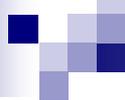


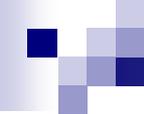
Monthly Document Clean Up

A How To Guide for
Searches, Queries and
Resolutions



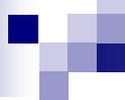
Accounts Payable

- Month-end processing in OAKS Accounts Payable ensures that all expenses and liabilities are posted in the proper accounting period. Further, month-end processing ensures that payments are made in a timely manner, and also posted in the proper accounting period.



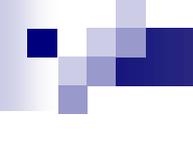
Review and Corrections

- Finding Vouchers in Recycled Status
 - Accounts Payable>Vouchers>Add/Update>Regular Entry
 - Find Existing Value
 - Enter Business Unit
 - Entry Status = Recycle
 - SEARCH



Error Summary- Could Be..

- Invalid Chartfield Value or Combination
- Sum of Invoice Lines does not = total on voucher
- Duplicate voucher



Review Voucher Information

- On Voucher review:
 - Invoice Information tab or Payments tab
 - Once changes are complete: *SAVE*
 - Confirm the voucher now says **Postable**

Deleting or Closing Vouchers. What is it the right action to take?

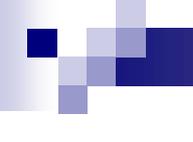
- If a voucher is **not posted, not paid, AND** does **not reference** a Purchase Order
- If the voucher **is posted, is not paid, AND** does **not reference** a Purchase Order...
- **Delete** the voucher and reenter a correct voucher.
- **Close** the voucher and reenter a correct voucher.

Journal Voucher vs. Reversal

- If a voucher **is posted, is paid, AND does not reference** a Purchase Order...
- If a voucher **is posted, is paid, AND references** a Purchase Order...
- Enter a **journal voucher** to correct the coding.
- Enter a **reversal voucher** to restore the Purchase Order AND a new, correct, **voucher** to correct the coding.

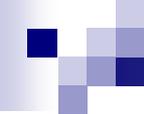
Match Exceptions

- **Accounts Payable > Review Accounts Payable Info > Vouchers > Match Manager**
 - **Enter Business Unit**
 - **Match Status = Exceptions**
 - **SEARCH**
 - **If there is more than one voucher in the search result, click the Exceptions Log icon on the first voucher on the list.**



Review Exceptions Log

- Refer to the Common Match Exceptions job aid for more details.
 - If vendor invoice is incorrect, you may need to request a corrected invoice from the vendor and update the voucher
 - If vendor invoice is correct and the voucher was entered correctly, the adjustment may need to be made on the Purchase Order or Requisition. Changes can only be made in current year PO.

- 
- If voucher is entered incorrectly, then you need to make the corrections on the voucher.
 - Delete the existing voucher lines and re-copy the correct purchase order lines onto the voucher.
 - Sum of voucher line amounts and distribution line amounts are equal to the total voucher amount.

 - Once corrections are made, the voucher will be processed in the next Matching process.
 - **Match Status** will change to **Matched** if the exception is resolved. If the exception still exists, the **Match Status** will remain as **Exceptions**.



Worklist

- Review and approve any vouchers sitting in your worklist that are pending.

Budget Errors

- **Commitment Control > Review Budget
Check Exceptions > Accounts Payable
> Voucher**
 - **Enter Business Unit**
 - **Process Status = “*Errors Exist*”**
 - **SEARCH**



Voucher Exceptions

- No Budget Exists
- Exceeded Budget Tolerance.
 - Click details symbol to view all columns

Voucher Exceptions

Line Exceptions

Business Unit: CHR01 Voucher ID: 00000138

*Exception Type: Error

Override Transaction



Maximum Rows: 100

More Budgets Exist

[Advanced Budget Criteria](#)

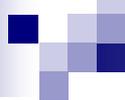
Search

Budgets with Exceptions

[Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last



	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Exception</u>	<u>Override Budget</u>	<u>Transfer</u>	<u>Fund</u>	<u>Account</u>	<u>ALI</u>	<u>Department</u>	<u>Budget Period</u>
1	STATE	CC_ALLOT	No Budget Exists	<input type="checkbox"/>	Go To ...	4A90	520	877609	CHR	2007
2	STATE	CC_APPROP	No Budget Exists	<input type="checkbox"/>	Go To ...	4A90	50	877609	CHR	2007



Exceeds Budget Tolerance

- Click on related links
- Choose Go to Budget Inquiry
- Look under the Available Budget
 - This shows how much cash or appropriations are left in the fund you are trying to use. If the balance is insufficient, you will need to review this expense with your budget analyst.

No Budget Exists

- This error is in the coding on the voucher
- On the voucher click Line Exceptions tab to view the voucher line which has the error.
- Click Line Chartfields tab
- Line Amount tab displays the amount listed with the exception.

Correcting Line Errors

- Edit the voucher
 - Write down the Voucher ID from the Line Exceptions Page
 - Accounts Payable
 - Vouchers
 - Add/Update
 - Regular Entry
 - Find existing Value
 - Enter Business Unit
 - Enter Voucher ID
 - Search
 - Go to Invoice Information Tab
 - Bottom of the page – Click Fund field
 - Enter corrected information
 - Save

Threshold Exceeded status

- **Accounts Payable > Vouchers > Maintain > Delete Voucher**
 - Enter **Business Unit**
 - Select **Entry Status** = *“Threshold Exceeded”*
 - **SEARCH**
 - Review the search results and delete the vouchers as appropriate.

Queries to Use

- Reports>Queries>Query Viewer :
 - OH_AP_BGT_EXCEP_CC_ALLOT
 - OH_AP_BUDGET_EXCEPTIONS
 - OH_AP_MONTHEND_OPEN_AP
 - OH_AP_VCHR_APPRL_2 (DENIED)
 - OH_AP_VCHR_MATCH_EXCEPTIONS
 - OH_AP_REVERSAL_VCHER_LINES
 - OH_AP_REVERSAL_VOUCHER