

#### Procure to Pay Training Accounts Payable

Department of Budget & Finance Brittanie Collier and Sharon Hoff

#### Going to Cover:

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- PO, Receipt & Contract Requirements Summary
- Verifying your PO Information
- PO Buydown Report
- Creating a Receipt
- Creating Vouchers
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Questions

#### **Vendor Search & Verification**

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Search Criteria											
*SetID:	SHARE	Q				Vendor ID:			Q		
Name:	Equal to		~			ShortName	: Equa	l to	~		Q
Withholding Name:	Equal to		~			Classificati	on:			$\checkmark$	
Vendor Status:			$\checkmark$			Type:				$\checkmark$	
						Persistence	:			$\sim$	
Address:	Equal to		~			City:					]
Customer Number:						Country:		Q			
ID Type:	Tax Identific	ation Number	✓ 52	1439761		State:		0			
VAT Registration ID:	:					Postal:					
Withholding Tax ID:						Bank Accou	unt #:				]
						Search	Clear				
Search Results							Pers	onalize   Fin	d   View All   🗖	First 🚺	1 of 1 🕨 Last
Main Information	Additional Ven	dor Info 🔷 Au	dit Information								
Vendor ID  FEIN	Number	Mail Code	Name 1 🔺	Address	Address Line 2		City	State	Postal Code	Status 🔺	
0000005387 屓 5214	139761	000	RUDOLPHS OFFICE & COMPUTER SUPPLY INC	5020 CAMPBELL BLVD, SUITE C			BALTIMORE	MD	21236-4968	Approved	

Searching for Vendors by FEIN# or SS# is recommended. If the number is unknown, ask the vendor. (SS# will never display in the system.) Example: Rudolph's Office Supply- FEIN# 52-1439761

Verify that the vendor information in GEARS matches your invoice:

- ✤ FEIN#
- Remit to Address
- If the PO is included on the BPO list, you must use the exact vendor ID (number) listed

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Complete a Vendor Maintenance form if changes are needed.

#### PO, Receipt & Contract Requirements Summary



\*\*\*\*District Court requirements may be different.\*\*\*\*

- Receipts:
  - Are not required for Express POs for purchases \$2,500 or under.
  - Are required on purchases for goods on POs issued by Procurement.
  - Are not required for services.
- Express Purchase Order's
  - Are required for Judiciary Blanket Contracts. The contract number needs to be entered in the Express PO.
  - Are not required for purchases under the State Contracts/BPOs \$2,500 or under.
- Requisitions & Purchase Orders issued by Procurement
  - Are required for purchases over \$2,500.

#### Verify PO Information (prior to creating the voucher)

Breadcrumbs: Main Menu> Purchasing>Purchase Orders>Review PO Information>Purchase Orders

- Make sure the PO is Dispatched:
  - A PO cannot be used without being Approved, Budget Checked and Dispatched.
- Vendor:
  - Verify your vendor is correct, by searching the FEIN#, and verify the remit to address
- Line Detail Setup:
  - Is the PO set up as quantity or amount only as needed?
  - Is a receipt required?

Receipts are required for goods and are optional for services.

- Chart Field:
  - Verify the account coding is correct based on the goods or services being purchased.
  - **Document Status:** 
    - Ensure the PO receipt has not been used previously.

Encumbrance Balance (not year-end encumbrance):

Verify available open balance is correct.

These items are much more difficult to change once a voucher is created and may require additional steps, such as closing the voucher and cancelling the receipt.



#### PO Buydown Report

Breadcrumbs:

Main Menu>Purchasing>Purchase Orders>Review PO Information>PO Buydown Report

- ▶ Tip Sheet is located on the GEARS courtnet website.
- This report allows you to see the activity on a PO, including available line balances and the vouchers & receipts against the PO.
- Run this report before vouchering against the PO.
- Ensure that the amount needed for the invoice is available on each required line.
- Run these reports on a regular basis to check all purchase order balances and activity.
- When a PO is complete, run the PO Close request process, which electronically routes the request to Procurement.
- Before requesting the PO to be closed, please ensure that all vouchers associated with a PO have been processed by accounts payable and are in "submitted to state" status. This can easily be done by reviewing the AOC MD Payment tab of the voucher. The status will show "Submitted to State" and a Ref. Document Number will be listed.

- Pay close attention to the PO Balance on each line.
- Even though the overall PO may have an available balance, the line(s) you are vouchering against has to be able to cover the associated line(s) of the voucher.



	Purchase Order Buydown Report	Run Date	November 3, 2017
		Run Time	8:57 AM
Report Criteria:	Select: PO_ID = 0000062640 and Include Closed PO's		Page 1 of 1

PO ID: 000006	2640											
PO Date	Ven	dor Id	Status									
07/01/2017		0000731		ROX CORPORA							_	
		PO Line	Description			Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance
	NE	1	SN XEL589877 Annual Mai			AY2018	60091	0001	0809	869.40	217.35	652.05
	NE	2	All Meter 1 (B&W) prints at	\$0	1	AY2018	60091	0001	0809	336.00	95.78	240.22
								PO To	otals:	1,205.40	313.13	892.27
	V	oucher ID	00359410									
	_		00000110		Voucher	Voucher						
	Cf	Receipt ID	Invoice	Inv. Dt	Line	Dist Ln	Bud Ref	PC/	A Fund	Account	Voucher Amt	
	NE		089978147	08/01/2017	1	1	AY2018	600		0809	72.45	
	NE		089978147	08/01/2017	2	1	AY2018	600	91 0001	0809	39.18	
	V	oucher ID	00367968									
					Voucher	Voucher						
	Cf	Receipt ID	Invoice	Inv. Dt	Line	Dist Ln	Bud Ref	PC/	A Fund	Account	Voucher Amt	
	NE	Receipt ib	090330052	09/01/2017	1	1	AY2018	600		0809	72.45	
	NE		090330052	09/01/2017	2	1	AY2018	600		0809	30.45	
	V	oucher ID	00375746									
	v	oucher ID.	. 000/0140		Vauabar	Voucher						
	Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Dist Ln	Bud Ref	PC/	A Fund	Account	Voucher Amt	
	NE	Receipt ID	090672898	10/01/2017	1	1	AY2018	600		0809	72.45	
	NE		090672898	10/01/2017	2	1	AY2018	600		0809	26.15	
										PO Amt	Vchrd Amt	PO Balance
							PO P	Report <sup>-</sup>	Totals:	1,205.40	313.13	892.27



### Using the Tip Sheets provided, try creating a:

Receipt
 PO Receipt Voucher
 PO Voucher
 Non-PO Voucher

\*All Tip Sheets are located on the GEARS courtnet website and should be referenced for exact steps during processing.\*

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#### **Invoice Number**

#### The invoice number must be keyed in exactly as stated on the original. If an invoice number is not provided by the vendor, the below standardizations MUST be followed:

Standardization for Judicial expense vouchers:

YYYYMMDDII (Date by year, month and day, first and last name initials of the employee as displayed in the vendor records in capital letters).

#### Standardization for interpreter invoice standardization:

IIMMDDYY0000 (First and last initials, date by month, day, year and docket time.

\*\*\* For all invoices numbers that involve name initials, the last "last name" should be utilized in the invoice number. This includes all names.\*\*\*

Examples: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS. Sherry Bennett Harris, invoice number would utilize the initials SH

Standardization for vendor invoices that do not provide a written invoice number:

YYYYMMDD (Date of the invoice, followed by the initials of the company name in capital letters.)

Example: An invoice is received and dated March 15, 2015 from Office Supply Network. The user should enter the invoice number as 201505150SN.

### Attachments

- Make sure all pages are scanned and attached.
- All attachment need to be in PDF format. No exceptions.
- No attachments, unclear images, or incorrect images will cause the voucher to be delayed.
- Make sure any required approval emails/letters are attached.
- Catering for Special Meetings, Events and Staff Appreciation:
  - Meals must follow meal allowance per diem rates.
  - Per diem rates are inclusive of tips, delivery fees and taxes.
  - Provide the full list of attendees that food was ordered for.
  - If seeking reimbursement, vendor's original receipt must be provided.



## Processing Credit Invoices

Enter them the same way you do a charge voucher; just make sure the dollar amount is entered as a negative.

<u>Favorites</u> Main Menu  Accounts Payable	> Vouchers -> Add/	/Update 👻 >	Regular Entry					_	
Invoice Information AOC MD Payment Payments	Voucher Attributes								
Designed Helf MD HID	Invesion No. 400.45			Invoice Tota	ıl		Session Defau	Ite	
Business Unit MDJUD Voucher ID NEXT	Invoice No 12345 Accounting Date 04/07/2		<b>F</b>		Line Total	-129.15	Comments(0)	11.5	
Voucher Style Regular Voucher	_		Due Now		Currency	USD Q	Attachments (0	))	
Invoice Date 03/31/2017	Pay Terms NETO Basis Date Type Acct D		Due Now		ellaneous	<u>030</u> Q		· ·	
	Dasis Date Type Acct D	Jate			Freight				
					<u> </u>				
RUDOLPHS OFFICE & COMPL					Total	-129.15			
Vendor ID 0000005387 Q ShortName RUDOLPHSOF-001 Q	Control Group		Q	ſ	Difference	0.00			
Location 000		rual Voucher							
*Address 1									
Save	Action		~	Run	Calculate	Print			
Copy From Source Document									
							~		
Invoice Lines ②						Find   Viev	v All 🛛 First 🕚	1 of 1 🕚	Last
Line 1	SpeedChart 60091		Q				One Asse	et	+
*Distribute by Amount	Ship To AOC-N	NON_PO	Q						
Item	Description								
Quantity									
UOM Q									
Unit Price									
Line Amount -129.15									
Calculate									
<ul> <li>Distribution Lines</li> </ul>					Personalize   Find   V	ïew All   💷   🚦	📕 🛛 First 🕚 1	1 of 1 🕑 l	ast
GL Chart Exchange Rate Statistics Assets									
Copy Line Merchandise Amt Quantity	*GL Unit	Batch PC	CA Fund	Account Progr	am Approp Number	Approp Yr D	)ept F	PC Bus	Projec
Down Line Merchandise Ante Quantity	GE ONIT	Agy	-A Tunu	Account	Number	Approp 11	u l	Jnit	riojet
+ = 1 <u>-129.15</u>	MDJUD 🔍	C25 Q 60	0091 🔍 0001 🔍	0902 Q B006	Q A0006 Q	AY2017 Q	Q	Q	
	<								>
						11			
Save									
E Notify C Refresh							📑 Add 🔰	Update/Dis	splay
Invoice Information I AOC MD Payment I Paymente I Voucher	Attributes			/					



## Duplicate Invoice

When entering your invoices, you might get a Warning:

#### e.g. "Warning-Duplicate invoice detected. See voucher 0017931 for Business Unit MDJUD. Voucher can be saved and posted." Please verify whether or not this is a duplicate voucher.

\* If after your review of the previous voucher cited, you determine that the current voucher is a duplicate, and you have not saved the voucher, then you should select cancel. This will put you back into your current voucher page. From here, you should navigate to home. The system will then provide a second message stating that you have unsaved data. You should select cancel. The system will exit from your current voucher without saving the document or creating a new voucher number.

\* If after review of the previous voucher cited, you determine that the current voucher is a duplicate, and you have saved the voucher, you can re-use (recycle) this voucher for another invoice. Make all necessary changes to match the new invoice that you are going to process, i.e. Vendor #, PCA, Amount, Invoice Date and Number, and attachment.

\* Do not forward the invoice for approval until you have changed the voucher to the information on your new invoice.

### Double Check your Voucher

The highlighted sections should be verified.

# Voucher statuses if completed correctly:

Match Status: No Match-*non PO voucher* Matched-*PO voucher* 

Approval Status: Pending-Submitted for Approval Approved-Approval is complete

Budget Status, Budget Misc Status All Valid



Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary



### Double check your Voucher

Incorrect statuses for a voucher that indicate further action is required:

Match Status: Ready-Matching has not been run Exceptions-PO is not matched successfully to the voucher

Approval Status: Not Submitted-Has not been submitted for approval Denied-Approval was denied

Budget Status, Budget Misc Status Not Checked-Budget checking has not been run Error-Budget error has occurred



## Did you Submit for Approval:

Verify that you have submitted the voucher for approval. This button will only display after a successful budget status has been reached.

Related Documents Invoice Information	AOC MD Payment Paym	ents Voucher At	tributes Error S	ummary					
Business Unit MDJUD Voucher ID 00383685 Voucher Style Regular Voucher Invoice Date 11/01/2017 B RUDOLPHS OFFICE & COMPU Vendor ID 0000005387 ShortName RUDOLPHSOF-001 Location 000 Address 1	Invoice No 12345 Accounting Date 11/08/2017 Pay Terms NET00 Basis Date Type Acct Date TER SUPPLY INC		x In	voice Tot Mis	tal Line Total "Currency Currency Freight Total Difference	100.00 USD Q F F 100.00 0.00	Session Def Comments(( Attachments Preview App	)) ; (O)	
Save Save Source Document	Action		✓	Run	Calculate	Print		Approval	)
Line 1 *Distribute by Amount tem Quantity UOM Unit Price Line Amount Calculate	SpeedChart Ship To AOC-NON_ Description	PO Q				Find   View	One A:		• East
istribution Lines Chart Exchange Rate Statistics Assets	(****)				Personalize   Find	View All   🔄	First 🔇	) 1 of 1 🕑	Last
		b	und Account	Prog	Approp	Approp Yr D	ept	PC Bus Unit	Projec
Copy Down         Line         Merchandise Amt         Quantity	*GL Unit Agy	PCA F	and Account		Number			Unit	

Click here to

Submit

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Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary



## Voucher Exceptions:

Match Exceptions have to be corrected before the voucher can be processed.

Favorites -	Main Menu 🗸	> Accounts Payable	▼ > Review Ac	counts Payable Info	→ → Vouchers → >	Voucher Activity Inquiry	> Regular Entry
Summary	Related Documents	Invoice Information	AOC MD Paym	ent <u>P</u> ayments	Voucher Attributes	Error Summary	
Busine	ss Unit MDJUD			Invoice Date 01/3			
Vou	cher ID 00313219			Invoice No 223	398086		
Vouche	er Style Regular			Invoice Total 6,9	999.19 USD		
Vendor	r Name THOMSON	REUTERS WEST					
	Payment C	enter					
	PO Box 62	92					
	Carol Strea	m, IL 60197-6292					
	Status Postable			Pay Terms Du	ie Now		
Match	Status Exceptions		V	oucher Source Or			
	Status Pending			Origin ON	NL		
Post	Status Unposted			Created On 02	/07/2017 12:00AM		
				Created By			
				Last Update 02	/08/2017 12:00AM		
Budget	Status Valid			Modified By			
				ERS Type No	ot Applicable		
Budget Misc	Status Valid			Close Status Op			
*View F	Related Payment In	quiry	✓ Go				
Return to	Search 🔄 Noti	fy 🤶 Refresh			📑 Add	Update/Display	
Summary   Rela	ated Documents   Inv	voice Information   AOC M	D Payment   Paym	ents   Voucher Attr	ibutes   Error Summary	1	

#### Exception details on Invoice Information Tab

Invoice Lines (?)					Find   View All	Tirst 🔍 1 of 1	🕑 Last
Line 1	SpeedChart	Q	Purchase Ord	er		▲	+
*Distribute by Amount Item Quantity 1.0000 UOM EA Unit Price 6,999.19000		□ One Asset					
Line Amount 6,999.19 Calculate			Allocate by Pe	ercentage			
▼ Distribution Lines			Pers	onalize   Find   Vi	ew All   💷   🔜	First 🕚 1 of 1	🕑 Last
GL Chart Exchange Rate Statistics Assets	s FIII						
Copy Down Line PO Percent Percent	Merchandise Amt Quantity	*GL Unit Batch Agy	PCA Fund	Account P	rogram Appro	op Approp Yr	Dept
•••         •         1         100.0000         100.0000	0 6,999.19 1.0000	MDJUD Q C25	60801 0001	0915 B	006 A000	6 AY2017	
		<					>

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	Personalize   Find   View All   🖾   🧱 🛛 First 🕚 1 of 1 🕑 L	ast
Field Name	Message	
16-1 RULE_R600	Unmatched Receipts Exist	
2 45		
_		

# Payment Tab-Remit to Address

Favorites  Main Menu  Accounts Payable	<ul> <li>Review Accounts Payable Info          <ul> <li>Vouchers</li> </ul> </li> </ul>		stivity Inquiry > Regular Entry	
	ACO MD Devenuet	utua Cara Qua		
Summary Related Documents Invoice Information	AOC MD Payment Payments Voucher Attrib	utes Error Sun	imary	
Business Unit MDJUD	Invoice No 2864085-0			
Voucher ID 00313937 Voucher Style Regular Voucher	Invoice Date 02/02/2017		Action	Run
Total Amount 720.00	- NETOD	Due Now		Schedule Payments
Vendor Name RUDOLPHS OFFICE & COMP	PUTER SUPPLY INC			
Payment Information			Find   View All	First 🕚 1 of 1 🕑 Last
Payment 1				
*Remit to 0000005387 Q 🛒 Location 000 Q	Gross Amount Discount	720.00 USD 0.00 USD	Scheduled Due 02/09/2017 3 Net Due 02/09/2017	Payment Inquiry Express Payment
*Address 1	Discount	0.00 0.00	Discount Due	Payment Comments(0)
			Accounting Date	Holiday/Currency
RUDOLPHS OFFICE & CON				
5020 CAMPBELL BLVD, SU BALTIMORE, MD 21236-49				
Payment Options				
*Bank M&T Q	Pay Group	0	*Netting Not Applicable 🗸	Vendor Bank
*Account MAIN	*Handling Regular Payments	~	L/C ID	Messages
*Method CHK Check	Hold Reason	~	✓ Actions	Hold Payment
Message Message will appear on remittance advice.			· Actions	
Schedule Payment				
*Action Schedule Payment V Pay	Payment Date			
Pay	Reference			
Save				
			18	
Return to Search Notify C Refresh				Add Display
Summary   Related Documents   Invoice Information   AOC MI	Payment   Payments   Voucher Attributes   Error Sun	nmary		

## Payment Information

The highlighted section shows the payment information as processed by GAD to the vendor.

Favorites -	Main Menu	l <b>≁</b> →	Accounts Payable 👻 >	Review A	Accounts Payable	Info 👻 > Voucher	rs  → Voucher A	ctivity Inquiry	> Regular Entry		
<u>S</u> ummary <u>R</u> e	lated Docum	ients <u>I</u> nv	voice Information AO	C MD Payı	ment Paymen	ts Voucher Attr	ibutes Error Sur	nmary			
Business Unit:	:	MDJUD	Invoice No:		2837675-0	)					
Voucher ID:		00308955	Invoice Date	:	01/10/2017	7					
Voucher Style:	:	Regular Vol	ucher Gross Invoid	e Amount	t: 67.00						
Control Group	ID:	D560-FY17	State Status		Paid by St	ate			Add/Update Comments		
Ref. Document	t Number:	VZD56019	AOC Vendor	ID:	RUDOLPH	ISOF-001					
			Vendor:		RUDOLPH	IS OFFICE & COM	PUTER SUPPLY IN	ic			
Ctata Davis and	4-					-				<b>A</b>	
State Payment		-			-		rsonalize   Find   Vi	iew All   🗠   🎰	First 🕚 1 of 1	Cast	
Received Date	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method		arrant Arch	ive Reference Num	nber		
1 01/10/2017	02/07/2017	242	Payment	5047339	30 ACH		67.00 1704	1379			
State Adjustm	ients								Personalize   Find	View All   💷   🔢	First 🕢 1 of 1 🕑 Last
Received Tr	rans Type	Transaction	Description		djustment mount	Adjustment Date	Adjustment Number	Doc ID	Document Date	Invoice Description	
1											
	Save										
Return to Sea	arch 🔛	Notify 🔒	Refresh							📑 Add	d 🖉 Update/Display

ummary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

#### Payment Method Types:

• ACH- Electronic payment to the vendors bank account.

(To setup ACH payments, the Vendor must contact The Comptrollers Office.)

CHK- Check payment mailed to the vendor.



### Liability Offset

The highlighted section shows that Liability Offset has captured the payment due to an outstanding balance the vendor owes the state. The vendor will receive notification with information on where to call if they have questions. This notification can also be found in the attachments section of the voucher.

The Judiciary's debt to the vendor has been satisfied and nothing further needs to be done.

Favorites -	Main Mer	nu 👻 > .	Accounts Payable 👻 >	Review Accounts	Payable I	nfo 👻 > Vouchers	s   → Voucher	Activity Inquir	iry > Regular Entry
Summary F	Related Docur	ments Inv	oice Information AOC	C MD Payment	Paymen	s Voucher Attrib	outes Error Si	ummary	
Business Un	it:	MDJUD	Invoice No:	G	13006-4				
Voucher ID:		00007488	Invoice Date:	. 0	8/15/2013	3			
Voucher Sty	le:	Regular Vou	cher Gross Invoic	e Amount: 5	312.00				
Control Grou	ıp ID:	A093-FY14	State Status:	P	aid by St	ate			Add/Update Comments
Ref. Docume	ent Number:	VZA09303	AOC Vendor	ID: C	OMMUN	TYA-001			
			Vendor:	C	OMMUN	TY ALTERNATIVE	MEDIATION INC	;	
State Payme	ents					Pers	sonalize   Find	View All I 💷	First 🐠 1-2 of 2 🛞 Last
Received	Warrant	Trans	Transaction Description	Warrant Number	Paymen		Warrant		erence Number
Date	Date	Type			Method		Amount		
1 08/15/2013	3	242		LO059481	LOF		5312.00	) 14012690	
2 08/15/2013	3	730	Liability Offset – Capture Expense			5312.0	D		
State Adjust	ments								Personalize   Find   View All   🔄   🔜 First 🕚 1 of 1 🕑 Last
Received Date	Trans Type	Transaction	Description	Adjustmen Amount	t	Adjustment Date	Adjustment Number	Doc ID	Document Date Invoice Description
1									
	Save								
Return to S	Search 📔	Notify	Refresh						📑 Add 🖉 Update/Display
Summary   Relat	ed Document	ts   Invoice Inf	formation   AOC MD Payr	ment   Payments	/oucher/	Attributes   Error Sur	mmary		
									20

## Voucher (Invoice) Tips

- Remember to attach your invoice.
- Ensure the invoice number and invoice date agree with the invoice.
- The PO may have been set up under the Corporate Address. Make sure the address on the Payment Tab is the *Remit to* Address if the two vendor ID's have the same FEIN#.
- Use the description field to record important information, such as serial numbers that will help identify the expense. Enter these items on your requisition, so the information is also pulled into the PO & voucher.
- Make sure the description does not have any special characters, such as `: \' /. Many of these are copied over from the Requisition and/or PO descriptions. If these are present, the system will issue a warning and will not save the voucher until the characters have been removed.

- Phone bills are entered at DBF and do not require local approval. The invoices are attached to the voucher. You may locate these vouchers through the voucher activity inquiry or by running GL reports.
- Budget Check Warnings Exist-
  - > No action is required by the user.
- Budget Check Errors-
  - Please check the budget exception page to view the error details. If you need assistance, please call the DBF, Budget Unit.
- Make sure all statuses are Valid and that the Voucher is approved.
- Follow the Travel Policy- For more information, please visit the travel website on Courtnet or register for the GEARS Travel Class.
- When a vendor does not provide an invoice number the following standardization should be used:
  - YYYYMMDDII (Date by year, month and day, initials of the company as found in the vendor record in capital letters)
- For expense reimbursement vouchers, the invoice standardization is as follows:
  - YYYYMMDDII (Date by year, month and day, first and last name initials of the employee as found on the vendor record in capital letters)

## What to pay:

- Pay Current Activity A voucher should represent only the current activity/balance displayed on the supporting invoice. All past due balances on invoices must be reviewed to determine if they have already been processed for payment or if further action is required. Sometimes, calls to the vendor are required to obtain copies of missing invoices.
- Remove sales tax & late fees from invoices, note this on the invoice before scanning, and notify the vendor so they can adjust your account.
- Before scanning these invoices, make the necessary notes and/or corrections on the invoice, then attach it to the voucher.

#### Prior Balance Research

- Pay Current Activity- A voucher should represent only the current activity/balance displayed on the supporting invoice.
- All past due balances on invoices must be reviewed to determine if they have already been processed for payment or if further action is required.
- Any missing payments cannot be made based on a past due balance. Contact the vendor to obtain copies of any missing invoices and process them separately.

PAYMENT

#### Search Options:

- Using Voucher Activity Inquiry, enter the vendor ID, PCA and Approp year or accounting date range.
- If you use the voucher description\* to put identifying information that can be used to search as well.

\*Suggested to use this field to enter equipment serial numbers or account numbers.

#### 

Voucher Activity	Inquiry	
*Business Unit Voucher ID	= 🗸	MDJUD     Exclude Deleted Vouchers:     Exclude Closed Vouchers:       Q     Voucher Description     Contains
Invoice Number	Begins w/ 🗸	Invoice Date From Invoice Date To
Gross Invoice Amount		
PO Number	Begins w/ 🗸	Project ID
Vendor ID	Begins w/ 🗸	0000000731 Supplier Name Vendor Search
Entered By	Begins w/ 🗸	Q
Program Cost Account	Begins w/ 🗸	80091 Q Account From Q Account To Q
Approp Year From	AY2018 Q	Approp Year To AY2018 Q
Acct Dt From	2	Acct Date To
Matching, Approval	s, Status Search	Options
Budget Status	✓ Post	Status V Transaction Status V
Match Status		Approval Status
Search	Clear	*Click Clear to Refresh Search*

Jean		onon orear to re	erresir search-				
Search result	ts			Persona	lize   Find   View A	II [ 🖓 ] 🔢 First	🐠 1-15 of 15 🛞 Last
Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date •	Invoice Amount	Voucher Line Distributio
1 MDJUD	Paid by State	00375748	SN XEL589877 Annual Maintenanc	090672898	10/01/2017	98.60	1
2 MDJUD	Paid by State	00375746	All Meter 1 (B&W) prints at \$0	090672898	10/01/2017	98.60	2
3 MDJUD	Paid by State	00375744	All Meter 2 (Color) prints at	090672900	10/01/2017	115.11	3
4 MDJUD	Paid by State	00375744	SN XKP523788 Annual Maintenanc	090672900	10/01/2017	115.11	1
5 MDJUD	Paid by State	00375744	All Meter 1 (B&W) prints at \$0	090672900	10/01/2017	115.11	2
6 MDJUD	Paid by State	00367968	SN XEL589877 Annual Maintenanc	090330052	09/01/2017	102.90	1
7 MDJUD	Paid by State	00367968	All Meter 1 (B&W) prints at \$0	090330052	09/01/2017	102.90	2
8 MDJUD	Paid by State	00367966	All Meter 1 (B&W) prints at \$0	090330054	09/01/2017	39.73	2
9 MDJUD	Paid by State	00367966	All Meter 2 (Color) prints at	090330054	09/01/2017	39.73	3
10 MDJUD	Paid by State	00367966	SN XKP523788 Annual Maintenanc	090330054	09/01/2017	39.73	1
11 MDJUD	Paid by State	00359410	SN XEL589877 Annual Maintenanc	089978147	08/01/2017	111.63	1
12 MDJUD	Paid by State	00359410	All Meter 1 (B&W) prints at \$0	089978147	08/01/2017	111.63	2
13 MDJUD	Paid by State	00359406	All Meter 1 (B&W) prints at \$0	089978149	08/01/2017	49.99	2
14 MDJUD	Paid by State	00359406	SN XKP523788 Annual Maintenanc	089978149	08/01/2017	49.99	1
15 MDJUD	Paid by State	00359406	All Meter 2 (Color) prints at	089978149	08/01/2017	49.99	3
<							>



#### **Voucher Activity Inquiries**

Breadcrumbs: Accounts Payable>Review Accounts Payable Information>Vouchers>Voucher Activity Inquiry

- Run inquiries following the Tip Sheet provided and the Recommendations document.
- The inquiry page will allow you to search the following criteria: Voucher ID #, PO #, PCA, Entered By, Budget Status, Approval Status, Match Status, Invoice Description, etc.
- Check this inquiry page on a regular basis to ensure all vouchers are moving forward in the payment process.



## **Voucher Activity Inquiry** Example

Favorites -

25 MDJUD

26 MDJUD

<

Paid by State

Paid by State

00377480

00375731

	รร						
MARYLAND	JUDICIARY						
Voucher A	activity Inquiry						
*Business Unit	= V MDJ		Exclude Deleted Vouchers:	Exclude Closed Voucher			
Voucher ID	Begins w/ 🗸		Voucher Description Contains				
Invoice Numbe	er Begins w/ 🗸		Invoice Date From	Invoice Date To	21		
Gross Invoice	Amount 🟱 🗸						
PO Number	Begins w/ 🗸	Q	Project ID	۹.			
Vendor ID	Begins w/ 🗸		Supplier Name	Vendor Searc	ch		
Entered By		N.SMITH	Q				
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Budget Statu Match Status			Transaction Status     Approval Status	~			
Sear		Click Clear to Re	efresh Search*				
Search resul Buelnese				Personalize   Find   View 100		rst 🌗 1-230 of 230 🕚	
Unit	Transaction Status	Voucher	Voucher Description	Involce Number	Invoice Date -	Invoice Amount	Vouche
13 MDJUD	Paid by State	00377539	Miscellaneous computer supplie	PSI1032320	09/30/2017	180.00	-
14 MDJUD	DBF in Process	00380721	K10-0073-29 Mod 15 Exercise Op	080649	09/30/2017	113026.25	
15 MDJUD	Not Submitted / In The Field	00377521	Continue base year 1, POP 7_1	17-2000-327847	09/30/2017	2966.66	
16 MDJUD	DBF in Process	00380718	Conference Calls	1743940992	09/30/2017	51.65	
17 MDJUD	Submitted to State	00379109	Miscellaneous computer supplie	PSI1032149	09/29/2017	1280.00	
18 MDJUD	Paid by State	00375737	Miscellaneous computer supplie	PSI1032139	09/29/2017	2128.00	
19 MDJUD	Paid by State	00377547	Miscellaneous computer supplie	PSI1032074	09/28/2017	510.00	
20 MDJUD	Paid by State	00377543	Miscellaneous computer supplie	PSI1032084	09/28/2017	390.00	
21 MDJUD	DBF in Process	00381040	Miscellaneous Packaged softwar	PSI1031890	09/28/2017	169.00	
22 MDJUD	Submitted to State	00379520	BPO for Miscellaneous computer	93629	09/26/2017	66.16	
23 MDJUD	Paid by State	00378131	Exercise second of three optio	INV-0004328300	09/26/2017	39360.68	
24 MDJUD	Paid by State	00377480	IBM Flex System HW and SW Main	3004055	09/25/2017	89508.45	

Lenovo Flex System Hardware Ma

Miscellaneous computer supplie

3004055

PSI1031789

21

89508.45

1564.00

09/25/2017

09/25/2017

Vouche

### **Voucher Activity-Statuses**

- Not Submitted / In the field If the voucher does not meet the criteria for being moved into the DBF queue, it would show this status. i.e., not submitted for approval, not budget checked.
- DBF in Process The voucher has been placed in a Control Group for payment. The control group can be found on the AOC MD payment tab of regular entry, Control Group ID.
- DBF Processing Hold -This status would capture those vouchers that are in one of the DBF special hold control groups.
- Submitted to State The voucher has been submitted to the state for payment via our daily electronic file, as evidenced by the population of the ref document number. This information is found on the AOC MD Payment tab of the regular entry.
- Paid by State The voucher has payment information from the state in the AOC MD payment tab of regular entry.
- Cancelled Payment The voucher went through the payment selection process but subsequently, the payment was cancelled.

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Closed - The voucher was posted and then subsequently closed.



## **RIR Notifications**

#### Workflow Notifications:

- Accounts Payable has identified that a correction is required before the voucher can be processed.
- Once you have revised the voucher, please reply to the RIR (with History) to: DBF Accounts Payable, so processing can continue in a timely manner.

## Finding an Existing Voucher

Breadcrumbs: Main Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry

	Main Menu <del>-</del>	> Accoun	ts Payable 👻 🚿	vouchers 👻 🔅	Add/Update -	> Regular Entry
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Enter any informatior	you have and o	lick Search. Le	eave fields blank	for a list of all valu	les.	
Find an Existing	Johno Add a	New Value				
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Business Unit	= 🗸	MDJUD	Q			
Voucher ID	begins with 🗸	00375746	×			
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Vendor ID	begins with $\checkmark$	]	٩			
Vendor Name	begins with 🗸					
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Voucher Source	= 🗸			~		
Incomplete Voucher	= 🗸			$\checkmark$		
		1				
Ref Doc	begins with $\checkmark$					

Search Clear Basic Search 🖾 Save Search Criteria

Find an Existing Value Add a New Value



30

## Making Corrections & Resubmitting a Voucher

- On the Invoice Information Tab, make any and all necessary changes to the voucher.
- Once complete, re-run budget checking, and matching if needed.
- Re-submit for approval.

Same process for using a "recycled" voucher.

nmary <u>R</u> elated Documents Invoice Informa	AOC MD Pa	avment P	ayments	Voucher	Attributes	Error Sum	marv	1					
								Total	Session Def	Session Defaults			
Business Unit MDJUD Voucher ID 00383685	Invoice No 12345 × Accounting Date 11/08/2017							Line Tota	Comments(				
Voucher Style Regular Voucher	Pay Te	erms NET00		<b>F</b>	Due Now		*Currency USD Q				Attachments		
Invoice Date 11/01/2017	Basis Date 1	Type Acct Da	ite				N	Miscellaneous Freigh				oroval	
RUDOLPHS OFFICE & C	OMPUTER SUPPLY	INC											
Vendor ID 0000005387			ual Vouci	ner				Tota Difference		100.00 0.00			
ShortName RUDOLPHSOF-001								Difference	,	0.00			
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Distribution Lines	ssets												
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GL Chart Exchange Rate Statistics	antity	GLUIII	~9y										
GL Chart Exchange Rate Statistics A	-			60091 🔍	0001 Q	0902	QE	B006 🔍	A0006 Q	AY2018 Q	Q		2

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

## How to Recycle a Voucher Recycle



If you have entered a voucher by mistake or if it is no longer needed, it is possible the voucher can be recycled. In order to recycle a voucher, it must have statuses of unapproved and not submitted. If the voucher is in DBF in Process Status, please contact Accounts Payable before recycling.

Follow the below steps to recycle the voucher, next time you have an invoice to process.

- 1. Find the existing voucher, enter the voucher number that is being recycled.
- 2. Go to the Invoice Information Tab and change all required information, *i.e. Vendor, Amount, Invoice Number, Attachment*,
- 3. Run Budget Checking and/or Matching.
- 4. Submit tor Approval.

#### Any Questions?

Please feel free to Contact Us:

Brittanie Collier Unit Director 410-260-1379

Sharon Hoff Supervisor 410-260-1412

Trudy Brown Lead Worker 410-260-1378

