link. Group Information


Procedure

Step	Action
3.	On the Group Information page, click the <i>Add a New Value</i> tab. Add a New Value

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Step	Action
4.	In the <i>Control Group ID</i> field, enter an ID.
5.	Click the Add button. <div style="text-align: center;">  </div>



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

The screenshot displays the 'Assignment' page in the MaineStreet Financials 9.0 application. The page is titled 'Assignment' and includes several sections for data entry and management. The 'Control Totals' section contains a 'Run a Tape' checkbox, a 'Gross Amt' field with a value of 0.00, and an 'Nbr of Vouchers' field with a value of 0. The 'Actual Totals' section shows 'Gross Amt' as 0.00 and 'Nbr of Vouchers' as 0. The 'Differences' section displays 'Gross Amount Difference' as 0.00 and 'Voucher Totals Difference' as 0. The 'Voucher Numbering' section includes a 'Reserve Voucher Numbers' checkbox and a 'Starting From' field with the value 00000000. The 'Assignment' section has fields for 'Assigned to', 'Assigned', 'Due', and 'Completed'. The page also features a 'Save' button, a 'Notify' button, and 'Add' and 'Update/Display' buttons. The left sidebar contains a menu with various options, and the top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out.

Step	Action
6.	On the Assignment page, enter the desired information into the <i>Gross Amt</i> field.

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Financials 9.0: Creating a Control Group and Vouchers



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Assignment | Accounting | Vouchering Options | Vouchers

Unit: UMS08 Group: JJ003

Control Totals		Actual Totals	
<input type="checkbox"/> Run a Tape		Gross Amt	Nbr of Vouchers
Gross Amt:	50.00	0.00	0
Nbr of Vouchers:	0	Differences	
		Gross Amount Difference	0.00
		Voucher Totals Difference	0

Status: Open

Assignment

Assigned to:

Assigned:

Due: Completed:

Voucher Numbering

Reserve Voucher Numbers

Starting From: 00000000

[Assignment](#) | [Accounting](#) | [Vouchering Options](#) | [Vouchers](#)

Done Trusted sites

Step	Action
7.	Enter the desired information into the <i>Nbr of Vouchers</i> field.



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Menu

Search:

- My Favorites
- University of Maine System
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Items
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Travel and Expenses
- Accounts Payable
 - Vouchers
 - Control Groups
 - Group Information
 - Update Status
 - Delete Control Group
 - Post Control Group
 - Payments
 - Batch Processes
 - Review Accounts Payable Info
 - Reports
 - eSettlements
 - Banking
 - Commitment Control
 - General Ledger
 - Set Up Financials/Supply Chain
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My System Profile
 - My Dictionary

Assignment | Accounting | Vouchering Options | Vouchers

Unit: UMS08 Group: JJ003

Control Totals

Run a Tape

Gross Amt: 50.00

Nbr of Vouchers: 2

Status

Open

Actual Totals

Gross Amt	Nbr of Vouchers
0.00	0

Differences

Gross Amount Difference: 50.00

Voucher Totals Difference: 0

Assignment

Assigned to: []

Assigned: []

Due: [] Completed: []

Voucher Numbering

Reserve Voucher Numbers

Starting From: 00000000

Save Notify Add Update/Display

Assignment | Accounting | Vouchering Options | Vouchers

Done Trusted sites

Step	Action
8.	Click on the drop-down arrow in the <i>Status</i> field.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Step	Action
9.	From the drop-down list select Assigned . Assigned



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Financials 9.0: Creating a Control Group and Vouchers

The screenshot shows the MaineStreet web application interface. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The left sidebar contains a menu with categories like My Favorites, University of Maine System, Employee Self-Service, Manager Self-Service, Supplier Contracts, Items, Vendors, Purchasing, Inventory, eProcurement, Services Procurement, Travel and Expenses, Accounts Payable, Vouchers, Control Groups, Payments, Batch Processes, Review Accounts Payable Info, Reports, eSettlements, Banking, Commitment Control, General Ledger, Set Up Financials/Supply Chain, Worklist, Tree Manager, Reporting Tools, PeopleTools, Return to Portal, My Personalizations, My System Profile, and My Dictionary. The main content area is titled 'Assignment' and includes tabs for Accounting, Vouchering Options, and Vouchers. The 'Assignment' section displays the following information:

- Unit: UMS08 Group: JJ003
- Control Totals**
 - Run a Tape
 - Gross Amt: 50.00
 - Nbr of Vouchers: 2
- Status**: Assigned
- Assignment**
 - Assigned to: [Searchable field]
 - Assigned: [Field]
 - Due: [Field] Completed: [Field]
- Actual Totals**

Gross Amt	Nbr of Vouchers
0.00	0
- Differences**

Gross Amount Difference	50.00
Voucher Totals Difference	2
- Voucher Numbering**
 - Reserve Voucher Numbers
 - Starting From: 00000000

Buttons for Save, Notify, Add, and Update/Display are visible at the bottom of the form. The browser status bar at the bottom shows 'Done' and 'Trusted sites'.

Step	Action
10.	In the Assignment section, enter the appropriate emplid into the <i>Assigned to</i> field.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Step	Action
11.	In the <i>Voucher Numbering</i> section, click the Reserve Voucher Numbers checkbox. <input type="checkbox"/> Reserve Voucher Numbers
12.	Click the Save button. <input type="button" value="Save"/>



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Step	Action
13.	From the Financials menu, click the Vouchers link.
14.	Click the Add/Update link.
15.	Click the Regular Entry link.

Business Process Document

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Step	Action
16.	On the Voucher page, enter the appropriate Vendor ID into the Vendor ID field.




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Financials 9.0: Creating a Control Group and Vouchers

The screenshot shows the 'Voucher' form in the MaineStreet application. The form is titled 'Voucher' and has two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields and values:

- Business Unit: UMS08
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Control Group ID: JJ003
- Short Vendor Name: (empty)
- Vendor ID: 0000075665
- Vendor Location: (empty)
- Address Sequence Number: 0
- Invoice Number: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Sales Tax Amount: 0.00
- Misc Charge Amount: 0.00
- Tax Exempt Flag:
- Estimated No. of Invoice Lines: 1

At the bottom of the form, there is an 'Add' button and two links: 'Find an Existing Value' and 'Add a New Value'. The left sidebar shows a menu with various options, including 'Vouchers' and 'Add/Update'.

Step	Action
17.	In the <i>Vendor Location</i> field, click the <i>Look up Vendor Location</i> button. 

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Financials 9.0: Creating a Control Group and Vouchers



The screenshot shows the 'Look Up Vendor Location' screen in the MaineStreet application. The left-hand menu is expanded to show the 'Vouchers' section. The main area contains a search form with the following fields:

- SetID:** UMSYS
- Vendor ID:** 0000075665
- Vendor Location:** begins with [text box]
- City:** begins with [text box]

Buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup' are visible. Below the search form, the 'Search Results' section displays a table with one entry:

Vendor Location	Description	Payment Method	Address Line 1	Address Line 2	Address Line 3	City	State	Postal Code
1AUGUSTA	ORDER FROM	(blank)	83 PINE RIDGE ROAD	(blank)	(blank)	NORTH YARMOUTH ME		04097

Step	Action
18.	Click on the appropriate Vendor Location to select it.



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Step	Action
19.	The Invoice Information page opens. Enter the invoice number into the Invoice Number field.



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

The screenshot shows the 'Invoice Information' tab in the MaineStreet Financials 9.0 application. The interface includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' section contains the following fields and controls:

- Business Unit:** UMS08
- Voucher ID:** NEXT
- Voucher Style:** Regular
- Invoice Number:** TEST555
- Invoice Date:** [Date Picker]
- Action:** [Dropdown] [Run] [Print Invoice]

Below these fields is a 'Copy from a Source Document' section with 'PO Unit', 'Purchase Order', 'Copy PO', and 'Worksheet Copy Option' (set to None).

The 'Vendor' section includes:

- Vendor:** 0000075665
- Name:** YARMOUTH-001
- Location:** 1AUGUSTA
- Address:** 1
- Advanced Vendor Search** (link)
- YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL**
83 PINE RIDGE ROAD
NORTH YARMOUTH, ME 04097

The 'Pay Terms' section includes:

- Pay Terms:** 30 Net 30
- Control Group:** JJ003
- Accounting Date:** 02/06/2009
- Currency:** USD
- Total:** 0.00
- Calculate** (button)

Additional links include 'Basis Dt Type', 'Inv Date', 'Comments(0)', 'Non Merchandise Summary', 'Sales/Use Tax Summary', 'Session Defaults', and 'Advice Comments'. There is also a 'Packing Slip' field.

The 'Invoice Lines' section shows a table with columns: Line, Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. Line 1 is shown with 'Amount' as the distribute by and '0.00' as the extended amount. Below the table are 'Ship To' and 'SpeedChart' fields, and a 'Use One Asset ID' checkbox.

At the bottom, there is a 'Distribution Lines' section with tabs for 'GL Chart', 'Exchange Rate', 'Statistics', and 'Assets'. A 'Copy' button is also visible.

Step	Action
21.	If it is necessary to change the Payment Terms, in the <i>Pay Terms</i> field, click the <i>Look up Pay Terms</i> button.

Business Process Document

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MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help |

Look Up Pay Terms

SetID: UMSYS

Payment Terms ID: begins with

Look Up | Clear | Cancel | [Basic Lookup](#)

Search Results

View All First 1-46 of 46 Last

Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
00	Due Now	Pay-Next Cycle (lose discount)	Single	Vendor
05	Net 5	Due in 5 days	Single	Vendor
07	Net 7	Due in 7 days	Single	Vendor
1%15	1/15 net30	1% discount in 15 days, net 30	Single	Vendor
10	Net 10	Due in 10 Days	Single	Vendor
10/10	10/10Net30	10%discount in 10 days, Net 30	Single	Vendor
10M	10thMonth	Due on the 10th of this month	Single	Vendor
10M10	10Mos10th	10 Months - 10th of each month	Multiple	Vendor
10N	10thNextMo	Due on the 10th of next month	Single	Vendor
11M10	11Mos10th	11 Months - 10th of each month	Multiple	Vendor
12M10	12Mos10th	12months - 10th of each month	Multiple	Vendor
12MON	12 Months	12 Months - end of each month	Multiple	Vendor
15	Net 15	Due in 15 days	Single	Vendor
1D10N	1/10 Net30	1% Discount in 10 days, Net 30	Single	Vendor
2%10T	2% on 10th	2% discount paid on 10th	Single	Vendor
2/15	2/15 Net30	2% discount in 15 days, Net 30	Single	Vendor
20	Net 20	Due in 20 days	Single	Vendor
24MON	24 Months	Pays out over 24 Months	Multiple	Vendor
25	Net 25	Due in 25 days	Single	Vendor
25M	25th	Due on the 25th of this month	Single	Vendor
25N	25th Next	Due on the 25th of next month	Single	Vendor
25OFF	25% Off	25% Discount	Single	Vendor
2D	2/10 Net30	2% Discount in 10 days, Net 30	Single	Vendor
2D20N	2/20 Net30	2% Discount in 20 days, Net 30	Single	Vendor

Trusted sites

Step	Action
22.	From the Search Results list, click on the appropriate Payment Term to select it.



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)
[New Window](#) | [Help](#) | [Customize Page](#)

Invoice Information | **Payments** | **Voucher Attributes**

Business Unit: UMS08 **Invoice Number:** TEST555
Voucher ID: NEXT **Invoice Date:** 02/06/2009
Voucher Style: Regular **Action:**

Copy from a Source Document
PO Unit: **Purchase Order:** **Worksheet Copy Option:** None

Vendor: 0000075665 **Pay Terms:** 00 Due Now **Basis Dt Type:** Inv Date
Name: YARMOUTH-001 **Control Group:** JJ003 [Comments\(0\)](#)
Location: 1AUGUSTA **Accounting Date:** 02/06/2009
Address: 1 [Advanced Vendor Search](#) **Currency:** USD [Non Merchandise Summary](#)
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL **Total:** 0.00 [Sales/Use Tax Summary](#)
 83 PINE RIDGE ROAD [Session Defaults](#)
 NORTH YARMOUTH, ME 04097 [Advice Comments](#)

TIN Type **PO Type**

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Ship To: **SpeedChart:**
 Use One Asset ID

[Sales/Use Tax](#)

Distribution Lines

[GL Chart](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Copy	Amount	Quantity Det	GL Unit	Account	One Unit	Fund	Dent	Program	Class	Bud Ref
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Action
23.	In the Total field, enter the appropriate total amount.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



[New Window](#) | [Help](#) | [Customize Page](#)

Invoice Information | **Payments** | **Voucher Attributes**

Business Unit: UMS08 **Invoice Number:** TEST555
Voucher ID: NEXT **Invoice Date:** 02/06/2009
Voucher Style: Regular **Action:**

Copy from a Source Document
PO Unit: **Purchase Order:** **Worksheet Copy Option:** None

Vendor: 0000075665 **Pay Terms:** 00 Due Now
Name: YARMOUTH-001 **Control Group:** JJ003
Location: 1AUGUSTA **Accounting Date:** 02/06/2009
Address: 1 [Advanced Vendor Search](#) **Currency:** USD
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL
 83 PINE RIDGE ROAD
 NORTH YARMOUTH, ME 04097
Total: 10.00

Basis Dt Type Inv Date
[Comments\(0\)](#)
[Non Merchandise Summary](#)
[Sales/Use Tax Summary](#)
[Session Defaults](#)
[Advice Comments](#)

Packing Slip:

TIN Type **PO Type**

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Ship To **SpeedChart**

Use One Asset ID

[Sales/Use Tax](#)

Distribution Lines

Amount	Quantity Det	GL Unit	Account	One Unit	Fund	Dept	Program	Class	Ref Ref

Step	Action
24.	In the <i>Invoice</i> section, enter an invoice description into the <i>Description</i> field.



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Financials 9.0: Creating a Control Group and Vouchers

The screenshot shows the MaineStreet Financials 9.0 interface. The 'Invoice Information' section includes fields for Business Unit (UMS08), Invoice Number (TEST555), Voucher ID (NEXT), Invoice Date (02/06/2009), and Voucher Style (Regular). Below this is a 'Copy from a Source Document' section with PO Unit, Purchase Order, and Worksheet Copy Option fields. The 'Vendor' section shows Vendor ID (0000075665), Name (YARMOUTH-001), Location (1AUGUSTA), and Address (YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL, 83 PINE RIDGE ROAD, NORTH YARMOUTH, ME 04097). The 'Pay Terms' section includes Pay Terms (00), Control Group (JJ003), Accounting Date (02/06/2009), and Currency (USD). The 'Total' field shows 10.00. The 'Invoice Lines' section has a table with columns: Line, Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. Line 1 is selected with 'Amount' as the distribute by, 'MAGAZINE' as the item, and an extended amount of 0.00. The 'Distribution Lines' section is visible at the bottom with tabs for GL Chart, Exchange Rate, Statistics, and Assets.

Step	Action
25.	Enter the invoice quantity into the Quantity field.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



[New Window](#) | [Help](#) | [Customize Page](#) |

Invoice Information | **Payments** | **Voucher Attributes**

Business Unit: UMS08 **Invoice Number:** TEST555
Voucher ID: NEXT **Invoice Date:** 02/06/2009
Voucher Style: Regular **Action:**

Copy from a Source Document
PO Unit: **Purchase Order:** **Worksheet Copy Option:** None

Vendor: 0000075665
Name: YARMOUTH-001
Location: 1AUGUSTA
Address: 1 [Advanced Vendor Search](#)
 YARMOUTH SCHOOL OF
 ETIQUETTE & PROTOCOL
 83 PINE RIDGE ROAD
 NORTH YARMOUTH, ME 04097

Pay Terms: 00 Due Now
Control Group: JJ003 [Comments\(0\)](#)
Accounting Date: 02/06/2009
Currency: USD [Non Merchandise Summary](#)
Total: 10.00 [Sales/Use Tax Summary](#)
[Session Defaults](#)
[Advice Comments](#)

Packing Slip:

TIN Type **PO Type**

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	MAGAZINE	1	<input type="text"/>	<input type="text"/>	0.00

Ship To **SpeedChart**
 Use One Asset ID

[Sales/Use Tax](#)

Distribution Lines [Customize](#) | [Find](#) | [View All](#) | [First](#)

GL Chart | [Exchange Rate](#) | [Statistics](#) | [Assets](#) | [Print](#)

 Amount **Quantity Det** **GL Unit** **Account** **One Unit** **Fund** **Dept** **Program** **Class** **Ref Ref**

Done

Step	Action
26.	Enter the appropriate unit of measure into the <i>UOM</i> field.



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Financials 9.0: Creating a Control Group and Vouchers

The screenshot displays the 'Invoice Information' and 'Invoice Lines' sections of the MaineStreet Financials 9.0 interface. The 'Invoice Information' section includes fields for Business Unit (UMS08), Invoice Number (TEST555), Voucher ID (NEXT), Invoice Date (02/06/2009), and Voucher Style (Regular). It also features a 'Copy from a Source Document' section with fields for PO Unit and Purchase Order, and a 'Worksheet Copy Option' set to 'None'. The 'Vendor' section shows details for YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL, including its address and contact information. The 'Pay Terms' are set to '00 Due Now', and the 'Control Group' is 'JJ003'. The 'Accounting Date' is '02/06/2009' and the 'Currency' is 'USD'. The 'Total' amount is '10.00'. The 'Invoice Lines' section shows a single line item for 'MAGAZINE' with a quantity of 1 and a unit price of 0.00. The interface includes various navigation and utility buttons such as 'Run', 'Print Invoice', 'Calculate', and 'Advanced Vendor Search'.

Step	Action
27.	Enter the unit price into the <i>Unit Price</i> field.



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Name: YARMOUTH-001
Location: 1AUGUSTA
Address: 1
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL
 83 PINE RIDGE ROAD
 NORTH YARMOUTH, ME 04097

Control Group: JJ003
Accounting Date: 02/06/2009
Currency: USD
Total: 10.00

TIN Type: **PO Type:**

Invoice Lines

Line	Distribute by	Rem	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		MAGAZINE	1	EA	10.00	10.00

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets
UMS08			

Business Unit: UMS08
Voucher ID: NEXT
Print Invoice

Balancing

Invoice Lines	0.000
Misc Charge Amount	
Freight Amount	
Sales Tax Amount	
Total	0.00

Step	Action
29.	In the <i>Distribution Lines</i> section, enter the amount into the Amount field.

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Financials 9.0: Creating a Control Group and Vouchers



Name: YARMOUTH-001
Location: 1AUGUSTA
Address: 1
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL
 83 PINE RIDGE ROAD
 NORTH YARMOUTH, ME 04097

Control Group: JJ003
Accounting Date: 02/06/2009
Currency: USD
Total: 10.00

TIN Type: PO Type
Invoice Lines:

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		MAGAZINE	1	EA	10.00	10.00

Distribution Lines:

Copy Down	Amount	Quantity Pct	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	10.00		UMS08							

Business Unit: UMS08
Voucher ID: NEXT
[Print Invoice](#)

Balancing:
 Invoice Lines: 0.000
 Misc Charge Amount:
 Freight Amount:
 Sales Tax Amount:
 Total: 0.000

Step	Action
30.	Enter the quantity into the Quantity field.



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Name: YARMOUTH-001
Location: 1AUGUSTA
Address: 1
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL
 83 PINE RIDGE ROAD
 NORTH YARMOUTH, ME 04097

Control Group: JJ003
Accounting Date: 02/06/2009
Currency: USD
Total: 10.00

TIN Type: PO Type
Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		MAGAZINE	1	EA	10.00	10.00

Ship To: SpeedChart
 Use One Asset ID

Distribution Lines
 GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Amount	Quantity Pct	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	10.00	1	UMS08							


Business Unit: UMS08
Voucher ID: NEXT
[Print Invoice](#)

Balancing
 Invoice Lines: 0.000
 Misc Charge Amount:
 Freight Amount:
 Sales Tax Amount:
 Total: 0.00

Step	Action
31.	Enter the appropriate ChartField combination.



Business Process Document Financials 9.0: Creating a Control Group and Vouchers

Step	Action
33.	If it is necessary to have a check returned to your campus location, in the <i>Payment Method</i> section of the page, click the <i>Look up Handling</i> button adjacent to the <i>Handling</i> field. 

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Financials 9.0: Creating a Control Group and Vouchers



SetID	Payment Handling	Description	Short Description	Sequence Number
UMSYS 1A	UMA Accounting	UMAACCT	90	
UMSYS 1B	UMA Business Office	UMABUSOF	92	
UMSYS 1M	UMA Mailroom	UMMAILRM	94	
UMSYS 2B	UMF Business Office	UMFBUSOF	80	
UMSYS 2M	UMF Mailroom	UMFMAILRM	88	
UMSYS 2S	UMF Student Refund	UMFSTUD	84	
UMSYS 3B	UMFK Business Office	UMFKBUSOF	70	
UMSYS 3M	UMFK Mailroom	UMFKMAILRM	75	
UMSYS 3S	UMFK Student Refund	UMFKSTUD	78	
UMSYS 4B	UMM Business Office	UMMBUSOF	60	
UMSYS 4M	UMM Mailroom	UMMMAILRM	65	
UMSYS 5A	UM Budget and Business Serv.	UMBUSOF	50	
UMSYS 5L	UM Budget & Business - Library	UMLIBRARY	56	
UMSYS 5M	UM Mailroom	UMMAILRM	58	
UMSYS 5P	UM Purchasing	UMPURCH	54	
UMSYS 6B	USM Bus. Services - Gorham	USMBUSOF	40	
UMSYS 6F	USM Facilities-Portland	USMFACIL	43	
UMSYS 6L	USM-Lew/aub bus office	usmlewbuso	45	
UMSYS 6M	USM Mailroom - Gorham	USMMAILGR	48	
UMSYS 6P	USM Mailroom - Portland	USMMAILPT	44	
UMSYS 6S	USM Student Refund	USMSTUREF	46	
UMSYS 6V	USM-Gorham stud billing	usmaorstub	47	
UMSYS 7B	UMPI Business Office	UMPIBUSOF	30	
UMSYS 7M	UMPI Mailroom	UMPIMAILRM	38	
UMSYS 7S	UMPI Student Refund	UMPISTUD	34	
UMSYS 8A	UMS Accounts Payable	UMSACCTPAY	20	
UMSYS 8B	UC Business Services	UCBUSOF	10	
UMSYS 8C	UC Mailroom	UCMAILRM	15	
UMSYS 8M	UMS Mailroom	UMSMAILRM	25	
UMSYS 8S	SHARED PROCESSING CENTER	UMSHARED	27	
UMSYS 8U	UNET-Computer Center	UMSUNET	29	
UMSYS HD	High Dollar Amount	High\$	99	
UMSYS NC	Do Not Apply Credit	NoCredit	8	
UMSYS RE	Regular Payments	Regular	1	

Step	Action
34.	On the Search Results page, click on the appropriate Payment Handling to select it.



Business Process Document Financials 9.0: Creating a Control Group and Vouchers


The screenshot shows the 'Payment Information' page in the MaineStreet application. The page is titled 'NORTH YARMOUTH, ME 04097'. The 'Payment Information' section includes a 'Scheduled Payment' of 1. The 'Remit to' field is 0000075665, 'Location' is 1AUGUSTA, and 'Address' is 1. The 'Gross Amount' and 'Discount' are both 0.00 USD. The 'Scheduled Due' is empty. The 'Payment Method' section shows 'Bank' as FLBK2, 'Account' as AP, 'Method' as CHK (Check), 'Pay Group' as empty, 'Handling' as 8A, and 'Netting' as N. The 'Schedule Payment' section shows 'Action' as Schedule, 'Payment Date' as empty, and 'Reference' as empty. The 'Payment Options' section shows 'Hold Payment' as unchecked, 'Separate Payment' as unchecked, 'Hold Reason' as empty, and 'Letter of Credit' as empty. The page also includes links for 'Payment Inquiry', 'Holiday/Currency Options', 'Express Payment', and 'Vendor Bank Account'. A 'Payment Note' section is at the bottom.

Step	Action
35.	Click the <i>Save</i> button on the Payments page.
36.	Click the Add button.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Step	Action
37.	On the Voucher page, click the <i>Look up Vendor Location</i> button. 



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Look Up Vendor Location

SetID: UMSYS
Vendor ID: 0000044456
Vendor Location: begins with []
City: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-3 of 3 Last

Vendor Location	Description	Payment Method	Address Line 1	Address Line 2	Address Line 3	City	State	Postal Code
5PURCH	PURCHASING (blank)	(blank)	93 NORRIDGEWOCK RD (blank)	(blank)	(blank)	FAIRFIELD ME	04937	
6PUR	6PUR (blank)	(blank)	93 NORRIDGEWOCK RD (blank)	(blank)	(blank)	FAIRFIELD ME	04937	
8000000926	8000000926 (blank)	(blank)	93 NORRIDGEWOCK RD (blank)	(blank)	(blank)	FAIRFIELD ME	04937	

javascript: submitAction_win0(document, win0, '#ICRow2'); Trusted sites

Step	Action
38.	On the Search Results page, click on the appropriate Vendor Location to select it.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



[Find an Existing Value](#) | **Add a New Value**

Business Unit: UMS08
Voucher ID: NEXT
Voucher Style: Regular Voucher
Control Group ID: JJ003
Short Vendor Name: KLANES ED-001
Vendor ID: 0000044456
Vendor Location: 8000000926
Address Sequence Number: 1
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Sales Tax Amount: 0.00
Misc Charge Amount: 0.00
Tax Exempt Flag:
Estimated No. of Invoice Lines: 1

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
39.	On the Voucher page, enter an invoice number into the Invoice Number field.



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Voucher

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: UMS08

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID: JJ003

Short Vendor Name: KLANES ED-001

Vendor ID: 0000044456

Vendor Location: 8000000926

Address Sequence Number: 1

Invoice Number: TEST866

Invoice Date: [Calendar Icon]

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Sales Tax Amount: 0.00

Misc Charge Amount: 0.00

Tax Exempt Flag:

Estimated No. of Invoice Lines: 1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
40.	Click the calendar icon on the calendar button adjacent to the <i>Invoice Date</i> field to lookup and select the appropriate date.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: UMS08
Voucher ID: NEXT
Voucher Style: Regular Voucher
Control Group ID: JJ003
Short Vendor Name: KLANES ED-001
Vendor ID: 0000044456
Vendor Location: 8000000926
Address Sequence Number: 1
Invoice Number: TEST666
Invoice Date: 02/06/2009
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Sales Tax Amount: 0.00
Misc Charge Amount: 0.00
Tax Exempt Flag:
Estimated No. of Invoice Lines: 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
41.	Enter the Gross Invoice Amount in the <i>Gross Invoice Amount</i> field.
42.	Click the Add button.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Look Up Pay Terms

SetID: UMSYS

Payment Terms ID: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-46 of 46 Last

Payment Terms ID	Short Description	Description	Payment Terms Type	Terms	Applicability
00	Due Now	Pay-Next Cycle (lose discount)	Single		Vendor
05	Net 5	Due in 5 days	Single		Vendor
07	Net 7	Due in 7 days	Single		Vendor
1%15	1/15 net30	1% discount in 15 days, net 30	Single		Vendor
10	Net 10	Due in 10 Days	Single		Vendor
10/10	10/10Net30	10%discount in 10 days, Net 30	Single		Vendor
10M	10thMonth	Due on the 10th of this month	Single		Vendor
10M10	10Mos10th	10 Months - 10th of each month	Multiple		Vendor
10N	10thNextMo	Due on the 10th of next month	Single		Vendor
11M10	11Mos10th	11 Months - 10th of each month	Multiple		Vendor
12M10	12Mos10th	12months - 10th of each month	Multiple		Vendor
12MON	12 Months	12 Months - end of each month	Multiple		Vendor
15	Net 15	Due in 15 days	Single		Vendor
25M	25th	Due on the 25th of this month	Single		Vendor
25N	25th Next	Due on the 25th of next month	Single		Vendor
25OFF	25% Off	25% Discount	Single		Vendor
2D	2/10 Net30	2% Discount in 10 days, Net 30	Single		Vendor
2D20N	2/20 Net30	2% Discount in 20 days, Net 30	Single		Vendor
2D30	2% 30 days	2% Discount in 30 days	Single		Vendor
2MO10	2 Mos 10th	2 Months - 10th of each month	Multiple		Vendor
30	Net 30	Due in 30 days	Single		Vendor
3MO10	3 Mos 10th	3 Months - 10th of each month	Multiple		Vendor
2D	2/10 Net30	2% Discount in 10 days, Net 30	Single		Vendor
2D20N	2/20 Net30	2% Discount in 20 days, Net 30	Single		Vendor

Trusted sites

Step	Action
44.	On the Search Results page, click on the appropriate Payment Term to select it.



Business Process Document Financials 9.0: Creating a Control Group and Vouchers

Step	Action
45.	On the Invoice Information page, enter an item description into the <i>Description</i> field.
46.	Enter the item quantity in the <i>Quantity</i> field.
47.	Enter the appropriate unit of measure into the UOM field.
48.	Enter the appropriate unit price into the <i>Unit Price</i> field.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Vendor: 000004400
Name: KLANES ED-001
Location: 800000926
Address: 1
 KLANES EDUC INFO TRAINING HUB
 93 NORRIDGEWOCK RD
 FAIRFIELD, ME 04937

Pay Terms: 30 NET 30
Control Group: JJ003
Accounting Date: 02/06/2009
Currency: USD
Total: 40.00

TIN Type: PO Type
Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		BOOK	1	EA	40.00	40.00

Distribution Lines

Copy Down	Amount	Quantity	Pct	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	40.00			UMS08							

Business Unit: UMS08
Voucher ID: NEXT
[Print Invoice](#)

Balancing

Invoice Lines	0.000
Misc Charge Amount	
Freight Amount	
Sales Tax Amount	

Step	Action
49.	In the Distribution Lines section, enter the appropriate quantity into the <i>Quantity</i> field.
50.	Enter the appropriate Chartfield combination.



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Invoice Information | **Payments** | **Voucher Attributes**

Business Unit: UMS08 Invoice Number: TEST666
 Voucher ID: NEXT Invoice Date: 02/06/2009
 Voucher Style: Regular Action:

Copy from a Source Document
 PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

TIN Type PO Type

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		BOOK	1.0000	EA	40.00000	40.00

Ship To: SpeedChart: Use One Asset ID

Distribution Lines

Copy Down	Amount	Quantity	Pct	'GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	40.00	1.0000		UMS08	61000		00	8850000			

Balancing

Business Unit: UMS08 Invoice Lines: 0.000
 Voucher ID: NEXT Misc Charge Amount:
 Freight Amount:
 Sales Tax Amount:

Step	Action
51.	When finished, click the Payments tab. <input type="button" value="Payments"/>



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Look Up Handling

[Cancel](#)

Search Results

View All First Last

SetID	Payment Handling	Description	Short Description	Sequence Number
UMSYS 1A	UMA Accounting		UMAACCT	90
UMSYS 1B	UMA Business Office		UMABUSOF	92
UMSYS 1M	UMA Mailroom		UMAMAILRM	94
UMSYS 2B	UMF Business Office		UMFBUSOF	80
UMSYS 2M	UMF Mailroom		UMFMAILRM	88
UMSYS 2S	UMF Student Refund		UMFSTUD	84
UMSYS 3B	UMFK Business Office		UMFKBUSOF	70
UMSYS 3M	UMFK Mailroom		UMFKMAILRM	75
UMSYS 3S	UMFK Student Refund		UMFKSTUD	78
UMSYS 4B	UMM Business Office		UMMBUSOF	60
UMSYS 4M	UMM Mailroom		UMMMAILRM	65
UMSYS 5A	UM Budget and Business Serv.		UMBUSOF	50
UMSYS 5L	UM Budget & Business - Library		UMLIBRARY	56
UMSYS 5M	UM Mailroom		UMMAILRM	58
UMSYS 5P	UM Purchasing		UMPURCH	54
UMSYS 6B	USM Bus. Services - Gorham		USMBUSOF	40
UMSYS 6F	USM Facilities-Portland		USMFACIL	43
UMSYS 6L	USM-Lew/aub bus office		usmlewbuso	45
UMSYS 6M	USM Mailroom - Gorham		USMMAILGR	48
UMSYS 6P	USM Mailroom - Portland		USMMAILPT	44
UMSYS 6S	USM Student Refund		USMSTUREF	46
UMSYS 6V	USM-Gorham stud.billing		usmgorstub	47
UMSYS 7B	UMPI Business Office		UMPIBUSOF	30
UMSYS 7M	UMPI Mailroom		UMPIMAILRM	38
UMSYS 7S	UMPI Student Refund		UMPISTUD	34

Step	Action
53.	On the Search Results page, click on the appropriate Payment Handling to select it.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Invoice Information | Payments | Voucher Attributes

Business Unit: UMS08 Invoice Number: TEST666
 Voucher ID: NEXT Invoice Date: 02/06/2009
 Voucher Style: Regular Action: [Run] [Print Invoice]
 Total: 40.00
 Vendor: KLANES EDUC INFO TRAINING HUB
 93 NORRIDGEWOCK RD
 FAIRFIELD, ME 04937 *Pay Terms: Net 30 [Schedule Payments]

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1
 *Remit to: 0000044456 Gross Amount: 0.00 USD
 Location: 8000000926 Discount: 0.00 USD Discount Denied
 *Address: 1
 KLANES EDUC INFO TRAINING HUB
 93 NORRIDGEWOCK RD
 FAIRFIELD, ME 04937 Scheduled Due: []
 Net Due: []
 Discount Due: []
 Accounting Date: []

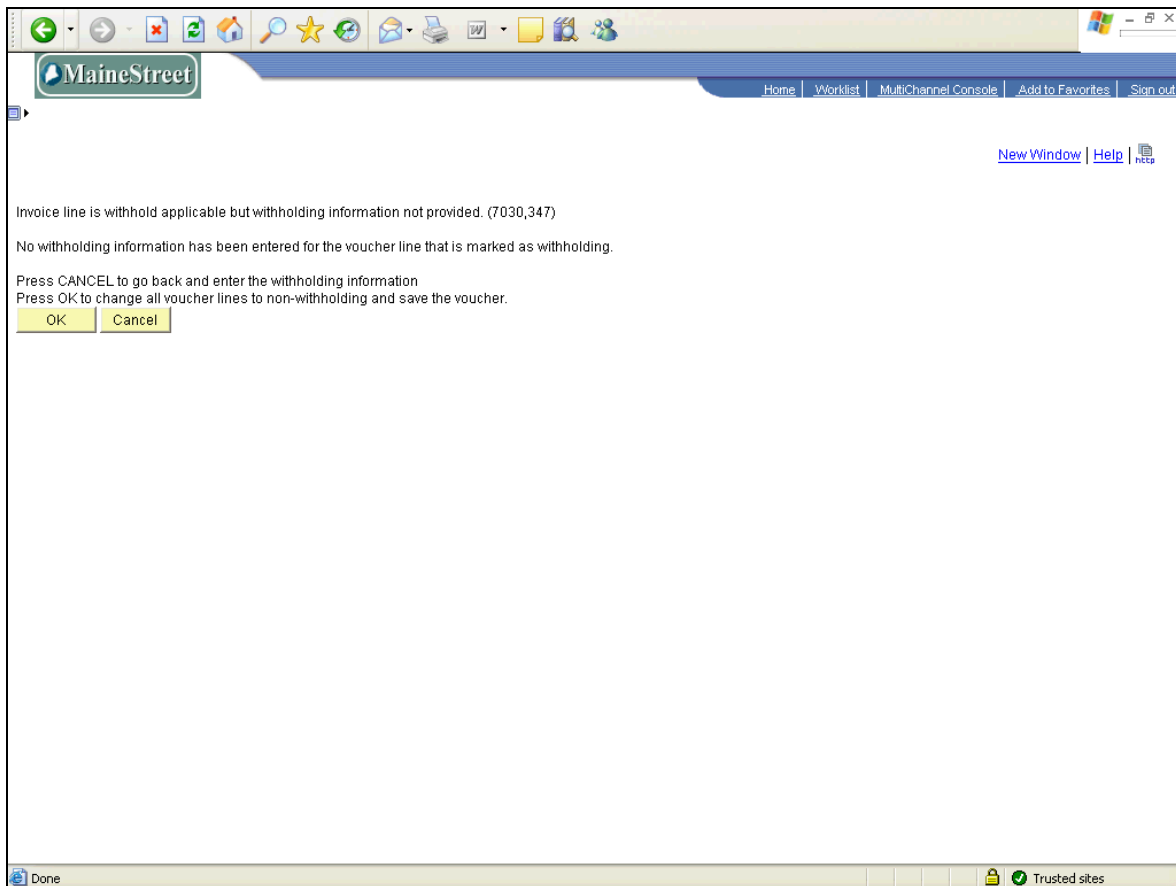
Payment Method

*Bank: FLBK2 Pay Group: []
 *Account: AP *Handling: RE
 *Method: CHK Check *Netting: N
 Message: [] [Messages](#)

Step	Action
54.	Click the Invoice Information tab.
55.	On the Invoice Information page, click the <i>Save</i> button.



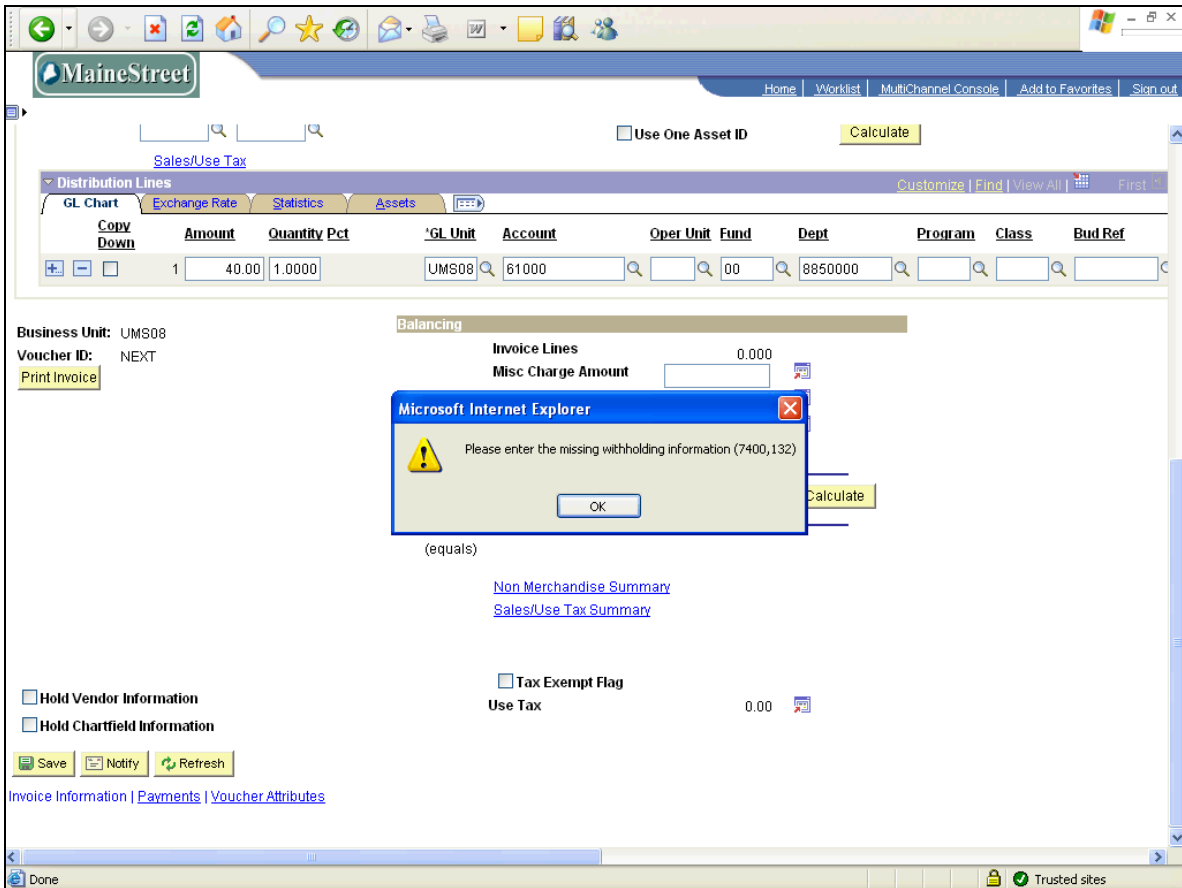
Business Process Document Financials 9.0: Creating a Control Group and Vouchers



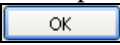
Step	Action
56.	Click the Cancel button. 

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Step	Action
57.	When prompted to enter withholding information click the OK button.





Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Step	Action
58.	On the Invoice Information page, click the Withholding link. Withholding

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#)

Withholding Information

[Back to Invoice](#)

Unit: UMS08 **Invoice:** TEST666 **Vendor:** 0000044456 KLANES EDUC INFO TRAINING HUB
VAT Entity: **Voucher:** NEXT **Date:** 02/06/2009

Withholding Option
 Postpone Withholding

Invoice Line Withhold Information Find | View All First 1 of 1 Last

Line	Description	Withholding Code	*Withholding Applicable
1	BOOK	<input type="text"/>	<input checked="" type="checkbox"/>

Withholding Details Customize | Find | View All First 1 of 1 Last

	'Entity	'Type	'Jurisdiction	'Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Payment	<input type="checkbox"/>

Step	Action
59.	On the Withholding Information page, enter the appropriate code into the <i>Withholding Code</i> field.
60.	Press [Tab] .



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

Withholding Information

[Back to Invoice](#)

Unit: UMS08 Invoice: TEST666 Vendor: 0000044456 KLANES EDUC INFO TRAINING HUB
VAT Entity: Voucher: NEXT Date: 02/06/2009

Withholding Option

Postpone Withholding

Invoice Line Withhold Information

Line	Description	Withholding Code	*Withholding Applicable
1	BOOK	07	<input checked="" type="checkbox"/>

Withholding Details

'Entity	'Type	'Jurisdiction	'Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07			Payment	<input checked="" type="checkbox"/>

Step	Action
61.	Click the Back to Invoice link. Back to Invoice

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Hold Vendor Information
 Hold Chartfield Information

Tax Exempt Flag
 Use Tax 0.00

[Non Merchandise Summary](#)
[Sales/Use Tax Summary](#)

(equals)

(minus) **Total** 40.00

Sales Tax Amount

Freight Amount

Misc Charge Amount

Invoice Lines 0.000

Business Unit: UMS08
Voucher ID: NEXT

Balancing

Copy Down	Amount	Quantity	Pct	'GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
<input type="checkbox"/>	40.00	1.0000		UMS08	61000		00	8850000			

[Sales/Use Tax](#)

Use One Asset ID

Ship To SpeedChart

Line 1 Distribute by Amount Item BOOK Description 1.0000 Quantity EA UOM 40.00000 Unit Price 40.00 Extended Amount

TIN Type PO Type

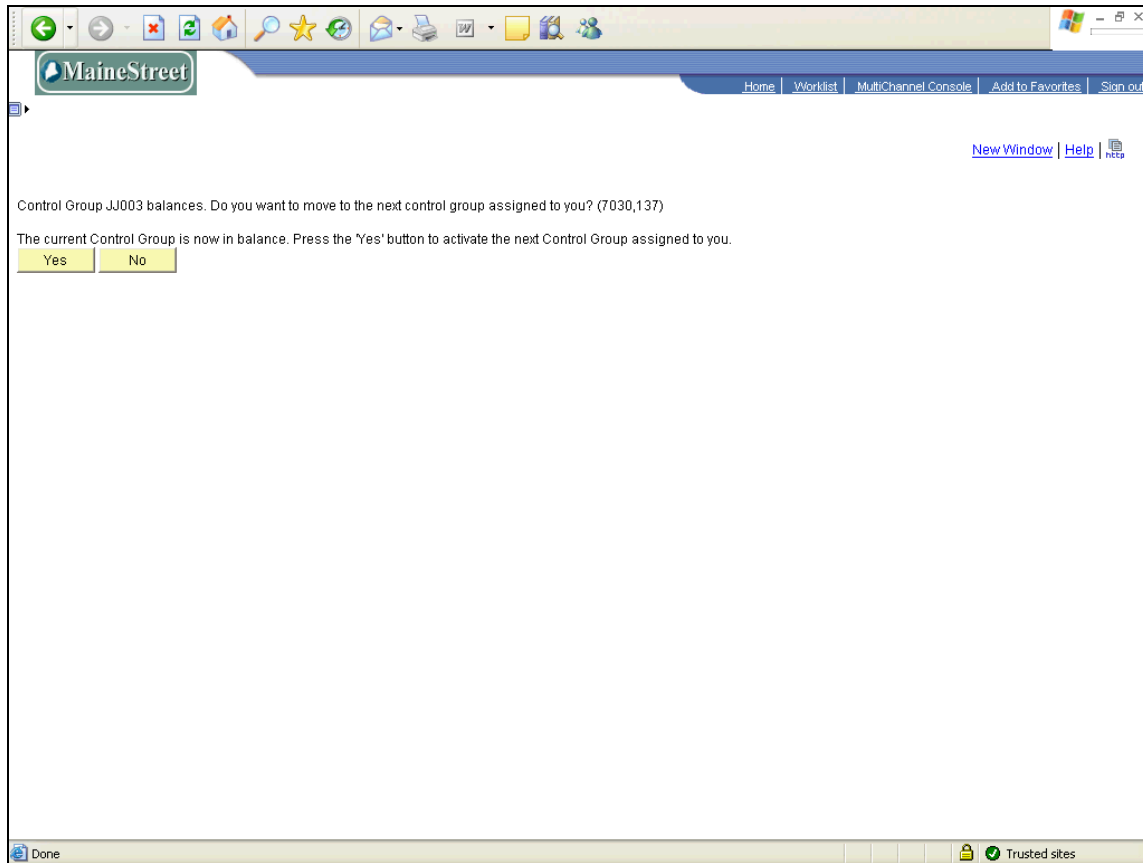
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

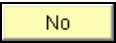
MaineStreet

Step	Action
62.	Click the Save button. <input type="button" value="Save"/>



Business Process Document Financials 9.0: Creating a Control Group and Vouchers



Step	Action
63.	When asked if you would like to proceed to the next control group, click the No button. 



Business Process Document



Financials 9.0: Creating a Control Group and Vouchers

Step	Action
66.	If the Control Group balances, on the Assignment page, click on the drop-down arrow in the <i>Status</i> field.

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Step	Action
67.	Click on Verified from the drop-down menu. 
68.	Click the Save button. 



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

The screenshot shows the 'Vouchers' tab in the MaineStreet Financials 9.0 application. The interface includes a navigation menu on the left, a top navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main content area is divided into several sections:

- Unit:** UMS08 **Group:** JJ003
- Control Totals:** Includes a 'Run a Tape' checkbox, 'Gross Amt: 50.00', and 'Nbr of Vouchers: 2'.
- Actual Totals:** A table showing 'Gross Amt' as 50.00 and 'Nbr of Vouchers' as 2.
- Differences:** Shows 'Gross Amount Difference' as 0.00 and 'Voucher Totals Difference' as 0.
- Status:** A dropdown menu set to 'Verified'.
- Assignment:** Includes 'Assigned to: 0013164 Jeff Joy', 'Assigned: 02/06/09 10:32AM', and 'Due: 02/06/09 10:44AM'.
- Voucher Numbering:** Includes a checked 'Reserve Voucher Numbers' checkbox and 'Starting From: 80029410'.

Buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' are visible at the bottom of the main content area. The browser's address bar shows the URL: [Assignment | Accounting | Vouchering Options | Vouchers](#).

Step	Action
69.	Click the Vouchers tab. Vouchers

Business Process Document

Financials 9.0: Creating a Control Group and Vouchers



Unit: UMS08 Group: JJ003

Assigned to: Jeff Joy Status: Verified

Nbr of Vouchers: Control Gross Amount:

Voucher	Entry Status	Payment Amount	Gross Invoice Amount	Status	Invoice Number	Short Vendor Name
80029411	Postable	40.00	40.00	Unposted	TEST666	KLANES ED-001
80029410	Postable	10.00	10.00	Unposted	TEST555	YARMOUTH-001

Control Total: 2 50.00

Actual Total: 2 50.00

Difference: 0 0.00

Buttons: Save, Return to Search, Notify, Add

Step	Action
70.	Click the Assignment tab. Assignment



Business Process Document

Financials 9.0: Creating a Control Group and Vouchers

The screenshot shows the MaineStreet web application interface. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. A 'Menu' sidebar on the left lists various system functions, with 'Control Groups' expanded to show options like 'Group Information', 'Update Status', 'Delete Control Group', and 'Post Control Group'. The main content area is titled 'Assignment' and displays the following information:

- Unit:** UMS08 **Group:** JJ003
- Control Totals:** Includes a 'Run a Tape' checkbox, 'Gross Amt: 50.00', and 'Nbr of Vouchers: 2'.
- Actual Totals:** A table showing 'Gross Amt: 50.00' and 'Nbr of Vouchers: 2'.
- Differences:** A table showing 'Gross Amount Difference: 0.00' and 'Voucher Totals Difference: 0'.
- Status:** A dropdown menu set to 'Verified'.
- Assignment:** 'Assigned to: 0013164 Jeff Joy', 'Assigned: 02/06/09 10:32AM', and 'Due: 02/06/09 10:44AM'.
- Voucher Numbering:** Includes a checked 'Reserve Voucher Numbers' checkbox and 'Starting From: 80029410'.

At the bottom of the main content area, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. A status bar at the very bottom shows 'Done' and 'Trusted sites'.

Step	Action
71.	End of Procedure.