University of Maine System
Financials

Accounts Payable
PART I: BASIC CONCEPTS ................................................................. 4
A. Introduction to Accounts Payable .................................................. 4
   1. Contents of this Manual .......................................................... 4
   2. Processes in Accounts Payable .................................................. 4
   3. Terminology ............................................................................ 5
B. Using the Financial System .......................................................... 5
   1. Access to the system .............................................................. 5
   2. Navigating: using the left-hand menu and page elements ............. 7
   3. Roles ...................................................................................... 8
C. Working with Vendors ................................................................. 9
   1. Structure of a Vendor Record ................................................... 9
   2. Selecting the Right Ordering and Remitting Addresses ............... 9
   3. Requesting a New Vendor ....................................................... 9

PART II: VOUCHER ENTRY .................................................................. 11
A. The Basics ................................................................................ 11
   1. Introduction to Voucher Entry .................................................. 11
   2. Navigation and the Accounts Payable Home Page ..................... 11
   3. A First Look at Voucher Entry .................................................. 12
B. Entering Vouchers with a Control Group ..................................... 19
   1. Introduction ........................................................................... 19
   2. Creating a Control Group ....................................................... 19
   3. Entering Vouchers Using a Control Group ............................... 21
   4. Budget Checking the Voucher ............................................... 22
   5. Verifying the Control Group ................................................... 23
C. Entering PO-Related Vouchers ................................................... 24
   1. Introduction ........................................................................... 24
   2. Copy PO .............................................................................. 25
   3. The Worksheet Copy Option ................................................... 25
   4. PO Type, Finalize, Force Price .............................................. 27
D. Voucher Entry Shortcuts ............................................................. 28
   1. Speedcharts ......................................................................... 28
   2. Template Vouchers ................................................................ 32

PART III: VOUCHER REVERSAL, ADJUSTMENT AND MAINTENANCE ...... 36
A. Reversal and Adjustment Vouchers ............................................. 36
   1. Reversal Voucher ................................................................... 36
   2. Adjustment Vouchers ............................................................. 38
B. Voucher Maintenance ................................................................. 39
   1. Updating a Voucher ............................................................ 39
   2. Recording a Manual Payment, Putting a Voucher on Hold ........... 40
   4. Unposting a Voucher ............................................................ 44
   5. Manually Closing Vouchers .................................................. 45
   6. Deleting a Voucher ............................................................... 47
C. Miscellaneous Topics ................................................................. 48
PART IV: INQUIRIES AND REPORTS.......................................................... 58

A. Introduction .................................................................................. 58

B. A Sampling of Inquiries ................................................................ 59
   1. Voucher Inquiry ........................................................................ 59
   2. Voucher Accounting Entries .................................................... 60
   3. Voucher Document Status ....................................................... 61
   4. Match Manager ........................................................................ 61
   5. Payment Inquiry ...................................................................... 61
   6. Vendor Aging .......................................................................... 63
   7. Vendor Current Balance ......................................................... 63

C. Reports ....................................................................................... 65

APPENDIX ......................................................................................... 71

A. Glossary ....................................................................................... 71

B. Payment Terms ........................................................................... 72

C. PO Codes .................................................................................... 73

D: The Worklist ............................................................................. 73
Part I: Basic Concepts

A. Introduction to Accounts Payable

1. Contents of this Manual
This manual is intended to provide all the information you need to perform accounts payable functions. It includes an introductory section that contains general information about the Financial system, a section on regular voucher entry, and a final section on voucher management and inquiry tools.

2. Processes in Accounts Payable
Life cycle, budget checking, encumbrances, posting, payments
3. Terminology
In Financials Accounts Payable we use the following terms:

- **Business Units**
- **Vendor**
- **Voucher**
- **Control Group**
- **Speedchart**
- **Set ID**

- **Business Unit** – Financial System term for a campus. Each business unit acts as a separate area of control.
- **Vendor** – The party being paid.
- **Voucher** – Once an invoice is entered into the system it is considered a voucher. A voucher contains invoice and payment information.
- **Control Group** – Used to group vouchers together for the purpose of controlling voucher input. Batch Voucher input is a common use of a Control Group. Only Non-PO Vouchers can be entered using a Control Group.
- **Speedchart** – Is used as a template to help speed up the data entry of distribution lines.
- **SetID** – Our SetID is **UMSYS**. This is like a business unit number but allows shared records system wide. A good example of this is our Vendor table.

**B. Using the Financial System**

1. Access to the system
Access is through the **Portal**. This is the same Portal used for the Human Resources system, for example to enter vacation and sick leave hours. Use a web browser such as Internet Explorer and enter the URL:

   [http://www.maine.edu](http://www.maine.edu)
Click the link labeled “Employee Access.”

You will see a login page. Enter your primary UMS userid and password and click the **Sign In** button.

The resulting web page will have a menu on the left hand side.
This is the portal menu:

Click the “Enterprise Applications” menu item to open the submenu. Then click “Financials” to enter the Financial system.

Navigation:

**Enterprise Applications > Financials**

The notation above means: “In the menu, click the Enterprise Applications item. Then in the submenu that appears, click the Financials item.”

The Financial system will appear. In this window, the left-hand menu contains items associated with Purchasing, Vendors and so on.

The menu you see when you are in the Financial system will be tailored to your role or roles. Staff with different roles will see slightly different menus. But the menu you see should give you access to all the tasks you need to perform.

Note that you use your UMS account user name and password to sign on via the *portal*. However, once you are in the Financial system you will use *employee ids (emplids)* to specify individuals.

2. **Navigating: using the left-hand menu and page elements**

The left-hand menu contains submenus and links to pages where
you do work. A submenu is marked with a little triangle next to its name. Clicking the triangle will open up the submenu so you can see its items. Those items may be more menus or they can be links to pages.

Page links are blue and have a dash rather than a triangle before their names.

If you click a page link, the page will open in the right hand part of your screen, and you can use the page to perform a task. To move on to another task, click in the left-hand menu.

When you have a page open, you can “collapse” the menu to give yourself more room to work. Click the collapse button. The collapse button changes to an “expand” button.

To expand the menu again, click the expand button.

The system uses standard icons and other page elements to help you enter data. It also allows you to customize how certain keyboard keys such as the

Tab key behave.

3. Roles
In the UMS Financial System, each staff member with a responsibility in financials is assigned one or more roles. A role determines what tasks the staff member can perform in the system and what information he or she can view. This manual covers the tasks and access capabilities associated with the Accounts Payable role.
C. Working with Vendors

1. Structure of a Vendor Record
In the past, each campus maintained its own list of vendors. In the new Financial system, there is one combined vendor file for all campuses to use. Each vendor has one vendor record in the file.

A vendor record contains the vendor name, ordering and remitting addresses used by the various campuses, 1099 data, and the vendor’s preferred settings for shipping, freight charges, etc.

2. Selecting the Right Ordering and Remitting Addresses
Because campuses may use different ordering and/or remitting addresses for a given vendor, each vendor record must contain all addresses used by any campus. To make it easy for a campus to find which addresses to use for a given vendor, location pages are provided in the vendor record.

Each location page is associated with a campus; the ID of the location page starts with the campus Business Unit number (1 for UMA, 5 for UM, etc.). The location page for a campus lists the vendor address page used for ordering by that campus, and the address page used for remitting.

Some vendors may have several location pages for a given campus – in that case, the location ID starts with the campus business unit number and also contains a descriptive name, for example a department name.

Whenever you need to specify vendor information, you must provide the vendor ID or name, and the ID of the location page for your campus.

3. Requesting a New Vendor
You can request that a vendor be added to the vendor file. The request will be reviewed by someone who has the Vendor Creation role. If the new vendor is approved, a Vendor Creator will add any needed information, such as 1099 data, and will create the vendor record.
To make the request, navigate:  
**University of Maine System > Vendors > Setup/Maintenance > Create Request**

You get the page shown at right:

Make sure that the SetID is UMSYS.

Click .

You get a New Vendor Form page with two tabs: Identifying Information and Address:

Enter all the data you have in the Identifying Information page, click the Address tab and enter information there. When done, click the button to submit the request.
Part II: Voucher Entry

A. The Basics

1. Introduction to Voucher Entry

The Voucher screens in the UMS Financial system allow you to create and maintain invoice and payment information for vendors. The following is the data required to complete a voucher:

- Vendor Information including Location.
- Accounting Date – defaults to current date.
- Invoice Number and Date.
- Invoice Total.
- Payment Terms
- Invoice lines, including chartfield data.

The voucher can contain as many lines as needed to list the individual items invoiced, with their descriptions, quantities, units of measure and unit prices. Each invoice line contains its own chartfield data.

There are four voucher “styles”: Regular Voucher, Adjustment Voucher, Template Voucher and Reversal Voucher. Invoices are entered as regular vouchers. Templates are an efficiency tool to make data entry easier. Adjustment and reversal vouchers are used to modify existing vouchers, and will be discussed in Part III of this manual.

There are two ways to enter a regular voucher: with or without a control group. Control groups are used for vouchers that don’t have an associated purchase order. PO-related vouchers do not use control groups.

We will look at each method in sections B and C below.

2. Navigation and the Accounts Payable Home Page

You can access voucher entry from the Financials menu in two ways:

Accounts Payable > Vouchers > Voucher Entry

or

Accounts Payable > Accounts Payable Home Page > Vouchers’ Home > Voucher Entry

The Accounts Payable Home Page is a very convenient page where you will find all the links you need to perform your accounts payable tasks. Here is an image of the AP Home Page:
3. A First Look at Voucher Entry

In this section we will look at the voucher entry forms and how to fill in the required data. We will do this in a general way without specifying whether the voucher is using a control group or has an associated purchase order.

Please remember that EVERY voucher must be entered either by using a control group or must have an associated purchase order. In the following sections we will go into detail on how to use a control group and how to handle a PO voucher.

Navigate:

Accounts Payable > Accounts Payable Home Page > Vouchers’ Home > Voucher Entry

You will see the following page. This page has two “tabs”: one is used to search for an existing voucher and the other is for creating a new voucher. We want to create a new voucher.
The **Add a New Value** tab should be selected; if not, click it.

The following page will appear:

Your Business Unit will be entered automatically. Leave the Voucher ID set to "NEXT".

Click Add.
As you can see, there are several pages or tabs. In most cases, the Invoice Information page (shown above) is the only place where you will enter data. Data will default into the Payments, Voucher Attributes and Accounting Information pages.

The Invoice Information page has several fields that must be filled in: Invoice Number, Invoice Date, Pay Terms, Total, Vendor ID and Location, at least one Invoice Line with Description, Quantity, Unit of Measure (UOM), Unit Price, and Chartfields. The Accounting Date is filled in automatically.

The Comments link at the top of the page brings up a comments field where you can read existing comments on this voucher and add more. If this is a PO-related voucher and the requisitioner entered comments directed to Accounts Payable, you will see those comments in this field.

The Freight Amt field is discussed in the "Miscellaneous Topics" section in Part III. The Misc Amt field is not used.

The University System uses only one currency: USD. We do not use the Sales Tax and SUT/VAT entries and links.

More Invoice Lines can be added as needed. To add more Lines, click the button on the upper right of the original Line. In each line, enter the description,
quantity, UOM, and Unit Price. The Extended Amount will be calculated and filled in by the system. The Item field and the “Use one Asset ID” checkbox are not used.

Each Invoice Line can have multiple chartfield (Distribution) lines; scroll to the right to find the button to add more. This enables you to distribute the charge for an invoice line across multiple chartfield combinations. Later we will see how you can use a Speedchart to streamline the chore of filling in chartfield data.

Some chartfield data will be filled in automatically based on your ID, for example the GL Unit (Business Unit). Any default values can be changed. Required chartfields are: GL Unit, Account, Department and Fund. Some campuses or departments may use additional chartfields such as Class.

If you have multiple distribution lines (chartfield combinations) for an invoice line, you can distribute the charge for that line across the chartfield combinations either by amount (dollar amount), by percent or by quantity. You select this using the pull-down menu:

If you select “Amt,” you specify a dollar amount in each distribution line, and the sum of the dollar amounts must equal the Extended Amt field in that invoice line. If you select “Pct,” you enter the percentage on each distribution line. If you select “Qty,” you specify a quantity for each distribution line where the sum of the quantities must equal the Quantity field of the invoice line.

When you click the button, the system assigns a Voucher ID number to the voucher. Voucher IDs always start with the campus Business Unit number. The next image shows an example of a saved voucher:
In the above screenshot note the "Withholding" link. This appears because the selected vendor has 1099 information in its vendor record. Clicking that link brings up a page similar to this one:

Enter the Withholding Code or select it using the lookup button. This will automatically fill in the Entity, Type, etc. fields.
The additional tabs on the Distribution Line are not used:

The other tabs or pages on your voucher are automatically filled in based on the Invoice Information page and system defaults for payments and banks.

The following are views of the remaining tabs on our voucher. Later in the manual we will see how some of the data on these pages can be changed.

**Payments Tab View:**
Voucher Attributes Tab View:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>UMS08</td>
</tr>
<tr>
<td>Invoice</td>
<td>12354</td>
</tr>
<tr>
<td>Vendor</td>
<td>Party People</td>
</tr>
<tr>
<td>Voucher</td>
<td>800000180</td>
</tr>
<tr>
<td>Date</td>
<td>04/25/2005</td>
</tr>
<tr>
<td>ID</td>
<td>0000000001</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Postable</td>
</tr>
<tr>
<td>Close Status</td>
<td>Open</td>
</tr>
<tr>
<td>Header Budget Status</td>
<td>Valid</td>
</tr>
<tr>
<td>Approve Status</td>
<td>Approved</td>
</tr>
<tr>
<td>ERS Type</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Voucher Source</td>
<td>Online</td>
</tr>
<tr>
<td>Entered User ID</td>
<td>STRAIN21</td>
</tr>
<tr>
<td>Entered by</td>
<td>STRAIN25</td>
</tr>
<tr>
<td>Transaction Currency</td>
<td>Table USD USD USD USD USD USD</td>
</tr>
<tr>
<td>Self Pay Invoice</td>
<td>Group Vouchers (Auto-Flagged)</td>
</tr>
<tr>
<td>Voucher Processing</td>
<td>Post Voucher</td>
</tr>
<tr>
<td>Prepay Voucher</td>
<td>Close Voucher</td>
</tr>
<tr>
<td>Reimbursable Voucher</td>
<td>Delete Voucher</td>
</tr>
<tr>
<td>Prepayment Reference</td>
<td></td>
</tr>
<tr>
<td>Automatically Apply Prepayment</td>
<td></td>
</tr>
<tr>
<td>Letter of Credit</td>
<td></td>
</tr>
<tr>
<td>Tax Group</td>
<td></td>
</tr>
<tr>
<td>Tax Payor Type</td>
<td></td>
</tr>
</tbody>
</table>

Accounting Information Tab View:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>UMS08</td>
</tr>
<tr>
<td>Invoice</td>
<td>12354</td>
</tr>
<tr>
<td>Vendor</td>
<td>Party People</td>
</tr>
<tr>
<td>Voucher</td>
<td>800000180</td>
</tr>
<tr>
<td>Date</td>
<td>04/25/2005</td>
</tr>
<tr>
<td>ID</td>
<td>0000000001</td>
</tr>
<tr>
<td>Accounting Template</td>
<td>STANDARD</td>
</tr>
<tr>
<td>Account At</td>
<td>Gross</td>
</tr>
<tr>
<td>Status</td>
<td>No Match</td>
</tr>
<tr>
<td>Pay UnMatched Voucher</td>
<td></td>
</tr>
</tbody>
</table>
B. Entering Vouchers with a Control Group

1. Introduction
A Control Group is used to group vouchers together into a batch for the purpose of verifying voucher data entry. Only non-purchase order vouchers can be entered using a Control Group.

You create the control group, specifying a name (personal to you), the number of vouchers to be entered in the group, and the total dollar amount of the vouchers. You assign the group to yourself, and if you want, you can reserve a set of consecutive voucher IDs for your group. The control group is “open” until you have entered all the vouchers for it.

When you start entering a new voucher, the system will automatically assign the voucher to your open control group. If you don’t want the voucher assigned to the group, you must be sure to remove the control group ID from the voucher (see below how to do this).

Once you have entered all the vouchers, the system will display a message telling you that the control group is balanced (that is, the correct number of vouchers have been entered and the totals match what you specified when you created the group). When a control group is balanced, you “verify” it to complete the process.

2. Creating a Control Group

Navigation to create a new Control Group (or view an existing one):

Accounts Payable > Control Groups > Group Information
On the Group information page make sure the tab is selected and you have the proper business unit. In the Control Group ID field you need to replace the word NEXT with a batch number. Check with your supervisor for standards your campus uses for batch numbers. Click the button. The Assignment page will appear.
Fill in the Gross Amt field with the total dollar amount for all the vouchers to be entered using this control group. Fill in the Nbr of Vouchers. Use the pull down menu to set the Status to Assigned and click the Reserve Voucher Numbers check box. In the Assignment box you must select an Assigned to employee ID. Normally you would use your own employee ID there. Click the button.

The Assigned and Due date fields will default in as well as the starting number for the vouchers you have reserved for this group. The “Run a Tape” check box brings up a little calculator you can use to add up the dollar amounts of the invoices in the group (you may find that a real calculator works faster).

The Vouchers Tab will list the vouchers created using this Control Group. This is a good Inquiry screen for your Control Groups.

3. Entering Vouchers Using a Control Group
Once you have created a control group (you have an “open” control group), you can enter vouchers using it. A control group is “open” as long as you haven’t entered all the vouchers associated with it.

Navigate:
Accounts Payable > Accounts Payable Home Page > Vouchers’ Home > Voucher Entry

As we saw before, you get:
Fill in the Control Group ID. If necessary use the lookup button to see what open control groups you have (normally, there would only be one). Fill in as much of the remaining data as you wish – for example, fill in or look up the Vendor ID, fill in the Invoice Number and Date, etc. Click to bring up the voucher page. Any data you filled in before clicking Add will appear in the new voucher.

Fill in the remaining required data in the voucher Invoice Information page (refer to the previous section for details). Click to save.

4. Budget Checking the Voucher
After saving your new voucher, you must budget check it. At the top right of the Invoice Information page, you will see that the Budget Status is “Not Chk’d”:

To budget check the voucher, click the button. The Budget Status will change to “Valid.”
5. Verifying the Control Group

When you finish entering the last voucher in a control group, the system displays a message telling you that the group is “balanced” – assuming you didn’t make any mistakes! A group is balanced if you have entered the right number of vouchers and the total dollar amount for those vouchers adds up to the gross amount you specified when you created the control group.

If you have entered all the vouchers, but the group does NOT balance, you will have to double-check the dollar totals and make any necessary corrections to the vouchers and/or the control group.

Once the group balances, you must set the group’s status to “Verified.” Before you do this, make sure that all the vouchers in the group have been budget checked. If a voucher has not been budget checked, and you verify the group, that voucher will never be paid.

To verify the group, navigate:

**Accounts Payable > Control Groups > Group Information**
C. Entering PO-Related Vouchers

1. Introduction

When entering a voucher that has a related Purchase Order you have these options available to you.

- The Copy PO option.
- Worksheet Copy Option

In both choices, some information such as the vendor ID, location and payment terms will be copied from the related purchase order into the voucher.

The Copy PO choice will copy all the lines from the PO into invoice lines on the voucher, including description, UOM, chartfields and dollar amounts. All required fields in the voucher will be populated except Invoice number and date.

The Worksheet Copy choice lets you select which PO lines to copy into the voucher. Or, if desired, you can choose lines from receipts for the PO rather
than from the PO directly. This is often a more efficient choice, since the items invoiced correspond better to actual shipments than to the full order.

2. Copy PO
Navigate to voucher entry as before. Don’t fill in a control group ID; simple click the button to open up a blank voucher form. If you have an open control group, that group ID will be filled in at the top of the form. You must delete the control group ID. In the screenshot below, note that there is a control group ID in the Group box. This must be blanked out before the voucher is saved.

In the upper part of the voucher Invoice Information page there is a box called “Copy from a Source Document.” This is where the copy PO option resides as seen below:

When using the Copy PO Option to do a voucher entry, you must enter the PO Unit (Business Unit), and in the Purchase Order box you must enter the purchase order number you want to copy from. If necessary, use the lookup button to find the right PO.

Click the button; the information on the purchase order will fill in the voucher except for the Invoice date, Invoice Number and Accounting Date.

Make any necessary corrections and save.

3. The Worksheet Copy Option
The second copy option you have on a PO-related voucher is the Worksheet Copy option. This option offers a number of choices in a pull-down menu:
The top item, "Non PO Receipt," is not used in our system.

The following search page will appear when you select the **PO Receipt Option**:

You can search for a PO or for a receipt. Fill in the PO Unit or the Recv Unit with your campus Business Unit. Use the date fields and/or Ship To to narrow your search, or use the lookup buttons next to the PO and Receipt No. fields to select a specific PO or Receipt. Once you have filled in whatever search criteria you have, click the **Search** button.

In our example, we are searching for shipments received on or after 6/1/2005 in Business Unit UMS08. Our search turns up 12 receipt lines, and we must select the line or lines that match our invoice:
To select a line to copy into the voucher, click the Select box next to the line.

After selecting all the lines that match the invoice, click the **Save** button to complete your voucher.

On your Voucher Page all you have to enter now is the **Invoice Number**, **Invoice Date** and **Payment Terms**. Click the **Save** button to complete your voucher.

If you search for receipts and none are found that match, then no shipment for this order has been received. In that case, you can use the PO Order Information choice in the Worksheet Copy Option menu. The search is similar to the one shown above, minus the Receipt fields. Instead, you fill in the PO Unit and any other PO-related fields for which you have data.

As with receipt lines, select the matching PO lines and click the **Copy To Voucher** button.

The other two choices in the Worksheet Copy menu, Template and Voucher, will be addressed below.

**4. PO Type, Finalize, Force Price**

The voucher will have a PO Type code, which reflects the PO Type of the purchase order:

See the Appendix for a list of PO Type codes.

At the top of the Invoice Information page, and also on each Invoice Line, you will find two special button: Finalize and Unfinalize:
If you know that this is the last voucher for the entire purchase order, you can click the Finalize button at the top of the voucher page. This liquidates any remaining encumbrances associated with the purchase order. If you know that this is the last voucher for a certain line in the PO, then click the Finalize button on that Invoice Line. You can use the Unfinalize button to reverse this, if necessary.

On each Invoice Line where you are distributing by quantity, immediately below the Finalize button is a “Force Price” checkbox. This is used if you need to change the unit price for the item, so it will no longer match the price copied from the PO or receipt. You will only see this checkbox if you are distributing by quantity.

### D. Voucher Entry Shortcuts

1. **Speedcharts**

A Speedchart is a template to help speed up data entry of distribution lines (chartfield combinations). If you routinely create vouchers with the same complex set of chartfield combinations, it will save time if you enter the chartfields in advance in a speedchart. Then when you need to enter a voucher using the chartfield combinations, you can call in the speedchart.

Navigation to create a speedchart is as follows:

Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedCharts
As usual, we can search for an existing speedchart or create a new one. Click (Add a New Value) to create a new speedchart.
Fill in a name for your new speedchart in the “SpeedChart Key” field. This is a name for your personal use to help you identify the chart (you may have several speedcharts). There will be system-wide speedcharts as well as your personal ones, so to avoid naming conflicts, you might add your initials to the end of the name. For example, you might use “telephone-jd” as the name of your speedchart for telephone vouchers.

Click the button to get a blank speedchart form:

In this form, you must fill in something in the two “Description” fields. You would normally enter information on what invoices the speedchart applies to. The descriptions will remind you later about why you created the speedchart.

You will need one SpeedChart line for each chartfield combination. Use the button on the far right side of the page (not shown above), to add more lines. Fill in the chartfield data and the percents for each line. The sum of the percents must total 100.

You can choose to distribute across the chartfield lines by weights rather than by percentages. In this case, “weights” refers to quantities of items. You must fill in a unit of measure (UOM) if you use weights for your distributions.

Make sure the Status pull-down menu says “Active.” Click .

The following is an example of a speedchart. Notice the number of chartfield lines and the percentages assigned to each.
Using a SpeedChart in a Voucher:
When using a speedchart for voucher entry you create the voucher just as you would to enter a regular voucher. **Note:** A speedchart would normally be used for non-PO vouchers; PO-related vouchers copy the chartfields from the purchase order.

In the **Invoice Lines** portion of a voucher you will see a box for a SpeedChart. Click the small box and a Lookup button will appear. This means the SpeedChart function is now activated.

The lookup button lets you search for your personal speedcharts and also “Universal” ones created for system-wide use. When you select a speedchart from the list it will fill in the Distribution portion of the voucher and the name will show up in the SpeedChart box as seen below.
Reminder: You must fill in the rest of the voucher information for a proper voucher entry before Saving.

2. Template Vouchers
If you periodically create a voucher for a vendor, where the voucher hardly varies from one time to the next, you may want to create a Template Voucher. The template is not a real voucher, but is a pattern or template you can use as often as you like. Any data you have in the template will be copied into your regular voucher when you use the template.

Each template voucher is associated with a particular vendor and location.

To create a new Template Voucher navigate to the regular voucher entry screen, and select the Template Voucher style, as shown below:
In the resulting voucher form, notice (see below) that there are two new fields: Template ID and Description. Fill in a name for your template and a description that will remind you what the template is used for.

Make sure you have the right vendor and location set. The invoice date is required, even though it won’t be copied over when you use the template. Fill in any other voucher data that you want copied over when you use the template. Use as many invoice lines as you need. Save your template.
Using a Template Voucher

When you create a new voucher, select the vendor and location. Then use the Worksheet Copy Option pull-down menu to select “Template.”
Click the lookup button to find the template you want to use, then click the “Copy from Template” button.

![Select Template to Copy](image)

Click the Copy from Template button.

Any data in the template will be copied into your voucher. Add any additional data, including the invoice number and invoice date, and click the Save button.
Part III: Voucher Reversal, Adjustment and Maintenance

A. Reversal and Adjustment Vouchers

1. Reversal Voucher

A Reversal Voucher enables you to back out an incorrect voucher and start over. Use it to reverse a voucher even if it has already been paid. It restores the encumbrance for a purchase order, and resets the purchase order’s matched quantity or amount.

A Reversal Voucher is designed to correct a single existing voucher. A reversal voucher is always a Credit Voucher. All voucher and distribution lines must be the reverse sign of the original voucher. When creating a reversal voucher by copying from a regular voucher, any freight and miscellaneous information is also copied to the correction/reversal voucher.

The Invoice Information page will contain some new fields:

From the Voucher Entry page select the Reversal Voucher Style.
Choose the voucher you want to reverse:

- Enter the ID of the Voucher to be reversed
- Click the Copy to Voucher button.

If the Voucher you are reversing has an outstanding balance, and you would like to reverse it, select the **Reverse Remaining Vchr Balance** box. This reverses just the unpaid balance.

All the voucher data will be copied from the original voucher, with the signs reversed on the dollar amounts. **You must budget check the reversal voucher before saving.** To budget check, click the button.

**Budget Checking** and **Matching** must run after creating Reversal Vouchers. The **Reversal Voucher** offset is settled during the **Payment process**. If you use a Reversal Voucher to close a voucher, the system does not create closure entries for the original voucher. The Reversal Voucher entries should be sufficient for accounting purposes.
2. Adjustment Vouchers

An *Adjustment Voucher* is used to modify an existing (posted) voucher or to relate two vouchers to each other. Adjustment vouchers can also be used to enter credit adjustments for vouchers that reference purchase orders.

[Note that another way to change a voucher that has been posted is to unpost it (see below) and edit it. However, for auditing purposes, an adjustment voucher may be preferred.]

On the Voucher Entry page select the Voucher Style “Adjustment” and click the `Add` button. Fill in the vendor ID and location.

In the Copy from a Source Document section of the voucher form you can either copy everything from the voucher you are adjusting, or you can use the “Copy from Worksheet” link to select certain voucher lines.

To copy the entire voucher, fill in the Voucher ID field and click the `Copy to Voucher` button.

To use the Worksheet, simply click the `Copy from Worksheet` link. You will see:

Enter information and click Search. This will show you the voucher lines. Select the lines you want to add to your adjustment voucher:
There are two very important checkboxes on this worksheet, the **Reverse Qty/Amt** and the **Adjust Match Values/Encumbrance**. Click them to enter check marks in the boxes.

**These boxes should always be selected.**

Once you have copied the lines into your adjustment voucher, make whatever changes are needed. You must enter an invoice number and date. Your campus may set up standards for invoice numbers on adjustment vouchers. Save your voucher.

**B. Voucher Maintenance**

1. **Updating a Voucher**

   If a voucher has not been posted (or has been unposted) it can be edited.

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

   The following page will appear:
To narrow your search, enter any remaining fields and click Search or leave them blank to get a listing of all vouchers. Select your voucher from the list of matches. Make the desired changes and save.

2. Recording a Manual Payment, Putting a Voucher on Hold

Search for the voucher. In the voucher page, click the Payments tab:
To place the voucher on hold, click the “Hold Payment” box, and enter a Hold Reason code (you can use the lookup button to select the code). To remove the hold, uncheck the Hold box. Save.

To ensure that a separate check is generated for this voucher, click the “Separate Payment” check box and save.

To record a manual payment, pull down the Action menu and select the Record option. Enter the check number in the Reference field. Save.

3. Void Check Processing, Stop Payment

Navigation: Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation
Search for the payment:

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

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank SetID:</td>
</tr>
<tr>
<td>Bank Code: begins with</td>
</tr>
<tr>
<td>Bank Account: begins with</td>
</tr>
<tr>
<td>Payment Reference: begins with</td>
</tr>
<tr>
<td>Payment Method:</td>
</tr>
</tbody>
</table>

Enter your Bank Code And Bank Account or use the Look up button.

The following page will appear. Enter a Description, select the Payment Status option and the Cancel Action, and save.

The **Payment Status Box** has three options:

- Void
- Re-Open Voucher(6) Re-Issue
- Re-Open Voucher(6) Put on Hold
- Do Not Reissue Close Liability

Enter a Cancel/Void Description if desired.

The Date Canceled will default and be the effective date of the Void.
Void – If the payment has not left your control.
Stop – If the payment has already been disbursed.
Undo Cancel – If this payment was cancelled in error you can undo the cancellation until the canceled payment is posted.

**WARNING! After posting, you cannot undo the cancellation.**

The **Cancel Action Box** also has choices:

**Re-Open Voucher(s)/Re-issue** – If the voucher is to be reprocessed for future payment. Enables you to reselect the scheduled payments and reissue them the next time that you execute a Pay Cycle, assuming that the vouchers meet the selection criteria for that Pay Cycle.

**Re-Open Voucher(s)/Put on Hold** – If the voucher should be open but not available for payment. Enables you to reopen scheduled payments, but places the reopened scheduled payments on hold for your review. You typically select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A Pay Cycle process doesn't select the scheduled payments until the hold is removed on the Payments page of the Voucher component.

**Do Not Reissue/Close Liability** – If the Voucher should be cancelled altogether. Use this option to cancel the payment and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account whether the business unit is accounting at gross or net. The posting program flags the voucher as process manual close, and the amount of the outstanding liability is reversed the next time the voucher posting process program runs. The posting program obtains the AP Control account from the Accounting Entry Template.

**Warning** – Only use the **Do Not Issue/Close Liability** Option if you do not intend to reissue the voucher.

Click the **Save** button to process the Cancel/Void.

**Note:** This Void Check Process is strictly internal to the UMS Financial system. It does not void or stop payment with the bank. The bank has its own process of voiding or stopping payment on checks.

**Note:** If you choose to reopen vouchers and reissue, remember that the payment posting process must run to record the reversal before the vouchers are available for a new payment selection. You can undo your cancel, as long as the canceled payment is not posted.
4. Unposting a Voucher

Navigation: Accounts Payable > Vouchers > Maintenance > Voucher Unpost

The following search page will appear:

You will see:

![Search Page Screenshot]

Your Business Unit Should default in, to narrow the search enter any of the remaining fields. Click the Search button and select the desired voucher.
5. Manually Closing Vouchers

To manually close a voucher it must be posted, not selected for payment and not fully paid.

Because Commitment Control (Budget Checking) is turned on, closure of a PO Voucher is not allowed. The recommended method for closure of a PO Voucher is the use of a Reversal Voucher.

Navigation: Accounts Payable > Vouchers > Maintenance > Voucher Close

The following page will appear:

Note: After the process is complete, the status of the voucher will be Unposted and you can make changes or delete it.
Search for the voucher and select it from the search list. You will see:

Set the **Manual Close Date** to the date this should be effective on the General Ledger.

Check the **Mark for Closure** checkbox and Click the **Save** button.
6. Deleting a Voucher

Navigation: Accounts Payable > Vouchers > Maintenance > Voucher Delete

The following search page will appear:

![Voucher Delete Form]

- Your Business Unit should default in. Enter your Voucher ID if available. Click the Search button.

Click the Delete button to process the deletion of the voucher.
Note: Only Unposted Vouchers will be available for deletion. If this Voucher has been budget checked a message will appear that you need to re-budget check to reverse the voucher amount from the budget.

Click the budget check button to re-budget check the Deleted Voucher. Click the button. The process will be complete.

C. Miscellaneous Topics

1. Handling Vendor Credits

The system will automatically apply credit vouchers during the Pay Cycle process. The system applies credits from greatest to smallest. If credits exceed debits, the system issues a zero-amount check and, on the check advice, identifies the debit vouchers applied against the credit. The system reschedules any unapplied credit for the next pay cycle. Debit and credit vouchers must have the same:

- Transaction Currency
- Pay-to-Bank
- Remit-to-Vendor (Must have the same Location remit to number and Address number)
- Payment Method
- Payment Handling

2. Handling Prepaid Orders

Purchase Orders with an Order Type of Prepaid are always created as PDF files to be printed and mailed along with the check. The PDF file is sent to an Accounts Payable staff member or to a specially designated individual who then
sends it on to Accounts Payable. The routing is handled via the employee’s worklist.

To access your Worklist:

Click on your Worklist at the top of your screen.

Purchase Orders that have been routed to you will appear in the worklist as shown below.

If the campus has chosen to route prepaid orders to an intermediate person, that person must reassign the worklist item to an Accounts Payable staff member.
For more on the worklist, please refer to section D of the Appendix.

To create the check yourself, Click on the Blue hyperlink to print the PO. Then create the check.

To forward the PO to an Accounts Payable person to create the check, click the reassign button. The next screen shot below will appear.

First, Use the lookup button to find the employee's ID and select it to reassign to.

Secondly, Click on the Blue “Save and Return to Distribution” hyperlink. The Reassign Dispatch Request is complete.
3. Freight Terms: How to enter Freight Charges on the Voucher Entry Screen

The following screen shows the voucher entry page filled in without the freight expense.

Enter the freight charge in the “Freight Amt” field, and click the button:

Select the Charge Type by clicking on the lookup icon and choosing the Freight Expense Code. Click OK.
After selecting the freight expense charge type the screen changes and the chartfields go away. Freight expenses will be prorated to the distribution lines of the voucher. (As seen below)

Note: Total = Freight Amount + sum of Invoice Line Extended Amount(s)

Click the OK button. It will return you to the voucher entry screen as shown below.

Be sure to include the freight amount in the Total field for the voucher.

Note: Total = Freight Amount + sum of Invoice Line Extended Amount(s)
4. Matching

Matching is a system process that runs several times a day. This process compares Vouchers, Purchase Orders and Receipts. The process will not run unless there is a completed voucher for a purchase order. Certain match exceptions are sent to the Worklist of the person who entered the voucher, but in most cases the receiver or requisitoner receives the Match Exception message in his or her Worklist.
If a voucher has a match exception, it will not be paid. So match exceptions must be resolved. All vouchers and receipts for the order are included in the match (there may be several of each). Either the voucher(s), receipt(s) and purchase order must be brought into a matched state, or the exception must be overridden.

Here is an example of a match exception in a worklist:

Check to view information about the match exception. This brings up the Match Exception Information Page.
In general, Accounts Payable staff will handle two kinds of match exceptions: Vendor or Vendor Location on the voucher are different from the Purchase Order, or the dollar amount or quantity on the voucher(s) associated with the order is greater than the purchase order amount or quantity (for example a duplicate voucher has been entered).

**These problems must be addressed!**
If you have a duplicate voucher the fix is to delete the duplicate voucher. If the problem is a vendor mismatch, communicate with the requisitioner, and if the voucher is correct override the match exception.

The next time the matching process is run the exception will be gone and the vendor will be paid. If the match exceptions are not handled, the vendor will not be paid!
Tracking Match Exceptions using the Match Manager.

The Match Manager allows you to view all match exceptions – including the exceptions that don’t hit your work list. This is an excellent information tool for the Accounts Payable person. The Navigation from the Accounts Payable Home Page is as follows:

Accounts Payable > Accounts Payable Home > Review's Home > Match Manager

This brings up a search page, where you search for vouchers.

The Blue Color indicates a hyperlink directly to the Voucher. And the Match Status will show you if the voucher had any exceptions. If the Voucher has an exception, you can click the circle I and get more information. Or any of the other fields with a circle I in them.
5. Multi-Payment Terms

The default payment term on a voucher is **Net 30**. You have the option to change the payment terms using the lookup button next to the entry box. See the Appendix for a list of all the payment terms. Some of the terms are multi-payment (for example: quarterly).

To set up multiple payments, you simply select the multiple pay term you need for the voucher. **Save** the voucher when complete and the system will calculate the payments and schedules. You can check the payment schedule on the Payments tab.
Part IV: Inquiries and Reports

A. Introduction

There are a number of Inquiries available to the Accounts Payable Person. Below is a list of the inquiries for your use:

Voucher Type Inquiries
- Voucher Inquiry
- Voucher Accounting Inquiry
- Unbalanced Accounting Entries
- Journal Drill Down
- Document Status
- Match Manager

Payment Inquiries
- Payment Inquiries
- Replaced Payments
- Prepayment Inquiry

Vendor Inquiries
- Vendor Aging
- Vendor Current Balance
- Vendor Schedule Payment
- Scheduled Payments on Hold
- Rejected Vouchers
- Overdue Scheduled Payments
- Conversation
- Contact

Purchase Order Inquiry

In addition to the inquiries, there are a number of reports that come standard with the Financial system. In this manual we will not look at every one of these inquiries and reports. Instead, we will examine certain inquiries and will show you how to run a report.

Navigation:
Accounts Payable > Accounts Payable Home Page > Reviews Home and
Accounts Payable > Accounts Payable Home Page > Reports Home
B. A Sampling of Inquiries

1. Voucher Inquiry

Select Voucher Inquiry under the Vouchers heading on the Reviews Home. This brings up a search page where you can search for vouchers that match your criteria.

---

Enter your choice of parameters such as business unit. Click **Search**.

The search results look like this:

---

The icons on the right of each voucher line will provide information on the voucher, payments, etc.
If you need more information, click More Details.

The following page will appear:

### 2. Voucher Accounting Entries

As in the previous inquiry, you will get a search page. Enter parameters such as Business Unit, Voucher ID, or Invoice #. Click the Search button.

The following page will appear:

You may click the Chartfield or Journal tab to see added information.
3. Voucher Document Status
As usual you will get a search page. Enter your search criteria and click search. Click a voucher in your search results list.

The following page will appear:

In the Associated Documents area, all documents entered in the system that are associated with this voucher will be listed, using their document IDs. Clicking on the ID of a document will bring you a new window where you can see details of the document.

Associated documents can include a requisition, a purchase order, receipts and payments. The icon at the right of each document line takes you to a Document Status page (in a new window) from the point of view of that document. This may provide more information – for example, the document status page for a purchase order will show all vouchers for that PO, which you will not see by looking at the Document Status page of one of the vouchers. This helps detect duplicate vouchers.

4. Match Manager
Refer to the previous section of the manual for information on the Match Manager.

5. Payment Inquiry
Access Payment inquiries on Accounts Payable Home Page > Review’s Home.

The following page will appear:
Enter your choice of parameters such as Payment Status. Click the \textbf{Search} button.

The following page will appear:

You can click on any of the other tabs or \textbf{Hyperlinks} to get more Information.
6. Vendor Aging

Access the vendor inquiries in **Accounts Payable Home Page > Reviews Home** under the Vendor heading.

The following vendor search page will appear:

![Vendor Aging Search Criteria](image1)

Fill in your search criteria and click the **Search** button.

The following page will appear:

![Vendor Aging Balance](image2)

7. Vendor Current Balance

As before you get a vendor search page.
Fill in your parameters and click the **Search** button.

The following page will appear:

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Short Vendor Name</th>
<th>Business Unit</th>
<th>Transaction Currency</th>
<th>Gross Amount</th>
<th>Unapplied Prepayments</th>
<th>Payable Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0003080045</td>
<td>CMP-091</td>
<td>US001</td>
<td>USD</td>
<td>2,645.00</td>
<td></td>
<td>2,645.00</td>
</tr>
<tr>
<td>0003080046</td>
<td>ADELPH-44-301</td>
<td>US001</td>
<td>USD</td>
<td>1,601.00</td>
<td></td>
<td>1,601.00</td>
</tr>
<tr>
<td>0003080047</td>
<td>BUS4E-001</td>
<td>US001</td>
<td>USD</td>
<td>9,375.51</td>
<td></td>
<td>9,375.51</td>
</tr>
<tr>
<td>0003080049</td>
<td>GULL-001</td>
<td>US001</td>
<td>USD</td>
<td>4,528.00</td>
<td></td>
<td>4,528.00</td>
</tr>
<tr>
<td>0003080051</td>
<td>HEGLOIN-001</td>
<td>US001</td>
<td>USD</td>
<td>12,610.00</td>
<td></td>
<td>12,610.00</td>
</tr>
</tbody>
</table>

Select a vendor and click on any of the [Hyperlinks](#) or Icons for added information.
C. Reports

All the predefined Financial reports are run using the same basic steps. In this section we will use a vendor balance report as an example, but the technique is the same for voucher reports, payment reports, etc..

Navigate to the report:
Accounts Payable > Accounts Payable Home Page > Reports’ Home > Vendors

Click the Vendor Balance item and we get:

Click the Vendor Balance item and we get:
In order to run a report, we must select an existing Run Control ID or create a new one. A Run Control ID is a label you create to identify a report and its parameters. When you create a run control ID and use it to run a report, the system saves the parameter settings you made and will provide them the next time you use the ID.

Here we are creating a new Run Control ID. We enter a name for this report (VendBal) and click the button. We pick a name that will remind us of what that run control is used for.

We get a page where we set parameters for the report. This will vary depending on the report. Some reports have no parameters, other have several. For this report we must set the Vendor SetID to UMSYS and enter the Vendor ID of the vendor we are interested in.

Once we have entered the parameters, we click the button. This brings up the Process Scheduler Request page. Here we may have some
additional data to enter, and we must check that the correct server is selected. There are two servers: PSUNX and PSNT. PSNT is used for all Crystal reports. PSUNX is used for everything else. In our case, we are asking for a Crystal report, so we use PSNT:

We have some choices for the Format of the report. We have selected the default, PDF.

Having made all the required choices, we click the button. This creates a Process Instance number for our report process and returns us to the Process Scheduler Request page. We can use this Process Instance number to identify our report process in the Process Monitor window.
Click the Process Monitor link to get to the Process Monitor window:

The “Run Status” column will tell you whether or not your report has been run. In the example above, one report has been run and is posted and ready for viewing. The other report has been “Initiated” but has not been completed yet. If you see “Queued” or “Initiated” or “Processing” in that column, you will need to wait a while, then click the Refresh button until you see “Success”.

Once you have success, you can click the Details link to get:
Click the View Log/Trace link:
In the Log/Trace window you will find the link to your report: APY3020-12249.PDF in this example. Clicking that link will bring up Acrobat Reader to display the report:
Appendix

A. Glossary

**Account** – Required five-digit Chartfield. Can be compared to what we currently refer to as Object Code in Fast system.

**Business Unit** – Required five-digit Chartfield. Each University Unit is a business Unit. This Chartfield represents high-level Business Unit related information that can be shared during inter-Business transactions.

**Chartfields** – Components that make up the Chart of Accounts.

**Chart of Accounts** – Foundation of an accounting system. The Chart of Accounts is made up of informational fields (see "Chartfields") that provide the basic structure for financial transactions.

**Control Group** – Used to group Vouchers together for the purpose of controlling Voucher input. Batch Voucher input is a common use of a Control Group. Only Non-PO Vouchers can be entered using a Control Group.

**Department** – Required seven-digit Chartfield. It tracks information according to organizational structure within each business unit.

**Fast to GL Translate Tool** – Will provide information about what Chartfield Combination replaces an existing FAST Account.

**SetID – Our SetID is UMSYS.** This is like a business unit number but allows shared records system wide. A good example of this is our Vendor Table.

**Speedchart** – A tool used as a template to help speed up data entry of the distribution lines.

**Vendor** – The party being paid.

**Voucher** – Once an invoice is entered into the system it is considered a voucher. A voucher contains invoice and payment information.

**Workflow** – Is the automation of the financial systems business process. It essentially passes work from one participant in the process to the next. Rules are set that determine the workflow paths.
**Worklist** - The automated to-do list Workflow creates. This Financials tool enables you to view tasks that require your attention.

### B. Payment Terms

<table>
<thead>
<tr>
<th>Payment Terms ID</th>
<th>Short Description</th>
<th>Description</th>
<th>Payment Terms Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Due Now</td>
<td>Due Immediately</td>
<td>Single</td>
</tr>
<tr>
<td>05</td>
<td>Net 5</td>
<td>Net 5</td>
<td>Single</td>
</tr>
<tr>
<td>07</td>
<td>Net 7</td>
<td>Net 7</td>
<td>Single</td>
</tr>
<tr>
<td>10</td>
<td>Net 10</td>
<td>Net 10</td>
<td>Single</td>
</tr>
<tr>
<td>10M10</td>
<td>10 Month 10t</td>
<td>10 Months - 10th of each month</td>
<td>Multiple</td>
</tr>
<tr>
<td>10N</td>
<td>10N</td>
<td>10th day of next Month</td>
<td>Single</td>
</tr>
<tr>
<td>12MON</td>
<td>12 Months</td>
<td>12 Months</td>
<td>Multiple</td>
</tr>
<tr>
<td>15</td>
<td>Net 15</td>
<td>Net 15</td>
<td>Single</td>
</tr>
<tr>
<td>1D10N</td>
<td>1/10 Day 30</td>
<td>1% Discount in 10 days, Net 30</td>
<td>Single</td>
</tr>
<tr>
<td>20</td>
<td>Net 20</td>
<td>Net 20</td>
<td>Single</td>
</tr>
<tr>
<td>24M0N</td>
<td>24 Months</td>
<td>24 Months</td>
<td>Multiple</td>
</tr>
<tr>
<td>25OFF</td>
<td>25% Off</td>
<td>25% Discount</td>
<td>Single</td>
</tr>
<tr>
<td>2D</td>
<td>2/10 Day 30</td>
<td>2% Discount in 10 days, Net 30</td>
<td>Single</td>
</tr>
<tr>
<td>2D20N</td>
<td>2/20 Day 30</td>
<td>2% Discount in 20 days, Net 30</td>
<td>Single</td>
</tr>
<tr>
<td>2D30</td>
<td>2/30</td>
<td>2% Discount in 30 days</td>
<td>Single</td>
</tr>
<tr>
<td>30</td>
<td>Net 30</td>
<td>Net 30</td>
<td>Single</td>
</tr>
<tr>
<td>3M010</td>
<td>3 Month 10th</td>
<td>3 Months - 10th of each month</td>
<td>Multiple</td>
</tr>
<tr>
<td>3MONS</td>
<td>3 Months</td>
<td>3 Months</td>
<td>Multiple</td>
</tr>
<tr>
<td>4M010</td>
<td>4 Month 10th</td>
<td>4 Months - 10th of each month</td>
<td>Multiple</td>
</tr>
<tr>
<td>5YEAR</td>
<td>5 Years</td>
<td>5 Years</td>
<td>Multiple</td>
</tr>
<tr>
<td>6MONS</td>
<td>6 Months</td>
<td>6 Months</td>
<td>Multiple</td>
</tr>
<tr>
<td>8M010</td>
<td>8 Month 10th</td>
<td>8 Months - 10th of each month</td>
<td>Multiple</td>
</tr>
<tr>
<td>9M010</td>
<td>9 Month 10th</td>
<td>9 Months - 10th of each month</td>
<td>Multiple</td>
</tr>
<tr>
<td>EM</td>
<td>EOM</td>
<td>Due at the end of this month</td>
<td>Single</td>
</tr>
<tr>
<td>EM1</td>
<td>End Nxt Mt</td>
<td>End of Next Month</td>
<td>Single</td>
</tr>
<tr>
<td>NXTM</td>
<td>Next Month</td>
<td>Next Month</td>
<td>Single</td>
</tr>
<tr>
<td>QTR01</td>
<td>Do Not Use</td>
<td>Do Not Use</td>
<td>Single</td>
</tr>
<tr>
<td>QTR02</td>
<td>Do Not Use</td>
<td>Do Not Use</td>
<td>Single</td>
</tr>
<tr>
<td>QTRLY</td>
<td>Quarterly</td>
<td>Quarterly</td>
<td>Multiple</td>
</tr>
<tr>
<td>YEAR1</td>
<td>Do Not Use</td>
<td>Do Not Use</td>
<td>Single</td>
</tr>
<tr>
<td>YEAR2</td>
<td>Do Not Use</td>
<td>Do Not Use</td>
<td>Single</td>
</tr>
</tbody>
</table>
C. PO Codes

<table>
<thead>
<tr>
<th>PO Type</th>
<th>Code</th>
<th>Long Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conf Inv</td>
<td>CI</td>
<td>Confirming Invoice</td>
</tr>
<tr>
<td>Conf Order</td>
<td>CO</td>
<td>Confirming Order</td>
</tr>
<tr>
<td>Prpd Order</td>
<td>PP</td>
<td>Prepaid Order</td>
</tr>
<tr>
<td>Quote Ord</td>
<td>QO</td>
<td>Quote Order</td>
</tr>
<tr>
<td>Reg Order</td>
<td>RO</td>
<td>Regular Order</td>
</tr>
<tr>
<td>Pers. Srv</td>
<td>PS</td>
<td>Personal Services</td>
</tr>
<tr>
<td>Libr Acq</td>
<td>LA</td>
<td>Library Acquisitions</td>
</tr>
<tr>
<td>Cnst Cntct</td>
<td>CC</td>
<td>Construction Contract</td>
</tr>
<tr>
<td>Const Quot</td>
<td>CQ</td>
<td>Construction Quote</td>
</tr>
<tr>
<td>Dsgn Contr</td>
<td>DC</td>
<td>Design Contract</td>
</tr>
<tr>
<td>Stnd Fixed</td>
<td>SF</td>
<td>Standing Order - Fixed Payment</td>
</tr>
<tr>
<td>Stnd Gov</td>
<td>SG</td>
<td>Standing Order – Gov’t Fiscal Year</td>
</tr>
<tr>
<td>Stnd Order</td>
<td>SO</td>
<td>Standing Order</td>
</tr>
<tr>
<td>Spon Pgms</td>
<td>SP</td>
<td>Sponsored Programs</td>
</tr>
</tbody>
</table>

D: The Worklist

The worklist is an automatically generated list of individual work items waiting for an staff member’s attention. Each work item in the worklist contains a link to the pages necessary to perform tasks for that work item.

Work items have built-in timeout parameters, measured in days. A campus can set different timeouts for different types of worklist items. For example, a campus may decide that match exceptions must be handled within 5 calendar days, but that requisition approvals can wait longer before timing out. When an item times out, e-mail is sent both to the person originally receiving the worklist item, and to his/her supervisor.

To view your worklist, click the link at the top center of your page:
Example of a Worklist

Worklist Page Columns

The worklist page is divided into columns. Each column has a header that denotes a different part of the work item. By default, the work items are sorted by date in ascending order, meaning the oldest work item will appear at the top of the worklist. Clicking on an underlined header will sort the worklist based on the items in that column. Clicking once on a header sorts the work items in ascending order, and clicking a second time sorts the work items in descending order. Following is a description of the worklist page columns:
**Notes on Worklist Page Columns:**

**Work Item** – Work items are the types of items that need to be worked on. A single worklist may contain multiple items of the same type. For instance, a requisition approver may have several entries with *Req Approval Worklist* in the *Work Item* column. Each entry represents a separate requisition that needs to be worked on.

**Priority** – Each work item has a priority field that consists of a drop-down box that allows an approver to set one of three priorities for that work item: *1-High, 2-Medium, or 3-Low*. The worklist can then be sorted based on priority.

**Worklist Page Buttons**

In the lower-left corner of the worklist page, underneath the worklist itself, there is a button labeled [Refresh]. The [Refresh] button redisplays the worklist, showing any changes you may have made (e.g. removed a work item).
Each work item also has two buttons associated with it, labeled ▶ ▾ Mark Worked and ▾ Reassign. To view these buttons, it may be necessary to scroll to the far right of the worklist page. The right side of the worklist page should look similar to this:

Mark Worked – This button enables an approver to remove an item from the work list without actually acting on the work item via the target page. This option should not be used unless the item is a simple notification and there is no work required.

IMPORTANT: DO NOT use the Mark Worked option unless the item is a simple notification and there is no work required.

Reassign – Enables a person to forward a work item to another user, and removes the item from their worklist.

Using Reassign

Reassign shifts a work item to another staff member. Reassign will shift just that work item to the other person. To reassign an item, click on the ▾ Reassign button. You will see a page like this:

User ID: 1R5000D1
Comment: I'm on vacation next week

OK  Cancel  Refresh
In the User ID field, enter the emplid of the person to whom you are reassigning the item. The Comment field is optional, and becomes a part of the work item. Click **OK** to reassign the item.

Work items may also be automatically reassigned to another person for a predetermined period of time. To do this, first click on **My System Profile** near the bottom of the menu at the left of the screen.

This will take you to the General Profile Information page, where you can select a person to receive your work items for a period of time:

In the Alternate User ID field, enter an emplid to forward your work items to. In the From Date field, enter a date on which you would like the forwarding to begin. The To Date field specifies the last date on which work items will be forwarded to the alternate you specified. Click **Save** to save your changes.

**Be careful that the person to whom you reassign your worklist items is able to do the work.**