

# **AP Voucher Maintenance**

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\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*



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## Steps for Voucher Maintenance

### References

- [Ohio Revised Code 127.16 Threshold](#)

### Process

There are six options available to make necessary changes to coding information on vouchers that have been approved. The appropriate option depends on the status of the voucher and the change that needs made.

- Coding can only be changed during the current fiscal year.
1. Access voucher and make change when fields are available.
  2. Unmatch voucher
    - Unmatch voucher functionality is used when a PO voucher has not been posted and corrections need to be made.
  3. Journal Voucher
    - Journal vouchers are used when distribution information needs to be corrected.
    - Journal vouchers can be used to correct coding when a proper PO was used. For example, if the PO distribution line did not contain a grant number (but should have), use the journal voucher to add the grant number to the voucher.
    - A journal voucher will not affect the purchase order.
  4. Reversal Voucher
    - Reversal vouchers are used when the wrong PO or PO line was referenced on a voucher to negate coding on a voucher that has paid. Reversal vouchers restore the encumbrance that was used incorrectly.
    - Reversal vouchers can also be used when quantity is incorrectly exhausted and funds are still available on purchase order.
  5. Delete Voucher
    - Agencies have a short period of time to delete a voucher. If the voucher has not posted the voucher can be deleted. This is used when the voucher was erroneously created and should not pay or when an error was recognized that is uneditable (i.e., origin code).
  6. Close Voucher
    - Agencies have a short period of time to close a voucher. If the voucher has been posted but does not have a scheduled payment date, the agency may be able to close the voucher. This is used when the voucher was erroneously created and should not pay.

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The following voucher errors must be corrected before the transaction is complete and payment is made.

1. Budget Error - Occurs when the coding on the chart field line used on the voucher has insufficient or no budget.
2. Match exception - Occurs when information on the voucher does not match information on the PO.
3. Recycled vouchers – Vouchers created through an automated process that have missing information are put in recycled status (ISTV, interface, EDI)
4. Threshold Error - Occurs when the amount spent with the supplier exceeds the \$50,000 threshold.

**What do you want to do?**

- [Creating Reversal Vouchers](#)
- [Creating Journal Vouchers](#)
- [Correcting Match Exceptions](#)
- [Correcting Budget Check Exceptions](#)
- [Correcting Recycled Vouchers](#)
- Unmatching a Voucher to Delete or Update
- Finalizing a PO on a Voucher Line Related to Multiple Receipts
- Deleting Vouchers
- Canceling Vouchers

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#### **What do you want to do?**

- [Creating Reversal Vouchers](#)
- [Creating Journal Vouchers](#)
- [Correcting Match Exceptions](#)
- [Correcting Budget Check Exceptions](#)
- [Correcting Recycled Vouchers](#)
- Unmatching a Voucher to Delete or Update
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## Creating Reversal Vouchers

### Overview

Reversal vouchers allow incorrect voucher coding to be backed out and can also enable you to restore the encumbrance for actuals and budgets and reduce the purchase order's matched quantity or amount.

Reversal vouchers are used to negate coding on a voucher that has paid when the wrong PO or PO line was referenced. When a reversal is done and the original coding is negated, the agency must enter a corrective voucher to properly charge the correct coding and PO for the invoice that was paid. The reversal and the corrective voucher are both put on hold during this process.

It is critical that the reversal voucher and the corrective voucher be taken off hold at the same time so the supplier will not receive a duplicate payment. When they are taken off hold at the same time, during pay cycle, the reversal voucher will take money from the supplier and the corrective voucher will pay the supplier. Therefore, in order to not impact the supplier, the holds must be released at the same time.

- Not following the above steps may result in the voucher workflow being "Terminated" and re-triggering the approval workflow.

OBM will only process reversal vouchers to correct coding or purchase order referenced on the voucher. Reversal vouchers cannot be used to correct origins, pay terms, last receipt dates, etc. Reversal vouchers can be done only for vouchers created during the current fiscal year.

- When a reversal voucher is necessary for an ISTV voucher, contact [obm.reversalvouchers@obm.ohio.gov](mailto:obm.reversalvouchers@obm.ohio.gov).

Reversal vouchers are processed by OBM and put on hold. If an agency requires a reversal voucher to correct coding errors it should submit the request to the [OBM mailbox](#) and include the following information in the email:

1. Original voucher number.
2. Invoice number.
3. Invoice date.
4. Supplier.
5. PO number that was used on original voucher.
6. PO number that should have been used on the voucher.
7. Explanation of why a reversal voucher is being requested.

OBM will email the agency when the reversal voucher has been completed. At that time the agency must enter the corrective voucher and put it on hold then notify OBM once the corrective voucher is approved.

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- If the reversal is for an ISTV voucher, then the handling code would be RE because a check is not generated for a return to agency. The payment method for an ISTV must always be GE. Only State Accounting can create a corrective ISTV voucher.

The system will not duplicate vouchers. In this case the business unit, supplier, dollar amount, and invoice number are the same as the original. In order to create the corrective voucher, make a change to the original invoice number. Best practice is to use the original invoice number and append a "C" (to indicate corrective) at the end.

The corrective voucher must indicate.

- **Payment Method** as "CHK" (check)
- **Handling** as "RA" (return to agency)
- **Hold Payment check box** selected with the Reason Code of "ACC"
- **Payment Terms** marked "Due Now"

The reversal voucher goes through the pay cycle process as a credit memo. The reversal voucher offsets the original voucher during payment creation. The original voucher and the reversal voucher zero out.

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## Creating a Journal Voucher

### Overview

Journal vouchers are used when distribution information needs to be corrected. Can be used to correct coding when PO was referenced if the proper PO was used. For example, if distribution line did not contain a grant number or if the department used on the PO is incorrect.

When distribution information needs to be corrected on any current fiscal year voucher that has been posted, a Journal Voucher must be entered. If a posted voucher references a purchase order, whether paid or not paid, a Journal Voucher will correct ChartField entries on the voucher, but the purchase order will not be affected.

A Journal Voucher is a \$0 voucher used for re-classification purposes only.

- Only those with the security role Agency Journal Voucher Processor can enter a Journal Voucher in OAKS FIN.
- Click here for assistance with accessing the OAKS FIN AP Module.

While creating a journal voucher a "No matching values were found" message displayed.

Attempting to enter the related **Voucher ID** before the **supplier ID** will produce the error message.

Enter a **supplier ID** before the **Voucher ID** when creating a journal voucher.

While creating a journal voucher for Single Pay suppliers – Related Voucher look up is blank.

Journal Vouchers cannot be created for Single Pay Vouchers.

Create a CRM case to request an update to supplier ID and Voucher ID Related.

### Steps

- **OAKS FIN FIN > Accounts Payable > Vouchers > Add/Update > Regular Entry**

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Invoice Information | Payments | Voucher Attributes

Business Unit DAS01 Invoice No [ ]  
 Voucher ID NEXT Accounting Date 07/29/2015 [ ]  
 Voucher Style Template Voucher \*Pay Terms 30 Net 30  
 Invoice Date [ ] Basis Date Type Inv Date  
 Invoice Received [ ]

Supplier ID [ ] Control Group [ ]  
 ShortName [ ] Incomplete Voucher  
 Location [ ] Last Receipt Date [ ]  
 \*Address [ ] \*Origin Code 284

Invoice Total  
 Line Total 0.00  
 \*Currency USD  
 Miscellaneous [ ]  
 Freight [ ]  
 Total 0.00  
 Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Template  
 Advanced Supplier Search  
 Supplier Hierarchy

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  
 Calculate

SpeedChart [ ]  
 Ship To P005275  
 Description [ ]  
 Packing Slip [ ]  
 Received Date [ ]  
 Term Contract ID [ ]

MBE Flag N

One Asset

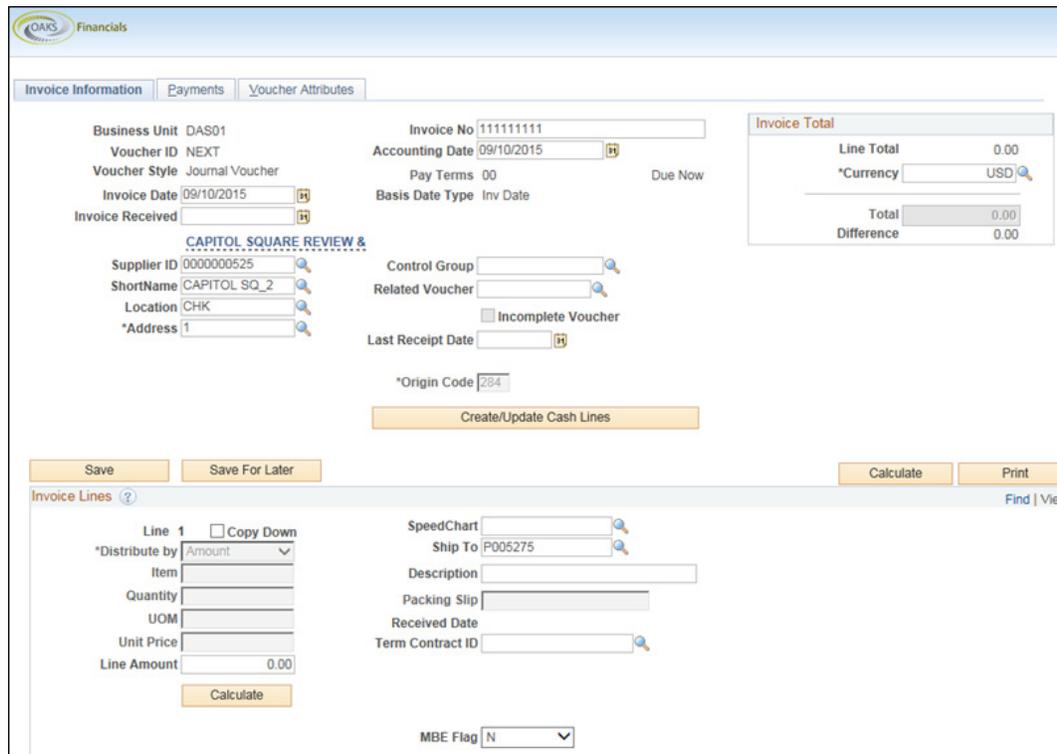
Distribution Lines Personalize | Find | View All | 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	*GL Unit	Fund	Account	ALI	Dept	Program	Grant/Prij	Project	Serv
[ ]	[ ]	[ ]	[ ]	STATE	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

- Select **Journal Voucher** from the **Voucher Style** dropdown list.
  - Always leave **NEXT** in the **Voucher ID** field. Only OAKS FIN assigns IDs to vouchers.
- Select the **Supplier ID** whose records that are being corrected.
  - Use the **magnifying glass** to select the number so that OAKS FIN populates the **Name**, **Location**, and **Address** fields.
  - Always enter the **Supplier ID** before entering the related voucher ID. If the voucher ID is entered first, an error message "No matching values were found" will display.
- Select the supplier's **Invoice Number** in the Invoice Number field.
- Enter the date the invoice was received in the **Invoice Date** field.
- Click **Add**.

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- The Invoice Information page displays.



6. Enter the original voucher number in the **Related Voucher** field.
  - A related voucher ID must be entered for all journal vouchers. Listing the voucher does not pull any accounting information to the journal voucher; it only associates the original and correction vouchers for audit purposes.
7. Enter the most recent date the agency received the goods or services covered by the invoice in the **Last Receipt Date** field.
  - Use the calendar icon to select the date.
8. Click **Attachments** link to add documentation.
  - a. Click **Add Attachment**.
  - b. Enter the file path or **browse** for and select the attachment.
  - c. Click **Upload**.
    - OAKS FIN displays the file name for attachment in the Voucher File Attachments section.
  - d. Click **OK** to verify that this is the correct attachment.
    - The Invoice Information page re-displays.

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

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- Click here for a quick tutorial on adding voucher attachments.
9. Enter the ChartFields distribution as it appeared in the incorrect voucher, except that the **Amount** and **Quantity** fields should be listed as **negative numbers**.
    - a. Always type a minus (-) before the amount number and the quantity in a journal voucher. This cancels out the original, incorrect ChartFields string.
    - b. Click the **plus (+)** button to add another row.
    - c. It may be necessary to tell Windows to allow scripted windows.
  10. Edit the number of rows to be added as necessary, and click **OK**.
    - The specified number of rows is added to the Distribution Lines section. The new line(s) is a duplicate of the previous line, except that OAKS FIN has made the **Amount and Quantity fields'** positive numbers.
    - When creating regular vouchers multiple rows may need to be added, such as if the cost for items needs to be split between two departments.
  11. Edit the distribution line to reflect the correct accounting information - this may be a change to **Department**, for example.
    - Remember that these new lines are positive numbers to debit the correct account(s).
    - The sum total of the Amounts fields should be zero.
  12. Click the **Create/Update Cash Line** button. The distribution lines are created.
    - This action is required and has to be performed whether or not the Fund code is changing.
    - This action will create distribution lines to debit/credit Cash Account 101000 for the Fund, saving extra steps.
  13. Click **Save**.
    - Journal vouchers always affect the current period unless the agency contacts OBM to update the budget date for a journal.
  14. Click the **View All** link on the **Invoice Lines** header bar (if necessary) to see all lines.
  15. Click the **View All** link on the **Distribution Lines** header bar (if necessary) to see all lines.
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16. Click the **GL Chartfields 2** tab.

- Validate that the **Budget Date** on each Distribution Line falls in the same budget period as the original voucher. OBM is the only agency that can change this. Contact the agency's Budget Analyst if this is necessary.
- Journal Vouchers are for only current fiscal year ChartField adjustments.

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## ***Correcting Match Exceptions***

### **Overview**

The match process that runs in OAKS FIN compares vouchers to purchase orders and receiving documents to ensure that only what is ordered and received is paid.

Vouchers are typically matched with purchase orders via a batch process. If a voucher passes the match process, OAKS FIN flags it as matched and the voucher continues through the voucher process. If a voucher does not match, OAKS FIN flags it as a match exception and it must be corrected before the voucher can be approved, budget checked, posted, and then paid.

This process is used to review and correct the matching exceptions.

- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

### **Steps**

- **OAKS FIN > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench**

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\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*



Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Match Workbench

 Financials

### Match Workbench

Search

Use Saved Search  Process Monitor

Business Unit equal to  

Match Status equal to

Voucher ID All Values ▾

Supplier SetID All Values ▾

Supplier ID All Values ▾

Max Rows to Retrieve

[Advanced Search](#)  [Save Search Criteria](#)  [Delete Saved Search](#)

1. Enter the **Business Unit**.
2. Select **Match Exceptions Exist** in the **Match Status** drop-down list.
  - To review match outcome for all vouchers for a range of dates or invoice numbers, leave **Match Status** blank and enter other criteria such as **Business Unit**.
3. Click **Search**.
4. Click the **Match** link for the desired search results line item.

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

- The Match Exception Override page displays.

### Match Exception Workbench Details

Business Unit MCD01 MCD	Voucher 00007007	Invoice cd
Supplier 0000083083	Supplier SetID STATE	Supplier Location EF
Supplier Name COLUMBUS DEVELOPMENT	Match Due Date 05/19/2015	Invoice Date 05
Updated By 10121012	Due Date 05/19/2015	Matched Date 05
Terms 00 Due Now	Origin U4	Match Status M
Gross Amt 812625.00 USD	Control Group	Match Type

[Match Exception Summary](#) Voucher Match Action

[Document Details](#) Match Action Comments

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[Line Details](#) Find

Voucher Line Number 1	Voucher Line Match Action <input type="text"/> <input type="button" value="Apply"/>
PO Business Unit MCD01	PO Number 000000689
Line Number 1	Schedule Number 1
	View Document <input type="text" value="Purchase Order"/>
<a href="#">Line Document Details</a>	Document Id <input type="text" value="MCD01 000000689"/> <input type="button" value="Go"/>

- Review the Match Exceptions for the voucher.
  - There are two different match types in OAKS FIN FIN:
    - Two-way match - Compares vouchers and purchase orders only.
    - Three-way match - Compares vouchers, purchase orders, and receipts.
  - Here are some of the most common reasons for a voucher match to fail:
    - The quantity listed on a voucher must be less than or equal to the quantity open on the purchase order before OAKS FIN will create a warrant.
    - The amount that can be vouchered must be less than or equal to the amount on the purchase order before a warrant is issued.
- Close the Match Exception Workbench Details page.
  - Copy or write down the **Voucher ID** number.
  - Click the **New Window** link.
- Accounts Payable > Vouchers > Add/Update > Regular Entry.**

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

**Business Unit** DAS01      **Invoice No**   
**Voucher ID** NEXT      **Accounting Date** 07/29/2015   
**Voucher Style** Template Voucher      **\*Pay Terms** 30  Net 30  
**Invoice Date**    
**Invoice Received**

**Supplier ID**    
**ShortName**    
**Location**   
**\*Address**

**Basis Date Type** Inv Date  
**Control Group**    
 Incomplete Voucher  
**Last Receipt Date**    
**\*Origin Code** 284

**Invoice Lines**   First 1 of 1 Last

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

**SpeedChart**    
**Ship To** P005275   
**Description**   
**Packing Slip**   
**Received Date**   
**Term Contract ID**

One Asset

**MBE Flag** N

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

GL Chart	Exchange Rate	Statistics	Assets	REF	*GL Unit	Fund	Account	ALI	Dept	Program	Grant/Prij	Project	Serv
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	0.00	STATE	<input type="text"/>							

1. Click the **Find an Existing Value** tab.
2. Enter the **Business Unit** and **Voucher ID** for the voucher with the exception.
3. Click **Search**.
4. Click the **Invoice Information** tab.
  - Correct data as necessary.
  - If the **Quantity** is changed, manually change the **Total** field on the **Invoice Information** tab and the **Gross Amount** field on the **Payments** tab.
5. Click the **Payments** tab or link.
6. Edit data as necessary.
7. Click **Save**.
  - OAKS FIN attempts to match the updated voucher with the PO again.
  - Start at the beginning of this process to see if the voucher still displays as an exception in the Match Manager.

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

## ***Correcting Budget Check Exceptions***

### **Overview**

OAKS FIN automatically budget checks the vouchers when created, posted, closed, or deleted. The budget check process checks budget appropriation (spending authority) and cash. Sometimes vouchers fail the budget check process and OAKS FIN assigns the budget header status to 'Error in Budget Check'.

Budget exceptions should be monitored daily.

Two common budget check errors may be received in Accounts Payable:

- No Budget Exists - The coding on the voucher does not have a budget.
- Exceeds budget and is over tolerance - The amount on the voucher exceeds the amount in the budget.

These errors may be resolved by:

- Updating all or part of the ChartField string on the voucher to reflect a correct budget.
- Adding appropriation or cash to the budget.

If the voucher has exceeded the budget, the budget officers at the agency have security access in OAKS FIN to update or correct the budget. Notify the budget officer for the agency or division when a budget needs correction. When the agency budget officer corrects the budget, OAKS FIN automatically runs budget checking and resolves the problem.

OAKS FIN does not issue a warrant until the budget check exception is resolved.

If the budget check exception is not resolved in a timely manner, the agency may lose some time-dependent discounts with suppliers, such as 2/10 net 30.

### **Troubleshooting Options**

- Detailed transaction lines are coded incorrectly. If one of the ChartFields was entered incorrectly, simply change the code in error.
- A new ChartField may need to be requested by the Chief Fiscal Officer or designee.
- An agency budget may need to be created by the Chief Fiscal or designee.

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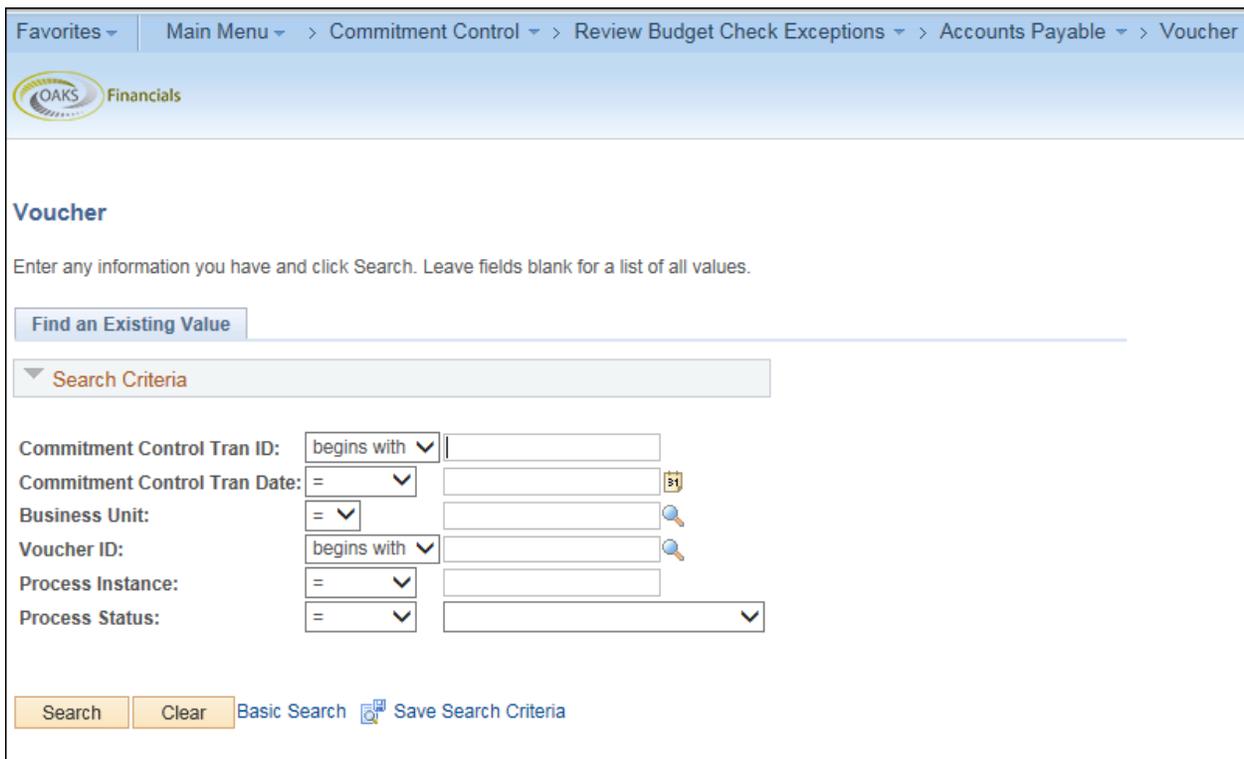


- A central budget may need to be initiated by the Chief Fiscal Officer or designee.
- To find a valid account to transact against, go to the CC\_ACCOUNT Tree and select an account that rolls up to the correct account. The same process can be used for other ChartFields when using the correct budget translate tree. Access to some of the trees may be restricted based on security of the user.

- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

## Steps

- **OAKS FIN FIN >Commitment Control > Review Budget Check Exception > Accounts Payable > Voucher**



The screenshot shows the OAKS Financials interface for the 'Voucher' search page. The breadcrumb trail at the top reads: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher. Below the breadcrumb is the OAKS Financials logo and the title 'Voucher'. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' section with the following fields:

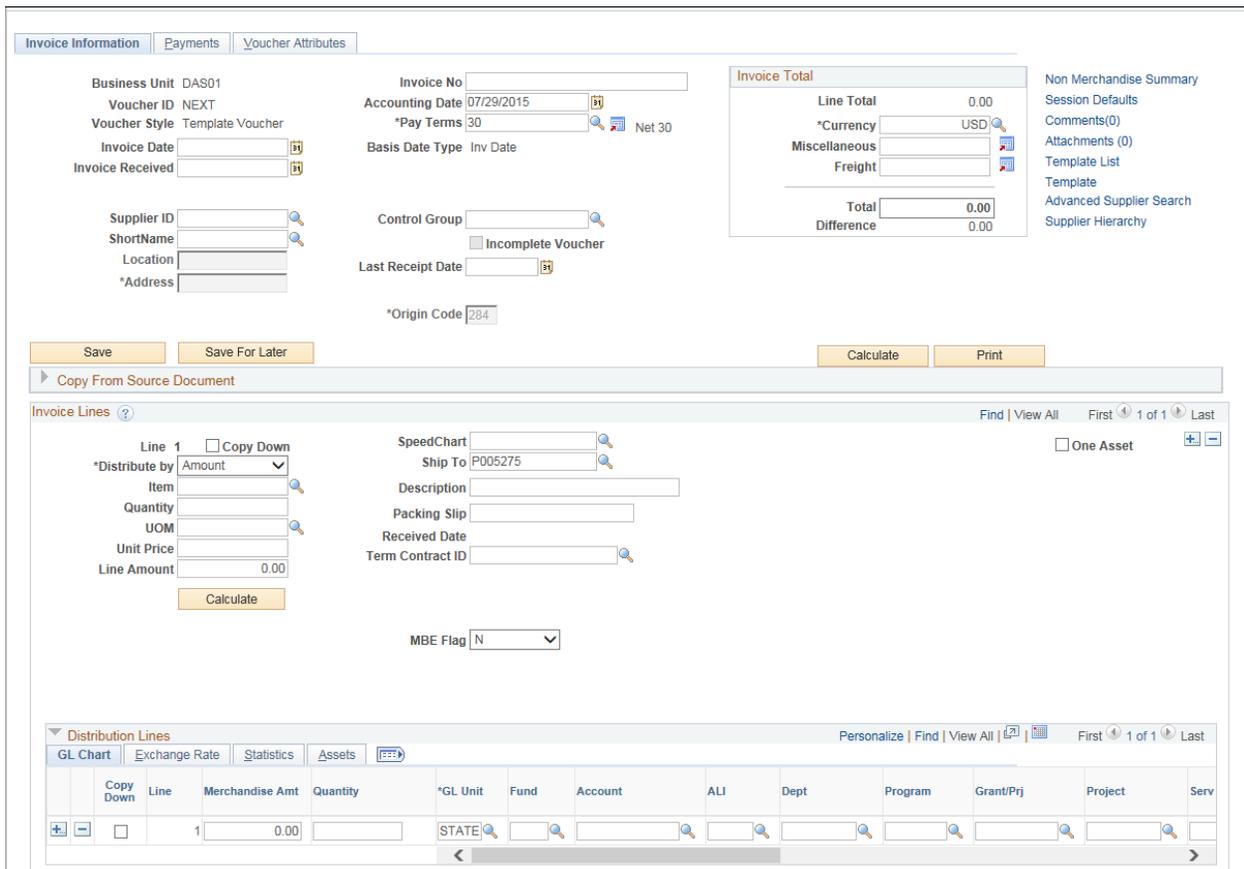
Commitment Control Tran ID:	begins with	<input type="text"/>
Commitment Control Tran Date:	=	<input type="text"/> 
Business Unit:	=	<input type="text"/> 
Voucher ID:	begins with	<input type="text"/> 
Process Instance:	=	<input type="text"/>
Process Status:	=	<input type="text"/>

At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. Enter the **Business Unit**.
2. Click **Search**.
3. Click on the exception to view in the **Search Results** list.

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

- The **Voucher Exceptions** tab displays a list of the exceptions, detailing the type of exception that occurred.
  - If only one result matches the criteria, the exception itself displays rather than a one-item results list.
4. Click the **Line Exceptions** tab to view the voucher line that causes the error.
  5. Click the **Line ChartFields** sub-tab to view the voucher line accounting information.
  6. Click the **Line Amount** sub-tab to view the voucher line amount. Alternatively
  7. Click the **View Exception Details** button next to the tab to see all the Line Items.
  8. Write down the **Voucher ID**.
  9. Click the **New Window** link.
- **Accounts Payable > Vouchers > Add/Update > Regular Entry**



The screenshot shows the 'Add/Update > Regular Entry' interface. Key sections include:

- Invoice Information:** Business Unit (DAS01), Voucher ID (NEXT), Invoice No, Accounting Date (07/29/2015), \*Pay Terms (30), Basis Date Type (Inv Date), Invoice Date, Invoice Received, Supplier ID, ShortName, Location, \*Address, Control Group, Incomplete Voucher, Last Receipt Date, \*Origin Code (284).
- Invoice Total:** Line Total (0.00), \*Currency (USD), Miscellaneous, Freight, Total (0.00), Difference (0.00).
- Invoice Lines:** Line 1, \*Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (0.00), SpeedChart, Ship To (P005275), Description, Packing Slip, Received Date, Term Contract ID, MBE Flag (N).
- Distribution Lines:** A table with columns: Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Fund, Account, ALI, Dept, Program, GrantPrj, Project, Serv. The first row shows Line 1 with Merchandise Amt 0.00 and GL Unit STATE.

1. Click the **Find an Existing Voucher** tab.

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

2. Enter the **Business Unit**.
3. Enter the **Voucher ID**.
4. Click **Search**.
  - The Voucher displays.
5. Click the **Invoice Information** tab.
6. Edit the ChartFields as necessary.
7. Click **Save**.

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## ***Correcting Recycled Vouchers***

### **Overview**

Recycled vouchers are vouchers created through an automated process that have missing information are put in recycled status (ISTV, interface, EDI).

When OAKS FIN finds errors in vouchers, it sets the **Entry Status** to **Recycle**. This means the errors must be corrected before OAKS FIN continues processing the voucher.

This could apply to EDI, ISTV, PCard, travel expense, agency interfaced vouchers, and vouchers entered online in OAKS FIN, except for vouchers with budget check exceptions.

Some errors result from missing information, such as invalid or incomplete ChartFields strings. Other errors may result from incorrect information, such as when the supplier ID or origin does not exist in OAKS FIN.

The **Voucher Source** field on the **Voucher Build Error Detail** page shows where the voucher creation begins. The following are the four Voucher Sources seen in OAKS FIN:

- **Online** - Vouchers that are entered online by the Agency Voucher Processor.
- **EDI** - Vouchers that are interfaced into OAKS FIN from the supplier's Electronic Data Interchange (EDI) file.
- **Custom** - Vouchers that are interfaced into OAKS FIN from agency's in-house systems and ISTVs created through the batch process.
- **ProCard** - Vouchers that are built based on approved PCard transactions.

Some possible errors:

- Voucher Lines may be in error if the line item or PO information is invalid or incomplete.
- Voucher Distribution may be in error if the accounting Distribution line information is invalid or incomplete.
  
- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

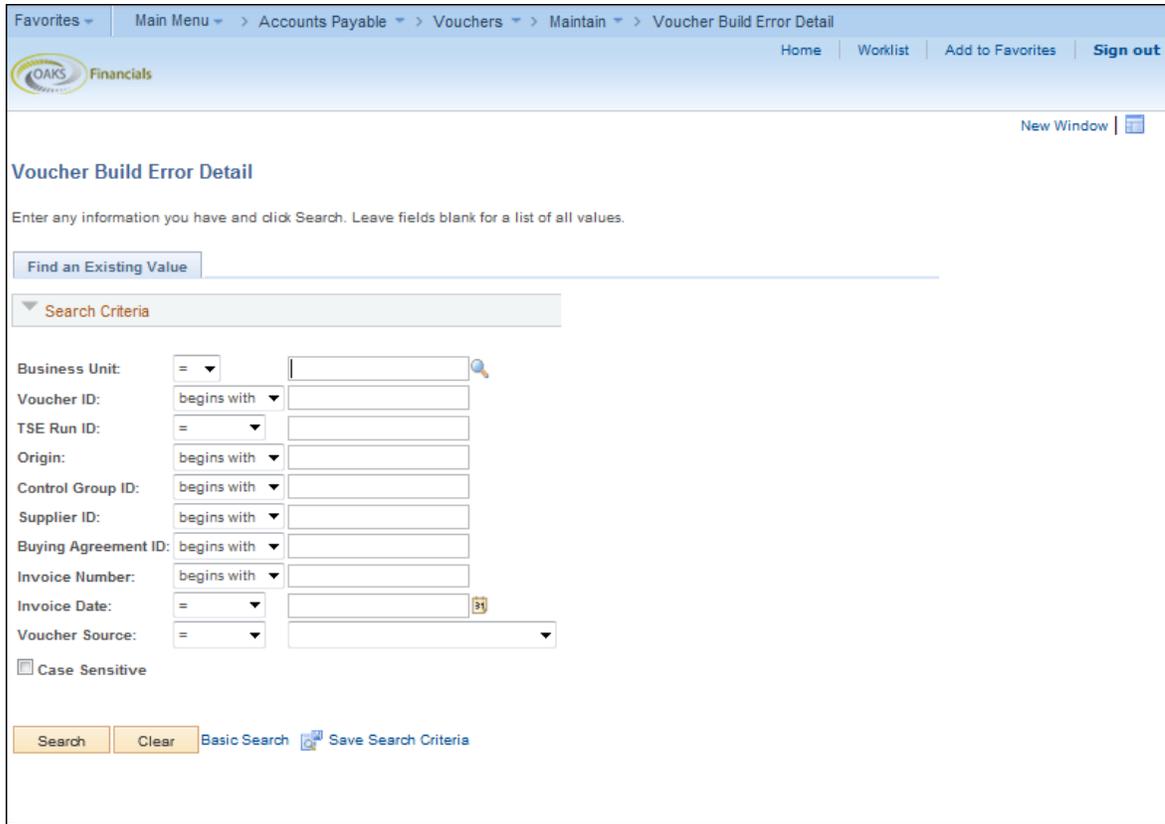
### **Steps**

---

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*



- **OAKS FIN FIN > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail**



Search Criteria

Business Unit:	=	<input type="text"/>
Voucher ID:	begins with	<input type="text"/>
TSE Run ID:	=	<input type="text"/>
Origin:	begins with	<input type="text"/>
Control Group ID:	begins with	<input type="text"/>
Supplier ID:	begins with	<input type="text"/>
Buying Agreement ID:	begins with	<input type="text"/>
Invoice Number:	begins with	<input type="text"/>
Invoice Date:	=	<input type="text"/>
Voucher Source:	=	<input type="text"/>

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter the agency code in the **Business Unit** field.
2. Click **Search**.
3. Click on a link for the desired voucher in the **Search Results** list.
  - If there is only one search result the **Voucher Build Error** page will automatically open for that voucher.

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

- The **Voucher Build Error Detail** page displays.

New Window | Personalize Page | 

### Voucher Build Error Detail

Business Unit DRC01      Voucher ID 00889008      [Correct Errors](#)

---

**Header Errors** [Personalize](#) | [Find](#) | [View All](#)

Field Name	Message
Accounting Date	Accounting Date is not in Open Period.

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**Invoice Line Errors** [Personalize](#) | [Find](#) | [View All](#) |  |     First 1 of 1 Last

Line	Field Name	Message

---

**Distribution Line Errors** [Personalize](#) | [Find](#) | [View All](#) |  |     First 1-2 of 2 Last

Line	Distribution Line	Field Name	Message
1	1	Account	Combo error for fields Account/Dept/Fund/ALI/Program in group EXPEDIT.
2	1	Account	Combo error for fields Account/Dept/Fund/ALI/Program in group EXPEDIT.

 Previous in List   
  Next in List   
  Notify

- Review the error - the field in which the error occurs is displayed in the **Field Name** field, and the specific error displays in the **Message** field.
- Click **Correct Errors**.
  - The Voucher Summary page displays.

New Window | Personalize Page | 

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

Business Unit DRC01 Voucher ID 00889008  Voucher Style Regular Supplier Name WW GRAINGER INC C/O OBM ELECTRONIC COMMERCE 30 E BROAD ST 34TH FLR COLUMBUS, OH 43215-3457	Invoice Date 02/02/2015 Invoice No 9655359587 Invoice Total 200.90    USD Pay Terms Due Now Voucher Source EDI Origin 579 Created On 07/11/2015 10:15AM Created By BATCH Last Update 07/11/2015 10:15AM Modified By OHBATCH ERS Type Not Applicable Close Status Open
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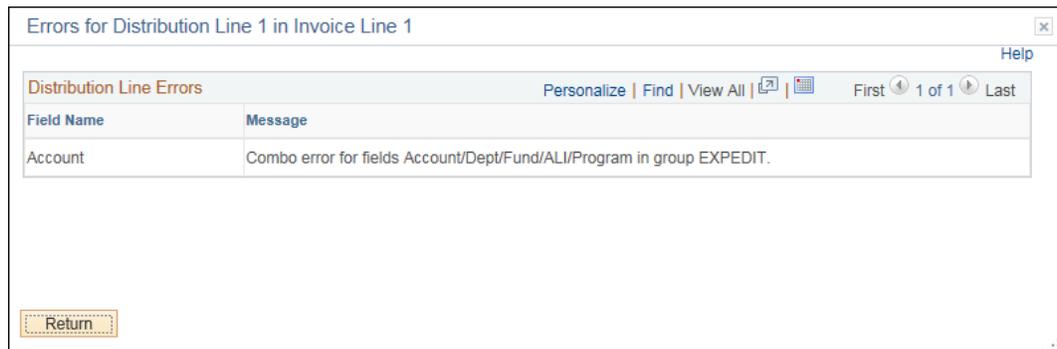
Entry Status Recycle    Match Status No Match    Approval Status Pending    Post Status Unposted  
 Budget Status Not Chk'd    Budget Misc Status Valid  
 \*View Related

 Save   
  Return to Search   
  Notify   
  Refresh   
                         
  Add   
  Update/Display

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

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

- If this is an EDI voucher, only make changes to the ChartFields string because other changes may cause the payment to fail.
  - EDI vouchers always have an **Entry Status** of Recycle due to ChartField errors, because suppliers cannot provide ChartField strings for each invoice line.
6. Click on the **invoice information tab**.
  7. Click the **Go To Review Errors** button to review error details.
    - If the **Go To Review Errors** button is located in the Header, the Header Errors page displays. Otherwise the Invoice Lines or Distribution Lines Errors pages would display.



Errors for Distribution Line 1 in Invoice Line 1

Help

Distribution Line Errors Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Field Name	Message
Account	Combo error for fields Account/Dept/Fund/ALI/Program in group EXPEDIT.

Return

8. Review details and click the **Return** button to return to the Invoice Information tab.
9. Make changes as necessary.
10. Click **Save**.
11. Click **Return to Search** to return to the Search Results list to select another error to review.

\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

## Glossary

### C

**Change Funds:** A change fund is used to make change, generally for customers who are using cash to purchase a good or service.

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\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*

