

# Pcard Voucher Create Process

## Training Requirements:

<b>P-Card Voucher</b>	<ul style="list-style-type: none"><li>• Navigation (TGM10W)</li><li>• Introduction to State Purchasing (1000W) Course &amp; Test (1000T)</li><li>• P-Card Voucher Hands-On (TGM80H): A request must be sent to MuKesh Patel (mukesh.patel@doas.ga.gov) to request a training session</li></ul>
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**Note:** Submit your Security Application within 90 days of completion date of TGM80H training.

# TeamWorks TGM Security Roles:

Business Unit: 40300 Administrative Services, Dept Request ID: NEXT Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

▷ eProcurement

▽ P-CARD

Activities			Personalize   Find	First  1-3 of 3  Last
	Add	Remove	Description	
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this person a Pcard user? (Reconciler, Approver, Reviewer, Requester, or Buyer)	
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pcard AP User (Verifies all monthly pcard charges and creates pcard voucher) Requires TGM Approval	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pcard Agency Administrator - (Setup and maintain cardholder information ) Requires TGM Approval	

In accordance with State P-Card Policy, Cardholders are automatically added to the workflow to approve purchases applied to their accounts. Purchases that are not approved do not proceed in the workflow.

▷ Strategic Sourcing

▷ Supplier Contracts Management

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save  Add Update/Display

Business Unit: 40300 Administrative Services, Dept Request ID: NEXT Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Check all that are applicable.

▼ Accounts Payable		
Activities <span style="float: right;">Personalize   Find      First 1-13 of 13 Last</span>		
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1099 Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Reconciliation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Express Checks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Recurring Voucher Contracts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create SpeedCharts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Process Vouchers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schedule Pay Cycle
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher Upload
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Obligations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Payments
▶ Accounts Receivable		
▶ Asset Management		

Warning -- This activity requires approval before SAO will process the request. (29999,31)

## Navigation:

1. Login to TeamWorks Financials/TGM as Accounts Payable user with Pcard Voucher Security access.

https://fscmuat.teamworks.georgia.gov/psp/1 FS92UAT

File Edit View Favorites Tools Help

McAfee

 *Financial Systems* PeopleSoft FSCM

FS92UAT

User ID

Password

Enable Accessibility Mode

[Reset / Forgot your password?](#)

Important Notice

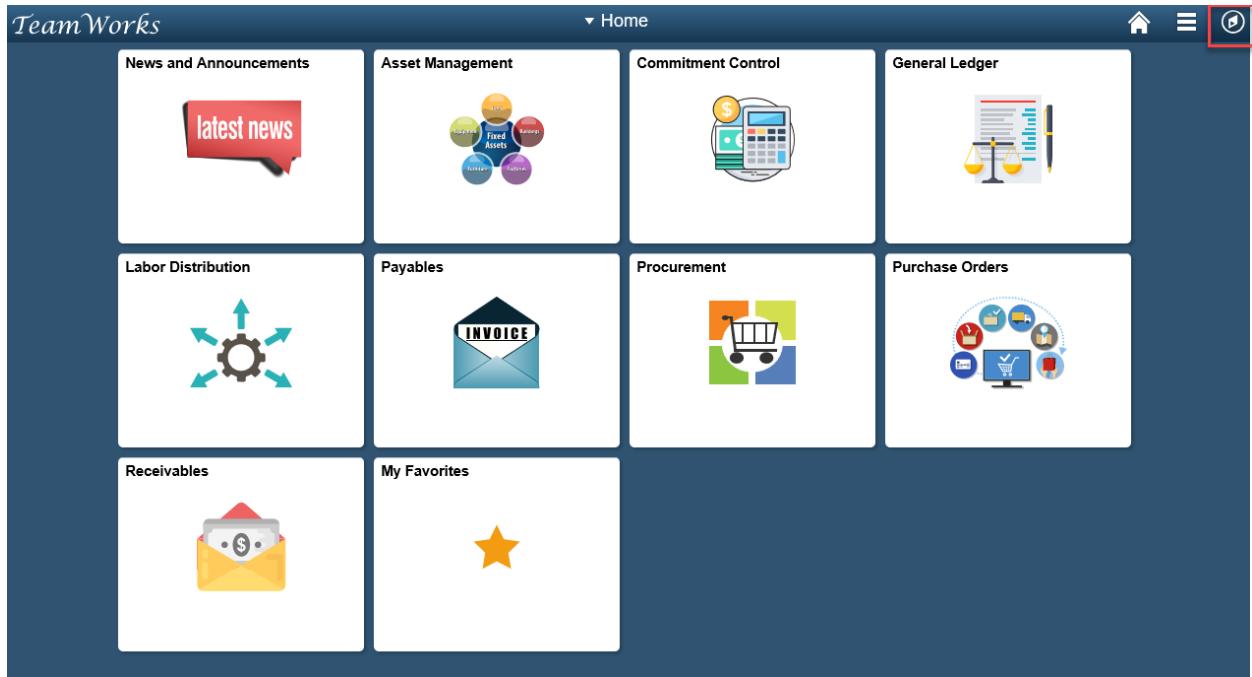
This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

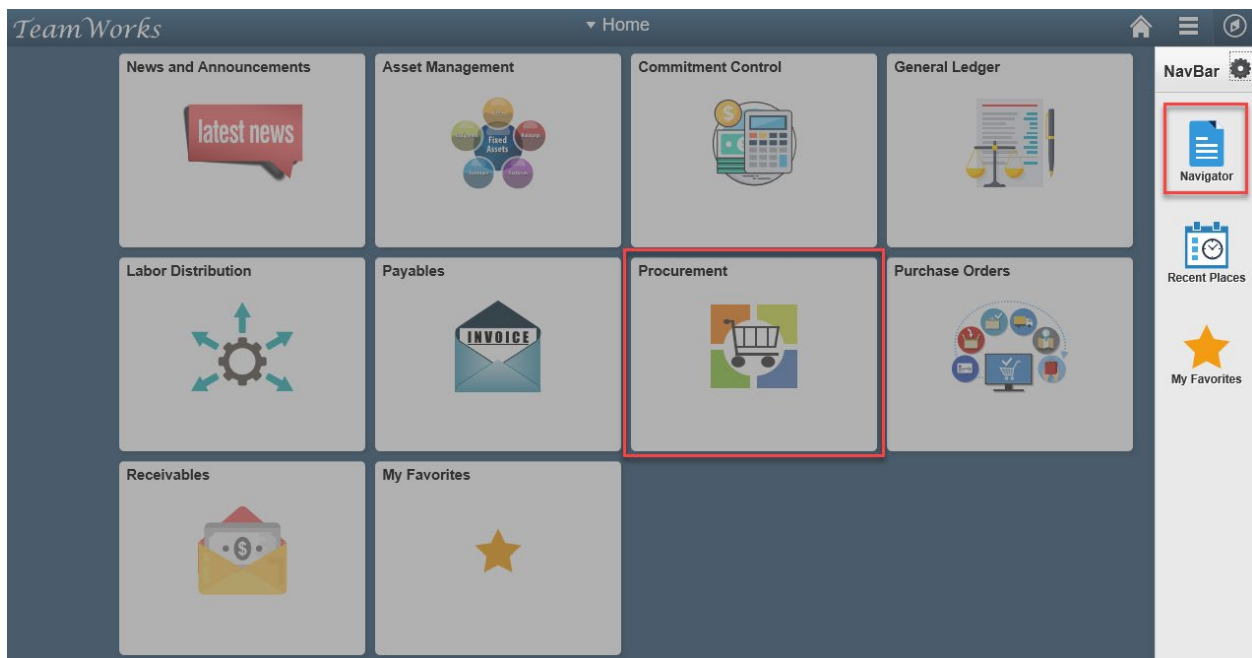
DIRECT QUESTIONS TO:

SAO TeamWorks Financials Customer Service Center 404-657-3956 888-896-7771 FSCM@sao.ga.gov	SAO TeamWorks Access Customer Service Center 404-657-3956 888-896-7771 SAO_PS_Access@sao.ga.gov	Team Georgia Marketplace Procurement Helpdesk 404-657-6000 Fax: 404-657-3444 procurementhelp@doas.ga.gov
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- Successful login will launch Tile based Homepage.



- Click NavBar icon on top right corner as highlighted in red square to know menu-based navigations. Below screen shows you right hand side menu navigation.



4. Click on either Procurement Tile or NavBar > Navigator icon to know other Pcard sub-menus.
5. Clicking on Procurement Tile will bring Procurement WorkCenter layout as below. You will find Pcard Voucher Process related direct links under Pcard section of Procurement WorkCentre's Main Tab.

The screenshot shows the Procurement WorkCenter interface. On the left is a navigation menu with categories like eProcurement, Pcard, Purchasing, and Suppliers. The 'Pcard' section is expanded, showing 'Reconcile Statement', 'Load Voucher Stage', and 'Voucher Build'. The 'Load Voucher Stage' menu item is highlighted with a yellow box. The main content area displays 'News and Announcements' with a heading 'Welcome to Financials 9.2 Upgrade UAT Sessions'. Below this is a list of 9 numbered instructions regarding the UAT environment, including details about batch processes, data copy, open periods, and Luminist TEST usage. A red text note at the bottom says 'On Behalf of SAO TeamWorks team, I would like to Thank you for your ongoing support.'

Click on Load Voucher Stage menu and you will find your page on the right-hand side.

The screenshot shows the 'Load Voucher Stage' page in Procurement WorkCenter. It features a search interface with a search bar and a 'Search Criteria' dropdown. Below the search bar, there is a 'Search by:' field with the text 'Run Control ID begins with' and an input field. There is also a 'Case Sensitive' checkbox. A 'Search' button and an 'Advanced Search' link are visible. The search results are displayed in a table with the following data:

Run Control ID
403_Load_Vchr
403_Vchr_Load
403_Vchr_State
VCHR-STAGE
VCHRBUILD
VCHR_STAGE
Voucher_stage

At the bottom of the search results, there are 'Find an Existing Value' and 'Add a New Value' buttons.

You can click on << sign right besides Procurement WorkCenter keyword on upper left corner for full screen view.

Procurement WorkCenter

Home <<

Procurement WorkCenter

Main Reports/Queries Pagelets

Links

eProcurement

- DOAS Quick Reference Guide List

Pcard

- Reconcile Statement
- Load Voucher Stage
- Voucher Build

Purchasing

- Review Purchase Orders
- Dispatch POs
- Activity Summary
- Review Suppliers

Suppliers

- Review Suppliers

My Work

### Load Voucher Stage

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

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All First 1-7 of 7 Last

Run Control ID
403_Load_Vchr
403_Vchr_Load
403_Vchr_State
VCHR-STAGE
VCHRBUILD
VCHR_STAGE
Voucher_stage

Find an Existing Value | Add a New Value

Procurement WorkCenter

Home >>

### Load Voucher Stage

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

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All First 1-7 of 7 Last

Run Control ID
403_Load_Vchr
403_Vchr_Load
403_Vchr_State
VCHR-STAGE
VCHRBUILD
VCHR_STAGE
Voucher_stage

Find an Existing Value | Add a New Value

Click on >> sign to bring back Procurement WorkCenter tab-based navigations for most commonly used links by modules.

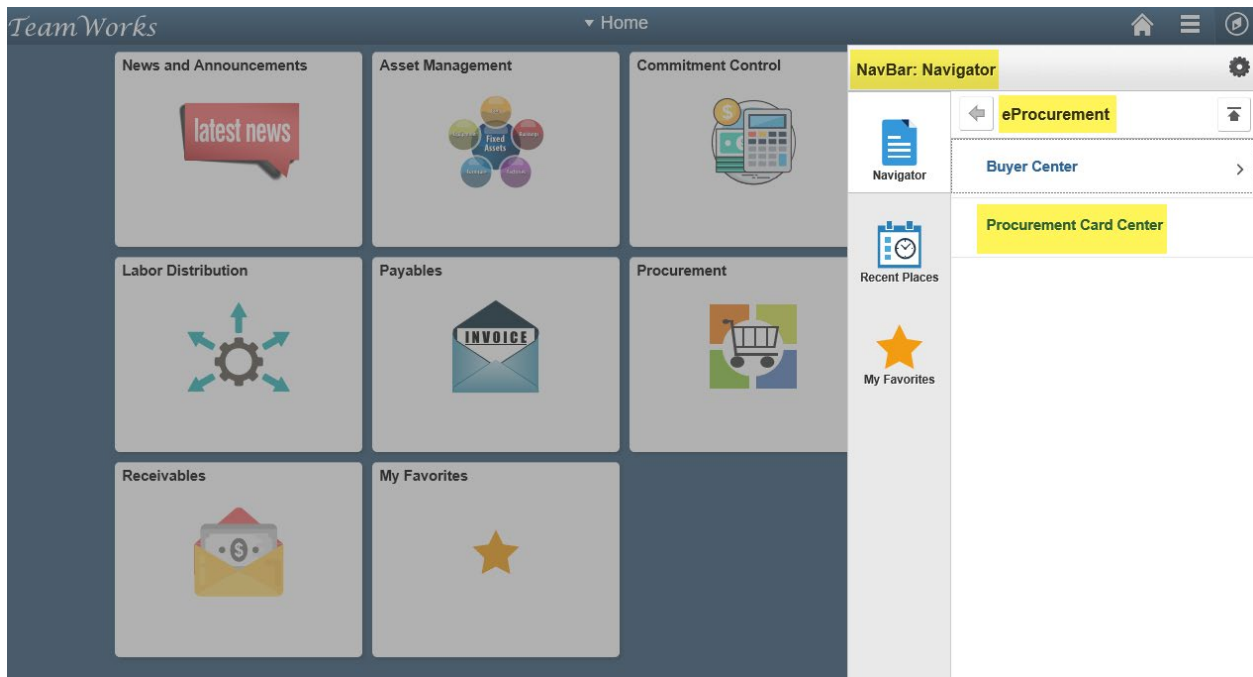
The screenshot shows the Procurement WorkCenter interface. The top navigation bar includes a Home button, the title 'Procurement WorkCenter', and icons for home, menu, and play. Below the navigation bar, there are tabs for 'Main', 'Reports/Queries', and 'Pagelets'. A 'Links' section is visible on the left. The main content area is titled 'Load Voucher Stage' and contains a search form. The search form includes a 'Find an Existing Value' button, an 'Add a New Value' button, and a 'Search Criteria' dropdown menu. The search criteria is set to 'Run Control ID begins with' followed by an input field. There is also a 'Case Sensitive' checkbox. Below the search form are 'Search' and 'Advanced Search' buttons. The search results are displayed in a table with columns for 'View All', 'First', '1-7 of 7', and 'Last'. The table contains the following entries:

View All	First	1-7 of 7	Last

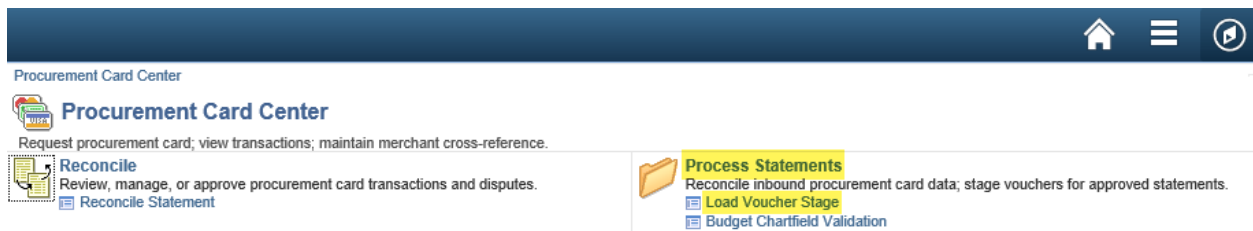
At the bottom of the search results, there are 'Find an Existing Value' and 'Add a New Value' buttons.



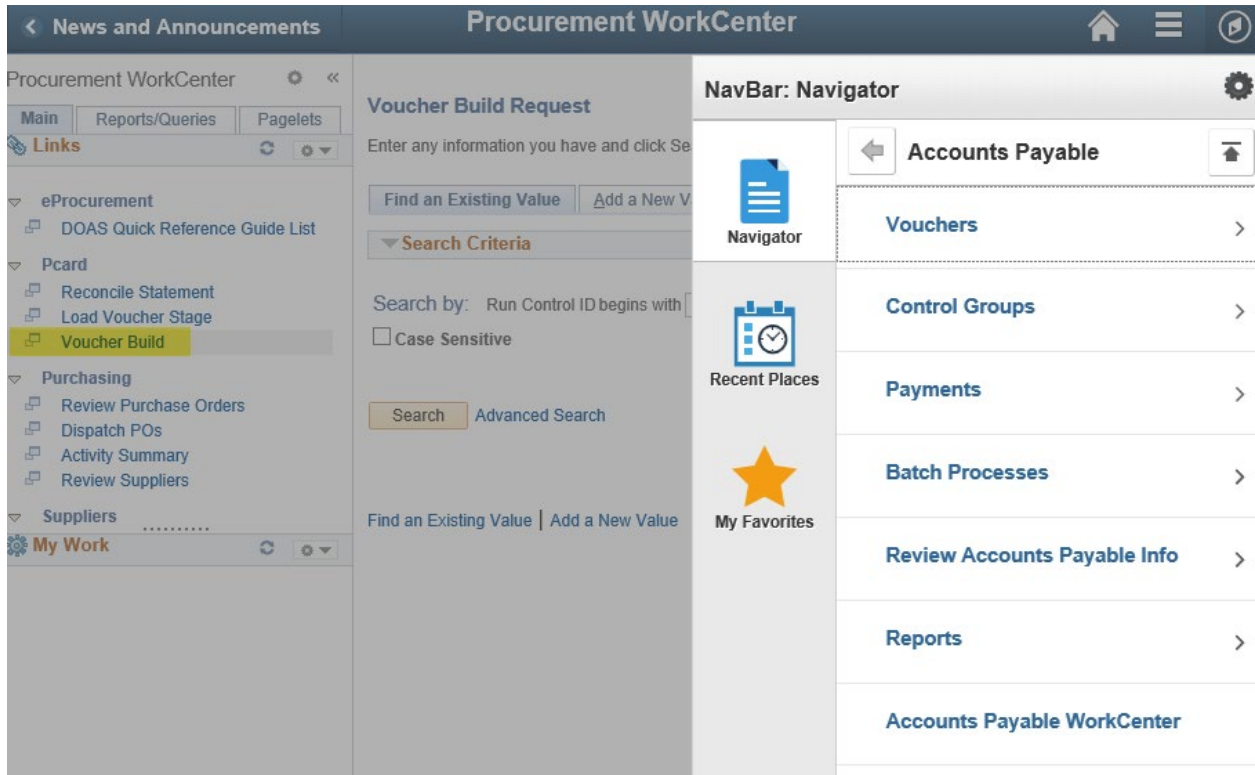
6. Clicking on NavBar > Navigator icon will launch right hand side menu navigation.



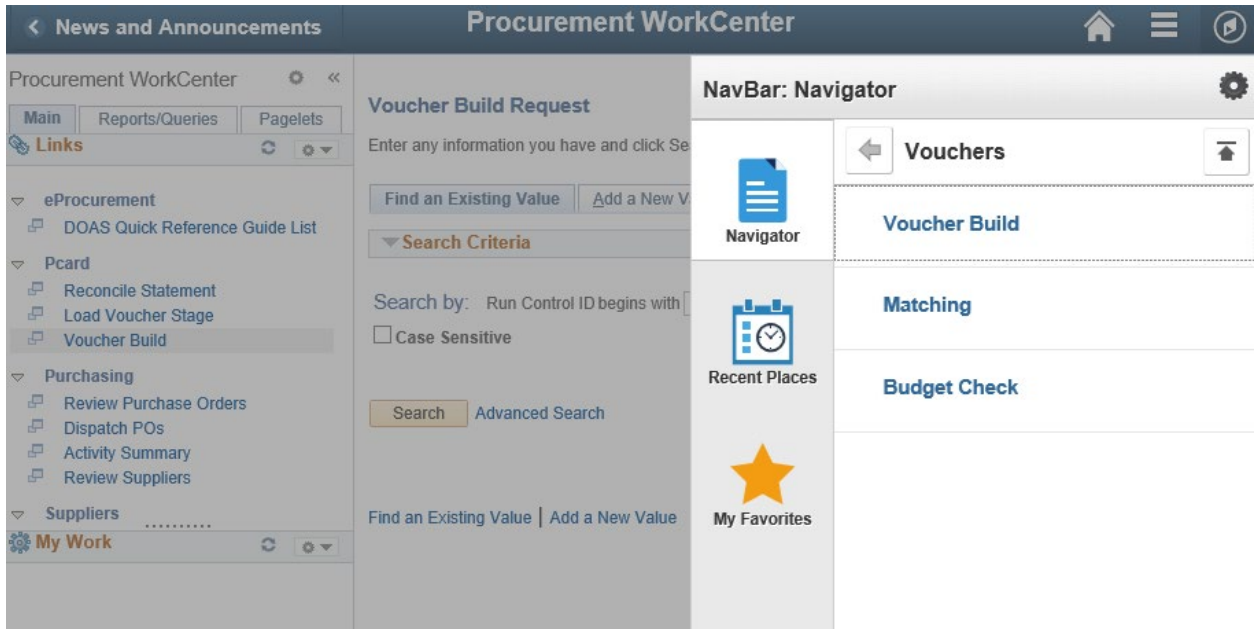
Click on Procurement Card Center



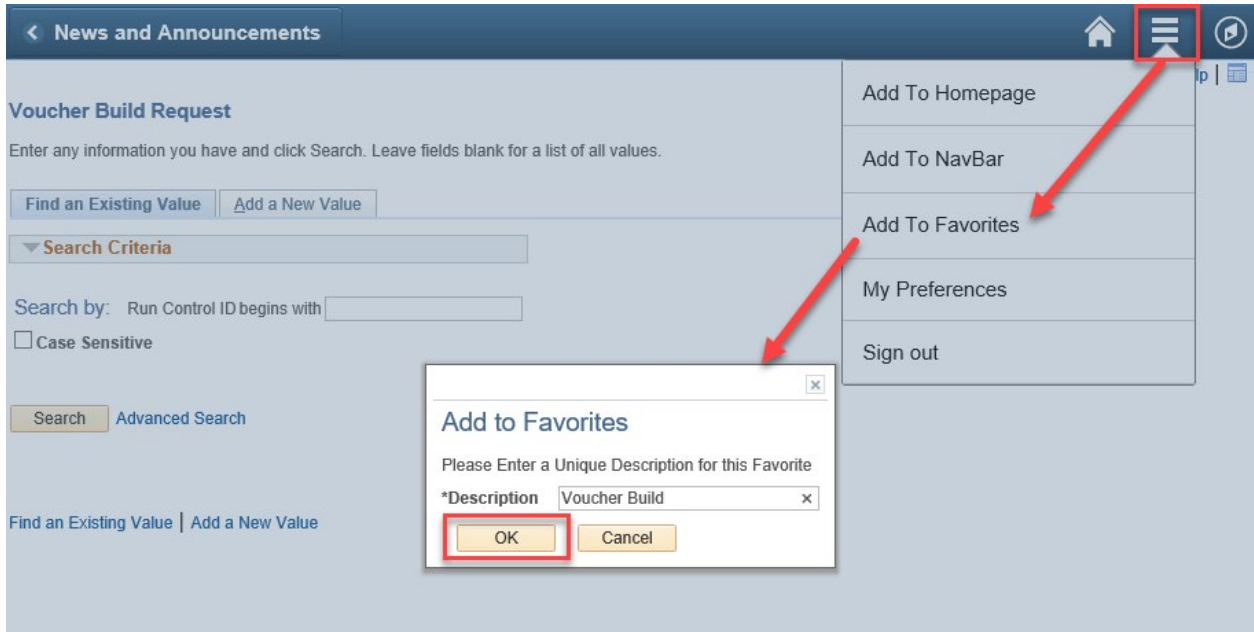
7. Voucher Build process can be accessible either from Procurement WorkCenter directly or by navigating from Navbar.



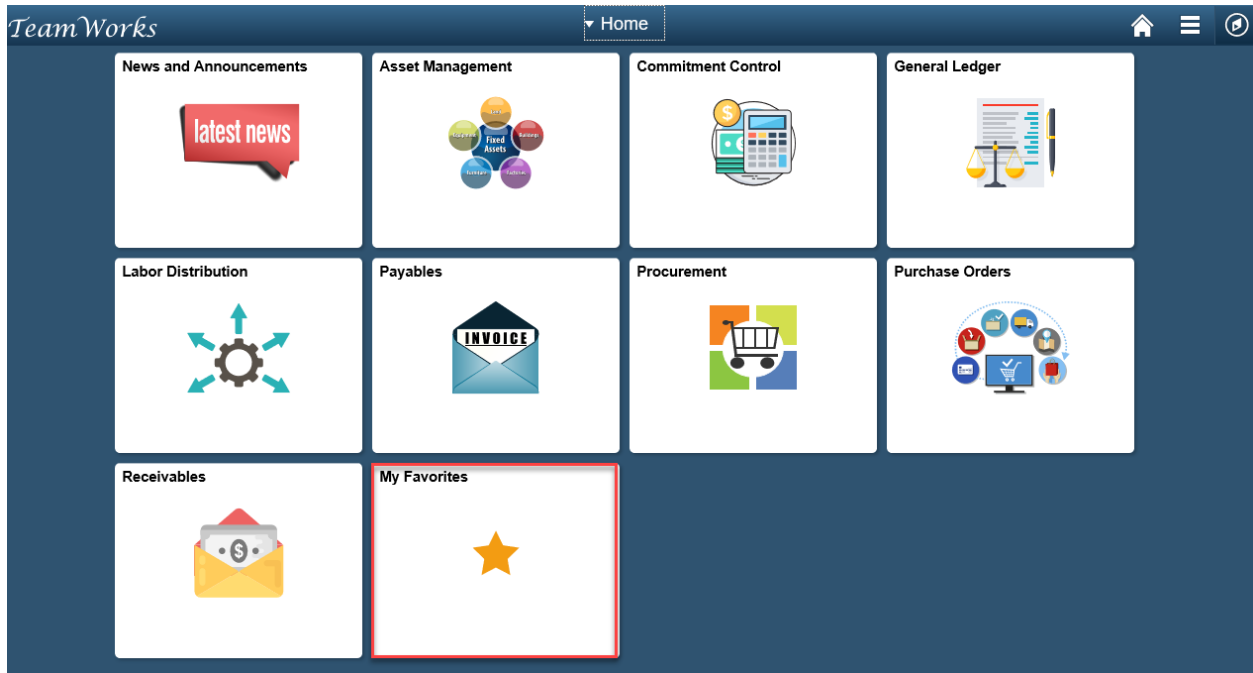
Click on Batch Processes > Vouchers



Keep adding your pages or navigations to your Favorites by clicking from upper right corner burger icon.



8. Your Favorites will be available directly from Homepage after successful login.



## Creating P-Card Vouchers

**Step 1.** Run the query **0PO201A\_PCARD\_STATUS\_BY\_BU** to determine the **dollar amount** of transactions that have been **Approved** and have a **Valid budget status**. These should be the only transactions that vouchers are created for. You will control the transactions that are sent to AP when you run the Voucher stage process.

The screenshot shows the Query Viewer interface. The search criteria are set to "Query Name" and "begins with" with the value "0PO201A". The search results table is as follows:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
0PO201A_PCARD_STATUS_BY_BU	PCARD STATUS BY BU	Public		HTML	Excel	XML	Schedule

Below the main results, there is a section for "My Favorite Queries" with the following entries:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
0AP002_ALL_RECYCLED_TRANS_BU	All_Recycled_AP_Trans_by_BU	Public		HTML	Excel	XML
0AP005A_VERIFY_EXP_FOR_PAID_VC	0AP005A_VERIFY_EXP_FOR_PAID_VC	Public		HTML	Excel	XML

Enter your **business unit** and the **Bill Dt from** and **Bill Dt to**: this is your statement **billing date**. You may have transactions where the billing date is 1 or 2 days prior to your normal billing date if the billing date falls on a weekend. **For example**, 3/15/09 fell on a weekend so some transactions have a billing date of 3/13/09, the Pcard providers sends the file this way.

Run Query into Excel.

### 0PO201A\_PCARD\_STATUS\_BY\_BU - PCARD STATUS BY BU

The screenshot shows the query execution form with the following values:

- Unit: 40300
- Bill Dt from: 01/01/2018
- Bill Dt to: 08/29/2018

A "View Results" button is visible. Below the form is a table with the following columns:

Unit	Bill Dt	Status	Sum Amount	Sum Dispute Amount	Collected	Budget Status
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The screenshot shows a file download dialog box for the file "0PO201A\_PCARD\_STATUS\_BY\_BU\_31....xlsx (4.03 KB)" from the domain "fscmuat.teamworks.georgia.gov". The dialog has "Open", "Save", and "Cancel" buttons.

Click Open or Save option to download query results into excel.

The voucher stage process should only be run for Approved (column C) charges and where the Budget Status = 'V' (column G).

PCARD STATUS BY BU							
Unit	Bill Dt	Status	Sum Amount	Sum Dispute Amount	Collected	Budget Status	
40300	3/27/2018	Approved	1386.070	0.000	N	V	
40300	2/27/2018	Closed	21984.590	0.000	N	V	
40300	3/27/2018	Closed	2722.820	0.000	N	V	
40300	3/27/2018	Staged	978.510	0.000	N	V	
40300	3/27/2018	Staged	12886.440	0.000	N	N	

**Step 2.** If you have **transactions** that are **neither Approved nor Valid**, you should run the query **0PO201C\_PCARD\_BU\_DET\_NOT\_A** to see the transactions are **not approved** and have the approvers and reconcilers Approve and **Valid budget check** the remaining transactions.

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with the text '\*Search By' and a dropdown menu set to 'Query Name'. Below this, the search criteria 'begins with 0PO201C\_PCARD\_BU\_DET\_NOT\_A' is visible. The search results are displayed in a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, and Schedule. The query '0PO201C\_PCARD\_BU\_DET\_NOT\_A' is highlighted in red. Below the search results, there is a section for 'My Favorite Queries' with a list of queries including '0AP\_PCARD\_VOUCHERS\_DOC\_TOLERAN', '0ES099\_VENDOR\_CUSTOMER\_XREF', and '0SC\_CONTRACTS\_STUCK\_IN\_PROCESS'. On the right side, there is a 'NavBar: Navigator' with icons for Approvals, Homepages, Recent Places, and My Favorites, and a list of navigation options: Query Manager, Query Viewer, and Schedule Query.

Run Query into Excel.

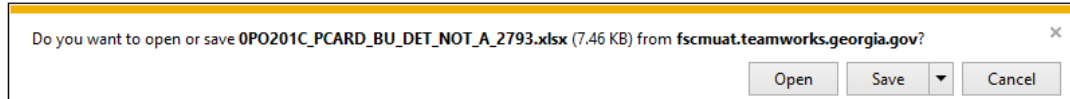
**0PO201C\_PCARD\_BU\_DET\_NOT\_A - PCARD STATUS - DETAIL NOT APPR**

Unit

Bill Dt from

Bill Dt to

Unit	Bill Dt	Status	Amount	Dispute Amount	Collected	Budget Status	Merchant	ID	Name	Account
------	---------	--------	--------	----------------	-----------	---------------	----------	----	------	---------



Click Open or Save option to download query results into excel.

Unit	Bill Dt	Status	Amount	Dispute Amount	Collected	Budget Status	Merchant	ID	Name	Account
40300	3/27/2018	Staged	725.000	0.000	N	N	RIMS EXHIBITORS			*****
40300	3/27/2018	Staged	46.800	0.000	N	N	STAPLS0164059511000001			*****
40300	3/27/2018	Staged	287.370	0.000	N	V	AJC			*****
40300	3/27/2018	Staged	20.000	0.000	N	V	GBA PARKING OFFICE			*****
40300	3/27/2018	Staged	63.880	0.000	N	V	SOUTHERN COMPUTER WAREHO			*****
40300	3/27/2018	Staged	18.130	0.000	N	V	SPECIALTY ENGRAVING CO			*****
40300	3/27/2018	Staged	18.130	0.000	N	V	SPECIALTY ENGRAVING CO			*****
40300	3/27/2018	Staged	30.000	0.000	N	V	PAYFLOW/PAYPAL			*****
40300	3/27/2018	Staged	31.050	0.000	N	V	EBAY INC.			*****
40300	3/27/2018	Staged	30.000	0.000	N	V	PAYFLOW/PAYPAL			*****
40300	3/27/2018	Staged	20.500	0.000	N	V	PAYPAL *MOREBIZZSOL			*****
40300	3/27/2018	Staged	22.550	0.000	N	V	PAYPAL *MOREBIZZSOL			*****
40300	3/27/2018	Staged	79.000	0.000	N	V	STK*BIGSTOCKPHOTO.COM			*****
40300	3/27/2018	Staged	79.000	0.000	N	V	STK*BIGSTOCKPHOTO.COM			*****
40300	3/27/2018	Staged	98.880	0.000	N	V	COMCAST ATLANTA CS 1X			*****
40300	3/27/2018	Staged	299.110	0.000	N	N	COMCAST ATLANTA CS 1X			*****
40300	3/27/2018	Staged	260.730	0.000	N	N	VZWRLS5*MY VZ VB P			*****
40300	3/27/2018	Staged	1300.000	0.000	N	N	LOGMEIN*Pro2			*****
40300	3/27/2018	Staged	-156.000	0.000	N	N	AMAZON MKTPLACE PMTS			*****

PCard AP User alternatively can **share** public query name **0PO201C\_PCARD\_BU\_DET\_NOT\_A** with **PCard Administrator** to avoid exchanging emails with Card Holder and Transactions details. Let PCard Administrator to run the query and take the appropriate necessary actions.

**Step 3.** Run public query **0PO201B\_PCARD\_STATUS\_BY\_BU\_DET** after the **0PO201A\_PCARD\_STATUS\_BY\_BU** query to review individual transaction detail & identify those **requiring approval and/or budget checking** to be eligible for PCard voucher processing.

**Step 4.** Run public query **0PO201H\_PCARD\_DOC\_TOL\_ERRORS** before running voucher stage process. This allows users to resolve issues on the source PCard transaction before voucher is built vs directly on the voucher. Troubleshooting & resolving issues on the source transaction (PO or Pcard) will eliminate the need for deleting PO-linked voucher lines and manually adding back non-PO linked voucher lines since doing so requires PO buyers to manually close POs to liquidate encumbrance vs liquidation of encumbrance by normal PCard charge voucher & payment processing which, in turn, makes POs eligible for systematic (batch) closure.

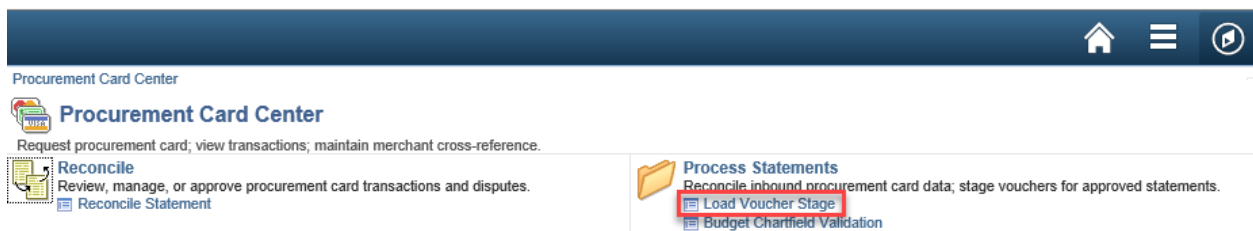
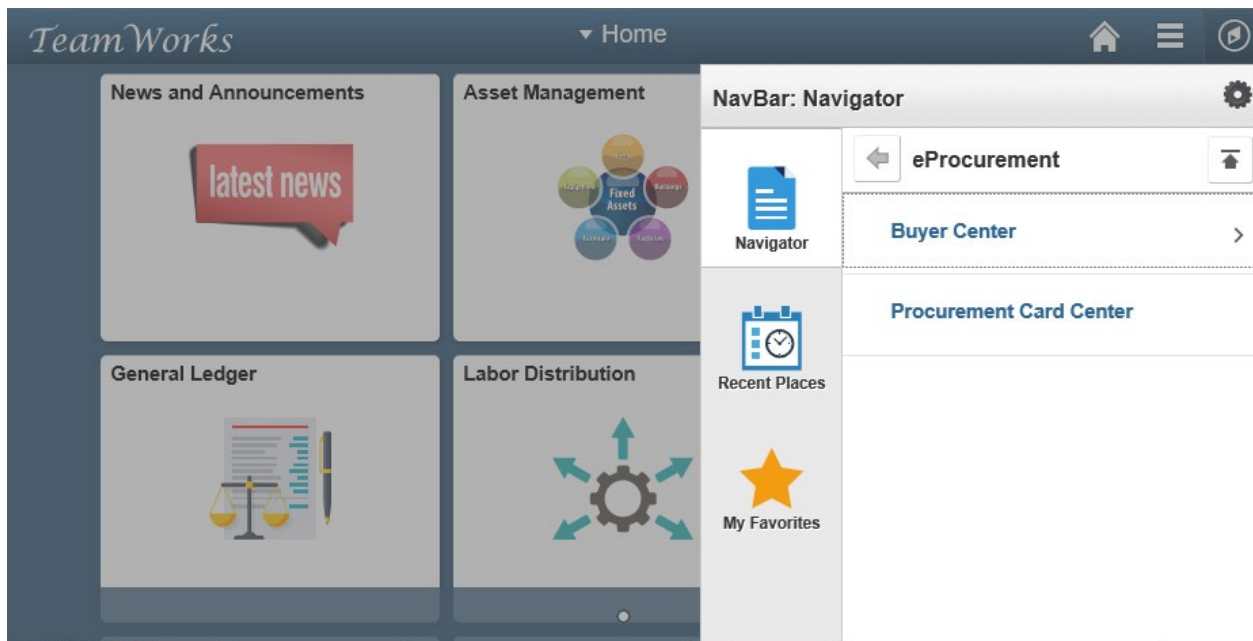
After **all transactions** for a **billing period** are **Approved** and have a **Valid budget status**, you are ready to stage your Pcard voucher.

### Step 5.

**Load Voucher Stage:** Use the ProCard Load Voucher Stage process to move approved transactions to the voucher staging tables.

### Using NavBar Navigation:

**Navigation:** NavBar > Navigator > eProcurement > Procurement Card Center > Process Statements > Load Voucher Stage OR NavBar > Navigator > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage





## Using Procurement WebCenter:

The screenshot shows the Procurement WorkCenter interface. The top navigation bar includes a Home button, the title "Procurement WorkCenter", and icons for home, menu, and search. The left sidebar contains a navigation menu with categories: eProcurement (DOAS Quick Reference Guide List), Pcard (Reconcile Statement, Load Voucher Stage, Voucher Build), and Purchasing (My Work). The "Load Voucher Stage" option is highlighted with a red box. The main content area is titled "News and Announcements" and features a red heading "Welcome to Financials 9.2 Upgrade Training Database". Below this is a list of seven instructions for the UAT environment.

Procurement WorkCenter

Home Procurement WorkCenter

Main Reports/Queries Pagelets

Links

eProcurement

- DOAS Quick Reference Guide List

Pcard

- Reconcile Statement
- Load Voucher Stage**
- Voucher Build

Purchasing

My Work

### News and Announcements

Welcome to Financials 9.2 Upgrade Training Database

Please Take a Note of The Following:

- 1) The UAT environment is a test environment: Performance may not be the same as Production.
- 2) Batch processes will run daily at 4 pm starting on Monday, June 18<sup>th</sup>.
- 3) The data in UAT is a copy of Production from March 29<sup>th</sup>, 2018. Anything added to Production since March 29<sup>th</sup> will NOT be in the UAT environment.
- 4) The current open period for the UAT environment is Period 12 & 1 (June & July 2018) .
- 5) Please copy and paste the Luminist Test URL to your web browser: <https://ebill-t.ga.gov/luminist/luminist.html>. Please allow for 30 minutes to see your report.
- 6) For any issues, please send an email to [FS92Upgrade@sao.ga.gov](mailto:FS92Upgrade@sao.ga.gov) The team will work to resolve your issues as soon as possible.
- 7) The URL will be different than the current URL, SAO will send the new Production URL link on the Go-Live day.

**Step 6.** Use any one of the options as either **Find an Existing Value** or **Add a New Value** for Run Control ID Setup or Updates:

The screenshot shows the "Load Voucher Stage" search interface. It includes a search bar with two buttons: "Find an Existing Value" and "Add a New Value". Below the search bar is a "Search Criteria" section with a "Search by:" dropdown menu set to "Run Control ID begins with" and an input field. There is also a "Case Sensitive" checkbox. A "Search" button and an "Advanced Search" link are located below the search criteria. The "Search Results" section shows a table with a header "Run Control ID" and four rows of results: "403\_Load\_Vchr", "403\_Vchr\_Load", "403\_Vchr\_State", and "VCHR-STAGE".

Home

New Window | Help

### Load Voucher Stage

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

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

#### Search Results

View All First 1-7 of 7 Last

Run Control ID
403_Load_Vchr
403_Vchr_Load
403_Vchr_State
VCHR-STAGE

## Load Voucher Stage

Run Control ID ADD\_VOUCHER\_TEST

Report Manager Process Monitor

Run

### Process Request Parameters

\*SetID STATE

\*Card Issuer VISA

AP Business Unit

\*Billing Date 05/27/2021

Invoice Date to Use   
 Billing Date   
 Enter Date   
 Today

\*Invoice Date

\*Create Vouchers

\*Business Unit 40300

Invoice Number PCT05172021 (Process Instance will be used when blank)

Max Voucher Lines 50

**Transaction Status Criteria**

Approved Status   
  Any Status Except Closed

**Budget Status Criteria**

Valid Budget Status   
  Any Budget Status

**Chartfield Status Criteria**

Valid Chartfield Status   
  Any Chartfield Status

The Invoice Date to Use option is used to select the date associated with the new invoice.

Invoice ID should not exceed 10 chars and/or digits. Max Voucher Lines should not exceed 500 lines.

**Run Control ID:** Add a new run control or use an existing run control if you have run this process before.

**Select or Enter Setid = STATE**

**Select or Enter Card Issuer = VISA**

**Select or Enter Billing Date =** Bank of America Pcard Statement or Billing Date. **Note:** you may have to run this process twice if your billing date fell on a weekend. Do not forget to change / update billing date every time you run this process.

### Create Vouchers:

- select by Business Unit if you want to have all card transactions combined into one voucher, or multiple vouchers if you have more than 500 transactions. **Note:** This is a preferred way of staging Pcard Voucher.

- select by Credit Card Number if you want to create one voucher per cardholder.

**Select or Enter Business Unit:** Logged user business unit number

**Invoice Date to Use:** Enter the criteria by which you wish to base your invoice date, based on billing date, by entering the date manually, or using the date the you are running voucher process.

**Enter Invoice Number:** Enter the invoice number you want to use, DO NOT exceed 10 characters or digits, you will be able to update the invoice id on the voucher once it is created. If you run the process more than once before voucher build runs, you must use a unique invoice id or the process will fail the second time and have to be deleted and restarted with a unique invoice id. **Note:** Do not forget to change / update Invoice Number every time you run this process.

**Enter Max Voucher Lines:** Enter the maximum number of voucher lines you want for each voucher. 500 should be the maximum or you will not be able to open your voucher in AP once it is created.

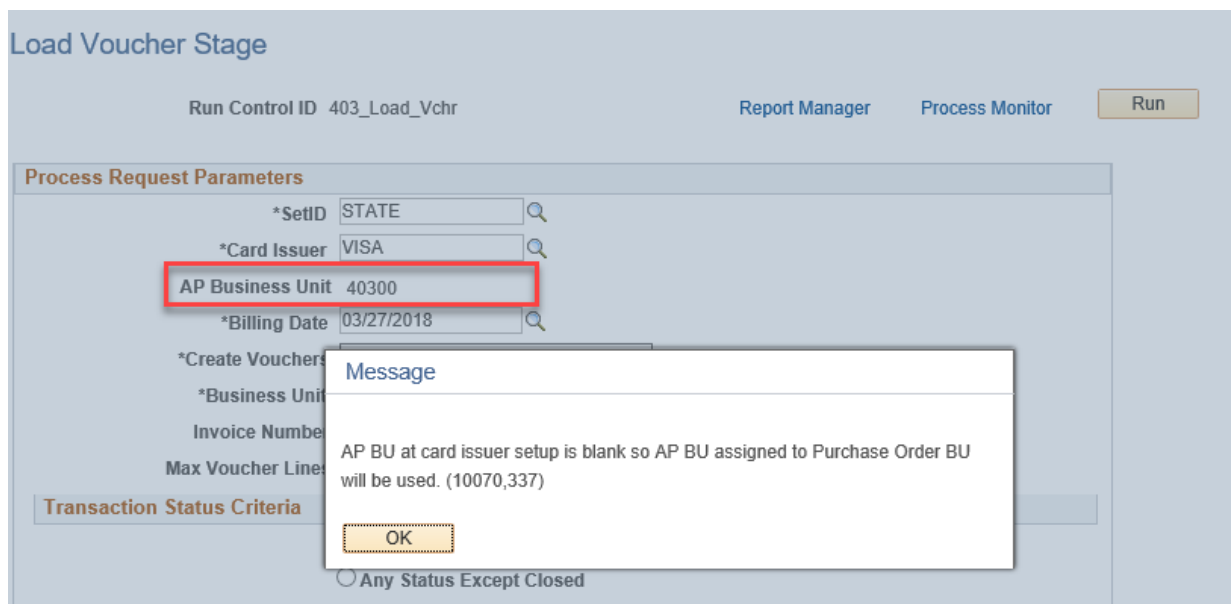
**Select Transaction Status Criteria:** Approved (if you choose any except closed, you will pick up staged and verified charges)

**Select Budget Status Criteria:** Valid (if you choose any, you will pick up Error or Not Checked transactions and have to update the budget string on the voucher)

**Select Chartfield Status Criteria:** Valid

**Step 7.** Click Save – You will receive this WARNING, just click OK, so **AP Business Unit** value will change to logged user business unit.

Note down your Run Control ID for future Pcard Voucher Stage related activities.



**Step 8.** Click Run and you will be prompted with Process Scheduler Request screen.

The screenshot shows a web application interface with a 'Process Scheduler Request' dialog box. The dialog has the following fields and options:

- User ID: [Redacted]
- Run Control ID: 403\_Load\_Vchr
- Server Name: PSUNX (dropdown)
- Run Date: 08/29/2018 (calendar icon)
- Recurrence: [Empty dropdown]
- Run Time: 3:00:57PM (button: Reset to Current Date/Time)
- Time Zone: EST (dropdown)

Below these fields is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ProCard Load Voucher Stage	PO_CCVCHRSTG	Application Engine	Web	TXT	Distribution

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background application shows 'Load Voucher Stage' with a 'Run' button.

Select Server Name as PSUNX, Select Time Zone as EST and Click OK. Then you will be redirected back to previous screen – Load Voucher Stage. Note down the Process Instance Number located exactly below the Process Monitor.

### Load Voucher Stage

Run Control ID 403\_Load\_Vchr

Report Manager

Process Monitor

Run

Process Instance:45109485

**Process Request Parameters**

*SetID	STATE
*Card Issuer	VISA
AP Business Unit	40300
*Billing Date	03/27/2018
*Create Vouchers	By Business Unit
*Business Unit	40300
Invoice Number	PC03272018 (Process Instance will be used when blank)
Max Voucher Lines	500

**Transaction Status Criteria**

- Approved Status
- Any Status Except Closed

**Budget Status Criteria**

- Valid Budget Status
- Any Budget Status

**Chartfield Status Criteria**

- Valid Chartfield Status
- Any Chartfield Status

Save Return to Search Previous in List Next in List Add Update/Display

**Step 9.** From the Load Voucher Stage run control page click on the Process Monitor link to check the batch process progress or status.

Home New Window | Help | Personalize Page

Process List Server List

**View Process Request For**

User ID [redacted] Type [ ] Last [ ] 1 Days Refresh

Server PSUNX Name [ ] Instance From [ ] Instance To [ ]

Run Status [ ] Distribution Status [ ]  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	45109485		Application Engine	PO_CCVCHRSTG	[redacted]	08/29/2018 3:00:57PM EDT	Success	Posted	Details

Go back to Load Voucher Stage

Save Notify

Process List | Server List

**Step 10.** Keep clicking Refresh until Run Status and Distribution Status values gets changed.

**Step 11.** From the Process Monitor page, Click on Details to launch Process Details page.

Process Detail Help

**Process**

Instance 45109485 Type Application Engine

Name PO\_CCVCHRSTG Description ProCard Load Voucher Stage

Run Status Success Distribution Status Posted

**Run** **Update Process**

Run Control ID 403\_Load\_Vchr

Location Server

Server PSUNX

Recurrence

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content  Restart Request

**Date/Time** **Actions**

Request Created On 08/29/2018 3:03:30PM EDT

Run Anytime After 08/29/2018 3:00:57PM EDT

Began Process At 08/29/2018 3:03:38PM EDT

Ended Process At 08/29/2018 3:04:08PM EDT

Parameters Transfer

**Message Log** View Locks

Batch Timings

View Log/Trace

OK Cancel

**Step 12.** From the Process Details page click the Message log:

The screenshot shows a software interface with a 'Process Detail' window and a 'Message Log' window. The 'Process Detail' window shows the following information:

- Instance: 45109485
- Name: PO\_CCVCHRSTG
- Run Status: Success
- Run Control ID: 403\_Load\_Vchr
- Location: Server
- Server: PSUNX
- Recurrence: (empty)
- Request Created On: 08/29/2018 3:03:46 PM
- Run Anytime After: 08/29/2018 3:03:46 PM
- Began Process At: 08/29/2018 3:03:51 PM
- Ended Process At: 08/29/2018 3:04:08 PM

The 'Message Log' window displays a table of log entries:

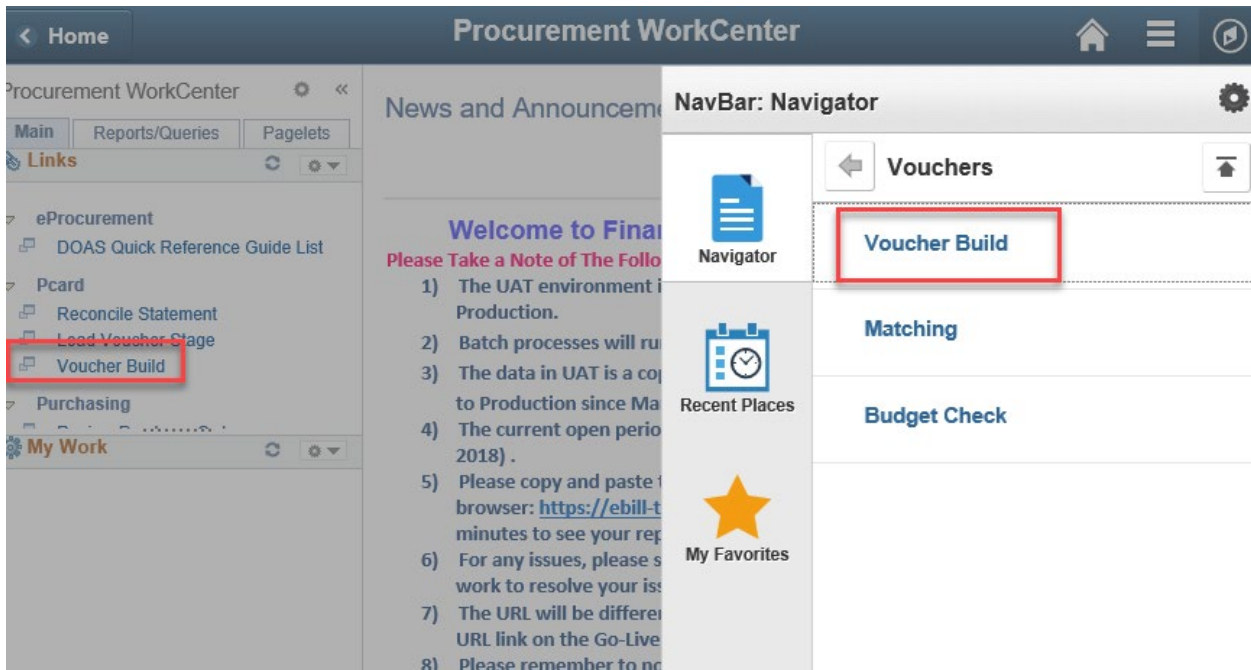
Severity	Log Time	Message Text	Explain
10	3:03:46PM	'Sec0100' 'Lock_CCL' 14 rows selected to be processed on 'ProCard data to be processed'	Explain
10	3:03:51PM	'Sec0220' 'Step010' 14 rows selected to be processed on 'Non-VAT'	Explain
10	3:03:58PM	'Sec0340' 'Step010' 1 rows selected to be processed on 'Total Headers for Non-VAT'	Explain
10	3:03:59PM	'Sec0340' 'Step020' 0 rows selected to be processed on 'Total Headers for VAT'	Explain
10	3:04:00PM	'Sec0340' 'Step030' 14 rows selected to be processed on 'Total Lines'	Explain
10	3:04:00PM	'Sec0340' 'Step040' 14 rows selected to be processed on 'Total Distrib Lines'	Explain
	3:04:08PM	Published message with ID 4ea1a016-abbe-11e8-9442-d39ada43f132 to create entry in folder GENERAL.	Explain
	3:04:08PM	Successfully posted generated files to the report repository	Explain

From the Message Log page, you can view the number of vouchers that will be created, in this example 1 voucher will be created:

**Step 13.**

**Voucher Build:** The Voucher Build is a batch process that is used to build vouchers that have been staged.

If you have access to the voucher build process navigate to: NavBar > Navigator > Accounts Payable > Batch Processes > Vouchers > Voucher Build



**Step 14.** Use any one of the options as either **Find an Existing Value** or **Add a New Value** for Run Control ID Setup or Updates:



## Voucher Build Request

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

Add

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

**Step 15.** Enter Run Control ID and Click on Add so you will be redirected to Voucher Build Run Control ID Setup.

Voucher Build | [Process Messages](#) | [Build Errors](#)

Run Control ID 403\_VCHR\_BLD [Report Manager](#) [Process Monitor](#) [Run](#)

**Run Control Options**

\*Request ID   
Description   
From Date   Assign Invoice ID  
To Date   Assign Invoice Date  
\*Process Option   
\*Voucher Sources   Autopilot Run Control

**Selection Parameters** [Personalize](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

Business Unit

**Interfaces** [Personalize](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

\*Voucher Build Interfaces   Publish Voucher Messages

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Voucher Build](#) | [Process Messages](#) | [Build Errors](#)

**Step 16.** Click Save and note down you Run Control Id for future Pcard Voucher Build process.

**Step 17.** Click Run, Choose Sever Name of PSUUNX, be sure Voucher Build is selected and click OK.



User ID [REDACTED] Run Control ID 403\_VCHR\_BLD

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web <input type="text" value="v"/>	TXT <input type="text" value="v"/>	Distribution

Click OK return to Voucher Build Run Control ID setup previous screen/page.

Voucher Build | Process Messages | Build Errors

Run Control ID 403\_VCHR\_BLD Report Manager **Process Monitor**  Process Instance: 45109499

**Run Control Options**

\*Request ID   
 Description   
 From Date   Assign Invoice ID  
 To Date   Assign Invoice Date  
 \*Process Option   
 \*Voucher Sources   Autopilot Run Control

**Selection Parameters** Personalize | Find | First 1 of 1 Last

Business Unit

**Interfaces** Personalize | Find | First 1 of 1 Last

\*Voucher Build Interfaces Publish Voucher Messages

Voucher Build | Process Messages | Build Errors

Note down your Process Instance number and Click on Process Monitor to check Voucher Build process status. Keep clicking Refresh every 10 seconds until you will get Run Status = Success and Distribution Status = Posted.

Process List | Server List

**View Process Request For**

User ID  Type  Last  1 Days  Refresh

Server  PSUNX Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	45109499		Application Engine	AP_VCHRBLD		08/29/2018 5:13:30PM EDT	Success	Posted	Details
<input type="checkbox"/>	45109485		Application Engine	PO_CCVCHRSTG		08/29/2018 3:00:57PM EDT	Success	Posted	Details

[Go back to Voucher Build Request](#)

[Process List](#) | [Server List](#)

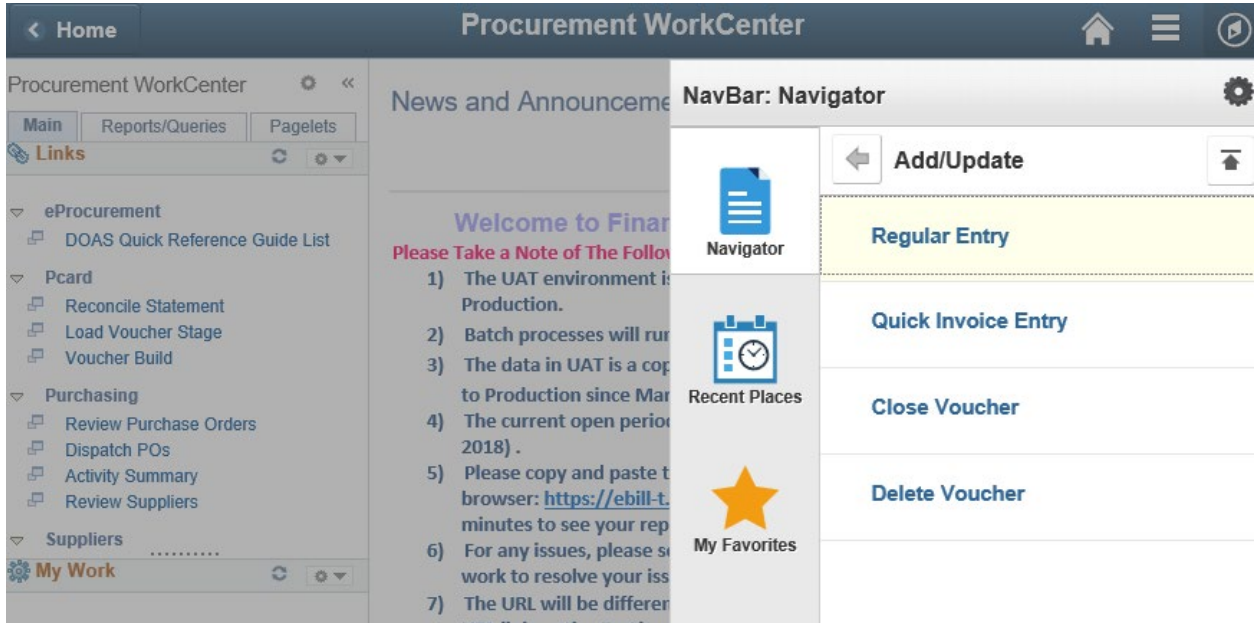
**Message Log**

Process: AP\_VCHRBLD (Application Engine) - Description: Voucher Build

Severity	Log Time	Message Text	Explain
10	5:13:57PM	Beginning Batch Voucher Build/Pre-Edit	Explain
10	5:14:23PM	New vouchers to be processed = 1	Explain
10	5:14:34PM	Beginning Voucher Header Defaults and Editing	Explain
10	5:14:56PM	Invoice Line Default Processing Started.	Explain
10	5:15:09PM	Beginning Voucher Distribution Defaulting.	Explain
10	5:15:18PM	Applying Voucher Payment Defaults.	Explain
10	5:15:39PM	Processing Miscellaneous Voucher Records.	Explain
10	5:15:44PM	DEFAULT processing completed	Explain
10	5:15:45PM	EDIT processing started	Explain
10	5:16:10PM	EDIT processing completed	Explain
10	5:16:19PM	PRORATE processing completed	Explain
10	5:16:20PM	SCHEDULE processing started	Explain
10	5:16:26PM	SCHEDULE processing completed	Explain
10	5:16:27PM	VALIDATE processing started	Explain
10	5:16:29PM	Vouchers processed with entry status Postable: 1	Explain
10	5:16:29PM	VALIDATE processing completed	Explain
10	5:16:44PM	MOVE processing completed	Explain
	5:16:52PM	Published message with ID d97851dc-abd0-11e8-9442-d39ada43f132 to create entry in folder GENERAL.	Explain
	5:16:52PM	Successfully posted generated files to the report repository	Explain

Return

**Step 18.** Access your voucher from the regular voucher entry pages using the vendor id of 0000216623 and the voucher source of Procurement Cards.



## Voucher

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

Find an Existing Value
Add a New Value

▼ Search Criteria

Use Saved Search:

Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria
Delete Saved Search

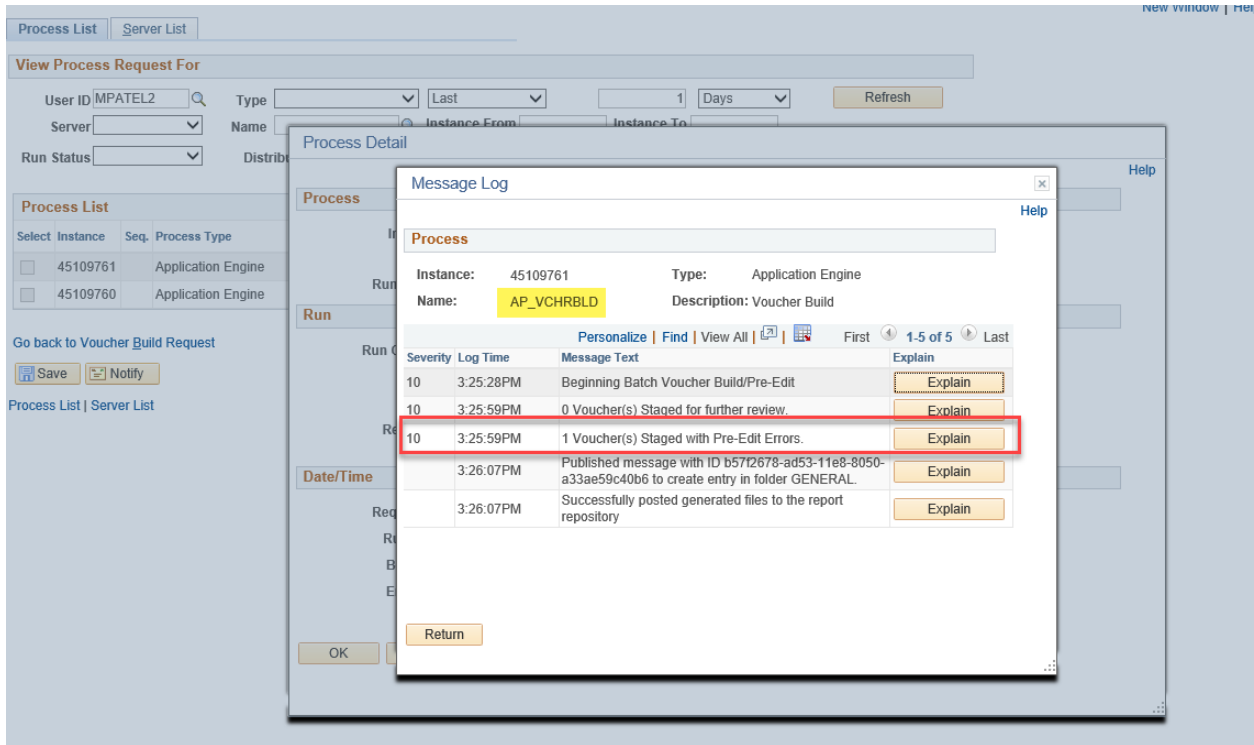
### Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher
40300	00086441	PC03272018_00000000000001	2722.82	2722.82	03/27/2018	BANKAMERIC-006	0000216623	BANK OF AMERICA NA Regular	(blank)	F
40300	00086442	PC03272018_00000000000002	1386.07	1386.07	03/27/2018	BANKAMERIC-006	0000216623	BANK OF AMERICA NA Regular	(blank)	F

You may have to make changes to the voucher such as correcting budget checking errors, changing the invoice id, bank account, payment method and accounting entry template as you would a normal voucher. If you have many vouchers you will need to use the Manual payment worksheet to apply your vouchers against a wire payment.

**Step 19.** Vouchers can still be built with pre-edit errors, even after validation. These need to be corrected so voucher build can be re-executed. Check message log from Voucher Build process logs.



**Step 20.** The steps below outline how to correct Voucher Build Errors:

Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

On the Quick Invoice Entry page, enter the Business Unit. Use the Magnifying Glass to search for the value.

Move down to Build Status and select Pre-Edit Error. Under Voucher Source, select Procurement Cards in the menu. Click Search.

## Quick Invoice Entry

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

**Find an Existing Value**

---

**▼ Search Criteria**

Business Unit =

Voucher ID begins with

Invoice Number begins with

Supplier ID begins with

Short Supplier Name begins with

Supplier Name begins with

Build Status =

Voucher Source =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

A list of transactions in pre-edit error will be displayed. **Note the list of voucher numbers with pre-edit errors.**

### Quick Invoice

Business Unit 42700      \*Invoice Number PCARD32718\_000000000000001        
Voucher 03903948      \*Invoice Date 03/27/2018        
Voucher Style      Accounting Date         
\*Build Status       Prepaid Ref        Auto Apply

---

Supplier       Invoice Address       BANK OF AMERICA NA  
Location       Remitting Addr

---

Line Amount 2491.62      Control Group       [Attachments \(0\)](#)  
Misc Amt 0.00      Terms       [Comments\(0\)](#)  
Freight 0.00      Currency USD      [Payments](#)  
Total 2491.62      [Session Defaults](#)  
Difference 0.00      [Override Session Default](#)  
      [Review Errors](#)

**Fetch Voucher Lines**

From Voucher Line         
To Voucher Line

---

[▶ Copy From Source Document](#)

[▶ Voucher Build Association](#)

**Step 21.** Once all voucher with pre-edit errors have been identified, navigate to the Voucher Build Error Detail page.

Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

Enter the Business Unit and Voucher ID for the error that was noted in the Quick Invoice Entry search.

< Voucher Build Error Details

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

### /oucher Build Error Detail

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

Find an Existing Value

▼ Search Criteria

Business Unit = 42700

Voucher ID begins with 03903948 x

TSE Run ID =  

Origin begins with  

Control Group ID begins with  

Supplier ID begins with  

Buying Agreement ID begins with  

Invoice Number begins with  

Invoice Date =  

Voucher Source =   ▼

Case Sensitive

Search
Clear

[Basic Search](#)

[Save Search Criteria](#)




### Search Results

/view All First 1 of 1 Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Supplier ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source
42700	03903948	45109761	(blank)	(blank)	0000216623	(blank)	PCARD32718_00000000000001	03/27/2018	2491.62	USD	ProCard

Click Search.





**< Voucher Build Error Details** New Window | Help | Personalize Page |   

**Voucher Build Error Detail**



Business Unit 42700      Voucher ID 03903948      **Correct Errors**

**Header Errors** Personalize | Find | View All

Field Name	Message
PO Number	Purchase Order is not Budget Checked.

**Invoice Line Errors** Personalize | Find | View 3 |   First 1-6 of 6 Last

Line	Field Name	Message
1	Line Number	Purchase Order Line is cancelled.
1	Line Number	There are no open distributions for this Purchase Order line.
2	Line Number	Purchase Order Line is cancelled.
2	Line Number	There are no open distributions for this Purchase Order line.
3	Line Number	Purchase Order Line is cancelled.
3	Line Number	There are no open distributions for this Purchase Order line.

 Return to Search     Notify

The Voucher Build Error Detail page lists all voucher pre-edit errors. There are three types of errors: Header Errors, Invoice Line Errors, and Distribution Line Errors.

Note: Whenever there are Voucher Line or Distribution Line errors, the voucher lines and distribution lines with invalid ChartField values are identified.

Review the various pre-edit errors that exist for the transaction.

**Step 22.** Click Correct Errors on the Voucher Build Error Detail page to access the Quick Invoice Entry page.

Quick Invoice

Business Unit 42700 \*Invoice Number PCARD32718\_0000000000001  
 Voucher 03903948 \*Invoice Date 03/27/2018  
 Voucher Style Regular Accounting Date  
 \*Build Status Pre-Edit Error Prepaid Ref  Auto Apply

Calculate  
 Print Invoice  
 Edit Combinations

Supplier 0000216623 Invoice Address 1 BANK OF AMERICA NA  
 Location 000001 Remitting Addr

Line Amount 2491.62 Control Group  
 Misc Amt 0.00 Terms  
 Freight 0.00 Currency USD  
 Total 2491.62

- Attachments (0)
- Comments(0)
- Payments
- Session Defaults
- Override Session Default
- Review Errors

Difference 0.00

**Fetch Voucher Lines**  
 From Voucher Line 1  
 To Voucher Line 19  
 Line Details

- Copy From Source Document
- Voucher Build Association

Invoice Lines Personalize | Find | First 1-19 of 19 Last

Voucher Line Number	PO Business Unit	PO Number	Line Number	Schedule Number	Receiving Business Unit	Receipt Number	Receipt Line	Packing Slip Number	Line Match Opt	Discount
1	42700	0000322959	13	1					No Match	<input type="checkbox"/>
2	42700	0000322959	14	1					No Match	<input type="checkbox"/>
3	42700	0000322959	15	1					No Match	<input type="checkbox"/>
4	42700	0000323377	1	1					No Match	<input type="checkbox"/>

**Step 23. Delete erroneous lines**

Misc Amt 0.00 Terms Currency USD  
 Freight 0.00  
 Total 2491.62  
 Difference 0.00

Fetch Voucher Lines  
 From Voucher Line 1  
 To Voucher Line 19  
 Line Details

Copy From Source Document  
 Voucher Build Association

Invoice Lines Personalize | Find | First 1-19 of 19 Last

Voucher Line Number	SpeedChart	Distribute By	Item ID	Quantity Vouchered	UOM	Unit Price	Merchandise Amount	Procurement Group ID	Description	Distribution
1		Amt								Distribut
2		Amt								Distribut
3		Amt								Distribut
4		Qty		1.0000	EA	214.0000	214.00			Distribut
5		Amt		1.0000	EA	13.4000	13.40			Distribut

**Delete Confirmation**

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

**Step 24. Click on Save**

## Quick Invoice

Business Unit 42700  
Voucher 03903948  
Voucher Style Regular  
\*Build Status Pre-Edit Error

\*Invoice Number PCARD32718\_00000000000001  
\*Invoice Date 03/27/2018  
Accounting Date  
Prepaid Ref  Auto Apply

Calculate  
Print Invoice  
Edit Combinations

Supplier 0000216623  
Location 000001

Invoice Address 1  
Remitting Addr

BANK OF AMERICA NA

Attachments (0)  
Comments(0)

Line Amount 1777.74  
Misc Amt 0.00  
Freight 0.00  
Total 2491.62

Control Group  
Terms  
Currency USD

Payments  
Session Defaults  
Override Session Default

Review Errors

Difference -713.88

### Fetch Voucher Lines

From Voucher Line 1  
To Voucher Line 19

Line Details

Copy From Source Document

Voucher Build Association

The Quick Invoice Entry page is used for reviewing and updating vouchers staged for review by the Voucher Build process, as well as for correcting vouchers that have Voucher Build process pre-edit errors.

Take corrective action to correct all pre-edit errors on the Quick Invoice page.

Under the Invoice Lines section, update the ChartField information if necessary. When complete, click Save.

Note: The Invoice Number and the Invoice Date fields on the Quick Invoice page will be defaulted. This information should not be modified. The Invoice Date information from this page will default as the Statement Date for the P-Card Voucher.

**Step 25.** After data is corrected and saved, click on the Build Status options on the Header section. Set the corrected voucher error to To Build from the drop-down.

## Quick Invoice

New Window | Help | Personalize Page |

Business Unit 42700  
Voucher 03903948  
Voucher Style Regular

\*Build Status **Build Voucher**

\*Invoice Number PCARD32718\_0000000000001  
\*Invoice Date 03/27/2018   
Accounting Date   
Prepaid Ref   Auto Apply

Calculate  
Print Invoice  
Edit Combinations

Supplier 0000216623   
Location 000001

Invoice Address 1 BANK OF AMERICA NA  
Remitting Addr

Attachments (0)  
Comments(0)

Line Amount 1777.74  
Misc Amt 0.00  
Freight 0.00  
Total 2491.62

Control Group    
Terms    
Currency USD

Payments  
Session Defaults  
Override Session Default

Review Errors

Difference **-713.88**

### Fetch Voucher Lines

From Voucher Line 1   
To Voucher Line 19

Line Details

► Copy From Source Document

► Voucher Build Association

Invoice Lines

Personalize | Find |

Here, the user has the option to print the invoice if desired. To do so, click Print Invoice.

**Step 26.** When all errors are complete, click Save. The transaction will be picked up in the next run of the voucher build to complete building the voucher. You may run on demand Voucher Build to see immediate results.

Run Control ID 42700\_Vchr\_Bld

Report Manager Process Monitor

Run

**Run Control Options**

\*Request ID 427\_V\_BLD x

Description 427\_Voucher\_Build

From Date   Assign Invoice ID

To Date   Assign Invoice Date

\*Process Option Business Unit

**\*Voucher Sources** Errors/Staged Vouchers  Autopilot Run Control

**Selection Parameters** Personalize | Find |   First 1 of 1 Last

Business Unit

42700

**Interfaces** Personalize | Find |   First 1 of 1 Last

\*Voucher Build Interfaces Publish Voucher Messages

Procurement Card

Save Return to Search Notify Refresh Add Update/Display

The screenshot displays the 'Voucher Build' application interface. A 'Message Log' dialog box is open, showing a list of messages. The background interface includes a 'Process List' section with a table of processes and a 'Run' button.

**Message Log Details:**

- Process: AP\_VCHRBLD
- Instance: 45109763
- Type: Application Engine
- Name: AP\_VCHRBLD
- Description: Voucher Build

Severity	Log Time	Message Text	Explain
10	3:45:17PM	Beginning Batch Voucher Build/Pre-Edit	Explain
10	3:45:17PM	0 Quick Invoices marked for Deletion to process.	Explain
10	3:45:17PM	1 Quick Invoices selected for processing.	Explain
10	3:45:33PM	New vouchers to be processed = 1	Explain
10	3:45:48PM	Beginning Voucher Header Defaults and Editing	Explain
10	3:46:18PM	Invoice Line Default Processing Started.	Explain
10	3:46:37PM	Beginning Voucher Distribution Defaulting.	Explain
10	3:46:49PM	Applying Voucher Payment Defaults.	Explain
10	3:47:11PM	Processing Miscellaneous Voucher Records.	Explain
10	3:47:18PM	DEFAULT processing completed	Explain
10	3:47:20PM	EDIT processing started	Explain
10	3:47:54PM	EDIT processing completed	Explain
10	3:48:06PM	PRORATE processing completed	Explain
10	3:48:07PM	SCHEDULE processing started	Explain
10	3:48:15PM	SCHEDULE processing completed	Explain
10	3:48:17PM	VALIDATE processing started	Explain
10	3:48:20PM	Vouchers processed with entry status Recycle: 1	Explain
10	3:48:20PM	VALIDATE processing completed	Explain
10	3:48:41PM	MOVE processing completed	Explain
	3:48:44PM	Published message with ID de96ae0c-ad56-11e8-8050-a33ae59c40b6 to create entry in folder GENERAL.	Explain
	3:48:44PM	Successfully posted generated files to the report repository	Explain

**Step 27.** Access your voucher from the regular voucher entry pages using the vendor id of 0000216623 and the voucher source of Procurement Cards.

## Voucher

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

[Find an Existing Value](#)

[Add a New Value](#)

### ▼ Search Criteria

Business Unit	=	▼	42700	
Voucher ID	begins with	▼	03903948	
Invoice Number	begins with	▼	PCARD32718	
Invoice Date	=	▼		
Short Supplier Name	begins with	▼		
Supplier ID	begins with	▼	0000216623	
Supplier Name	begins with	▼		
Voucher Style	=	▼		▼
Related Voucher	begins with	▼		
Entry Status	=	▼		▼
Voucher Source	=	▼	Procurement Cards	▼
Incomplete Voucher	=	▼		▼

Case Sensitive

[Search](#)






[Clear](#)





[Basic Search](#)









[Save Search Criteria](#)

[Summary](#) | [Related Documents](#) | **Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit 42700  Invoice No: PCARD32718\_00000000000001  
 Voucher ID 03903948 Accounting Date 08/31/2018  \*Pay Terms N30  Net 30  
 Voucher Style Regular Voucher Invoice Date 03/27/2018  Basis Date Type Inv Date  
 Invoice Received 





**BANK OF AMERICA NA**  
 Supplier ID 0000216623  ShortName BANKAMERIC-006  Location 000001  \*Address 1 

**Invoice Total**  
 Line Total 1,777.74  
 \*Currency USD  Miscellaneous  Freight   
 Total 2,491.62  
 Difference -713.88 



[Non Merchandise Summary](#)  
[Session Defaults](#)  
[Comments\(0\)](#)  
[Attachments \(0\)](#)  
[Template List](#)  
[Advanced Supplier Search](#)  
[Supplier Hierarchy](#)  
 Supplier 360  



Save Action  Run Calculate Print



**Copy From Source Document**  
 PO Unit  PO Number  Copy PO Copy From None  Go

**Invoice Lines**  Find | View All First 1 of 16 Last  
 Line 4  Copy Down  
 \*Distribute by Quantity   
 Item   SpeedChart   
 Quantity 1.0000 Ship To PO\_362001  Description USPS PO 1275570500  
 UOM EA   Packing Slip   
 Unit Price 214.00000  
 Line Amount 214.00

**Purchase Order**  
 42700|0000323377|1|1  
 Associate Receiver(s)  
 Force Price  
 Adjust PO Percentage  
 Allocate by Percentage

One Asset    
 Work Order  
 Calculate

**Distribution Lines** Personalize | Find | View All   First 1 of 1 Last  

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	*Account	Fund	*Dept	Fund Src	Program	Class	PC Bus Unit
		<input type="checkbox"/>		1	100.0000	100.0000	214.00	1.0000	42700	619006	10100	4275746151	90082	2010103	301	42700

Save

You can also run the query OPO201G\_PCARD\_VOUCHER to see all transactions and the related voucher id.