

Vouchers

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This Job Aid covers the process of creating, approving, and processing vouchers in the upgraded ONEPeralta system.

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Vouchers

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Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are two input fields: "User ID" and "Password". A red box highlights these two fields, with a yellow circle containing the number "2" next to it. Below the input fields is a "Select a Language" dropdown menu with "English" selected. A red box highlights the "Sign In" button, with a yellow circle containing the number "3" next to it. At the bottom, there is a checkbox for "Enable Screen Reader Mode" and a link for "Set Trace Flags".



Note

Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.

Log on to ONEPeralta (cont'd)

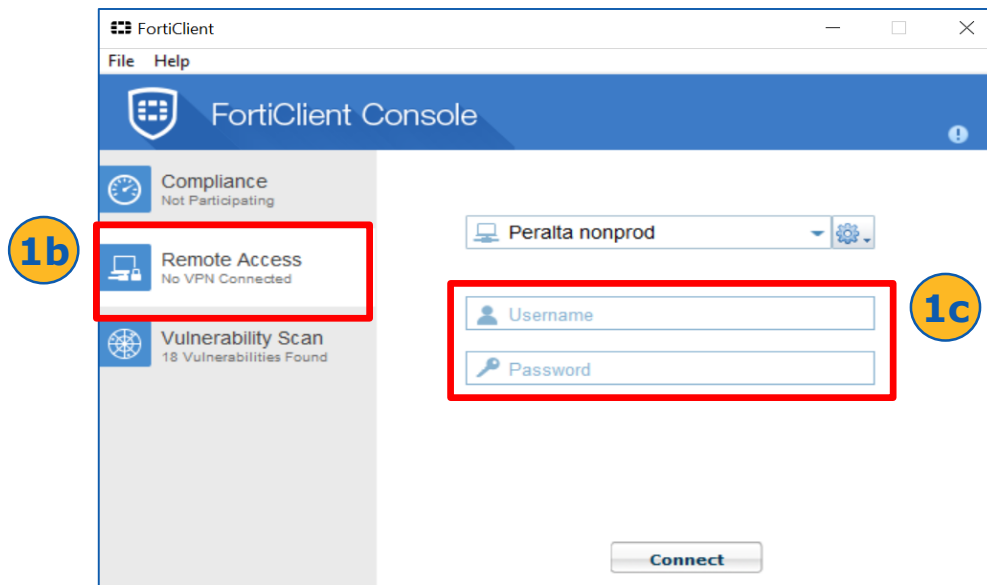
Turn on VPN

All ONEPeralta Users

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network (VPN)** before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using **one of two methods**:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**



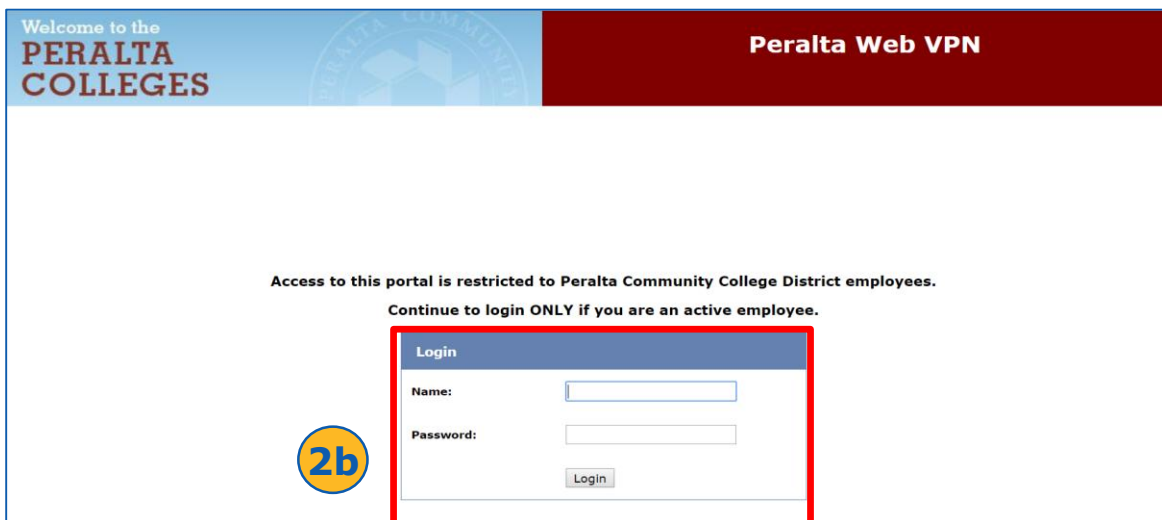
Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

Login

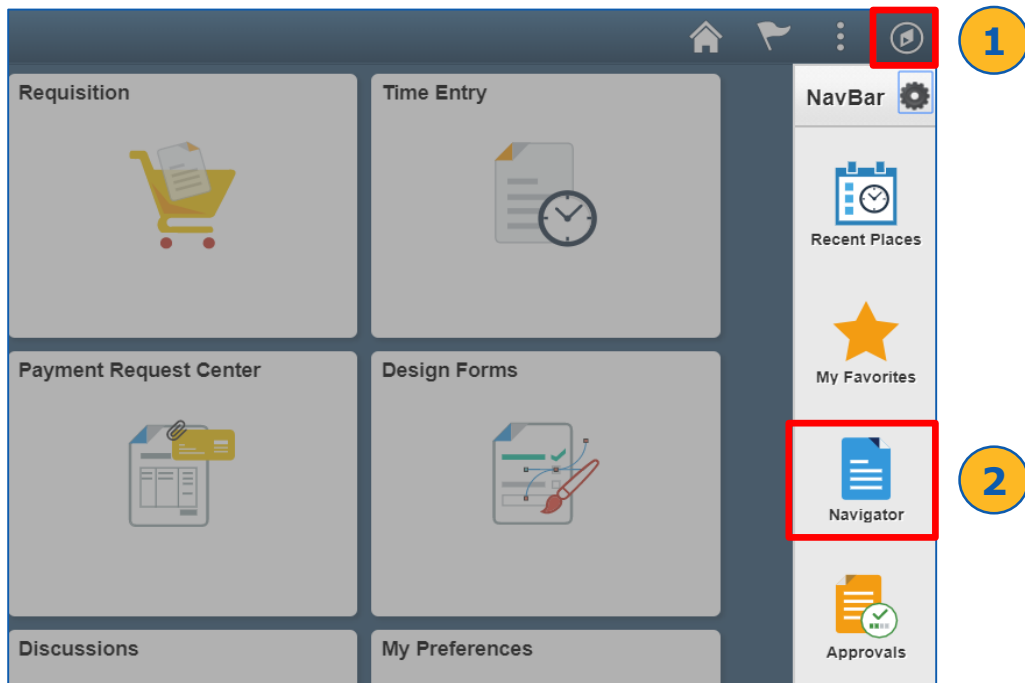
Creation

Create Vouchers

Follow the steps below to create PO vouchers and non-PO vouchers in the upgraded ONEPeralta system.

All Accounts Payable

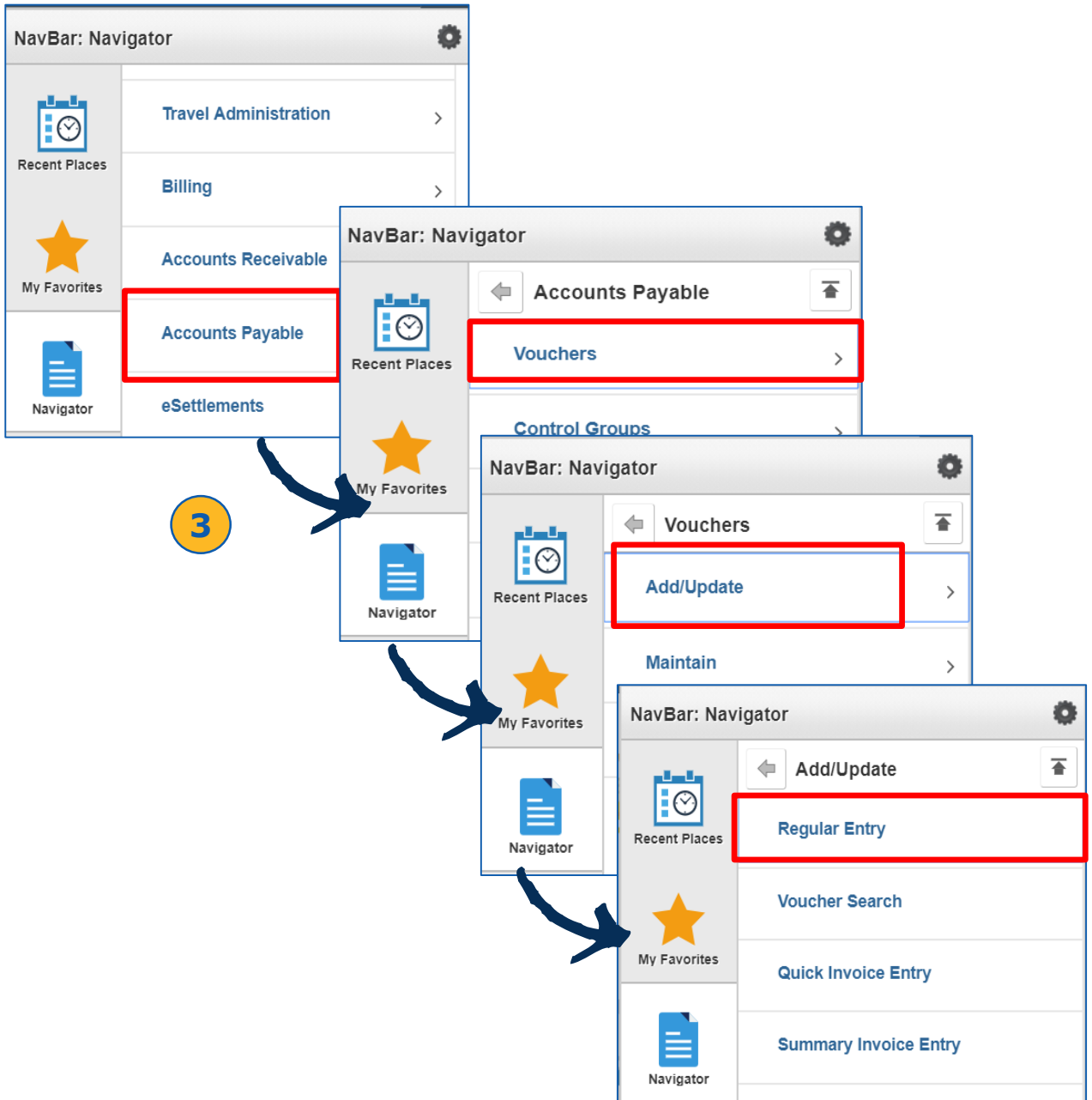
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Create Vouchers (cont'd)

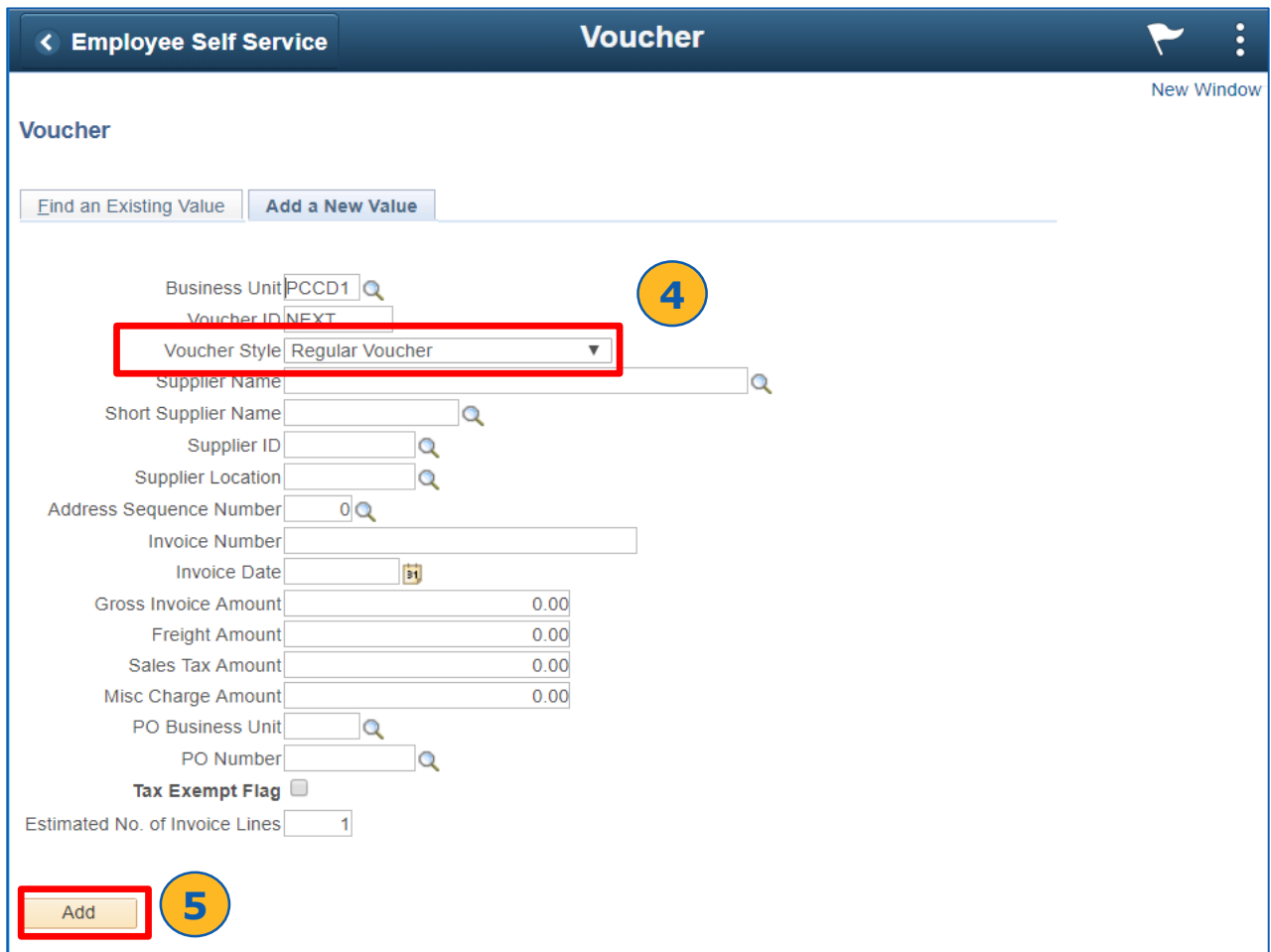
3. Click > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**



Creation

Create Vouchers (cont'd)


4. Select > **Voucher Style: Regular Voucher**
5. Click > **Add**




Employee Self Service **Voucher** New Window


Voucher


Find an Existing Value **Add a New Value**


Business Unit PCCD1 


Voucher ID NEXT


Voucher Style Regular Voucher 

Supplier Name 


Short Supplier Name 

Supplier ID 

Supplier Location 

Address Sequence Number 0 

Invoice Number


Invoice Date 


Gross Invoice Amount 0.00

Freight Amount 0.00

Sales Tax Amount 0.00

Misc Charge Amount 0.00

PO Business Unit 

PO Number 

Tax Exempt Flag

Estimated No. of Invoice Lines 1

Add



Do not edit the **Business Unit** and **Voucher ID** fields. Also, do not enter anything into the **PO Business Unit** and **PO Number** fields.

Creation

Create Vouchers (cont'd)

6. Click > **Session Defaults**

Employee Self Service **Regular Entry**

Invoice Information | Payments | Voucher Attributes

Business Unit: PCCD1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: []
 Invoice Received: []
 Supplier ID: []
 ShortName: []
 Location: []
 *Address: []

Invoice No: []
 Accounting Date: 04/26/2018 []
 *Pay Terms: 00 [] Due Now
 Basis Date Type: Inv Date
 Tax Exempt
 Control Group: []
 Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	0.00
Difference	0.00

Sales/Use Tax Summary
 Non-Merchandise Summary
Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Save For Later Calculate Print

Copy From Source Document

Invoice Lines Find | View All | First | 1 of 1 | Last

Line 1 Copy Down
 *Distribute by: Amount
 Item: []
 Quantity: []
 UOM: []
 Unit Price: []
 Line Amount: 0.00

Ship To: EXEMPT []
 Description: []
 Packing Slip: []

One Asset
 Sales/Use Tax
 Calculate

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

GL Chart	Exchange Rate	Statistics	Assets											
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Affil	
<input type="checkbox"/>	1	0.00		PCCD1										

Save Save For Later

Notify Refresh Add Update/Display



The Session Defaults page will allow you to enter information that will then be used to pre-fill fields for all following vouchers while you are logged on to ONEPeralta (for one session until you log out). These fields will not apply to the first voucher that is created.

Creation

Create Vouchers (cont'd)

7. Select > **Origin: DP, OA, or PO***
8. Complete > All applicable fields
9. Click > **Apply**
10. Click > **X** to close window

The screenshot shows the 'Session Defaults' window. Callout 7 points to the 'Origin' dropdown menu in the 'Invoice Defaults' section, which is currently set to 'DP'. Callout 9 points to the 'Apply' button at the top right of the form. Callout 10 points to the close button (X) in the top right corner of the window.

Session Defaults

Return to Main Page

Available Session Defaults: All - DP

Session Defaults

Estimated No. of Invoice Lines:

Estimated No. of Distributions:

Business Unit

Unit: PCCD1 Rate Type:

Supplier Detail

Supplier: Address:

Location: Currency:

Invoice Defaults

Acctg Date: Origin: DP

Group:

For Quick Invoice Only

Terms:

QI Template:

Template:

Build Code:

PO Unit:

Recv Unit:

PO Options:

Receiver Opt:

Non-Merchandise Charges

Misc Options:

Frght Options:

Sales Tax Opt:

VAT Amt Opt:

Distribution

Personalize | Find | View All | First 1 of 1 Last

GL Unit	Location	Fund Code	Cost Center	Object Code	Program Code	Activity Suffix	Project	Accounting Line	Fund Affiliate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



DP = Direct Pay; OA = Open Account (or blanket PO), PO = regular purchase order

Creation

Create Vouchers (cont'd)

11. Click > **Add** to create the first voucher

Employee Self Service
Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: PCCD1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice Date:
 Invoice Received:

Supplier ID:
 ShortName:
 Location:
 *Address:

Invoice No:
 Accounting Date: 04/26/2018
 *Pay Terms: 00 Due Now

Basis Date Type: Inv Date
 Tax Exempt

Control Group:

Incomplete Voucher

Invoice Total

Line Total: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Sales Tax:
 Use Tax: 0.00

Total: 0.00
 Difference: 0.00

Sales/Use Tax Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Copy From Source Document

Invoice Lines Find | View All | First 1 of 1 Last

Line 1 Copy Down
 *Distribute by: Amount
 Item:
 Quantity:
 UOM:
 Unit Price:
 Line Amount: 0.00

Ship To: EXEMPT
 Description:
 Packing Slip:

One Asset
 Sales/Use Tax

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Affil
<input type="button" value="+"/> <input type="button" value="-"/>				<input type="checkbox"/>	1	0.00		PCCD1 <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

11

Creation

Create Vouchers (cont'd)

12. Select > **Voucher Style: Regular Voucher**
13. Enter > **Supplier** and **Invoice** information
14. Click > **Add**

Employee Self Service **Voucher** New Window

Voucher

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount	0.00
Freight Amount	0.00
Sales Tax Amount	0.00
Misc Charge Amount	0.00

PO Business Unit

PO Number

Tax Exempt Flag

Estimated No. of Invoice Lines



Remember, the information entered into Session Defaults only apply to future vouchers. You will need to enter information for the first voucher here.

Creation

Create Vouchers (cont'd)

15. Click > **Invoice Information** tab
16. Complete > remaining applicable fields
17. Click > **Attachments** (also under **Invoice Information** tab, to the right of the page)

Employee Self Service

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

15

16

Business Unit PCCD1 Invoice No Test 1
 Voucher ID 00200056 Accounting Date 05/01/2018
 Voucher Style Regular Voucher *Pay Terms 30 Net 30
 Invoice Date 05/01/2018 Basis Date Type Inv Date
 Invoice Received Tax Exempt

PERALTA COMM. COLL. REVOLVING CASH FUND

Supplier ID 0000700000
 ShortName PERALTA C-001
 Location MAIN
 *Address 1

Save

Regular Entry

Invoice Total	
Line Total	50.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	50.00
Difference	0.00

Calculate Print

Sales/Use Tax Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
Attachments (0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

17

Creation

Create Vouchers (cont'd)

18. Click > **Add Attachments**
19. Click > **Choose File** and browse for file
20. Click > **Upload**
21. Enter > **Description**
22. Click > **OK**
23. Repeat steps 18 to 22 for each additional attachment

Voucher Header Attachment

Business Unit PCCD1 Voucher ID NEXT

21

File Name	Show to Approver?	Description	User	Name
AP_Voucher_Approval_.docx	<input checked="" type="checkbox"/>	<input type="text"/>		

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

18

Add Attachment

OK Cancel Refresh

Include a description of each attachment

22

19

File Attachment

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

20

Upload Cancel



When creating vouchers, attachments can include documents like invoices, check request forms, travel forms, receipts, mileage forms, and petty cash forms.

Creation

Create Vouchers (cont'd)

- 24. Complete > applicable fields under **Invoice Lines**
- 25. Complete > applicable fields under **Distribution Lines**
- 26. Click > **Save**

Employee Self Service **Regular Entry**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: PCCD1 Invoice No: Test 1
 Voucher ID: 00200056 Accounting Date: 05/01/2018
 Voucher Style: Regular Voucher *Pay Terms: 30 Net 30
 Invoice Date: 05/01/2018 Basis Date Type: Inv Date
 Invoice Received: Tax Exempt

PERALTA COMM. COLL. REVOLVING CASH FUND

Supplier ID: 0000700000
 ShortName: PERALTA C-001
 Location: MAIN
 *Address: 1

Invoice Total

Line Total	50.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	50.00
Difference	0.00

Save Calculate Print

Copy From Source Document

Invoice Lines Find | View All | First 1 of 1 Last

Line 1 Copy Down Ship To: EXEMPT

*Distribute by: Amount Description: One Asset

Item: Packing Slip: Sales/Use Tax

Quantity: Calculate

UOM: **25**

Unit Price: **24**

Line Amount: 50.00

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

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Affil
<input type="checkbox"/>	1	50.00		PCCD1	1	11	120	5105	1	672700	1097	01	

Save **26**

Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

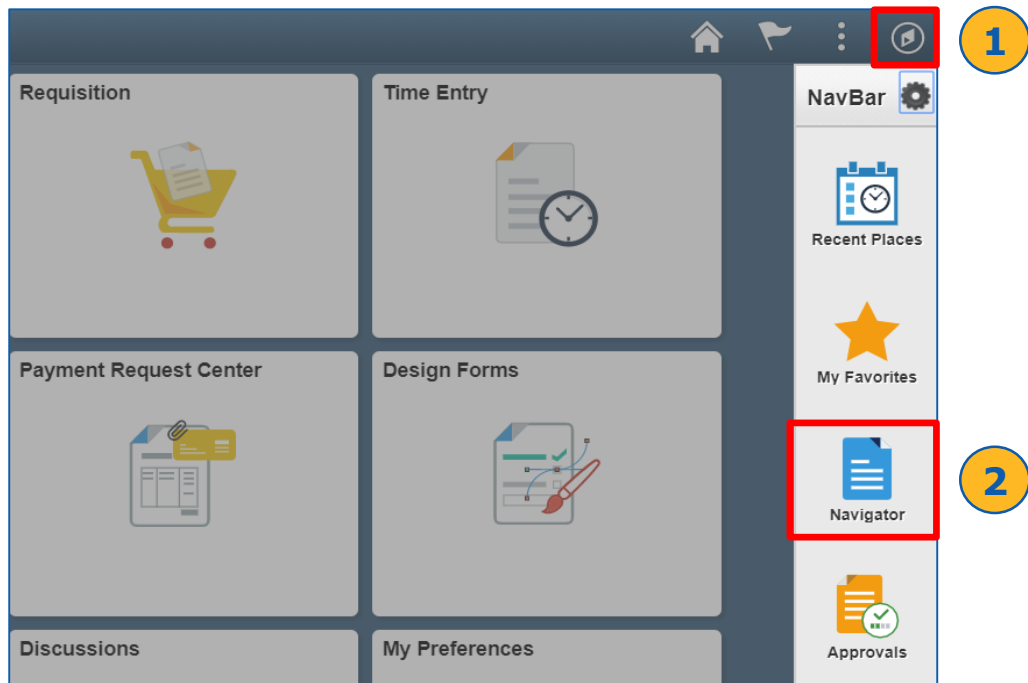
Creation

Run a Budget Check

All vouchers will go through a periodic automatic budget check. However, you can perform this check outside of the original schedule if you need to validate the budget immediately. Be sure to note down your Voucher IDs before running the budget check to ensure you are checking your vouchers and not someone else's.

All Accounts Payable

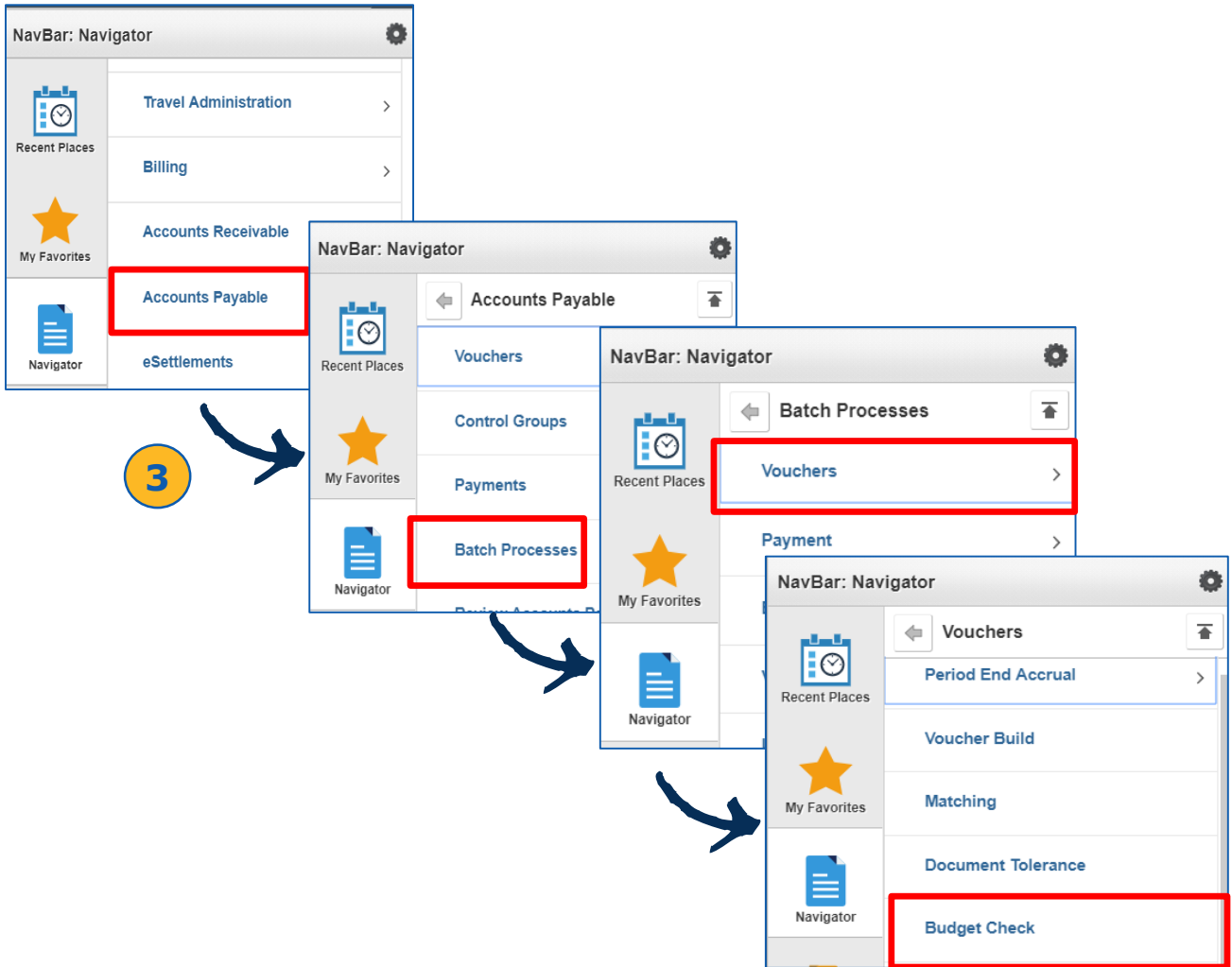
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Run a Budget Check (cont'd)

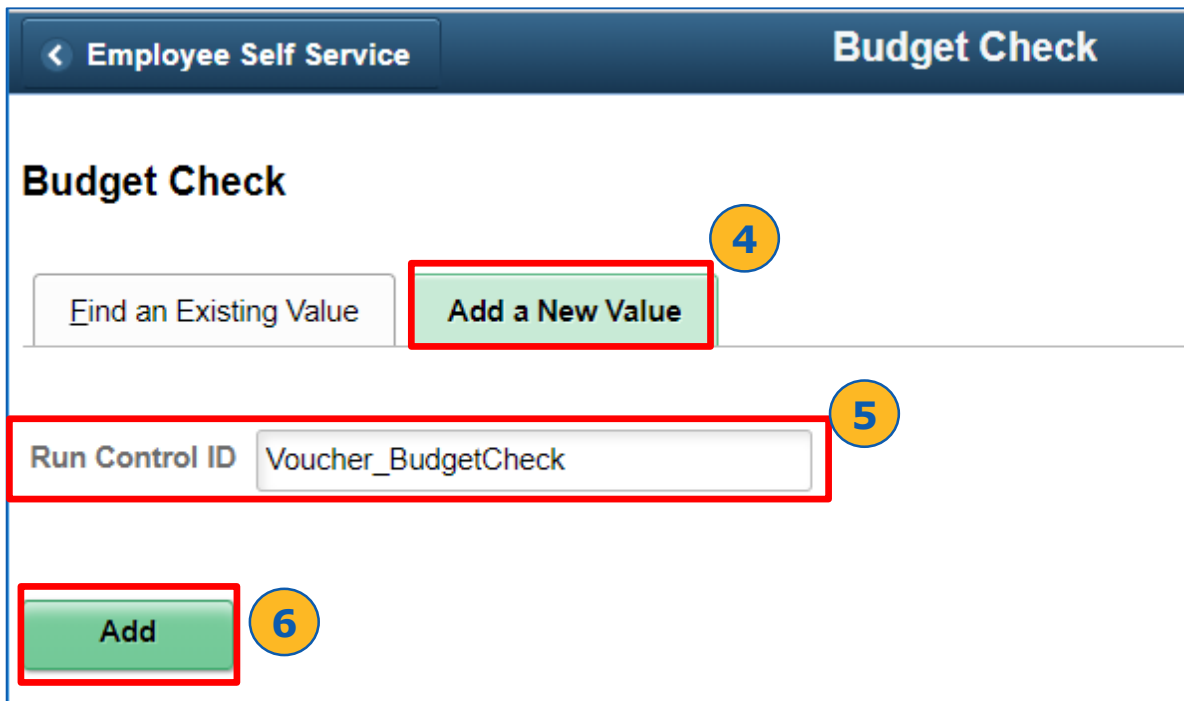
3. Click > **Accounts Payable** > **Batch Processes** > **Vouchers** > **Budget Check**



Creation

Run a Budget Check (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



The screenshot shows the 'Budget Check' interface within the 'Employee Self Service' system. The interface includes a navigation bar with a back arrow and the text 'Employee Self Service' on the left, and 'Budget Check' on the right. Below the navigation bar, the title 'Budget Check' is displayed. The main content area contains three elements: a button labeled 'Find an Existing Value', a button labeled 'Add a New Value' (highlighted with a red box and a yellow circle with the number 4), and a text input field labeled 'Run Control ID' containing the text 'Voucher_BudgetCheck' (highlighted with a red box and a yellow circle with the number 5). At the bottom of the form is a green button labeled 'Add' (highlighted with a red box and a yellow circle with the number 6).



Every user can enter his or her own **Run Control ID**. Enter whatever you want, as long as it is easily identifiable later on. Once you create a Run Control ID, it will be available for use for all future transactions under **Find an Existing Value**.

Creation

Run a Budget Check (cont'd)

7. Select > **Process Frequency: Always Process** (to schedule a periodic check) or **Once** (to run only at your designated time)
8. Enter > **Description**
9. Select > **Transaction Type: AP_VOUCHER**
10. Select > **Field Name: Business Unit**
11. Enter > **From/To: PCCD1**
12. Click > **+** to add another **Field Name**
13. Select > **Field Name: Voucher ID**
14. Enter > **Voucher ID** to be budgeted checked
15. Click > **Save**
16. Click > **Run**

Budget Check

Run Control ID Budget_Check Report Manager Process Monitor Run 16

Process Request Parameters 🔍 | ⏪ | ⏩ | 1 of 1 | View All

*Process Frequency: Always Process 7

Request Number: 1

*Description: BC 8

*Transaction Type: AP_VOUCHER 🔍 9

Process All Business Units

Selection Parameters 🔍 | ⏪ | ⏩ | 1 of 2

Field Name	Value Type	From/To	From/To
Business Unit 10	Value	PCCD1 11	From/To
Voucher ID 13	Value	00160475 14	From/To

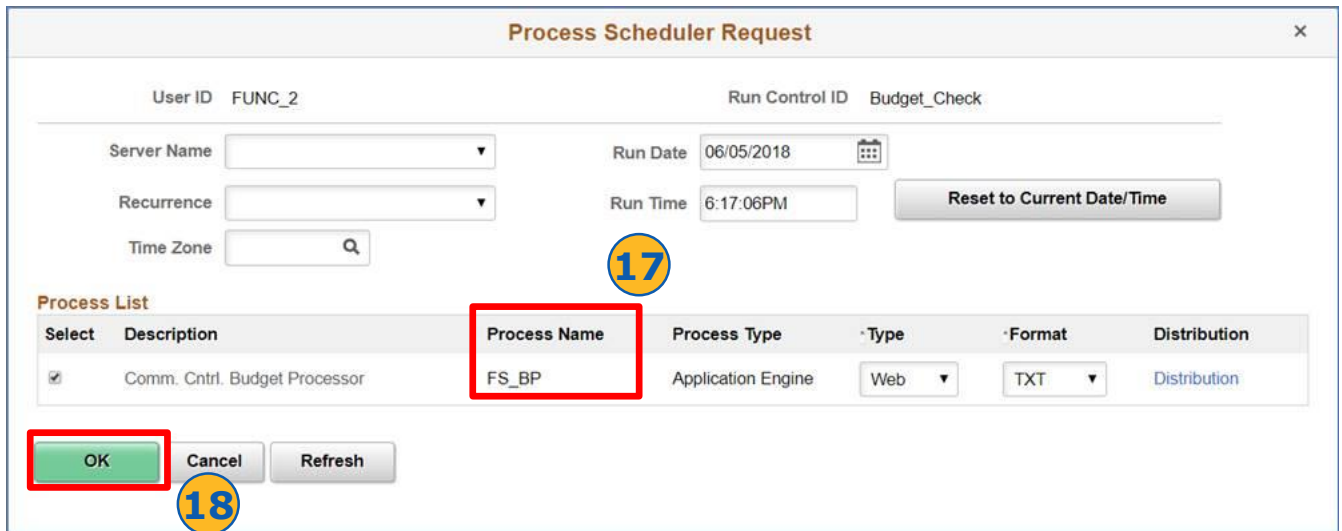
+ - 12
+ -

Save 15 Notify Refresh Add Update/Display

Creation

Run a Budget Check (cont'd)

- 17. Verify Process **FS_BP** is listed in the **Process List**
- 18. Click > **OK**



Process Scheduler Request

User ID: FUNC_2 Run Control ID: Budget_Check

Server Name: Run Date: 06/05/2018

Recurrence: Run Time: 6:17:06PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

Creation

Run a Budget Check (cont'd)

19. Select > **Process Monitor** hyperlink
20. Click > **Refresh**
21. Verify > **Run Status** reads **Success**, and **Distribution Status** reads **Posted**

Employee Self Service

Budget Check

Run Control ID: Voucher_BudgetCheck Report Manager: [Process Monitor](#)

Process Request Parameters

*Process Frequency: Always Process

Request Number: 1

*Description: Sample voucher budget check

*Transaction Type: AP_VOUCHER Process All Business Units

Selection Parameters

Field Name: Value Type: From/To: From/To:

Budget Check **Process Monitor**

View Process Request For

User ID: FUNC_2 Type: Last: 25 Days

Server: Name: Instance From: Instance To: Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590196		Application Engine	FS_BP	FUNC_2	05/01/2018 1:16:48PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590185		Application Engine	VCHR_APRV_AF	FUNC_2	05/01/2018 8:50:44AM PDT	Success	Posted	Details

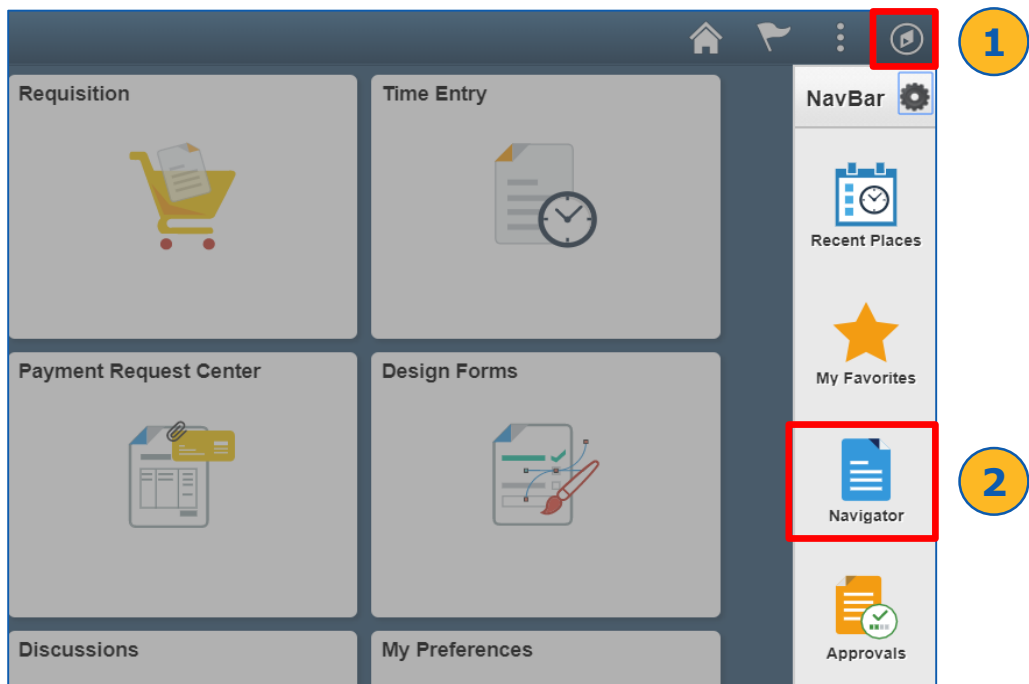
Creation

Create Prepaid Vouchers

Follow the steps below to create Prepaid Vouchers in the upgraded ONEPeralta system.

All Accounts Payable

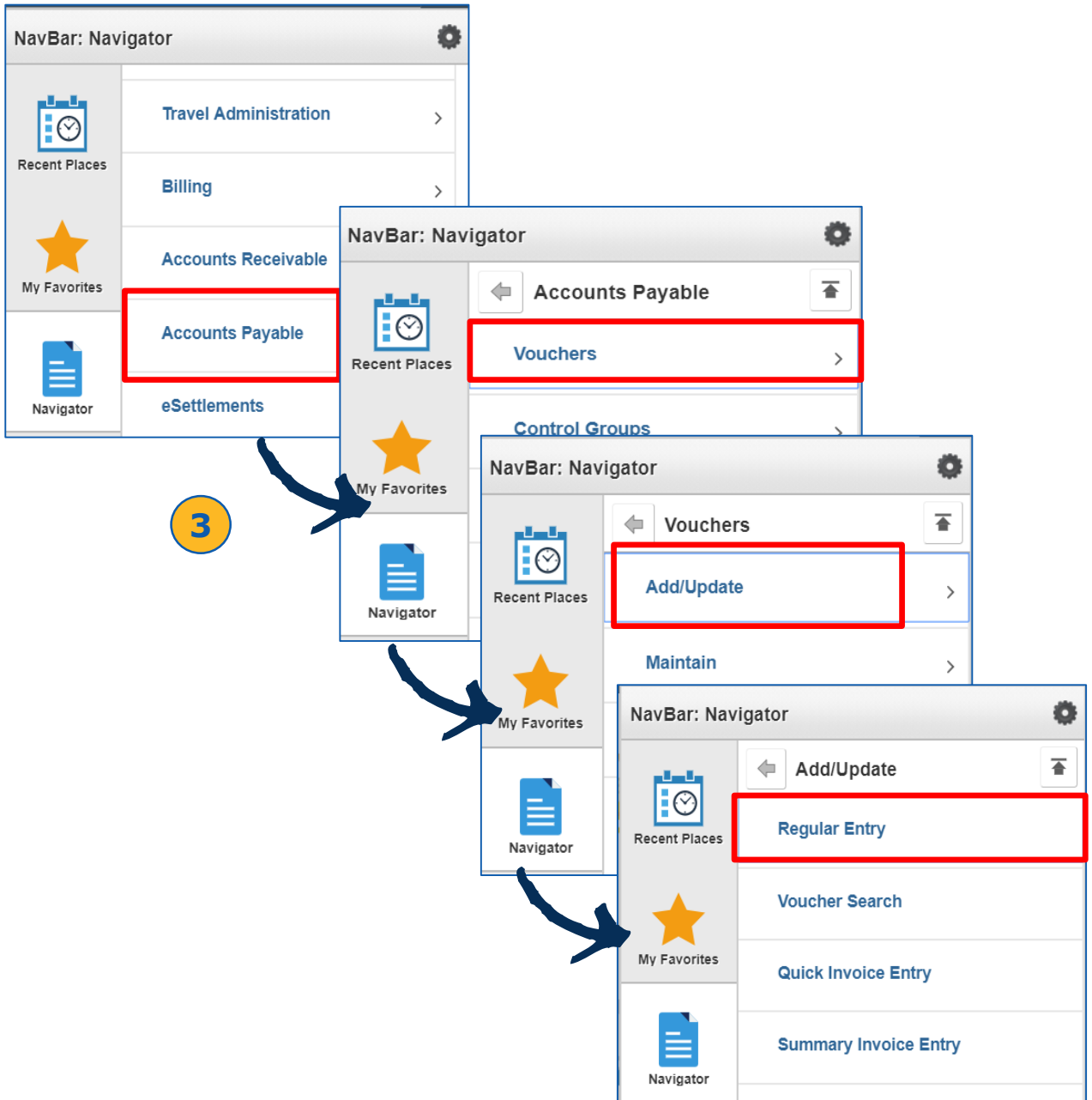
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Create Prepaid Vouchers (cont'd)

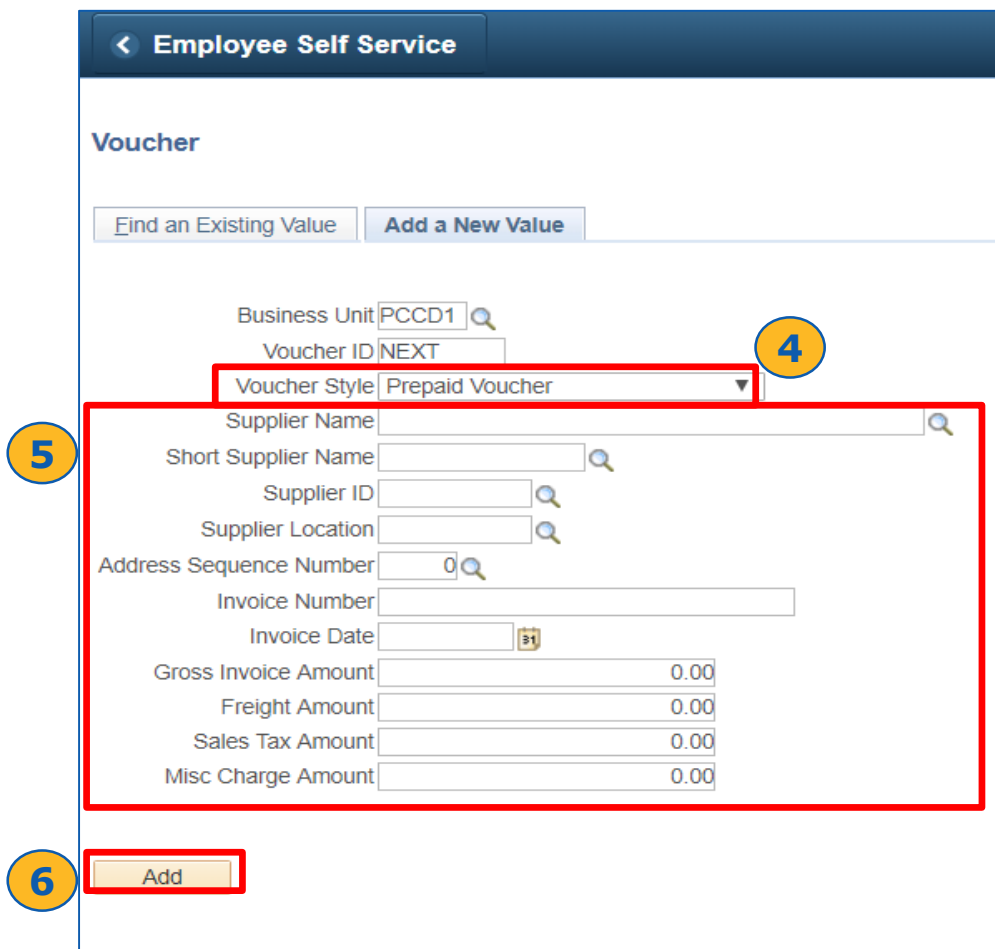
3. Click > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**



Creation

Create Prepaid Vouchers (cont'd)

4. Select > **Voucher Style: Prepaid**
5. Enter > Supplier and Invoice information
6. Click > **Add**



The screenshot shows the 'Employee Self Service' interface for creating a voucher. The form is titled 'Voucher' and has two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is selected. The form contains several fields: Business Unit (PCCD1), Voucher ID (NEXT), Voucher Style (Prepaid Voucher), Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number (0), Invoice Number, Invoice Date, Gross Invoice Amount (0.00), Freight Amount (0.00), Sales Tax Amount (0.00), and Misc Charge Amount (0.00). A red box highlights the 'Add a New Value' button and the 'Add' button at the bottom. A yellow circle with the number 4 is next to the 'Voucher ID' field, and a yellow circle with the number 5 is next to the 'Supplier Name' field. A yellow circle with the number 6 is next to the 'Add' button.

4 Voucher ID NEXT

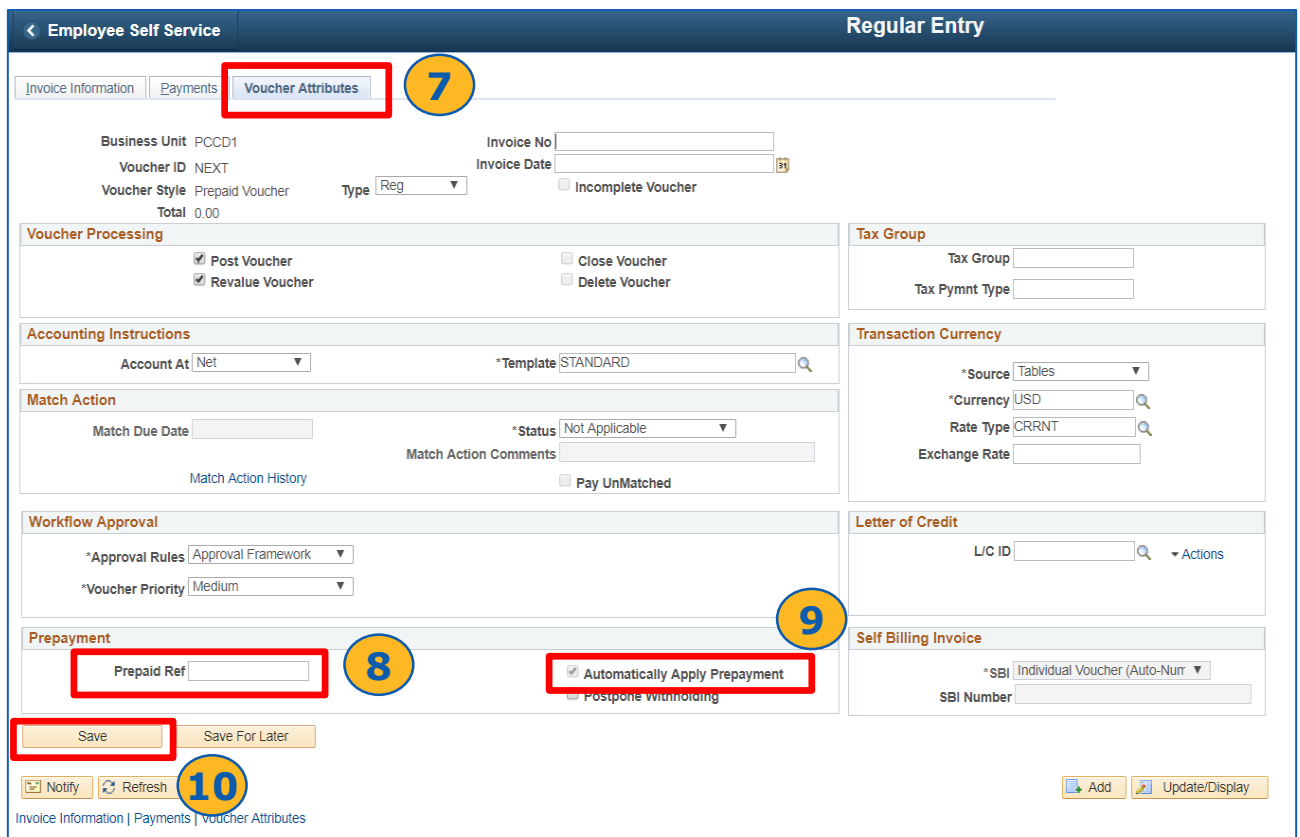
5 Supplier Name

6 Add

Creation

Create Prepaid Vouchers (cont'd)

7. Click > **Voucher Attributes** tab
8. Enter > **Prepaid Ref: PO Number**
9. Select > **Automatically Apply Prepayment** checkbox
10. Click > **Save**



Employee Self Service **Regular Entry**

Invoice Information | Payments | **Voucher Attributes** 7

Business Unit: PCCD1 Invoice No:
 Voucher ID: NEXT Invoice Date: BT
 Voucher Style: Prepaid Voucher Type: Reg Incomplete Voucher
 Total: 0.00

Voucher Processing Post Voucher Close Voucher
 Revalue Voucher Delete Voucher

Accounting Instructions
 Account At: Net *Template: STANDARD

Match Action
 Match Due Date: *Status: Not Applicable
 Match Action Comments:
 Pay UnMatched

Workflow Approval
 *Approval Rules: Approval Framework
 *Voucher Priority: Medium

Prepayment 9
 Prepaid Ref: 8 **Automatically Apply Prepayment** 9
 Postpone with Invoicing

Tax Group
 Tax Group:
 Tax Pymnt Type:

Transaction Currency
 *Source: Tables
 *Currency: USD
 Rate Type: CRRNT
 Exchange Rate:

Letter of Credit
 LC ID:

Self Billing Invoice
 *SBI: Individual Voucher (Auto-Num)
 SBI Number:

10

Invoice Information | Payments | Voucher Attributes

Creation

Create Prepaid Vouchers (cont'd)

11. Click > **Attachments**
12. Click > **Add Attachments**
13. Click > **Choose File***
14. Click > **Upload**
15. Enter > **Description** of file attachment
16. Click > **OK**



Note When creating vouchers, attachments can include documents like invoices, check request forms, travel forms, receipts, mileage forms, and petty cash forms.

Creation

Create Prepaid Vouchers (cont'd)

17. Enter > applicable fields in **Invoice Lines** section
18. Enter > applicable fields in **Distribution Lines** section
19. Click > **Save**
20. Run > **Budget Check** (Pages 16-21)

Employee Self Service
Regular Entry

Invoice Information
Payments
Voucher Attributes

Business Unit PCCD1
 Voucher ID NEXT
 Voucher Style Prepaid Voucher
 Invoice Date
 Invoice Received
 Supplier ID
 ShortName
 Location
 *Address

Invoice No
 Accounting Date 04/27/2018
 *Pay Terms 00
 Basis Date Type Inv Date
 Control Group
 Incomplete Voucher

Invoice Total

Line Total 0.00
 *Currency USD
 Total 0.00
 Difference 0.00

[Sales/Use Tax Summary](#)
[Comments\(0\)](#)
[Attachments \(0\)](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)
[Supplier 360](#)

Save
Save For Later
Calculate
Print

Invoice Lines

Line 1 Ship To EXEMPT

*Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00

Description
 Packing Slip

One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Affil	Openitem
1	0.00		PCCD1										

Save
Save For Later

17

18

19

ONE SYSTEM FUTURE PERALTA

27

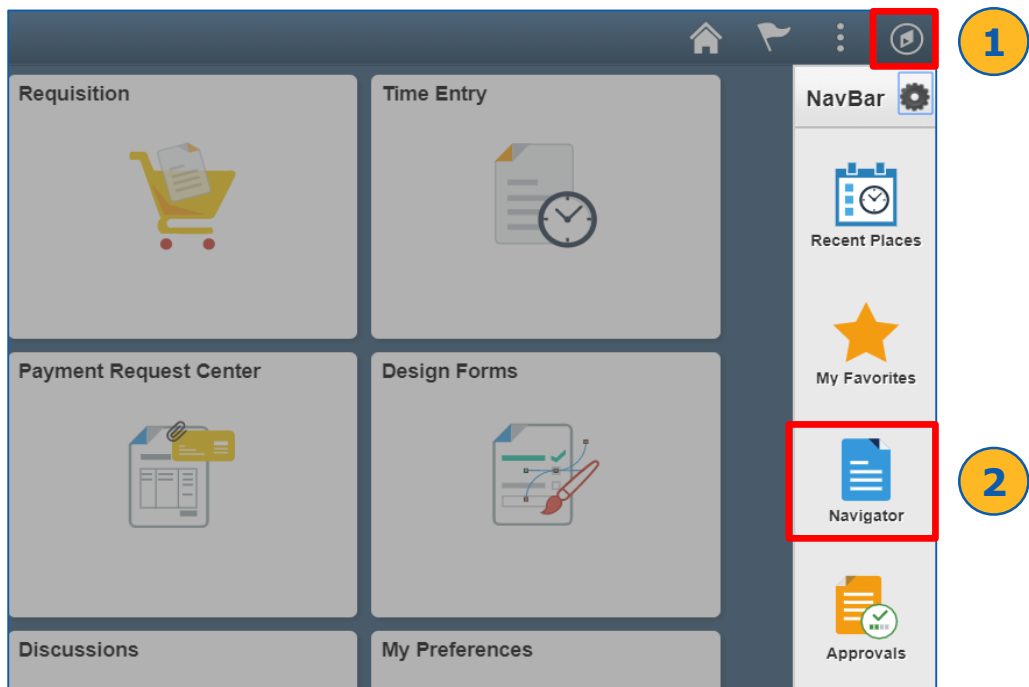
Creation

Copy a Purchase Order

In the upgraded ONEPeralta system, you have the ability to copy information from a Purchase Order into a PO voucher to pre-fill certain fields.

All Accounts Payable

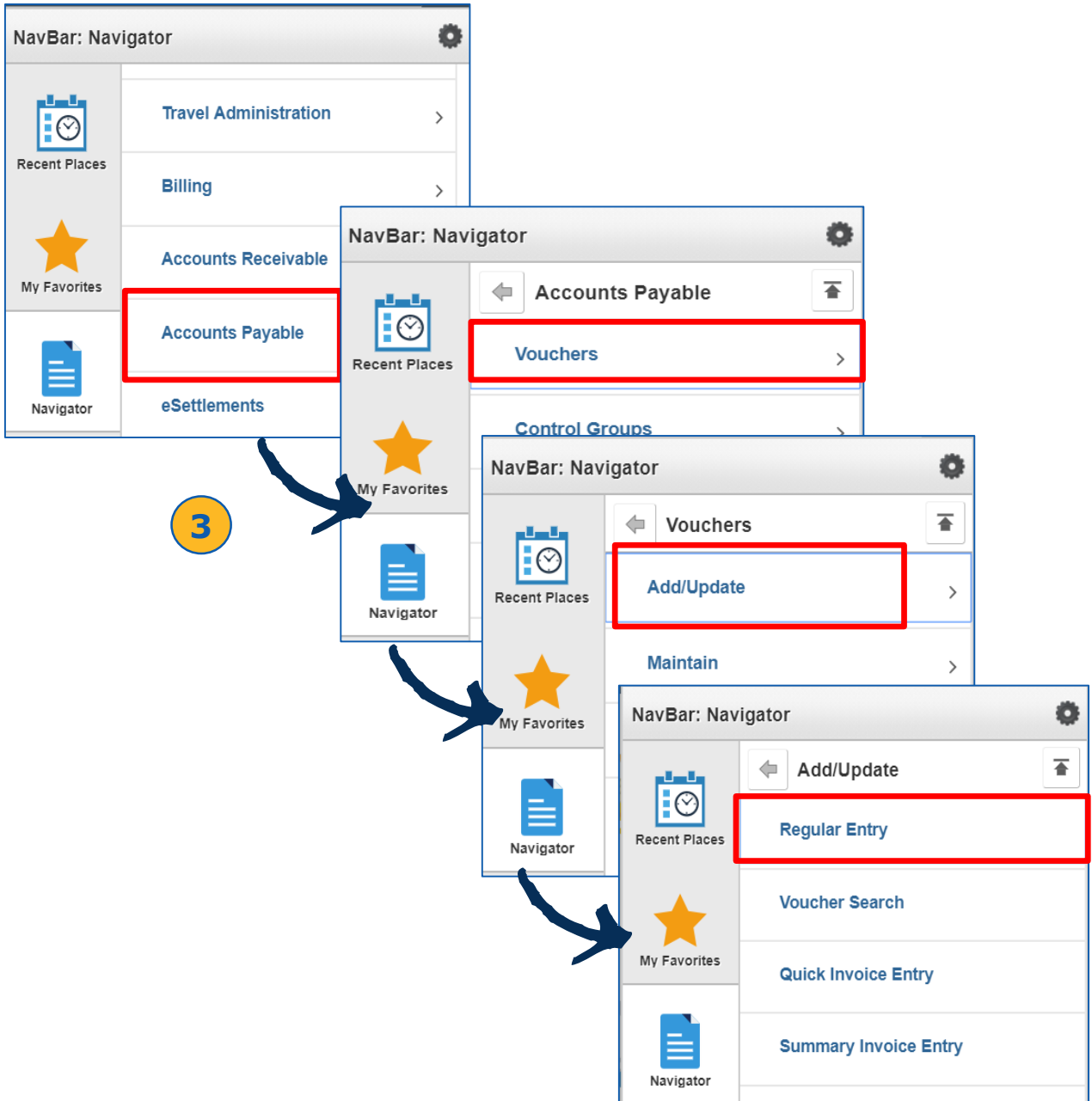
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Copy a Purchase Order (cont'd)

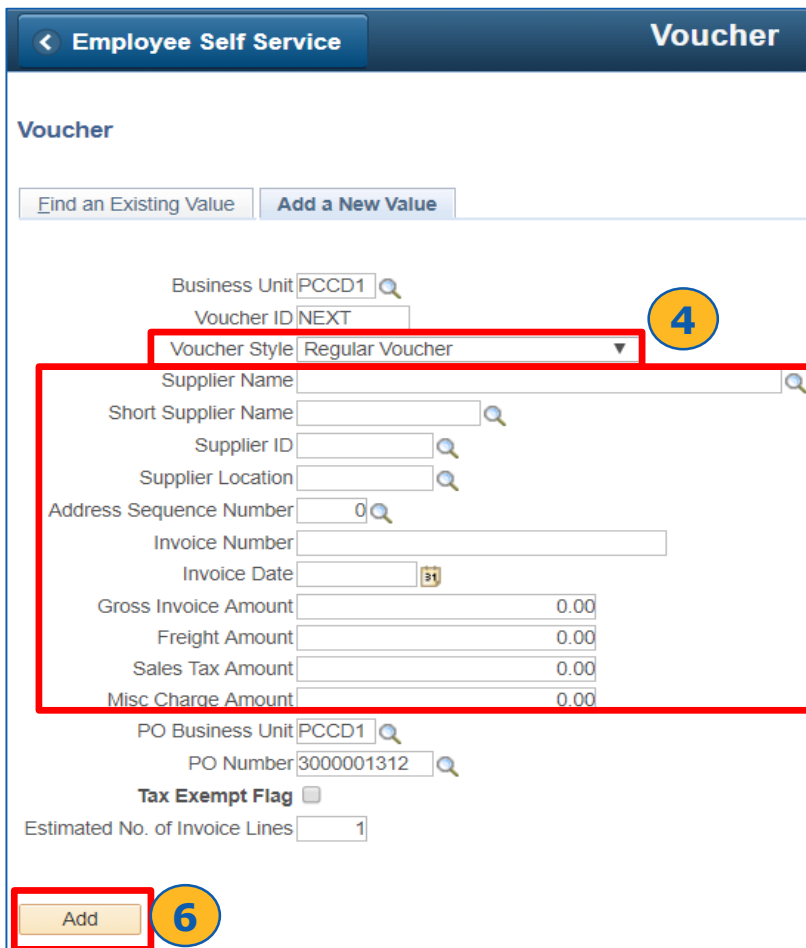
3. Click > **Accounts Payable > Vouchers > Add/Update > Regular Entry**



Creation

Copy a Purchase Order (cont'd)


4. Select > **Voucher Style: Regular Voucher**
5. Enter > Supplier and Invoice information
6. Click > **Add**



Employee Self Service **Voucher**


Voucher


Find an Existing Value **Add a New Value**


Business Unit 


Voucher ID


Voucher Style

Supplier Name 


Short Supplier Name 

Supplier ID 


Supplier Location 


Address Sequence Number 

Invoice Number

Invoice Date 

Gross Invoice Amount	0.00
Freight Amount	0.00
Sales Tax Amount	0.00
Misc Charge Amount	0.00

PO Business Unit 

PO Number 

Tax Exempt Flag

Estimated No. of Invoice Lines

Add

Creation

Copy a Purchase Order (cont'd)

7. Enter > **PO Number**
8. Do one of the following:
 - a. Click > **Copy PO** (paying all purchase order lines fully, or paying open account in full)
 - b. Select > **Copy From: PO Receipt** (for invoices with partial quantity on lines)
 - c. Select > **Copy From: Purchase Order Only** (if paying some lines with full quantity, or paying some lines on an open account)
9. Click > **Attachments**

The screenshot displays the 'Employee Self Service' interface for a 'Regular Entry'. The 'Invoice Information' tab is active, showing fields for Business Unit (PCCD1), Voucher ID (NEXT), and Invoice No. The 'Invoice Total' section shows a Line Total of 5,220.54. The 'Copy From Source Document' section is highlighted with a yellow circle '7'. Within this section, the 'PO Number' field contains '3000001312', the 'Copy PO' button is highlighted with a yellow circle '7a', and the 'Copy From' dropdown menu is set to 'None', highlighted with a yellow circle '7b'. The 'Attachments (0)' link in the right-hand navigation pane is highlighted with a red box and a yellow circle '9'. The 'Invoice Lines' section shows a single line with a quantity of 1.0000 and a unit price of 5,067.28000. The 'Purchase Order' section shows details for PCCD1|3000001312|2|1. The 'Distribution Lines' table at the bottom shows a single line with a quantity of 1.0000 and a unit price of 5,067.28.

Creation

Copy a Purchase Order (cont'd)

10. Click > **Add Attachments**
11. Click > **Choose File**
12. Click > **Upload**
13. Enter > **Description** of file attachment
14. Click > **OK**

Voucher Header Attachment

Business Unit PCCD1 Voucher ID NEXT

Details Personalize | Find | View All | | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
AP_Voucher_Approval_.docx	<input checked="" type="checkbox"/>	<input type="text"/>			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

10

14

11 No file chosen

No file chosen

No file chosen

No file chosen

12

Creation

Copy a Purchase Order (cont'd)

15. Click > **Save**

16. Run > **Budget Check** (Pages 16-21)

Employee Self Service
Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit PCCD1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date
 Invoice Received
 Supplier ID 0000501672
 ShortName
 Location MAIN
 *Address 1

Invoice No
 Accounting Date 04/27/2018
 *Pay Terms 30 Net 30
 Basis Date Type Inv Date
 Tax Exempt
 Control Group
 Incomplete Voucher

Invoice Total

Line Total 5,220.54
 *Currency USD
 Miscellaneous
 Freight
 Sales Tax
 Use Tax 0.00
 Total 5,220.54
 Difference 0.00

Sales/Use Tax Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Save For Later
Calculate Print

Copy From Source Document

PO Unit PCCD1 PO Number 3000001312 Copy PO Copy From None Go

Invoice Lines Find | View All First 1 of 2 Last

Line 1 Copy Down Ship To WAREHOUSE
 *Distribute by Quantity Description
 Item Packing Slip
 Quantity 1.0000
 UOM EA
 Unit Price 5,067.28000
 Line Amount 5,067.28

Purchase Order

PCCD1|3000001312|2|1
 Associate Receiver(s)
 Force Price
 Adjust PO Percentage
 Allocate by Percentage

One Asset
 Sales/Use Tax
 Calculate

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
				<input type="checkbox"/>	1	100.0000	100.0000	5,067.28	1.0000	PCCD1	2	04	231	5506	1	657000	0000

Save Save For Later
Notify Refresh

15

Invoice Information | Payments | Voucher Attributes
Add Update/Display

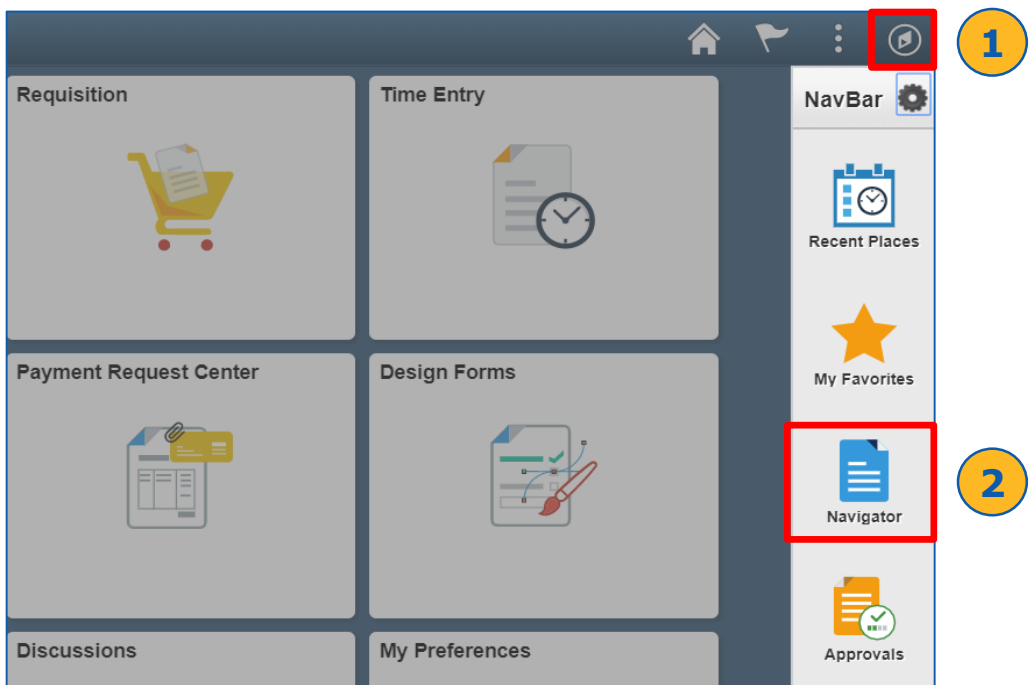
Creation

Create an Adjustment Voucher

If a voucher has already been posted, but an edit needs to be made, you can create an adjustment voucher following the steps below.

All Accounts Payable

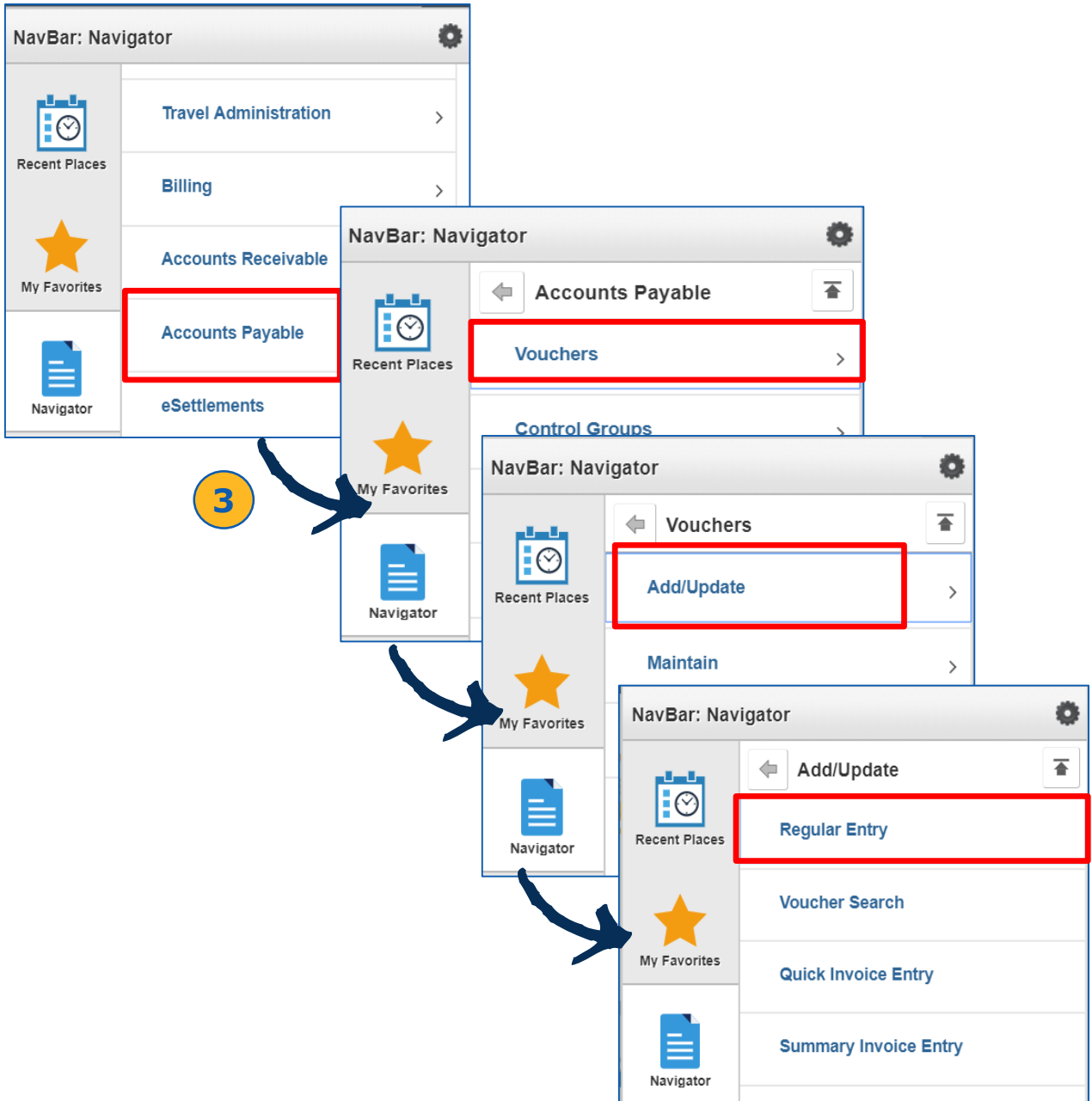
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Create an Adjustment Voucher (cont'd)

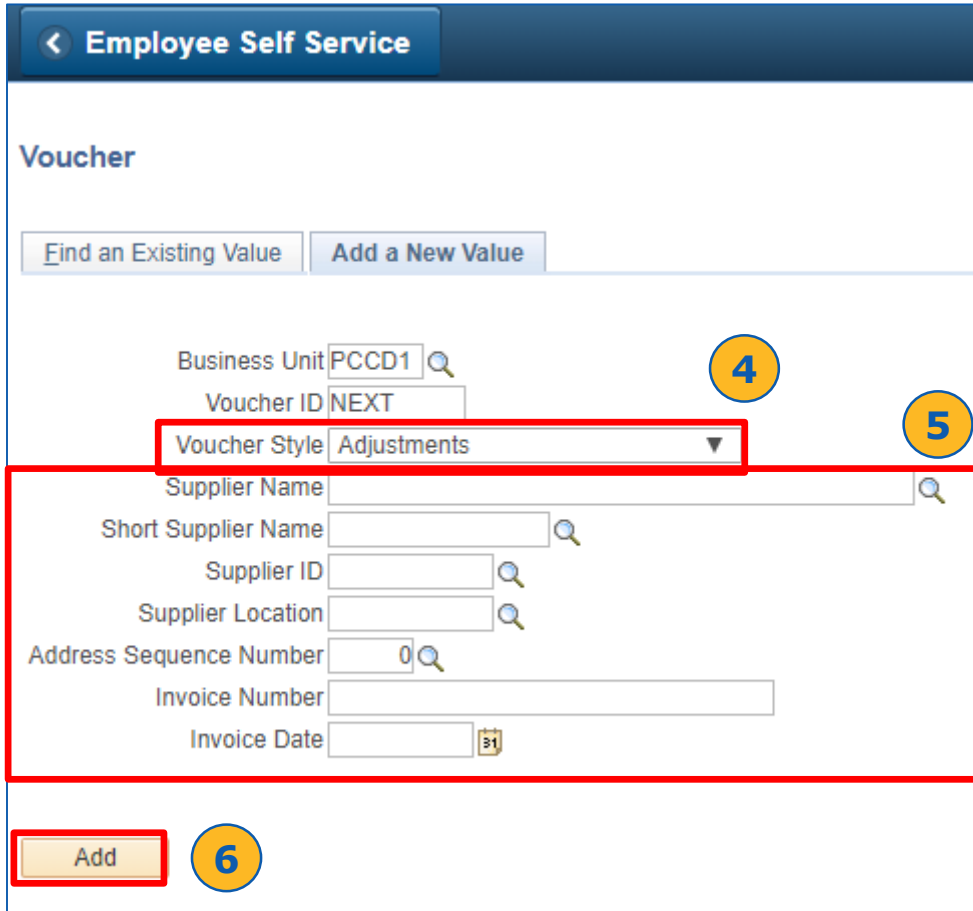
3. Click > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**



Creation


Create an Adjustment Voucher (cont'd)

4. Select > **Voucher Style: Adjustments**
5. Enter > Supplier and invoice information
6. Click > **Add**





Employee Self Service


Voucher


Business Unit  **4**


Voucher ID


Voucher Style  **5**

Supplier Name 


Short Supplier Name 

Supplier ID 

Supplier Location 

Address Sequence Number 

Invoice Number

Invoice Date 

6

Creation

Create an Adjustment Voucher (cont'd)

7. Click > Arrow next to **Copy from Source Document**
8. Enter > **Voucher ID**
9. Click > **Copy to Voucher**
10. Enter > **Invoice Total, Line Amount, and Merchandise Amount** fields; the total amounts should match
11. Click > **Save**
12. Run > **Budget Check** (Pages 16-21)

The screenshot shows the 'Employee Self Service' interface for creating a 'Regular Entry' adjustment voucher. The form is divided into several sections:

- Invoice Information:** Fields for Business Unit (PCCD1), Voucher ID (NEXT), Accounting Date (04/27/2018), Invoice No., Invoice Date, Invoice Received, Supplier ID, ShortName, Location, and *Address. A 'Save' button is highlighted with a red box and a blue circle containing the number 7.
- Invoice Total:** A summary box showing Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Sales Tax, and Use Tax (0.00). The 'Total' field is highlighted with a red box and a blue circle containing the number 10.
- Copy From Source Document:** A dropdown menu is open, and the 'Voucher ID' field is highlighted with a red box and a blue circle containing the number 8. The 'Copy to Voucher' button is highlighted with a red box and a blue circle containing the number 9.
- Invoice Lines:** A table for 'Line 1' with fields for *Distribute by (Amount), Item, Quantity, UOM, and Unit Price. The 'Line Amount' field is highlighted with a red box and a blue circle containing the number 10.
- Distribution Lines:** A table with columns for GL Chart, Line, Merchandise Amt, *GL Unit, Location, Fund, Cost Ctr, Object Code, Program, Activity Suffix, Project, Accounting Line, Fund Affil, and OpenItem. The 'Merchandise Amt' field is highlighted with a red box and a blue circle containing the number 10.
- Bottom Section:** A 'Save' button is highlighted with a red box and a blue circle containing the number 12.

Approval

Approve or Deny a Non-PO or OA Voucher

Non-PO vouchers (direct pay) and open account vouchers (blanket PO) must go through a 3-level approval process.

Voucher Approval

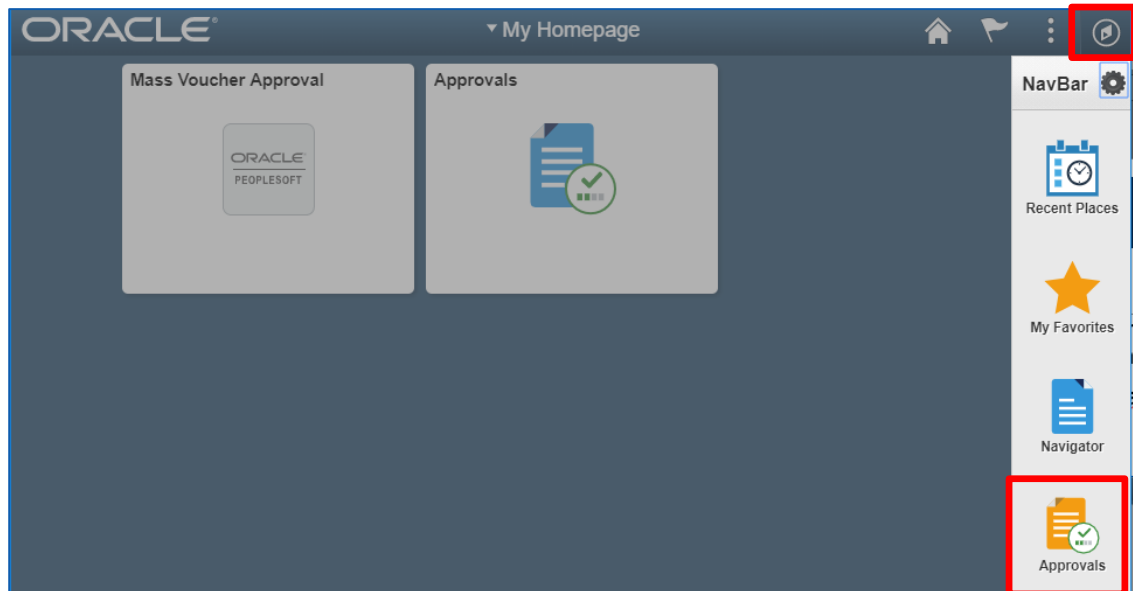
Level 1: **Department Manager**

Level 2: **Campus Business Manager (Business Office)**

Level 3: **Vice Chancellor or Associate Vice Chancellor**

Department Managers, Business Offices, and VCs

1. Click > **NavBar** icon
2. Click > **Approvals**



Note

This Job Aid walks you through approvals using the NavBar. However, you are encouraged to use the Approvals tile on the home screen once you become more comfortable with the system.

Approval

Approve or Deny a Non-PO or OA Voucher (cont'd)

3. Select > **View Detail** next to the Voucher to approve/deny
4. Click > **Approve** or **Deny**
5. Enter > **Comments**
6. Click > **Submit**

Pending Approvals

Sort: Type

Navigation List: All Approvals (96), Budget Journal (4), Journal Entry (17), Requisition (5), Voucher (70)

Voucher Approvals Summary

Select	Transaction Type	Description	Transaction Information	Status	Route	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160176 / 1123272	739.50 USD	Medium Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160177 / 977588	374.06 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160178 / 978502	325.96 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160179 / 977202	15.96 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160181 / 976746	107.18 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160180 / 977202	696.06 USD	High Priority	06/01/2018	View Detail

Pending Approvals | **Voucher**

739.50 USD

Summary

Business Unit: PCCD1 | Voucher ID: 00160176
 Invoice Number: 1123272 | Created By: [Redacted]
 Supplier Name: [Redacted] | Modified By: Tina Du
 Due Date: 05/30/18 | Invoice Date: 04/30/18
 Voucher Source: Online | Voucher Style: Regular Voucher

Line Details

Line Details Number	Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	View Detail
Line Details 1	1		Advertising for BCC MARR - RF	1	EA	392.70 USD	392.70 USD	View Detail
Line Details 2	2		Professional Architectural Des	1	EA	346.80 USD	346.80 USD	View Detail

More Information

View Attachments (1)

Approver Comments

Approval Chain

Approve

You are about to approve this request.

Approver Comments

Submit

Deny

You are about to deny this request.

Approver Comments

Submit

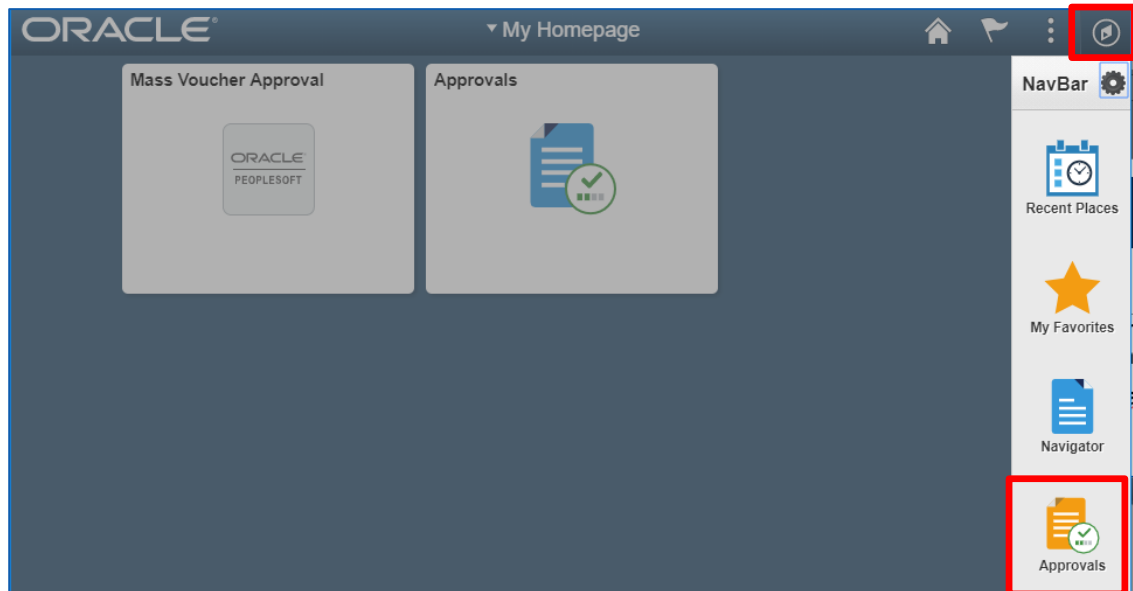
Approval

Pushback a Voucher

Levels 2 and 3 Approvers are able to pushback a voucher to the previous approver for clarification without denying the voucher altogether. If edits are required, the voucher must then be denied in order to return to Accounts Payable for edits.

Department Managers, Business Offices, and VCs

1. Click > **NavBar** icon
2. Click > **Approvals**



Approval

Pushback a Voucher (cont'd)

3. Select > **View Detail** next to the voucher to be pushed back

The screenshot shows the 'Pending Approvals' interface. On the left is a navigation menu with 'Voucher' selected (70 items). The main area displays a 'Voucher Approvals Summary' table with 70 rows. A yellow circle with the number '3' highlights the 'View Detail' link in the first row, which is also enclosed in a red box. The table columns are: Select, Transaction Type, Description, Transaction Information, Status, Route, and View Detail.

Select	Transaction Type	Description	Transaction Information	Status	Route	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160176 / 1123272	739.50 USD	Medium Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160177 / 9775585	374.06 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160178 / 9785025	325.96 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160179 / 9772022	15.96 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160181 / 9767462	107.18 USD	High Priority	06/01/2018	View Detail
<input type="checkbox"/>	Voucher	PCCD1 / 00160180 / 9772022	696.06 USD	High Priority	06/01/2018	View Detail

Approval

Pushback a Voucher (cont'd)

4. Click > **Pushback**
5. Enter > **Comments**
6. Click > **Submit**

< Pending Approvals Voucher

739.50 USD

Approve Deny **Pushback**

Summary

Business Unit PCCD1 Voucher ID 00160176
Invoice Number 1123272 Created By SHERE,NICHOLAS
Supplier Name CALIFORNIA NEWSPAPERS PARTNERSHIP Modified By Tina Du
Due Date 05/30/18 Invoice Date 04/30/18
Voucher Source Online Voucher Style Regular Voucher

Line Details

Line Details Number	Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	View Detail
Line Details 1	1		Advertising for BCC MARR - RF	1	EA	392.70 USD	392.70 USD	View Detail
Line Details 2	2		Professional Architectural Des	1	EA	346.80 USD	346.80 USD	View Detail

More Information

View Attachments (1) >

Approver Comments

Approval Chain >

Cancel Pushback **Submit**

You are about to pushback this request.

Approver Comments

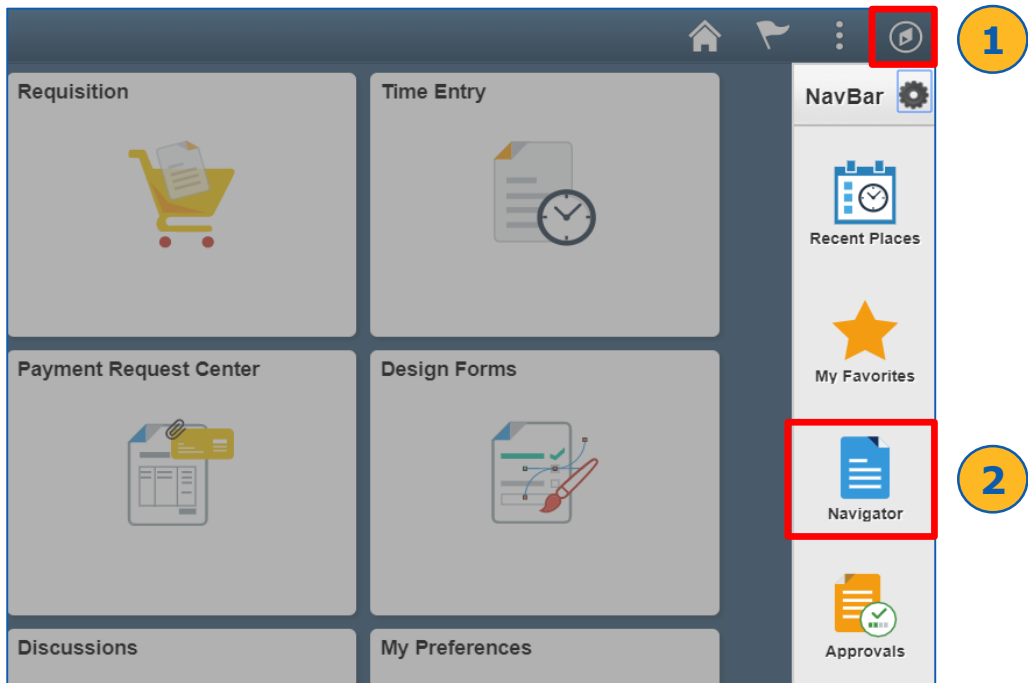
Approval

Approve Multiple Non-PO and OA Vouchers

Approvers have the ability to pull up all vouchers that are pending approval on one screen, and quickly review and approve them.

Department Managers, Business Offices, and VCs

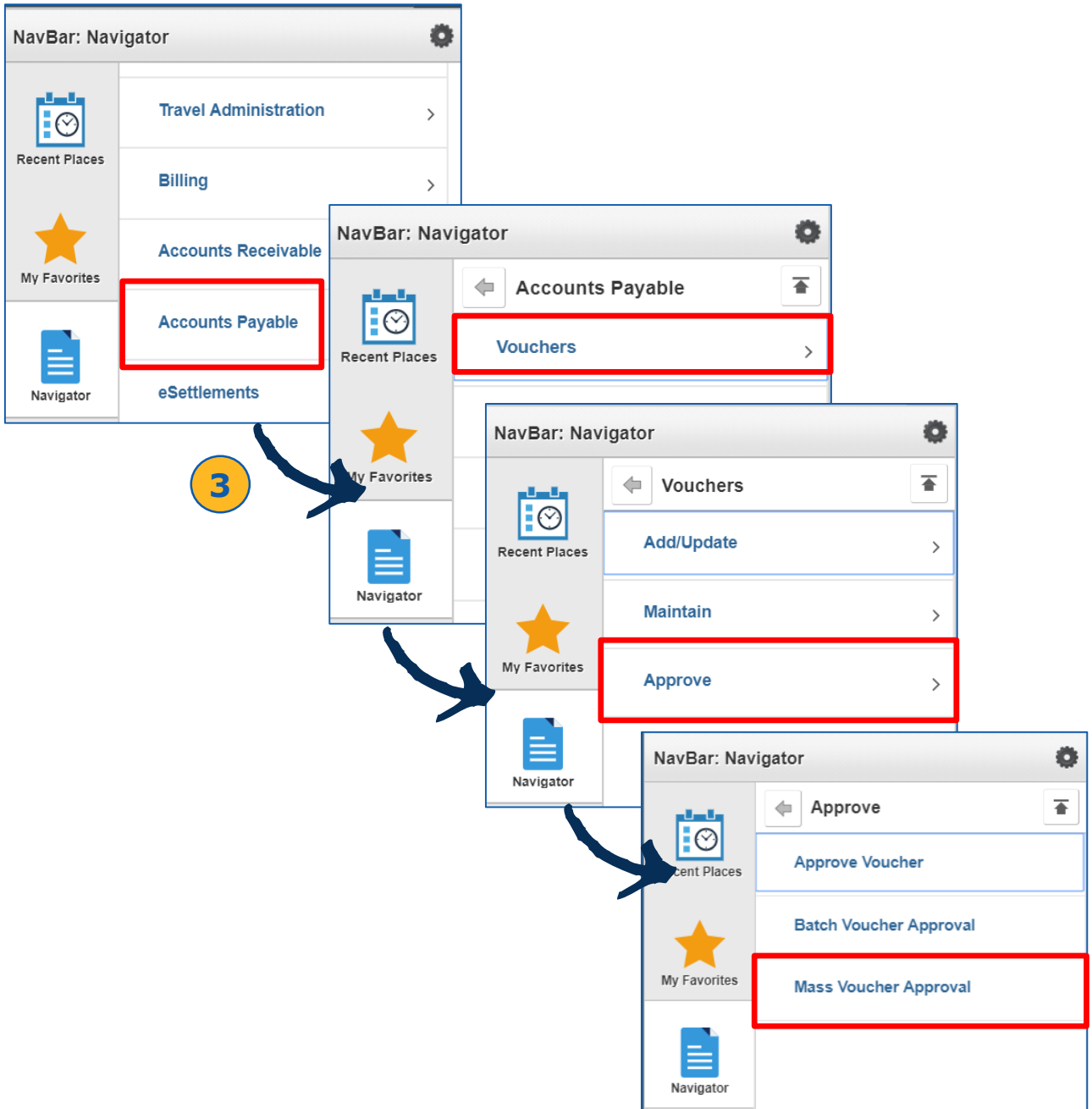
1. Click > **NavBar** icon
2. Click > **Navigator**



Approval

Approve Multiple Non-PO and OA Vouchers (cont'd)

3. Click > **Accounts Payable** > **Vouchers** > **Approve** > **Mass Voucher Approval**



Approval

Approve Multiple Non-PO and OA Vouchers (cont'd)

4. Complete > Applicable fields under **Search Criteria** to narrow down search results
5. Click > **Search**
6. Review > **Search Results**

Employee Self Service
Voucher Mass Approvals

Voucher Mass Approvals

Search Criteria 4

<p>Business Unit: <input type="text" value="PCCD1"/></p> <p>Voucher ID: <input type="text"/></p> <p>Voucher Source: <input type="text"/></p> <p>Voucher Style: <input type="text"/></p> <p>Invoice Number: <input type="text"/></p> <p>*Approval Status: <input type="text" value="Pending"/></p> <p><input checked="" type="checkbox"/> Include On Hold</p>	<p>Supplier SetID: <input type="text" value="PCCD1"/></p> <p>Short Name: <input type="text"/></p> <p>Supplier ID: <input type="text"/></p> <p>Supplier Name: <input type="text"/></p> <p style="text-align: right;"> <input style="border: 1px solid red; padding: 5px 15px;" type="button" value="Search"/> <input type="button" value="Clear"/> </p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Comments

Select All Deselect All

5

Search Results

	Select	Business Unit	Voucher ID	Approval Status	Supplier ID	Gross Invoice Amount	Transaction Currency	Voucher Style	Voucher Source	Attachments (0)
1	<input type="checkbox"/>	PCCD1	00200064	Pending	0000505755	55.00	USD	Regular Voucher	Online	Attachments (0)
2	<input type="checkbox"/>	PCCD1	00200063	Pending	0000505755	77.00	USD	Regular Voucher	Online	Attachments (0)
3	<input type="checkbox"/>	PCCD1	00200060	Pending	0000700000	90.00	USD	Regular Voucher	Online	Attachments (0)
4	<input type="checkbox"/>	PCCD1	00200059	Pending	0000700000	80.00	USD	Regular Voucher	Online	Attachments (0)
5	<input type="checkbox"/>	PCCD1	00200058	Pending	0000700000	70.00	USD	Regular Voucher	Online	Attachments (0)
6	<input type="checkbox"/>	PCCD1	00200040	Pending	0000500095	50.00	USD	Regular Voucher	Online	Attachments (0)

6

Select All Deselect All

Approval

Approve Multiple Non-PO and OA Vouchers (cont'd)

For each voucher in **Search Results**:

7. Click > **Voucher ID**
8. Review > **Voucher Inquiry** information and decide on action (Approve, Deny, or Pushback)
9. Select > **Checkbox** next to the voucher
10. Decide on an action that will apply to all selected vouchers (**Approve**, **Deny**, or **Pushback** all selected vouchers)

Search Results

9

7

	Select	Business Unit	Voucher ID	Approval Status	Supplier ID	Gross Invoice Amount	Transaction Currency	Voucher Style	Voucher Source		
1	<input checked="" type="checkbox"/>	PCCD1	00200064	Pending	0000505755	55.00	USD	Regular Voucher	Online		Attachments (0)
2	<input type="checkbox"/>	PCCD1	00200063	Pending	0000505755	77.00	USD	Regular Voucher	Online		Attachments (0)
3	<input checked="" type="checkbox"/>	PCCD1	00200060	Pending	0000700000	90.00	USD	Regular Voucher	Online		Attachments (0)
4	<input checked="" type="checkbox"/>	PCCD1	00200059	Pending	0000700000	80.00	USD	Regular Voucher	Online		Attachments (0)
5	<input type="checkbox"/>	PCCD1	00200058	Pending	0000700000	70.00	USD	Regular Voucher	Online		Attachments (0)
6	<input type="checkbox"/>	PCCD1	00200040	Pending	0000500095	50.00	USD	Regular Voucher	Online		Attachments (0)

10

Select All Deselect All

Voucher Inquiry

Voucher Inquiry

Search Criteria

Sort Criteria

Display Currency Criteria

Voucher Inquiry Results

8

Voucher Details		Amounts	More Details	Supplier Details	>						
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name		
	PCCD1	00200063	Test Voucher Combination 1	05/02/2018	0000505755	Postable	<input type="checkbox"/>	Not Applicable	STAPLES AD-001		

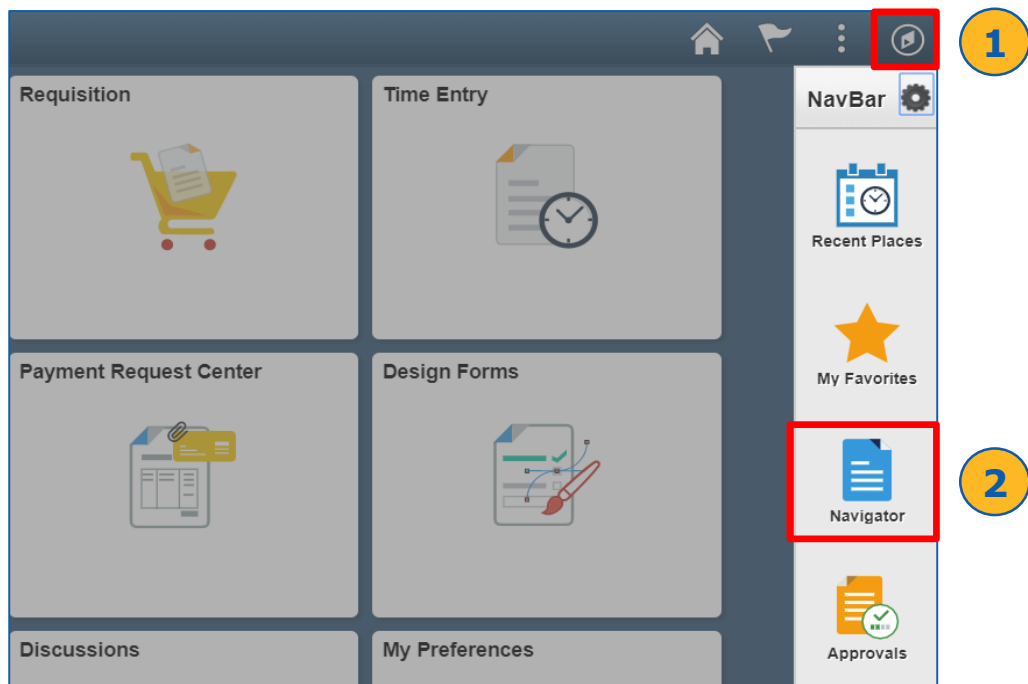
Process Vouchers

Run Matching Process

The upgraded ONEPeralta system has an automatic process that helps indicate whether PO vouchers match up with various purchase orders and receipts filed in the system.

All Accounts Payable

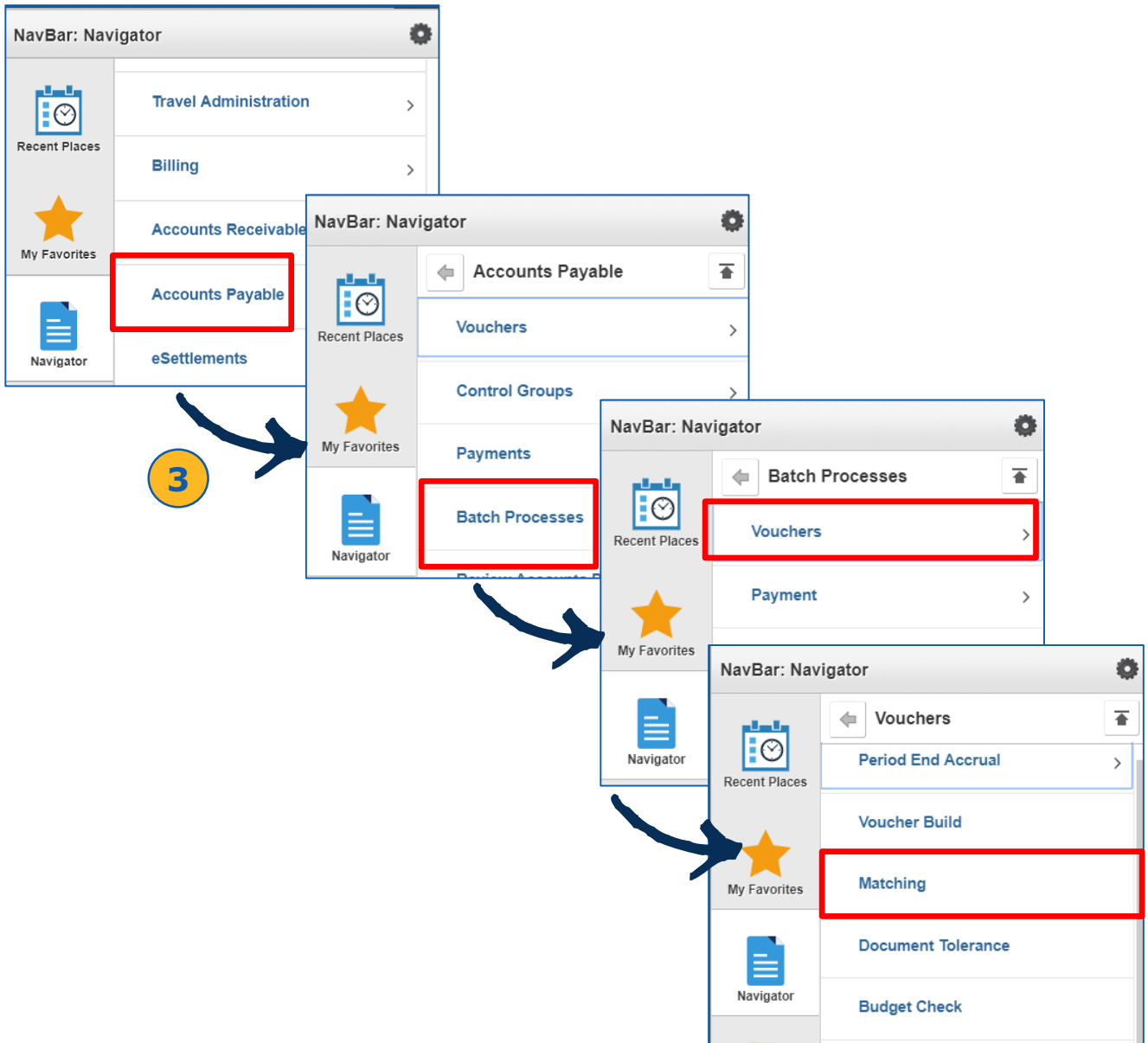
1. Click > **NavBar** icon
2. Click > **Navigator**



Process Vouchers

Run Matching Process (cont'd)

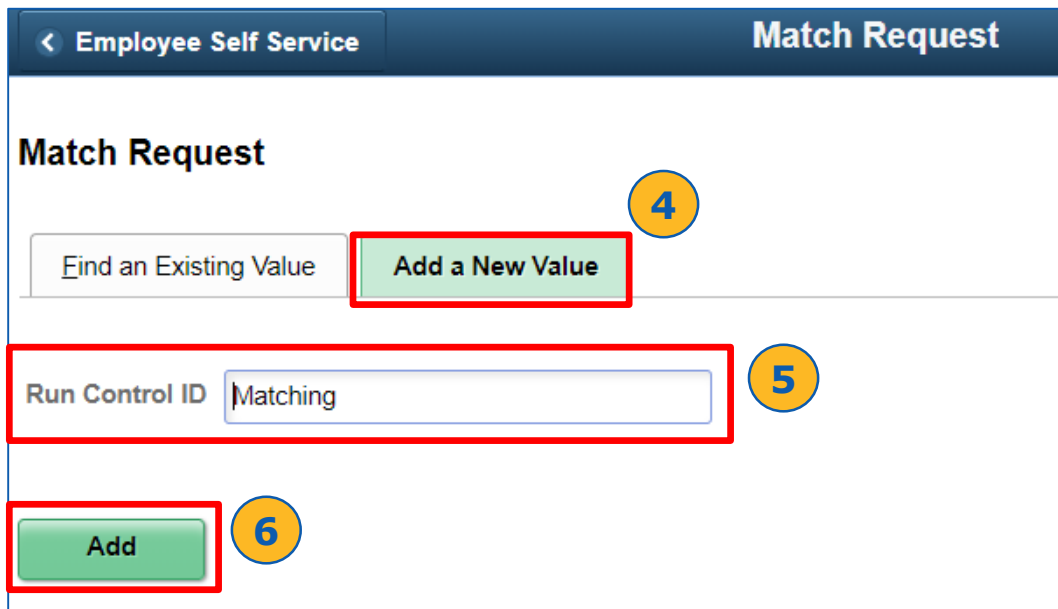
3. Select **Accounts Payable > Batch Processes > Vouchers > Matching**



Process Vouchers

Run Matching Process (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



Note

Every user can enter his or her own **Run Control ID**. Enter whatever you will remember, as long as it is easily identifiable for you in the future. Once you create a Run Control ID, it will be available for use for all future transactions under **Find an Existing Value**.

Process Vouchers

Run Matching Process (cont'd)

7. Enter > **Description**
8. Select > **Process Frequency: Always Process**
9. Select > **Match Action: Matching**
10. Select > **Options: Business Unit**
11. Enter > **PCCD1** into **Business Unit** field
12. Click > **Save**
13. Click > **Run**

The screenshot shows the 'Matching' interface in Employee Self Service. The 'Run Control Parameters' section contains the following fields:

- *Description:** Matching process (Callout 7)
- *Process Frequency:** Always Process (Callout 8)
- Match Action:** Matching (Callout 9)
- *Options:** Business Unit (Callout 10)
- As of Date:** [Calendar icon]
- Run Document Association Only
- Autopilot Run Control

The **Business Unit** section shows a table with one entry:

*Business Unit	Description		
PCCD1	Peralta Community College Dist	+	-

Callout 11 highlights the 'PCCD1' entry in the Business Unit table. At the bottom, the **Save** button is highlighted with callout 12, and the **Run** button is highlighted with callout 13.

Process Vouchers

Run Matching Process (cont'd)

14. Click > **OK** in **Process Scheduler Request** window
15. Click > **Process Monitor** hyperlink

Process Scheduler Request ×

User ID FUNC_2 Run Control ID Match

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	AP Matching	AP_MATCH	Application Engine	Web	TXT

14

Employee Self Service
Matching Home Person

Run Control ID Match Report Manager Process Monitor

Process Instance: 1571796

Run Control Parameters

*Description Match Workbench

*Process Frequency

Match Action

*Options

As of Date

Run Document Association Only

Autopilot Run Control

15

Process Vouchers

Run Matching Process (cont'd)

16. Click > **Refresh**
17. Verify the **Run Status** reads **Success**, and **Distribution Status** reads **Posted**
18. Click > **Save**

Process Monitor

View Process Request For

User ID: FUNC_2 | Type: [] | Last: [] | 10 Days | **Refresh**

Server: [] | Name: [] | Instance From: [] | Instance To: [] | Run Status: [] | Distribution Status: [] | Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1571796		Application Engine	AP_MATCH	FUNC_2	04/27/2018 8:33:59PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571782		Application Engine	PO_REQSORC	FUNC_2	04/26/2018 9:15:13AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571770		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:51:20PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571769		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:21:19PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571768		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 5:18:10PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571767		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:10:27PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571766		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:06:49PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571765		Application Engine	PO_POSTAGE	FUNC_2	04/24/2018 4:42:39PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571764		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 4:35:45PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571762		SQR Process	PORT001	FUNC_2	04/24/2018 10:29:18AM PDT	Error	Posted	Details
<input type="checkbox"/>	1571746		BI Publisher	PO_POROLLEXP	FUNC_2	04/23/2018 10:36:31AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571744		Application Engine	PO_POROLLVW	FUNC_2	04/23/2018 10:26:20AM PDT	Success	Posted	Details

Save **Notify**

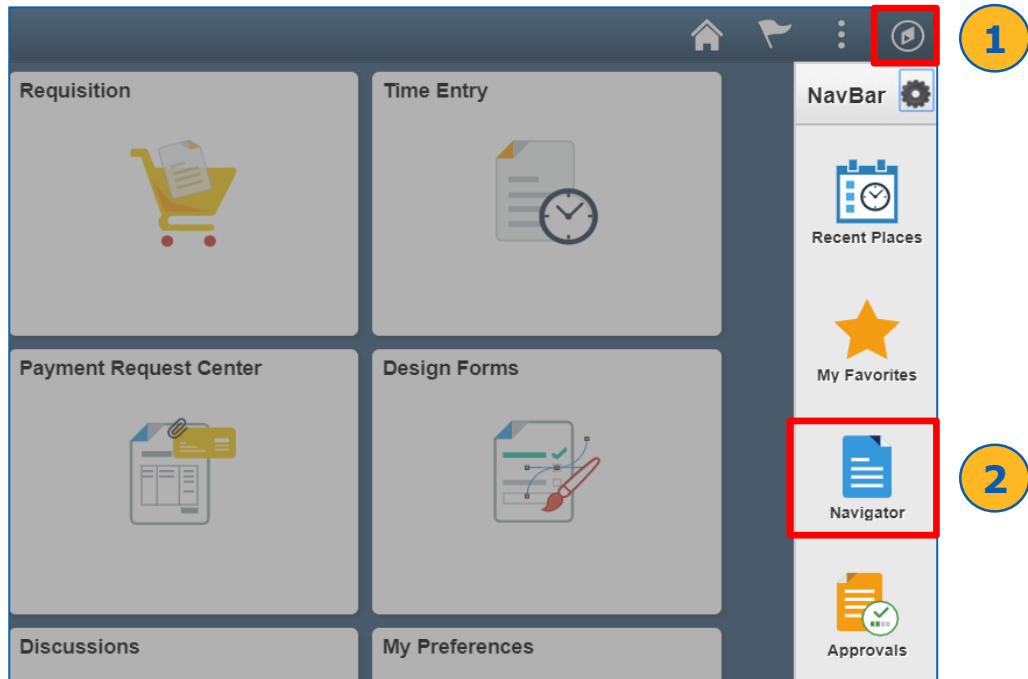
Process Vouchers

Review Match Exceptions

After running the matching process, there may be exceptions. You will need to review them periodically by running the Match Exceptions Report.

All Accounts Payable

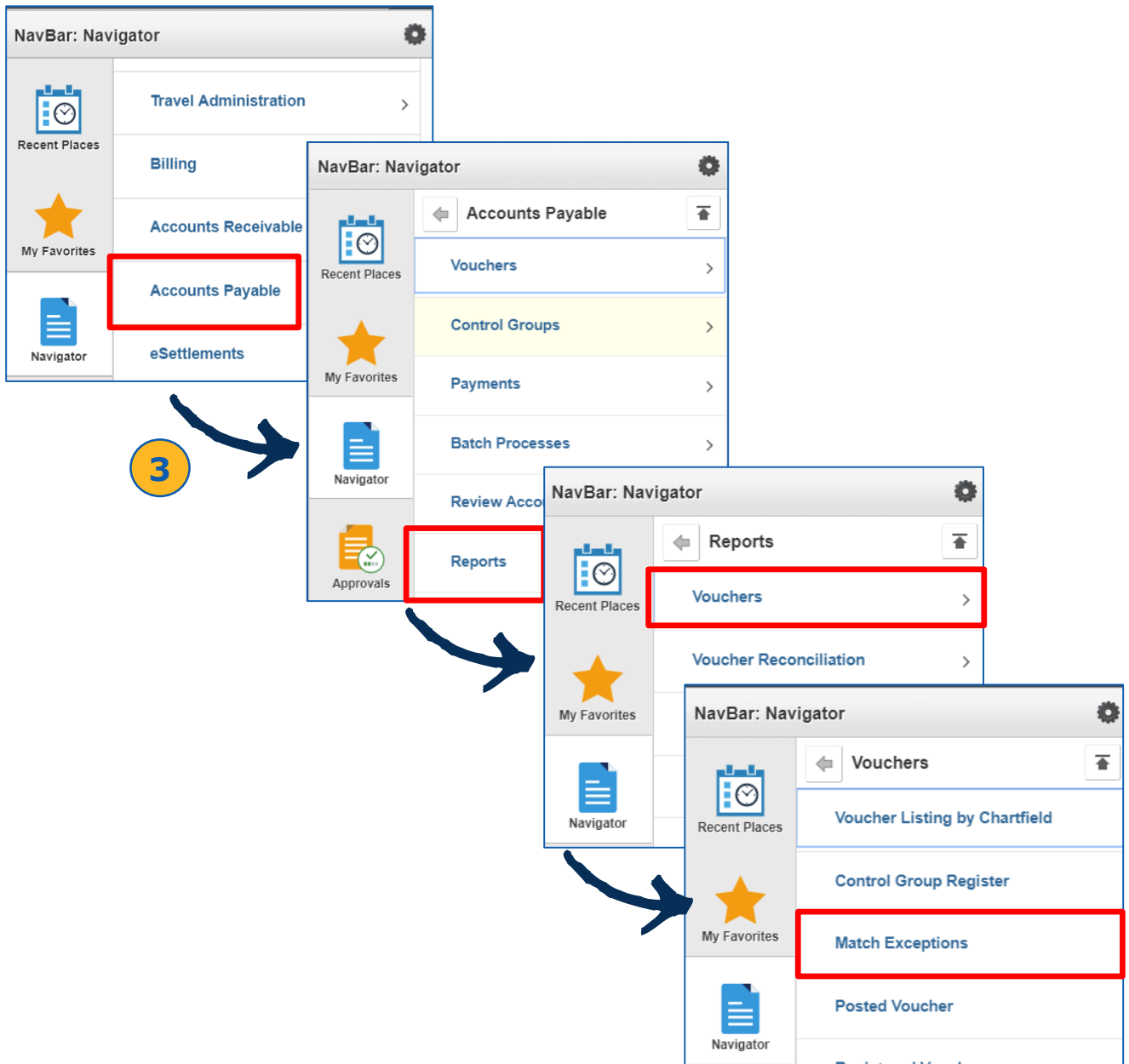
1. Click > **NavBar** icon
2. Click > **Navigator**



Process Vouchers

Review Matching Exceptions (cont'd)

3. Select **Accounts Payable** > **Reports** > **Vouchers** > **Match Exceptions**



The image illustrates the navigation path through the NavBar Navigator. It consists of four overlapping screenshots showing the progression from the main menu to the final destination:

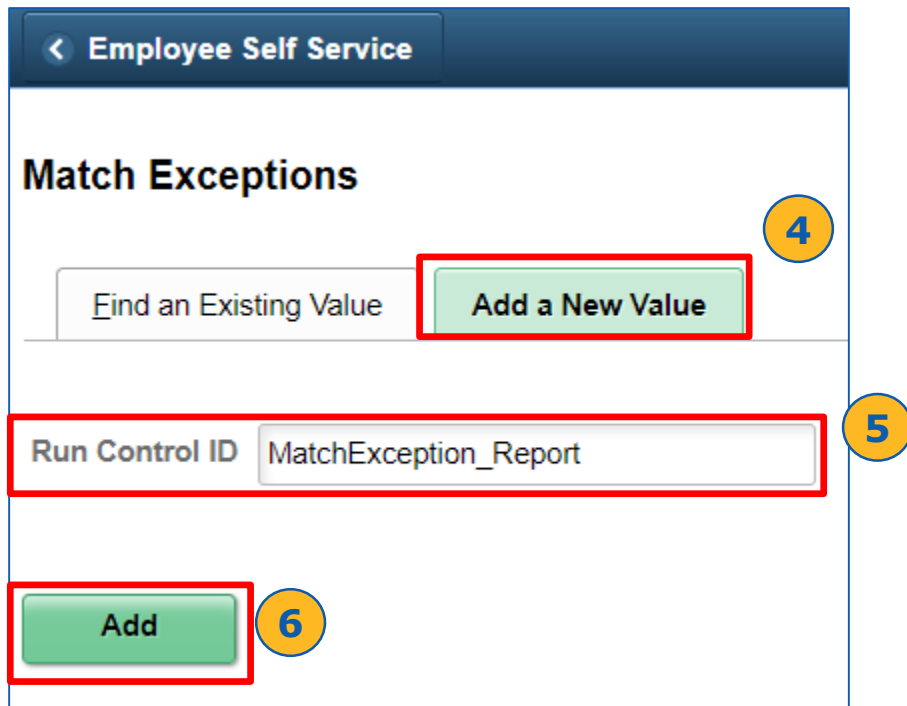
- Screenshot 1:** The main NavBar Navigator with "Accounts Payable" highlighted in a red box.
- Screenshot 2:** The "Accounts Payable" sub-menu with "Reports" highlighted in a red box.
- Screenshot 3:** The "Reports" sub-menu with "Vouchers" highlighted in a red box.
- Screenshot 4:** The "Vouchers" sub-menu with "Match Exceptions" highlighted in a red box.

Blue arrows and a circled "3" indicate the sequence of steps.

Process Vouchers

Review Match Exceptions (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



The screenshot shows the 'Employee Self Service' interface for 'Match Exceptions'. It features two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box and a yellow circle containing the number 4. Below these buttons is a text input field labeled 'Run Control ID' containing the text 'MatchException_Report', which is also highlighted with a red box and a yellow circle containing the number 5. At the bottom of the form is a green 'Add' button, highlighted with a red box and a yellow circle containing the number 6.



Every user can enter his or her own **Run Control ID**. Enter whatever you want, as long as it is easily identifiable later on. Once you create a Run Control ID, it will be available for use for all future transactions under **Find an Existing Value**.

Process Vouchers

Review Match Exceptions (cont'd)

7. Enter > **PCCD1** into **Business Unit** field
8. Click > **Save**
9. Click > **Run**
10. Click > **OK**
11. Click > **Process Monitor** hyperlink

Match Exceptions

Run Control ID: MatchException_Report
Language: English

Process All Business Units

Report Request Parameters

Request Parameters

*Business Unit	Description		
PCCD1	Peralta Community College Dist	+	-

Buttons: Save, Notify, Add, Update/Display

Process Scheduler Request

User ID: FUNC_2
Run Control ID: MatchException_Report

Server Name: [Dropdown]
Run Date: 04/27/2018
Recurrence: [Dropdown]
Run Time: 8:52:35PM
Time Zone: [Search]
Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Match Exceptions Report	APX1090	BI Publisher	Web	PDF	Distribution

Buttons: OK, Cancel

Process Vouchers

Review Match Exceptions (cont'd)

12. Click > **Refresh**

13. Verify **Run Status** reads **Success** and **Distribution Status** reads **Posted**

14. Click > **Details** hyperlink

Match Exceptions Process Monitor

Process List | Server List

View Process Request For

User ID: Type: Last: Days: **12**

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List **13** 1-13 of 13 | View **14**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1571797		BI Publisher	APX1090	FUNC_2	04/27/2018 8:52:35PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571796		Application Engine	AP_MATCH	FUNC_2	04/27/2018 8:33:59PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571782		Application Engine	PO_REQSORC	FUNC_2	04/26/2018 9:15:13AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571770		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:51:20PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571769		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:21:19PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571768		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 5:18:10PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571767		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:10:27PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571766		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:06:49PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571765		Application Engine	PO_POSTAGE	FUNC_2	04/24/2018 4:42:39PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571764		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 4:35:45PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571762		SQR Process	PORT001	FUNC_2	04/24/2018 10:29:18AM PDT	Error	Posted	Details
<input type="checkbox"/>	1571746		BI Publisher	PO_POROLLEXP	FUNC_2	04/23/2018 10:36:31AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571744		Application Engine	PO_POROLLVW	FUNC_2	04/23/2018 10:26:20AM PDT	Success	Posted	Details

Go back to Match Exceptions

Process Vouchers

Review Match Exceptions (cont'd)

15. Select > **Message Log** hyperlink
16. Click > **Explain** to review exceptions
17. Click > **Return**
18. Click > **OK**

Process Detail

Instance 1590548	Type BI Publisher
Name APX1090	Description Match Exceptions Report
Run Status Success	Distribution Status N/A

Run

Run Control ID MatchException_Report

Location Server

Server PSNT

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On 05/07/2018 9:40:25PM PDT

Run Anytime After 05/07/2018 9:40:22PM PDT

Began Process At 05/07/2018 9:40:41PM PDT

Ended Process At 05/07/2018 9:40:42PM PDT

Actions

[Parameters](#)

Message Log

[Batch Timings](#)

[View Log/Trace](#)

[Transfer](#)

[View Locks](#)

OK Cancel

Message Log

Process

Instance: 1590548	Type: BI Publisher
Name: APX1090	Description: Match Exceptions Report

🔍

1-2 of 2

Severity	Log Time	Message Text	Explain
10	9:40:56PM	File list for process instance 1590548 is empty. (63,103	Explain
	9:40:56PM	Successfully posted generated files to the report repository	Explain

Return

Process Vouchers

Run Matching Process with Match Exceptions

After you have identified match exceptions, you have the ability to run the match process again for only vouchers with match exceptions.

All Accounts Payable

1. Run > **Matching Process** (see pages 47-52)
2. Click **Match WorkBench** hyperlink in the **Match Request** page

Employee Self Service | Matching | New Window | Personalize Page

Match Request | Messages

Run Control ID: SampleMatch | Report Manager | Process Monitor | Run

Run Control Parameters

*Description: Test Match | **Match Workbench**

*Process Frequency: Always Process

Match Action: Matching

*Options: Business Unit

As of Date: [Calendar Icon]

Run Document Association Only

Autopilot Run Control

Business Unit

1-1 of 1 | View All

*Business Unit	Description		
PCCD1		+	-

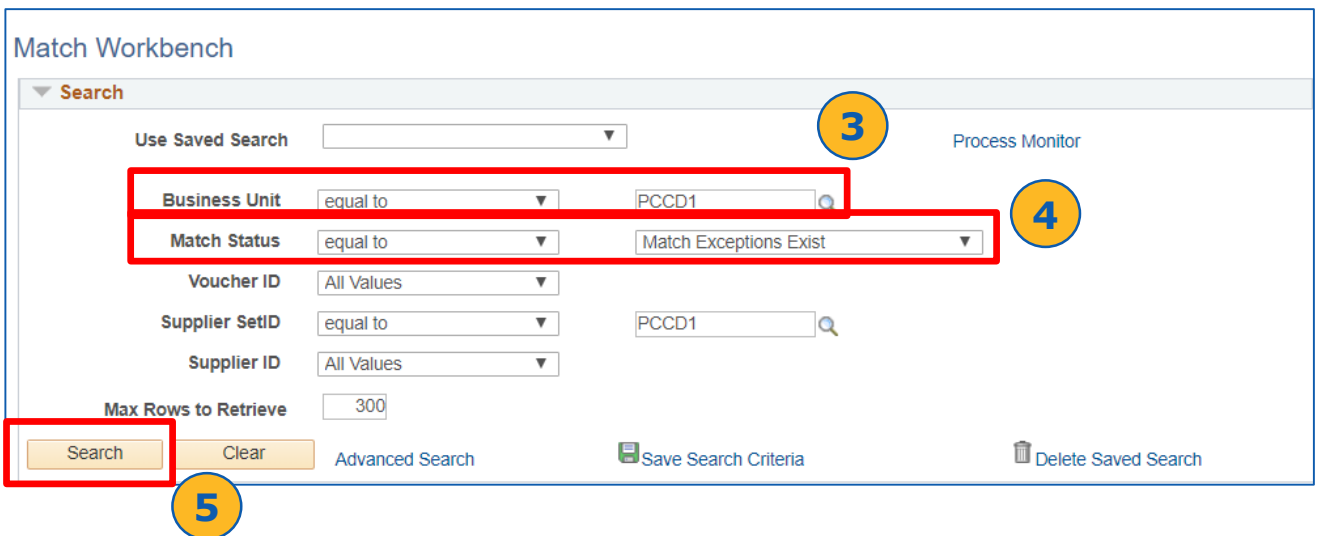


The **Match WorkBench** can also be accessed through the Navigator menu. Click the NavBar icon, open the Navigator menu, select Accounts Payable, and then select Accounts Payable WorkCenter. Match WorkBench is a hyperlink on the left side of the WorkCenter.

Process Vouchers

Run Matching Process with Match Exceptions (cont'd)

3. Enter > **PCCD1** into **Business Unit** field
4. Select > **Match Exceptions Exist**
5. Click > **Search**



The screenshot shows the 'Match Workbench' interface. The 'Search' section is highlighted with a red box. The 'Business Unit' field is set to 'PCCD1' (annotated with a blue circle '3'). The 'Match Status' dropdown is set to 'Match Exceptions Exist' (annotated with a blue circle '4'). The 'Search' button is highlighted with a red box and annotated with a blue circle '5'. Other fields include 'Voucher ID' (All Values), 'Supplier SetID' (equal to, PCCD1), and 'Supplier ID' (All Values). The 'Max Rows to Retrieve' is set to 300. There are also buttons for 'Clear', 'Advanced Search', 'Save Search Criteria', and 'Delete Saved Search'.

Process Vouchers

Run Matching Process with Match Exceptions (cont'd)

6. Select > **Match Exceptions** in **Details** tab to review and resolve
7. Re-run matching process (see pages 47-52)
8. Check for remaining match exceptions using Match WorkBench

Personalize | Find | View All | First 1-10 of 27 Last

Details More Details **6**

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00014240	0000600480	Valid	INV 2876	-1,219.61	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00014386	0000505378	Valid	PAYMENT	94.89	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00026137	0000501398	Valid	#9770-447-00 & 9770-447-01	3,729.97	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00026141	0000723726	Valid	INV 51709	904.11	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00029726	0000725022	Valid	peralta-01	4,853.21	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00032552	0000725328	Valid	jeo-003	1,851.60	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00032820	0000725359	Valid	service/ invoice 1080	19,200.00	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00037355	0000725747	Valid	41021	368.00	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00041177	0000725536	Valid	128	4,710.00	USD
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	PCCD1	00043331	0000600183	Valid	9744168080	2,936.25	USD

Select All Deselect All

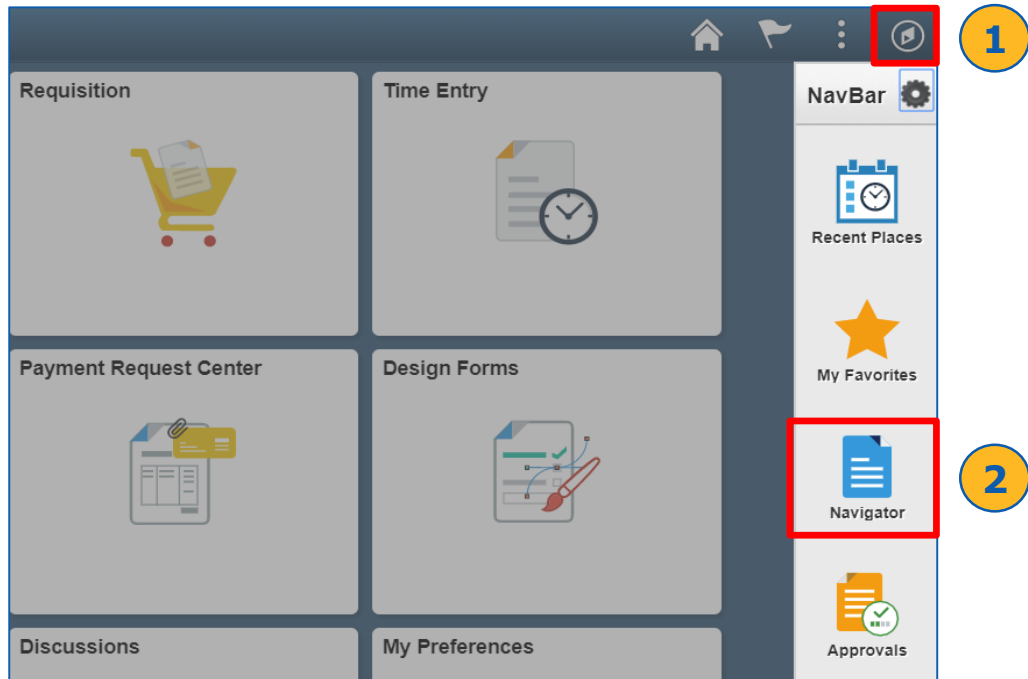
Process Vouchers

Run Voucher Post Process

After running the matching process for vouchers, you can run a process that will automatically post all vouchers that fall under certain criteria (parameters) that you select.

All Accounts Payable

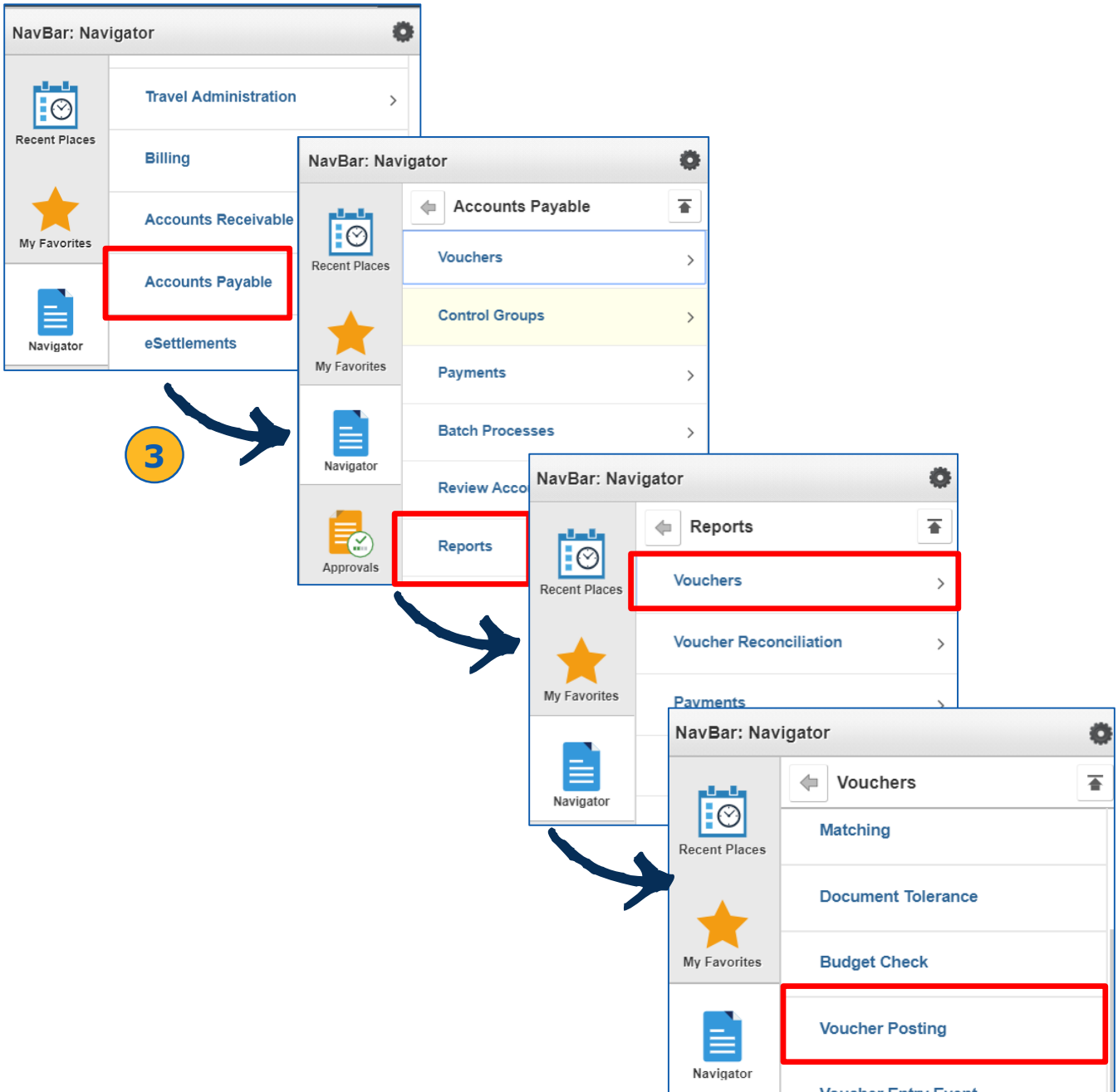
1. Click > **NavBar** icon
2. Click > **Navigator**



Process Vouchers

Run Voucher Post Process (cont'd)

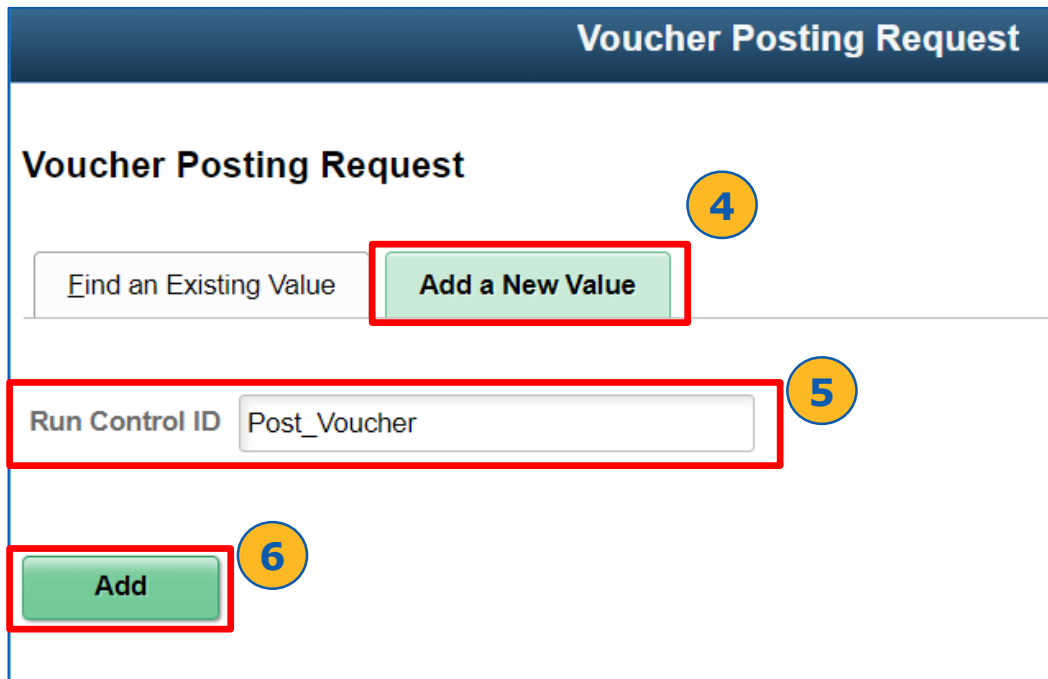
3. Select **Accounts Payable** > **Batch Processes** > **Vouchers** > **Voucher Posting**



Process Vouchers

Run Voucher Post Process (cont'd)

4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**



Voucher Posting Request

Voucher Posting Request

Find an Existing Value **Add a New Value** (4)

Run Control ID Post_Voucher (5)

Add (6)

Process Vouchers

Run Voucher Post Process (cont'd)

7. Complete > **Description**
8. Select > **Process Frequency: Always Process**
9. Select > **Post Voucher Option: Post Origin or Post Voucher**
10. Click > **+** to add a row for each **Origin or Voucher** to be Posted
11. Click > **Save**
12. Click > **Run**

Voucher Posting Request

Run Control ID: VCHR_POST Report Manager Process Monitor Run 12

Process Request Parameters

*Request ID

1

*Description

Voucher Post

*Process Frequency

Always Process

8

*Post Voucher Option

Post Voucher

*Prepayment Application Method

Invoicing Supplier

Post Voucher List

Q
1-1 of 1
View All

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	
PCCD1	00160496					+ -

10

Autopilot Run Control

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

11

Process Vouchers

Run Voucher Post Process (cont'd)

13. Click > **OK** in **Process Scheduler Request** window
14. Click > **Process Monitor** hyperlink

Process Scheduler Request

User ID: FUNC_2 Run Control ID: Post_Voucher

Server Name: Run Date: 04/27/2018

Recurrence: Run Time: 9:53:14PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AP Voucher Posting	AP_PSTVCHR	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

13

Voucher Posting Request

Run Control ID: Post_Voucher Report Manager: Process Monitor

Process Instance: 1571798

Process Request Parameters

*Request ID:

*Description:

*Process Frequency:

*Post Voucher Option:

*Prepayment Application Method:

14

Process Vouchers

Run Voucher Post Process (cont'd)

15. Click > **Refresh**
16. Verify **Run Status** reads **Success**
17. Click > **Save**

< Voucher Posting Request **Process Monitor**

View Process Request For

User ID: Type: Last: 10 Days 15

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1571799		Application Engine	FS_BP	FUNC_2	04/27/2018 9:56:02PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571798		Application Engine	AP_PSTVCHR	FUNC_2	04/27/2018 9:53:14PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571797		BI Publisher	APX1090	FUNC_2	04/27/2018 8:52:35PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571796		Application Engine	AP_MATCH	FUNC_2	04/27/2018 8:33:59PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571782		Application Engine	PO_REQSORC	FUNC_2	04/26/2018 9:15:13AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571770		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:51:20PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571769		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:21:19PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571768		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 5:18:10PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571767		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:10:27PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571766		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:06:49PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571765		Application Engine	PO_POSTAGE	FUNC_2	04/24/2018 4:42:39PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571764		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 4:35:45PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571762		SQR Process	PORT001	FUNC_2	04/24/2018 10:29:18AM PDT	Error	Posted	Details
<input type="checkbox"/>	1571746		BI Publisher	PO_POROLLEXP	FUNC_2	04/23/2018 10:36:31AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571744		Application Engine	PO_POROLLVW	FUNC_2	04/23/2018 10:26:20AM PDT	Success	Posted	Details

[Go back to Voucher Posting Request](#)

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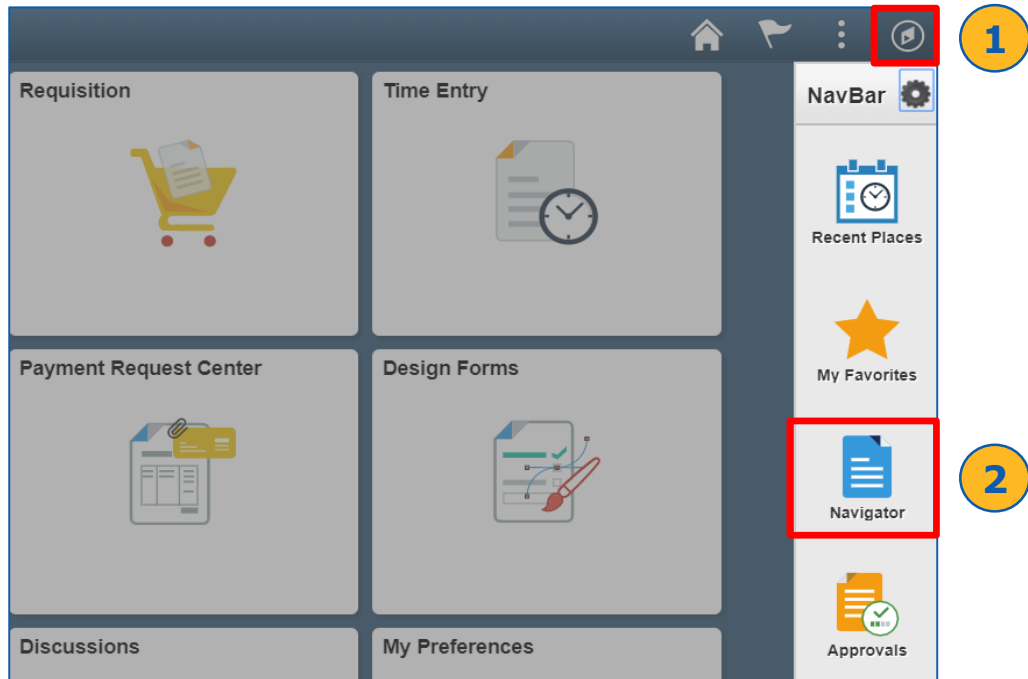
Review Information

Past Payments Query

ONEPeralta provides the ability to run a query to see all past payments to a specified supplier.

All Accounts Payable

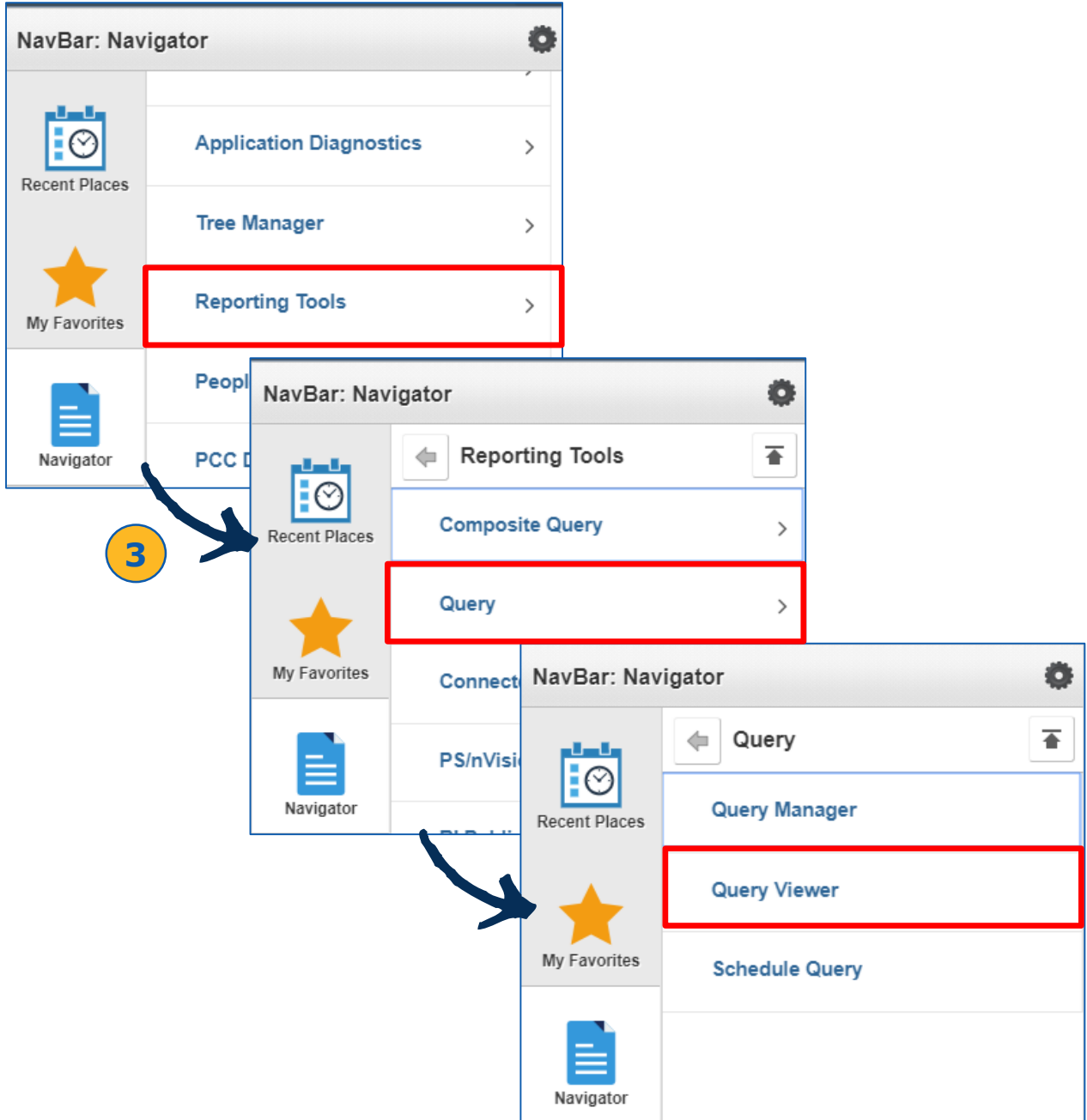
1. Click > **NavBar** icon
2. Click > **Navigator**



Review Information

Past Payments Query (cont'd)

3. Click > **Reporting Tools** > **Query** > **Query Viewer**



Review Information

Past Payments Query (cont'd)

4. Enter > **AP_VCHR_MESS_FIELDS** as **Query Name**
5. Click > **Search**
6. Select > **Run To HTML**
7. Enter > Supplier ID (**Remit Supplier**), **Payment Date Between**, And
8. Click > **View Results**

Query Viewer New Window | Personalize Page

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

*Search By begins with 4

Search Results 5

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AP_VCHR_MESS_FIELDS	Inv/Mess/Note by Vndr/Date	Public	ACCOUNTS PAYABLE	<input type="button" value="HTML"/> 6	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>	<input type="button" value="Lookup References"/>	<input type="button" value="Favorite"/>

AP_VCHR_MESS_FIELDS - Inv/Mess/Note by Vndr/Date

Remit Supplier 7

Payment Date Between and

8

Review Information

Past Payments Query (cont'd)

9. Review results

10. Select > **Download Results In: Excel Spreadsheet**

10

AP_VCHR_MESS_FIELDS - Inv/Mess/Note by Vndr/Date

Remit Supplier 000500002

Payment Date Between 07/01/2017 and 06/01/2018

View Results

Download results in: **Excel Spreadsheet** CSV Text File XML File (17 kb)

First 1-18 of 18 Last

	Voucher	Invoice	Invoice Date	Payment Message	Payment Note	Check Number	Date	Amount	PO No.	Acctg Date	User
1	00159018	Test 2	05/07/2018			55341722	05/07/2018	50.000		05/07/2018	
2	00159019	Test 3	05/07/2018			55341723	05/07/2018	70.000		05/07/2018	
3	00159020	Test (DP)	05/07/2018			55341734	05/09/2018	80.000		05/07/2018	
4	00159022	test 8924	05/07/2018			55341725	05/08/2018	10.000		05/07/2018	
5	00159023	test90	05/07/2018			55341726	05/08/2018	10.000		05/07/2018	
6	00159036	inv cr12345	05/07/2018			55341727	05/08/2018	80.000		05/07/2018	
7	00159037	credit123	05/07/2018			55341728	05/08/2018	80.000		05/07/2018	
8	00159043	Test Closed Period 3	07/01/2017			55341729	05/08/2018	19.000		05/08/2018	
9	00159044	Test Approval	05/08/2018			55341730	05/08/2018	50.000		05/08/2018	
10	00159048	Testing pay cycle	05/08/2018			20000159748	05/08/2018	0.000		05/08/2018	
11	00159049	Testing Pay Cycle 2	05/08/2018			55341733	05/08/2018	50.000		05/08/2018	
12	00159056	Inv 12345	05/05/2018			55341735	05/09/2018	100.000		05/09/2018	
13	00159057	1234	05/09/2018			55341736	05/09/2018	100.000		05/09/2018	
14	00159063	Test Approval 2	05/10/2018			55341742	05/10/2018	7.000		05/10/2018	
15	00159068	Test 2	05/10/2018			55341743	05/10/2018	90.000		05/10/2018	
16	00159080	Test Voucher Combo 1 RE	05/10/2018			55341745	05/10/2018	110.000		05/10/2018	
17	00159081	Test Voucher Combo 2 HL	05/10/2018			55341744	05/10/2018	40.000		05/10/2018	
18	00159082	12345	05/10/2018			55341745	05/10/2018	110.000		05/10/2018	

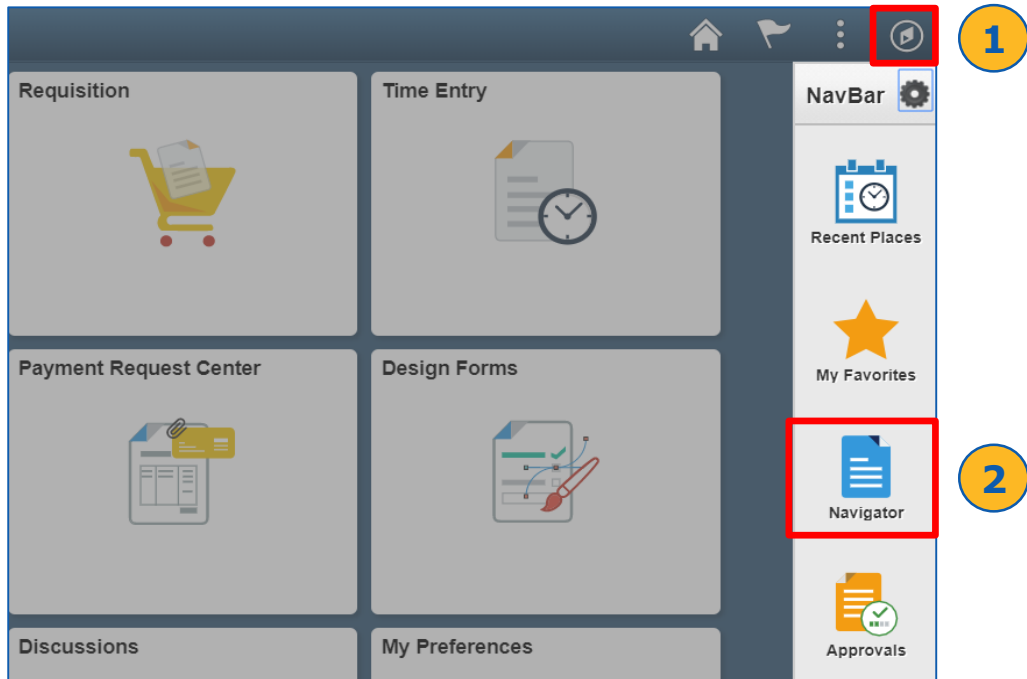
Review Information

Voucher Inquiry

ONEPeralta allows you to review documents associated with a Voucher using the Inquiry pages.

All Accounts Payable

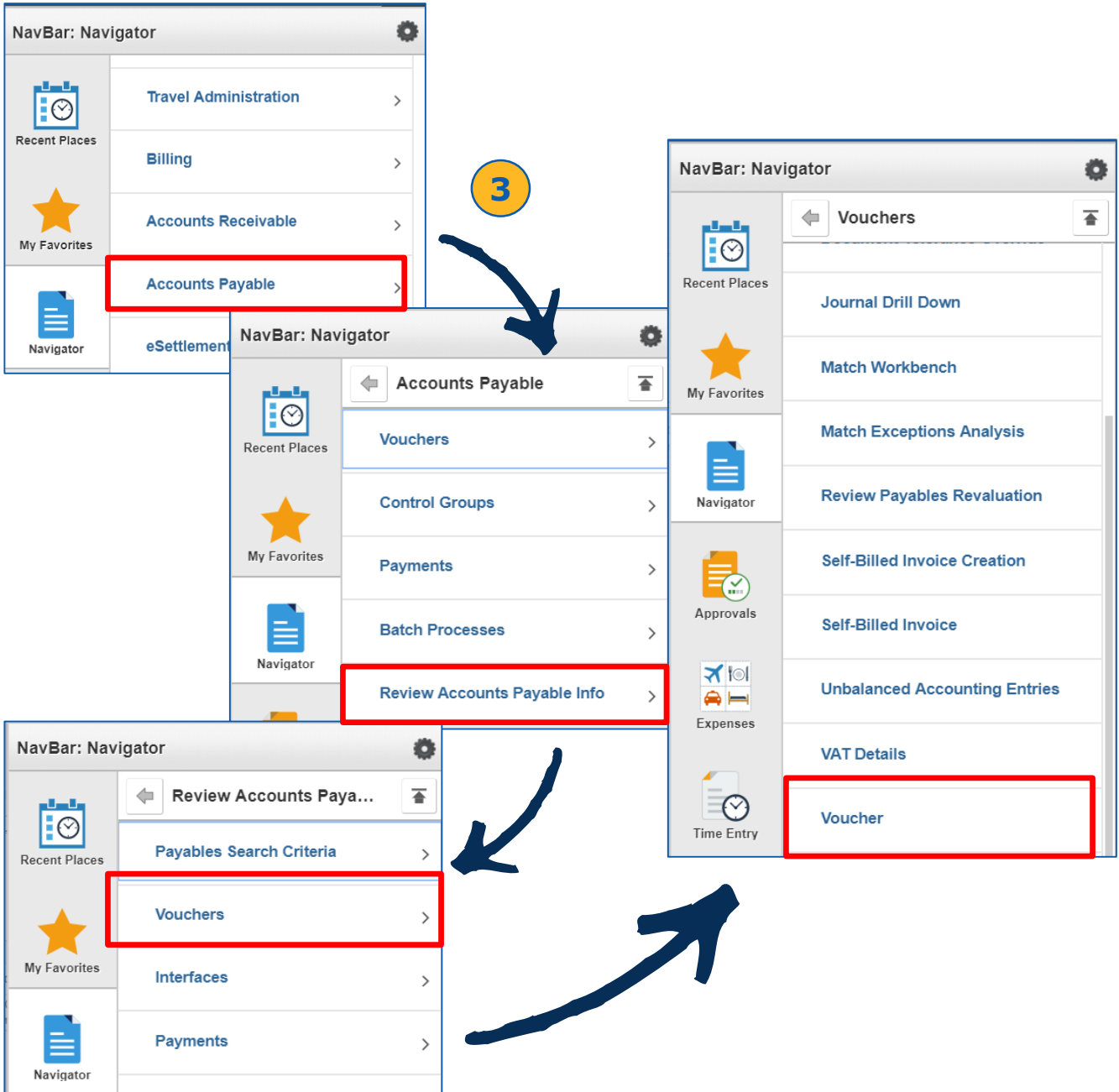
1. Click > **NavBar** icon
2. Click > **Navigator**



Review Information

Voucher Inquiry (cont'd)

3. Click > **Accounts Payable** > **Review Accounts Payable Info** > **Vouchers** > **Voucher**



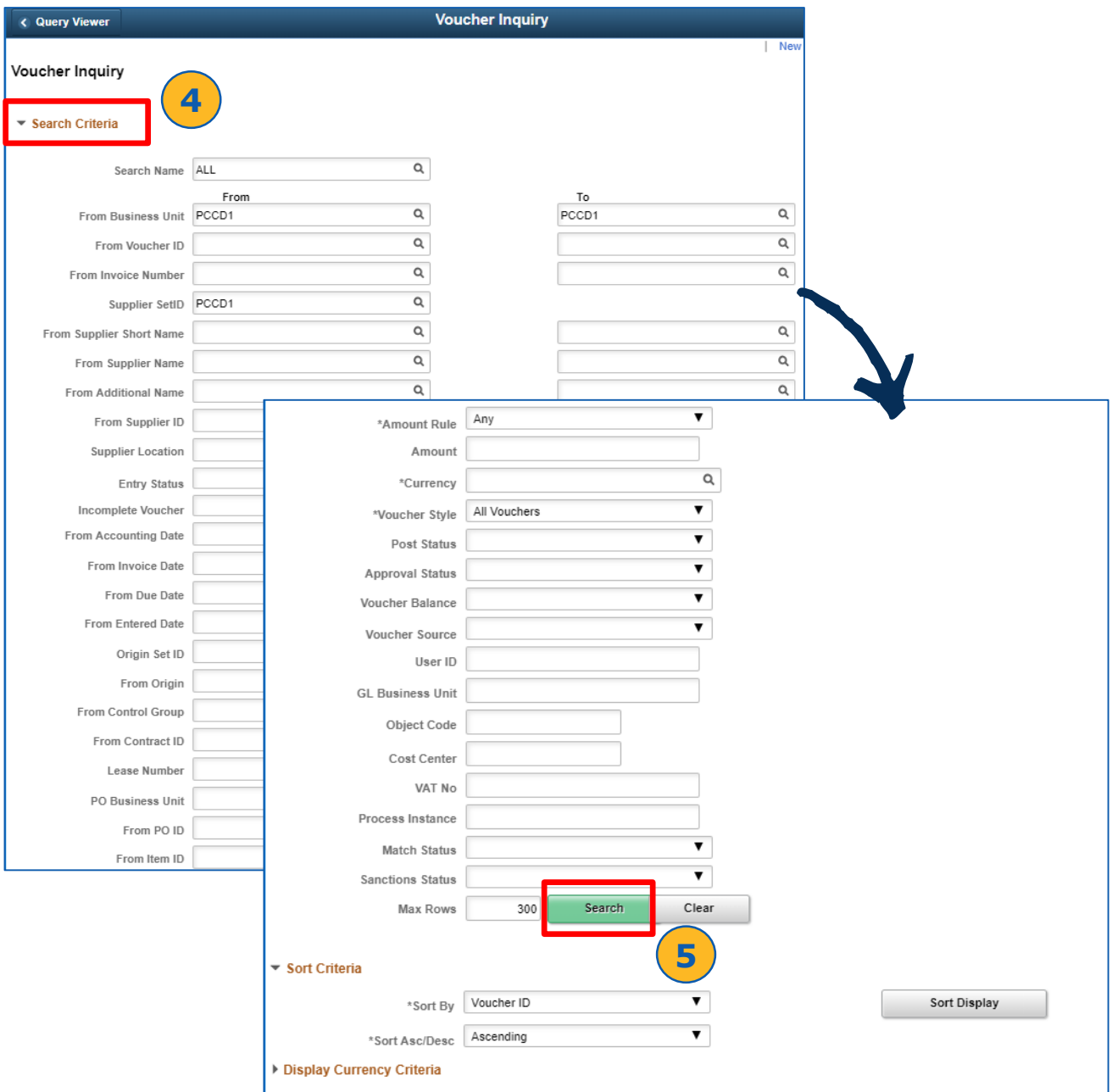
The image displays a sequence of four screenshots from a software application's navigation pane, illustrating the steps to reach the 'Voucher' option. The screenshots are arranged in a cascading manner, with arrows indicating the flow from one step to the next.

- Step 1:** The 'NavBar: Navigator' shows a list of options. 'Accounts Payable' is highlighted with a red box. A blue circle with the number '3' and an arrow points to this step.
- Step 2:** The 'NavBar: Navigator' shows the 'Accounts Payable' menu expanded. 'Review Accounts Payable Info' is highlighted with a red box. An arrow points from the 'Accounts Payable' option in the previous screenshot to this one.
- Step 3:** The 'NavBar: Navigator' shows the 'Review Accounts Payable Info' menu expanded. 'Vouchers' is highlighted with a red box. An arrow points from the 'Review Accounts Payable Info' option in the previous screenshot to this one.
- Step 4:** The 'NavBar: Navigator' shows the 'Vouchers' menu expanded. 'Voucher' is highlighted with a red box. An arrow points from the 'Vouchers' option in the previous screenshot to this one.

Review Information

Voucher Inquiry (cont'd)

4. Complete > applicable **Search Criteria**
5. Click > **Search**



Voucher Inquiry | New

Voucher Inquiry

4

▼ Search Criteria

Search Name: ALL

From Business Unit: PCCD1 To: PCCD1

From Voucher ID: [] To: []

From Invoice Number: [] To: []

Supplier SetID: PCCD1

From Supplier Short Name: [] To: []

From Supplier Name: [] To: []

From Additional Name: [] To: []

From Supplier ID: []

Supplier Location: []

Entry Status: []

Incomplete Voucher: []

From Accounting Date: []

From Invoice Date: []

From Due Date: []

From Entered Date: []

Origin Set ID: []

From Origin: []

From Control Group: []

From Contract ID: []

Lease Number: []

PO Business Unit: []

From PO ID: []

From Item ID: []

*Amount Rule: Any

Amount: []

*Currency: []

*Voucher Style: All Vouchers

Post Status: []

Approval Status: []

Voucher Balance: []

Voucher Source: []

User ID: []

GL Business Unit: []

Object Code: []

Cost Center: []

VAT No: []

Process Instance: []

Match Status: []

Sanctions Status: []

Max Rows: 300

5

Search

Clear

▼ Sort Criteria

*Sort By: Voucher ID

*Sort Asc/Desc: Ascending

Sort Display

► Display Currency Criteria

Review Information

Voucher Inquiry (cont'd)

- Review the information on the **Voucher Inquiry Results** list, including **Voucher Details, Amounts, More Details** (includes approval history), and **Supplier Details**
- Click > **Grid Action Menu** icon to personalize the table (hide columns, zoom), or to download to an Excel file for printing

Voucher Inquiry

Sort Criteria

*Sort By:

*Sort Asc/Desc:

7 Currency Criteria

Voucher Inquiry Results

6

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	PCCD1	00159816	Reimbursement	04/08/2018	0000734115	Deleted	<input checked="" type="checkbox"/>	Not Applicable	FATEMEH-001
▼ Actions	PCCD1	00159817	Reimbursement	04/08/2018	0000734115	Recycle	<input checked="" type="checkbox"/>	Not Applicable	FATEMEH-001
▼ Actions	PCCD1	00159818	C0045321373	04/19/2018	0000723538	Postable	<input type="checkbox"/>	Not Applicable	UNITED HEA-001
▼ Actions	PCCD1	00159819	BE002812257	05/17/2018	0000501630	Postable	<input type="checkbox"/>	Not Applicable	DELTA DENT-001
▼ Actions	PCCD1	00159820	0021377336	05/17/2018	0000733950	Postable	<input type="checkbox"/>	Not Applicable	KAISER-002
▼ Actions	PCCD1	00159821	0011394763	05/17/2018	0000513253	Postable	<input type="checkbox"/>	Not Applicable	KAISER FOU-001
▼ Actions	PCCD1	00159822	0009666777	05/17/2018	0000604900	Postable	<input type="checkbox"/>	Not Applicable	KAISER PER-002
▼ Actions	PCCD1	00159823	TRAVEL ADVANCE	05/21/2018	0000734452	Postable	<input type="checkbox"/>	Matched	MOHAMED-002